



## CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, September 22, 2020, 7:00 P.M.

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982.

The City requires anyone appearing in person to wear a mask and practice social distancing.

### **Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.**

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, and Thurow

Notices Sent To City Staff, Media And Other Interested Parties: Interim City Admin. Geick, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *Tim Lawther, Sauk County Health Officer, Mari Burri, Wendy Grant, Ryan Werner*

#### 1. **CALL TO ORDER**

#### 2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

#### 3. **APPROVAL OF PREVIOUS MINUTES** (*Roll Call*): September 8, 2020

#### 4. **APPROVAL OF AGENDA** (*Roll Call*)

#### 5. **COMPLIANCE WITH OPEN MEETING LAW NOTED**

#### 6. **PRESENTATIONS**

- Update from Sauk County Health Department.

#### 7. **PUBLIC HEARINGS**

#### 8. **PUBLIC INVITED TO SPEAK** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)

#### 9. **MAYOR'S BUSINESS**

- The Mayor would like to congratulate the following city employees on their upcoming October anniversaries:
  - Wendy Grant, Park & Recreation Facility Coordinator, 20 years
  - Mari Burri, Library Cataloging/Purchasing Coordinator, 15 years
  - Ryan Werner, Patrol Sergeant, 15 years

#### 10. **CONSENT AGENDA** (*Roll Call*)

CA-1...Approve the accounts payable to be paid in the amount of \$\_\_\_\_\_.

#### 11. **ORDINANCES ON 2<sup>ND</sup> READING**

SRO-1... Approve amending §17.18(4)(a) and the Zoning District Map of the Baraboo Municipal Code to rezone a portion of westerly areas of tax parcels 206-1138-00000 and 206-1136-00000, respectively, from C-1 Conservancy to R-1A Single Family Residential, for Baraboo Country Club, Inc.

SRO-2...Approve amending §17.18(4)(d) and the Zoning District Map of the Baraboo Municipal Code to rezone tax parcel 206-2707-00000 as a Planned Unit Development for Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC at 633 8<sup>th</sup> Avenue, located in the southeast corner of Park Street and 8<sup>th</sup> Avenue.

SRO-3... Approve amending §7.02 (2)(b)2 to provide for No Parking any time on the southerly 50 feet of West Street between 2<sup>nd</sup> Avenue and the alleyway south of 2<sup>nd</sup> Avenue.

## 12. **NEW BUSINESS – RESOLUTIONS**

NBR-1...Consider adopting 2021 Parks, Recreation and Forestry Department Fees and Charges. (*Hardy*)

NBR-2...Consider adopting 2021 Parks, Recreation and Forestry Department Seasonal Wages. (*Hardy*)

NBR-3...Consider approving 2020-21 Thunderbird Youth Hockey Association lease of the Pierce Park Pavilion. (*Hardy*)

NBR-4...Consider request to subsidize 2021 Boys and Girls Club of Baraboo-Sauk County lease of the Civic Center by 80%. (*Hardy*)

NBR-5...Consider request to subsidize 2021 Baraboo Area Senior Citizens Organization lease of the Civic Center by 80%. (*Hardy*)

NBR-6...Consider request to subsidize Stage III Theater For Youth lease of the Civic Center by 50%. (*Hardy*)

NBR-7... Consider approving auditor selection for 2021-2024. (*Haggard*)

NBR-8...Consideration and possible action on “Resolution Creating Tax Incremental District No. 10, Approving its Project Plan and Establishing its Boundaries.” (*Cannon*)

NBR-9...Consideration and possible action on “Resolution Creating Tax Incremental District No. 11, Approving its Project Plan and Establishing its Boundaries.” (*Cannon*)

NBR-10...Consideration and possible action on “Resolution Approving an Amendment to the Project Plan of Tax Incremental District No. 11, City of Baraboo, Wisconsin.” (*Cannon*)

## 13. **NEW BUSINESS – ORDINANCES**

NBO-1...Approve amending §13.15 of the City of Baraboo Code of Ordinances entitled “OUTSIDE SERVICE LIMITED” in order to add one additional property to the thirteen (14) existing properties in unincorporated areas that receive water service from the City of Baraboo. (*Pinion*)

## 14. **COMMITTEE OF THE WHOLE** – (*Note: To take action in Committee of the Whole, the following motion should be made: Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to suspend Council Rule §2.04(15) of the Municipal Code, as permitted by §2.04(20) of the Municipal Code, to allow action to be taken within Committee of the Whole.*)

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to enter Committee of the Whole to discuss the Special Event Permit & Picnic License application filed by the Baraboo Young Professionals for their October 23, 2020 Baraboo Night Market

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to rise and report from Committee of the Whole and return to regular session. (*Roll Call*)



<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	*Administrative	*CDA				
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	<b>Columbus Day</b> *Park & Rec	*Finance *Council		*UW Campus		
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	*PFC	*Plan *Library	*BID	*Emergency Mgt		
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
	*Public Safety	*Finance *Council	*Ambulance	*Public Arts		

**PLEASE TAKE NOTICE** - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, September 8, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent: Plautz

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, K. Stieve, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Kent and carried unanimously to approve the minutes of August 25, 2020.

Moved by Petty, seconded by Ellington and carried unanimously to approve the agenda.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS** - Tim Lawther was not available, no presentation was given.

**PUBLIC HEARINGS** - The Mayor announced that this is the published date and time to hear public comment concerning:

- Request by Baraboo Country Club, Inc., to rezone a 0.53 acre parcel of land in the southwest corner of the Baraboo Country Club, Inc., property, located on the east side of the 900 block of Walnut Street (across from Pierce Park), from C-1 Conservancy to R-1A Single-Family Residential, being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin;

No one spoke and the Mayor closed the Public Hearing.

- The General Development Plan/Specific Implementation Plan in accordance with Steps 3 and 4 of the PUD Process and the corresponding zoning as a Planned Unit Development to allow Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC, to operate an Automobile Sales and Service business with a body shop to be located in the existing building on the southeast corner of 8<sup>th</sup> Avenue and Park Street in a B-2, Neighborhood Business zoning district located on Lots 6 and 7 in Block 16 of the Moore & Drowns Addition to the City of Baraboo in the NE¼ of the SW¼ of Section 35, T12N, R6E, located at 633 8<sup>th</sup> Avenue.

No one spoke and the Mayor closed the Public Hearing.

**PUBLIC INVITED TO SPEAK** – No one spoke.

**MAYOR'S BUSINESS**

- The Mayor would like to congratulate the following City staff on their September anniversaries:
  - Tom Clark, Fire Inspector, on his 20<sup>th</sup> anniversary;
  - Carl Ustupski, Patrol Officer, on his 5<sup>th</sup> anniversary
- Congratulations to Gail Johnson who will be retiring from the Library after 12 years.

**CONSENT AGENDA****Resolution No. 20-79**

THAT the Accounts Payable, in the amount of \$1,443,557.84 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 20-80**

THAT the "Schedule for Successor of Agent" submitted by Casey's General Stores appointing Anthony Hawks as the new agent be approved. The City Clerk is authorized to re-issue the liquor license for Casey's General Store including Anthony Hawks as the agent.

Moved by Wedekind, seconded by Sloan and carried that the Consent Agenda be approved-8 ayes.

**NEW BUSINESS - RESOLUTIONS****Resolution No. 20-81**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the attached one-lot Certified Survey Map prepared by Grothman & Associates, SC is hereby approved and further,

THAT the dedication of land for the Walnut Street right-of-way as shown on this Certified Survey Map is hereby accepted.

Moved by Ellington, seconded by Sloan and carried that **Resolution No. 20-81** be approved-8 ayes.

**Resolution No. 20-82**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the Employee COVID-19 Policy be adopted as a standalone City personnel policy, and

THAT the Employee COVID-19 Policy be brought back to the Common Council, by way of the Finance/Personnel Committee, for a review of its applicability no later than December 31, 2020.

Moved by Petty, seconded by Kent and carried that **Resolution No. 20-82** be approved-8 ayes.

**Resolution No. 20-83**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the Fire Chief is authorized to purchase 14 foot Zodiac inflatable boat with motor and trailer from the Sauk County Sheriff's Department for \$3,400.00

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 20-83** be approved-8 ayes.

**Resolution No. 20-84**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT, City of Baraboo staff be directed to investigate federal and state grant opportunities as they occur.

Moved by Sloan, seconded by Thurow and carried that **Resolution No. 20-84** be approved-8 ayes.

**NEW BUSINESS - ORDINANCES**

Moved by Kolb, seconded by Sloan and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2559** amending §17.18(4)(a) and the Zoning District Map rezoning a portion of westerly areas of tax parcels 206-1138-00000 and 206-1136-00000, respectively, from C-1 Conservancy to R-1A Single Family Residential.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO  
ORDAIN AS FOLLOWS:

1. *Section 17.18(4)(a), Ordinances is hereby revised to reflect the following change to Tax Parcels 206-1138-00000 and 206-1139-00000: rezone this 0.53 acres of land (net lot area) in the southwest corner of the Baraboo Country Club, Inc. property, located on the east side of the 900 block of Walnut Street (across from Pierce Park), from C-1 Conservancy to R-1A Single-Family Residential, being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin.*

*Commencing at the East Quarter corner of Section 2; thence South 01°15'58" East along the East line of the Southeast Quarter of Section 2, 1,834.09 feet to the Northeast corner of Lot 1, Certified Survey Map, No. 5675; thence South 88°27'13" West along the North line of Lot 1, 531.71 feet to the point of beginning; thence continuing South 88°27'13" West along the North line of Lot 1, 246.94 feet to the Northwest corner of Lot 1, said point being in the East right-of-way line of Walnut Street; thence South 61°01'45" West, 45.91 feet to a point in the centerline of Walnut Street; thence North 15°04'29" East along the centerline of Walnut Street, 169.61 feet; thence South 77°21'50" East, 79.32 feet; thence South 59°46'12" East, 32.67 feet; thence North 73°04'17" East, 44.74 feet; thence North 74°49'12" East, 50.35 feet; thence South 18°24'59" East, 66.68 feet; thence South 21°11'44" East, 68.66 feet to the point of beginning.*

*Containing 30,005 square feet (0.69 acres gross area, including portion of Walnut Street right-of-way; 0.53 acres net lot area), more or less. Being subject to servitudes and easements of record, if any.*

2. *This Ordinance shall take effect upon passage and publication as provided by law.*

Moved by Wedekind, seconded by Sloan and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2560** amending §17.18(4)(d) and the Zoning District Map to rezone tax parcel 206-2707-0000 as a Planned Unit Development for Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC at 633 8<sup>th</sup> Avenue, located in the southeast corner of Park Street and 8<sup>th</sup> Avenue.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

**17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP**

## (4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Developments. The following Planned Unit Developments are approved and incorporated into the zoning map: 2020-04.

2. The attached General Development Plan / Specific Implementation Plan is approved as Planned Unit Development 2020-04.

This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Ellington, seconded by Petty and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2561** revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for:

No Parking Any Time on the southerly 50 feet of West Street between 2<sup>nd</sup> Avenue and the alleyway south of 2<sup>nd</sup> Avenue.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for:

No Parking Any Time on the southerly 50 feet of West Street between 2<sup>nd</sup> Avenue and the alleyway south of 2<sup>nd</sup> Avenue.

2. This Ordinance shall take effect upon passage and publication as provided by law.

**COMMITTEE OF THE WHOLE**

Moved by Thurow, seconded by Ellington and carried unanimously to convene as a Committee of the Whole to discuss the search progress for the City Administrator position.

Mayor Palm noted that a meeting was recently held between himself, City Attorney Truman, and Heidi Voorhees from GovHR. The City has created an Ad-Hoc committee that includes Mayor Palm, Atty. Truman, Council President Joel Petty, Pat Cannon, and Tom Pinion. This committee will be responsible for reviewing the list of semi-finalists that was submitted by GovHR. The tentative schedule is as follows:

September 13<sup>th</sup> & 14<sup>th</sup> – Ad-Hoc will meet to vet the candidate list and develop the initial interview list

September 17<sup>th</sup> & 18<sup>th</sup> – Ad-Hoc committee will conduct initial interviews remotely. They will develop a final candidate list

September 22<sup>nd</sup> – The council will receive the final candidate list

September 26<sup>th</sup> – Department Heads and Council will conduct in-person interviews of the final candidates. Council will vote to select a new City Administrator and shortly after that, direct staff to negotiate and sign the new contract.

Moved by Ellington, seconded by Sloan and carried unanimously to rise and report from Committee of the Whole and return to regular session.

**ADMINISTRATOR AND COUNCIL COMMENTS**

Adm. Geick noted that if anyone is interested in obtaining a copy of the report on the Baraboo River, let him know and he will provide a copy.

Ald. Wedekind noted that they will be taking flags down at the cemetery on the 19<sup>th</sup>. If anyone wants to pick theirs up, they are welcome to it.

### **REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

- **Reports:** August, 2020 Building Inspection Report
- **Minutes from the Following Meetings:**

#### **Finance/Personnel Committee–Dennis Thurow Committee Room, #205**

**August 25, 2020**

**Members Present:** Petty, Sloan, Kent

**Absent:**

**Others Present:** Mayor Palm, Adm. Geick, Atty. Truman, B. Zeman, C. Haggard, M. Hardy

**Call to Order** –Ald. Petty called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of August 11, 2020 and carried unanimously. Moved by Sloan, seconded by Kent to approve the agenda and carried unanimously.

#### **Action Items**

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$907,113.11**. Motion carried unanimously.
- b) **Attridge Park Splash Pad** – M. Hardy explained that the Splash Pad Advisory Committee has determined that Attridge Park would be the best site. The next step is to develop a feasibility study to see if splash pad can sit on that property. This is not an originally budgeted item because the splash pad will be likely donations and grants. Doing to feasibility study this year will allow for us to meet the May 1<sup>st</sup> 2021 grant application deadline. Three bids were received and the Park & Rec Commission is recommending Parkitecture + Planning in the amount of \$4,585 for Phase I of the Attridge Park Splash Pad feasibility study using funds from the Kuenzi Estate Recreation Fund. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- c) **County Library Tax** – The Committee reviewed the exemption from the County Library tax. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- d) **Employee COVID-19 Policy** – City Adm. Geick explained that additional Department Head input was needed. No action was taken at this time.
- e) **Walmart Litigation** – Atty. Truman noted that this litigation is exactly the same as what was received a few years ago. She did confirm with CIVMIC, our insurance company, does not handle this type of lawsuit on our behalf. There will be some future decisions to be made; however, at this time, this is informational only. No action taken.

#### **Information Items**

- o C. Haggard gave an update on the status of the 2021 Budget Planning

**Adjournment** – Moved by Sloan, seconded by Kent and carried to adjourn at 6:39pm.

#### **Minutes of the Public Safety Committee Meeting**

**July 13, 2020**

**Members Present:** Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Mike Palm, Kevin Stieve, Tom Pinion, Wade Peterson, Tony Gilman, Jan Bance, Wendy Hanley, Jessica Wilcox, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the June 8, 2020 meeting. Motion carried unanimously.

#### **New Business**

- a. **Review Bid Tabulation for Draper Street Improvements and recommend award of contract** – Pinion said the City received a 50% grant for the reconstruction of Draper Street, one of only 13 projects funded by the DOT. Pinion said Dean Blum Excavating, Gerke Excavating and Top Tier Grading bid on the project. He said that the estimate was \$870,000 on the

gross without the deduct. He said it is the recommendation from staff is to award to the low bidder. It was moved by Kolb, seconded by Wedekind to go with lower bidder, Dean Blum Excavating, in the amount of \$698,902.00. Motion carried unanimously.

- b. Review Proposals for STH 33 Street Light Design Services and recommend award of contract – Pinion presented the background to the Committee. He said that if the City goes with the DOT’s standard street lighting they contribute 50%. However, if the City chose to go with decorative lighting the DOT would only participate 50% of their standards. He said that he solicited proposals for Street Light Design Services, which is solely the City’s responsibility. He said that there are two consultants currently working on that corridor project, MSA is doing the utility design for the Village of West Baraboo; therefore they are familiar with the DOT’s consultant, and SEH is the consultant that the City has hired for the design of our utility work, and again, they are familiar with the DOT project and the design process. He said that it is staff recommendation to award to the low bid. Kolb moved, Wedekind seconded to award contract to SEH, not to exceed \$19,500. Motion carried unanimously
- c. Consider revising Section 7.09(2) of the Municipal Code of Ordinance to add a No Parking area on south side of Quarry Street east of Waldo Street – Pinion said that Quarry is a narrow street in this area with no curb and gutter on either side, and a ditch on the south side. He said that the west end is routinely parked with cars on both sides of the street, which effectively narrows the roadway, which creates a safety concern. He said that staff is recommending creating a no parking zone on the south side of Quarry Street, 350 feet east of the centerline of Waldo Street. Kolb moved, Wedekind seconded to revise Section 7.09(2) to add a No Parking area on south side of Quarry Street 350 feet east of the centerline of Waldo Street. Motion carried unanimously.
- d. Review Proposals of Fire Department Remodeling Design Services and recommend award of contract(s) – Stieve said that he sought price quotes from three Architectural Firms to provide quotes for design services for the remodel of the fire department. He said to provide “apples to apples” the cost represent the architectural services for the construction component of the proposed remodeling only. He said that he is working with Transcend Architects & Engineers to finalize the contract. He said the contract would be reviewed by the City Attorney and also go through the regular purchasing policy. Kolb moved, Wedekind seconded to approve the low bidder, Transcend Architects & Engineers in the amount of \$4,800. Motion carried unanimously.
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for May and June, 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly billing adjustments/credit for Sewer and Water Customers for May and June, 2020. Motion carried unanimously.

### Informational Items

- a. Pinion said that he has received complaint about truck traffic from the Devil’s Lake Business Park on Lake Street using Gall Road in the Town of Baraboo. He said that he spoke to Bill Klemm, Town Chair and he said that it was not the City’s problem.
- b. Pinion said that he received a general complaint about general safety on Hill Street between Mill Race Drive and Lake Street. He said that this is a narrow underpass and the residents in the condominium units on Hill Street claim that there are a lot a near misses and traffic is flying through there. He said people of suggested that it be one way only, from Sumac to the Dog Park, but that is not realistic. He said that the Police’s Department new digital speed board will be put up which collects traffic counts and speed and stores it. Kolb asked if yellow flashing lights at both ends could be installed, Pinion said the cost would be approximately \$8,000. Pinion indicated that there are no significant crashes at the underpass. Pinion said to improve pedestrian safety there would have to be a separate underpass that would have to be a horizontal directional drill, which would be very expensive.

### Reports

- a. Street Superintendent’s Report
  - i. Staffing updates – Gilman said that the department is working a split shift for staffing and said that it is working well. He said one guy comes in a 5:30 and sanitizes everything, and then half crew comes in at 6:00 and the other half comes in at 7:00.
  - ii. Monthly Report on Public Works Department activities – Gilman said crews have been busy with usual tasks, such as street sweeping, traffic line striping, monthly brush pickup, pothole patching when needed, and stormsewer repairs. Gilman said the department is attempting to clean-up our own campus when time permits. He said the brush site continues to be a challenge, with COVID and everyone being at home has significantly increased the traffic. The chipper will be here in early August and crushing will start in two to three weeks.
  - iii. Project updates - The Department has been doing a few repairs, 10<sup>th</sup> & Elizabeth intersection is complete. Lincoln and 9<sup>th</sup> and Lincoln and 10<sup>th</sup> has been complete. Wedekind would like Gilman to look at the 5<sup>th</sup> & Jefferson intersection. Gilman said that they still intend on addressing the intersections of Moore Street & 2<sup>nd</sup> avenue, Keith Street & 14<sup>th</sup> Street, and Russell Street & Badger Drive with similar repairs. Gilman said a couple of months ago they went to mandatory carts for garbage and recycling and according to the drivers it is working well. He said recently an individual contacted him requesting weekly recycling; however, nothing has been brought forward. He said that with the amount of upgrades that have been done, there a lot of 64-gallons that have come back. He said that these are not new carts and the price of carts is not set by ordinance so a price can

be set by the Committee without going further, and start encouraging people to purchase a second cart at a reduced rate. Pinion said that they would work with the finance department to come up with a reasonable price, and it would clear up some inventory for the department.

- b. Fire Chief’s Report
  - i. Monthly Incident Report – He said the monthly report would be in the Council packet.
  - ii. Project Updates – Stieve said that he is still working on the Technical Rescue Ordinance with the City Attorney and it has been given to the City Administrator to review. He said he will be looking into the CARES Act Funding because the Department needs a boat.
  - iii. Staffing Updates – Stieve said that another member resigned due to health issues and a non-active member submitted her resignation. He said the department is actively recruiting.
  
- c. Utility Superintendent’s Report
  - i. Staffing Updates – Peterson said he was going to go through his report first and then bring in new Billing Tech and there will be a presentation for Wendy Hanley and cake.
  - ii. Projects updates – Peterson said Mound Street was started last week putting in the temporary water services. He said today half of the water main project started at Elizabeth, while that is sitting, crew will move to Camp Street alley to do the storm sewer and then back to Mound to connect the water services to the houses, and then the other half of the water main will be started. He said that there are ten households on Mound that agreed to part of the lead service replacement program. Peterson said this week is home run week for the Oak Street Booster Station, most of it should be operational by Friday.
  - iii. Equipment Updates – None to report.
  - iv. Preparation for Rate Case application to Public Service Commission for a prospective increase in water rates – Peterson said the City will be losing LSC Communications in September and they are trying to finish out the last of their contract. He said this has a huge factor on our Water Utility; therefore he has initiated a conversation is the Public Service Commission. He said he has received the packet of information that the Utility has to provide to them. He said the chances of it being completed by January is pretty slim. He is hoping to get it to a state where they can have the new rates by November timeframe and do the public notice. Kolb asked if he was looking for an increase in the rate, but he feels that it may be significant.
  - v. Personnel Update-Peterson introduced Jessica Wilcox the new billing tech, who came to the City from the City of Portage. Peterson said she is an outstanding asset, and doing a great job. Peterson said that Wendy has been with the Utility for 26 years and will be retiring in two weeks. Mayor Palm then presented Wendy with a plaque for her dedicated service. Cake was then served in Wendy’s honor.

**AJOURNMENT** – It was moved by Kolb, seconded by Wedekind to adjourn at 1:45 p.m. Motion carried.

**Baraboo BID Meeting Minutes**

**7/15/20**

Present:

Members: S. Fay, B. Stelling, T. Wickus, A. Adams, S. Ramsey Brunker, B. McDaniel  
 Others: E. Geick

Absent:

Members: S. Sloan, T. Sloan, M. Yount

President Fay called the meeting to order at 5:47 PM

Approval of June 2020 minutes: Wickus/McDaniel

Adoption of Agenda: Wickus/McDaniel

- President: None
- Secretary: None
- Treasurer: None
- Appearances: Several baskets have fallen down but are undamaged and being regularly re-hung; Dog waste bags have been given to Mayor; Basket watering bill for May – July, incl. travel expenses rec’d
- Business Development: L. Steffes’ development programs are ongoing
- Finance: None
- Parking: Weeds are sprayed; Second round of spray has occurred; Third or more rounds may be necessary; Issue of weeds in alleys raised
- Promotions: Farmer’s market is growing; Reviewing grants for farmer’s markets; Hearing new ideas for promotion of farmer’s market at next meeting; L. Steffes’ Facebook promotion is going well; Future discussion of what to do with money for events which may be cancelled

**Old Business:**

- Recap
  - Discussion of charges for administration charges; E. Geick will be reviewing administration charges

- Financials
  - See Recap, above

New Business:

- Welcome back Ed!
- Seminars & Classes
- Approval of Vouchers
  - Basket Watering (Appearances)
    - Willy Deppe \$2,610.00
      - May – June watering
  - Approved: Wickus/McDaniel
- Discussion of possible mask signs
  - Creating same sign for everyone for continuity
  - Negative general reaction right now, given no current state/county mandate
- New Secretary Seat
  - Tabled until next month

Next Meeting:

- Elect new secretary

Motion to adjourn at 6:34 PM by Stelling/Wickus.

- **Copies of these meeting minutes are on file in the Clerk’s office:**

Library.....	8-11-2020	PFC.....	7-20-2020
UW Campus.....	7-16-2020	Plan.....	7-21-2020
Public Arts.....	6-25-2020, 7-23-2020		
Ambulance.....	6-24-2020, 7-14-2020, 7-22-2020, 8-7-2020, 8-21-2020		

- **Petitions & Correspondence Being Referred:**

For Information Only: Correspondence from Tim McCumber, Sauk county Board Chair, regarding the finalist for the Sauk county Administrator position.

**ADJOURNMENT**

Moved by Petty, seconded by Kolb, and carried on voice vote, that the meeting adjourn at 7:32pm.

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Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2020 -

Dated: September 22, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
<b>Fiscal Note: (Check one) [ ] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted</b>
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ \_\_\_\_\_ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Offered By:** Consent

**Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by City Clerk:** \_\_\_\_\_

NBR-1

RESOLUTION NO. 2020 -

Dated: September 22, 2020

The City of Baraboo, Wisconsin

**Background:** This resolution approves the Parks, Recreation and Forestry Department Fees and Charges for 2021.

As part of the budget process, department staff reviews rates, projects 2021 costs to maintain current service levels as well as make additions or improvements as needed, and submits recommended rates to the City for review. These rates consider neighboring community charges for similar services as well as requests from the public for assistance and improvements when needed.

The Parks & Recreation Commission recommended approval of the proposed fees and charges schedule at their September 14, 2020 regular meeting on a unanimous vote.

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted

**Comments:** Proposed rates are included in 2021 operating budget submittals. Changes to the proposed rates will require changes to budgeted expenditures and services maintained.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the 2021 Parks, Recreation and Forestry Fees and Charges Schedule be approved as recommended by the Parks and Recreation Commission.

Offered by: Parks and Recreation Comm.

Approved: \_\_\_\_\_

Motion:

Second:

Attest: \_\_\_\_\_

To: Finance Committee & City Council  
From: Mike Hardy, Parks, Recreation & Forestry Director  
Date: September 22, 2020  
Re: 2021 Parks & Recreation Recommended Fees & Charges

The Parks and Recreation Commission has reviewed 2021 Fees and Charges and is recommending for your consideration. The schedule is used to develop our annual operating budget for parks, recreation and forestry facilities and programs, as much of our expenses are covered by user fees, grants, donations and Impact Fees.

Included in your packets are 2 spreadsheets with proposed 2021 revenues which were reviewed and approved by Parks and Recreation Commission at their September 14<sup>th</sup> meeting. I will be available at the meeting to summarize the report and answer any questions.

While COVID cancellations and changes had some impact on 2020 revenues, we are hesitant to make any significant changes in 2021 due to hardships many families are having locally, however we also are trying our best to maintain current levels of service. In the end, only some minor adjustments have been made similar to any other year.

At the Civic Center, note the long term lease proposals sheet. This is a document I use to show the impact of our long term renters to our income, with over 80% of the Civic Center's income coming from these sources. We are recommending another 1% rate increase to keep up with inflation and expected water increases.

On the recommended fees spreadsheet, I show the rates for the past 3 years to give a comparison, and show our history of charges. To make things easier, I have highlighted those fees that would change in 2021 if approved. While some fees are recommended to increase slightly to keep up with rising costs to continue to maintain these facilities and services, note that we were able to reduce several recreation program fees and have expanded our scholarship program which allows residents on the free and reduced lunch program 50% reductions in programs fees, using past donations from our Kuenzi Account.

Your decision on our Fees and Charges Schedule will be used to develop our 2021 budget and determine the level of services we are able to maintain for our residents. As usual, we remain very aggressive in our grant writing and donation solicitation efforts in order to continue to offer a high quality program with minimal taxpayer investments where possible.

2021 Recommended Park, Recreation & Forestry Program Fees

Sponsorship Program	2018 Fees	2019 Fees	2020 Fees	2021 Fees
Memorial Tree w/ plaque	\$500	\$500	\$500	\$500
Riverwalk/Park Bench w/ plaque	\$1,500	\$1,500	\$1,500	\$1,800
Picnic Table w/ plaque	\$1,000	\$1,000	\$1,000	\$1,000
Scoreboard w/signage	\$2,500	\$2,500	\$2,500	\$2,500
Adapt-an-Animal (zoo) w/signage	\$500-\$2,000	\$500-\$2,000	\$500-\$2,000	\$500-\$2,000
Run/Walk sponsorships	\$350-\$850	\$350-\$850	\$350-\$850	\$350-\$850
Swimming Pool Family Fun Nights	\$1,000	\$1,000	\$1,000	\$1,000
Youth Sports Team Sponsorships	\$125-\$200	\$125-\$200	\$125-\$200	\$125-\$200
Senior Fitness Calendar	\$25	\$25	\$25	\$30

*Additional sponsorship and donations available by contacting the Director. Naming rights possible with donation in excess of 1/3 value + Council approval*

Civic Center Facility	2018 Fees	2019 Fees	2020 Fees	2021 Fees
	Non-Profit	Non-Profit	Non-Profit	Non-Profit
	Profit	Profit	Profit	Profit
Small Room Rental (per hour)	\$10	\$12	\$12	\$15
Large Room Rental (per hour)	\$15	\$17	\$17	\$20
Gym Rental (per hour)	\$15	\$20	\$20	\$25
Weekend rate (per hour)*2 hr. min.	add \$20 to reg. fee			
Warming Kitchen Rental (per hour)	\$10	\$10	\$10	\$10
TV/DVD or Projector Rental (per hr)	\$5	\$5	\$5	\$5
long term lease rates (per sq. ft.)	\$7.76	\$7.84	\$7.96	\$8.04
Boys & Girls Club lease (per month)	\$658.80	\$701.00	\$711.52	\$718.64
Senior Center lease (per month)	\$153.26	\$163.00	\$165.45	\$167.11
Stage III Theater lease (per month)	\$190.12	\$355.00	\$360.33	\$363.94
Tunnel Storage (per area/lessor only)				\$50.00
Reserved Parking (lessor only)				\$60.00

*B & G Club and Senior Center charged 20% of regular lease rate. Stage III charged as co-sponsor organization (50% regular rate)*

Civic Center Program	2018 Fees	2019 Fees	2020 Fees	2021 Fees
	Res	Res	Res	Res
	Non-Res	Non-Res	Non-Res	Non-Res
Preschool Open Gym	\$15/punchcard or \$1/day	\$15/punchcard or \$1/day	\$15/punchcard or \$1/day	\$15/punchcard or \$1/day
	<i>Punchcards include 18 sessions (each session = 2 hours)</i>			
Fitness Room - Daily	\$4	\$4	\$4	\$4
Fitness Room - Monthly	\$22	\$22	\$22	\$22
Senior Citizen - Monthly (55+)	\$17	\$17	\$17	\$17
Fitness Room - 6 Month	\$85	\$85	\$85	\$100
Senior Citizen - 6 Month (55+)	\$60	\$60	\$60	\$75
City Employee	50% off	50% off	50% off	50% off

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2021 Recommended Park, Recreation & Forestry Program Fees

Park Facility/Program	2018 Fees		2019 Fees		2020 Fees		2021 Fees	
	Res	Non-Res	Res	Non-Res	Res	Non-Res	Res	Non-Res
Large Shelter with restrooms	\$75		\$80		\$80		\$80	\$100
<i>Large Rentable shelters with restrooms include Ochsner Main &amp; Maxwell-Potter</i>								
Small Shelter with restrooms	\$50		\$55		\$55		\$55	\$75
<i>Small Rentable shelters with restrooms include Pierce, Langer, Steinhorst, Statz, City View, Mary Routree Evans, City View, Ochsner 20x40 &amp; Bandstand</i>								
Shelter w/o restrooms	\$35		\$40		\$40		\$30	\$50
<i>Rentable shelters without restrooms include Campbell, Weber, Mary Hoppe Felts, Deppe &amp; Ritzenhaler</i>								
Lower Ochsner Park	\$35		\$40		\$40		\$40	\$60
Pierce Pavilion	\$225		\$225		\$225		\$200	\$300
Dog Park - Daily Pass	\$2	\$3	\$3		\$3		\$3	\$3
Dog Park - Annual Pass	\$20	\$30	\$20	\$30	\$20	\$30	\$20*	\$30*
<i>* Annual Pass members in 2020 will receive 50% discount in 2021 due to 2020 closures</i>								
Community Garden ground plots	\$25		\$25		\$25		\$25	\$30
Community Garden raised beds							\$20	\$25
Bounce House Permit	\$10 + proof of ins.		\$10 + proof of ins.		\$10 + proof of ins.		\$10 + proof of ins.	\$10 + proof of ins.
Additional picnic table rental	\$5		\$5		\$5		\$5	\$5
Pool Facility/Program	2018 Fees		2019 Fees		2020 Fees		2021 Fees	
	Res	Non-Res	Res	Non-Res	Res	Non-Res	Res	Non-Res
Pool Rental	\$120		\$120		\$125		\$125	\$125
Adult Water Aerobics	\$30	\$40	\$30	\$40	\$30	\$40	\$30	\$40
Aqua Zumba	\$30	\$40	\$30	\$40	\$30	\$40	\$30	\$40
Swim Lessons	\$35	\$45	\$35	\$45	\$35	\$45	\$35	\$45
Daily Swim	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5
Individual Season Pass	\$40	\$55	\$40	\$55	\$40	\$55	\$45	\$60
Family Season Pass (6 per address)	\$105	\$130	\$105	\$130	\$105	\$130	\$105	\$130
family members over 6 (same address)	\$10	\$10	\$10	\$10	\$10	\$10	\$20	\$20
Adult Recreation Program	2018 Fees		2019 Fees		2020 Fees		2021 Fees	
	Res	Non-Res	Res	Non-Res	Res	Non-Res	Res	Non-Res
Adult Softball Leagues	\$300/team		\$375/team		\$375/team		\$375/team	\$375/team
Adult Basketball Leagues	\$400/team		\$450/team		\$450/team		\$450/team	\$450/team
Adult Volleyball Leagues	\$150/team		\$150/team		\$150/team		\$150/team	\$150/team
Adult Cornhole Leagues	\$50/team		\$50/team		\$40/team		\$40/team	\$40/team
Adult Tennis Lessons	\$25	\$35	\$25	\$35	\$25	\$35	\$25	\$35
SSM Senior Fitness (per session)	\$15	\$20	\$15	\$20	\$15	\$20	\$15	\$20
Adult Pickleball Leagues	\$15	\$25	\$15	\$25	\$15	\$25	\$15	\$25
Adult Enrichment & Fitness Classes	\$20	\$30	\$20	\$30	\$20	\$30	\$20	\$30

2021 Recommended Park, Recreation & Forestry Program Fees

Family Recreation Program	2018 Fees		2019 Fees		2020 Fees		2021 Fees	
	Res	Non-Res	Res	Non-Res	Res	Non-Res	Res	Non-Res
Family Cornhole Leagues							\$25/team	
Family Scavenger Hunts					Free			
Family Canoe Adventures							\$60/per 2 members	
Family Bicycle Adventures							\$15/family	
Grandparent/Grandchild Classes							\$15/family	
Youth Recreation Program	2018 Fees		2019 Fees		2020 Fees		2021 Fees	
	Res	Non-Res	Res	Non-Res	Res	Non-Res	Res	Non-Res
Smart Start Sports Programs			\$25	\$35	\$25	\$35	\$20	\$30
T-Rex T-Ball	\$25	\$35	\$25	\$35	\$25	\$35	\$25	\$35
Youth Baseball	\$35	\$45	\$35	\$45	\$35	\$45	\$30	\$40
Rhinos Soccer	\$25	\$35	\$25	\$35	\$25	\$35	\$25	\$35
Youth Soccer	\$35	\$45	\$35	\$45	\$35	\$45	\$30	\$40
Rookie Basketball	\$25	\$35	\$25	\$35	\$25	\$35	\$20	\$30
Youth Basketball	\$25	\$35	\$25	\$35	\$25	\$35	\$30	\$40
Youth Flag Football	\$25	\$35	\$25	\$35	\$25	\$35	\$25	\$35
Youth Tennis	\$35	\$45	\$35	\$45	\$35	\$45	\$30	\$40
High School Tennis	\$35	\$45	\$35	\$45	\$35	\$45	\$35	\$45
Youth Tumbling/Gymnastics	\$30	\$40	\$30	\$40	\$25	\$35	\$25	\$35
Youth Track	\$25	\$35	\$25	\$35	\$25	\$35	\$25	\$35
Indoor Track					\$25	\$35	\$25	\$35
Youth Theater	\$50	\$60	\$50	\$60	\$55	\$65	\$55	\$65
Zookeeper Camps	\$35	\$45	\$35	\$45	\$35	\$45	\$35	\$45
One Day Fun Camps					\$15	\$25	\$10	\$20
Tot Lot	\$40	\$50	\$40	\$50	\$40	\$50	\$35	\$45
Youth Fitness & Adventure Camps					\$25	\$35	\$30	\$40
Youth Bicycle Adventures					\$30	\$40	\$30	\$40
Youth Mini Camps*	\$25	\$35	\$25	\$35	\$25	\$35	\$25	\$35

\*Mini Camps include Basketball, Softball, Soccer, Floor Hockey, Flag Football, Tennis, Biking, Golf, Volleyball, Lacrosse etc. (2 week mini camps)

NBR-2

RESOLUTION NO. 2020 -

Dated: September 22, 2020

The City of Baraboo, Wisconsin

**Background:** This resolution approves the Parks, Recreation and Forestry Department 2021 Seasonal and Part-Time Wage Schedule. The Parks, Recreation and Forestry Department employs 50-75 seasonal staff members which assist the 11 permanent staff members and over 20 volunteers in maintaining facilities and running programs in parks, the zoo, Civic Center, forestry, swimming pool, and recreation programs, in addition to the Riverwalk, Baraboo River and City-owned lots and detention basins. Staff regular review wages and compare with neighboring communities to ensure competitive wages while staying within budget limitations and maintaining expected service levels. The Parks & Recreation Commission recommended approval of the seasonal wage schedule at their September 14, 2020 regular meeting on a unanimous vote.

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted  
**Comments:** Proposed wages are included in 2021 operating budget submittals. Changes to the proposed wages will require changes to budgeted expenditures and services maintained.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the 2021 Parks, Recreation and Forestry Seasonal Wage Schedule be approved as recommended by the Parks and Recreation Commission.

Offered by: Parks and Recreation Comm.  
Motion:  
Second:

Approved: \_\_\_\_\_  
Attest: \_\_\_\_\_

To: Finance Committee & City Council  
From: Mike Hardy, Parks, Recreation & Forestry Director  
Date: September 22, 2020  
Re: 2021 Parks & Recreation Recommended Seasonal Wage Rates

The Parks and Recreation Commission has reviewed 2021 seasonal and part-time employee wage rates and is recommending approval of the submitted wage chart.

As we have been able to maintain competitive wages with neighboring communities through a planned responsible increase over several years to lessen impact while maintaining our wages as near the top of area communities with similar services, we did not need to adjust much in 2021. While our biggest competition has come from the private sector in soliciting seasonal applicants in recent years, with many convenience and clothing stores able to offer higher wages, we have been able to bring up wages, especially at the swimming pool, and provide for decent wages.

Note that the only increase in 2021 we are proposing is a \$1 per hour increase for Water Safety Instructors (WSI) at the swimming pool – those who teach swimming lessons. In addition to an hourly wage, we pay for all required certifications for all staff – including Red Cross certs for our pool staff. We also buy uniforms (swim suits) for guards and shirts for parks, Civic Center, zoo and recreation staff and offer flexible time off policies.

Interest in working for our department has risen sharply over the past several years, in part to our work environment we have created and in part to our competitive wages which we review annually to ensure we remain competitive. With COVID and budget limitations in 2021 limiting us in raising wages more, we are fortunate to have been proactive in the past and will continue to do so in the future as life returns to normal so we continue to offer competitive wages well above the minimum wage rate.

## 2021 Seasonal/Part Time Parks & Recreation Wages

Swimming Pool	per hour/game
Pool Manager	\$14.00-\$15.00
Head Lifeguard <i>(Red Cross LG &amp; WSI certified)</i>	\$11.00-\$12.00
Lifeguards <i>(Red Cross LG certified)</i>	\$9.00-\$10.00
WSI Instructors <i>(Red Cross WSI certified)</i>	\$11.00-\$12.00
Water Aerobics Instructor	<i>contracted per participant</i>
Pool Attendant	\$8.00-\$9.00
Recreation	per hour/game
Summer Recreation Specialist	\$10.00-\$11.00
Adult Basketball Referees & Softball Umpires	\$25.00
Adult Volleyball Referee	\$15.00
Adult Sports Scorekeepers	\$8.00-\$9.00
Adult Tennis/Pickleball Coordinator	\$14.00-\$15.00
Enrichment Coordinator	\$14.00-\$15.00
Enrichment Instructor	\$8.00-\$9.00
Sports & Fitness Coordinator	\$14.00-\$15.00
Sports & Fitness Instructor	\$8.00-\$9.00
Youth Tennis Coordinator	\$14.00-\$15.00
Youth Tennis Instructor	\$8.00-\$9.00
Tot Lot Coordinator	\$14.00-\$15.00
Tot Lot Instructor	\$8.00-\$9.00
Youth Sports Referee/Umpire	\$20.00
Youth Camp Coordinator	\$14.00-\$15.00
Youth Camp Instructor	\$8.00-\$9.00
Open Gym Supervisor	\$9.00-\$10.00
Parks/Civic Center/Zoo	per hour/game
Office Assistant	\$11.00-\$12.00
Civic Center Weekend Maintenance	\$12.00-\$13.00
Park Maintenance	\$13.00-\$14.00
Larger Park Ice Rink Supervisor	\$9.00-\$10.00
Zoo Technician	\$12.00-\$13.00
Concessions Worker	\$9.00-\$10.00
Zoo Resident/Intern	\$120/week

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 Park Commission President

Date

NBR-3

RESOLUTION NO. 2020 -

Dated: September 22, 2020

The City of Baraboo, Wisconsin

**Background:** This resolution approves the 2020-21 lease of the Pierce Park Pavilion to Thunderbird Youth Hockey. The youth hockey lease would begin on October 15, 2020 and end on April 14, 2021 and include the same terms as has been every year for the past 23 years. No rent would be charged of the group, however public skating must be made available 3 hours a week to comply with terms of the (23-year old) grant that assisted in the construction of the facility (however this may be waived due to COVID restrictions). All utilities used by hockey group during the term of the lease would be the responsibility of Thunderbird Youth Hockey.

The Parks & Recreation Commission recommended approval of the lease with Thunderbird Youth Hockey at their September 14, 2020 regular meeting on a unanimous vote.

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted

**Comments:** *Since the building of the Pierce Park Pavilion 23 years ago, the City has allowed the youth hockey group free use of the facility. No changes are recommended to this agreement at this time.*

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the 2020-21 Thunderbird Youth Hockey Association lease of the Pierce Park Pavilion be approved with no rent charged as recommended by the Parks and Recreation Commission.

**Offered by:** Parks and Recreation Comm.

**Approved:** \_\_\_\_\_

**Motion:**

**Second:**

**Attest:** \_\_\_\_\_

To: Finance Committee & City Council  
From: Mike Hardy, Parks, Recreation & Forestry Director  
Date: September 22, 2020  
Re: 2021 Leases

The Parks and Recreation Commission has reviewed 2021 leases and is recommending approval to you for 4 special leases in 2021. These are the same special leases you have approved for many years with no major changes, however as all 4 have discounted rates from the approved lease rates, they are required to be approved separately to allow for the discounted rate.

The Boys and Girls Club and Senior Center are both located in the Civic Center and take up the entire second floor of the building. Additionally, we allow them to use the gym and meeting rooms free of charge when those rooms are not being rented or used for City programming. In an effort to assist both groups financially, the City has always given a significant subsidy (rent reduction) to both groups. The Parks and Recreation Commission is recommending that we continue to charge both groups only 20% of their 2021 rent. For the B & G Club, this amounts to a savings of about \$34,500 in rent. For the Senior Center, this amounts to a savings of about \$8,000 in rent. Both groups have thanked the City of Baraboo for their continued support of their programs and noted that they would not be able to operate without the City subsidy.

Stage III Theater for Youth is located on the 3<sup>rd</sup> floor of the Civic Center and rents a classroom, small theater and 2 large storage rooms. Due to their non-profit status and their partnership with City Parks and Rec. youth programming, they have received a 50% discount on all past year leases. Like the other two, Stage III has noted they could not operate with City support. A 50% subsidy results in savings of about \$4,400 a year.

Thunderbird Youth Hockey, formally known as Baraboo Youth Hockey, has leased the Pierce Park Pavilion since the late 1990's when they assisted the City in constructing the facility. Due to a grant received from the state which requires it be available for public use 50% of the time, they have only been able to rent for ½ of the year. Their lease period runs from October 15-April 14 of every year. The City has never charged the group rent on the building, however any utilities used during the 6 months hockey is in the building must be paid by the hockey association. There is some cost to the City as we pay a higher utility rate in the summer months (even when the building is not being used) as well as have some maintenance on the building due to hockey use- however the cost to the City is about \$6,000-\$8,000 a year, depending on the amount of repairs needed during the hockey season. As part of the lease, the hockey association is required to open the rink on Sunday nights for 3 hours for public skating, however they may charge skate rental to those using the rink and sell concessions to assist in their fundraising. Additionally, they provide the rink for free use during our Winterfest celebration use.

These rates are used as part of our 2021 budget process.

# Baraboo Civic Center

## 2021 Long Term Lease Proposals

Proposed rate is \$8.04 per square foot (1% increase)

Room	2020 monthly rate	2020 monthly rate	Tenant
10	\$228.88	\$231.17	Soulsong Productions
20, 26, 27, 29 & Auditorium	\$711.52	\$718.64	Boys & Girls Club*
21 & 24	\$165.45	\$167.11	Senior Center**
31	\$440.89	\$443.11	Wisconsin DNR Forestry
32	\$353.70	\$357.24	WW International
33	\$793.10	\$805.00	Nature Conservancy
35	\$779.79	\$799.04	Wisconsin DPI
37 & 38	\$360.33	\$363.94	Stage III Theater***
39	\$390.04	\$393.94	Lane Property Management
<b>TOTAL</b>	<b>\$4,223.70</b>	<b>\$4,279.19</b>	

Room	2020 yearly rate	2021 yearly rate	Tenant
10	\$2,746.56	\$2,774.04	Soulsong Productions
20, 26, 27, 29 & Auditorium	\$8,538.24	\$8,623.68	Boys & Girls Club*
21 & 24	\$1,985.40	\$2,005.32	Senior Center**
31	\$5,290.68	\$5,317.32	Wisconsin DNR Forestry
32	\$4,244.40	\$4,286.88	WW International
33	\$9,517.20	\$9,660.00	Nature Conservancy
35	\$9,357.48	\$9,588.48	Wisconsin DPI
37 & 38	\$4,323.96	\$4,367.28	Stage III Theater***
39	\$4,680.48	\$4,727.28	Lane Property Management
<b>TOTAL</b>	<b>\$50,684.40</b>	<b>\$51,350.28</b>	

**Total space available for long term leases = 22,296 square feet**

\* = City subsidizes 80% of Boys and Girls Club rent

\*\* = City subsidizes 80% of Senior Center rent

\*\*\* = City subsidizes 50% of Stage III Theater rent

**Total 2019 revenues collected from Civic Center included \$62,282 (\$47,404 from long term leases & \$14,878 from daily rentals)**

**Total 2020 budgeted revenues from Civic Center includes \$61,000 (\$50,684 from long term leases & \$10,316 from daily rentals)**

**2020 daily rentals are down over 50% due to COVID cancellations. (early projection = \$5,000 loss)**

Storage tunnel space adds \$200 to annual revenue in 2021. (4 pods @ \$50/each)

Reserved parking space adds \$480 to annual revenue in 2021. (8 stalls @ \$60/each)

NBR-4

RESOLUTION NO. 2020 -

Dated: September 22, 2020

The City of Baraboo, Wisconsin

**Background:** This resolution approves the 2021 lease of several rooms in the Civic Center to the Boys and Girls Club of Baraboo/Sauk County. The Club has rented space in the Civic Center for almost 20 years and received rent assistance from the City every year. No changes are being sought to the lease, which has provided a reduction in rent of 80% for the past 6 consecutive years and allows the Club to continue to operate in the City.

The Parks & Recreation Commission recommended approval of the lease with the Boys and Girls Club at their September 14, 2020 regular meeting on a unanimous vote.

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted

**Comments:** *The City has provided a lease to the Club at a 80% reduction for the last 6 years and includes the reduction in budget planning.*

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the 2021 Boys and Girls Club of Baraboo/Sauk County lease of parts of the Civic Center be approved with an 80% discount of standard lease rates charged as recommended by the Parks and Recreation Commission.

**Offered by:** Parks and Recreation Comm.

**Approved:** \_\_\_\_\_

**Motion:**

**Second:**

**Attest:** \_\_\_\_\_

NBR-5

RESOLUTION NO. 2020 -

Dated: September 22, 2020

The City of Baraboo, Wisconsin

**Background:** This resolution approves the 2021 lease of two rooms in the Civic Center to the Baraboo Area Senior Citizen Organization (BASCO) for operation of a senior center. BASCO has rented space in the Civic Center for over 15 years and received rent assistance from the City every year. No changes are being sought to the lease, which has provided a reduction in rent of 80% for the past 4 consecutive years and allows BASCO to continue to operate in the City.

The Parks & Recreation Commission recommended approval of the lease with BASCO at their September 14, 2020 regular meeting on a unanimous vote.

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted

**Comments:** *The City has provided a lease to BASCO at a 80% reduction for the last 4 years and includes the reduction in budget planning.*

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the 2021 BASCO lease of 2 rooms of the Civic Center to be used as a senior center and office space be approved with an 80% discount of standard lease rates charged as recommended by the Parks and Recreation Commission.

Offered by: Parks and Recreation Comm.  
Motion:  
Second:

Approved: \_\_\_\_\_  
Attest: \_\_\_\_\_

NBR-6

RESOLUTION NO. 2020 -

Dated: September 22, 2020

The City of Baraboo, Wisconsin

**Background:** This resolution approves the 2021 lease of two rooms and storage space in the Civic Center to Stage III Theater for Youth. Stage III has rented space in the Civic Center for 4 years and received rent assistance from the City every year. No changes are being sought to the lease, which has provided a reduction in rent of 50% and allows Stage III to continue to operate in the City. The Parks & Recreation Commission recommended approval of the lease with Stage III at their September 14, 2020 regular meeting on a unanimous vote.

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted  
**Comments:** *The City has provided a lease to Stage III at a 50% reduction for the last 4 years and includes the reduction in budget planning.*

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the 2021 Stage III lease of several rooms of the Civic Center to be used as a youth theater and storage be approved with an 50% discount of standard lease rates charged as recommended by the Parks and Recreation Commission.

**Offered by:** Parks and Recreation Comm.  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_

NBR-7

RESOLUTION NO. 2020-

Dated: September 22, 2020

The City of Baraboo, Wisconsin

**Background**

On July 10, 2020, the City issued a Request for Proposals (RFP) for Financial Auditing Services for the City, Utilities, Community Development Authority (CDA), Tax Incremental Financing Districts (TID), Airport and the Business Improvement District (BID). An RFP is commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price.

The proposals were due by September 4, 2020 and were for a five-year term. As part of the RFP process, a workgroup was created made up of the following personnel:

Ed Geick, Interim City Administrator	Cynthia Haggard, Finance Director
Pat Cannon, Executive Director CDA	Jan Bance, Utility Office Manager
Lori Laux, City Treasurer	

The City received eight proposals from qualified auditing firms. The Firms were as follows, in no particular order:

MBE CPAs, LLC	Baker Tilly, LLP	RPB CPAs
Hawkins/Ash CPAs	KerberRose SC	Lauterbach & Amen, LLP
WIPFLI	CliftonLarsonAllen, LLP	

The workgroup independently and collectively ranked all the Firms utilizing a Decision Matrix (See Attachment A). The scores were put into three distinct categories and weighted as follows:

- 30 - Audit Approach
- 30 - Technical Qualifications and Firm Resources
- 40 - Price

The top three firms were chosen to move on to a second independent phase (Presentation Phase). In the presentation phase the Firms were collectively scored in two distinct weighted categories: Presentation @ 60 and Price @ 40 (See Attachment B). The top three Firms chosen for the Presentation Phase were as follows, in no particular order:

Baker Tilly, LLP	WIPFLI	CliftonLarsonAllen, LLP
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The Workgroup determined that the preferred provider is CliftonLarsonAllen, LLP at an overall cost for the five-year contract of \$361,800 split among the City, Utilities, TIDs, CDA, Airport and BID.

*Note: (√one) [ ] Not Required [x] Budgeted Expenditure [ ] Not Budgeted*

*Comments: \$68,100 will be included in the 2021 budget for the fiscal year end 2020 audit.*

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the City of Baraboo award the Audit Services contract, once received and approved to form by the City Attorney, to CliftonLarsonAllen, LLP. The annual audit year contract amounts are as follows:

2020	2021	2022	2023	2024	Total
\$ 68,100	\$ 70,200	\$ 72,300	\$ 74,500	\$ 76,700	\$ 361,800

**Offered by:** Finance/Personnel Committee

**Approved:** \_\_\_\_\_

**Motion:**

**Second:**

**Attest:** \_\_\_\_\_

Decision Matrix Ratings\_Auditing Services

Audit Firm	MBE CPAs, LLC	Baker Tilly, LLP	RPB CPAs	HAWKINS/ASH CPAs	KerberRose SC	Lauterbach & Amen, LLP	WIPFLI	CliftonLarsonAllen LLP	Score Weight
Primary point of contact	Chris Iverson (608)356-7733	Andrea Jansen (608)240-2338	Joel A. Joyce (414)271-7800	Randall L. Miller (920)684-7128	Greg Pitel (715)526-9400	Daniel Pals (630)393-1483	Dan Walker (715)858-6632	Jordan Boehm (414)721-7510	
Phone number									
<b>Values Taken from Tally Summary Sheet</b>									
Audit Approach	17	23	20	16	22	21	22	23	30
Technical Qualifications and Firm Resources	11	24	17	16	19	17	19	20	30
Price	7	3	2	1	5	8	6	4	40
<b>Total</b>	1,109.00	1,532.88	1,205.25	1,002.38	1,431.75	1,454.75	1,483.94	1,467.63	100

Represents the three highest scores

Audit Firm	Baker Tilly, LLP	WIPFLI	CliftonLarsonAllen LLP	Score Weight
Primary point of contact	Andrea Jansen	Dan Walker	Jordan Boehm	
Phone number	(608)240-2338	(715)858-6632	(414)721-7510	
<b>Audit Presentation (Score 1 to 5, 5 being the highest)</b>				
Professionalism	5.00	4.00	5.00	
Utilities approach and audit expertise	5.00	4.40	5.00	
HUD approach and audit expertise	5.00	4.40	5.00	
Technical expertise	5.00	4.80	5.00	
Key personnel and roles	5.00	4.20	4.60	
Grasp the audit requirements	5.00	4.80	5.00	
Other services they provide/offer	5.00	5.00	5.00	
Ability to work with our desired schedule	5.00	5.00	5.00	
Ability to break out invoices	5.00	5.00	5.00	
<b>Presentation Total Weighted Points</b>	<b>2,700</b>	<b>2,496</b>	<b>2,676</b>	<b>60</b>
<b>Price</b>	<b>\$ 391,045.00</b>	<b>\$ 325,550.00</b>	<b>\$ 361,800.00</b>	
<b>Subtract: Price Total Weighted Points</b>	<b>243</b>	<b>68</b>	<b>165</b>	<b>40</b>
<b>Total</b>	<b>2,457.21</b>	<b>2,427.87</b>	<b>2,511.20</b>	

Highest Score

RESOLUTION NO. \_\_\_\_\_ (NBR-8)

**RESOLUTION CREATING TAX INCREMENTAL DISTRICT NO. 10,  
APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES  
CITY OF BARABOO, WISCONSIN**

WHEREAS, the City of Baraboo (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 10 (the "District") is proposed to be created by the City as a district in need of rehabilitation or conservation work in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to owners of all property in the proposed district, to the chief executive officers of Sauk County, the Baraboo School District, and the Madison Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the CDA, on September 1, 2020 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the CDA designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 10, City of Baraboo", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2020.
3. The Common Council finds and declares that:
  - (a) Not less than 50% by area of the real property within the District is in need of rehabilitation or conservation work within the meaning of Wisconsin Statutes Section 66.1337(2m)(b).
  - (b) Based upon the finding stated in 3.a. above, the District is declared to be a district in need of rehabilitation or conservation work based on the identification and classification of the property included within the District.
  - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
  - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
  - (e) That there are no parcels to be included within the District that were annexed by the City within the preceding three-year period.
  - (f) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
  - (g) The project costs relate directly to promoting the rehabilitation or conservation of the area consistent with the purpose for which the District is created.
4. The Project Plan for "Tax Incremental District No. 10, City of Baraboo" (see Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2020, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**EXHIBIT A -**

**LEGAL BOUNDARY DESCRIPTION OR MAP OF  
TAX INCREMENTAL DISTRICT NO. 10  
CITY OF BARABOO**

[INCLUDED WITHIN PROJECT PLAN]

**PROJECT PLAN**

[DISTRIBUTED SEPARATELY]

RESOLUTION NO. \_\_\_\_\_ (NBR-9)

**RESOLUTION CREATING TAX INCREMENTAL DISTRICT NO. 11,  
APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES  
CITY OF BARABOO, WISCONSIN**

WHEREAS, the City of Baraboo (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 11 (the "District") is proposed to be created by the City as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Sauk County, the Baraboo School District, and the Madison Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the CDA, on September 1, 2020 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the CDA designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 11, City of Baraboo", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2020.
3. The Common Council finds and declares that:
  - (a) Not less than 50% by area of the real property within the District is suitable for mixed-use development as defined by Wisconsin Statutes Section 66.1105(2)(cm).
  - (b) Based upon the finding stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.
  - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
  - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
  - (e) That there are no parcels to be included within the District that were annexed by the City within the preceding three-year period.
  - (f) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
  - (g) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
  - (g) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District.
  - (h) Costs related to newly platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.
4. The Project Plan for "Tax Incremental District No. 11, City of Baraboo" (see Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2020, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**EXHIBIT A -**

**LEGAL BOUNDARY DESCRIPTION OR MAP OF  
TAX INCREMENTAL DISTRICT NO. 11  
CITY OF BARABOO**

[INCLUDED WITHIN PROJECT PLAN]

**PROJECT PLAN**

[DISTRIBUTED SEPARATELY]

RESOLUTION NO. \_\_\_\_\_ (NBR-10)

**RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN OF  
TAX INCREMENTAL DISTRICT NO. 11,  
CITY OF BARABOO, WISCONSIN**

WHEREAS, the City of Baraboo (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 11 (the "District") was created by the City on September 22, 2020 as a mixed-use district; and

WHEREAS, the City now desires to amend the Project Plan of the District (the "Amendment") in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, such Amendment will allow excess revenue to be transferred to Tax Incremental Districts No. 8 & 10 (the "Recipient Districts") as permitted under Wisconsin Statutes Section 66.1105(6)(f)2.

WHEREAS, an amended Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the amendment of the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the Project Plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Sauk County, the Baraboo School District, and the Madison Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the CDA, on September 1, 2020 held a public hearing concerning the proposed amendment to the Project Plan of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the CDA adopted the Project Plan, and recommended to the Common Council that it amend the Project Plan.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo that:

1. The boundaries of the District named "Tax Incremental District No. 11, City of Baraboo" remain unchanged.
2. That this Amendment is effective as of the date of adoption of this resolution.
3. The Common Council finds and declares that:
  - (a) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
  - (b) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
  - (c) Under the amended Project Plan, excess tax increments will be transferred to the Recipient District.
  - (d) The District and the Recipient District lie within the same overlapping taxing jurisdictions.
  - (e) The District has sufficient revenue to pay for all current Project Costs and has sufficient excess revenue to pay for eligible project costs of the Recipient District.
  - (f) The Recipient Districts are districts in need of rehabilitation of conservation which qualifies it as an eligible recipient of excess revenue.
4. The Project Plan for "Tax Incremental District No. 11, City of Baraboo" (see Exhibit A), as amended, is approved, and the City further finds the Project Plan is feasible and in conformity with the master plan of the City.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**PROJECT PLAN**

[DISTRIBUTED SEPARATELY]

NBO-1

The City of Baraboo, Wisconsin

**Background:** This is an ordinance amending Section 13.15 of the City of Baraboo Code of Ordinances entitled **OUTSIDE SERVICE LIMITED** in order to add one additional property to the thirteen (14) existing properties in unincorporated areas that receive water service from the City of Baraboo. The potential property owner is requesting water service due to several unique factors of the property.

This revised Ordinance was reviewed by the Public Safety Committee at their August 31<sup>st</sup>, 2020 meeting with a unanimous recommendation for approval.

**Fiscal Note: (check one)  Not Required  Budgeted Expenditure  Not Budgeted**      **Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DOES ORDAIN AS FOLLOWS:

1. **13.15 OUTSIDE SERVICE LIMITED.**

A 40-acre parcel of land located on the south side of Trap Shoot Rd approximately 1/4 mile east of CTH A in Section 24, Town 12 North, Range 6 East, more particularly described as follows:

The NE 1/4 of the SW 1/4 of Section 24, T12N, R6E, in the Town of Fairfield, Sauk County, Wisconsin.

2. This Ordinance shall take effect upon passage and publication as provided by law.

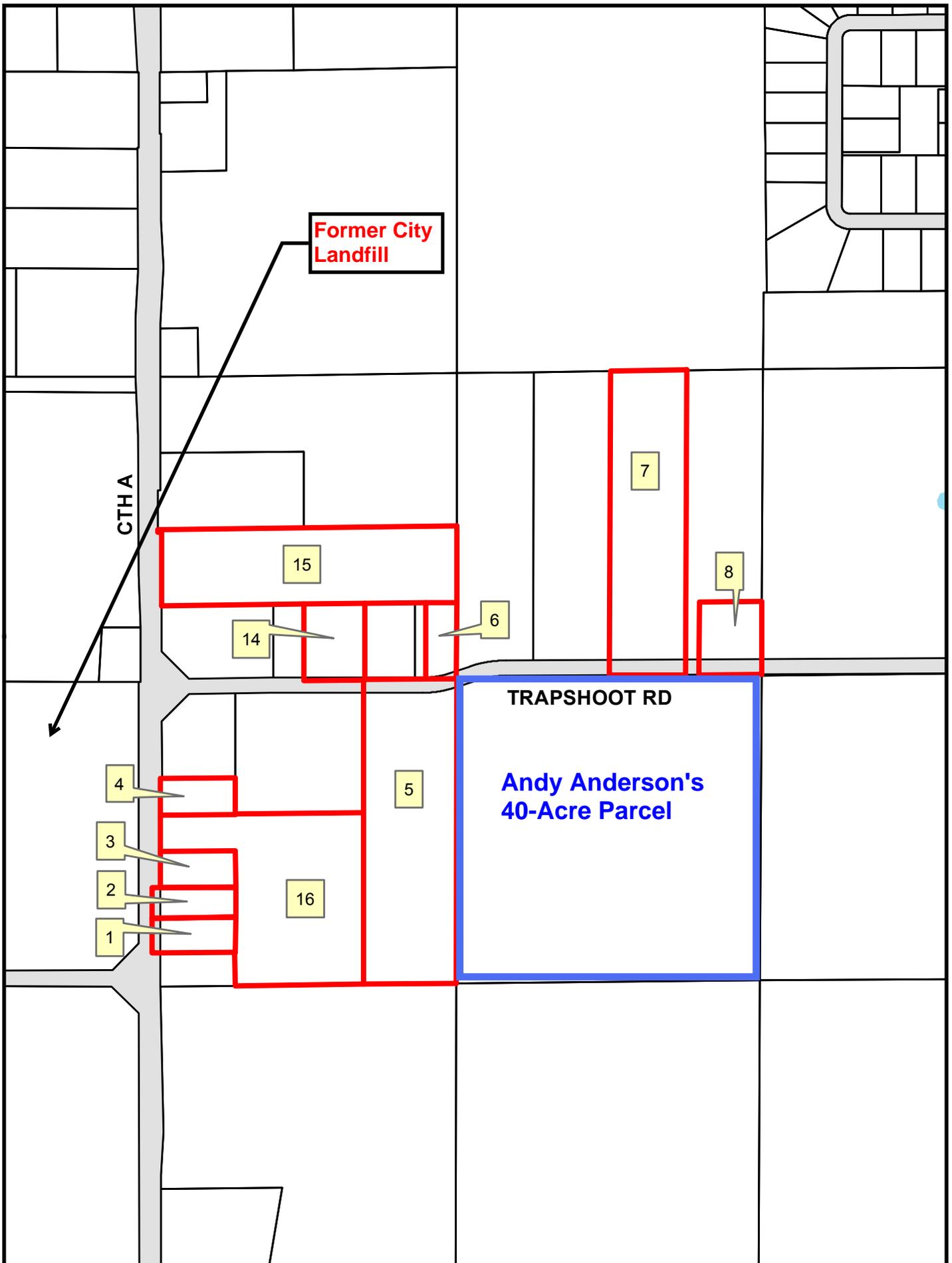
Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_ day of September, 2020, and is recorded on page \_\_\_\_ of volume \_\_\_\_.

City Clerk: \_\_\_\_\_

# OUTSIDE WATER SERVICE AREA "A"



**SPECIAL EVENT LICENSE APPLICATION**

Account 100-10-44290

**Per Section 12.05 Municipal Code of Baraboo:** A “special event” means a temporary gathering of people for a planned occurrence on City property such as, but not limited to, festivals, concerts, demonstrations, rallies, performances, parades and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. A special event may also occur on private property if it will affect, impact or interfere with the normal and ordinary use of City property by the general public within the vicinity of the event and/or will require the use of extraordinary services. A special event may be a single day event or a multiple day event (where the event days and times are consecutive or at a consistent interval).

**APPLICANT INFORMATION**

Information about the person applying for the license

Name: Nicki Green Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**ORGANIZATION INFORMATION**

Information about the organization holding the event, if applicable

Name: Baraboo Young Professionals  
 Address: 402 Broadway Street Baraboo, WI 53913  
 Email: barabooyoungprofessionals@gmail.com Phone Number: 608-356-5515  
 If organization is tax exempt, provide FEIN: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: Baraboo Night Market  
 Description of Event: Night Market, going into its 6th event, is an open-air market featuring local vendors, food, live music, and beer/wine. We provide the downtown area with thousands of customers (businesses have reported record-breaking nights during previous markets) and a younger demographic a nightlife opportunity other than bars (millennial attraction/retention is an objective of the county). There have been zero police incidents at markets; we also hire a reputable security firm to monitor the event. Extra precautions for COVID: spacing out vendor booths, encouraging masks, and marketing messaging to stay home if sick, etc. We are following the example of other DBI events in that area. If there are concerns/questions we'd love to talk with you.  
 Date of Event (list each date if a multi-day event): October 23, 2020  
 Event Start Time: 5pm Event End Time: 9pm  
 Total Anticipated Attendance: 2000 (staggered)  
 Head of Security Name: Nicki Green Phone Number: \_\_\_\_\_  
 Location of Event: downtown Baraboo

Street names, intersections and specific blocks including alleys, parking stalls and sidewalks that will be closed or impaired from normal use as a result of the event (illustrate on attached map):  
Oak St between 3rd/4th, 4th between Broadway/Oak closed. Intersection of Oak/4th will be partially open to traffic (like in September of 2019). Alley by Corner Drug closed.

Street names, intersections and specific blocks.....Continued from Page 1 ~

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Check Types of Activities Being Planned (NOTE: some activities may require additional licenses):

- Alcohol   Amplified Music    Auction    Dance    Market (flea, farmers, etc.)   Food Vendors
- Non-Food Vendors    Parade    Protest    Rally    Speeches    Unamplified Music    Walk/Run/Bicycle, etc.

**ACKNOWLEDGEMENTS:**

**Application Deadline:** License requests must be submitted at least 30-calendar days prior to the event for events involving a public right-of-way or if the applicant intends to request a waiver of costs for City Services; for events not involving a public right-of-way or a requested waiver of costs, the application must be submitted at least 14-calendar days prior to the event.

**Application Fee:** The application fee of \$150 must be paid in order for the City to process the application. This fee is automatically waived, however, for non-profit organizations. The application fee is nonrefundable.

**Insurance Requirements:** Proof of insurance coverages is required with the application. Applicant understands that the City of Baraboo must be named as an additional insured. Minimum required limits are contractual liability with minimum limits of \$300,000 for the injury or death of one person, \$50,000 for property damage, and \$1,000,000.00 coverage for the event – additional insurance may be required for certain events.

**Payment of City Services:** If the City estimates that the City costs for the event exceed \$500, the City may require the applicant provide a bond to the City Clerk prior to the license being issued. The applicant must pay itemized actual costs of city services over \$500 within 30-calendar days of demand. The applicant may request that costs be waived.

**Security:** The applicant must designate at least one head of security who must, at minimum, be 18 years of age, be at the event and reachable by the City during the event, and be able to call 911 during the event.

**ADA Accessible:** The applicant is responsible for ensuring the event is ADA compliant to the extent required by law.

**Discrimination Prohibited:** No applicant or event shall discriminate against any vendor, customer, event participant or other person by reason of race, color, creed, handicap, age, sex, religion, national origin, ancestry, marital status, or other form of discrimination prohibited by the laws of the State of Wisconsin or United States of America.

**Emergency Access Routes:** The applicant must ensure there is an unobstructed access lane of at least 18 feet wide and continuous for the duration of the event, including during set-up and clean-up.

**Set Up/Clean Up:** Set-up for an event cannot occur more than four hours prior to the event unless the event is on private property or advance approval has been given by the City. The applicant is responsible for the clean-up after the event, and must ensure there are enough waste, recycling and toilet facilities available during the event. Clean-up must be completed within 4 hours after the event unless the event is occurring on private property or advance approval has been given by the City.

**Termination of Event:** A license may be terminated by City before or during the event if the health, safety and welfare of the general public appears to be endangered by activities generated as a result of the event or if the event is in violation of the Baraboo Municipal Code or other rule or regulation. The City Administrator, Fire Chief, Police Chief or Director of the City’s Public Works Department shall have the authority to terminate the license.

By signing below, I certify that (i) I am at least 18 years of age, (ii) that I have read and understand the above acknowledgments, (iii) that I am responsible for ensuring the event complies with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations and any other applicable laws, rules and regulations, (iv) that I am authorized to apply for this license on behalf of the organization holding the event (if applicable), and (v) that the information contained in this application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties. INDEMNIFICATION: BY SIGNING BELOW I ACKNOWLEDGE THAT FOR GOOD AND VALUABLE CONSIDERATION, I, ON BEHALF OF MYSELF AND THE ORGANIZATION, IF APPLICABLE, AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF BARABOO AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES AND COSTS, INCLUDING ATTORNEY FEES, ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE.

signed via SeallessDocs.com  
*Nicki Green*  
Key: a60b15c1c0b0938e8275488db00bd635

Signature: \_\_\_\_\_

Date: 08/28/2020

Approvers:

Comments:

# Application for Temporary Class "B" / "Class B" Retailer's License 48 of 64

Application Date: 08/28/2020

City of Baraboo

County of Sauk

The named organization applies for: *(check appropriate box(es).)*

- A Temporary Class "B" license to sell fermented malt beverages at picnics of similar gatherings under § 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under §125.51(10), Wis. Stats.

At the premises described below during a special event beginning 10/23/2020 and ending 10/23/2020 and agrees to comply with all laws, resolutions, ordinances and regulation (stat, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization *(check appropriate box)* →
- |                                     |                                                            |                          |                  |                          |               |
|-------------------------------------|------------------------------------------------------------|--------------------------|------------------|--------------------------|---------------|
| <input type="checkbox"/>            | Bona fide Club                                             | <input type="checkbox"/> | Church           | <input type="checkbox"/> | Lodge/Society |
| <input checked="" type="checkbox"/> | Chamber of Commerce or similar Civic or Trade Organization | <input type="checkbox"/> | Fair Association |                          |               |
| <input type="checkbox"/>            | Veteran's Organization                                     |                          |                  |                          |               |

(a) Name BARABOO YOUNG PROFESSIONALS

(b) Address 402 BROADWAY STREET Baraboo 53913

(c) Date Organized 3/1/17  City

(d) If corporation, give date of incorporation 1/9/18

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to §77.54 (7m), Wis. Stats, check this box:

- (f) Names and addresses of all officers:
- President MIKE JOHNSEN
- Vice President Ashley Schreiber
- Secretary Nicki Green
- Treasurer Jenni Gavin

(g) Name and address of manager or person in charge of affair: NICKI GREEN

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Store, and Areas Where Alcohol Beverage Records Will Be Stored:

(a) Street Number 4th Street, Oak Street Baraboo, WI

(b) Outdoor Event Description Baraboo Night Market (open-air local market)

(c) Do premises occupy all or part of building? no

(d) Describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:  
Fenced in area occupying the actual street - 4th street between Broadway & Oak, Oak street between 3rd & 4th.

3. Name of Event BARABOO NIGHT MARKET

(a) List name of the event

(b) Dates of event 10/23/2020

E-mail address:

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

PAYMENT OPTIONS: (choose one)

- On line
- US mail
- In person
- City Hall Night Deposit

Approvers:

BARABOO YOUNG PROFESSIONALS

*(Name of Organization)*

eSigned via SeamlessDocs.com  
*Nicki Green*

Officer: \_\_\_\_\_

*(Signature/date)*

08/28/2020

## Airport Fund 630

## Balance Sheets

August 31, 2020 and December 31, 2019

Assets:	<u>August 31, 2020</u>	<u>December 31, 2019</u>
<b>Current Assets:</b>		
Cash	\$ 56,966.84	\$ 343.67
Accounts Receivable	2,490.25	2,550.44
Prepaid Expenses	-	6,629.25
Advance to Airport Capital Fd	-	-
<b>Total Current Assets</b>	<u>59,457.09</u>	<u>9,523.36</u>
<b>Total Assets</b>	<u>\$ 59,457.09</u>	<u>\$ 9,523.36</u>
<b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ 3,777.62	\$ 835.12
Deferred Revenue	-	1,493.76
Advance from General	-	-
<b>Total Liabilities</b>	<u>3,777.62</u>	<u>2,328.88</u>
<b>Fund Equity:</b>		
Fund Balance	565.23	27,055.78
Non-Spendable Prepaid Expenses	6,629.25	6,629.25
Net Revenues/(Expenditures)	48,484.99	(26,490.55)
<b>Total Fund Equity</b>	<u>55,679.47</u>	<u>7,194.48</u>
<b>Total Liabilities and Fund Equity</b>	<u>\$ 59,457.09</u>	<u>\$ 9,523.36</u>

## Airport Fund 630

Income Statement with Comparison to Budget  
For The Eight Months Ending August 31, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ -	-
Local Transportation Aid	-	-	-	-
Gas Sales	948.29	4,027.49	7,000.00	57.54
Landing Fee	53.01	1,530.30	4,000.00	38.26
Appropriations_ County	-	4,100.00	4,100.00	100.00
Appropriations- City	-	39,897.00	39,897.00	100.00
Appropriations-Lake Delton	-	39,897.00	39,897.00	100.00
Interest on Investments	-	88.13	140.00	62.95
Rents and Leases	1,457.34	12,316.06	18,000.00	68.42
Ag Land Rental	-	4,750.00	13,200.00	35.98
Hangar Lot Lease	300.70	26,769.13	27,000.00	99.14
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	-	82.70	500.00	16.54
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,759.34</b>	<b>\$ 133,457.81</b>	<b>\$ 153,734.00</b>	<b>86.81</b>

## Expenditures:

**Airport**

Wages	\$ 70.24	\$ 2,506.84	\$ 9,572.00	26.19
Social Security	12.13	267.37	713.00	37.50
Retirement	13.52	296.09	780.00	37.96
Health Insurance	37.87	660.61	1,624.00	40.68
Life Insurance	-	-	5.00	-
Income Continuation	-	-	-	-
Contracted Services	3,500.00	28,000.00	42,000.00	66.67
Publishing	-	-	40.00	-
Professional Services	470.70	9,563.70	15,000.00	63.76
Telephone	61.71	425.15	700.00	60.74
Electricity	-	6,013.02	6,000.00	100.22
Heat	-	1,199.79	1,200.00	99.98
Repair & Maint Serv-Equipment	622.67	1,849.48	9,865.00	18.75
Fuel Station Maintenance	-	499.00	1,000.00	49.90
Repair & Maint Serv-Buildings	-	1,309.76	1,250.00	104.78
Special Services	-	2,000.00	2,200.00	90.91
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	-	2,634.69	2,635.00	99.99
Snow Removal & Mowing	-	-	-	-

## Airport Fund 630

## Income Statement with Comparison to Budget (Continued)

For The Eight Months Ending August 31, 2020

Expenditures (Continued):	Current Month	Year to Date	Budget	Percentage of Budget
<b><i>Airport (Continued)</i></b>				
Lighting Repairs	-	190.00	400.00	47.50
Runway & Taxi Repairs	-	-	6,405.00	-
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	71.21	50.00	142.42
Publications, Training, Dues	-	-	240.00	-
Travel	-	-	60.00	-
Operating Supplies	-	4,829.90	7,500.00	64.40
Gas, Diesel, Oil, Grease	325.69	2,762.94	4,500.00	61.40
Repair & Maint Materials	69.28	584.43	2,000.00	29.22
Repair & Maint - Buildings	-	42.99	2,000.00	2.15
Other Supplies & Expense	-	-	1,200.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	-	9,693.85	8,200.00	118.22
Rents and Leases	-	-	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	-	9,645.00	12,500.00	77.16
Land or Land Improvements	-	-	13,595.00	-
Building Improvements	-	-	-	-
Facilities Improvements	-	(73.00)	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
<b>Total Airport</b>	<b>\$ 5,183.81</b>	<b>\$ 84,972.82</b>	<b>\$ 153,734.00</b>	<b>55.27</b>
<b><i>Principal on Notes</i></b>				
Principal	\$ -	\$ -	\$ -	-
<b>Total Principal on Notes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><i>Interest on Notes</i></b>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
<b>Total Interest on Notes</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 5,183.81</b>	<b>\$ 84,972.82</b>	<b>\$ 153,734.00</b>	<b>55.27</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (2,424.47)</b>	<b>\$ 48,484.99</b>	<b>\$ -</b>	

City of Baraboo  
 Airport Capital Imprvmnt Fund Fund 632  
 Balance Sheets  
 August 31, 2020 and December 31, 2019

Assets:	August 31, 2020	December 31, 2019
<b>Current Assets:</b>		
Cash	\$ 115,156.04	\$ 132,169.19
Due from State	1,098.35	1,098.35
Due from Other Cities. Village	-	-
<b>Total Current Assets</b>	116,254.39	133,267.54
<b>Total Assets</b>	\$ 116,254.39	\$ 133,267.54
<b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ 17,143.27
Due to State	-	-
Advance from Airport Operating	-	-
<b>Total Liabilities</b>	-	17,143.27
<b>Fund Equity:</b>		
Fund Balance	116,124.27	124,768.42
Net Revenues/(Expenditures)	130.12	(8,644.15)
<b>Total Fund Equity</b>	116,254.39	116,124.27
<b>Total Liabilities and Fund Equity</b>	\$ 116,254.39	\$ 133,267.54

City of Baraboo  
 Airport Capital Imprvmnt Fund Fund 632  
 Income Statement with Comparison to Budget  
 For The Eight Months Ending August 31, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	-	-	-
Appropriations-Lake Delton	-	-	-	-
Interest on Investments	-	130.12	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
<b>Total Revenues</b>	<u>\$ -</u>	<u>\$ 130.12</u>	<u>\$ 158,333.00</u>	0.08
<b>Expenditures:</b>				
<i>Interest on Notes</i>				
Interest	-	-	-	-
<b>Total Interest on Notes</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	-
<i>Capital Losses</i>				
Other Supplies & Expense	-	-	-	-
<b>Total Capital Losses</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	-
<i>Airport</i>				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
<b>Total Airport</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 166,667.00</u>	-
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 166,667.00</u>	-
<b>Net Revenues/(Expenditures)</b>	<u>\$ -</u>	<u>\$ 130.12</u>	<u>\$ (8,334.00)</u>	



**TREASURER'S INVESTMENT TRANSACTION REPORT**

Aug-20

**Average Rate of Return on Current Deposits:**

Avg Term		<b>Benchmarks:</b>	
General Funds:	5.8 M	0.84%	LGIP
Utility Funds:	13.6 M	0.84%	
Segregated Funds:	20.4 M	1.38%	90-day T-bill:
Securities w/Dana	3.69 years	1.27%	
All Funds:	10.3 M	0.94%	6M CD:
	Liquid:	63%	12M CD:
	Term:	37%	18M CD:

**Total Receipts:** 3,226,923.18

**Total Disbursements:** 1,868,780.86

**Policy Objectives:**

- Safety: \$3,300,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: Liquidity is rising as CD rates are not very strong.
- Yield: CD rates are extremely low while getting through the pandemic. SBA securities have dropped drastically too.

**TRANSACTIONS**

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Da	Rate	Amount	Interest
(1)	CLOSE	CD	Alma Waite	WCCU	54962-27444		30 Mo	8/21/2020	1.99%	100,000.00	

Comments:

**INVESTMENT ADVISOR TRANSACTIONS**

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield - Maturity	Amount	Interest
									Yield to Worst		

NONE

Incident Responses	August 2020	Year to Date 2019	Totals 2019	Year to Date 2020	Percentage Increase/Decrease
Fire, Other	0	0	0	0	
Building Fire	0	10	12	10	37 Fire 13.50%
Fuel burner/boiler malfunction, fire confined	0	0	0	1	79 Rescue 28.83%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	13 Haz Mat 4.74%
Fire in Structures other than Building	0	0	0	0	44 Alarm 16.06%
Cooking Fire	2	4	8	5	85 Other 31.02%
Chimney Fire	0	0	0	0	16 Mutual Aid 5.84%
Vehicle Fire	0	6	8	5	
Wildland Fire	0	5	5	5	
Trash or Rubbish Fire Contained	1	0	0	2	
Outside Rubbish, Trash or Waste Fire	0	0	0	0	33 Fire 8.97%
Dumpster or other Trash Receptacle Fire	2	0	0	6	108 Rescue 29.35%
Outside Storage Fire	0	0	0	0	21 Haz Mat 5.71%
Outside Equipment Fire	0	0	0	2	62 Alarm 16.85%
Outside Gas or Vapor Combustion Explosion	0	0	0	0	131 Other 35.60%
Overpressure rupture of steam boiler	0	0	0	1	13 Mutual Aid 3.53%
Medical Assist	5	15	35	34	
Vehicle Crash	4	34	55	30	
Motor vehicle/pedestrian crash	0	1	1	2	
Search for Person on Land	1	1	1	3	
Extrication of Victim(s) from Building/Structure	0	0	0	1	
Extrication from Vehicles	0	4	7	1	
Extrication, Other	0	0	0	0	
Elevator Rescue	0	3	3	1	
Water/Ice Rescue	0	1	3	5	
High Angle Rescue	1	1	3	2	
Hazardous Material	3	9	16	9	
Carbon Monoxide Incident	1	3	5	4	
Hazardous Call, Other	1	20	24	11	
Vehicle Accident - General Cleanup	0	8	10	3	
Animal Rescue	0	0	0	1	
Water Problem, Other	0	1	1	0	
Smoke or Odor Removal	0	2	2	2	
Sevice Call, Other	0	3	3	0	
Lock-out	0	0	0	0	
Assist Police	1	9	14	7	
Public Service	0	8	8	6	
Unauthorized Burning	1	3	4	9	
Authorized Burning	0	3	4	1	
Good Intent Call	0	13	23	0	
Dispatched/Cancelled	4	26	35	26	
HazMat release investigation w/no HazMat	1	0	0	6	
No Incident found on arrival at dispatch address	0	0	0	9	
Wrong Location	0	0	0	0	
Smoke Scare, Odor of Smoke	0	0	1	3	
Steam, Vapor, Fog or Dust thought to be Smoke	0	0	0	1	
Malicious Alarm	0	2	2	1	
Bomb Threat	0	0	0	0	
Alarm	4	33	42	30	
Carbon Monoxide Alarm	0	10	18	13	
Lightning Strike	0	2	2	0	
Severe Weather Standby	0	0	0	0	
Mutual Aid - City	1	7	9	4	
Mutual Aid - Rural	1	3	4	5	
Automatic Mutual Aid	0	0	0	2	
Mutual Aid Bx Alarms System (MABAS)	1	0	0	5	
<b>Totals</b>	<b>35</b>	<b>250</b>	<b>368</b>	<b>274</b>	
			<b>0</b>		
			<b>368</b>		

**Fire Department Membership**

Total Members	35 *
Military Leave	1
<b>Net Members</b>	<b>34</b>

\* Two new firefighters hired

**9.60%**  
**Exposure Fires**  
**Total Incidents**

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	18	51.43%	166	60.58%
Village of West Baraboo	3	8.57%	26	9.49%
Town of Baraboo	7	20.00%	40	14.60%
Town of Fairfield	3	8.57%	11	4.01%
Town of Greenfield	0	0.00%	13	4.74%
Town of Sumpter	1	2.86%	2	0.73%
Mutual Aid - City	1	2.86%	4	1.46%
Mutual Aid - Rural	1	2.86%	5	1.82%
Automatic Mutual Aid	0	0.00%	2	0.73%
Mutual Aid Bx Alarms System (MABAS)	1	2.86%	5	1.82%
<b>Totals</b>	<b>35</b>	<b>100.00%</b>	<b>274</b>	<b>100.00%</b>



**Finance/Personnel Committee–Dennis Thurow Committee Room, #205** **September 8, 2020**

**Members Present:** Petty, Sloan, Kent

**Absent:**

**Others Present:** Mayor Palm, Adm. Geick, Atty. Truman, B. Zeman, K. Stieve

**Call to Order** –Ald. Petty called the meeting to order at 6:30p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of August 25, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

**Action Items**

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$1,443,557.84**. Motion carried unanimously.
- b) **Employee COVID-19 Policy** – Adm. Geick explained that this policy has been reviewed by department heads. One major difference between this policy and the Federal Policy requirement is that the City policy includes an additional 3 days to allow for employees to be tested and get results. Moved by Sloan, seconded by Kent to recommend to Council for action. Motion carried unanimously.
- c) **Fire Dept. Boat** – Fire Chief K. Stieve explained that between the County Sheriff's Department and the Baraboo Fire, there is a need for a boat that can be used in the Baraboo River. This is a used 2005 boat that is in immaculate condition. The money to purchase this boat will be taken from the capital funds left from the breathing apparatus purchase. With the increasing use of the Baraboo River for canoes and kayaks, this boat can be used for rescue calls on the river. This boat can also be used at Devil's Lake for water rescues as well as fighting fires on the bluff. Moved by Sloan, seconded by Kent to recommend to Council for action. Motion carried unanimously.

**Information Items** – None.

**Adjournment** – Moved by Kent, seconded by Sloan and carried to adjourn at 6:43pm.  
Brenda Zeman, City Clerk

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow  
Absent: None  
Also Present: Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Clerk, Brenda Zeman; and City Attorney, Emily Truman.  
Citizen Present: None

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Motion by Thurow to approve the minutes of July 6, 2020, seconded by Kierzek and unanimously carried.

Motion by Kierzek to amend the agenda to correct Mariah Phillips address from 316 3<sup>rd</sup> Street to 516 3<sup>rd</sup> Street, seconded by Thurow and unanimously carried.

Consider application for keeping chickens – Michael Lutz

Thurow questioned the approvals from adjacent neighbors regarding the location of the coop and what would happen with those approvals if the adjacent neighbors moved. City Attorney Truman stated the Ordinance doesn't allow the waiver of the neighbors, so the adjacent neighbors willing to waive the location of the coop is moot. Truman's suggestion to the Committee was to strictly follow the Code.

Motion to approve the application as long as the coop location follows the Ordinance and is 10' from all lot lines by Thurow, seconded by Kierzek and unanimously carried.

Consider application for keeping chickens – Mariah Phillips

Thurow mentioned the application indicated Phillips was a tenant and not the owner of the property. Thurow continued that the owner has to allow the tenant to have chickens, and there was nothing in the packet from the owner.

Motion to postpone the application until the September meeting and have staff obtain documentation from the owner by Ellington, seconded by Kierzek and unanimously carried.

Consider Liquor License for the Las Milpass, LLC

Motion to approve and move on to Council the liquor license for Las Milpass, LLC by Kierzek, seconded by Thurow and unanimously carried.

Consider Request for Excessive Household Animals (3 Dogs) – Thomas & Teri Dörner

Motion to approve and move on to Council the request for Dörner's Excessive Household Animals (3 dogs) by Thurow, seconded by Kierzek and unanimously carried.

Member comments

The next meeting will be Tuesday, September 8, 2020 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:13AM CST.

Respectfully submitted,  
Cynthia Haggard, Finance Director

Meeting Minutes

August 6, 2020

**I. Call Meeting to Order and Note Compliance with Open Meeting Law**

Mayor Palm called the meeting to order at 5:31 PM at the Baraboo Municipal Building, Room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

**II. Roll Call of Membership**

Present: Caflich, Johnson, Palm, Ryan, Walczak, Wastlund, White

Absent: Bowers, Ayar, Mueller, Taylor

Other: Patrick Cannon

**III. Approve Minutes**

Motion to approve the minutes for March 5, 2020 And July 7, 21020 meeting

Johnson (1); Palm (2)

Aye: All via voice vote

Nay: None

**IV. Approve Agenda**

Motion to approve the agenda as presented

White (1); Johnson (2)

Aye: All via voice vote

Nay: None

**V. Presentation**

None

**VI. Action Items**

Election of BEDC Officers

Term to be from August 2020 to May 2021.

Chair: Nanci Caflich

Vice-Chair: Dave Johnson

Secretary: Carolyn Wastlund

Motion to elect the slate of Officers for a term to run from August 2020 to May 2021

Palm (1); White (2)

Aye: Caflich, Johnson, Palm, Ryan, Walczak, Wastlund, White (via roll call)

Nay: None

**VII. Information/Discussion Items**

**a. How did COVID-19 effect your business? A round table discussion with members**

- Mayor Palm
  - The city conducted remote meetings
  - City Hall was closed after the elections to the public
  - Purchased PPE equipment for public safety officers
- Ms. Caflich
  - The Chamber has lost revenues due to the hotels not being occupied
  - Real Estate is doing well
- Ms. Ryan
  - Almost all of their plans have been altered
  - They are starting to work with Focus on Energy
  - Food Pantry is now including a light bulb with food packet

- Ms. Walczak
  - Hospital has had major changes in their operations
  - No elective surgeries
  - Lack of PPE equipment
  - Volunteers have not been able to return yet
- Mr. White
  - Have not been able to complete business retention visits
  - Worked getting information out regarding various COVID-19 programs
- Mr. Johnson
  - Market moved all over the place.
  - Seems to be getting back towards normal summer volume
- Ms. Wastlund
  - MSA worked from home and few employees are now back into office
  - Field works is back to normal

**b. Updates on Development Activities**

- Mayor Palm updated on the following:
  - Three businesses have closed either permanently or for the season
  - The City completed a Hotel Study
  - Developers are looking at:
    - Hotel
    - Flex space buildings
    - Apartment building
    - Multifamily housing plat
  - Al. Ringling Brewery is getting closer to opening
  - Library project is moving forward
  - City projects are under way for the summer
  - City did some economic development programs in response to COVID-19

**c. Updates from Commissioners and their representative entities**

- Schools will open on September 1, 2020
- SCDC is working with Workforce development

**d. Continued discussion on housing options for possible future recommendation to City Council**

City has a map of potential properties

**e. Review and discuss 2020 goals for BEDC**

The Board was asked to think of goals for 2020/2021 for next meeting

Housing

Business Walk for 2022

**f. Review and discuss BEDC tour schedule of local businesses**

This will be held in abeyance due to COVID-19

**VIII. Adjournment**

Motion to adjourn the meeting was made at 6:42 pm.

White (1); Cafilisch (2)

Aye: All via voice vote

Nay: None

Mike Palm  
Mayor

Patrick Cannon  
Recorder

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting

July 20, 2020 Members Present: T. Wickus, , B. Stelling (by phone)

Member Absent: S. Brunker, S. Fay

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:37 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Stelling seconded by Wickus, and unanimously carried to approve the minutes of the June 9, 2019 meeting.

Agenda: Moved by Stelling seconded by Wickus, and unanimously carried to approve the agenda as published.

Old Business: None

New Business: We met with Jenni Gavin and Emily Keefer and reviewed some marketing and structural ideas that they had for future Downtown Baraboo Farmer's Markets. No action was taken.

Adjournment: Moved by Stelling, seconded by Wickus and unanimously carried to adjourn at 9:25 A.M.  
Respectfully submitted, Todd Wickus Promotions Chairperson



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August 31, 2020

Mr. Mike Palm, Mayor  
Baraboo FPSA  
101 South Blvd.  
Baraboo, Wisconsin, 53913

RE: Baraboo Fpsa, Sauk County, Wisconsin  
Public Protection Classification: 03/3Y  
Effective Date: December 01, 2020

Dear Mr. Mike Palm,

We wish to thank you and Mr. Kevin Stieve for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert

Manager -National Processing Center

cc: Mr. Bill Klemm, Chairman, BARABOO TS, SAUK  
 Mr. Tim Stone, Chairman, FAIRFIELD TS, SAUK  
 Mr. Terry Turnquist, Chairman, GREENFIELD TS, SAUK  
 Mr. Timothy Colby, Chairman, SUMPTER TS, SAUK  
 Mr. David Dahlke, Village President, West Baraboo, SAUK  
 Mr. Wade Peterson, Water Superintendent, Baraboo Water Department  
 Mr. Jason Goll, Water Supervisor, West Baraboo Water Department  
 Mr. Kevin Stieve, Chief, Baraboo Fire Department  
 Ms. Dena Weinke, Communications Supervisor, Sauk County Comm Center