

**AMENDED AGENDA FOR GOAL SETTING & LONG TERM PLANNING MEETING**

**CITY OF BARABOO COMMON COUNCIL**

**Location: Municipal Building, 101 South Blvd., Baraboo, WI**

**Monday, June 18, 2018, 6:00PM\***

Goal setting meeting of the Common Council, Mayor Palm presiding.

*Notices sent to Council members:* Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, and Thurow

*Notices sent to City Staff and Media:* Atty. Truman, Adm. Geick, Finance Director Haggard, City Clerk Zeman, City Engineer Pinion, Utility Super. Peterson, Street Super. Gilman, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Bergin, CDA Director, the News Republic, WRPQ.

*Notices sent to other interested parties:* Town of Baraboo, Village of West Baraboo, Citizen Agenda Group, Media Agenda Group, BID, BEDC

**CALL TO ORDER**

**APPROVAL OF AGENDA** (Voice vote):

**NOTE COMPLIANCE WITH OPEN MEETING LAW NOTED**

**DISCUSSION OF SETTING GOALS AND LONG TERM PLANNING FOR THE CITY OF BARABOO**

- A. What do you want Baraboo to be like in 2025;
- B. What do we need to do to get there;
- C. What are our goals to reach in the next 3 years;
- D. Succession Planning;
- E. Should we include other groups in this discussion.

**ADOURNMENT**

**\*There will be a potluck prior to the goal setting meeting at 5:15 pm in the multi-purpose room (located next to employee breakroom on 1<sup>st</sup> floor). This will not be a meeting of the governmental body as no business will be discussed. This is purely a social event.**

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission, or board identified in the caption of this notice.**

Agenda prepared by E. Truman  
AMENDED Agenda posted by D.Munz on 06/14/2018

# Memo

## City Administrator



To: Mayor and City Council  
From: Ed Geick  
Subject: Goal Setting Discussion on June 18<sup>th</sup>  
Date: June 14, 2018  
CC: Department Directors

Immediately below is a summary of what we did last year in our Goal Setting discussions, both the final and the preliminary lists that we created. Following that is the list of projects in the 2018 Budget and a report on their status of their implementation.

I am also including as attachments the current list of major capital projects and our debt capacity. Cynthia Haggard has put together some graphs that illustrate our declining debt in the future and our capacity of future projects. Now that we have the Municipal Building project completed the future looks bright to tackle other things.

The City Council's priorities for next year and longer term are important to how City Department Heads set up budgets and long term financial planning. We have proven how successful this kind of planning is with our new Municipal Building. Staffing is just as important and it goes hand in hand with the service levels you establish. The City Council members willingness to have open discussion with Department Heads about all of these things helps to create better understanding among all of us.

### Summarized Goals from June, 2017

1. Infrastructure
  - a. 5 year road reconstruction plan = 4/5 and dedicated funding
  - b. Fire/EMS Study + Implementation = 1/3
  - c. Library project = 3/2
  - d. Lead service line replacement = 1/1
  - e. Web Site = 0/1
2. Budget & Finance
  - a. Alternative Revenues for infrastructure = 2/1
3. Economic Development
  - a. Growth management plan = 2/0
  - b. Implementation of East Side Plan = 1/2
  - c. Continue collaboration with partners in River Corridor
  - d. River Corridor
4. Property Maintenance
  - a. Control appearance of new construction = 2/0

- b. Improve appearance of existing homes = 0/2
- 5. Other
  - a. Improve Communications with Citizens and with other Local Governments = 2/2
- 6. Staffing
  - a. IT Staff = 1/4
  - b. Staffing review with job duties; retention and service planning = 2/1
  - c. Building Inspector position = 0/2

### Preliminary Summary of Goals Identified on June 13, 2017

- 1. Economic Development (City Council/City Staff)
  - a. Eastside Plan implementation = 1/2
  - b. Web site = 0/1
- 2. Property Maintenance
  - a. Control appearance of new construction = 2/0
  - b. Improve appearance of existing homes = 0/2
  - c. Appearance of buildings downtown =
  - d. Offer incentives for property maintenance
- 3. River Corridor
  - a. Continue collaboration with partners
- 4. Other
  - a. Expand on relationships with other local governments. = 2/2
  - b. Growth management plan = 2/0
  - c. Better Communication with Citizens = 1/0
  - d. Communications towers for digital for public safety = 0/1
  - e. Sale of City Forest =
  - f. Volunteer type opportunities
  - g. Baraboo and West Baraboo Combining = 0/1
  - h. Airport =
- 5. Staffing
  - a. Fire organizational study = 0/1
  - b. Staffing review with job duties; retention and service planning = 2/1
  - c. Fire/EMS =
  - d. Facility maintenance person = 0/2
  - e. IT Staff = 1/4
  - f. Library program outreach = 0/1
  - g. Building Inspector position = 0/2
- 6. Budget and Finance
  - a. Library Project fund request = 2/1
  - b. Alternative Revenues for infrastructure = 2/1
  - c. Adequate revenues for program expansion projects = 1/0
  - d. Fire organizational study implementation = 0/2

- e. Forestry, SAB, Tree Utility = 0/2
  - f. Dedicate \$ for Road Construction = /01
7. Infrastructure
- a. 5 year road reconstruction plan =- 4/5
  - b. Lead service line replacement = 1/1
  - c. Funding for Library project = 1/1
  - d. Fire/EMS relocation = 1
  - e. Swim Pool concerns, priority level
  - f. Increase dollars for infrastructure
  - g. School crossing lights
  - h. Fire organizational study
  - i. New Building Move

## 2018 City Projects Final Status Report Updated 6-1-18

Green = Completed, Red = Paused or Interrupted, Gold = In progress

Dept	Project or Task	Manager	Schedule	Est. Cost	Status
Admin	101 South Blvd new Public Safety/Administration Bid + build building	Pinion, Geick, Cannon	FY18	Est = \$15M	<i>Bid in early 2017. Completed work and moved in April 9, 2018.</i>
	1208 11 <sup>th</sup> St., redevelop old Ringling Hospital site	Geick, Pinion, Cannon	FY18	\$500,000	<i>This project was interrupted by a development proposal. This may be taken up again in 2018/19.</i>
	325 Lynn St.	Geick + Pinion	FY18	\$300,000	<i>Cleanup of contaminated property with EPA + DNR funds. A 60 unit development is in the approval process now.</i>
	Review City Properties for potential sale. Send to BEDC for recommendation	Cannon, Geick	FY18		<i>Continue working on property list</i>
	Train Depot	Geick, Pinion, Cannon	FY18	Unknown	<i>Work with property owner + Ad Hoc Comt on redevelopment plan. This project was deferred by owner.</i>
Atty	Study of Municipal Court	Schauf, Truman	FY18		<i>Joint project with Police. Plan for implementation in FY19.</i>
CDA					
	Roof replacement	Cannon	FY16	100,000	<i>Bid specs being done by MSA</i>
	Kitchen replacements	Cannon	FY16	450,000	<i>scheduled for 2018</i>
	Elevator refurbish DTA	Cannon	FY18		
Airport	Airport – Zoning overlay plan	Giese	FY18		<i>Delayed to after runway widening/reconstruct in 2018</i>
Airport	Airport – runway improvements	Giese	FY18	276299	<i>In progress. Complete by July.</i>
Ec Dvl	Website Development	Cannon, Geick	FY18	14,000	<i>In progress</i>
	Workforce development	Cannon, Geick	FY18	5,000	<i>Continue FY18</i>
	East side development plan	Cannon, Geick	FY18	20,000	<i>Begin the implementation of East Side Study recommendations</i>
	Marketing, Business retention	Mayor, Cannon, Geick	FY18	5,000	<i>Mayor has been working with DBI and Chamber on new program.</i>
	Façade Improvement program downtown	Cannon, Geick, BID, CDA	FY18	20000	<i>In conjunction with BID created improvement program for downtown storefronts</i>
	River Corridor Redevelopment	Geick, Cannon, Pinion	Ongoing		<i>Continue plan implementation.</i>
	Implement Grow Baraboo Plan	Mayor, Cannon, Geick	FY18	\$5,000	<i>In progress</i>

Dept	Project or Task	Manager	Schedule	Est. Cost	Status
	Discover Wisconsin project	Geick/Chamber, W. Baraboo	FY18	3500	<i>Joint project with Chamber &amp; W. Baraboo. In progress</i>
Ec Dvl	SCDC Housing Study	Cannon	FY18		<i>In progress</i>
Engr					
	Sidwalk + curb & gutter, Street Improvements a) Broadway – 6 <sup>th</sup> to 8 <sup>th</sup> b) Lake St c) Island Court d) Mill Race e) Sumac f) Roundabout at Lynn St	Pinion	FY18	282,651	<i>Bidding in progress</i>
	Old City Hall renovation design	Pinion, Geick, Stieve	FY18	148,000	<i>Currently under study</i>
	Pave parking lot 5 <sup>th</sup> @Oak	Pinion	FY18	3000	
	Hire Building Inspector/Code Enforcement Officer	Pinion/Stieve/Geick	FY18	50000	<i>To be determined in conjunction with Fire Operations Report results</i>
	Pave Civic Center upper parking lot	Pinion	FY18	26000	
	Truck replacement	Pinion	FY18	24000	
Finance	Financial Software	Haggard	FY18	26587	<i>2<sup>nd</sup> installment of 3yr purchase agreement: financial software suite</i>
	Capital Assets Module	Haggard	FY18	4440	<i>Planned implementation July/Aug.</i>
Fire	Siren maintenance	Stieve	FY 18	5,000	
	Organizational study	Stieve, Geick	FY18	20,000	<i>Study completed and now working through implementation</i>
	Lexipol software	Stieve	FY18	6197	
	Emergency response plans	Stieve/Schauf	FY18	3000	<i>This will be done for new building employees</i>
	ER risk analysis software	Stieve			
IT	Software enhancements	Sauk MIS/IT Comt	FY18	13500	
	System risk assessment	Geick/CVMIC	FY18	3000	<i>This will be contracted thru CVMIC. In progress</i>
	New Workstations	Haggard/Sauk IT	FY18	2500	
Library	Radio Frequency ID	Bergin	FY18	9371	<i>Year 1 of 2</i>
	New Building design	Bergin	FY18		<i>Architect selected for Phase 1</i>
	Strategic Planning	Bergin	FY18		<i>Hired Strategic Planning Consultant</i>
Park	EAB treatments	Hardy	FY18	13500	<i>Completion by 6/14/2018</i>
	Oschner playground	Hardy	FY18	11500	<i>Park Commission looking to match City funds with donations to expand size</i>

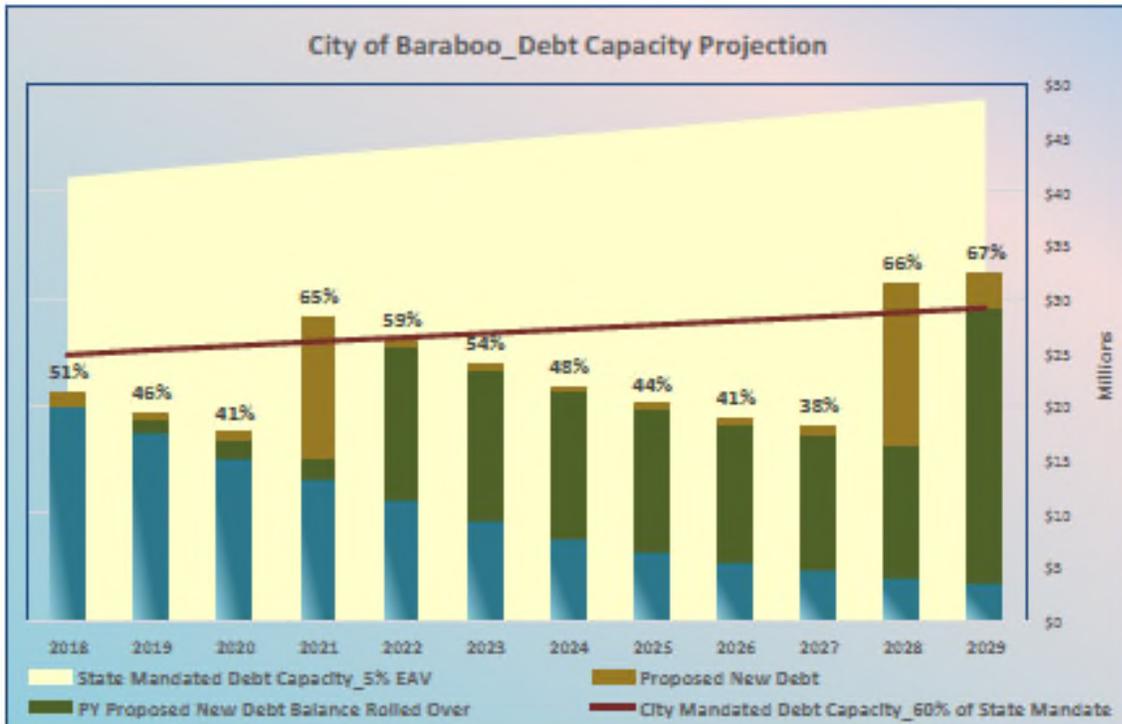
Dept	Project or Task	Manager	Schedule	Est. Cost	Status
	MRE bleachers	Hardy	FY18	6000	<b>COMPLETE</b>
	Zoo west side fence repair	Hardy	FY18	7,000	Contract awarded, will be installed in mid-June
	Dugout replacements	Hardy	FY18	2500	
	Phone system replacement	Hardy/Pinion	FY18	1000	<b>COMPLETE</b>
	Gym AC system	Hardy	FY18	7900	Bids over budget-will re-bid
	Mower replacement	Hardy	FY18	12000	Obtaining bids
	Used dump truck	Hardy	FY18	21000	<b>COMPLETE</b>
	Rekey master locks	Hardy	FY18	10000	
	Riverwalk Bridge	Hardy	FY18	400000	Permitting phase, construction to begin fall 2018
	Zoo perimeter fence + gate	Hardy	FY18	30000	Contract awarded, will be installed in mid-June
	Zoo office renovations	Hardy	FY18	10000	
	Pool- replace locker room doors	Hardy	FY18	10000	Bidding phase
	Pool- New fence	Hardy	FY18	8175	Completion in September
	Park House renovations	Hardy	FY18	25,000	In process, completion scheduled late summer 2018
	River Otter exhibit	Hardy	FY18	340,000	Building & perimeter walls complete, FOBZ raising funds for final landscaping & water features for October completion
Police	Body worn cameras, x5	Schauf	FY18	5000	
	Ballistic/ERT vests	Schauf	FY18	6750	
	Vehicle replacement x2	Schauf	FY18	58000	
	MDC replacements x3	Schauf	FY18	12000	
	Mobile video	Schauf	FY16	5600	
	Portable radio replacement	Schauf	FY18	19000	
	Animal van replacement	Schauf	FY18	22500	
	Study of Municipal Court	Schauf, Truman	FY18		
	Replace Server	Sinden	FY18	20000	
	Taser replacement	Schauf	FY18	5000	
	Light bar replacement	Schauf	FY18	3000	
	Radar replacement	Schauf	FY18	3000	
PW	Crack filling	Pinion	FY18	10,000	Has Begun for 2018
	CSC shop ventilation	Pinion	FY18	3000	Quotes Received. Pending PO Approval. Were able to utilize operating expenses to complete work.
	Alleys, 5 blocks	Pinion	FY18	50,000	
PW	Fencing + cameras at compost site	Pinion	FY18	11000	Summer/Fall 2018 Project
	1 ton dump replacement	Pinion	FY18	50000	Purchased. Actual Cost \$40,250
	5 <sup>th</sup> Ave Parking lot install	Pinion	FY18	20,000	

Dept	Project or Task	Manager	Schedule	Est. Cost	Status
	Replace tar kettle	Pinion	FY18	70,000	<i>In Demo Stage</i>
	Equipment replacement	Pinion	FY18	115,000	<i>Placed in Capital Replacement Fund for future equipment purchases</i>
	Storm water projects	Pinion	FY18	85,000	<i>Designated repairs to system has begun for 2018.</i>
	Storage shed	Pinion	FY18	60000	<i>Bid opening scheduled for 6/7. Joint project with utility &amp; parks.</i>
	Phone system replacement	Pinion	FY18	15000	<b>COMPLETE</b>
	Paint machine	Pinion	FY18	15000	<i>Purchased. Actual cost \$12,200</i>
	Plow Truck replacement	Pinion	FY18	165000	<i>Pending approval finance/council</i>
	Garbage Truck replacement	Pinion	FY18	265000	<i>Ordered. Expected Delivery Oct./Nov. 2018. Actual Cost \$282k</i>
	Compost/Salt sand screener	Pinion	FY18	50000	<i>Postponed. Removed from 2018 purchases.</i>
	Replace Wireless Network Equip. for EOC	Pinion	FY18	1,500	
Utility	Build storage shed/garage	Pinion, Peterson	FY18	150,000	<i>Bids due 6/7</i>
	Replacing WRRF Biosolids equipment	Peterson	FY18	2,900,000	<i>Construction start 7/9 est. completion 11/2018</i>
	Replacement Sewer Cleaning Truck	Pinion, Peterson	FY18	400,000	<i>Ordered 5/2018</i>
	Vine St. watermain replacement	Pinion, Peterson	FY18	100,000	<i>Bids open 6/7/2018</i>
	Lead Service Line replacement program	Pinion, Peterson	FY18	250,000	<i>3 replaced so far</i>
	Water service replacement 3 <sup>rd</sup> Ave.	Pinion, Peterson	FY18	10,000	<i>Bids open 6/7/2018</i>
UW-BSC	Replace Roof projects	Ald Wedekind, Pinion	FY18	37500	

## Debt Capacity Information

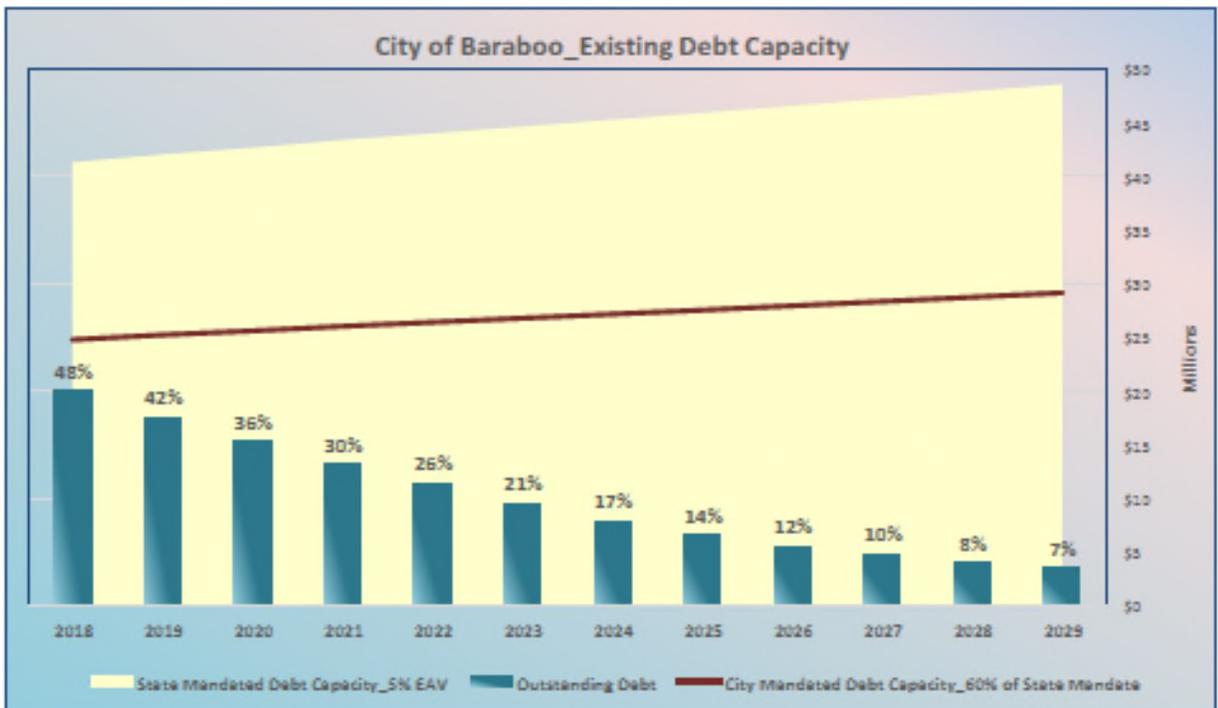
### Assumptions:

1. Equalized value % change from prior year is an average of the previous 5 years and levels out in year 2022 at 1.014258.
2. Assessed value % change from prior year in an average of the previous 5 years and levels out in year 2022 at 1.005807.
3. Proposed new debt repayment term is based on 20 years.
4. The projection takes into consideration principal payments each year on proposed debt.
5. The first payment on proposed new debt to occur in subsequent year.
6. The line of credit for the annual lease payment is roughly \$560K through 2027, then roughly \$510K each year thereafter until maturity.



**Proposed Projects Funded With New Debt**

Year	Amount	Project Description
2018	\$ 1,200,000.00	Fire Station Remodel
2019	\$ 450,000.00	Annual Streets
2019	\$ 137,750.00	UW Theater & Arts renovation-Design Phase I
2020	\$ 137,750.00	UW Theater & Arts renovation-Design Phase II
2020	\$ 40,000.00	Civic Center Office Renovation
2020	\$ 450,000.00	Annual Streets
2021	\$ 2,479,000.00	UW Theater & Arts renovation
2021	\$ 450,000.00	Annual Streets
2021	\$10,000,000.00	Library Renovations
2022	\$ 450,000.00	Annual Streets
2023	\$ 450,000.00	Annual Streets
2024	\$ 450,000.00	Annual Streets
2025	\$ 450,000.00	Annual Streets
2026	\$ 450,000.00	Annual Streets
2026	\$ 239,000.00	UW Front Entrance & Administration Relocation_Design Phase I
2027	\$ 450,000.00	Annual Streets
2027	\$ 239,000.00	UW Front Entrance & Administration Relocation_Design Phase II
2027	\$ 154,500.00	UW Library & Classroom Expansions_Design Phase I
2028	\$ 450,000.00	Annual Streets
2028	\$10,000,000.00	Public Safety-Phase II
2028	\$ 4,305,000.00	UW Front Entrance & Administration Relocation
2028	\$ 154,500.00	UW Library & Classroom Expansions_Design Phase II
2029	\$ 450,000.00	Annual Streets
2029	\$ 2,777,000.00	UW Library & Classroom Expansions



**Current Outstanding Debt Maturity:**

Board of Commissioners of Public Lands Trust Fund_2008	2020
Board of Commissioners of Public Lands Trust Fund_2015	2021
Community First Bank Note	2023
Baraboo State Bank.Unfunded Pension Liability_Refinanced	2023
Series 2013B	2025
Series 2012A	2026
Series 2013A	2026
Series 2014A	2028
Series 2010A	2030
Series 2015A	2035
Series 2016A	2035
Series 2018A	2038
Line of Credit	2056