



SPECIAL Meeting of the Finance-Personnel Committee AGENDA

Tuesday, September 26, 2023, 5:00 p.m.
City Hall, Committee Room #205
101 South Blvd., Baraboo, WI 53913

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.

Pages

1. Call Meeting to Order
 - 1.a Roll Call of Membership
 - 1.b Note Compliance with Open Meeting Law
 - 1.c Approve Minutes of September 12, 2023 2
 - 1.d Approve Agenda
2. Action Items
 - 2.a Accounts Payable 6
Review and recommendation to Common Council on paying \$334,538.70.
 - 2.b Appointment of Interim City Administrator(s) 20
Review and recommendation to Common Council to consider appointment of City Engineer Tom Pinion and CDA Director Pat Cannon as "Interim City Administrators" until a full time City Administrator is hired. (Bradley)
 - 2.c Brownsfields and Stewardship Negotiated Agreement 21
Review and recommendation to Common Council to consider authorizing Brownfields and Stewardship Negotiated Agreement for 105 Vine Street (I AM Dairy). (Hardy)
 - 2.d Police Vacation Accrual, Non-Union Supervisors 29
Review and recommendation to Common Council to consider amending the Employee Handbook, Section 8.01 "Police & Fire (Protective Employees) Policies" to adjust the vacation accrual for Non-Union Police Supervisors. (Sinden)
 - 2.e Line of Credit, Baraboo State Bank 30
Review and recommendation to Common Council to consider increasing the line of credit with Baraboo State Bank for the purchase of Public Works and Parks equipment. (Ostrander)
 - 2.f Health Insurance 31
Review and recommendation to Common Council to consider the 2024 Health Insurance Program options. (Bradley)
3. Discussion Items 35
 - Review and discuss proposals for search of City Administrator.
 - Shared Ride Taxi
4. Adjournment

Finance/Personnel Committee Meeting Minutes

September 12, 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, R. Sinden, M. Hardy, L. Laux, T. Pinion, P. Cannon, D. Olson

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 22, 2023

Moved by: Petty

Seconded by: Kent

CARRIED (3 to 0)

1.d Approve Agenda

Moved by: Kent

Seconded by: Petty

CARRIED (3 to 0)

2. Action Items

2.a Accounts Payable

Moved by: Petty

Seconded by: Kent

Recommend to Common Council on paying \$1,834,534.51.

CARRIED (3 to 0)

2.b County Library Tax Exemption

This is an annual resolution. Because the City includes in their levy funds for the Library, we are able to request an exemption from payment of the county library tax.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve exemption from the County Library tax for 2024.

CARRIED (3 to 0)

2.c Line of Credit with Community First Bank

The committee reviewed the expenses for both TID #11 and TID #12, no questions were presented.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve the Line of Credit with Community First Bank for a draw of \$882,796.52

CARRIED (3 to 0)

2.d 2024 Seasonal Park and Recreation Staff Wages

M. Hardy explained that wages are typically reviewed and offset by the revenue for each program. The pool wages are similar in that they look at the increase in admission fees and seasonal passes, also trying to stay in line with what surrounding municipalities are paying. Parks seasonal wages are offset by park fees such as rentals and dog park fees. These wages were reviewed, and recommended for approval, by the Park & Rec. Commission at their last meeting.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council on approving the 2024 Seasonal Park and Recreation staff wages.

CARRIED (3 to 0)

2.e Splashpad in Attridge Park

M. Hardy explained that they have been working on the splashpad for the last four years. The construction of the splashpad will be paid with donations raised by the Friends of the Parks and grant funds, but there will be approximately \$5,000 in annual cost in operating the splashpad. If approved, they are expecting the splashpad to open in May of 2024. Included in the project is adding a restroom to Attridge Park.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council on awarding the bid to Meise Construction, Inc. in the amount of \$342,880.01 to construct a splashpad in Attridge Park.

CARRIED (3 to 0)

2.f Thunderbird Youth Hockey Lease

M. Hardy noted this is an annual lease request from Thunderbird Hockey. The Parks Commission has recommended an increase of \$300 to cover the maintenance and utilities for the building. This agreement works out to \$300 per month for a 6-month lease, or \$1800 annually.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve the 2023-24 Thunderbird Youth Hockey, Inc. lease of the Pierce Park Hockey Pavilion.

CARRIED (3 to 0)

2.g A-1 Excavating, LLC Lease

M. Hardy explained that this is a new renter for the Civic Center. City Engineer Pinion was able to work out an agreement with A-1 Excavating, LLC, the contractor for the Hwy 33 project. This is only for DOT supervisory staff, no construction employees or equipment will be located at the Civic Center. The rent is \$800 per month with \$400 per month going towards the wages for hiring a Hwy 33 project liaison.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve A-1 Excavating, LLC lease of room 35 in the Civic Center through December, 2024.

CARRIED (3 to 0)

2.h Carbon Reduction Program Grant

T. Pinion noted that grant is for \$1,524,500. This is a new initiative that the DOT launched, carbon reduction initiative. Funds from this grant will be used to replace the downtown lights, roughly 200 fixtures. This is an 80/20 grant, with the City's portion being just under \$400,000. Once we get the formal approval from the state, we will issue an RFP for professional services for electrical design. Although we have four years to spend these funds, our goal is to have this done over the next two years. The city portion will be expensed to the street light fund, along with the recognized savings.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve the Carbon Reduction Program Grant for downtown street light replacement.

CARRIED (3 to 0)

2.i Disposal of Assets

J. Ostrander noted that per the Capital Policy, we are not supposed to be capitalizing anything less than \$5,000, these items should be directly expensed. The committee reviewed a list of equipment with purchase prices of less than \$5,000 that is not being sold, just being removed from the books.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve the disposal of some assets with book values of less than \$5,000.

CARRIED (3 to 0)

2.j Proposed Alliant Increase

Adm. Bradley explained that given the number of external entities that have obtained legal counsel and is formally going after Alliant, we changed our strategy a little bit in that we submitted this before the two public comment sessions tomorrow. The City's stance on the proposed Alliant increase was reviewed and discussed at previous Council meetings.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve resolution opposing Alliant Energy's proposed rate increases.

CARRIED (3 to 0)

2.k Safe Drinking Water Loan-Lead Service Line (LSL) Program

T. Pinion explained that this resolution to fund the service lines on the Hwy 33 project was brought before the committee before. Because we are asking for funds that could exceed our needs for the Hwy 33 project, the DNR advised that if we revise this resolution, we could spend any leftover funds within the community.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to consider 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.

CARRIED (3 to 0)

3. Discussion Items

a) Administrator Succession Plan

Adm. Bradley noted that his recommendation moving forward is to appoint City Engineer T. Pinion and CDA Director P. Cannon as Interim City Administrator(s). Both of them have been involved in any development and policy discussions, and both are willing to accept. Tentatively, they are looking at an extra day for Pat Cannon and 20% increase for Tom Pinion. A resolution will be brought forward at the next meeting. Staff will get proposals, with cost estimates, to conduct the search for a new City Administrator. The Employee Handbook will be put on hold until the new City Administrator starts; Adm. Bradley will bring forward a tuition reimbursement policy.

b) Police Department Vacation Accrual

Chief Sinden explained that with the current policies, he has 8 Sworn Non-Union Supervisors accruing less vacation than the employees they supervise. He is recommending that the police Sworn Non-Union Supervisor staff follow the vacation accrual schedule as included in the Union Agreement. The net change of this is minimal and would be added to the Employee Handbook's section for Protected Employees. A resolution will be brought forward at the next meeting.

c) Police Department Pre-Academy Recruits, MOU

Chief Sinden noted that this is just informational. We have the ability to modify our candidate pool by allowing us to hire individuals that do not yet have the academy training, and then sponsor them through the academy. We would pay these individuals 80% of the current police salary. We would then have them attend the next available police academy. The state directly pays all of those funds, for that police academy, directly from the State of WI. We do not have to budget for this money, it's paid directly to the academy from the state. The agreement includes a 3-year commitment to the City. The Union has voted to accept this.

d) Shared Ride Taxi Service

The Taxi Service was not discussed at this meeting.

e) Strategic Plan

The Strategic Plan was not discussed at this meeting.

f) Fire Project Financing

P. Cannon explained that we have been looking at a short-term construction loan for the Fire/EMS project. We have two options: 1) We can go out into the bond market and do a three year note. We would get the money upfront and pay interest as we go. When we close out the loan and move over to USDA we can pay off the Revenue Bond Anticipation Note (RBAN). 2) a line of credit which means we have access to funds. We only pay interest as we draw down the funds. Staff feels this is the best option. A draw of \$50,001 on the day you close as an IRS requirement and future draws will not likely take place until June or July of 2024. By going with this option, we are saving on the interest and issuance fee. No action required, informational only.

4. Adjournment

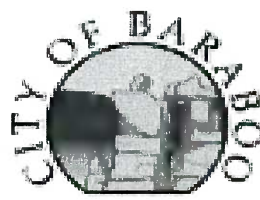
Moved by: Petty

Seconded by: Kent

That the meeting adjourn at 6:50pm.

CARRIED (3 to 0)

Brenda M. Zeman, City Clerk



City of Baraboo, Wisconsin
Finance Department
101 South Boulevard
Baraboo, WI 53913

September 26th, 2023

The Council lists attached are check registers described in summary below:

Category	Total	Accounts Payable Run Date
General	\$ 188,554.57	September 22nd, 2023
Utility	\$ 140,199.83	September 15th, 2023
US Bank	\$ 5,784.30	September 11th, 2023
Total expenditures	\$ 334,538.70	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
196711							
09/22/2023	196711	ABBY VANS INC.	22596	09/06/2023	TAXI-SHARE RIDE FARES AUG	230-11-46399-000	13,892.50-
09/22/2023	196711	ABBY VANS INC.	22596	09/06/2023	TAXI-SHARE RIDE AUGUST 23	230-11-53500-290-000	57,699.07
Total 196711:							43,806.57
196712							
09/22/2023	196712	BARABOO DISTRICT AM	09112023	09/11/2023	PD-BLOOD DRAWS 5/6-7/31/202	100-20-52110-270-000	2,400.00
Total 196712:							2,400.00
196713							
09/22/2023	196713	BARABOO POWER EQUI	126565	09/11/2023	PK-MOWER BLADE	100-52-55200-250-000	79.35
Total 196713:							79.35
196714							
09/22/2023	196714	BARABOO STATE BANK	10/23 INT	09/19/2023	CITY-2012A BOND INTEREST	370-10-58210-620-121	8,223.75
09/22/2023	196714	BARABOO STATE BANK	10/23 INT	09/19/2023	CITY-2012A BOND INTEREST	300-10-58210-620-121	2,903.75
Total 196714:							11,127.50
196715							
09/22/2023	196715	BARABOO UTILITIES	2022TAX	09/19/2023	2022 TAX ROLL SETTLEMENT -	910-00-24520-000	9,144.59
Total 196715:							9,144.59
196716							
09/22/2023	196716	BOND TRUST SERVICES	82213	08/14/2023	CITY-2015A BOND INTEREST	300-10-58210-620-151	29,262.50
Total 196716:							29,262.50
196717							
09/22/2023	196717	Brant, Nina	081123	08/11/2023	REC-YOUTH THEATER PROGR	100-53-55300-200-160	400.00
Total 196717:							400.00
196718							
09/22/2023	196718	CALEDONIA SEED & SER	0173	09/12/2023	PW-STRAW; CONTRACTOR GR	100-31-53300-377-000	67.50
09/22/2023	196718	CALEDONIA SEED & SER	0173	09/12/2023	PW-STRAW; CONTRACTOR GR	950-36-83100-377-000	67.50
Total 196718:							135.00
196719							
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	LIBRARY-LONG DISTANCE	285-51-55115-220-000	4.54
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	CIVIC CENTER-LONG DISTANC	100-52-55130-220-000	1.27
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	PARK & REC-LONG DISTANCE	100-52-55200-220-000	1.27
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	ZOO-LONG DISTANCE	100-52-55410-220-000	.21
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	RECREATION-LONG DISTANCE	100-53-55300-220-000	1.27
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	POOL-LONG DISTANCE	100-53-55420-220-000	.20
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	BLDG INSPECTOR-LONG DISTA	100-22-52400-220-000	1.01
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	ENGINEER-LONG DISTANCE	100-30-53100-220-000	2.52
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	PUBLIC WORKS-LONG DISTAN	100-31-53230-220-000	4.03
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	POLICE-LONG DISTANCE	100-20-52110-220-000	20.67
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	PS/CH BLDG-LONG DISTANCE	100-11-51640-220-000	1.26
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	AMBULANCE-LONG DISTANCE	100-00-15620-000	3.02

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	FIRE-LONG DISTANCE	100-00-15620-000	4.54
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	MAYOR-LONG DISTANCE	100-10-51410-220-000	1.26
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	FINANCE-LONG DISTANCE	100-11-51500-220-000	3.02
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	ASSESSOR-LONG DISTANCE	100-11-51530-220-000	1.01
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	TREASURER-LONG DISTANCE	100-11-51520-220-000	2.02
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	CITY ADMIN-LONG DISTANCE	100-14-51400-220-000	1.51
09/22/2023	196719	CENTURYLINK	656415233	09/01/2023	UW CAMPUS-LONG DISTANCE	800-80-55600-220-000	.16
09/22/2023	196719	CENTURYLINK	656423906	09/01/2023	LIB - LONG DISTANCE SEPT	285-51-55115-220-000	2.19
Total 196719:							56.98
196720							
09/22/2023	196720	CHARTER/SPECTRUM	17111450109	09/01/2023	ZOO-INTERNET SEPT	100-52-55410-260-000	101.33
Total 196720:							101.33
196721							
09/22/2023	196721	CINTAS CORPORATION	1904265757	09/14/2023	PW- GLOVES NITRL POWDER F	100-31-53270-340-000	85.00
09/22/2023	196721	CINTAS CORPORATION	4160289203	07/03/2023	CTY-GRAY MATS	100-11-51640-260-000	50.26
09/22/2023	196721	CINTAS CORPORATION	4161805934	07/18/2023	CTY-GRAY MATS	100-11-51640-260-000	50.26
09/22/2023	196721	CINTAS CORPORATION	4166765285	09/06/2023	CITY- MATS	100-11-51640-260-000	50.26
09/22/2023	196721	CINTAS CORPORATION	4166765304	09/06/2023	PW-SCRAPER MATS; GRAY MA	100-31-53270-340-000	97.67
09/22/2023	196721	CINTAS CORPORATION	4167429064	09/12/2023	PW-MOP FRAME; SHOP TOWEL	100-31-53270-340-000	154.65
09/22/2023	196721	CINTAS CORPORATION	4168113801	09/19/2023	PW- MATS/UNIFORMS	100-31-53270-340-000	97.67
09/22/2023	196721	CINTAS CORPORATION	4168113862	09/19/2023	CITY-MATS	100-11-51640-260-000	50.26
Total 196721:							636.03
196722							
09/22/2023	196722	CLANCY SYSTEMS	BW2306	08/28/2023	PD- SUPPORT FEES /NOTICES	100-20-52110-270-000	841.16
Total 196722:							841.16
196723							
09/22/2023	196723	CLIFTONLARSONALLEN	BID3796522	07/07/2023	BID-2022 AUDIT SERVICES FIN	390-69-56700-214-000	900.00
Total 196723:							900.00
196724							
09/22/2023	196724	CONSOLIDATED ELECTR	5959-107033	09/13/2023	PW-LAMPS FOR STREETLIGHT	240-31-53420-350-000	419.61
Total 196724:							419.61
196725							
09/22/2023	196725	COUNTY MATERIALS CO	3944543-00	09/12/2023	TID #11 - SPIRIT LAKE STORM S	311-10-59295-920-000	2,287.04
Total 196725:							2,287.04
196726							
09/22/2023	196726	CROELL REDI-MIX INC	100813	09/13/2023	PW- ASH- OAK ALLEY CONCRE	100-31-53310-410-000	884.50
09/22/2023	196726	CROELL REDI-MIX INC	772486	08/25/2023	ZOO-SIDEWALK	870-52-55410-861-000	860.75
09/22/2023	196726	CROELL REDI-MIX INC	777107	08/31/2023	PW-2.74 YD SIDEWALK IMPROV	100-30-53430-270-000	502.75
09/22/2023	196726	CROELL REDI-MIX INC	779832	09/13/2023	PW- 5.5 YRDS ASH/EAST ALLEY	100-31-53310-410-000	1,021.00
Total 196726:							3,269.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
196727							
09/22/2023	196727	D.L. GASSER CONSTRU	5000027977	09/05/2023	PW-1.260 TON HOT MIX	100-31-53300-371-000	84.42
Total 196727:							84.42
196728							
09/22/2023	196728	DELL MARKETING LP	1069361210	09/19/2023	IT-DELL PRECISION 3660 I7 TO	100-10-51450-392-000	1,329.00
Total 196728:							1,329.00
196729							
09/22/2023	196729	ENTERPRISE FM TRUST	FBN4843473	09/06/2023	PK-LEASE PAYMENT (5) F-150 S	790-52-55200-811-000	3,925.98
09/22/2023	196729	ENTERPRISE FM TRUST	FBN4843473	09/06/2023	PK-LEASE MAINT (5) F-150 SEP	790-52-55200-246-000	98.15
Total 196729:							4,024.13
196730							
09/22/2023	196730	FARRELL EQUIPMENT &	74916	09/07/2023	SW-(4) 14" VARI-CUT DIAMOND	950-36-83100-340-000	384.00
09/22/2023	196730	FARRELL EQUIPMENT &	74916	09/07/2023	PW-(4) 14" VARI-CUT DIAMOND	100-31-53230-340-000	384.00
Total 196730:							768.00
196731							
09/22/2023	196731	FASTENAL COMPANY	WIBAR24207	09/01/2023	PW-16-14 BUTT CNCTR H/S	100-31-53240-350-000	27.87
09/22/2023	196731	FASTENAL COMPANY	WIBAR24207	09/01/2023	PW HEADLAMP	100-31-53230-319-000	72.97
09/22/2023	196731	FASTENAL COMPANY	WIBAR24218	09/08/2023	PW- 3/8" HVY LUG (10)	100-31-53240-350-000	32.34
Total 196731:							133.18
196732							
09/22/2023	196732	FIRE & SAFETY II INC.	JRS30912-1	09/12/2023	PD- FIRE EXTINGUISHER RECH	100-20-52110-250-000	26.00
Total 196732:							26.00
196733							
09/22/2023	196733	FOX VALLEY TECHNICAL	TPB0000848	09/11/2023	PD- VOLTZ TRAINING	100-20-52120-330-000	325.00
Total 196733:							325.00
196734							
09/22/2023	196734	HARTJE LUMBER INC	MN376952	09/18/2023	PK-ATTRIDGE BRIDGE REPAIR	870-52-55200-861-000	1,500.75
Total 196734:							1,500.75
196735							
09/22/2023	196735	HEARTLAND BUSINESS	632710-H	09/06/2023	FIRE/EMS- HBS FLEX BLOCK-A	990-98-20214-510	7,500.00-
09/22/2023	196735	HEARTLAND BUSINESS	632710-H	09/06/2023	FIRE/EMS- HBS FLEX BLOCK-A	990-67-75000-215-000	7,500.00
09/22/2023	196735	HEARTLAND BUSINESS	632710-H	09/06/2023	FIRE/EMS- HBS FLEX BLOCK-A	100-00-15980-000	7,500.00
09/22/2023	196735	HEARTLAND BUSINESS	632711-H	09/06/2023	FIRE/EMS-NEW BUILDING NET	990-67-75000-215-000	4,400.00
09/22/2023	196735	HEARTLAND BUSINESS	632711-H	09/06/2023	FIRE/EMS-NEW BUILDING NET	990-98-20214-510	4,400.00-
09/22/2023	196735	HEARTLAND BUSINESS	632711-H	09/06/2023	FIRE/EMS-NEW BUILDING NET	100-00-15980-000	4,400.00
09/22/2023	196735	HEARTLAND BUSINESS	632712-H	09/06/2023	FIRE/EMS- NEW BUILDING WIR	990-67-75000-215-000	1,480.00
09/22/2023	196735	HEARTLAND BUSINESS	632712-H	09/06/2023	FIRE/EMS- NEW BUILDING WIR	990-98-20214-510	1,480.00-
09/22/2023	196735	HEARTLAND BUSINESS	632712-H	09/06/2023	FIRE/EMS- NEW BUILDING WIR	100-00-15980-000	1,480.00
09/22/2023	196735	HEARTLAND BUSINESS	633649-H	09/13/2023	IT-MICROSOFT LICENSES SEPT	100-10-51450-252-000	1,000.16

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 196735:							14,380.16
196736							
09/22/2023	196736	INSIGHT FS	50029599	07/12/2023	PK-ATHLETIC FIELD CHALK	100-52-55200-280-000	359.60
09/22/2023	196736	INSIGHT FS	50029657	07/18/2023	PK-ATHLETIC FIELD CHALK	100-52-55200-280-000	383.60
Total 196736:							743.20
196737							
09/22/2023	196737	ISTATE TRUCK CENTER	C271129355:	09/13/2023	PW-#28 PRESSURE PROT VALV	100-31-53240-350-000	13.02
09/22/2023	196737	ISTATE TRUCK CENTER	C271129499:	09/14/2023	PW-#28 VALVE-4-WAY 2 POSITI	100-31-53240-350-000	284.17
Total 196737:							297.19
196738							
09/22/2023	196738	JAMES, KATHERINE	081123	08/11/2023	REC-THEATER DIRECTOR	100-53-55300-200-160	500.00
Total 196738:							500.00
196739							
09/22/2023	196739	MAROUSEK, CHELSEA	SDCSEPT20	09/19/2023	TRE-OVERPAYMENT OF PARKI	100-00-21100-000	64.41
Total 196739:							64.41
196740							
09/22/2023	196740	MID-STATE EQUIPMENT	K54391	06/28/2023	PW-CAP SKIDLOADER FUEL CA	100-31-53240-350-000	11.71
09/22/2023	196740	MID-STATE EQUIPMENT	K58569	09/13/2023	PW--BELT 2012 BOBCAT	100-31-53240-350-000	92.07
Total 196740:							103.78
196741							
09/22/2023	196741	MSA PROFESSIONAL SE	351520-9	09/11/2023	ENG-TIF #12 GREENFIELD EST	312-10-59297-920-000	3,213.85
09/22/2023	196741	MSA PROFESSIONAL SE	351520-9	09/11/2023	ENG-TIF #12 GREENFIELD EST	312-10-59296-920-000	3,213.85
09/22/2023	196741	MSA PROFESSIONAL SE	351520-9	09/11/2023	ENG-TIF #12 GREENFIELD EST	312-10-59295-920-000	3,213.85
09/22/2023	196741	MSA PROFESSIONAL SE	351520-9	09/11/2023	ENG-TIF #12 GREENFIELD EST	312-30-57330-821-000	3,213.86
09/22/2023	196741	MSA PROFESSIONAL SE	351540-6	09/08/2023	ENG-TIF #11 SPIRIT LAKE UTILI	311-30-57330-821-000	2,315.64
09/22/2023	196741	MSA PROFESSIONAL SE	351540-6	09/08/2023	ENG-TIF #11 SPIRIT LAKE UTILI	311-10-59295-920-000	2,315.62
09/22/2023	196741	MSA PROFESSIONAL SE	351540-6	09/08/2023	ENG-TIF #11 SPIRIT LAKE UTILI	311-10-59296-920-000	2,315.62
09/22/2023	196741	MSA PROFESSIONAL SE	351540-6	09/08/2023	ENG-TIF #11 SPIRIT LAKE UTILI	311-10-59297-920-000	2,315.62
09/22/2023	196741	MSA PROFESSIONAL SE	351560-2	09/09/2023	ENG-BARABOO LANFILL MONIT	100-31-53630-275-000	10,717.48
09/22/2023	196741	MSA PROFESSIONAL SE	351590-5	09/11/2023	TIF #11 SANITARY SEWER FLO	311-10-59296-920-000	1,417.21
09/22/2023	196741	MSA PROFESSIONAL SE	351610-5	09/13/2023	BLDG INSP - INSPECTION SER	100-22-52400-272-000	4,393.96
Total 196741:							38,646.56
196742							
09/22/2023	196742	NACHTIGAL CONSTRUC	7971	07/24/2023	ZOO-LLAMA BUILDING GUTTER	870-52-55410-861-000	1,330.00
Total 196742:							1,330.00
196743							
09/22/2023	196743	NAPA AUTO PARTS	486864	08/14/2023	PW-#28 AIR FILTER	100-31-53240-350-000	12.71
09/22/2023	196743	NAPA AUTO PARTS	489113	09/12/2023	PW-#49 CHOPPER FUEL PUMP	100-31-53240-350-000	37.96
09/22/2023	196743	NAPA AUTO PARTS	489354	09/15/2023	PW-BALE CHOPPER HOSE CLA	100-31-53240-350-000	9.60
09/22/2023	196743	NAPA AUTO PARTS	489375	09/15/2023	PW-HOSE CLAMPS	100-31-53240-350-000	10.80

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09/22/2023	196743	NAPA AUTO PARTS	489722	09/20/2023	PW-FUEL FILTER	100-31-53240-350-000	23.76
09/22/2023	196743	NAPA AUTO PARTS	489811	09/21/2023	PW- HYDRAULIC FILTER/AIR FIL	100-31-53240-350-000	53.36
Total 196743:							148.19
196744							
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-172933	06/21/2023	PW-BRAKE CALIPER CORE RE	100-31-53240-350-000	54.00-
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-175728	07/16/2023	PW-BATTERY CORE RETURN	100-31-53240-350-000	10.00-
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-181570	09/06/2023	PW-#2 BATTERY	100-31-53240-350-000	128.13
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-181593	09/06/2023	PK-STRIPER BATTERY	100-52-55200-250-000	118.86
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-181606	09/06/2023	PW-BATTERY FIRE/EMS CAR 1 (100-31-53240-350-000	360.16
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-181689	09/07/2023	PW-CORE RETURNS (3)	100-31-53240-350-000	30.00-
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-181785	09/07/2023	PW-CORE RETURN	100-52-55200-250-000	10.00-
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-182319	09/12/2023	PW-FUEL FITERS; FUEL TUBIN	100-31-53240-350-000	71.28
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-182320	09/12/2023	PW-BRAKE CLEANER, SPRAY L	100-31-53240-348-000	330.84
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-182630	09/15/2023	PW- BATTERY BAL CHOPPER #	100-31-53240-350-000	55.35
09/22/2023	196744	OREILLY AUTO PARTS/FI	2366-183167	09/20/2023	PW- BATTERY/CORE CHARGE	100-31-53240-350-000	55.35
Total 196744:							1,015.97
196745							
09/22/2023	196745	PEI - PERSONNEL EVALU	47803	05/31/2023	PD- PEP TESTS FOR CSO CAN	100-20-52110-216-000	75.00
Total 196745:							75.00
196746							
09/22/2023	196746	RAWSON, SCOTT	081123	08/11/2023	REC-THEATER INSTRUCTOR	100-53-55300-200-160	400.00
Total 196746:							400.00
196747							
09/22/2023	196747	REINDERS-PETRULIS, G	081123	08/11/2023	REC-SUMMER YOUTH THEATR	100-53-55300-200-160	400.00
Total 196747:							400.00
196748							
09/22/2023	196748	SHERWIN INDUSTRIES I	SS099925	09/15/2023	PW-#48 CRAFTCO ROUTER, CUT	100-31-53240-350-000	663.42
Total 196748:							663.42
196749							
09/22/2023	196749	SSM HEALTHCARE ST CL	1223213040	09/04/2023	PD- BLOOD DRAW B23-04872	100-20-52110-270-000	88.00
Total 196749:							88.00
196750							
09/22/2023	196750	SULLIVANS TWO UNLIMI	163446	09/14/2023	PD- SQUAD 45 OIL CHANGE	100-20-52110-240-000	57.74
Total 196750:							57.74
196751							
09/22/2023	196751	SUNRISE PROPERTY CA	10745	09/03/2023	PD-MOWING SERVICES 1 PARC	100-31-53640-270-000	100.94
Total 196751:							100.94

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196752							
09/22/2023	196752	THE SHOE BOX	85586	09/02/2023	PW-CASEY ANSTETT BOOTS	100-31-53230-319-000	150.00
Total 196752:							150.00
196753							
09/22/2023	196753	TRDMS LLC	FIRE-EMS-2	09/14/2023	FIRE/EMS-SERVICES AUG 15TH	430-21-57211-212-000	607.50
Total 196753:							607.50
196754							
09/22/2023	196754	TRUGREEN COMMERCIA	183034930	09/12/2023	CITY-WEED CONTROL	100-11-51640-260-000	111.82
Total 196754:							111.82
7002909							
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	041272-0912	09/12/2023	CC-ELECTRIC	100-52-55130-222-000	2,444.26
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	041272-0912	09/12/2023	CC-HEAT	100-52-55130-223-000	96.22
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	056281-0911	09/11/2023	FIRE-SIRENS	100-21-52500-222-000	6.20
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	086392-0830	08/30/2023	PW - HISTORIC LIGHTS	240-31-53420-222-000	1,233.27
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	26926188-09	09/12/2023	CITY-ELECTRICITY SEPT 23	100-11-51640-222-000	5,112.13
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	26926188-09	09/12/2023	CITY-GAS SEPT 23	100-11-51640-223-000	349.18
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	4792325289-	09/12/2023	POOL-ELECTRIC	100-53-55420-222-000	1,065.40
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	4792325289-	09/12/2023	POOL-HEAT	100-53-55420-223-000	488.39
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	667361-0908	09/08/2023	PK-PIERCE PARK PAVILION ELE	100-52-55200-222-000	218.44
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	667361-0908	09/08/2023	PK-PIERCE PAVILION HEAT	100-52-55200-223-000	63.19
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	671025-0912	09/12/2023	PW- CITY SERVICE ELCTRIC	100-31-53270-222-000	2,182.54
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	671025-0912	09/12/2023	PW- CITY SERVICE GAS	100-31-53270-223-000	112.69
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	837782-0912	09/12/2023	ZOO-HEAT	100-52-55410-223-000	15.65
09/22/2023	7002909	ALLIANT ENERGY-ONLIN	837782-0912	09/12/2023	ZOO-ELECTRIC	100-52-55410-222-000	631.46
Total 7002909:							14,019.02
7002910							
09/22/2023	7002910	COMPLETE OFFICE OF	543821	09/07/2023	FIN-COPY PAPER	100-11-51500-250-000	134.91
Total 7002910:							134.91
7002911							
09/22/2023	7002911	MENARDS - BARABOO	24264-31900	08/29/2023	PW-2-DOOR WALL CABINET CS	100-31-53270-350-000	169.99
09/22/2023	7002911	MENARDS - BARABOO	24338-31900	08/30/2023	PK-WASP SPRAY	100-52-55200-340-000	13.36
09/22/2023	7002911	MENARDS - BARABOO	24436-31900	08/31/2023	PW-SUPPLIES	100-31-53300-364-000	97.00
09/22/2023	7002911	MENARDS - BARABOO	24436-31900	08/31/2023	PW-SUPPLIES	100-31-53270-350-000	37.92
09/22/2023	7002911	MENARDS - BARABOO	24512-31900	09/01/2023	PW-TWISTLOCK PHOTOCCEL SU	240-31-53420-350-000	24.96
09/22/2023	7002911	MENARDS - BARABOO	24518-31900	09/01/2023	PW-FORM MATERIALS	100-31-53300-340-000	68.88
09/22/2023	7002911	MENARDS - BARABOO	24993-31900	09/07/2023	PW-MANHOLE PROTECTION P	950-36-83100-340-000	328.95
09/22/2023	7002911	MENARDS - BARABOO	25089-31900	09/08/2023	PK-ATTRIDGE BRIDGE REPAIR	100-52-55200-280-000	221.06
09/22/2023	7002911	MENARDS - BARABOO	25090-31900	09/08/2023	CSC - OFFICE LIGHT SWITCH	100-31-53270-350-000	3.78
09/22/2023	7002911	MENARDS - BARABOO	25403-31900	09/12/2023	PW-MINI VAC PUMP/FITTINGS	950-36-83100-340-000	45.98
09/22/2023	7002911	MENARDS - BARABOO	25403-31900	09/12/2023	PW-MINI VAC PUMP/FITTINGS	100-31-53240-340-000	45.98
09/22/2023	7002911	MENARDS - BARABOO	25501-31900	09/13/2023	PW- CONCRETE BRICK	950-36-83100-410-000	401.76
Total 7002911:							1,459.62
Grand Totals:							188,554.57

FINANCE COMMITTEE APPROVAL:

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18466						
09/15/2023	BATTERIES PLUS LLC	W-P6518115	08/24/2023	WA-SCADA BATTERIES (3)	970-37-93210-250-000	75.45
Total 18466:						75.45
18467						
09/15/2023	CROELL REDI-MIX INC	W777107	08/31/2023	WA-CURB: MAIN BRK@1715 ALGONQUIN	970-37-67300-236-000	128.78
Total 18467:						128.78
18468						
09/15/2023	CT LABORATORIES LLC	W180686	09/13/2023	WA-WELL NO. 6: CYANIDE TEST	970-37-64200-217-000	30.00
09/15/2023	CT LABORATORIES LLC	W180857	09/07/2023	WA-WELL NO. 2: ANIONS/SDWA/NITRATES	970-37-64200-217-000	15.00
09/15/2023	CT LABORATORIES LLC	W181045	09/13/2023	WA-COPPER/LEAD TESTS: 7 PROPERTIES	970-37-64200-217-000	245.00
Total 18468:						290.00
18469						
09/15/2023	FAITH LEAK DETECTION SERVI	W1022121	08/22/2023	WA-SANDBLAST/PAINT HYDRANTS (72)	970-37-67700-241-000	9,105.00
Total 18469:						9,105.00
18470						
09/15/2023	FARRELL EQUIPMENT & SUPPL	W74916	09/07/2023	WA-SAW BLADES (2) 14" VARICUT	970-37-66500-340-000	192.00
Total 18470:						192.00
18471						
09/15/2023	FASTENAL COMPANY	S-WIBAR241	07/28/2023	SE-RET'D MAIN PARTS: LAKE ST RR TRESTL	960-36-83100-236-000	26.55-
09/15/2023	FASTENAL COMPANY	S-WIBAR241	07/28/2023	SE-RET'D MAIN PARTS: LAKE ST RR TRESTL	960-36-83100-236-000	33.95-
09/15/2023	FASTENAL COMPANY	W-WIBAR24	08/25/2023	WA-BLUE MARKING PAINT-CUST WIBAR0032	970-37-66500-340-000	42.44
09/15/2023	FASTENAL COMPANY	W-WIBAR24	09/15/2023	WA-BLUE MARKING PAINT-CUST WIBAR0032	970-37-66500-340-000	42.44
Total 18471:						24.38
18472						
09/15/2023	FIRST SUPPLY LLC MADISON	W13833181	08/28/2023	WATER-INVENTORY-CUST 5004019	970-96-10154-001	1,832.69
09/15/2023	FIRST SUPPLY LLC MADISON	W13833181	08/28/2023	WATER-MAIN CAPS/PLUGS	970-37-67300-236-000	198.56
09/15/2023	FIRST SUPPLY LLC MADISON	W13834805	08/29/2023	WATER-INVENTORY-CUST 5004019	970-96-10154-001	3,310.75
Total 18472:						5,342.00
18473						
09/15/2023	FITZWILLIAMS, THOMAS M	S024	08/04/2023	SE-CONSULTING: TREATMENT ISSUES	960-36-85200-200-000	825.00
09/15/2023	FITZWILLIAMS, THOMAS M	S026	09/01/2023	SE-CONSULTING: TREATMENT ISSUES	960-36-85200-200-000	1,017.50
Total 18473:						1,842.50
18474						
09/15/2023	JWC ENVIRONMENTAL INC	S116147	08/23/2023	SE-HEADWORKS GRINDER-CUST 6004462	960-96-10332-001	18,927.04
09/15/2023	JWC ENVIRONMENTAL INC	S116147	08/23/2023	SE-HEADWORKS GRINDER-CUST 6004462	960-36-95000-814-000	18,000.00
09/15/2023	JWC ENVIRONMENTAL INC	S116147	08/23/2023	SE-HEADWORKS GRINDER-CUST 6004462	960-36-95000-899-000	18,000.00-
Total 18474:						18,927.04

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18475						
09/15/2023	KLM ENGINEERING INC	W9757	09/01/2023	WA-COMM AVE TOWER MIXER/SCADA BOX	970-96-10107-001	22,214.00
Total 18475:						22,214.00
18476						
09/15/2023	KWIK TRIP	U468459AU	08/31/2023	SEWER-FUEL: JETVAC	950-36-83100-348-000	64.15
09/15/2023	KWIK TRIP	U468459AU	08/31/2023	SEWER-FUEL: JETVAC	960-36-83100-348-000	64.16
09/15/2023	KWIK TRIP	U468459AU	08/31/2023	SEWER-FUEL: PICKUP	960-36-82800-348-000	50.90
09/15/2023	KWIK TRIP	U468459AU	08/31/2023	SEWER-FUEL: MOWER	960-36-82700-390-000	49.25
09/15/2023	KWIK TRIP	U468459AU	08/31/2023	WATER-FUEL: TRUCKS	970-37-66200-348-000	1,053.18
09/15/2023	KWIK TRIP	U468459AU	08/31/2023	WATER-FUEL: MOWER	970-37-63100-260-000	13.33
09/15/2023	KWIK TRIP	U468459AU	08/31/2023	WATER-FUEL: MOWER	970-37-66100-348-000	13.34
09/15/2023	KWIK TRIP	U468459AU	08/31/2023	WATER-FUEL: SAWS	970-37-67300-348-000	52.42
Total 18476:						1,360.73
18477						
09/15/2023	MARTELLE WATER TREATMEN	S25767	09/05/2023	SE-RARE EARTH (275 GAL)-CUST 6232	960-36-82710-345-000	4,579.25
Total 18477:						4,579.25
18478						
09/15/2023	MENARDS - BARABOO	S24376	08/30/2023	SE-P TRAP RETURN: LAB DISHWASHER	960-36-82700-250-000	14.38-
09/15/2023	MENARDS - BARABOO	S24380	08/30/2023	SE-LAB DISHWASHER PARTS	960-36-82700-250-000	66.39
09/15/2023	MENARDS - BARABOO	S24380	08/30/2023	SE-BROOM/SHOVEL/GOLDLINE	960-36-85600-390-000	63.97
09/15/2023	MENARDS - BARABOO	S24380	08/30/2023	SE-PAINT/SUPPLIES-ACCT 31900288	960-36-83400-260-000	35.14
Total 18478:						151.12
18479						
09/15/2023	NCL OF WISCONSIN INC	S491779	08/22/2023	SEWER-LAB DISHWASHER-ACCT 3595	960-96-10395-001	10,310.17
09/15/2023	NCL OF WISCONSIN INC	S491789	08/23/2023	SEWER-LAB SUPPLIES-ACCT 3595	960-36-82700-340-000	324.76
09/15/2023	NCL OF WISCONSIN INC	S492443	09/07/2023	SEWER-LAB SUPPLIES-ACCT 3595	960-36-82700-340-000	78.28
Total 18479:						10,713.21
18480						
09/15/2023	RHYME BUSINESS PRODUCTS	U34721619	08/21/2023	UTIL-COPIER LEASE/PAPERCUT/USAGE	970-37-93200-530-000	112.63
09/15/2023	RHYME BUSINESS PRODUCTS	U34721619	08/21/2023	UTIL-COPIER LEASE/PAPERCUT/USAGE	240-36-84000-250-000	29.41
09/15/2023	RHYME BUSINESS PRODUCTS	U34721619	08/21/2023	UTIL-COPIER LEASE/PAPERCUT/USAGE	950-36-84000-250-000	88.19
09/15/2023	RHYME BUSINESS PRODUCTS	U34721619	08/21/2023	UTIL-COPIER LEASE/PAPERCUT/USAGE	960-36-85100-530-000	91.81
Total 18480:						322.04
18481						
09/15/2023	SEWER DEBT SERVICE FUND	S09/2023	09/15/2023	SEWER-SEPT 2023 FUNDING	960-96-10125-001	27,965.14
Total 18481:						27,965.14
18482						
09/15/2023	SEWER EQUIPMENT REPLACE	S09/2023	09/15/2023	SEWER-QTR #3, 2023 FUNDING	960-96-10128-001	6,290.00
Total 18482:						6,290.00

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18483						
09/15/2023	SJE INC	S-CD994936	08/25/2023	SE-SERVICE: SCADA ISSUE W/GENERATOR	960-36-83410-250-000	1,577.30
Total 18483:						1,577.30
18484						
09/15/2023	TERRYTOWN PLUMBING INC	S164954	09/05/2023	SE-GLUE/PRIMER: MAIN@WALNUT/MAPLE	960-36-83100-236-000	75.98
Total 18484:						75.98
18485						
09/15/2023	THE EXPEDITERS INC	S3619	07/24/2023	SE-TELEWISE SAN'T MAINS (48,349 LF OF 6"-	960-36-83100-270-000	28,525.91
Total 18485:						28,525.91
18486						
09/15/2023	WI STATE LABORATORY OF HY	W752619	08/31/2023	WA-FLUORIDE TEST-AUG 2023	970-37-64200-217-000	28.00
Total 18486:						28.00
18487						
09/15/2023	WIESER CONCRETE PRODUCT	W-INV17299	08/23/2023	WA-HYDT: REACTION BLOCKS (3)-CUST X-0	970-37-67700-241-000	255.00
09/15/2023	WIESER CONCRETE PRODUCT	W-INV17299	08/23/2023	WA-MAIN: REACTION BLOCKS (2)-CUST X-0	970-37-67300-236-000	170.00
Total 18487:						425.00
18488						
09/15/2023	WIS DEPT OF NATURAL RESOU	W34494-202	08/09/2023	WATER-SCHWARZ '23 CERT #34494	970-37-93000-320-000	45.00
Total 18488:						45.00
Grand Totals:						140,199.83

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1420							
09/11/2023	1420	US BANK	1175-082523	08/25/2023	LIB-YOUTH GIANT BUBBLE	285-51-55113-381-000	5.24
09/11/2023	1420	US BANK	1175-082523	08/25/2023	LIB-YOUTH SUPPLIES FOR 8/3	285-51-55113-381-000	10.00
09/11/2023	1420	US BANK	1175-082523	08/25/2023	LIB-YOUTH PROJECT SUPPLIE	285-51-55113-381-000	19.44
09/11/2023	1420	US BANK	1175-082523	08/25/2023	LIB-YOUTH JARS/SHAVE CR,GI	285-51-55113-381-000	27.50
09/11/2023	1420	US BANK	1175-082523	08/25/2023	LIB-TEEN GLASS BOTTLES	285-51-55113-382-000	13.75
09/11/2023	1420	US BANK	1175-082523	08/25/2023	LIB-TEEN PROGRAM SUPPLIES	285-51-55113-382-000	20.27
09/11/2023	1420	US BANK	1175-082523	08/25/2023	LIB-YOUTH PROGRAMMING SU	285-51-55113-381-000	11.34
09/11/2023	1420	US BANK	1175-082523	08/25/2023	LIB-YOUTH 1000 BOOKS PRIZE	285-51-55113-381-000	55.00
09/11/2023	1420	US BANK	28829-08252	08/25/2023	PD- SPLASHTOP ANNUAL FEE	100-20-52130-252-000	198.00
09/11/2023	1420	US BANK	28829-08252	08/25/2023	PD- WICNA CONFERENCE SAB	100-20-52120-330-000	500.00
09/11/2023	1420	US BANK	28829-08252	08/25/2023	PD- BONHAM WNOA GB HOTEL	100-20-52120-330-000	268.00
09/11/2023	1420	US BANK	28829-08252	08/25/2023	PD- OLYMPUS RECORDER FOR	100-20-52110-340-000	45.00
09/11/2023	1420	US BANK	2972-082523	08/25/2023	ADMIN-AUG CONSTANT CONTA	100-14-51400-320-000	45.00
09/11/2023	1420	US BANK	3239-082523	08/25/2023	PD- DUCT TAPE & ARMORALL	100-20-52110-340-000	27.92
09/11/2023	1420	US BANK	3239-082523	08/25/2023	PD- MAILING TASER FOR REPAI	100-20-52110-250-000	4.85
09/11/2023	1420	US BANK	3287-082523	08/25/2023	PK-STAMPS	100-52-55200-343-000	41.25
09/11/2023	1420	US BANK	6187-082523	08/25/2023	LIB- WHEN I WORK MONTHLY S	285-51-55112-311-000	50.00
09/11/2023	1420	US BANK	6518-082523	08/25/2023	PW-MILW 8 GAL DUST EXTRAC	100-31-53300-392-000	649.00
09/11/2023	1420	US BANK	6518-082523	08/25/2023	PW-MILW HOLE SAW SETS	100-31-53300-392-000	176.22
09/11/2023	1420	US BANK	6518-082523	08/25/2023	PW-MILW 18V ROTARY HAMME	100-31-53300-392-000	749.00
09/11/2023	1420	US BANK	6518-082523	08/25/2023	PW-SEAT COVERS #14	100-31-53240-340-000	39.98
09/11/2023	1420	US BANK	6518-082523	08/25/2023	PW-SOLENOID RELAY	100-31-53350-350-000	30.58
09/11/2023	1420	US BANK	6518-082523	08/25/2023	PW-MILW DUST EXTRACTOR A	100-31-53300-392-000	223.96
09/11/2023	1420	US BANK	7925-082523	08/25/2023	CDA-POSTAGE	100-00-15980-000	50.00
09/11/2023	1420	US BANK	8480-082523	08/25/2023	PW-MEAL FOR CREW 8/7/23	100-31-53230-390-000	78.00
09/11/2023	1420	US BANK	8480-082523	08/25/2023	PW-SHOVEL HOLDERS FOR TR	100-31-53240-350-000	216.24
09/11/2023	1420	US BANK	8480-082523	08/25/2023	PW-SAFETY JACKETS/RAIN BIB	100-31-53230-319-000	647.07
09/11/2023	1420	US BANK	8625-082523	08/25/2023	FIN-CIVIC SYSTEMS REG ZEMA	100-11-51500-320-000	705.00
09/11/2023	1420	US BANK	8625-082523	08/25/2023	CLK-PARKING FOR UW CONFE	100-11-51420-330-000	6.00
09/11/2023	1420	US BANK	8895-082523	08/25/2023	PD- LEXISNEXIS	100-20-52120-270-000	200.00
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-MAINTENANCE SUPPLIES	285-51-55115-360-000	21.13
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-PROGRAMMING-CHILDREN	285-51-55113-381-000	7.92
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-SUNSHINE FUND (STAFF BI	850-51-55110-300-000	10.97
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-PROGRAMMING-ADULT SM	285-51-55113-384-000	13.96
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-PROGRAMMING-TEEN	285-51-55113-382-000	1.28
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-TEEN GIFT CARD	285-51-55113-382-000	20.00
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-PROGRAMMING-TEEN CAN	285-51-55113-382-000	25.77
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-PROGRAMMING-ADULT TR	285-51-55113-384-000	15.43
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB PROGRAMMING-CHILDREN	285-51-55113-381-000	1.44
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-STAFF MEETING TREATS	285-51-55110-390-000	36.00
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-PROGRAMMING-TEEN GRO	285-51-55113-382-000	26.10
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-PROGRAMMING-TEEN COL	285-51-55113-382-000	2.50
09/11/2023	1420	US BANK	8972-082523	08/25/2023	LIB-PROGRAMMING-CHILDREN	285-51-55113-381-000	11.25
09/11/2023	1420	US BANK	8972-082523	08/25/2023	TAX REIMB FROM JULY 2023	100-00-21100-000	2.47
09/11/2023	1420	US BANK	8979-082523	08/25/2023	LIB - ILL POSTAGE	285-51-55110-343-000	34.02
09/11/2023	1420	US BANK	8979-082523	08/25/2023	LIB - DONORPERFECT MONTHL	285-51-55112-311-000	79.83
09/11/2023	1420	US BANK	8979-082523	08/25/2023	LIB - ILL POSTAGE	285-51-55110-343-000	23.61
09/11/2023	1420	US BANK	9550-082523	08/29/2023	LIB-TEEN PROGRAM RICE KRIS	285-51-55113-382-000	69.61
09/11/2023	1420	US BANK	9550-082523	08/29/2023	LIB-YOUTH PROGRAM SUPPLI	285-51-55113-381-000	32.40
09/11/2023	1420	US BANK	9682-082523	08/25/2023	FIN-CIVIC SYMPOSIUM OSTR	100-11-51500-320-000	235.00
Total 1420:							5,784.30
Grand Totals:							5,784.30

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

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 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

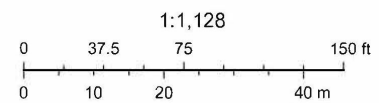
By: _____
Casey Bradley, City Administrator
City of Baraboo, Wisconsin

Date: _____

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



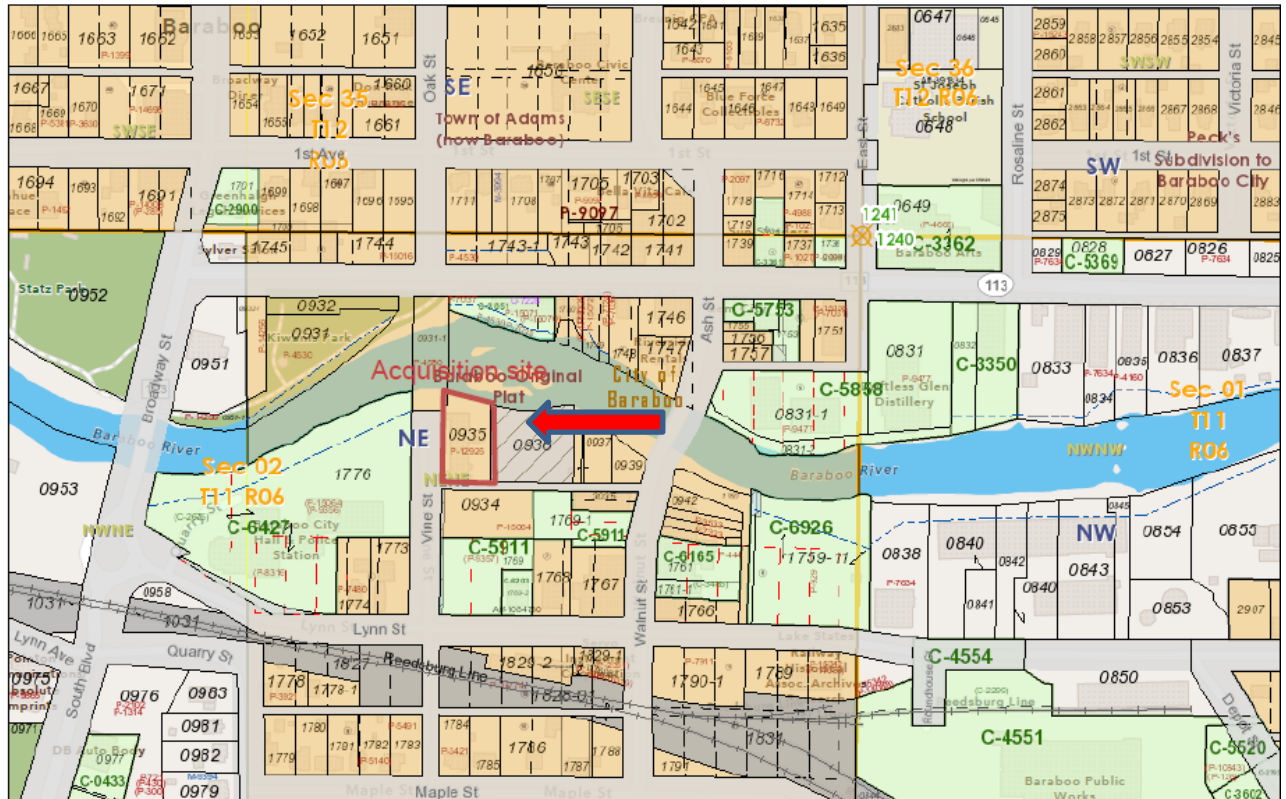
4/5/2022, 9:14:30 AM



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

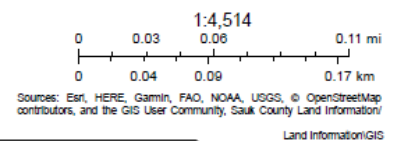
Baraboo GIS
Sauk County, Maxar, Microsoft |

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



4/29/2022, 10:43:12 AM

- | | | | | |
|--------------------------|----------------|----------------------|----------------------|-----------------|
| 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:

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: _____

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: _____

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.

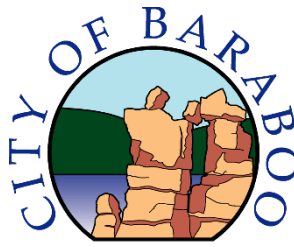
Offered By: Finance Committee

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	

MEMORANDUM

To: Finance and Personnel Committee

From: Patrick Cannon
CDA Executive Director

CC: Casey Bradley
Tom Pinion

Re: City Administrator Recruitment Process

Date: September 19, 2023

At the September 12, 2023 Finance and Personnel meeting, staff was directed to seek Proposals for the recruitment of a new City Administrator.

Three firms were contacted and requested that they provide a Proposal for us. The firms are:

1. Baker Tilly
2. GovHR usa (GovHR)
3. Public Administration Associates, LLC (PAA)

Only GovHR and PAA submitted a proposal.

The estimated prices are as follows:

GovHR	\$23,500
PAA	\$15,750

Both firms estimate the process to take approximately 14-16 weeks to complete. The start date will also depend on the new hire to give adequate time with their current employer.

I am very well acquainted with both firms. Each firm is comprised of retired Administrators/Managers. This will help in the recruiting and review process.

At this time, my recommendation is to authorize staff to complete the negotiations with Public Administration Associates, LLC for the recruitment process.

Please let me know if you have any questions.

City of Baraboo, Wisconsin Request for Proposal City Administrator Recruitment & Selection

September 18, 2023



630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:

Laurie Pederson
Senior Vice President
Operations & Client Services
847-380-3198
LPederson@GovHRusa.com

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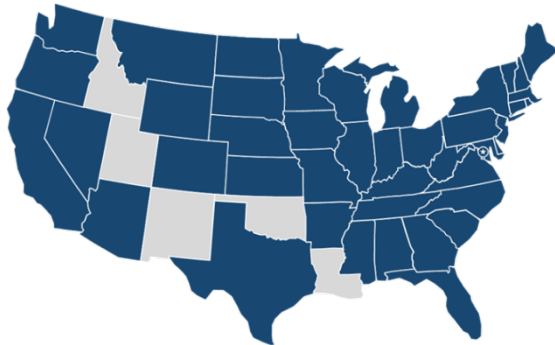
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Attachments

Consultant Biography
Client List

Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 29 full-time and 12 permanent part-time employees including 12 full-time recruiters and more than 30 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,250 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Leadership



Heidi Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori

Chief Executive Officer

847-380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Why Choose GovHR?

Unparalleled Expertise and Level of Service: We are a leader in the field of local government recruitment and selection with experience in **44 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as **Outstanding** and indicate that they plan to use our services or highly recommend us in the future.

Delivering the Best: We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates. Additionally, before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Services for Any Budget and Any Search: We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services [here on our website](#).

Our Team

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Senior Vice President Dave De Angelis. He will act as your project manager and primary point of contact for this project. His full biography can be found as part of the Appendix.

Project Manager & Main Point of Contact



Dave De Angelis

Senior Vice President

847-380-3240

DDeAngelis@GovHRusa.com

Proposal Inquiries



Laurie Pederson

Senior Vice President

Operations & Client Services

847-380-3198

LPederson@GovHRusa.com

References

We are a proven leader in public sector consulting. ***More than one-third of the organizations served by GovHR are repeat clients.*** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector.

The following references can speak to the quality of service provided by GovHR.

Beaver Dam, WI

(City Administrator, 2022)

Rebecca Glewen, Mayor
205 S. Lincoln Ave
Beaver Dam, WI 53916
920-887-4600 ext. 398
rglewen@ci.beaverdam.wi.gov
Zach Zopp, Council President
zzopp@ci.beaverdam.wi.gov

Plymouth, WI

(City Administrator/Utilities Manager, 2022)

Don Pohlman, Mayor
128 Smith Street
Plymouth, WI 53073
920-893-1471
DPohlman@plymouthwi.gov
Leah Federwisch, HR Specialist
LFederwisch@plymouthwi.gov
Kathy Halloran, President-Police & Fire Commission
halloranka@gmail.com

Oak Creek, WI

(Human Resources Manager, 2022)

(Neighborhood Preservation Officer - Professional Outreach, 2021)

(Assistant City Administrator/Comptroller, 2020)

(Assistant Comptroller - Professional Outreach, 2019)

(Design Engineer - Professional Outreach, 2019)

(Zoning Administrator - Professional Outreach, 2019)

(City Administrator, 2016)

Andrew Vickers, City Administrator
8040 S. 6th Street
Oak Creek, WI 53154
avickers@oakcreekwi.org

Waukesha, WI

(Finance Director, 2022)

(Cemetery Director - Limited, 2021)

(Chief of Police, 2020)

(HR Director, 2019)

(City Administrator, 2015)

Kevin Lahner, former City Administrator
(Current City Manager in Janesville, WI)
lahnerk@ci.janesville.wi.us
Dr. Marquise D. Vasquez, Director of Human Resources
201 Delafield Street, 3rd Floor
Waukesha, WI 53188
262-524-3700

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- Surveys can be used for department personnel to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
 - The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.

- Placement of the Position Announcement:
 - Public sector online Career Centers
 - Social media: LinkedIn (posted on GovHR Executives LinkedIn news feeds to reach over 50,000 connections), Facebook and Instagram
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References provided by the candidate are contacted
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will meet with the Client to review the recruitment report and provide additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates' credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include four to five candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion. Since our firm's inception we have supported, with our time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of our website at GovHRusa.com.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

Recruiting in Today's Candidate Market

The GovHR team is aware of the lasting impact that the Great Resignation has had on nearly all local government positions. Data shows annual quit rates have been at record highs the past two years. Additionally, there is a growing trend of public workers accelerating retirement plans, a drastic change from when workers were *postponing* retirement.

Our team of consultants work diligently to ensure the success of each recruitment and will be transparent upfront and throughout the process regarding any obstacles or delays they anticipate. Despite these challenging times, we have still seen a tremendous amount of success in our recruitments largely due to our consultants' outreach methods and our team's marketing strategies.

GOVHR'S RECOMMENDATIONS TO RECRUIT AND RETAIN TOP TALENT

Responsive: Roll out the Welcome Mat! Candidates may struggle with relocating for a new position as well as be concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

Encouraging: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

Competitive: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

Resourceful: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully consider requirements such as CPA, Professional Engineer and others that will limit your talent pool – consider using the word "ideally" or "preferably."

Understanding: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

Innovative: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. GovHR will assist you in being as innovative as possible in your outreach.

Transparent: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are now showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information if we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee: (fee includes \$1,000 repeat client discount)	\$19,500
Recruitment Expenses: (not to exceed) ➤ Expenses include candidate due diligence efforts	\$1,500
Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i>	\$2,500*
Total:	\$23,500**

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services:

1st Invoice: Contract Award (40% of the Recruitment Fee)

2nd Invoice: Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date)

Final Invoice: Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses)

Payment of invoices is due within thirty (30) days of receipt.

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Baraboo, Wisconsin agrees to retain GovHR USA, LLC ("GovHR") to conduct a City Administrator Recruitment in accordance with its proposal dated September 18, 2023. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Baraboo, Wisconsin

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



DAVID DE ANGELIS



David De Angelis is a Senior Vice-President with GovHR USA, working on both executive search, general management consulting assignments as well as interim administrator roles. He has more than 30 years of experience in local government administration and leadership.

David has experience as both a full-time elected mayor for the City of Muskego for nine years as well as Village Manager for Elm Grove for almost 21 years. In both communities he was an innovator for process change and further professionalization of the organizations while creating positive workplace collaborative improvements and collegial work environments. This was done both in the high growth 1990's and the fiscally challenging 2000's until today.

David has also done multiple organizational evaluations for his communities over the years including upsizing and rightsizing operations, both of which were done with an attention to existing staffing and fiscal sustainability. David has had a direct hand in guiding human resources functions for both the City of Muskego and the Village of Elm Grove including the recruitment of all executive positions and department-level staff.

Mr. De Angelis has proven himself to be a regional leader in intergovernmental cooperation working across all lines of government. He was a founding member of the Waukesha County Cooperation Council, Community liaison for the regional sewage district (Milwaukee Metropolitan Sewerage District), Chairmen of the Act 150 County Library Committee as well as being part of multiple regional studies through the Southeastern Regional Planning Commission and State of Wisconsin study committees.

PROFESSIONAL EDUCATION

- Bachelor of Science degree in Business Management, Cardinal Stritch University
- Certified Public Administrator, University of Wisconsin, Milwaukee
- Credentialed Manager, ICMA (non-active)

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Guest lecturer University of Wisconsin- Milwaukee, MPA program
- Presentations to GFOA WI on Tax Incremental Law Changes
- Presentations to Wisconsin City/County Managers Associations on Law changes, management styles and local government cooperation

- Board of Directors-Past President Wisconsin City/County Management Association
- Board of Directors-Past President of the Milwaukee Area Municipal Employers Association
- Board of Directors- President (18 years) of League of Wisconsin Municipalities Mutual Insurance
- Board of Directors – League of Wisconsin Municipalities
- Board of Directors- Waukesha County Economic Development Corporation

AWARDS

- American Planning Association Legislator of the Year Award 2002 Life
- Lifesaving Award- City of Muskego

PROFESSIONAL BACKGROUND

30 Years of Experience in Local Government

- Village Manager, Elm Grove, WI 2002-2023
- Mayor, City of Muskego, WI 1993-2002

MEMBERSHIPS AND AFFILIATIONS





City Management Client List 2016 to Present

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2023	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Seward	City Manager	2019	2,693
	Unalaska	City Manager	2017	4,768
Arizona	Buckeye	City Manager	2021	69,744
Colorado	Eagle	Town Manager	2017	6,739
	Englewood	City Manager	2019	34,957
Connecticut	Cheshire	Town Manager	2017	29,261
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2018	45,246
	Enfield	Town Manager	2022	45,246
	Manchester	General Manager	2021	59,710
	Meriden	City Manager	2018	60,838
	Simsbury	Town Manager	2023	25,517
Delaware	Newark	City Manager	2018	33,398
Florida	Deerfield Beach	Assistant City Manager	2022	80,000
	Gainesville	Assistant City Manager	2021	133,997
	Lakeland	City Manager	2020	110,000
	Largo	Assistant City Manager	2018	82,244
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
	Decatur	Assistant City Manager	2018	25,000
	Decatur	City Manager	2018	25,000
Illinois	Barrington	Village Manager	2018	10,455
	Bloomington	City Manager	2018	78,005
	Centralia	City Manager	2020	13,000
	Crest Hill	City Administrator	2021	21,169
	Decatur	City Manager	2018	76,178
	Decatur	Deputy City Manager	2019	76,178
	DeKalb	City Manager	2018	43,849
	East Moline	City Administrator	2016	21,300
	East Peoria	City Administrator	2016	23,503
	Effingham	City Administrator	2018	12,577
	Forsyth	Village Administrator	2021	3,490
	Fox Lake	Village Administrator	2021	10,550
	Freeport	City Manager	2017	25,000
	Galesburg	City Manager	2022	33,706
	Galesburg	City Manager	2023	33,706
	Geneseo	City Administrator (Virtual)	2019	6,500

Greenville	City Manager	2021	7,000
Homewood	Assistant Village Manager (Virtual)	2017	19,464
Homewood	Assistant Village Manager (Virtual)	2021	19,464
Joliet	City Manager	2017	147,500
La Grange	Assistant Village Manager (Virtual)	2017	15,610
La Grange	Village Manager	2022	15,610
La Grange	Village Manager	2017	15,610
La Grange Park	Assistant Village Manager	2020	13,579
Lake Barrington	Village Administrator	2022	4,879
Lake Bluff	Assistant to the Village Administrator	2023	5,698
Lake Bluff	Assistant to the Village Manager	2016	5,698
Lake Forest	Assistant City Manager (Professional Outreach)	2022	19,375
Lake Forest	City Manager	2018	19,375
Lake Villa	Assistant to the Village Administrator	2023	8,774
Libertyville	Village Manager	2016	20,431
Lincolnshire	Assistant Village Manager/Community Development Director	2016	7,500
Lindenhurst	Village Administrator	2017	14,468
McHenry	City Administrator	2023	27,135
Moline	City Administrator	2017	43,100
Mundelein	Village Administrator	2020	31,385
Niles	Village Manager	2021	30,001
Normal	City Manager	2017	54,264
North Chicago	Chief of Staff	2021	30,020
Northbrook	Village Manager	2021	35,000
Oak Brook	Village Manager	2021	8,058
Oak Park	Assistant Village Manager/Human Resources Director	2019	52,000
Oak Park	Village Manager	2021	52,000
Oak Park Township	Township Manager	2023	51,774
Orland Park	Village Manager	2016	60,000
Orland Park	Village Manager	2019	60,000
Palos Heights	City Administrator (Virtual)	2021	12,480
Pekin	City Manager	2016	33,223
Peoria	Assistant City Manager	2021	115,234
Pingree Grove	Village Manager	2020	10,000
Pingree Grove	Village Manager	2023	10,000
Plainfield	Village Administrator	2021	41,734
Princeton	City Manager	2019	7,700
River Forest	Village Administrator	2021	11,635
Rock Island	City Manager	2021	39,684
Savoy	Village Administrator (Virtual)	2020	8,607
Schaumburg Township	Township Administrator (Virtual)	2021	140,000
Shorewood	Village Administrator	2018	17,495
Sycamore	City Manager (Professional Outreach)	2021	18,557
Vernon Hills	Village Manager	2021	25,911
Villa Park	Assistant Village Manager (Virtual)	2021	22,038
Villa Park	Village Manager	2022	22,038

	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2017	14,125
	Wauconda	Village Administrator	2021	14,125
	West Chicago	Assistant City Administrator	2022	27,221
	Willowbrook	Village Administrator	2019	8,967
	Winnetka	Assistant Village Manager	2019	12,417
	Woodridge	Village Administrator	2017	33,256
Indiana	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Ames	Assistant City Manager (Limited)	2023	66,498
	Bondurant	City Administrator	2017	5,493
	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Marion	Deputy City Manager	2022	30,000
	Muscatine	City Administrator	2020	23,819
	Newton	City Administrator	2016	15,000
	Webster City	City Manager	2016	8,000
	Windsor Heights	City Administrator	2023	4,860
	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Greenbelt	City Manager	2016	23,753
	Sykesville	Town Manager	2019	3,941
	Westminster	City Administrator	2021	18,522
Massachusetts	Brookline	Assistant Town Administrator - Finance (Virtual)	2022	58,732
	Cambridge	City Manager	2016	110,000
	Eastham	Town Administrator	2016	4,956
	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2018	20,676
	Adrian	City Administrator	2020	20,676
	Albany	City Manager	2018	8,337
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Eastpointe	City Manager	2019	32,673
	Ferndale	City Manager	2019	20,428
	Hamtramck	City Manager	2017	21,752
	Lincoln Park	City Manager	2019	36,665
	Oakland Township	Township Manager	2018	19,132
	Rochester	City Manager	2022	13,017
	Royal Oak	City Manager	2020	59,112
	St. Clair Shores	Assistant City Manager (Professional Outreach)	2021	59,984
	Troy	Assistant City Manager	2019	83,181
	Troy	City Manager	2018	83,181
Minnesota	Becker	City Administrator	2021	4,874
	Buffalo	Assistant City Administrator	2021	15,855

	Fairmont	City Administrator	2023	10,477
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnetonka	City Manager	2022	53,953
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
	Woodbury	Assistant City Administrator	2017	68,820
Missouri	Ballwin	City Administrator	2020	30,181
	Cape Girardeau	City Manager	2020	38,000
	Republic	City Administrator	2016	15,590
	South Lyon	City Manager	2018	11,327
	University City	Assistant City Manager	2020	35,172
	University City	Assistant to the City Manager/Communications Director	2018	35,172
	University City	Assistant to the City Manager/Director of Human Resources	2020	35,172
	University City	Assistant to the City Manager/Economic Development Director	2018	35,172
	University City	City Manager	2017	35,172
	Warrensburg	City Manager	2021	20,200
	Webster Groves	City Manager	2020	22,800
	Wildwood	City Manager	2019	35,524
Nebraska	Nebraska City	City Administrator	2022	7,200
Nevada	Boulder City	City Manager	2021	16,207
New Hampshire	Portsmouth	City Manager	2019	21,796
New York	Long Beach	Deputy City Manager (Virtual)	2022	33,275
	Mamaroneck (Town)	Town Administrator	2021	29,156
	Mamaroneck (Village)	Village Manager	2018	19,426
	New Rochelle	City Manager	2022	79,067
	Scarsdale	Village Manager	2021	17,837
North Carolina	Ayden	Town Manager	2023	5,000
	Fayetteville	Assistant City Manager	2017	210,000
	Fayetteville	Assistant City Manager	2018	210,000
	Fayetteville	Assistant City Manager	2022	210,000
North Dakota	Minot	Assistant City Manager	2023	45,700
	Minot	City Manager	2020	45,700
Ohio	Oberlin	City Manager	2016	8,390
Pennsylvania	Ferguson Township	Township Manager	2017	18,300
	Ferguson Township	Township Manager	2022	18,300
	Patton Township	Township Manager	2022	15,801
	South Fayette Township	Township Manager	2018	14,416
Tennessee	Oak Ridge	City Manager	2023	31,402
Texas	Austin	Assistant City Manager	2021	885,000
	Burleson	City Manager	2018	43,960
	Garland	Assistant City Manager	2016	233,206
	McKinney	Assistant City Manager	2019	191,645
	Missouri City	Assistant City Manager	2019	74,139

	Missouri City	City Manager	2022	74,139
Vermont	Winooski	City Manager	2022	7,997
Virginia	Chesapeake	City Manager	2019	245,000
	Portsmouth	City Manager	2020	96,000
	Salem	City Manager	2019	25,643
	Virginia Beach	City Manager	2019	442,707
Washington	Burien	City Manager	2022	52,066
	Duvall	City Administrator (Professional Outreach)	2021	8,090
	Yakima	Assistant City Manager	2021	97,000
West Virginia	Bridgeport	City Manager	2019	8,582
	Bridgeport	City Manager	2021	8,582
	Morgantown	City Manager	2016	31,000
Wisconsin	Baraboo	City Administrator	2019	12,048
	Bayside	Assistant Village Manager	2019	4,400
	Beaver Dam	City Administrator	2021	16,291
	Bellevue	Village Administrator	2018	15,524
	Beloit (Town)	Town Administrator	2016	7,083
	Beloit (Town)	Town Administrator	2020	7,083
	Franklin	Director of Administration	2019	36,155
	Glendale	City Administrator	2016	12,920
	Harrison	Village Manager	2021	13,185
	Hobart	Village Administrator	2016	8,500
	Monroe	City Administrator	2020	10,827
	Oak Creek	Assistant City Administrator/Comptroller	2020	35,243
	Oak Creek	City Administrator	2016	35,243
	Plymouth	City Administrator/Utilities Manager	2020	8,540
	Port Washington	Assistant City Administrator/Human Resources Director	2022	11,250
	Prairie du Chien	City Administrator	2017	5,900
	Rhineland	City Administrator	2018	7,800
	Rome	Town Administrator	2016	2,720
	Sheboygan	City Administrator	2023	48,327
	Shorewood	Village Manager	2017	13,331
	Waukesha	City Administrator	2023	71,158
	West Bend	City Administrator	2016	31,000
	Whitewater	City Manager	2022	14,300



Public Administration Associates, LLC

**Proposal to Provide Executive Search Services
(City Administrator) to the City of Baraboo**



Public Administration Associates

Public Administration Associates

1155 W. South Street

Whitewater, WI 53190

262.903.9509

www.public-administration.com

kevin.brunner1013@gmail.com

September 18, 2023

Mr. Patrick Cannon, Executive Director
Baraboo Community Development Authority
101 South Blvd.
Baraboo, WI 53913

Dear Mr. Cannon,

I am herewith submitting a proposal to assist the City of Baraboo in the recruitment/selection of the community's next City Administrator. Since 1998, Public Administration Associates (PAA) has worked with almost 200 different Wisconsin municipalities on the recruitment/selection of their chief administrative officers and we would be quite honored and privileged to work with the Mayor, Common Council and City Staff on this very important work. In the last year, we have assisted many communities in south central Wisconsin that are similar in size and complexity to Baraboo in their searches for chief administrative officers including Columbus, Deerfield, DeForest, Elkhorn, Lake Mills, Middleton, Milton, Monroe, Platteville and Portage so we are very familiar with and attuned to southern Wisconsin's municipal job market dynamics. We also conducted the search for the current Sauk County Administrator in 2020. Consequently, we are aware of many well qualified candidates that we would actively recruit for the Baraboo position.

To date, PAA has conducted over 400 Wisconsin municipal executive searches. What follows is information about our company and the value-added assistance that we would bring to the City of Baraboo. Please feel free to visit our website at www.public-administration.com.

Please call if I can answer any questions or concerns you may have regarding this proposal. I would be also more than willing to present this proposal to your Common Council and/or Selection Committee if requested.

Thank you for your consideration.

Sincerely,

Kevin M. Brunner

Kevin M. Brunner, President



Public Administration Associates

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1. About Public Administration Associates

SINCE 1998

Taking Local Government
to New Heights...

Public Administration Associates, LLC (PAA) is recognized among the most trusted, skilled and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to its clients and the efficient use of client time and resources. PAA has built a sterling reputation earned from 25 plus years of municipal consulting and a combined 400+ years of public management experience.

Celebrating 25 Years of Municipal Consulting in Wisconsin

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately fifteen other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2020, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. Brunner currently serves as the firm's president while Bretl serves as vice-president and Swartz as its secretary/treasurer.



Kevin Brunner

President/Partner

Kevin Brunner has over thirty-five years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. He has served on numerous public and non-profit boards and is currently chair of the Geneva Lake Conservancy. Brunner has been actively consulting since 2014.



David Bretl

Vice President/Partner

David Bretl has served local governments in Wisconsin for the past twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, a combined position that he held since 2003. He has joined PAA as a partner in January 2020 but has been working as a consultant with the firm since 2018. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave has moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments) since 2008 and serves as an advisor to Leadership Walworth, a program designed to develop public, non-profit, and private sector leaders. In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award.



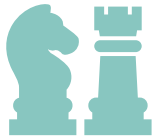
Chris Swartz

Secretary-Treasurer/Partner

Chris Swartz has served as a municipal manager in Wisconsin for over 30 years, most recently as Village Manager for the Village of Shorewood (2004-2017), Administrator for the Village of Sussex (1990-2004) and Clerk-Treasurer Administrative Coordinator Village of East Troy (1986-1990). He started his career as a researcher for the Citizens Governmental Research Bureau/Public Policy Forum (1983-1985). He retired from Shorewood in 2017 as a credentialed manager as designated by the International City Management Association (ICMA). Swartz has a Master of Science degree in Urban Affairs from the University of Wisconsin-Milwaukee (1983) and an undergraduate degree from University of Wisconsin-Stevens Point. Swartz has been recognized for his

innovative approach to economic development, strategic and financial planning, organizational development and intergovernmental cooperation. He is known as a mentor to emerging public administration leaders through his tenure as an adjunct professor within the Masters of Public Administration (MPA) graduate program at the University of Wisconsin-Milwaukee. Swartz has been formally recognized for his lifetime achievements, including Wisconsin City/County Management Association “Meritorious Service Award” (2015), James R. Ryan Lifetime Achievement Award from the Public Policy Forum (2017) and Wisconsin Economic Development Association Fredrick C. Pearce Lifetime Achievement award (2017).

Comprehensive Government Consulting Services



Executive Recruitment

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



Interim Management Services

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



Organization & Management Studies

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



Classification & Compensation Studies

Analyzing and developing of classification and compensation plans using internal and external equity standards.



Economic Development Services

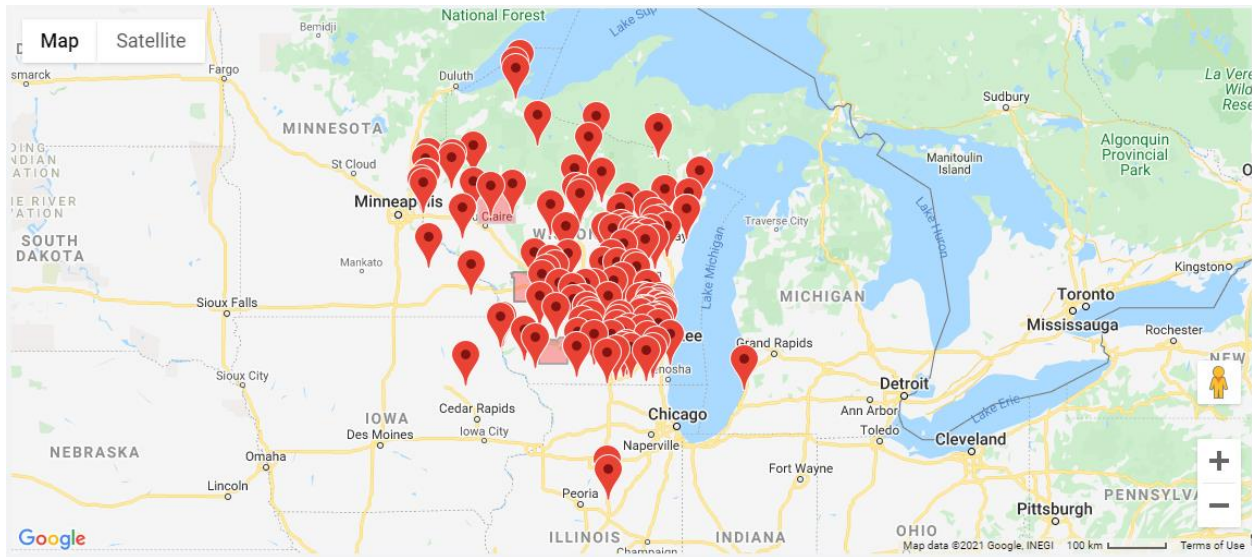
Assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



Strategic Planning & Implementation

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

PAA Executive Recruitment Clients



Over 400 Municipal Administrator Searches Since 1998

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the [interactive map](#) on our website for the work that we have performed for these communities.

Cities

Abbotsford (2)	El Paso, Illinois	Marinette (2)	Oconto (2)
Adams (2)	Elkhorn	Marquette, Iowa	Omro
Algoma	Elroy (3)	Marshfield (2)	Park Falls
Antigo (4)	Evansville (3)	Mauston (3)	Pine Island, MN
Ashland (2)	Fond du Lac	Menominee, Michigan	Platteville (5)
Baraboo (2)	Fort Atkinson (2)	Menomonie (2)	Prairie du Chien (2)
Berlin (2)	Fox Lake (3)	Mequon	Princeton (2)
Brillion	Franklin	Menasha	Portage
Chilton (2)	Geneseo, Illinois	Merrill	Port Washington
Chippewa Falls (2)	Glendale	Middleton (2)	Racine
Clintonville (2)	Hartford	Milton(2)	Reedsburg (2)
Columbus (4)	Hillsboro (3)	Mineral Point	Rhineland
Crystal River, Florida	Horicon (2)	Minonk, Illinois (3)	Rice Lake
Cudahy	Hudson	Monona (3)	Richland Center
Delavan (2)	Independence, Iowa	Monroe (3)	Ripon (2)
DePere (3)	Jefferson (5)	New Holstein	Shawano (4)
Durand (3)	Kewaunee	New Lisbon	South Haven, MI
East Dubuque, Illinois	Lake Geneva (2)	New London (3)	St. Croix Falls
Eagle River	Lake Mills	Niagara	St. Francis
	Lancaster (4)	Oak Park Heights, MN	Sturgeon Bay (5)

Thorp
Tomah (2)
Verona (3)
Washburn (2)
Waukesha
Waupaca
Waupun (2)
Wautoma
Wauwatosa (2)
Weyauwega (3)
Whitewater (3)

Villages

Ashwaubenon
Bayside (3)
Bellevue (2)
Belleville(3)
Black Earth
Bonduel
Brown Deer
Clinton (2)
Colfax
Cross Plains (2)
Darien
Deerfield
DeForest (2)
Denmark (2)
East Troy
Edgar
Egg Harbor (2)
Elkhart Lake
Elm Grove

Ephraim
Fox Point (2)
Germantown
Grafton (2)
Greendale (2)
Greenville
Hales Corners
Hammond
Hartland (3)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (5)
Lodi (3)
Marathon City
Marshall (3)
Maple Bluff
McFarland (2)
Merton
New Glarus (4)
North Fond du Lac (3)
Oregon (2)
Osceola (4)
Paddock Lake (2)
Palmyra
Pardeeville
Port Edwards
Poynette
Prairie du Sac
Pulaski
Rothschild (2)
Sherwood
Shorewood Hills (2)
Slinger (2)

Somerset
Spring Green
Suamico (3)
Stanley
Sussex
Thiensville (2)
Turtle Lake
Twin Lakes (2)
Union Grove (2)
Vernon
Waterford
Waunakee
W. Milwaukee (3)
Weston
Williams Bay (2)
Wind Point (3)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma (3)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton
Empire
Fox Crossing (Menasha)
(4)
Gibraltar (2)
Grand Chute (4)
Greenville (2)
La Pointe (2)

Lawrence (2)
Ledgewiew
Linn
Lisbon
Oconto
Osceola
Rib Mountain
Richfield (2)
Sevastopol
Shorewood Hills
Washington
Weston

Counties

Ashland
Chippewa (3)
Dodge (2)
Door
Green Lake (2)
Iowa
Monroe
Oconto (2)
Polk (3)
Price
Richland
Sauk
Sawyer
Shawano
Wabasha, MN (2)
Washburn (2)
Waushara

2. PAA Consultants (Associates)



Dr. Stephen Hintz - Associate

Associate Stephen Hintz served on the faculty of the University of Wisconsin Oshkosh from 1972 to 2001 where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and was the Mayor of Oshkosh from 2002 to 2004. In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.

Dr. Hintz works on executive recruitment and general management studies for PAA.



William Frueh – Associate

Associate William Frueh has served local and state governments since 1962, as a City Manager in Council Bluffs, Iowa; Newton, New Jersey; Shawnee, Oklahoma and retired in 1996 after 20 years as the city manager of Oshkosh, Wisconsin. He also served as the Director of Economic and Community Affairs for the State of Oklahoma. Oshkosh Citizens and the Oshkosh Northwestern newspaper named Frueh as one of the ten people in Oshkosh who most influenced the development of Oshkosh during the twentieth century. Frueh received his bachelor's degree in Civil Engineering from Iowa State University and has experience as a City Engineer and Public Works Director. He has been actively consulting since 1996 and is a Life Member of both the International City/County Management Association and WCMA.

Mr. Frueh works on executive recruitment and public works-related management studies for PAA.



Denise Frueh - Business Manager/Associate

Denise Frueh received both her bachelor's and master's degrees in Business Administration from the University of Wisconsin. She has over 20 years of experience in serving municipal governments, as Deputy Assessor for the City of Oshkosh, WI and as a consultant to local governments. In addition to serving as the business manager for Public Administration Associates, she has been actively consulting since 1996 on numerous executive searches and administrative studies for Midwest municipalities in Wisconsin, Illinois, Minnesota and Iowa.



Dave Tebo – Associate

Dave Tebo served as a Municipal Administrator in Wisconsin for 25 years, most recently in the Village of Poynette (1994-2000) and Town of Greenville (2000-2017). Tebo has a master's degree in Public Affairs & Administration from UW-Madison and a bachelor's in Urban & Regional Studies from UW-Oshkosh. Dave is a Credentialed Manager (CM) by the International City Management Association (ICMA) and Certified Public Manager (CPM) by the State of Wisconsin. He is experienced in all local government management duties including: budgeting, financial analysis, human resources, community development, planning and economic development. Project areas Dave had in-depth experience and success with in Greenville include: Land Use Planning, Sustainability, Land Stewardship (Creation of Two DATCP recognized Agricultural Enterprise Areas), Grant writing for Trail Construction and Administration (\$3 million in trail projects over the last 15 years), and Economic Development (TID Development and work with Fox Cities Regional Partnership). Tebo's work in Greenville was featured in the book *The New Public Service-Serving, Not Steering* by Janet and Robert Denhardt in 2007.

Mr. Tebo works on interim management assignments, executive recruitment and classification/compensation studies for PAA.



Duane Gau – Associate

Duane Gau has over thirty years of experience in Wisconsin local government. He has worked on cooperative agreements, boundary agreements, TID management, personnel management, recruitment, public works/utilities and finance. In 2001, as Village Administrator, he assisted in a merger of a Village and Township to create a new governmental entity. Gau provided organizational analysis and salary studies for the Villages of Holman and Cross Plains and has served as interim administrator for the Villages of Mount Horeb, Holmen, Maine, Brokaw, Town of Texas and interim Public Works/Utilities Director for Ripon Wisconsin. Duane has a bachelor's degree in Business Management from Cardinal Stritch University in Milwaukee and an associate's Degree in Civil Engineering from Madison College Technical College. He is member of WCMA.

Mr. Gau works on interim management assignments, executive recruitment and management studies for PAA.



Sue McDade – Associate

Sue McDade has over 30 years of experience as a local government recreation and facilities administrator. She is currently the Community Services Director in Waunakee, Wisconsin, a fast-growing north Madison suburb. Responsibilities include recreational programming, supervision of the community center (including a fitness center, gymnasium, community room and senior center), and development of the park system, currently consisting of over 200 acres of park land. McDade obtained a master's degree in Recreation and Park Administration from Penn State University. She is a past president of the Wisconsin Park and Recreation Association (WPRA), serving from 2014-2016. She is the recipient of numerous Wisconsin and regional honors and awards, including the prestigious WPRA Professional Award of Merit in 2010. McDade teaches courses in the Recreation Management Program at Madison Area Technical College.

Ms. McDade works on executive recruitment and park and recreation-related management studies for PAA.



Anthony Brown – Associate

Anthony Brown is the current City Administrator for the City of Port Washington, WI. Anthony has over a decade worth of experience serving Wisconsin local governments. He has served in different municipal management capacities in southeast Wisconsin and the Fox Valley. Mr. Brown is recognized as a functional, hands-on servant leader, who believes in empowering employees to become leaders. He is experienced in all local government management duties including budgeting, financial management, human resources, community and economic development, strategic planning, and performance management. Anthony has a master's degree in Public Administration with an emphasis on municipal management and a Bachelor of Arts in Political Science with an emphasis on law studies from the University of Wisconsin-Milwaukee. In addition, Anthony has sought additional educational opportunities by graduating from the Government Finance Officers Association (GFOA) Budget Academy, obtaining his Lean Six Sigma Yellow and Green Belt Certification, and getting accredited through the Congress for New Urbanism (CNU).

Mr. Brown works on executive search and general consulting projects for PAA.



Timothy Franz – Associate

Timothy Franz is the retired fire chief of the Oshkosh Fire Department and has been in the fire service for over 30 years. Franz has an associate's degree in fire protection from Fox Valley Technical College and a bachelor's degree in fire science from the University of Cincinnati. He also is a graduate of the National Fire Academy Executive Fire Officer Program. Franz is a past president of the Wisconsin State Fire Chiefs' Association and has served as a consultant on various fire and emergency management studies. Recently, he has worked on the Fire/EMS studies for Verona, Sevastopol, Door County, Buchanan, five Oconto County Townships, Little Chute, Platteville, Sturgeon Bay and Park Falls with PAA.

Mr. Franz works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



James Austad – Associate

James Austad is an instructor in the Fire Protection Program at Fox Valley Technical College. He is a 28-year veteran of the fire service, spending 22 years with the Oshkosh Fire Department. He was the battalion chief in charge of the emergency medical services division of the Oshkosh Fire Department. Austad received an associate's degree in fire protection from Fox Valley Technical College, a bachelor's degree in business management from Silver Lake College, and a master's degree in public administration from the University of Wisconsin Oshkosh. He also is a graduate of the National Fire Academy Executive Officer Program. Austad has recently worked on the PAA Fire/EMS Studies for Sevastopol, Door County, Buchanan, Oconto Township, Sturgeon Bay, Little Chute, Platteville and Park Falls.

Mr. Austad works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



Darrell Hofland – Associate

Darrell Hofland has 35 years of municipal management experience in Wisconsin, most recently as City Administrator for Sheboygan (2016-2020), Village Administrator for Grafton (1990-2016), Village Administrator for Little Chute (1986-1990), and Administrative Assistant to the Mayor for Appleton (1985-1986). Mr. Hofland was the first recipient of the Meritorious Service Award in 2000 by the Wisconsin City/County Management Association and Wisconsin's first Credentialed Manager by the International City/County Management Association. He is experienced in all local government management duties including budgeting, financial management, human resources, community and economic development, strategic planning, and performance management. His academic credentials include attainment of a Master's Degree in Public Administration from American University with a concentration in Financial Management and a Bachelor of Arts Degree in Political Science and Psychology from University of Iowa. He is also a graduate of the Senior Executive Institute of the University of Virginia's Weldon Cooper Center for Public Service.

Mr. Hofland works on executive recruitment, interim management assignments and municipal strategic planning projects for PAA.



Dr. Mamadou Coulibaly - Associate

Associate Dr. Mamadou Coulibaly is a specialist in the application of Geographic Information Systems (GIS). Coulibaly is an Associate Professor of Geography at the University of Wisconsin-Oshkosh where he teaches and conducts research on information processing, data analysis, mapping, and solutions to environmental and socioeconomic problems. He received his Ph.D. from the Southern Illinois University at Carbondale in 2004. Coulibaly has worked on mapping for PAA on several Fire/EMS Studies including Cottage Grove, Jackson, Lake Geneva, Little Chute, Lodi, Platteville and Park Falls.

Dr. Coulibaly works on a wide variety of management studies for PAA.



Steve Kubacki – Associate

Steve Kubacki has nearly 40 years of Municipal Government experience in the State of Wisconsin beginning with the City of Janesville as an Environmental Technician, Assistant Director of Public Works and Street Superintendent. He has since served as an Administrator for the City of Brillion, Villages of Germantown, Ashwaubenon and Suamico and Chippewa County. He has extensive experience and knowledge in economic and community development working to create, plan, administer and manage extremely successful TIF districts in Suamico, Germantown and Ashwaubenon, including the TIF district that now encompasses the “Titledown” Development District that surrounds Lambeau Field. Steve retired from the Village of Suamico in May of 2019 and has worked on a number of projects for PAA for the cities of Park Falls and Marinette as well as the Village of Bellevue and Town of Little Suamico. He is a graduate of UW- Stevens Point with a BS in Resource Management and has completed graduate level coursework at both UW- Whitewater and Oshkosh in Public Administration and Urban/Regional Planning.

Mr. Kubacki works on interim management assignments and public works-related management studies for PAA.



Bruce Stelzner – Associate

Bruce Stelzner has over 30 years of experience in Wisconsin local government. Stelzner has served as a County Highway Commissioner, Public Works Superintendent and Business Park Administrator. His responsibilities have included administration, management, design, and construction of public works/ utilities; highways and bridges; public infrastructure, personnel management, asset management, fleet management, building and grounds management. Stelzner has served as the State Director for the National Association of County Engineers and President of the Wisconsin County Highway Association. Stelzner has served as the Chairman, Co-Chair or member of many national, State, and Local committees including the NACo Transportation Steering Committee, FHWA State Transportation Innovation Council, Wisconsin Regional Planning/MPO, Wisconsin Local Roads and Streets Council and many other boards and commissions.

Mr. Stelzner works on interim management assignments and public works-related management studies for PAA.



Jon Hochkammer – Associate

Jon Hochkammer has over forty years of public sector experience in Wisconsin. He retired in 2021 from his twenty-one-year employment with the Wisconsin Counties Association (WCA). While employed with the WCA, Jon served as Director of Insurance Operations, Legislative Director and Outreach Manager. He was elected Wisconsin State Senate Sergeant-at-Arms in 1994 and held that position for eight years during which he also served as President of the National Association of Legislative Services and Security Association. Jon gained extensive first-hand experience working at the local, state and federal level through these employment opportunities. Jon has twenty-nine years of local elected experience. He was elected to the Manitowoc County Board of Supervisors in 1984. He served for eight years including serving as its board chairperson/administrative coordinator. He was elected to the Verona City Council in 1997 including serving as Mayor from 2006 - 2018. Jon was President of the Dane County Cities and Villages Association from 2007 - 2018. Jon is a member of the Leadership Wisconsin Board of Directors. He is President of the Friends of the Dane County Bookmobile Board and chairs the Dane County Area Agency on Aging Access Committee. Prior service with Dane County includes the following boards: Area Agency on Aging Board (Chair), Specialized Transportation Commission, Human Services Board, and Library Board (Chair). Additionally, he was Fitch-Rona EMS Commission Treasurer, Verona Fire

District President, Newton Fire Department President and 1st Assistant Chief, and on the Madison Family Medicine Residency Board

Mr. Hochkammer works on interim management assignments and county-related organization and operations studies for PAA.

3. PAA's Approach to Executive Recruitment

Our primary objectives are (1) to attract the highest number of professionally qualified, experienced and diverse applicants and (2) to facilitate a selection process that is thorough, professional and timely, resulting in the selection of the candidate who best meets the requirements of the City.

We believe that the Mayor and full Common Council should be actively involved in the selection process at all stages of the process and that our primary role is to provide progressively more information about candidates to assist the Mayor and Common Council in selecting semi-finalists, finalists, and the final choice. While we certainly review applicants very carefully, it is not our role to select candidates.

We believe that the process consists both of recruiting—the City officials involved will be actively selling themselves to potential candidates—and selecting—the Mayor and Common Council carefully reviewing applicants for the best possible choice. Too often municipalities only consider the selection part.

We believe that the staff has a large stake in the process. We recommend that department heads and other staff have an opportunity to meet and talk with each of the finalists. However, we fully recognize that the final decision rests with the governing body.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the City should be accommodated in the design of the process, not as the process unfolds.

4. Our Process for Baraboo

The following is our 12-step process that describes the scope of activities to be performed by Public Administration Associates, LLC during a typical municipal executive recruitment and

selection process. We can readily adapt the process that we utilize to a schedule as may be requested by Baraboo.

PAA President Kevin Brunner, PAA Partner Chris Swartz and new PAA Associate Shawn Murphy (who recently retired from the Portage City Administrator position and who lives in Sauk County), will be the consultants on the Baraboo recruitment/selection project and Brunner will be the project leader. This team has worked on a number of municipal chief executive searches throughout Wisconsin (in the last few months in south central/southern Wisconsin for Columbus, Monroe, Portage and Platteville) and collectively have worked on over 100 successful municipal administrator search projects.

Activities to be Performed for Baraboo by PAA Consultants

1. Meet with the Mayor, City Council and City Staff as appropriate to discuss the characteristics desired in the next Baraboo City Administrator and the process of recruitment; review the City Administrator ordinance and job description and prepare needed revisions; prepare the position description; determine recruitment procedures and the interview and selection process, and determine the optimal time schedule for the City of Baraboo;

These meetings are important to establish the qualifications and qualities that the City wants in its next City Administrator and to determine the recruitment procedures and schedule.

2. Place advertisements in appropriate publications and on-line sources, including the International City/County Management Association (ICMA), Illinois City/County Management Association (ILCMA), League of Wisconsin Municipalities, Wisconsin City/County Management Association (WCMA), Government Finance Officers Association (GFOA); Iowa Municipal League, Minnesota League of Cities; Strategic Government Resources (SGR), Local Government Hispanic Network, Black Public Administrators Association, universities with nationally recognized public administration programs (city management) including the University of Kansas, Northern Illinois University, University of Minnesota, Mankato State University, Syracuse University and Brigham Young University; also contact and encourage personally known qualified individuals to apply;

ICMA, ILCMA, WCMA, the Iowa Municipal League and the League of Wisconsin Municipalities are the premier channels for reaching qualified applicants for the Baraboo

City Administrator position in our opinion. All told, we will post the Baraboo position on over 50 on-line governmental and university job sites.

3. Produce a two-minute video with the City to promote the position via social media (primarily YouTube and LinkedIn) to prospective applicants. PAA will assist in writing the script for the video and the City will assist in providing readily available still photography and/or video content of the City. The Mayor or his designee will also be videotaped as part of this video to promote the position. Here are two links to recent video job announcements (for the Cities of Monroe and Platteville respectively) we distribute via social media as examples.



Monroe City Administrator

<https://youtu.be/Rm3trHWgyrE>



Platteville City Manager

<https://youtu.be/yhbnWgRo9kw>

PAA will also produce a digital Baraboo City Administrator Position Profile that will be used in the direct marketing of the position to targeted candidates identified by PAA and the City. Here are links to two recent PAA Position Profiles developed for Middleton and DeForest respectively.

DeForest: <https://public-administration.com/wp-content/uploads/2022/07/DeForest-Community-Development-Director-Position-Profile-Org-Chart.pdf>

Middleton: <https://public-administration.com/wp-content/uploads/2023/06/Middleton-City-Administrator-Position-Profile-1221-1-2.pdf>

4. Receive applications and acknowledge receipt. We will download all application materials onto a Google Drive file and will share that with the City Clerk so that a full and complete record of all submitted information is fully maintained for municipal recordkeeping and open records purposes.

5. Review applications and provide a “Mini-Resume” Candidates Report to the Mayor and Common Council that will include a rating of the candidates as “qualified”, “unqualified” and “wild card” (these candidates may not strictly meet the qualifications but may have skills or work experience that may warrant continued consideration as candidates for the City Administrator position).

6. Review applications with the Mayor and Common Council for the selection of semi-finalists (typically there will be between six and ten candidates who would continue as semi-finalists).

7. Contact semi-finalists designated by the Mayor and Common Council; conduct background and reference checks; prepare semi-finalist candidate profile statements (see attachment for an example of the detailed 4–5-page reference report that we produce on each candidate at this stage); provide material to the Mayor and Common Council.

This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are from elected officials and staff superiors, peers, and subordinates with whom the applicant has worked. If references are not appropriate, semi-finalists must supply additional references. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and needed areas of improvement. This information is critical in evaluating the candidates and preparing the candidate profile statements. Semi-finalists will prepare electronic video interview presentations for the Mayor and Common Council to review. If desired as an alternative, telephone or video conference interview can be arranged.

8. Review semi-finalists with the Mayor and Common Council for selection of candidates to be interviewed on site in Baraboo.

The Mayor and Common Council review the resumes, the reports developed from the reference/background information and the electronic presentations. It then selects candidates as finalists to be interviewed. At this stage, all the candidates should be technically qualified to be Baraboo's next City Administrator. The primary value of the interview is to determine the "fit" with the Common Council, City staff and the Baraboo community.

9. Work with the Mayor and Common Council and City Staff to arrange interviews and the on-site candidate assessment center in Baraboo.

10. Assist in the interview process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, conducting a writing exercise, observing the interviews, facilitating the selection of the first choice, and seeing that the interviews run smoothly.

While there are a variety of approaches to the interview process, PAA normally recommends a two-day "assessment center" type process. On the first day, all the finalists on individual schedules tour Baraboo and meet with the city leadership team (typically department heads) and appropriate department staff. Although the department staff members do not

participate in the final selection of the City Administrator, each of them is asked to comment on the candidates as further evidence for the Mayor and Common Council to consider. These meetings are important for both the candidates and the staff and City officials. Other activities for the Mayor and Common Council to consider are a community reception or meet and greet for the candidates, an in-basket exercise, a leaderless group discussion, an emotional intelligence assessment and a psychological review.

On the second day, the Mayor and full Common Council interviews each candidate for approximately one hour. In addition, each candidate participates in a writing exercise to determine writing skills. The actual interview day(s) are scheduled at the convenience of the Mayor and Common Council members.

There are other approaches to the interview process. PAA will work with the Mayor and Common Council to determine the process that is most suitable for Baraboo.

11. Draft the recommended City Administrator employment agreement and provide assistance in the negotiation of an employment agreement.

Normally, PAA receives instructions from the Mayor and Common Council and negotiates an employment agreement for review and approval by the Common Council at the next meeting of the Common Council. However, we are prepared to work with the Mayor and Common Council in any capacity in negotiating an employment agreement with the selected candidate. It is also imperative that the Baraboo City Attorney approve as to form the employment agreement that will be negotiated with the chosen candidate. While PAA has drafted many city administrator employment agreements, the final document to be negotiated must have the full review/approval of the City Attorney.

12. Prepare letters for the Mayor's signature thanking all applicants and notifying them of the final result.

5. Project Costs for Baraboo/Insurance

We strive to make our costs affordable to the municipal clients that we serve. We know that in Wisconsin, with local government levy limits and expenditure restraints, that municipalities must be ever cost-conscious.

Total Cost (Including all Direct Marketing Costs Estimated at Between \$2,000 and \$2,500 for the Baraboo Posting and Direct Consultant Expenses Estimated at Between \$1,000 and \$1,250)-
\$15,750.

Not included in our lump sum amount are any aptitude/psychological tests, emotional intelligence assessments; post-offer background checks and/or interview visits to the candidate's community of residence if desired or requested. If requested by the City, PAA will facilitate this work and just pass-through these costs to the City (PAA does not apply any mark-up to them).

PAA will bill the City for one-third of the quoted lump sum amount at the time of execution of the executive services contract with PAA; one-third at the mid-point in the search process (selection of semi-finalists) and will bill the remainder of any other costs incurred on behalf of the City after the City Administrator's employment agreement has been approved by the Baraboo City Council.

PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate. We can provide a certificate of insurance to the City of Baraboo upon request.

6. Baraboo Recruitment/Selection Schedule

Typically, a municipal management search of this type will take approximately 16 weeks from start to when the new city administrator begins his or her new duties, however, PAA will work closely with City officials to maintain a schedule that will get a new administrator on board as soon as what the City desires. Early in the recruitment phase of the search process, we would like to discuss the full search schedule and what the most effective and efficient transition between the interim City Administrator(s) and their selected successor should be.

WEEKS	1-4	5-8	9-12	12-16
Project Discovery/City Administrator Qualification & Qualities Discernment				
Ad Placement, Video Production, Position Announcement				
Application Reception				
Application Review, Assessment, Presentation				
Contact Semi-finalists				
Review Semi-finalists				
City Administrator Candidate Assessment Center/Interviews				
Negotiations with Selected Candidate				

**New City Administrator on
Board in Baraboo**

7. Our Commitment to Baraboo

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully and successfully complete all tasks described in this proposal.

Public Administration Associates, LLC provides the following guarantees:

- If the initial search is not successful, PAA will conduct an additional search until the Baraboo City Administrator position is filled. If additional marketing costs are incurred by PAA for any additional searches for this position, only these direct marketing costs and not any additional PAA consulting costs will be charged to Baraboo.
- If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search and waive its consultation fee. We have had to only honor this guarantee three times for the 400+ municipal executive searches that we have conducted over the past 25 years (that is a success rate of over 99%!). As such, we are very confident in our recruitment/selection processes that we employ.

8. PAA References-Recent Wisconsin Local Government Executive Searches (Last 36 Months)

Jack Anderson, Village President, Village of Greenville, Phone 920-757-5181 (C)*

Michael Bablick, Former Mayor, City of Park Falls, Phone 715-661-3025 (C)

Marty Becker, Former Mayor, City of Port Washington, Phone 262-707-1464 (C)

Mason Becker, City Council President, City of Fort Atkinson, Phone 920-723-4924 (C)*

David Benforado, Former Village President, Village of Shorewood Hills, Phone 608-535-2960

Gurdip Brar, Former Mayor, City of Middleton, Phone 608-821-8359 (C)

Marty Brewer, Chair, Richland County Board of Supervisors, 608-383-0207 (H)

Chris Campbell, Village President, Village of Marshall, Phone 608-655-4017 (O)

Glenn Carlson, Town of LaPointe (Madeline Island), Phone 715-747-6654 (O)

Jeanne Carpenter, Former Village President, Village of Oregon, Phone 608-358-7837 (C)*

Mitchel Craig, Mayor, City of Portage, 608-697-7065*

Barbara Daus, City Council President, City of Platteville, Phone 608-348-3365*

Donna Douglas, Mayor, City of Monroe, Phone 608-214-8566(C)*

Dr. Bill Duncan, Village President, Village of Williams Bay, Phone 262-245-2700 (C)

Greg Frutinger, Village President, Village of Deerfield, Phone 608-764-5505 (H)

Russ Geise, Chair, Town of Clayton, Phone 920-427-4126 (C)

Steve Genisot, Mayor, City of Marinette, Phone 906-399-8854 (C)

Theodore Grant, Mayor, City of Ripon, Phone 920-896-6900 (O)

Joseph Hammer, Mayor, City of Columbus, Phone 920-623-5900 (C)

Tom Hartz, Former Mayor, City of Lake Geneva, Phone 262-374-9127 (C)*

Brian Heckendorf, President, Village of Jackson, 414-416-2234 (C)*

John Jarvis, County Board Chair, Waushara County, 920-572-0029 (C)

Diana Kaschinske, President, Village of Poynette, 608-635-8960 (C)

Dr. Bryan Kennedy, Mayor, City of Glendale, 414-228-1700 (O)*

Randy Knaack, Mayor, City of Menomonie, Phone 715-232-2369 (ext.100)

Ben Krumenauer, Administrator, Village of Bellevue, Phone 920-410-5563 (O)

Bruce Lechner, Mayor, City of Elkhorn, Phone 262-379-0890 (C)*

Tim McCumber, County Board Chair, Sauk County, 608-963-6581 (C)

Mark Milliren, Mayor, City of Durand, Phone 715-672-8770 (O)

Wanda Montgomery, President, Village of Brown Deer, Phone 262-502-1460 (O)

Laura Nelson, Former President, Village of Suamico, Phone 920-246-8212 (C)*

Rich O'Connor, Mayor, City of Hudson, Phone 715-386-4765 (Ext. 120) (O)

Joe Osterman, Chair, Town of Lisbon, Wisconsin, Phone 262-246-6100 (Ext. 1200) (O)*

Thomas Pavlic, Mayor, City of Cudahy, Phone 414-769-2222 (O)

George Peterson, President, Village of Rothschild, Phone 715-359-3660 (O)*

Deb Rose, President, Village of Osceola, 715-294-2598 (H)

Susan Sanabria, Former President, Village of Wind Point, Phone 262-994-0733 (C)

Kathy Schlieve, Administrator, City of Waupun, Phone 920-324-5563 (O)*

Ryan Schroeder, Mayor, City of Delavan, Phone 262-728-5585 ext. 113 (O)*

Tweed Shuman, County Board Chair, Sawyer County, Phone 701-330-6897 (C)

Richard Snelson, Mayor, City of New Holstein, 920-898-5766 (O)

Steven Soukop, President, Village of Bellevue, Phone 920-593-5508 (O)*

Dr. Lanny Tibaldo, Chair, Town of Lawrence, Phone: 920-336-9131 (O)*

Roger Truttman, President, Village of New Glarus, Phone 608-212-6785 (C)

Greg Waters, City Council President, City of Lake Mills, Phone 920-648-2344 (O)*

Anissa Welch, Mayor, City of Milton, Phone 608-751-7198 (C)*

Jane Cahill-Wolfgang, President, Village of DeForest, Phone 608-438-5358 (C)*

Jim Weiss, Chair, Town of Linn, Phone 262-245-2700 (C)

***Denotes communities similar in size and complexity to the City of Baraboo**