



CITY OF BARABOO COMMON COUNCIL AGENDA

Tuesday, September 26, 2023, 7:00 p.m.
Council Chambers, 101 South Blvd., Baraboo, Wisconsin

	Pages
1. CALL TO ORDER	
2. ROLL CALL AND PLEDGE OF ALLEGIANCE	
3. APPROVAL OF PREVIOUS MINUTES (Voice Vote) September 12, 2023	4
4. APPROVAL OF AGENDA (Voice Vote)	
5. COMPLIANCE WITH OPEN MEETING LAW NOTED	
6. PRESENTATIONS Presentations by Ryan Burns with Baer Insurance and Ben Rank and Steve Stanczak with Cities and Village Mutual Insurance (CVMIC) regarding future General Liability options.	15
7. PUBLIC HEARINGS <i>None Scheduled.</i>	
8. PUBLIC INVITED TO SPEAK <i>(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.)</i>	
9. MAYOR'S BUSINESS Residents are encouraged to participate in the update to the City's Comprehensive Plan by taking an on-line survey at www.baraboo.comprehensiveplan.com and attending a public open house at 5:30 p.m. on Wednesday, October 11 at Baraboo High School.	
10. CONSENT AGENDA <i>(Roll Call)</i>	
10.1 Accounts Payable Approve the Accounts Payable to be paid in the amount of \$	33
11. ORDINANCES ON 2nd READING	
11.1 Amend Section 17.18(4)(d), Planned Unit Development Consider the General Development Plan and Specific Implementation Plan for Phase 1 of the Pewit's Landing development.	34
11.2 Rezone Northwest Corner of the 400 block of Mine Street Consider amending Section 17.18(4)(a) and the Zoning District Map rezoning Lot 1, Sauk County Certified Survey Map No. 5551, recorded in the Sauk County Register of Deeds Office in Volume 31, Page 5551 as Document No. 930897, a 1.97-acre lot on the southwest side of the 400 block of Mine Street, across from the	36

Baraboo Country
Club, in the NE1/4 of Section 11, T11N, R6E, in the City of Baraboo, Sauk
County,
Wisconsin.

12. NEW BUSINESS- RESOLUTIONS

- | | | |
|------|---|----|
| 12.1 | Line of Credit, Baraboo State Bank | 37 |
| | Consider increasing the line of credit with Baraboo State Bank for the purchase of Public Works and Parks equipment. (Ostrander) | |
| 12.2 | Vacation Accrual, Non-Union Supervisors | 38 |
| | Consider amending the Employee Handbook, Section 8.01 "Police & Fire (Protective Employees) Policies" to adjust the vacation accrual for Non-Union Police Supervisors. (Sinden) | |
| 12.3 | Interim City Administrator(s) | 39 |
| | Consider appointing City Engineer Tom Pinion and CDA Director Pat Cannon as "Interim City Administrators" until a full time City Administrator is hired. (Bradley) | |
| 12.4 | Health Insurance | 40 |
| | Consider the 2024 Health Insurance Program options. (Bradley) | |
| 12.5 | Brownsfields and Stewardship Negotiated Agreement | 44 |
| | Consider authorizing Brownfields and Stewardship Negotiated Agreement for 105 Vine Street (I AM Dairy). (Hardy) | |

13. NEW BUSINESS ORDINANCES

- | | | |
|------|--|----|
| 13.1 | Amend Section 7.04, One-Way Street and Alleys | 52 |
| | Consider restricting traffic in the alley between 4th and 5th Avenue, from Broadway to Birch Street to one-way. (Pinion) | |

14. COMMITTEE OF THE WHOLE

Moved by _____, seconded by _____, to enter Committee of the Whole to discuss the following:

- 2023 and 2024 Budget Updates
- 2024 General Liability Insurance Options

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

15. ADMINISTRATOR AND COUNCIL COMMENTS

(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)

16. REPORTS, PETITIONS, AND CORRESPONDENCE

The City acknowledges receipt and distribution of the following:
Reports: Treasurer August 2023

Copies of meeting minutes included in this packet:

Copies of meeting minutes in City Clerks files:

BID Parking Lot...9-15-2022

BID Business..8-17-2023

Towns/Village Budget...10-7-2022

Friends of Library...8-14-2023

17. CLOSED SESSION

Moved by _____, seconded by _____, to go into Closed Session. The

Mayor will announce that the Council will consider moving into Closed Session pursuant to

§19.85(1)(e), Wis. Stat., to deliberate or negotiate the purchasing of public properties, the

investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, to provide an update on Economic Development within the City.

18. OPEN SESSION

Moved by _____, seconded by _____, to return to Open Session. The

Mayor will announce that the Council will return to Open Session as per §19.85(2), Wis.

Stats., to address any business that may be the result of discussions conducted in Closed Session.

19. ADJOURNMENT (Voice Vote)

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.

Common Council Meeting Minutes**September 12, 2023, 7:00 p.m.****Council Chambers, 101 South Blvd., Baraboo, Wisconsin**

Members Present: Olson, Kolb, Hazard, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Others Present: Chief Sinden, Adm. Bradley, Clerk Zeman, T. Pinion, J. Ostrander, M. Hardy, L. Laux, members of the press and others.

1. CALL TO ORDER

Mayor Nelson called the meeting to order at 7:00pm.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

3. APPROVAL OF PREVIOUS MINUTES

Moved by: Ellington

Seconded by: Kolb

Motion: CARRIED

4. APPROVAL OF AGENDA

Moved by: Petty

Seconded by: Thurow

Motion: CARRIED

5. COMPLIANCE WITH OPEN MEETING LAW NOTED**6. PRESENTATIONS**

None Scheduled.

7. PUBLIC HEARINGS

The Mayor announces this is the published date and time to hear public comment regarding:

- Request to rezone Lot 3 of Sauk County Certified Survey Map No. 5551, recorded in the Sauk County Register of Deeds Office in Volume 31, Page 5551 as Document No. 930897, from I-3, Industrial/Business to R-1A, Single-Family Residential, located on the south side of the 400 Block of Mine Street, in the NE1/4 of Section 11, T11N, R6E, in the City of Baraboo, Sauk County, Wisconsin by D Mitchell LLC

No one spoke and the Mayor closed the hearing.

- The General Development Plan and Phase 1 Specific Implementation Plan in accordance with Steps 3 and 4 of the Planned Development process for Pewit's Landing, LLC's proposed development of a 210 unit multi-family residential complex consisting of eight buildings on Lot 7 in the Plat of Spirit Lake, located in the NE1/4 of the SE1/4 and the SE1/4 of the SE1/4 of Section 4, Town 11 North, Range 6 East, City of Baraboo, Sauk County, Wisconsin

Shelly Nickel, 536 1st Street, spoke on behalf of Donald Schellenberger, E10797A Hwy W, an owner adjacent to this properties presented some concerns regarding this construction. How will this effect the farming of the field adjacent to this property? Any run off issues to the field? Will there be fences built to assist in keeping residents off the fields and to keep garbage from blowing over to the fields. The driveway for the development is very close to their property, will there be any issues with this?

No one else spoke and the Mayor closed the hearing.

8. PUBLIC INVITED TO SPEAK

No one spoke.

9. MAYOR'S BUSINESS

- Residents are encouraged to participate in the Comprehensive Plan Survey. Please visit www.baraboocomprehensiveplan.com for more information.
- Anyone who lives or works in Sauk County is invited to a community health open house and dinner on Thursday, September 21 from 4:30 p.m. to 7:00 p.m. at Culver Park in Prairie du Sac, sponsored by Public Health Sauk County.

10. CONSENT AGENDA

Moved by: Sloan

Seconded by: Ellington

Motion: CARRIED (9 to 0)

10.1 Accounts Payable**Resolution No: 2023-131**

THAT the Accounts Payable, in the amount of \$1,834,534.51 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

10.2 Appointment**Resolution No: 2023-132**

THAT, Shaun Stoeger be appointed to the Library Board to fill the unexpired term of Lacey Steffes, serving until June 30, 2024.

10.3 County Library Tax Exemption**Resolution No: 2023-133**

WHEREAS, the Sauk County Board levies a county library tax.

WHEREAS, Section 43.64(2)(b) of the Wisconsin Statutes provides that such units of government which levy a tax for public library service and appropriate and expend for a library fund as defined by s.43.52(1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the City for the current year, may apply for exemption from this tax; and

WHEREAS, the City of Baraboo does levy a library tax in excess of the amount calculated in accordance with 43.64(2)(b).

Now Therefore be it Resolved, THAT the City of Baraboo be exempted from the payment of any county library tax as provided in Section 43.64(2)(b) inasmuch as it will expend for its own library fund for 2024 an amount in excess of that calculated in accordance with 43.64(2)(b). Exemption from the payment of said county library tax shall not preclude the City of Baraboo's participation in county library service in all other respects; and

Be it further Resolved THAT confirmed copies of the Resolution be forwarded by the City Clerk to the Reedsburg Public Library and to the Sauk County Clerk no later than September 29, 2023.

10.4 Temporary Liquor License (AKA Picnic License)**Resolution No: 2023-134**

THAT the City Clerk be authorized to issue the following Picnic License:

- Shakespeare on the Edge, Inc., A Gathering of Rogues & Ruffians-A Renaissance Faire, 10/14/2023-10/15/2023

11. ORDINANCES ON 2nd READING

Moved by: Ellington

Seconded by: Sloan

Approve the 2nd reading of **Ordinance No. 2615** amending Section 9.03, Throwing or Shooting of Arrows, Stone and other Missiles, to allow for the throwing of objects for sport/leisure activities.

Motion: CARRIED (9 to 0)

11.1 Amend Section 9.03 of the Municipal Code**12. NEW BUSINESS- RESOLUTIONS**12.1 Line of Credit with Community First Bank**Resolution No: 2023-135**

Moved by: Sloan

Seconded by: Petty

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

That the City resolves to draw a total of \$882,796.52 from the line of credit with the Community First Bank on Wednesday September 13th, 2023; \$322,132.99 for TID #12 and \$560,663.53 for TID #11.

Motion: CARRIED (9 to 0)12.2 2024 Seasonal Park & Recreation Wages**Resolution No: 2023-136**

Moved by: Petty

Seconded by: Ellington

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

THAT the 2024 Parks, Recreation and Forestry Seasonal Wage Schedule be approved as recommended by the Parks and Recreation Commission.

Motion: CARRIED (9 to 0)12.3 Award Bid, Attridge Park Splashpad**Resolution No: 2023-137**

Moved by: Hazard

Seconded by: Kolb

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

THAT the contract for constructing a splashpad at Attridge Park for the amount of \$342,880.01 submitted by Meise Construction, Inc. be accepted and all other bids for the project rejected.

Motion: CARRIED (9 to 0)12.4 Thunderbird Youth Hockey Lease**Resolution No: 2023-138**

Moved by: Thurow

Seconded by: Petty

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

THAT the Baraboo Thunderbird Hockey Association lease for use of the Pierce Park Pavilion be approved for the 6-month term of October 15, 2023-April 14, 2024 for the rate of \$1,800 for the term.

Motion: CARRIED (9 to 0)12.5 A-1 Excavating, LLC Lease**Resolution No: 2023-139**

Moved by: Petty

Seconded by: Ellington

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

THAT the A-1 Excavation, LLC lease for use of room 35 of the Civic Center be approved for the 16-month term of September 1, 2023-December 31, 2024 for the rate of \$1,200 per month.

Motion: CARRIED (9 to 0)12.6 Carbon Reduction Program Grant**Resolution No: 2023-140**

Moved by: Petty

Seconded by: Hazard

**RESOLUTION APPROVING A STATE/MUNICIPAL AGREEMENT FOR CARBON
REDUCTION PROGRAM PROJECTS**

WHEREAS, the City recently applied for an 80% federal/20% local funded grant to replace our decorative light poles and fixtures in downtown Baraboo; and

WHEREAS, the State of Wisconsin notified the City on June 29th that we were selected for funding with a federal funding limit of \$1,524,500; and

WHEREAS, the State of Wisconsin has sent the State/Municipal (Financial) Agreement for the City's review and approval;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Baraboo approves the State/Municipal (Financial Agreement) for a State-Let Carbon Reduction Program Project dated August 16, 2023; ID # 5988-01-13/14.

BE IT FURTHER RESOLVED, that the City Council of the City of Baraboo authorizes the Mayor to execute the Revised State/Municipal Financial Agreement.

Motion: CARRIED (9 to 0)

12.7 "Class B" Liquor License

Resolution No: 2023-141

Moved by: Thurow

Seconded by: Hazard

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

THAT the City Clerk be authorized to issue the following Liquor License:

- "Class B" Combination Liquor License, Con Amici LLC, 126 Third Street

AND, that the 2023 annual license fee(s) be waived for this application.

Motion: CARRIED (9 to 0)

12.8 "Class B" Combination License

Resolution No: 2023-142

Moved by: Ellington

Seconded by: Hazard

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

THAT the City Clerk be authorized to issue the following Liquor License:

- Reserve "Class B" Combination Liquor License, Wiscocktail Group, LLC, 132 Third Street

AND, to allow them an extension of the "unused" license, if needed, to April 15, 2024.

Motion: CARRIED (9 to 0)

12.9 Disposal of Assets

Resolution No: 2023-143

Moved by: Sloan

Seconded by: Petty

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

That the City resolves to dispose of assets with a cost (purchase price) less than \$5,000 that are not part of a collection of assets, or part of land improvements, totaling to a book value of \$29,050.44.

Motion: CARRIED (9 to 0)

12.10 Proposed Alliant Increase

Resolution No: 2023-144

Moved by: Ellington

Seconded by: Petty

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

WHEREAS, the City of Baraboo has had a longstanding partnership with Alliant Energy; and

WHEREAS, Council values this partnership and the work that they do for the residents of the City and the region; and

WHEREAS, nearly 60% of the single family homes in the City of Baraboo were built prior to 1979 and many are not energy efficient; and

WHEREAS, the median household income in the City of Baraboo is nearly 10% less than the state average; and

WHEREAS, a rate increase as high as the one proposed by Alliant will have a detrimental effect on those on fixed incomes, working families, and the community as a whole; and

WHEREAS, Council shares the concerns of many residents who have voiced their concerns, in regards to the proposed changes to net metering, its negative impact on existing solar owners and the future financial viability of solar projects as a result of Alliant's proposed changes.

NOW THEREFORE BE IT RESOLVED, by the City of Baraboo Common Council they oppose Alliant proposed rate increases and recommend that the increases be adjusted to a more manageable increase that is more manageable for Baraboo residents,

BE IT FURTHER RESOLVED, by the City of Baraboo Common Council, that they also oppose Alliant's proposed changes to its net metering policy and urge the Public Service Commission to adopt a universal solar policy that reflects the state's commitment to the future of solar in Wisconsin.

Motion: CARRIED (9 to 0)

12.11 Safe Drinking Water Lead Service Line Loan Program

Resolution No: 2023-145

Moved by: Thurow

Seconded by: Hazard

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING THROUGH THE STATE OF WISCONSIN ENVIRONMENTAL IMPROVEMENT FUND – SAFE DRINKING WATER LEAD SERVICE LINE LOAN PROGRAM

WHEREAS, the City of Baraboo, Sauk County, Wisconsin (the "Municipality") intends to file an application for state financial assistance for the replacement of lead service lines in parallel with the STH 33 project (known as the 8th Avenue and 8th Street Water Replacement Project, WDNR Project Number 4762-05) and for approximately 40 lead service line replacements elsewhere in the City (the "Project"), under the Wisconsin Environmental Improvement Fund; and

WHEREAS, the Municipality expects to finance the Project on a long-term basis by issuing tax-exempt bonds or promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to July of 2023, the Municipality must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance monies from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the Municipality that: Section 1) Expenditure of Funds. The Municipality shall make expenditures as needed as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2) Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expended to exceed \$1,100,000.

Section 3) Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4) Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the City Clerk's office within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5) Effective Date. This Resolution shall be effective upon its adoption and approval.

WHEREAS, it is necessary to designate a representative for filing said applications;
BE IT THEREFORE RESOLVED by the Council of the City of Baraboo that the Mayor is hereby appointed as an authorized representative for the City of Baraboo for the purpose of filing these applications, and that the representative is further authorized and empowered to do all necessary things and take all necessary steps in connection with said applications.

Motion: CARRIED (9 to 0)

13. NEW BUSINESS ORDINANCES

13.1 Amend Section 17.18(4)(d), Planned Unit Development

Moved by: Kolb

Seconded by: Ellington

Motion to approve the 1st reading of **Ordinance No. 2616** amending Section 17.18(4)(d).
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 Development. The following Planned Unit Development is approved and incorporated into the zoning map: 2023-01.

2. The attached General Development Plan and Specific Implementation Plan for Phase 1 of the Pewit's Landing developer are approved as part of Planned Unit Development 2023-01.

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

Motion: CARRIED (9 to 0)

13.2 Rezone Northwest Corner of the 400 block of Mine Street

Moved by: Petty

Seconded by: Olson

Motion to approve the 1st reading of **Ordinance No. 2617** amending Section 17.18(4)(a) and the Zoning District Map rezoning Lot 1, Sauk County Certified Survey Map No. 5551, recorded in the Sauk County Register of Deeds Office in Volume 31, Page 5551 as Document No. 930897, a 1.97-acre lot on the southwest side of the 400 block of Mine Street, across from the Baraboo Country Club, in the NE1/4 of Section 11, T11N, R6E, in the City of Baraboo, Sauk County, Wisconsin.

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 rezoning: the rezone Lot 1, Sauk County Certified Survey Map No. 5551, recorded in the Sauk County Register of Deeds Office in Volume 31, Page 5551 as Document No. 930897, a 1.97-acre lot on the southwest side of the 400 block of Mine Street, across from the Baraboo Country Club, in the NE1/4 of Section 11, T11N, R6E, in the City of Baraboo, Sauk County, Wisconsin I-3, Industrial/Business to R-1A, Single-Family Residential.
2. This Ordinance shall take effect upon passage and publication as provided by law.

Motion: CARRIED (9 to 0)

14. COMMITTEE OF THE WHOLE

Moved by Ellington, seconded by Hazard, to enter Committee of the Whole to discuss the following:

- 2024 Budget Updates

J. Ostrander presented an update for the 2024 budget. The increase in Revenue for 2024 includes the following: Shared Revenue from the State, Net New Construction of \$99,000, closure of TIF 6 of \$111,000, and an increase in the levy of \$104,000 for the Fire/EMS District. Other things noted, the COPS grant for our School Resource Officers (SRO) and a Mental Health position. Adm. Bradley noted that we are anticipating the school district will be cutting funds for the SRO program; therefore, this revenue has been removed. These positions have been entered as the COPS grant, however, we will not have a final answer until the end of October. We could be in a position to come up with an additional \$150,000 if the SRO does not get funded. The Mental Health Position is a new position that will have the bulk of funded for the first three years. The state released the health insurance rates for next year but we are potentially looking at a 24-35% cost increase; this eliminates the increase in Shared Revenue. Ald. Sloan questioned cutting the SRO position and it was clarified that we could move them into patrol positions, we cannot eliminate the position. The expenses for 2024 include the following: a tuition program, additional capital request of \$70,000 for the ambulance, building inspection contracted expense, Hwy 33 Liaison, and additional Taxi Operations. We are holding off on including the \$400,000 for the UW Theatre. As of now, the Fund Balance to be applied is \$524,532.19. Based on these numbers, we still currently have \$470,477.36 available, above the 25% included in our policy. The current budget includes a 4% COLA.

Adm. Bradley presented the capital assets, putting together a plan for replacement. We now have a projection of what we should be putting away based on depreciation. Essentially, we are looking at, with the debt service we take out every other year and adding the fire back in, we should be putting in about \$1M, and we are only putting in \$504,000 leaving us with a shortfall of \$495,000. Looking at capital, what is accumulated, we need about \$17M which includes \$9.7M of public infrastructure, or road projects. We have a total put away in reserves fund of \$774,000 and adding in fire of a little over \$1M, we are short by about \$900,000. The total that should be put away is \$1.9M, when you factor this in, you are looking at a net of almost \$16.4M is what is needed to meet our current needs.

J. Ostrander presented information on the outstanding debt which includes borrowing for streets and equipment. Our policy is to allow 60% of the State Debt Limit, or \$38,805,378. We are currently just over \$8M below this limit. We will attempt to keep the levy the same, which will allow for the purchase of some equipment. Future estimates are projecting about \$409M in new value in the next 10 years with an increase of 34% increase of housing units from 2021. We are also estimating a 44% increase in the City's value since 2021.

Moved by Hazard, seconded by Kent, to rise and report from Committee of the Whole and return to regular session.

15. ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Bradley noted that the Hwy 33 project will be starting next week. Residents are encouraged to follow the local detour. This project will last through the end of 2024.

16. REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

Reports: August, 2023 Building Inspection

Copies of meeting minutes included in this packet:

Finance/Personnel Committee Meeting Minutes

August 7, 2023, 5:30 p.m.
City Hall, Committee Room #205
101 South Blvd., Baraboo, WI 53913

Members Present:	Kent, Sloan
Members Absent:	Petty
Others Present:	Clerk Zeman, J. Ostrander

1. Call Meeting to Order

Chairman Sloan called the meeting to order at 5:30pm.

1.a Roll Call of Membership

1.b Note Compliance with Open Meeting Law

1.c Approve Minutes of July 25, 2023.

Moved by: Sloan

Seconded by: Kent

CARRIED (2 to 0)

1.d Approve Agenda

Moved by: Kent

Seconded by: Sloan

Approve agenda removing item 3.b, discussion of the Strategic Plan.

CARRIED (2 to 0)

2. Action Items

2.a Accounts Payable

Moved by: Kent

Seconded by: Sloan

Recommend to Common Council on paying \$1,467,213.92.

CARRIED (2 to 0)

3. Discussion Items

a. Absentee Ballot Envelope Subgrant Program

Clerk Zeman noted that new absentee envelopes have been approved. To help Clerk's with the cost of replacing envelopes, the Wisconsin Elections Commission is offering an Absentee Ballot Envelope Subgrant. Because we order our envelopes from Sauk County, we have authorized Sauk County to apply for the grant on our behalf. The amount of grant funds available is determined by the estimated population.

4. Adjournment

Moved by: Kent

Seconded by: Sloan

That the meeting adjourn at 5:35pm.

CARRIED (2 to 0)

Minutes of the Public Safety Committee Meeting – July 31, 2023

Members Present: John Ellington and Tom Kolb. David Olson was absent. **Others Present:** Mayor Rob Nelson, Police Chief Sinden, Tom Pinion, Tony Gilman, Kris Denzer, and Jonathan Freed.

Call to Order – Chairman Tom Kolb called the meeting to order at 1:00 P.M. Baraboo City Services. Compliance with the Open Meeting Law was noted. It was moved by Ellington, seconded by Kolb to approve the agenda as posted. Motion carried unanimously. It was moved by Ellington, seconded by Kolb to approve the minutes of the May 22, 2023 meeting. Motion carried unanimously.

Public Invited To Speak (Any citizen has the right to speak on any item of business that is on the agenda for this meeting if recognized by the presiding officer.) – There were no speakers.

Action Items

- a. Request to close the 400 block of Oak Street, between 2nd Street and 3rd Street for a Special Event – “Freedom Fest”, on August 26th from 2 PM to 10:30 PM, sponsored by Brothers on Oak – Chief Sinden presented the background for the request. He said this event differs from the event held in the past because it is on public property. He said that they have complied with everything that has been requested from the City. They will be using school buses to block off the street. Sinden said that this is 100% as their own expense, the City will be placing and removing needed jersey barriers for the event. He said that he received a string of emails from the group showing concern regarding possible protests and asked his department to ban any protesters from the sidewalks. Sinden said that would violate their rights of free speech, it is public sidewalks, the department can make sure that they do not block the sidewalks. Sinden said that they can opening carry firearms as long as they have not been convicted of a felony. It was moved by Ellington, seconded by Kolb to approve the requested. Motion carried unanimously.
- b. Review and approve a 5-yr Cooperative Agreement with the North Central Wisconsin Stormwater Coalition for Public Education and Outreach relating to Stormwater Management – Pinion presented the background to the Commission. He said

that the fee is \$1500 per year. It was moved by Ellington, seconded by Kolb to forward the request for a 5-year Cooperative Agreement with the North Central Wisconsin Stormwater Coalition for Public Education and Outreach relating to Stormwater Management to Council with a positive recommendation. Motion carried unanimously.

- c. Review and recommendation to convey a Temporary Limited Easement to the Wisconsin Dept. of Transportation for a curb ramp replacement project on STH 113 at the former Oak Street right-of-way – Pinion presented the request to the Committee. He said this is a project that entails replacement of the curb ramps. He said this is being done due to new ADA standards, and they do compensate the City for this. It was moved by Ellington, seconded by Kolb to forward to Council with a positive recommendation conveying a Temporary Limited Easement to the Wisconsin DOT for a curb ramp replacement project on STH 113 at the former Oak Street right-of-way. Motion carried unanimously.
- d. Review and recommendation to convey a small parcel of land as well as a Temporary Limited Easement to the Wisconsin Dept. of Transportation for a curb ramp replacement project on STH 136 and Sauk Avenue – Pinion said this is at the Burgess property, for the same purpose as the prior item. It was moved by Ellington, seconded by Kolb to forward to Council with a positive recommendation conveying a small parcel of land as well as a Temporary Limited Easement to the Wisconsin DOT for a curb ramp replacement project on STH 136 and Sauk Avenue. Motion carried unanimously.
- e. Consider a revision to Section 9.03 Throwing or Shooting of Arrows, Stones and other Missiles that clarifies these activities are not allowed if there is a “malicious intent” – Sinden presented the latest rendition from Max Buckner, the attorney that would be prosecuting the case. He said the mayor received an inquiry from a citizen that said that this ordinance, as it currently stands makes it illegal to throw baseballs, and makes a lot of things illegal that would otherwise be legal with the exception of our ordinance. He said that the police department would never issue a citation for a couple of kids throwing a baseball, but in the interest of a. responding to an inquiry by a citizen, b. just to clarify this, a very simple sentence was the recommendation by Max Buckner, and this would alleviate most issues. It was moved by Ellington, seconded by Kolb to recommend the revision to Section 9.03 as recommended by Atty. Max Buckner. Motion carried unanimously.
- f. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for June and July 2023 – It was moved by Olson seconded by Ellington to approve the monthly billing adjustments/credits for sewer and water customers for April and May 2023 as presented. Motion carried unanimously.

Information Items

Beyond Bless Food Pantry – Traffic Control Problem – Pinion said that a lady attended the Council meeting last week to offer public comment, but because Beyond Blessed Food Pantry and traffic situation was not on the agenda it was suggestion that she may want to take it to the PSC. Pinion said that she was notified that it would be a discussion only item at today's meeting, but she is not in attendance. He said that she feels that it is just deplorable that what the City is doing to try to control parking is horrible. Pinion said that this has been an ongoing issue for at least the past year. He said that before there was completely uncontrolled it was complete chaos, they would show up two, three, four hours early, they are open 4-6, but they start showing up at 11 a.m. to get in line, they use to go up all the way up and around the Country Club, past our water tower to the maintenance building, and the road is fairly wide going up the hill, but once you hit the corner it get really narrow, and if they are stacked up on both sides there is no room for traffic to get through, emergency vehicles or otherwise. He said that she feel that the City is trying to show favoritism to the Country Club and he said that the City is trying to preserve safety. Pinion said that Sinden, Gilman, Statz, and he met with Beyond Blessed and offered suggestions. Sinden said that they took the Country Club's complaint into account, as well as the needs of the Beyond Blessed Pantry and came up with a workable solution, so without further specifics from this individual he doesn't know that the City can really respond to what their complaint is. Sinden said that this is not an ideal location for this type of event, and at last report they are looking for different location, but have not found one yet. Kolb asked if it could be requested that the Pantry have someone on-site, several hours early to direct traffic and to make sure signs or being obeyed. Pinion said that he feels that this is will be an ongoing discussion with the Pantry to try to tweak some improvements. He said one of the things discussed with them was because traffic comes from both directions on the old highway 23, so it was suggested to them to build their que across 23 on Mine Road, there is plenty of room there with no driveways; however, this could not be made a requirement. Pinion said that Sinden suggestion splitting up the distribution, i.e. A-M come at 4-5, and N-Z come 5-6, but that suggestion was not received well. Gilman said that he believes it was Statz that suggested at the meeting to step up enforcement, if someone is seen not complying, send them to the back of the line, he feels this would be compliance quickly. Sinden agrees with Pinion, this area is not designed for something like this, he said that the long-term solution to this would be to split up the distribution if it stays at this location.

Reports

- a. Utility Superintendent's Report
 - i. Staffing Updates – Pinion said July 7 was Eugene Doro's last day of employment of 41 years of service, there is a plaque commemorating Eugene's service displayed at the Treatment Plant. He said Brad Weirich was promoted to fill Eugene's position, and Trent Thompson was hired to fill the operator's position.
 - ii. Project Updates – Pinion gave update on sewer main under the railroad. He said that they are having issues with the DOT. He gave a lengthy history of the issues, he said that the City had the railroad and their engineer's approval to put the line back up with approval structural supports, so we worked with them and did it, and then we received a call from their general counsel and were told to stop. Pinion said after consulting with City legal counsel and police chief, if it would have been left that way with the open pipe, it would have constituted a public safety hazard, so it was finished. He said that there was another conference call scheduled with the DOT's office of general counsel and they rescheduled with no

explanation of when or why, so we are maintaining a bypass system that was pumping from two parallel mains, they go through separate inverted syphons across the river, and it was temporary to put it from one to the other so they could get their work done and then we would reinstall it. He said with the power outage Friday night, risking a flood or the damaged bypass line that would discharge raw sewage into that creek, we pulled the plug and ran sewer down the new line. Pinion said that he think that we are in great shape, he is still trying to work with the DOT to get their final blessing, but it has been an uphill battle for no good reason.

Pinion said sewer main televising is being completed, as is hydrant and water main valve maintenance. Pinion gave update on Highway 33 project.

b. Street Superintendent's Report

- i. Staffing Updates – Staffing remains the same. He said staff is scheduled from 6:00 a.m. – 6:00 p.m. for brush cleanup from the storm.
- ii. Activity Report – Gilman said alley projects are underway and going well. He said the department is working on stormwater utility maintenance. Traffic striping is complete. He said the re-opening of the brush site has received a positive response and going well. Gilman said that a street lighting grant was applied for and Pinion received a call that the City has been approved.
- iii. Projects Report – Gilman said the Bobcat Toolcat delivery is expected to be August 14, 3 months ahead of schedule. He said they secured a chassis and body builder for the 2023 plow truck purchase. He said that a RFP to gauge interest in contracted refuse/recycling collection has been assembled. He said the RFP created includes several different possible scenarios.

c. Police Chief's Report

- i. Staffing Updates – Sinden said that department is one officer short.
- ii. Case/Response Update – Sinden gave a follow-up on the use of force saying the department is running about ½% less than last year at this time.
- iii. Sinden said that he has applied for a mental health grant, but has not heard anything to date.

Kolb asked time of day for use of force be included in the report. Sinden said from noon to midnight is when extra officers are needed. Sinden said a new shift has been created so two officers that are on a rotation that work noon until midnight, once the department is at full staff Sinden feels it will be addressing the needs of when the calls are coming in.

AJOURNMENT – There being no further business, Kolb declared the meeting adjourned at 1:28 p.m.

CITY OF BARABOO ADMINISTRATIVE MEETING

Meeting Minutes

**August 1, 2023, 8:00 a.m.
City Hall, Committee Room #205
101 South Blvd., Baraboo, WI 53913**

Members Present: Hazard, Kierzek, Thurow

Others Present: Police Chief Rob Sinden, Clerk Brenda Zeman, Finance Director Julie Ostrander

1. CALL TO ORDER

- 1.a ROLL CALL OF MEMBERS
- 1.b NOTE COMPLIANCE WITH OPEN MEETING LAW
- 1.c APPROVE MINUTES from July 11, 2023.

Moved by: Hazard

Seconded by: Kierzek

Motion to approve the minutes from July 11th, 2023

Motion: CARRIED

- 1.d Approve Agenda

2. ACTION ITEM(S)

- 2.a Liquor License Application Fairfield Inn

Rob Sinden stated that initial individuals submitted dates of birth and had no background issues. The second group had not included their dates of birth so Brenda contacted the LLC. These applicants will be filling out the proper paperwork. There is a question out to our attorney verifying whether they owe a building permit fee. The committee will table this item until the paperwork and building permit issue is resolved.

Moved by: Hazard

Seconded by: Kierzek

Motion to table item until paperwork is completed and building permit question is answered by our attorney.

Motion: CARRIED

3. **DISCUSSION**

4. **INFORMATIONAL ITEM(S)**

4.a Date and time of next meeting - September 5, 2023 at 8:00 a.m.

5. **ADJOURNMENT (Voice Vote)**

Adjourn at 8:09 am

Copies of meeting minutes in City Clerks files:

Fire & EMS.....3-23-2023, 6-28-2023, 7-20-2023, 7-26-2023, 8-9-2023

PFC.....7-17-2023, 7-19-2023

Public Arts.....7-27-2023

UW Campus.....7-20-2023

Plan.....7-18-2023

BID.....5-25-2023, 7-19-2023, 7-20-2023, 8-16-2023

Park & Recreation.....7-10-2023

Bicycle.....7-10-2023

Library.....6-20-2023, 7-18-2023

CDA.....8-1-2023, 8-31-2023

17. **ADJOURNMENT**

Moved by: Ellington

Seconded by: Sloan

That the meeting adjourns at 8:46pm.

Motion: CARRIED

Brenda M. Zeman, City Clerk



Steve Stanczak
Chief Executive Officer
Cities & Villages Mutual Insurance Company
September 20th, 2023

Re: The partnership of Cities & Villages Mutual Insurance Company and the City of Baraboo

Mr. Mayor and Alderpersons,

I am writing on behalf of Cities & Villages Mutual Insurance Company (CVMIC) to thank you and the City for being a member owner of CVMIC and for considering this partnership for the years to come. Since 1991, Baraboo and CVMIC have been important partners in working to find solutions to your insurance, training, and risk management needs.

CVMIC has always been one phone call away and we pride ourselves in serving your community with the expertise and services you need at a price that is more competitive than anyone else. Over the years our staff have worked with many members of your team and have built important relationships. I am confident that your leaders would share the many positive success stories about the CVMIC partnership while also offering the premier financial protections you need.

In the attached documents, listed below, you will find the considerable financial and service advantages we provide through being a CVMIC owner in just the **past 5 years** alone:

- Over \$168,000 in training and consulting services.
- Over \$87,000 in advantage programs and CVMIC paid fees to 3rd party services.
- Over \$173,000 in general liability dividends returned to the City.
- \$33,000 in matching "Risk Reduction" grant funds through our 50/50 match program.
- Over 10 years of proven predictable rate increases of about 2% on average per year.

At CVMIC, we have not taken the past 32 years for granted and we look forward to the opportunity to continue to serve you, our member owner, for many years to come.

Sincerely,

Steve Stanczak
262-455-5033
steves@cvmic.com

Attachments:

- Baraboo 5-year Valuation of Services
- 2024 Quote Comparison



CITIES & VILLAGES MUTUAL INSURANCE COMPANY

VALUATION OF SERVICES

Experience the CVMIC Difference

DATE

AUGUST 18, 2023

CREATED FOR

CITY OF BARABOO



”As a member-owned organization, we are continually striving to meet the needs of all members, and provide a great experience with all member interactions.”

—Dave Kodel

MISSION STATEMENT

Cities and Villages Mutual Insurance Company (CVMIC) is dedicated to developing and maintaining high-quality, stable, affordable insurance and risk management services; supporting public services and serving the needs of its member owners.

VISION 2025

CVMIC will be the model of innovation for municipal insurance companies and be the premier source for insurance and risk management services and resources.

PROFESSIONAL INSURANCE WITH A PERSONAL APPROACH

At CVMIC, our personal approach helps members utilize the right insurance products, safety training, human resources and other risk management services. We believe in teamwork and cooperation and work closely with each individual member to meet their needs.

We provide peace of mind and a plan of action to help you overcome your challenges. CVMIC works with you and for you to foster a mutually beneficial partnership for now and the future.

Stable,
Affordable
Insurance

Supervisory
and
Management
Training

Safety
Training
and
Services

Human
Resource
Training
and
Services

Excellent
Claims
Services



9898 W. Blue Mound Road
Wauwatosa, WI 53226-4319

office 262-784-5666
fax 262-784-5599

web cvmic.com

August 18th, 2023

Julie Ostrander
City of Baraboo
101 South Blvd.
Baraboo, WI 53913

Re: Valuation of Services

Dear Julie,

On behalf of our team, I would like to personally thank you for the ongoing partnership you and the City of Baraboo have provided to Cities and Villages Mutual Insurance since 1991. Cities and Villages Mutual Insurance Company (CVMIC) takes pride in offering quality insurance products and risk management solutions for our members. In addition, our talented and dedicated service teams provide industry-leading training and service that is customized to meet your specific needs. Our products, training, and service combined with our Advantage Programs and talented team create what we call the "CVMIC Difference." CVMIC's model does not use outside agents or contracted vendors for services, rather we use a more sophisticated design of assigning expert staff dedicated to your city who collectively have over 300 years of both direct and indirect local government experience.

Our members are the core of our business and the purpose of our existence. The principles of teamwork and cooperation guide our success as we partner with Wisconsin municipalities, such as yours, that are engaged and committed to each other and the organization. We look forward to continuing a productive and successful long-term relationship with the City of Baraboo as we have for the past 32 years.

We have compiled several years' worth of data in this Valuation of Services packet. It is important to note that all services and training provided by CVMIC are *included* in the membership! Please review and let us know if you have any questions! We are available at any time to discuss this further, and we look forward to a continued relationship with you, and all City staff members!

Thank you again for the opportunity to continue a mutual partnership both now and in the future.

Sincerely,

Jenny Bickel
Member Services Specialist
tel: 414-831-5987
email: jab@cvmic.com
web: cvmic.com

The Value of CVMIC Services

CVMIC provides outstanding in-person, and virtual, training and services; including full access to a Learning Management System which houses hundreds of eLearnings and recorded webinars, as well as onsite services, inspections, policy reviews, and more. Our committed team of professionals create the CVMIC difference through their dedication to each member they serve!

Below you will find a historical look at the various ways CVMIC has been involved with your teams, and the value each service has brought to the City. Thank you for the opportunity to provide this unique look at the City's partnership with CVMIC and we look forward to continuing a long-term relationship together!

CVMIC Training and Consulting Hours and Rates- 5 Year Look

2018			
CVMIC-Training and Consulting			
Item	Hours	Rate/Hour	Value
Regional Training	324	\$100.00	\$32,400.00
On-Site Training	264	\$50.00	\$13,200.00
eLearning/Webinars	9	\$25.00	\$225.00
Consulting	14	\$50.00	\$700.00
			Total: \$46,525.00

2019			
CVMIC-Training and Consulting			
Item	Hours	Rate/Hour	Value
Regional Training	306	\$100.00	\$30,600.00
On-Site Training	242	\$50.00	\$12,075.00
eLearning/Webinars	12	\$25.00	\$300.00
Consulting	12	\$50.00	\$600.00
			Total: \$43,575.00

2020			
CVMIC-Training and Consulting			
Item	Hours	Rate/Hour	Value
Regional Training	112	\$100.00	\$11,200.00
On-Site Training	112	\$50.00	\$5,600.00
eLearning/Webinars	24	\$25.00	\$600.00
Consulting	19	\$50.00	\$950.00
			Total: \$18,350.00

CVMIC Training and Consulting Hours and Rates- 5 Year Look Continued

2021			
CVMIC-Training and Consulting			
Item	Hours	Rate/Hour	Value
Regional Training	12	\$100.00	\$1,200.00
On-Site Training	142	\$50.00	\$7,100.00
eLearning/Webinars	18	\$25.00	\$450.00
Consulting	22	\$50.00	\$1,100.00
			Total: \$9,850.00

2022			
CVMIC-Training and Consulting			
Item	Hours	Rate/Hour	Value
Regional Training	227	\$100.00	\$22,700.00
On-Site Training	297	\$50.00	\$14,850.00
eLearning/Webinars	25	\$25.00	\$625.00
Consulting	28	\$50.00	\$1,400.00
			Total: \$39,575.00

2023 (Year to Date)			
CVMIC-Training and Consulting			
Item	Hours	Rate/Hour	Value
Regional Training	60	\$100.00	\$6,000.00
On-Site Training	80	\$50.00	\$4,000.00
eLearning/Webinars	10	\$25.00	\$250.00
Consulting	8	\$50.00	\$400.00
			Total: \$10,650.00

Total Value of CVMIC Training and Consulting Since 2018

Total Hours Engaged with CVMIC (2018-2023)	2,379
Total Cost Value of CVMIC Services (2018-2023)	\$168,525.00



CVMIC Advantage Programs

One of the ways CVMIC returns premium dollars back to the membership is through the use of the CVMIC Advantage Programs. The Advantage Programs have been designed specifically to help members reduce risk and find additional savings through their membership.

Below you will see a summary of the City's use of each program and its corresponding value. Also included are additional fees, which are representative of additional cost savings. CVMIC is proud to provide a robust return to the membership wherever possible.

CVMIC Advantage Programs – 5 year Look	
Item	Value
Grant Program	\$25,000.00
Member Spotlight Program	\$ - -
IT Assessment	\$3,000.00
Battery Shut-Off Switch Program	\$1,950.00
Critical Incident/Mental Health Assistance Program	\$ - -
Protective Services Accreditation and Grant Assistance	\$1,650.00
Infrared Testing	\$1,500.00
HR Software (NeoGov & Biddle)	\$35,800.00
Total:	\$68,900.00

CVMIC Other Fees	
Item	Value
Origami Claims System	Included
NeoGov Insight Setup Fee	\$5,000.00
NeoGov Onboard Setup Fee	\$3,000.00
Biddle Setup Fee	\$4,600.00
NeoGov Learn LMS Setup Fee	\$6,000.00
Total:	\$18,600.00

Total Value of CVMIC Advantage Programs and Other Fees (Past 5 Years)	
Total:	\$87,500.00

CVMIC Dividend Return and Premium History

Along with CVMIC training and services, and the Advantage Programs, CVMIC strives to provide high-quality insurance products at stable pricing. Our member owners are the purpose of our existence and are the success of the company. Through historical dividend returns, CVMIC is able to return investment to the members as much as possible.

Below you will find a historical look at both dividend returns and premium amounts, which showcase CVMIC's commitment to both affordable, and stable pricing.

10 Year History of Dividend and Premium Amounts

10 Year General Liability Dividends

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total
\$16,385	\$18,920	\$21,981	\$22,200	\$23,169	\$13,606	\$13,524	\$13,117	\$15,429	\$15,314	\$173,645

10 Year General Liability Premiums

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total
\$63,696	\$63,017	\$64,278	\$65,297	\$66,930	\$68,368	\$69,735	\$71,391	\$72,819	\$74,027	\$679,558
	-1.07%	2.00%	1.59%	2.50%	2.15%	2.00%	2.37%	2.00%	1.66%	

5 Year Workers' Compensation Dividends and Premium

	2018	2019	2020	2021	2022	Total
Audited Premium	\$152,494	\$184,801	\$135,832	\$161,683	\$143,615	\$778,424
Dividend	\$60,534	\$21,502	\$39,700	\$42,336	\$45,950	\$210,023
Dividend % Premium						27%

Mutual Member Participation Calculation

Each city or village that is part of the CVMIC membership is considered a “member-owner.” This unique opportunity to be a partial owner of the overall organization of CVMIC is what differentiates us from other companies.

The Mutual Member Participation Calculation is a look at your specific claim activity, your overall percentage calculation towards premiums, and your calculation of overall assets. This can be used to help show the city’s overall ownership towards the company.

2023 Mutual Member Participation Calculation

BARABOO

Premium Contribution 70%:	
Member Premiums - Most Recent 10 Years Summed	\$667,222
Less: 15% of Claims Paid - Most Recent 10 Years Summed	12,196
Net Premiums for Member	\$655,026
Net Premiums for Total CVMIC Membership - Most Recent 10 Years Summed	\$41,374,111
Member's % of Total Premiums	1.583%
Weighted Percentage = 70%	70%
Member's Premium Contribution Participation Percentage	1.108%
Risk Sharing/Self-Insured Retention Contribution 30%:	
Member's Self Insured Retention - Most Recent 10 Years Summed	\$250,000
Total CVMIC Membership Self Insured Retention - Most Recent 10 Years Summed	\$29,762,500
Member's % of Total Self Insured Retention	0.840%
Weighted Percentage = 30%	30%
Member's Self Insured Retention Contribution Participation Percentage	0.252%
Net Assets (Total Assets less Liabilities and Minimum Permanent Surplus)	\$17,621,178
Member's Participation Percentage (Premium + Self Insured Retention)	1.360%
Member's Participation Position	\$239,687
2022 Total Assets per Annual Statement	\$52,945,180
2022 Total Liabilities per Annual Statement	\$21,324,002
Permanent Minimum Surplus	\$14,000,000
Net Assets	\$17,621,178

Your Current Coverages

2023 Coverage Summary			
Line Of Coverage	Carrier	Policy Limits	Self-Insured Retention/Deductible
Public Entity Liability	Cities and Villages Mutual Insurance Company	Per Occurrence- \$10,000,000	Per Occurrence SIR: \$25,000 Aggregate SIR: \$100,000
Workers' Compensation	Cities and Villages Mutual Insurance Company	Coverage A- Statutory	No Deductible Coverage A- Statutory
Auto Physical Damage	Cities and Villages Mutual Insurance Company	Per Occurrence- \$20,000,000 Per Vehicle- \$2,200,000	Deductible: \$1,000
Equipment Breakdown (Boiler and Machinery)	Travelers Property Casualty Co of America	Total Limit Per Breakdown- \$500,000,000	Deductible: \$2,500
Crime	Allmerica Financial Benefit Insurance Company (Hanover Insurance Group)	Per Loss- \$5,000,000	Deductible: \$50,000
Employment Practices Liability	Ironshore Specialty Insurance Company	Per EPL Claim Made- \$1,000,000	Per Claim Made SIR: \$30,000 Per Claim Made Third Party SIR: \$30,000
Pollution Legal Liability (Environmental Liability)	XL Insurance America, Inc. (Indian Harbor Insurance Company)	Per Pollution Condition- \$1,000,000 Aggregate- \$10,000,000	SIR: \$50,000
Volunteer Accident	Berkley Life and Health Insurance Company	AD&D- \$30,000 Aggregate- \$500,000 Medical Expense- \$100,000	Deductible: No Deductible/ \$0
Privacy & Network Liability (Cyber)	Great American Fidelity Insurance Company	Policy Limit- \$1,000,000 Ransomware Sub-Limit- \$1,000,000	Deductible Group A/B: \$400,000 Ransomware Deductible Group A/B: \$400,000

**CVMIC prides itself on offering robust coverages at affordable, stable pricing. Specific policy exclusions are often evaluated on a case-by-case basis with the help of our legal partners at no additional cost to the members.*

CVMIC Insurance Coverages

We provide quality insurance products, outstanding member service and valuable risk management resources.



Public Entity Liability Insurance

- General Liability Insurance
- Auto Liability Insurance
- Public Official's Liability Insurance



Workers' Compensation and Employer's Liability Insurance

- First Dollar Program
- TPA Services Available



Group Purchases

- Employment Practices Liability Insurance
- Volunteer Insurance
- Crime Coverage
- Privacy & Network Liability Insurance
- Excess Liability Insurance
- Equipment Breakdown Coverage (Boiler & Machinery)
- Pollution Legal Liability



Auto Physical Damage Insurance

- Collision
- Comprehensive



Property Insurance

Through MPIC (Municipal Property Insurance Company)



Training on Your Schedule

CVMIC offers on-site and regional training opportunities. In addition, we offer live and recorded webinars, online courses, and streaming videos.

Our team of professionals helps Wisconsin municipalities meet their HR, safety, and leadership training needs.



POPULAR TRAINING TOPICS:

SAFETY & RISK MANAGEMENT

- Back Safety & Safe Lifting
- Behavioral Based Safety
- Bloodborne Pathogens
- Chain Saw Safety
- Confined Space Entry
- Defensive Driving
- Excavation Safety
- Forklift Training
- Hazard Communication
- Hearing Conservation
- Lockout/Tagout Personal
- Seasonal Employee Safety
- Slips, Trips & Falls
- Work Zone Traffic Safety

AND MORE...

HUMAN RESOURCES & EMPLOYMENT PRACTICES

- ADA Training
- Anti-Discrimination
- Anti-Harassment
- Drug & Alcohol Testing
- Employment Law
- Ethics
- Fair Labor Standards Act
- Family Medical Leave Act
- Hiring
- Interviewing
- Performance Evaluations
- Respect in the Workplace
- Systemic Discrimination
- Wrongful Termination

AND MORE...

MANAGEMENT & SUPERVISION

- Change Management
- Civility
- Coaching & Mentoring
- Conflict Resolution
- Customer Service
- Diversity
- Emotional Intelligence
- Generational Differences
- Leadership & Motivation
- Social Media
- Strategic Thinking
- Stress Management
- Succession Planning
- Time Management

AND MORE...

Help When You Need It

At CVMIC, we believe that implementing prevention strategies is one of the best ways to avoid unfortunate circumstances. Our professional advice for your safety and HR challenges, resources to assist with policies and procedures, and assessments to identify your greatest needs. Should something unfortunate happen, our highly-skilled and dedicated CVMIC claims team is available to help guide you through every aspect of the claim process. Our personal service and dedicated teams contribute to reducing injuries and lowering costs.



Advantage Programs

Grant Program

CVMIC's simplified grant program encourages members to reduce risk and improve safety by providing access to funds and resources that assist with purchasing equipment and providing training.

Member Spotlight

We designed the member spotlight program to help our members share their innovative ideas. The winning submissions receive a financial reward and have their efforts highlighted to other members.

NEOGOV & Biddle

We offer access to human resource products to guide members through the hiring process, onboard new employees, foster proper testing methods, and provide much-needed assistance for HR challenges.

Cyber Liability

Cyber attacks on municipal entities have been increasing. We leverage our buying power to purchase cyber liability insurance on behalf of our members to protect them if a cyber event occurs.

Information Technology Assessments

Our program supports municipal entities to analyze their IT security risks. Summaries and detailed reports aid in identifying and mitigating risks associated with cyber liability.

Workers' Compensation Incentive Program

CVMIC incentivizes employees to seek treatment with certain providers who participate in our program and have agreed to a negotiated lower rate for services. This creative, cost-savings program benefits our members and their employees.

Protective Services Accreditation

CVMIC provides financial assistance for members who wish to participate in WILEAG (police accreditation) or the CPSE (fire accreditation) process.

Mental Health Assistance Program

Our program uses a vetted and experienced specialist to help our protective services proactively address psychological responses and mental stressors that can occur after intense work-related events or critical incidents.

Battery Shut-Off Switch Program

Vehicle fires due to electrical failures present the potential for significant vehicle damage and even the possibility of losing the entire fleet. The battery shut-off switch program can help prevent fires from occurring.

Our Success is From Our Members!



1987 (Original Members)



1989

1990

1991

1992



2001

2003

2005

2007

2008

2009

2012

2013

2016



2017

2019

2020

2022

2023

CVMIC has maintained a model of slow and steady growth since 1987!
Prospective members are thoroughly evaluated to ensure they are a good fit and risk for the entire membership.
We are proud of the history, stability, and growth of our members!

CVMIC.COM

Join us   

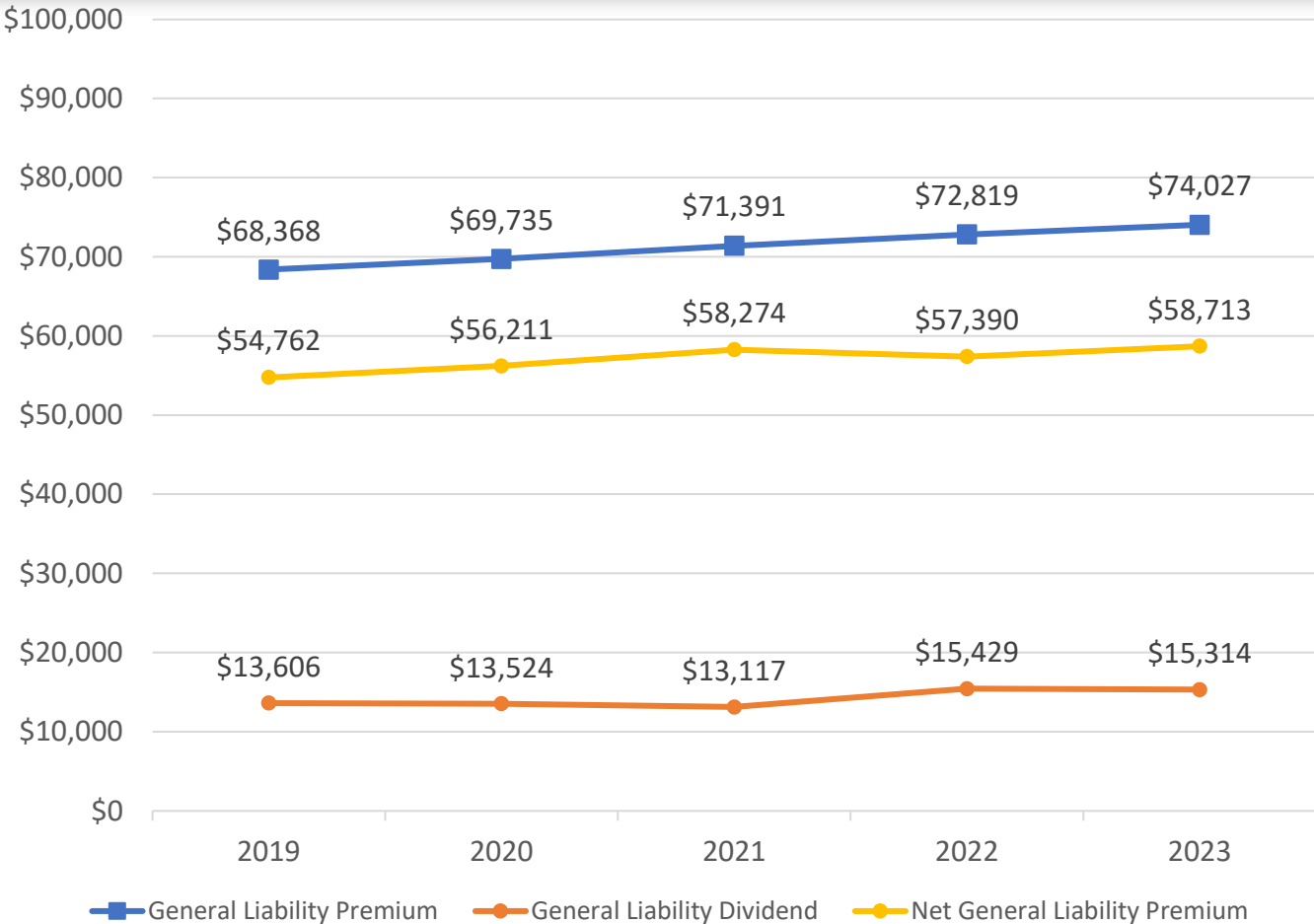
**9898 W. Blue Mound Road
Wauwatosa, WI 53226-4319**

web cvmic.com
office 262-784-5666
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**Cities and
Villages**
MUTUAL INSURANCE
COMPANY

CVMIC: Baraboo's Stable and Strategic Risk Partner



Member/Owner since 1991

10-Year Avg. Liability
Annual Declared Dividend


\$17,365



Formed in 1987

	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
% Premium Change	2.00%	2.37%	2.00%	1.66%

At-A-Glance Premium Comparison

Coverage	Competitive Quote Proposal #11855	
	Annual Premium	
General / Auto Liability (\$10M Limit / \$25K Retention)	\$62,543	\$77,382
2024 General Liability Dividend Declared		\$(12,994)
Net General Liability Premium	\$62,543	\$64,388
Auto Physical Damage (\$1K Deductible)	\$15,513	\$13,235
Worker's Compensation Statutory w/ congruent EL Limits	\$149,448	\$149,448
Crime - (Employee Dishonesty)	\$1,142	\$583
Cyber-Network Liability	\$5,707	Included w/Membership
ANNUAL PREMIUM TOTAL:	\$234,353	\$227,654
<u>Additional Coverages FY2024</u>		
Equipment Breakdown-Boiler / Machinery	Not Quoted	Coverage in Force
Employment Practices Liability	Not Quoted	Coverage in Force
Pollution Legal Liability (Including wastewater plant & locations)	Not Quoted	Coverage in Force
Volunteer Accident-Medical	Not Quoted	Coverage in Force

10.1

RESOLUTION NO. 2023 -

Dated: September 26, 2023

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) <input type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted
<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
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

11.1
The City of Baraboo, Wisconsin

Background: The City Council approved a Development Agreement with Pewit's Landing LLC at their January 24th meeting and again on February 14th overturning a Mayoral Veto of the first Resolution.

Although the developers could attempt to rezone the property to a multi-family residential zoning classification and subdivide the property for each phase of the development, the owners have a strong preference to follow the Planned Unit Development process and have the property zoned with a PUD Overlay. This approach actually gives the City a higher degree of control compared to the alternative.

The developer decided to proceed with a PUD Overlay Zoning request and the Plan Commission reviewed the General Development Plan (GDP) and a Specific Implementation Plan (SIP) for the first phase of their proposed development at the Plan Commission's August 15th meeting. The GDP describes the proposed development of Lot 7, a 7.674-acre lot in the Plat of Spirit Lake, which is located on the west side of Spencer Court, south of CTH W. The existing zoning classification is I-4, Planned Industrial/Business. The owners intend to develop a 210-unit multi-family residential complex in several phases consisting of a total of eight buildings with the first Phase comprised of two 2-story, 20-unit buildings with a central clubhouse and two 8-stall detached garage buildings.

As part of the PUD process, the Developer's GDP and Phase 1 SIP were favorably reviewed by the Plan Commission at their August 15th meeting and forwarded to the Council for a public hearing with a recommendation to approve the PUD Overlay Zoning and the GDP.

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

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 Development. The following Planned Unit Development is
approved and incorporated into the zoning map: 2023-01.

2. The attached General Development Plan and Specific Implementation Plan for Phase 1 of
the Pewit's Landing developer are approved as part of Planned Unit Development 2023-01.

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, 2023 and is recorded on page ____ of volume ____.
A summary of this Ordinance was published in the local newspaper on the ____ day of September,
2023.

City Clerk: _____

GENERAL DEVELOPMENT PLAN (GDP)/PHASE 1 SPECIFIC IMPLEMENTATION PLAN (SIP) PEWIT'S LANDING LLC, A 33-BUILDING, 85-UNIT DEVELOPMENT PROJECT ON A 18.77-ACRE SITE ON THE EAST SIDE OF WALDO STREET BETWEEN PARKSIDE AVENUE AND HAGER STREET, IN THE SE ¼ OF THE SW ¼ AND THE SW ¼ OF THE SE ¼ OF SECTION 2, T11N, R6E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN FOR KMD DEVELOPMENT LLC

PEWIT'S LANDING, LLC is requesting that their vacant 7.674-acre lot on the West side of Spencer Court, south of CTH W be zoned as a Planned Unit Development (PUD) under the City of Baraboo's Zoning Code upon the following General Development Plan submitted for approval pursuant to 17.36B(7), of the Baraboo Code of Ordinances:

1. The real property involved in this General Development Plan (GDP) consists of that property located on Lot 7 of the Plat of Spirit Lake on the west side of Spencer Court, more particularly described as follows:

Being all of Lot 7 of the Plat of Spirit Lake as recorded in Volume D of Plat on page 272C as Document No. 1250423, in the NE ¼ of the SE ¼ and the SE ¼ of the SE ¼ of Section 4, Town 11 North, Range 6 East, City of Baraboo, Sauk County, Wisconsin.

Containing 7.674 acres, more or less.

2. The property is currently vacant.
3. The property is presently zoned I-4 Planned Industrial/Business. The specific intention of the property developer is to construct a 210-unit multi-family residential complex in several phases consisting of a total of eight buildings with the first Phase comprised of two 2-story, 20-unit buildings with a central clubhouse and two 8-stall detached garage buildings.
4. The attached GDP for property is specifically approved for a 210-unit multi-family residential development consisting of a total of eight buildings and the Phase 1 SIP consisting of two 2-story, 20-unit buildings with a central clubhouse and two 8-stall detached garage buildings. The Development Agreement between the CITY OF BARABOO and PEWIT'S LANDING, LLC, the Developer, and SPIRIT LAKE, LLC, the Seller, is attached to this document as Exhibit "A". The use of the property, the buildings and parking stalls shall not be changed from such use without the modification of this GDP and/or subsequent approvals of an SIP for each future Phase by the City's Common Council.
5. Signs upon the property shall be allowed pursuant to the Baraboo Sign Ordinance, §17.80, Code of Ordinances.
6. The terms of this GDP and Phase 1 SIP shall be covenants running with the land, and applicable not only to the petitioner, but to any and all subsequent owners as well.

The City of Baraboo, Wisconsin

Background: The Plan Commission received a request from the D Mitchell LLC to rezone a parcel of land from I-3, Industrial/Business to R-1A, Single-Family Residential. Said land is located on the northwest “corner” of the 400 block of Mine Street, across from the Baraboo County Club.

The Plan Commission reviewed this request and recommended the approval of the proposed rezoning of this property at their on August 15, 2023 meeting.

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

An Ordinance amending Section 17.18(4)(a) and the Zoning District Map rezoning Lot 1, Sauk County Certified Survey Map No. 5551, recorded in the Sauk County Register of Deeds Office in Volume 31, Page 5551 as Document No. 930897, a 1.97-acre lot on the southwest side of the 400 block of Mine Street, across from the Baraboo Country Club, in the NE1/4 of Section 11, T11N, R6E, in the City of Baraboo, Sauk County, Wisconsin.

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 rezoning: the rezone Lot 1, Sauk County Certified Survey Map No. 5551, recorded in the Sauk County Register of Deeds Office in Volume 31, Page 5551 as Document No. 930897, a 1.97-acre lot on the southwest side of the 400 block of Mine Street, across from the Baraboo Country Club, in the NE1/4 of Section 11, T11N, R6E, in the City of Baraboo, Sauk County, Wisconsin I-3, Industrial/Business to R-1A, Single-Family Residential.
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 2023 and is recorded on page ____ of volume _____. A summary of this Ordinance was published in the local newspaper on the _____ day of September, 2023.

City Clerk: _____

The City of Baraboo, Wisconsin

Background: The original line of credit with Baraboo State Bank was established to use in conjunction with the lease obligation to pay the lease for the new City Hall in 2018. Now the city would like to increase this line of credit from \$750,000 to \$1,500,000 for purchases for the City's Public Works and Parks Departments. Public Works Department has budgeted purchases for vehicles, equipment, whereas the Parks Department has budgeted for a skid steer, and a tool cat with a grand total of \$759,000. Since these items are difficult to obtain, the line of credit allows preordering in calendar year 2023 and paying in the successive budget year 2024. The subsequent payment of half the line of credit will transpire the following month (January). This practice will allow the city to classify the payment as debt for budgeting purposes and avoid large closing and interest costs.

The line of credit with Baraboo State Bank is prime minus 2.7% with no associated costs or fees. Due to the short useful lives of these items, bonding is not financially sensible or feasible.

Note: (✓one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

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

That the City resolves to increase the line of credit at Baraboo State Bank from \$750,000 to \$1,500,000 at a variable rate calculated as Floating Prime minus 2.70%.

That the Mayor, City Finance Director, and City Treasurer are authorized to execute the necessary loan documents.

Offered by: Finance/Personnel

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

The City of Baraboo, Wisconsin***Background:***

The 2023 Police Union contracted included a change to the vacation accruals for all Police Union members. The vacation accruals were slightly increased for members of the union. The Police Department employs 19 sworn police officer union members and 8 sworn non-union police supervisors. The 2023 vacation increase to union members made vacation accruals for sworn police officers inconsistent. Police Supervisors are now earning less vacation than those they supervise. This proposed change in vacation accrual for police supervisors would allow for the vacation inconsistency to be repaired now and assure this situation never surfaces again.

This resolution places all sworn police personnel into the same vacation accrual method. Non-union sworn officer staff "rate of earning" will follow Section 12.01 of the WPPA contract, no other changes in vacation use/other are to occur. This change has no budgetary effect. This change will be reflected in the City Handbook Section 8.01 Entitled "PROTECTIVE EMPLOYEES (Special Policies)"

Current Police Supervisors Vacation Accrual

- 56 hours of vacation after completion of one year of service;
- 112 hours of vacation after completion of 2 years of service;
- 168 hours of vacation after the completion of 5 years of service
- 192 hours of vacation after the completion of 20 years of service;
- 200 hours of vacation after the completion of 25 years of service.

Proposed Police Supervisors Vacation Accrual

- 59.5 hours of vacation after completion of one year of service;
- 119 hours of vacation after completion of 2 years of service;
- 178.5 hours of vacation after the completion of 5 years of service
- 204 hours of vacation after the completion of 8 years of service;
- 212.5 hours of vacation after the completion of 14 years of service.

Fiscal Note: (☐ one) ☐ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

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

That the Employee Handbook section 8.01, Police and Fire (Protective Employees) Policies be updated to include the following vacation accrual for all Sworn Non-Union Supervisors:

- 59.5 hours of vacation after completion of one year of service;
- 119 hours of vacation after completion of 2 years of service;
- 178.5 hours of vacation after the completion of 5 years of service
- 204 hours of vacation after the completion of 8 years of service;
- 212.5 hours of vacation after the completion of 14 years of service.

This vacation will continue to accrue monthly, the new accruals effective with the September 2023 accrual. This policy will update automatically to match any future changes made to the vacation accrual in the Police Union Agreement.

Offered by: Finance/Personnel Comm. **Approved:** _____

Motion:

Second:

Attest: _____

RESOLUTION NO. 2023 -

Dated: September 26, 2023

The City of Baraboo, Wisconsin

Background: With the resignation of City Administrator Bradley becoming effective October 21, 2023, the duties and responsibilities of the position will need to be carried out by someone on an interim basis until a new person is appointed to the position. The Finance and Personnel Committee reviewed the recommendation of City Administrator Bradley for a transition plan and has directed the creation of this resolution to implement that plan.

Fiscal Note: (Check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

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

WHEREAS, City Administrator Casey Bradley has resigned the position of City Administrator effective October 21, 2023; and

WHEREAS, Personnel and Finance Committee has reviewed the transition plan to help the City transition on an interim basis until a new City Administrator can be hired; and

WHEREAS, Administrator Bradley has recommended CDA Director Cannon and City Engineer Pinion be appointed on an interim basis until a new City Administrator is hired; and

WHEREAS, CDA Director Cannon and City Engineer Pinion have been involved in all major projects currently underway in the City; and

WHEREAS, CDA Director Cannon and City Engineer Pinion have the expertise, availability, and understanding of the position to work in this capacity on an interim basis; and

NOW THEREFORE BE IT RESOLVED, by the City of Baraboo Common Council that CDA Director Cannon and City Engineer Pinion are hereby appointed as Co-City Administrators on an interim basis until a new one is appointed by Council, effective October 21, 2023; and,

BE IT FURTHER RESOLVED, by the City of Baraboo Common Council, that to accommodate this change CDA Director Cannon will track his hours worked and bill back at his current rate of compensation per his contract and City Engineer Pinion will track his work in this temporary capacity and shall be compensated at a rate of 20% over his current rate of pay for that time worked. During the transition period from Administrator Bradley to the aforementioned Co-Administrator setup, there shall be additional time and/or compensation as outlined above that will be incurred as needed.

Offered By: Finance Committee
Motion:
Second:

Approved: _____
Certified: _____

RESOLUTION NO. 2023 -

Dated: September 26, 2023

The City of Baraboo, Wisconsin

Background: The City of Baraboo is a participant in the State ETF Health Insurance program for our employee health insurance. For many years the City has participated in the “Traditional Plan”. For 2024 this plan will be seeing a 24% increase in our annual premiums. There are alternatives to the plan design. You can find more background attached as well as plan design options. Upon review of the attached and after long discussion, the Finance Committee and Department Heads have recommended staying with the proposed Traditional Plan and plan design. Open enrollment for employees began 9/25/23 and the State requires the City elect a plan by 10/1/23, so we have to take action on this plan before the state deadline.

Fiscal Note: (Check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

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

WHEREAS, Department Heads have reviewed alternative options and recommended to stay with the current plan design and deductible, plan P12; and

WHEREAS, Personnel and Finance Committee held a special meeting to review the proposed plans and concurred with the recommendation of the Department Heads; and

NOW THEREFORE BE IT RESOLVED, by the City of Baraboo Common Council the City shall elect to continue participation in the Health Insurance Plan, P12 at the rate currently set by the Personnel Policy of 90% City funded and 10% employee funded; and,

BE IT FURTHER RESOLVED, budgetary cuts will be needed to fund this election in the 2024 Budget, those cuts will need to be made at future meetings prior to the Adoption of the 2024 Budget.

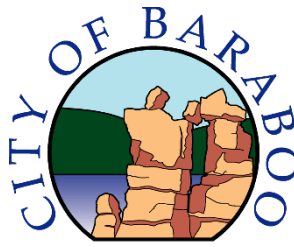
Offered By: Finance Committee

Motion:

Second:

Approved: _____

Certified: _____



TO: Finance Committee
FROM: Casey Bradley, City Administrator City of Baraboo
DATE: September 18, 2023
RE: 2024 Budget

As I briefly discussed at the September 12, 2023 meetings, we have received notice that our health insurance for 2024 has increased 24%. Last month the state provided notice that there was a statewide average increase of 6% so we were anticipating a 5% increase as we are usually are below the statewide average. When we received the detailed notice on 9/12/23 we found out that GHC had changed its plans and we are no longer included in the Dane County pool. Sauk County participants and all surrounding communities were changed to a new plan called GHC Neighbors while a new plan was created called GHC Dane County. GHC Neighbors is the same plan coverages as we had before and the most cost effective plan. Plan enrollment will start on 9/25/23 and the city is required to provide notice of our final plan election by 10/01/23. So we have to make a decision on how to proceed as soon as possible.

Department Head Discussion

On 9/13/23 Department Head's reviewed the changes in health insurance and reviewed our potential options. Here is a link to the [plan options](#) that we have reviewed. After a very lengthy debate about each of the options, department heads collectively agreed to recommend staying in the same plan as we have today, Traditional P12 plan.

Overall the discussion centered on the City's inability to maintain competitive wages. The consensus was that the quality and affordability of our health insurance was the last real thing we have that makes us stand out as an employer. Employees have faced going backwards in pay every year and they feel that we need to maintain that level of health insurance benefits, despite the increase, to help attract and retain staff.

Here is a summary of the plan differences and discussion point's department heads made:

Plan	Premium Change for Employee	Coverage change
P12 (Current)	24%	none, recommended plan
P12 (85% Premium Share)	86%	none, premium increase for employees too high
P16	18%	Deductible increase \$250/\$500, Office Copay \$15/\$25, 10% after deductible and copay, \$1,250/\$2,500 max out of pocket, added costs make this an expensive alternative to P12
P14	16%	\$500/\$1,000 Deductible, factoring in the

Plan	Premium Change for Employee	Coverage change
P17	1%	deductible, Single currently \$888, Family currently \$2,180.40 the 16% increase and the deductible would mean this plan would cost our employees \$1,526.48 for single and \$3,521.44 for family or an increase of 72% and 62% over the 2023 plan. Deductible \$1,500/\$3,000, copay (after Deductible \$15/\$25, 10% Coinsurance, out of pocket max \$2,500/\$5,000, while this option is the most cost effective, we looked at funding a portion of the deductible and by the time that funding was applied the premium savings wasn't much at all.

Department Head Recommendation

With the overall recommendation to keep the P12 plan, we will need to address the resulting budget shortfall of \$256,403. We thoroughly vetted the possibility of cutting the COLA for 2024, but even with the 4% COLA that is in the budget, I'm projecting the City will be 6.55% behind our benchmark of [Social Security COLA](#). The consensus was that we are already having problems filling positions and failing to keep this in the budget will make it even harder to attract and retain employees.

Department heads discussed the possibility of spreading the cuts out over all the departments as we did last year. As we discussed with Council when we started that process the main goal would be the preservation of services to the public. Everyone agreed that after the [deep cuts](#) we made last year they wouldn't be able to make universal cuts while maintaining service levels. We will have to cut services to come up with the funding needed for this shortfall.

We discussed a number of different services or revenue shifts that we could look at to have the least impact to overall services of the city. In the end the top recommendation was to recommend Council consider shifting the Fire Hydrant Rental fee from the levy to the utility fee. This would result in no loss of services but would result in additional costs for the public. We have discussed this option in prior years but have made alternative decisions. An alternative recommendation would be to close the Pool and Eliminate the Shared Ride Taxi program.

Fiscal Discussion

Here is the [updated budget summary](#) with the P12 plan put into the budget. On page 3 you will find the surplus/ (Deficit) that we are projecting. For 2023 you will note that we are projecting that this amount is \$442,493.24. On page 1 you will note that we budgeted for a shortfall of \$610,289 in 2023 (Fund Balance Applied). So we are already projecting that fund balance will be higher than what we budgeted for in 2023. With that said you will see on page 3 that we are currently projecting that we will need to apply \$761,017 of fund balance to balance the budget. We traditionally only apply fund

balance to fund onetime items such as the Comp Plan or carryover items from the prior year. With this situation we are looking at the need to fund ongoing expenses that we know will increase in future years, meaning it is not sustainable to fund this through the use of fund balance.

As currently budgeted, on page 3 you will see below the Surplus/ (Deficit) for 2024 that we are projecting that if cuts aren't made our fund balance will drop to \$3,446,185. That will drop us below our target balance of 25% and put us on track in a couple years to be below our mandated level of 15% at which point Council will have to develop a formal plan to replenish fund balance, both drops will likely have a negative impact on the City's bond rating resulting in higher costs associated with borrowing funds.

We also need to keep in mind, as we reviewed at the last meeting, we have a significant deficit related to the funding of capital needs. While that shortfall will change some with policy discussions, that shortfall is very real and will need to be addressed in addition to this shortfall. Likewise, the City's capacity to meet its fiscal demands has vastly lagged the increases of those demands since 2016.

Recommended Options

City Treasurer Laux put together some alternative options that she thought might be of consideration as well:

Close the pool	\$87,067	
Move Fire protection (hydrant rental) to the Utility bill	\$312,452	
Eliminate the Taxi program		
	Operations \$120,000	Vehicle \$5,000
Some other items:		
Ambulance capital increase	\$70,088	
Tuition program	\$30,000	
Repairs to the Old Shop	\$30,000	
Departmental Cuts	Varying	
Cost of Living increase ½% is equivalent to	\$29,500	
Change Health insurance plans	see worksheet	
On the revenue side:		
Increase wheel tax by \$10	\$112,000	
Contribution for the SRO	\$50,000 - \$150,000	
Increase Parking Tickets or License/Permit fees	Varying	

RESOLUTION 2023-

Dated: September 26, 2023

The City of Baraboo, Wisconsin

Background: This resolution approves the Brownsfields and Stewardship Negotiated Agreement with the Wisconsin DNR for the cleanup and re-development of the surrounding property being acquired by I AM Dairy (105 Vine Street) for future park use. The agreement followed meetings between the DNR, City Administrator and Parks Director and has been reviewed and recommended for acceptance by the City Attorney. This agreement directs the DNR to give a higher priority to this redevelopment project due to its favorable location and opportunity to convert former contaminated industrial lands adjacent to environmentally sensitive corridors with the goal to provide public recreation and conservation park lands and make resources and future funding opportunities for cleanup and development into a City park more accessible to the City.

The Parks & Recreation Commission recommended approval of the agreement with the DNR at their September 11, 2023 regular meeting on a unanimous vote.

Fiscal Note: ☒ **Not Required** ☐ **Budgeted Expenditure** ☐ **Not Budgeted**
Comments:

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

THAT the Brownsfield and Stewardship Negotiated Agreement with the Wisconsin DNR for property at 105 Vine Street (I AM Dairy) be approved and City staff authorized to sign the agreement as recommended by the Parks and Recreation Commission.

Offered by: **Parks and Recreation Commission**

Motion:

Second: **Attest:****Approved:** _____

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

IN THE MATTER OF: CITY OF BARABOO BROWNFIELDS AND STEWARDSHIP
NEGOTIATED AGREEMENT

THIS NEGOTIATED AGREEMENT ("Agreement"), is by and between the state of Wisconsin Department of Natural Resources ("DNR") and the city of Baraboo, Wisconsin ("City"), pursuant to ss. 292.11(7)(d) and 292.11(9)(e)7., Wis. Stat., to ensure that development of the I A.M. Dairy Site, located at 105 Vine Street, Baraboo, WI 53913 (the "Property"), which the City will acquire with the use of \$153,250 from the DNR's Knowles-Nelson Stewardship Program (grant # UGS6231233), is carried out in a manner that preserves the City's liability protections provided by the local government unit ("LGU") exemption authorized in s. 292.11(9)(e), Wis. Stat.

RECITALS

WHEREAS, under ch. 23, Wis. Stat., local units of government in Wisconsin may obtain land acquisition grant funding from the Knowles-Nelson Stewardship Program ("Stewardship"), which is managed by the DNR, for the purpose of providing urban green space and nature-based outdoor recreation opportunities to the general public;

WHEREAS, s. 23.09(19)(cm) and s. 30.277(3)(k), Wis. Stat., directs the DNR to give higher priority to projects related to brownfields redevelopment when approving Stewardship grants for urban green space and urban rivers;

WHEREAS, s. 23.09(19)(a)1., Wis. Stat., defines "brownfields redevelopment" to mean an abandoned, idle, or underused industrial or commercial facility or site, the expansion or redevelopment of which is adversely affected by actual or perceived environmental contamination, and the DNR has determined that the Property meets that definition;

WHEREAS, the City has applied for and been awarded a Stewardship grant to purchase the following described brownfield Property, more particularly described as follows and as depicted on the map in the Exhibit A attached hereto;

105 Vine Street
Baraboo, WI 53913

Legal Description of the Property: A parcel of land in the Northeast Quarter of the Northeast Quarter (NE1/4 NE1/4) Section Two (2), Township Eleven (11) North, of Range Six (6) East, in the City of Baraboo, Sauk County Wisconsin, which is bounded by a line described as follows: Beginning at the intersection of the east line of Vine Street with the Northerly line of the alley north of Block Seven (7), Original Plat of Baraboo, thence East along the North line of the alley one hundred four and six-tenths (104.6) feet, thence North to the South bank of the Baraboo River, thence westerly along the south bank to of said river to the east line of Vine Street, thence South to the point of beginning.

WHEREAS, the City and the DNR will execute a contract setting forth the covenants, restrictions, requirements, procedures, terms, proposals, specifications, and other assurances for the Stewardship grant program:

WHEREAS, the City intends to secure title to the Property before January 1, 2024; awarded Stewardship funding will reimburse the City’s grant eligible acquisition of property costs, up to but not to exceed \$153,250.

WHEREAS, the City meets the definition of a “local governmental unit” as defined in s. 292.11(9)(e)1., Wis. Stat., and the City intends to acquire the Property in compliance with the LGU exemption in ss. 292.11(9)(e)1m.f., 2., 4., and 7., Wis. Stat., using Stewardship funds appropriated under s. 20.866(2)(ta) or (tz), Wis. Stats.;

WHEREAS, the DNR and the City have decided to enter into this Agreement to effectuate the exemption in accordance with ss. 292.11(7)(d) and 292.11(9)(e)7., Wis. Stat.;

WHEREAS, this Agreement is desirable to outline the roles and responsibilities of the DNR and the City with respect to s. 292.11(9)(e), Wis. Stat.;

WHEREAS, in consideration of, and in exchange for, the promises and mutual understandings and covenants contained herein, and intending to be bound legally hereby, the DNR and the City, by their authorized representatives, have agreed to the execution of this Agreement.

AGREEMENT

NOW, THEREFORE, based upon the above recitals and the terms and conditions set forth below, the DNR and the City (collectively the “Parties”) agree as follows:

1. DEFINITIONS

- a. For purposes of this Agreement, “hazardous substance” shall have the meaning stated in s. 292.01(5), Wis. Stat.
- b. For purposes of this Agreement, “environmental pollution” shall have the meaning stated in s. 292.01(4), Wis. Stat.
- c. For purposes of this Agreement, “response action” shall have the meaning in s. NR 700.03(50), Wis. Admin. Code.

2. PARTIES BOUND

- a. The DNR and the City each consent to the following Agreement, entered into pursuant to ss. 292.11(7)(d) and 292.11(9)(e)7., Wis. Stat.
- b. All of the Recitals contained above are considered to be part of this Agreement and are incorporated by reference.

3. CITY AGREEMENTS AND OBLIGATIONS PRIOR TO PROPERTY ACQUISITION

At least 90 days prior to date of acquiring title to the Property, the City shall provide to the DNR an ASTM E1527 compliant Phase I Environmental Site Assessment (“ESA”) for the Property, and plans and maps that show, in sufficient detail, information on the intended development and use of the Property. In addition to identification of *recognized environmental conditions* (as defined in the ASTM E1527 standard practice), the scope of Phase I ESA shall include an evaluation of the presence or likely presence of discharges to the environment of *hazardous substances* as defined in s. 292.01(5), Wis. Stat., as well as a search for recorded environmental cleanup liens. The DNR shall be designated as a *user* (as defined in the ASTM E1527 standard practice) of the Phase I ESA within the report. To comply with CERCLA liability protections and

federal brownfields grant eligibility criteria, the Phase I ESA may not be more than 180 days old at the date of Property acquisition. Alternatively, if the Phase I ESA is more than 180 days old, but less than one year old, the City shall also provide a Phase I ESA update that is compliant with ASTM E1527 and is not more than 180 days old. A Phase I ESA that is more than one year old cannot be updated. The City shall use the ASTM E1527 version of the Phase I ESA standard practice that complies with the All Appropriate Inquiries final rule at 40 C.F.R. Part 312 at the time of the Property acquisition.

4. CITY AGREEMENTS AND OBLIGATIONS FOLLOWING PROPERTY ACQUISITION

- a. The City shall not take or authorize any actions on the Property that cause or exacerbate a discharge of a hazardous substance, including entering into any lease or occupancy agreements for the Property while this Agreement is in effect.
- b. The City shall comply with the due care provisions in s. 292.11(9)(e)2., Wis. Stat.
- c. The City grants DNR employees and authorized representatives of the DNR the authority to enter the Property, at all reasonable times, for the purposes of: (1) inspecting records, operating logs, contracts and other documents relating to the implementation of this Agreement; (2) reviewing the progress of the City in implementing this Agreement; (3) conducting tests; (4) documenting activities or conditions on the Property using cameras, sound or video recordings, or other documentary types of equipment; (5) verifying the data submitted to the DNR by the City; and (6) taking action to respond to a hazardous substance discharge. The City shall permit such authorized representatives to inspect and copy all records, files, photographs, documents, and other writings that pertain to this Agreement, including all sampling and monitoring data. Upon the proper presentation of credentials, the City shall honor all reasonable requests for access by the DNR. The City agrees to maintain and monitor the property as required under state law, DNR administrative rules, and any contract entered into under those rules. This may include the requirement to list the site on the DNR's database, pursuant to s. 292.12, Wis. Stat., and s. NR 708.17, Wis. Admin. Code.

5. WORK TO BE PERFORMED AND SCHEDULE OF WORK

- a. Unless otherwise directed by the DNR, the City shall conduct a Phase II ESA at the Property and, shall submit a final Phase II ESA report, conducted in accordance with ASTM E1903, to the DNR.
- b. The sampling plan for the Phase II ESA shall be submitted to the DNR no later than 30 days after the City demolishes the building on the Property. The Phase II ESA report shall be submitted to the DNR no later than 120 days after building demolition, unless otherwise directed by the DNR.
- c. Unless otherwise directed by the DNR, the City shall submit a site investigation work plan to the DNR no later than 30 days after submitting the Phase II ESA report. The site investigation work plan shall include the information set forth in s. NR 716.09(2), Wis. Admin. Code, as applicable.
- d. The City shall submit a site investigation report to the DNR no later than 120 days after the DNR approves the site investigation work plan. The site investigation report shall include the information set forth in s. NR 716.15(2), Wis. Admin. Code, as applicable. The City shall comply with the requirements for a site investigation as specified in ch. NR 716, Wis. Admin. Code.

- e. At the direction of the DNR, and in compliance with s. 292.11(9)(e)4., Wis. Stat., the City shall conduct all necessary interim or remedial actions to reduce to acceptable levels any substantial threat to public health or safety prior to putting the Property to its intended use.
- f. The City agrees to maintain and monitor the Property as required by applicable state statutes and administrative codes, which may include listing the site on the DNR's database in accordance with s. 292.12, Wis. Stat., and s. NR 708.17, Wis. Admin. Code. If required by the DNR, the City must submit a maintenance plan for the Property. The City is responsible for performing inspections of the Property, including any covers placed on the Property, and for complying with any continuing obligations imposed on the Property.

6. PROPERTY WORK REQUIREMENTS

- a. All work performed by the City and its authorized representatives pursuant to this Agreement shall be conducted in accordance with ss. 292.11(7) and (9)(e), Wis. Stat., applicable provisions of ch. NR 700, Wis. Admin. Code, and other applicable administrative rules and statutes. This includes compliance with the specified timeframes for work completion and document submission required by these administrative rules and statutes. The City shall pay the DNR the applicable fees for submittals required by this Agreement and, if applicable, DNR database fees, in accordance with ch. NR 749, Wis. Admin. Code.

7. SUBMISSION OF DOCUMENTS

- a. Documents, including reports, plans and correspondence submitted pursuant to this Agreement, shall be submitted to the DNR according to s. NR 700.11, Wis. Admin. Code. Documents submitted to DNR shall be sent using DNR's online document submittal portal. Instructions for the electronic submittal of documents to the DNR can be found at dnr.wisconsin.gov/topic/Brownfields/Submittal.html.

8. EFFECTIVE DATE

- a. The effective date of this Agreement shall be the later of the dates on which the DNR and the City sign and date the Agreement.

9. CONDITIONS UNDER WHICH THIS AGREEMENT IS VOIDED

- a. This Agreement shall be invalid, and the parties shall not be bound by its terms, if the City does not acquire title to the Property within the Stewardship Grant project period, said period ending June 30, 2025; or the DNR determines the City has failed to comply with the terms of the Agreement, including making timely progress on the Property acquisition, the implementation of environmental response actions, or both. In the event this Agreement is voided after the City has acquired the Property, the City shall be responsible for complying with ch. 292, Wis. Stat., if a hazardous substance discharge or environmental pollution exists on the Property.

10. EXTENSION OF THE AGREEMENT

The City may request in writing, and the DNR may grant, an extension of the deadline for acquisition of the Property, as specified in section 9 of this Agreement. If the City requests an extension, such request must be sent to the identified contact at the DNR.

11. AMENDMENT OF THE AGREEMENT

- a. This Agreement may be amended by mutual written agreement of the DNR and the City.

12. NOTICE AND REQUEST CONTACTS

- a. For the DNR: Remediation and Redevelopment Program, Brownfields, Outreach and Policy Section Chief.
- b. For the City: City Administrator, Casey Bradley, City of Baraboo

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the last date written below.

**STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES**

By: _____
Jenna Soyer
Policy and Program Operations Director
Remediation and Redevelopment Program

Date: _____

CITY OF BARABOO, WISCONSIN

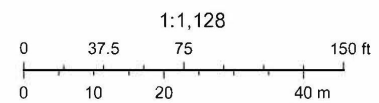
By: _____
Casey Bradley, City Administrator
City of Baraboo, Wisconsin

Date: _____

EXHIBIT A
105 Vine Street, Baraboo WI 535913
(page 1 of 2)



4/5/2022, 9:14:30 AM

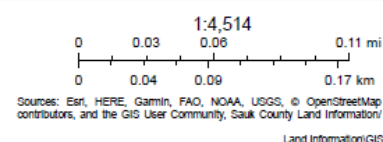


Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Baraboo GIS
Sauk County, Maxar, Microsoft |

[illegible]

	Override 1		Other		Township Corner		PLSS 1/4 1/4 Section		Survey Boundary
	Control Corners		Quarter Corner		Municipal Boundaries		PLSS 1/4 Section		CSM
	Center of Section Corner		Section Corner		PLSS Fractional Lots		PLSS Section Line		Subdivision
	Meander Corner								Condominium



The City of Baraboo, Wisconsin

Background: At their September 25th, 2023 meeting, the Public Safety Committee considered a restricting traffic in the alley between 4th and 5th Avenues from Broadway to Birch Street to one-way traffic, from east to west only.

By ordinance 7.04 regulates One-Way Streets and Alleys.

Based on recommendations from the City Engineer and Street Superintendent, the Committee unanimously recommended that the Common Council approve this change.

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

An Ordinance amending §7.04 ONE-WAY STREET AND ALLEYS.

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

1. Section 7.04(6) is hereby created as follows:

7.04 ONE-WAY STREET AND ALLEYS

(6) BLOCK 21 ALLEY. Westerly on the alley between 4th Avenue and 5th Avenue from Broadway to Birch Street.

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 _____, 2023 and is recorded on page ____ of volume _____. A summary of this Ordinance was published in the local newspaper on the ____ day of October, 2023.

City Clerk: _____

Month	August	2023 City of Baraboo										Treasurer's Report										Investment 2023.xlsx		9/14/2023	
Bank Balance							Bank																		
BANK INVESTMENTS		Type	Fund	Account	Term	Maturity	Rate	BSB	LGIP	CFB	SUM	BWD	PDS	PVL	WCCU	CCF	BMO	FICA	SCHWAB	Grand Total					
Alma Waite Account		NOW account	820	104502957	Daily		0.50%	7,983.38		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,983.38					
Alma Waite Trust Fund		Cert of Deposit	820	7758002185	12 months	4/6/24	4.80%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101,000.00	0.00	0.00	101,000.00				
				148901-106	22 months	7/9/24	2.96%	0.00	0.00	0.00	0.00	205,867.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	205,867.71				
				3884876	11 months	9/24/23	2.74%	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00			
				40062018	12 months	7/25/24	5.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00				
		Investment Pool	820	856206-3	Daily		5.31%	0.00	101,735.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101,735.63				
				Dana Investment	820	3694-7092	(blank)		2.34%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	500,000.00				
CDA-Grant Accounts		Checking	220	1000934/114639	Daily		none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00					
CDA-Loan Accounts		(blank)	983	(blank)	(blank)		(blank)	320,567.61	178,639.45	519,834.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,019,041.93					
Fire Equipment Fund		Cert of Deposit	420	1807950	30 months	9/29/23	1.55%	0.00	0.00	163,595.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	163,595.12				
				90901995	13 months	10/13/23	1.75%	0.00	0.00	7.00	0.00	0.00	0.00	262,507.20	0.00	0.00	0.00	0.00	0.00	0.00	262,507.20				
		Dana Investment	420	3694-7092	(blank)		2.34%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00				
Friends of the Library		Savings	940	103035891	Daily		0.15%	32,363.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,363.30					
General Cash Account		Checking / NOW	100	1000306/9830	Daily		.10%/.50%	953,624.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	953,624.63					
General Fund		Deposit Placeme	100	101066015	Daily		0.50%	23,426.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,426.87					
		Money Market	100	86190136	Daily		1.71%	0.00	0.00	0.00	1,547,233.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,547,233.22				
				163563	Daily		3.50%	0.00	0.00	0.00	0.00	0.00	131,528.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131,528.72				
				471582	Daily		2.10%	0.00	0.00	0.00	0.00	0.00	121,121.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121,121.40				
				10080968	Daily		2.78%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330,770.75	0.00	0.00	0.00	0.00	0.00	0.00	330,770.75			
				54962-07	Daily		2.15%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175,309.50	0.00	0.00	0.00	0.00	0.00	175,309.50			
				20032292	Daily		5.27%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	261,167.10	0.00	0.00	0.00	0.00	261,167.10			
				2061232	Daily		1.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143,443.55	0.00	0.00	143,443.55			
				60000014	12 months	5/31/24	4.00%	0.00	0.00	0.00	0.00	0.00	0.00	180,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180,000.00			
				3882053	25 months	7/27/24	2.00%	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
				1811445	9 months	9/22/23	4.10%	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
				54962-101	16 months	5/18/24	3.96%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
				54962-102	22 months	11/18/24	4.21%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
				3888666	8 months	9/18/23	3.74%	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
				54962-104	13 months	3/13/24	4.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
				54962-108	13 months	4/28/24	4.94%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
				7758003053	12 months	4/12/24	4.80%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202,000.00	0.00	0.00	0.00	0.00	202,000.00			
				Investment Pool	100	856206-1	Daily		5.31%	0.00	1,539,266.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,539,266.19		
				Deposit Placeme	100	104791111271	Daily		5.31%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,840,177.64	0.00	1,840,177.64	
				Dana Investment	100	10090686	Daily		2.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,543,147.53	0.00	0.00	0.00	0.00	0.00	1,543,147.53		
				General Fund-Bond Issue	Money Market	100	104557859	Daily		5.25%	55,589.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,589.63	
				Investment Pool	100	856206-2	Daily		5.31%	0.00	579,881.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	579,881.73	
Deposit Placeme	100	10090686	Daily		2.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	730,000.00	0.00	0.00	0.00	0.00	0.00	730,000.00					
Library Segregated Fund	NOW account	850	104551192	Daily		0.50%	135,189.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135,189.53					
Park House Account	NOW account	890	101001035	Daily		0.50%	3,886.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,886.03					
Park Kuenzi Estate	Cert of Deposit	830	3882045	25 months	7/27/24	2.00%	0.00	0.00	0.00	0.00	0.00	10,199.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,199.50				
54962-103			13 months	3/14/24	4.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,759.06	0.00	0.00	0.00	0.00	0.00	11,759.06						
Park Segregated Fund	Cert of Deposit	870	90902007	13 months	10/13/23	1.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,434.84	0.00	0.00	0.00	0.00	0.00	50,434.84					
Sewer Debt Service	NOW account	840/87	1000-888	Daily		0.50%	61,999.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,999.37					
	NOW account	960	104506359	Daily		0.50%	114,397.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114,397.13					
Sewer Depreciation Fund	Money Market	960	20083858	Daily		5.20%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,558.43	0.00	0.00	60,558.43					
Sewer Equipment Replace	Cert of Deposit	960	60000588	91 Days	9/8/2023	3.70%	0.00	0.00	0.00	0.00	0.00	0.00	147,424.56	0.00	0.00	0.00	0.00	0.00	0.00	147,424.56					
	Cert of Deposit	960	54962-111	15 month	8/30/24	4.94%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0.00	0.00	0.00	0.00	250,000.00					
	NOW account	960	104522281	Daily		0.50%	121,869.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121,869.69					
	Dana Investment	960	3694-7092	(blank)		2.34%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,000.00	650,000.00					
Sewer General	Cert of Deposit	960	148901-101	17 months	2/9/24	2.23%	0.00	0.00	0.00	199,290.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199,290.16					
			1811448	9 months	9/22/23	4.10%	0.00	0.00	0.00	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00					
			7758003054	6 months	10/6/23	4.60%	0.00	0.00	0.00	0.00															

TREASURER'S INVESTMENT TRANSACTION REPORT

Aug-23

		Average Rate of Return on Current Deposits:			Benchmarks:	
		Avg Term				
Total Receipts:	3,173,720.24	General Funds:	6.8 M	3.74%	LGIP	5.31%
		Utility Funds:	15.9 M	3.68%		
Total Disbursements:	4,867,068.56	Segregated Funds:	24.0 M	3.06%	90-day T-bill:	2.94%
		Securities w/Dana	4.3 years	3.79%		
		All Funds:	11.4 M	3.66%	6M CD:	3.64%
					12M CD:	4.36%
				18M CD:	4.69%	
Policy Objectives:						
Safety:	▪ \$3,750,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.					
Liquidity:	▪ Liquidity remains high as the Local Government Investment Pool offers a better rate than most CDs					
Yield:	▪ The best CD rates are 6 to 22 months					

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Da	Rate	Amount	Interest
(1)	NONE										

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst	Amount	Interest
									Yield - Maturity		
(1)	NONE										

Finance/Personnel Committee Meeting Minutes

August 22, 2023, 5:30 p.m.
City Hall, Committee Room #205
101 South Blvd., Baraboo, WI 53913

Members Present: Sloan, Petty, Kent
Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, T. Pinion, T. Gilman, Seth Meise

1. Call Meeting to Order

Chairman Sloan called the meeting to order at 5:30pm.

1.a Roll Call of Membership

1.b Note Compliance with Open Meeting Law

1.c Approve Minutes of August 7, 2023.

Moved by: Kent

Seconded by: Sloan

CARRIED (3 to 0)

1.d Approve Agenda

Moved by: Petty

Seconded by: Kent

CARRIED (3 to 0)

2. Action Items

2.a Accounts Payable

Moved by: Petty

Seconded by: Kent

Recommend to Common Council on paying \$653,536.48

CARRIED (3 to 0)

2.b Budget Transfer Amendment

J. Ostrander explained that this additional cost from the City's auditors, Clifton Larson Allen LLC, is for the new GASB requirements. This cost was split 70% City and 30% Utilities.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve the 2023 Budget Transfer Amendment authorizing payment of additional cost for CLA, LLC in the amount of \$3,000.00.

CARRIED (3 to 0)

2.c Tourism Services Agreement

Adm. Bradley explained that the last Room Tax Agreement with the Chamber expired in 2020. The new agreement was put on hold pending the construction of the new Fairfield Hotel. The Chamber has worked with members of Downtown Baraboo on the new agreement. There is a revenue sharing provision between the Chamber of Commerce and Downtown Baraboo; the city will continue to retain their share of 30%. Because it's required that these funds be spent on tourism, both entities are required to give presentations to the Council on how these funds were spent. This agreement has been reviewed by the City's legal counsel.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve an agreement for the distribution of Room Tax between the City of Baraboo, the Baraboo Area Chamber of Commerce, and Downtown Baraboo, Inc.

CARRIED (3 to 0)

2.d Wisconsin Power & Light Easement, 206-0505-0000

T. Pinion explained that Alliant is converting some overhead lines to be underground. There are two different parcels involved, they are side by side north of Langer Park, next to the alley. There will be no impact to the park.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve a permanent easement, parcel 206-0505-00000, along the south side of the alley between 4th & 5th Street, Camp St. to Remington St., to Wisconsin Power & Light Company.

CARRIED (3 to 0)

2.e Wisconsin Power & Light Easement, 206-0655-00000

T. Pinion noted that this is the second parcel, north of Langer Park next to the alley.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve a permanent easement, parcel 206-0655-00000 along the south side of the alley between 4th & 5th Street, Camp St. to Remington St., to Wisconsin Power & Light Company. (Pinion)

CARRIED (3 to 0)

2.f Utility Easements

T. Pinion explained that these are two separate easements, each a 20' wide easement south of the Fairfield Hotel. When the Hwy 12 bypass was built, we extended sewer and water for potential development west of town. We expected to follow Hwy W and come up the ramp to get to the casing pipe that was installed during the construction of the bypass. We could still use the route however it's much further and therefore more expensive. These easements will allow the extension of utilities at the shortest distance. This falls within TID #11.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve a permanent easement from DEVCO I, LLC and JDJE, LLC for sanitary sewer and water mains.

CARRIED (3 to 0)

3. Discussion Items

Quit Claim Deed for Sauk County West Square parking lot parcels

We were approached by the County that they would like to purchase the parcels owned by the City on the north side of the West Square parking lot. The County is looking to purchase these parcels for \$1 each in lieu of payment for future maintenance. The City purchased these parcels to ensure this would remain a public lot. The concern is that once the County owns these parcels, they can change the parking restrictions and the City will lose the public parking lot. The initial agreement for this lot states that the County and City will agree on the maintenance to be done; this is not currently being done. The committee agrees to send this back to the County noting they are not ready to approve this without further discussion.

Employee Holiday Schedule

Adm. Bradley noted that the current holiday schedule designates Friday, the 22nd, and Monday, the 25th, as holidays. T. Gilman explained that they have put together the garbage and recycling calendar with the holidays listed as Monday the 25th and Tuesday the 26th. For garbage and recycling collection, it is much more advantageous to pick up following the holidays. He is suggesting some flexibility in the public works schedule. From an efficiency standpoint, it makes sense to pick up after the holidays. Clerk Zeman notes that she has no issues with changing the holiday time off; however, she is requesting that they keep it the same for everyone and change the Employee Handbook. Adm. Bradley noted that this could also cause issues with holiday OT. There is concern with employees already having plans scheduled based on the current schedule. T. Gilman requested that if they could not allow for flexibility with Public Works, the schedule remain as is. Because the garbage & recycling calendars have already been distributed, staff will consider adding a memo to the tax bills. Friday's route will be collected the following Tuesday and the holiday time off will remain as stated in the Employee Handbook.

Shared Ride Taxi Program

J. Ostrander noted that the three vans have been sold and the taxi audit for 2019 has been completed, no issues were found.

Strategic Plan

Adm. Bradley noted that he has been working on updating the Employee Handbook and reviewed the number of visits to the City's website. Adm. Bradley explained that the assessor's failed to update the assessment values for new construction. The City is getting the developer's to certify the amount that they have spent, and the assessor should use this as the construction in progress but they have not. This will effect the City's net new construction. An update was given on current developments within the City.

4. Adjournment

Moved by: Kent

Seconded by: Petty

That the meeting be adjourned at 6:50pm.

CARRIED (3 to 0)

Brenda Zeman, City Clerk

Present: Mayor Nelson, T. Kolb, P. Wedekind, J. Kent, B. Zeman

Absent: None.

Also Present: J. Atkinson, Storm Larson, Boardman & Clark, Jeff Degroot, Accurate Appraisals, Adam Schleis

Mayor Nelson called the meeting to order at 9:00 a.m. noting compliance with the open meeting law.

Select Chairperson:

Moved by Kolb, seconded by Kent that Mayor Nelson be nominated as Chairperson. The Mayor called for other nominations and because no other nominations were offered, by unanimous roll call Mayor Nelson was appointed as Chairperson.

Moved by Kent, seconded by Zeman that Tom Kolb be nominated as Vice Chair. The Mayor called for other nominations and because no other nominations were offered, by unanimous roll call Tom Kolb was appointed Vice Chair.

Mandatory training: The following members have met the mandatory training: Nelson, Thurow, Zeman on 5-31-2022.

Mayor Nelson confirmed that the City has an ordinance for the confidentiality of income and expense information proved to the Assessor under state law (Wis. Stat. §70.47(7)(af)).

Clerk Zeman accepted the Assessor's Affidavit in the Assessment Roll and the Assessor executed the affidavit under oath. Moved by Kolb, seconded by Kent to accept the Assessment Roll. Motion carried unanimously.

Objections Filed

City Clerk Zeman reported that only one case has been filed with her office. Each member of the Board of Review will receive a copy of the Objection Form that was filed with her office and a Findings of Fact, Determinations and Decision sheet for this property. There was proper 48-hr notice of intent to appear at Board of Review.

Procedures of Operation

City Clerk Zeman noted that the Assessment Roll was open for public inspection beginning on June 8, 2022, in the Clerk's and Assessor's Office and on the City of Baraboo's website. Open Book was held on June 16, 2022, at City Hall. Notice of the Board of Review was posted at the Municipal Building, on the City of Baraboo's website, and published at least 15 days prior to the August 4, 2022, meeting.

Corrections of 2021 Errors

City Clerk Zeman explained that there was one correction, Personal Property #9448-00000. This property owner resides in Baraboo; however, her business is in West Baraboo. This personal property account does not belong in the City of Baraboo and was deleted.

Moved by Thurow, seconded by Kolb to accept these 2021 corrections. Motion carried unanimously.

Other Motions

City Clerk Zeman noted that she received a request from Wal-Mart to testify by telephone. Wal-Mart was notified that the City does not currently allow anyone to testify by telephone. Wal-Mart also submitted a request to Waive the Board of Review hearing. Motion by Zeman, seconded by Kent to deny Wal-Mart's request Waive the Board of Review hearing, motion carried unanimously.

Tony Wacheqicz, von Briesen & Roper, S.C. introduced himself to the Board of Review (BOR) as acting counsel to the Board of Review today. He is there to advise the BOR; he is not counsel for the Assessor. Attorney Wachewicz gave a brief summary of what is expected, and allowed, of the BOR, and the process to be followed.

Motion by Nelson, seconded by Zeman and carried unanimously to recess until 9:25am.

Motion by Thurow, seconded by Kolb and carried unanimously to reconvene at 9:25am.

Case 1 – Parcel 3426-21000, Wal-Mart Real Estate Business Trust, 920 US Hwy 12, commercial, \$11,700,000

The Clerk swore in Storm Larson, Boardman & Clark, representing the Assessor, Jeff Degroot as the City Assessor and Adam Schleis, Gimbel, Reilly, Guerin & Brown, LLP as the authorized agent for Wal-Mart Real Estate Business Trust. The objector gave proper notice of their intent to appear at Board of Review.

Jeff Degroot stated our current level of assessment is estimated to be 89%.

Adam Schleis explained that he is the authorized agent for Wal-Mart Real Estate Business Trust and he is requesting that the board accept their appraisal that was submitted by Valbridge Property Advisors, with a final determination of \$5,930,000. This appraisal takes the sales comparison approach.

Ald. Kent requested to view the sales comparison of sales. A. Schleis informed the board that they should rely on the appraisal report as provided. Mayor Nelson confirmed that there was no one in attendance from Valbridge Property Advisors to speak on the information provided. Ald. Kolb noted that all sales comparisons were vacant stores; A. Schleis agreed if that is what was noted at the time. Ald. Kolb also questioned if the comparisons were communities with similar economies, municipal dynamics, traffic access? A. Schleis does not have this information. Ald. Kolb questioned if there were any conveniences, preventing the sale of these properties to not competitors, for these vacant comparables? A. Schleis does not have this information.

Atty. Larson introduced into evidence the original appraisal report, completed by the Nicholson Group, LLC, which the assessor's office relied on to determine the assessment of \$11,700,000. As indicated earlier, the presumption is that the assessment, as determined by the assessor, is correct. Atty. Larson called J. Degroot as a witness. J. Degroot confirmed that he is the assessor for the City of Baraboo and he is a Level II Assessor which means he is allowed to be the statutory assessor based on the dollar value of the village or city. He also confirmed that he works on a team to determine the appraisal in question today. J. Degroot did not look at the assessment; their commercial review team reviewed it and based upon the Wisconsin Assessment Manual, everything is correct. Atty. Larson confirmed that based on the Wisconsin Property Assessment Manual, to J. Degroot's knowledge, the appraisal that lists the property at \$11,700,000 was accurate and that the assessment complied with the Wisconsin Property Assessment Manual. This figure was accurate as of January 1, 2022.

A Schleis presented no additional evidence, he simply noted that they would like the board to accept their appraisal of the property.

Atty. Larson presented no additional evidence, he simply reiterated that the presumption is that the assessment is correct at the \$11,700,000 and that the board reject the argument. The evidence as provided, along with the testimony, is more than enough for the board to sustain the assessment.

Having heard all testimony, the Board found that there was insufficient evidence provided to support the request made by the agent for the Wal-Mart Real Estate Business Trust and that the Assessor's valuation is correct.

Motion made by Thurow, seconded by Kolb and carried unanimously to uphold the Assessor's value for 920 US Hwy 12 at \$11,700,000.

Moved by Kolb, seconded by Thurow and carried unanimously that the Assessment Roll is approved as amended by the determinations made by this Board of Review and that the Board adjourns at 11:00 a.m.

Respectfully submitted,
Brenda Zeman, City Clerk