



## CITY OF BARABOO COMMON COUNCIL AGENDA

Tuesday, June 25, 2024, 7:00 p.m.  
Council Chambers, 101 South Blvd., Baraboo, Wisconsin

	Pages
1. CALL TO ORDER	
2. ROLL CALL AND PLEDGE OF ALLEGIANCE	
3. APPROVAL OF PREVIOUS MINUTES (Voice Vote) June 11, 2024	4
4. APPROVAL OF AGENDA (Voice Vote)	
5. COMPLIANCE WITH OPEN MEETING LAW NOTED	
6. PRESENTATIONS <i>None Scheduled.</i>	
7. PUBLIC HEARINGS <i>None Scheduled.</i>	
8. PUBLIC INVITED TO SPEAK <i>(Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)</i>	
9. MAYOR'S BUSINESS <ul style="list-style-type: none"><li>Barabooms, featuring the Festival Food Fireworks, will take place on July 4th at UW-Platteville Baraboo Sauk County. The event will start at 5:00pm with fireworks taking place at approximately 9:45pm.</li></ul>	
10. CONSENT AGENDA <i>(Roll Call)</i>	
10.1 Accounts Payable Approve the Accounts Payable to be paid in the amount of \$	14
10.2 Temporary Liquor License Approve a Class "B" Fermented Malt Beverage Temporary Liquor License (AKA Picnic License) for the Baraboo Fireworks Inc., Baraboo Fireworks Festival, 07/04/2024.	15
10.3 Appointments Approve the re-appointment of Brenda Barahona and the appointment of Victoria Wiegand and John Phelps to the Library Board.	16
10.4 Uncollectible Accounts Approve writing off delinquent accounts.	17
11. ORDINANCES ON 2nd READING	
11.1 Amend Section 17.13 of the Zoning Code Consider amending §17.13 Use Regulations in the Municipal Code of the	19

	City of Baraboo, relating to the use and placement of Shipping Containers.	
11.2	Create Section 14.17, Shipping Containers and Buildings Consider a proposed Amendment to Chapter 14, Subchapter 1 - Building Code to create Section 14.17 Storage Containers and Buildings.	21
<b>12.</b>	<b>NEW BUSINESS- RESOLUTIONS</b>	
12.1	Liquor License Application Consider approving a "Class B" Combination Liquor and Fermented Malt Beverage Liquor License for Baraboo Bowling, Inc. d/b/a Thunderbird Lanes at 1117 8th Street. (Zeman)	23
12.2	Cybersecurity Grant Consider authorizing Police Chief Sinden to submit, and accept, for the State & Local Cybersecurity Grant Program (SLCGP). (Sinden)	24
12.3	Compliance Maintenance Annual Water Report Consider accepting the 2023 Compliance Maintenance Annual Water Report (CMAR). (Peterson)	47
12.4	Revocable Encroachment Agreement Consider approving a Revocable Encroachment Agreement with Wisconsin Historical Society for existing public right-of-way, 4th Avenue. (Pinion)	77
12.5	Referendum Public Education, Mueller Communications Consider accepting the proposal from Mueller Communications, not to exceed \$50,423.00, for public education of the November referendum. (Cannon)	80
12.6	Referendum Financials, Ehlers & Associates, Inc. Consider accepting proposal from Ehlers & Associates, Inc., not to exceed \$6,000, as preparation of the financial scope for the November referendum. (Cannon)	102
12.7	Interim City Administrators Salary Consider extending the salary increase for Co-Interim City Administrators Pat Cannon & Tom Pinion until August 30, 2024. (Sloan)	107
12.8	TID #13, Ehlers & Associates, Inc. Consider authorizing Ehlers & Associates, Inc. to create TID #13. (Cannon)	108
12.9	TLH Baraboo WI Propco LLC Certified Survey Map Consider approving a three-lot Certified Survey Map and dedication of right-of-way. (Pinion)	118
12.10	2024/2025 Liquor License Renewals Consider approving two additional Liquor License applications. (Zeman)	122
<b>13.</b>	<b>NEW BUSINESS ORDINANCES</b>	
13.1	Revise §7.02(2)(b)2, the Official Traffic Map Consider revising §7.02(2)(b)2, the Official Traffic Map to provide for one parking stall to be used by persons with a disability that limits or impairs the ability to walk in front of East Elementary School at 815 6 <sup>th</sup> Street.	123
13.2	Specific Implementation Plan for Pewit's Landing	124

Consider amending Section 17.18(4)(d) of the City Code of Ordinances approving the Specific Implementation Plan for Phase 2 of the Pewit's Landing development as part of the Planned Unit Development.

**14. ADMINISTRATOR AND COUNCIL COMMENTS**

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

**15. REPORTS, PETITIONS, AND CORRESPONDENCE**

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The City acknowledges receipt and distribution of the following:

**Reports:** May, 2024 Treasurer & Building Inspection

**Copies of Meeting Minutes Included:**

Finance.....05/28/2024

**16. ADJOURNMENT (Voice Vote)**

**Common Council Meeting Minutes****June 11, 2024, 7:00 p.m.****Council Chambers, 101 South Blvd., Baraboo, Wisconsin**

Members Present: Olson, Hause, Hazard, Lombard, Ellington, Sloan, Kierzek, Thurow  
Members Absent: Kent  
Others Present: Chief Sinden, Clerk Zeman, Interim City Administrators P. Cannon & T. Pinion, J. Ostrander, Greg Johnson (Ehlers), Harry Allen (Ehlers), members of the press and others.

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**1. CALL TO ORDER**

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

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

The Pledge of Allegiance was given.

**3. APPROVAL OF PREVIOUS MINUTES**

Moved by: Ellington

Seconded by: Hazard

**Motion: CARRIED**

**4. APPROVAL OF AGENDA**

Moved by: Lombard

Seconded by: Hause

**Motion: CARRIED**

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

Harry Allen, Ehlers Public Finance Advisor, presented the TID #13 Feasibility Study.

**7. PUBLIC HEARINGS****7.1 Amend Section 17.13**

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

- Amending Section 17.13 of the City of Baraboo Code of Ordinances to regulate the use and placement of Shipping Containers.

No one spoke and the Mayor declared the Public Hearing closed.

**8. PUBLIC INVITED TO SPEAK**

No one spoke.

**9. MAYOR'S BUSINESS**

- Appointment of Robert (Mike) Sitton to the UW Campus Commission
- The Splashpad, located at Attridge Park on 2nd Ave, is now Open! Hours are tentatively scheduled for 8:00am to 9:00pm.
- June 19th is the first Sauk County Juneteenth Celebration at Ochsner Park
- The Mayor read the following Proclamation: National Pride Month

**10. CONSENT AGENDA**

Moved by: Sloan

Seconded by: Hazard

**Motion: CARRIED (8 to 0)**

**10.1 Accounts Payable**

**Resolution No: 2024-88**



THAT the Accounts Payable, in the amount of \$ 575,190.22 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**11. ORDINANCES ON 2nd READING**

11.1 Amend Section 17.18(4)(a), Zoning District Map

Moved by: Ellington

Seconded by: Sloan

Motion to approve the 2nd reading of **Ordinance No. 2633** amending Section 17.18(4)(a) rezoning a parcel of land located in the SW1/4 of the NE1/4 Section 36, T12N, R6E, City of Baraboo, Sauk County Wisconsin, from R4, Four through Twelve-Family Residential to R-5, Thirteen and Up Multi-Family Residential.

**Motion: CARRIED (8 to 0)**

**12. NEW BUSINESS- RESOLUTIONS**

12.1 Liquor License Renewals

**Resolution No: 2024-89**

Moved by: Hazard

Seconded by: Lombard

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

**CLASS "B" FERMENTED MALT BEVERAGE, 6-MONTH LICENSE**

Frannies Franks, 950 Walnut St. (Pierce Park)

**CLASS "A" FERMENTED MALT BEVERAGE**

Emma's Mexican Market, 507 S. Boulevard

Las Milpas, 603 8<sup>th</sup> Avenue

Snak Atak #43, 801 S. Boulevard

**CLASS "B" FERMENTED MALT BEVERAGE**

608 Axe Throwing, 713 Broadway St.

Peking Buffet, 1204 8<sup>th</sup> Street

Sauk County Agricultural Society, 700 Washington

**CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS C" WINE**

Four Star Family Restaurant, 1011 8<sup>th</sup> St.

The Log Cabin Family Restaurant, 1215 8<sup>th</sup> St.

Ringling House Bed & Breakfast, 201 8<sup>th</sup> St.

TB's Broadway Diner, 304 Broadway St.

**"CLASS A" OFF PREMISE LIQUOR CONSUMPTION/ON PREMISE WINE SAMPLES**

Bekah Kate's, 117 3<sup>rd</sup> St.

**"CLASS A" COMBO LIQUOR AND FERMENTED MALT BEVERAGE**

Barabrew Wine & Spirits, 315 S. Boulevard

Pierce's Express Market, 935 8<sup>th</sup> St.

Get N Go, 325 South Blvd.

Kwik Trip #657, 604 8<sup>th</sup> Street

Kwik Trip #855, 1330 South Boulevard

Turner BP, 413 State Rd 136

Wal-Mart #1396, 920 State Rd 136

**"CLASS B" COMBINATION LIQUOR AND FERMENTED MALT BEVERAGE**

Baraboo Arts, 202 East St.

Baraboo Elks Club #688, 401 Oak Street

Baraboo Burger Company, 116 4<sup>th</sup> Ave.

Con Amici Craft Bar, 126 3<sup>rd</sup> Street

Downtowner Bar & Grill, 130 3<sup>rd</sup> St.

Bumps Bar, 109 Walnut St.

Brothers on Oak, 412 Oak Street

Little Village Café, 146 4<sup>th</sup> Ave.

Old Baraboo Inn, 135 Walnut St.

Poor Richards Bar, 411 Oak St.  
Quindt's Towne Lounge Restaurant & Eating House., 441 South Blvd.  
Gem City Saloon, 124 Ash St.  
Square Tavern, 124 4<sup>th</sup> Ave.  
Zach's Bar, 126 4<sup>th</sup> Street

**"CLASS B" RESERVE COMBINATION LIQUOR AND FERMENTED MALT BEVERAGE**

Al Ringling Brewing Co., 623 Broadway St.  
Las Milpas Restaurant, 603 8<sup>th</sup> Avenue, Suite A  
The Relish Tray Bistro & Speakeasy, 106 4<sup>th</sup> Ave.  
Wiscocktail Lounge, 132 3<sup>rd</sup> St.

**Motion: CARRIED (8 to 0)**

**13. NEW BUSINESS ORDINANCES**

**13.1 Amend Section 17.13 of the Zoning Code**

Moved by: Ellington

Seconded by: Olson

Motion to approve the 1st reading of **Ordinance No. 2634** amending §17.13 Use Regulations in the Municipal Code of the City of Baraboo, relating to the use and placement of Shipping Containers.

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

**SECTION 1. CHAPTER 17 – ZONING CODE, Sec. 17.13(6)** of the code of ordinances, City of Baraboo, Wisconsin is hereby created to read as follows:

**(6) SHIPPING CONTAINERS.**

**(1) Placement and Restrictions**

- (a) One (1) Shipping Container may be permanently placed as an Accessory Structures on any parcel zoned I-1 or I-2 upon issuance of a Conditional Use Permit. No Shipping Container may be permanently placed on any parcel of land zoned other than I-1 or I-2.
- (b) A Shipping Container may be temporarily placed on parcels zoned R-1, R-2, R-3, R-4, R-5, B-1, B-2, B-3, I-1, I-2, I-3, or I-4 for no more than 45 days with a Temporary Use Permit issued pursuant to Chapter 14, Subchapter I -Building Code, so long as the Shipping Container is not used for human occupancy.
- (c) Any Shipping Container located on a parcel shall be for the sole use of the owner or occupant of said parcel, and in no event shall Shipping Containers be leased out as temporary storage to a party who does not otherwise have a property interest in the parcel upon which the Shipping Container is located.
- (d) Shipping Containers shall not to be stacked, permanently or temporarily, one upon another. Each Shipping Container must be securely placed on the ground with any and all necessary footings

**SECTION 2.** Section 17.08 (100A) shall be added to the Zoning Code:

(100A) SHIPPING CONTAINER. Any pre-fabricated object originally designed and historically used for transport of material goods, including but not limited to semi-trailers, PODS, and corrugated metal containers.

**SECTION 3. CONFLICT AND SEVERABILITY.** If any section, subsection, sentence, clause, paragraph or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or other applicable administrative or governing body, such decision shall not affect the validity of any other section, subsection, sentence, clause, paragraph or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, paragraphs, or phrases may be declared invalid or unconstitutional.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall take effect upon passage and publication as provided by law.

**Motion: CARRIED (8 to 0)**

13.2 Create Section 14.17, Shipping Containers and Buildings

Moved by: Sloan

Seconded by: Thurow

Motion to approve the 1st reading of **Ordinance No. 2635** creating §14.17 Storage Containers and Buildings in the Municipal Code of the City of Baraboo.

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

**SECTION 1. CHAPTER 14, SUBCHAPTER 1 – BUILDING CODE, Section 14.17** is hereby created to read as follows:

**14.17 STORAGE CONTAINERS AND BUILDINGS.**

(1) **DEFINITIONS.**

- (a) "Residential property" means property used, or restricted for use, as a single-family or two-family residence.
- (b) "Storage container" means a cargo container, shipping container or other similar transportable container with a volume greater than 100 cubic feet that is suitable for storing building materials, furniture, tools, equipment, household goods and other personal property.
- (c) "Storage building" means a small outdoor building or shed, portable or permanent, commonly used for storing building materials, furniture, tools, equipment, household goods and other personal property.

(2) **RESIDENTIAL USE PROHIBITED.** No storage container or storage building may be used as a dwelling or incorporated into the structure of a building that is used for any type of human occupancy.

(3) **TEMPORARY USE PERMIT.**

- (a) **Permit Required.** No storage container shall be used on residential property, unless the owner or occupant of the property obtains a temporary use permit from the City.
- (b) **Permit Application.** Application for a temporary use permit shall be on forms provided by the City.
- (c) **Permit Fees.** Temporary use permit applicants shall pay an application fee as set by the City Engineer and as shown in the Official Fee Schedule.
- (d) **Permit Issuance and Duration.** A temporary use permit shall be issued after receipt of a complete permit application and permit fee. A temporary use permit expires forty-five (45) days after the date of issuance but may be renewed by the Building Inspector or City Engineer for one additional forty-five (45) day period for good cause shown and an additional fee. No more than one temporary use permit may be issued for a property within a twelve-month period.

**SECTION 2. CONFLICT AND SEVERABILITY.** If any section, subsection, sentence, clause, paragraph or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or other applicable administrative or governing body, such decision shall not affect the validity of any other section, subsection, sentence, clause, paragraph or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, paragraphs, or phrases may be declared invalid or unconstitutional.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall take effect upon passage and publication as provided by law.

**Motion: CARRIED (8 to 0)**

Moved by Sloan, seconded by Ellington, and carried unanimously to enter Committee of the Whole to discuss the possibility of creating TID #13.

P. Cannon noted that if the City wishes to proceed, staff will instruct Ehler's to move forward preparing the documents and obtaining the necessary approvals. It was also noted that it would be in the City's benefit to create this TID prior to September 30, 2024.

Ald. Lombard noted that she is not in favor of TID districts.

Creation of the TID does not approve any development agreements; these will need to be brought forward to Council for approval. Any future predevelopment agreements may include reimbursement to the City for the creation of the TID.

Ald. Hazard questioned if our capacity for water and sewer are sufficient for future developments. T. Pinion confirmed that we do have capacity for both.

Ald. Sloan confirmed that if we do the PAYGO process, depending on the terms of the agreement, it's possible the only upfront costs could be minimal and would include professional fees such as possible legal fees. These fees could be paid with TID funds.

Mayor Nelson noted that TIF's are tools that we have, but not necessarily required to use. We should consider the Comprehensive Plan and what type of development we want in this area and how it will affect the neighbors and surrounding areas. Council approved the annexation of these parcels because Council wanted control of what would happen on these parcels and Council should take this responsibility seriously.

Ald. Olson noted that he is opposed to this TID because by creating this TID we are sending a signal that the City would like to encourage development in this area. If we are encouraging development on the south side, we bump up to Devil's Lake and he is concerned this will hurt the natural area that brings people to Baraboo.

H. Allen with Ehler's explained the "but for test" as the development being supported by this TIF District would not occur but for the TIF District being created and having the revenues available to support the project. By not creating the TIF District you could argue that the development would not occur at all, would not be to the same level, or the development would not occur in the same time frame. Ehler's recommends a project provide proof to the City that they need the TIF funds to move forward with the project. Every project is different, there is no "right" percentage for a project reimbursement.

H. Allen also explained that there is an expenditure period of 15 years that ends 5-years prior to the termination of the district. If you are still within the 15 year period the City could opt to fund additional infrastructure.

Based on a quick poll of Council members, staff will move forward with the creation of TID #13.

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

**15. ADMINISTRATOR AND COUNCIL COMMENTS**

P. Cannon noted that John Young is scheduled to start on July 8, 2024 as City Administrator.

Ald. Ellington noted that his staff interviews are complete and thanked P. Cannon & T. Pinion for their work as Co-Interim City Administrators.

Ald. Bryant noted that he will be on vacation June 16th through July 1st.

Ald. Olson thanked staff for their hard work at the Circus Parade; despite the rain, everyone had a great time.

**16. REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

Copies of these meeting minutes included in this packet:

**Finance/Personnel Committee Meeting Minutes**

**April 30, 2024, 7:00 p.m.**  
**City Hall, Committee Room #205**  
**101 South Blvd., Baraboo, WI 53913**

Members Present: Sloan, Kent, Kierzek  
Others Present: Mayor Nelson, Interim City Administrators P. Cannon & T. Pinion, Clerk Zeman, J. Ostrander, L. Laux, D Olson

**1. Call Meeting to Order**

Chairman Sloan called the meeting to order at 7:00pm.

**1.a Roll Call of Membership****1.b Note Compliance with Open Meeting Law****1.c Approve Agenda**

**Moved by:** Kent

**Seconded by:** Kierzek

**CARRIED (3 to 0)**

**2. Action Items**

*None.*

**3. Discussion Items****3.a Consider and discussion of future budget years 2025-2030 and a possible operating referendum.**

P. Cannon presented calculations showing that our expenditures are outpacing our revenues with a projected deficit of about \$500,000 for 2025. The committee reviewed the "uncontrollable" costs such as utilities, gas, liability insurance, salt, etc. It was also noted that the Fire/EMS District is looking for the funding for equipment replacement, an expected increase in the campus repairs needing funding, and possible future changes to the cemetery. There will be additional debt service for the library in 2025 and fire stations in 2026 or 2027. The committee then reviewed the "controlled" costs such as departmental operations, wages & benefits for non-union employees, operating costs, reduce programs, ability to create some special charges, etc.

The projected deficit for 2026 is \$850,000 and almost \$1.8M for 2027. The committee reviewed options of borrowing from fund balance and referendum options as a one-time increase, multiple year, or recurring, increases, and an indefinite increase. A referendum passed in 2024 would be effective January 1, 2025; this would require staff to prepare two budgets for 2025, a passing referendum or a failed referendum. It is recommended that if the City decides to move forward with a referendum they consider hiring a firm to market the referendum. Marketing should include the potential cuts if the referendum fails and the average increase per household. The committee agrees that we need to move forward with a referendum; this will be presented to the Council and additional meetings will be scheduled as needed.

**4. Adjournment**

**Moved by:** Kent

**Seconded by:** Kierzek

That the meeting adjourn at 8:04pm.

**CARRIED (3 to 0)**

**Finance/Personnel Committee Meeting Minutes**

**May 13, 2024, 4:15 p.m.**  
**City Hall, Committee Room #205**  
**101 South Blvd., Baraboo, WI 53913**

Members Present: Sloan, Kent, Kierzek  
Others Present: Interim City Administrators P. Cannon & T. Pinion, J. Ostrander, B. Zeman, K. Stieve (in at 4:22pm)

**1. Call Meeting to Order**

Chairman Sloan called the meeting to order at 4:15pm.

**1.a Roll Call of Membership****1.b Note Compliance with Open Meeting Law****1.c Approve Minutes of April 23, 2024**

**Moved by:** Kent

**Seconded by:** Kierzek

**CARRIED (3 to 0)**

**1.d Approve Agenda**

**Moved by:** Kierzek

**Seconded by:** Kent

**CARRIED (3 to 0)**

**2. Action Items**

**2.a Accounts Payable****Moved by:** Kierzek**Seconded by:** Kent

Recommend approval of \$945,919.62 in Accounts Payable.

**CARRIED (3 to 0)****2.b Sanitary Sewer Lining Project**

T. Pinion explained that our Cast-In-Place Pipe project that is planned for this year, and previously approved, is on the Riverwalk. The Hwy 33 project included the replacement of a sanitary sewer pipe that ran from Hwy 33, down the hill, and to the Riverwalk. Staff requested a price quote from Visu-Sewer to include this as part of the Cast-In-Place Pipe project.

**Moved by:** Kent**Seconded by:** Kierzek

Recommend to the Common Council to accept the amended quote from Visu-Sewer for the sanitary sewer Cast-In-Place Pipe (CIPP) project.

**CARRIED (3 to 0)****2.c Rehabilitation Agreement, Well No. 6**

T. Pinion noted that the regular testing for Well #6 reveals that it has manganese but not over any imposed limit. We have received some complaints about what looks like dark sand settling. Because this is not improving, we had CT Wells come in and analyze the well, double check the pump; no issues were found. The ideal fix would be high water usage, however, another option is to have Water Well Solutions incrementally test the water. Once they find out where the high manganese is, they will seal off this area forcing the well to pull better quality water. They will use the funds originally designated for a capital improvement project to cover this.

**Moved by:** Kent**Seconded by:** Kierzek

Recommend to Common Council to authorize the Utility Superintendent to sign an agreement with Water Well Solutions in the amount of \$58,565 for rehabilitation of Well No. 6.

**CARRIED (3 to 0)****2.d Fire Equipment Replacement Fund**

P. Cannon noted that for the past few years the City has not been making their contribution towards the Fire & EMS District replacement fund. The other members of the district have paid their contributions. As of December 31, 2023 the City owes \$856,150.62; we owe for 2024 in addition to this. We could take this out of fund balance or borrow through the State Trust Funds at 6% for 20 years. If we want to include this in the 2024 General Obligation Debt borrowing there is a stipulation that we can't give the money to the replacement fund, it has to be inline with a purchase. Chief K. Stieve noted that the Fire Protection Service Agreement was approved in 2006; this agreement includes the setting up of the capital equipment fund. Ald. Sloan questioned what was decided to do with these funds when the Inter Governmental Agreement was signed with the District: at the time of the meeting, there was not information on this available. Ald. Sloan noted that it does not make a lot of sense for the City to be forced into borrowing the funds, paying interest on these funds, so that the District can accrue interest on it. As of now, the Fire/EMS District Commission has not approved the purchase of any equipment, it's on their agenda for May 24th. The committee is in agreement as to the amount owed, they would like the Fire/EMS District Commission to approve the purchase of equipment prior to the funds being paid.

**Moved by:** Kent**Seconded by:** Kierzek

Motion to recommend the Common Council takes no action on this item.

**CARRIED (3 to 0)****2.e Official Fee Schedule, Utility Charges**

T. Pinion noted that this is primarily a house keeping item. As part of the rate increase that was submitted for January 1, 2024 the bulk water rates increased. As a result of the PSC order, the new rates were established and this is updating these rates in the official fee scheduled.

**Moved by:** Kent**Seconded by:** Kierzek

Recommend the Common Council revise the City's Official Fee Schedule for specific utility fees.

**CARRIED (3 to 0)****2.f Appraisal Services**

P. Cannon explained that Wal-Mart has filed claim for Excessive Assessment. Wal-Mart has hired an expert witness and our attorney has recommended that we hire an expert witness as well. The Nicholson Group, LLC prepared the 2020 report, it is recommended that they prepare the reports for 2021 and 2022 as well.

**Moved by:** Kent**Seconded by:** Kierzek

Recommendation to the Common Council to authorize the Interim-City Administrators to sign the Appraisal Engagement Letter with The Nicholson Group, LLC for appraisal services for the Wal-Mart property, 920 Hwy 12.

**CARRIED (3 to 0)****3. Discussion Items***None.***4. Adjournment**

**Moved by:** Kent  
**Seconded by:** Kierzek  
That the meeting adjourn at 5:08pm.

**CARRIED (3 to 0)**

**CITY OF BARABOO ADMINISTRATIVE MEETING**  
**Meeting Minutes**  
**May 7, 2024, 8:00 a.m.**  
**City Hall, Committee Room #205**  
**101 South Blvd., Baraboo, WI 53913**

Members Present: Thurow, Hazard, Lombard  
Others Present: Co-Administrators - Pat Cannon & Tom Pinion, City Clerk - Brenda Zeman, Police Chief  
- Rob Sinden, Mayor - Rob Nelson, Finance Director - Julie Ostrander

**1. CALL TO ORDER**

1.a ROLL CALL OF MEMBERS

1.b NOTE COMPLIANCE WITH OPEN MEETING LAW

1.c APPROVE MINUTES, April 2, 2024

**Moved by:** Hazard

**Seconded by:** Thurow

APPROVE MINUTES, April 2, 2024

Motion: CARRIED

1.d APPROVE AGENDA

**Moved by:** Hazard

**Seconded by:** Thurow

APPROVE AGENDA

Motion: CARRIED

**2. ACTION ITEM(S)**

2.a Amend Chapter 14, Subchapter 1 - Building Code

Tom gave report concerning rulings on building codes for storage containers, Pointed out that the agenda item and ordinance will need to be aligned before any action could be taken.

**Moved by:** Hazard

**Seconded by:** Thurow

Recommendation to have the Temporary Use Permit for storage containers to the City's Official Fee Schedule be postponed to next meeting.

Motion: CARRIED

2.b Amend City's Official Fee Schedule

**Moved by:** Hazard

**Seconded by:** Thurow

Recommendation to postpone adding a fee for the Temporary Use Permit for storage containers to the City's Official Fee Schedule to the next meeting.

Motion: CARRIED

2.c Liquor License

Concerns for completion of the application are being addressed.

**Moved by:** Hazard

**Seconded by:** Thurow

Recommendation to postpone the 2024, 6-month Class "B" Liquor License Application for Hotdog King, LLC, d/b/a Frannie's Franks to the next meeting.

Motion: CARRIED

**3. INFORMATIONAL ITEM(S)**

3.a Date and time of next meeting: June 4, 2024 at 8:00am

**4. ADJOURNMENT (Voice Vote)**

Adjourn at 8:14 am

**Moved by:** Hazard

**Seconded by:** Thurow

Adjourn meeting

Motion: CARRIED

**Minutes of the Public Safety Committee Meeting – March 25, 2024**

**Members Present:** Tom Kolb, and David Olson, and John Ellington. **Others Present:** Chief Sinden, Tom Pinion, Street Superintendent Tony Gilman, Dave Hyzer, and Bob Spencer.

**Call to Order** – Chairman Tom Kolb called the meeting to order at 1:00. Compliance with the Open Meeting Law was noted. It was moved by Ellington, seconded by Olson to approve the agenda, motion carried unanimously. It was moved by Olson, seconded by Ellington to approve the minutes of the February 26, 2024. Motion carried unanimously.

**Action Items**

- a. Special Event Permit for St. John's Lutheran School for their annual kickball tournament at Langer Park – Pinion said that this is at least the second annual so it is a special event, only because there will be road closures, in this case it is more alley closures. It was moved by Ellington, seconded by Olson to approve the special event permit for St. John's Lutheran School as presented. Motion carried unanimously.
- b. Review and recommend approval of the adjusted Census-Defined Urban Area Boundary Map for the City of Baraboo – Pinion presented the proposed adjusted Census-Defined Urban Area Boundary Map. Kolb asked Pinion his thoughts and Pinion felt that this would give the City the best opportunity for funding. Olson moved, Ellington seconded to recommend approval of the adjusted Census-Defined Urban Area Boundary Map for the City as presented. Motion carried unanimously.
- c. Review and recommend approval for a Memorandum of Understanding with the School District of Baraboo for the 2024 Fireworks display – Pinion presented a map showing the location that is desired for the fireworks this year. He said that the site east of the Meat Market is not available this year. He said they did look just north of the First Station No. 2 site off of T but the fireworks vendor would not go that far away with that much topographic relief. He said that the donors, Festival Foods definitely wants it in Baraboo, although the Steam & Gas Show grounds has been suggested, but it is too far away and they wouldn't fund it there. He said that Spirit Point was also looked at, but there was not enough safety zone, 400 feet is needed. He said that staff has met with the school district and they did show willingness, their concern is their tennis courts and a couple of building behind GLW. Pinion said that they have has the attorney look at it, the first department has agreed to provide some extra level of protection with a piece of equipment and a couple of extra firefighters. Kolb felt that the City incurs most of the expense, but Pinion said that Barabooms reimburses the City as part of their special event provisions. It was moved by Ellington, seconded by Olson to recommend approval for a Memorandum of Understanding with the School District of Baraboo for the 2024 Fireworks. Motion carried unanimously.
- d. Review and approve awarding a contract to A-1 Excavating LLC for the 2024 Public Works Proposal #6 - Asphalt and Concrete Pavement Crushing project – Pinion said that he inadvertently transposed some numbers on the bid tabulations last month and originally had the low bidder as Tri-County Paving; however, in reality the low bidder is A-1 Excavating. It was moved by Olson, seconded by Ellington to approve awarding a contract to A-1 Excavating LLC for the 2024 Pubic Works Proposal #6 in the amount of \$26,350. Motion carried unanimously.
- e. Review and recommend approval of a contract with Peterson Sanitation Inc. for Recyclable and Non-Recyclable Solid Waste Collection, Hauling, Disposal and/or Processing Services – Pinion presented the background to the Committee. He said staff has been working the last few weeks putting together a contract with Peterson, which has been sent through the City's legal department and that is what the Committee is seeing here. He said that a draft has been sent to Peterson and they have no objections, so if the City is inclined to approve this in its final form it would be sent to Peterson for execution. He said the date of the agreement has been left blank, if the agreement is looked at by the Council on April 9, we are hopeful that it may be as early as the 6<sup>th</sup> of May, but we need confirmation from Peterson before we fill in the blank. It was stated that the sale of the trucks is not part of the contract and will be done on separate negotiations. Olson asked the procedure to cancel the contract. Pinion said that either party breaches any provision of the agreement, such as if the City didn't provide new addresses could be deemed a breach, then if we didn't fix it within 30 days of being giving notice then the party who is offended by this or claims there is a default can cancel the contract, can terminate it as of any date that is selected providing it is at least 60 days after the 30 days of default. It was moved by Ellington, seconded by Olson to recommend approval of a contract with Peterson Sanitation, Inc for Recyclable and Non-Recyclable Solid Waste Collection, Hauling, Disposal and/or Processing Services. Motion carried unanimously.
- f. Review and recommend approval to execute a Release and Declaration of Deed Restriction for Tax Parcel No.'s 206-0925-00000 and 206-0925-00100, located at 1101 and 1105 Lake Street, respectively – Pinion presented the history and background to the Committee. Olson moved, Ellington seconded to recommend approval to execute a Release and Declaration of Deed Restriction for the above mentioned tax parcels as presented. Motion carried unanimously.
- g. Review and recommendation to the Common Council to create Section 7.165, All-Terrain/Utility Terrain Vehicles in the General Code of Ordinances – Kolb said that the a person born on or after January 1, 1988 had to have a Safety Certificate was added. Bob Spencer then explained the Safety Certificate to the Committee. Chief Sinden than presented the three options for ATV/UTV routes in the City that the subcommittee came up with; Option A would be all City, with the exception of



Hwy 33, or 8<sup>th</sup> Street and 8<sup>th</sup> Avenue; Option B would be for limited routes; Option C would be no routes. Sinden said what the committee felt was that there was no way that 8<sup>th</sup> Street and 8<sup>th</sup> Avenue was safe for ATV/UTVs. He said that Option 2, limited routes, he said what the subcommittee was really looking was ways to connect with existing routes, if the Council chose to go with a limited route option. He said one of the suggestions from Kolb for Option B was to open up Water Street from South Blvd., to continue to Washington up to 10<sup>th</sup> and 10<sup>th</sup> to Hwy. T. Sinden said that it was thought that the City would have to petition the DOT for an allowance to allow them on state highways. Spencer said that as long as the state highway falls within the jurisdiction and territorial boundaries within the City and is 35 mph the City can authorize those route. He said that the City would have to apply for a signage program from the DOT for approval where the signage can be installed. Pinion said that he isn't sure that is correct because these are connecting highways and the City maintains them, we have exclusive rights over signage and permits, the only thing the City can't mess with is their access control. Sinden's fear in the limited route option turns individuals who wants to ride legally into those individuals who will be riding illegally because the route doesn't come right though past their house. Kolb hopes to turn this over to the Council with several options. He feels that more input is needed from Council. Spencer said one of the issues they have is Old Lake Road, there is a short section from Matt's Ferry Road going to Kessler Road, that is the only legal access into Greenfield Township and Merrimac Township and the Village is going that; however, we can't come back that way because the east side of the road is in the City of Baraboo. Committee was in agreement to add this suggested section to the limited route option. Kolb asked Spencer if the City went with the limited route option how many signs would be needed. Spencer explained the signage, saying probably four signs for every intersection that you come to in the City. Kolb asked Spencer how many ATV users actually live in the City limits, Spencer said he knew of 25-30. Kolb felt that that if all streets were open in the City and the club stated that they would purchase the signs, it should be written into the ordinance. Kolb said that on the designated routes, "except 8<sup>th</sup> Avenue/Street" should be added to the ordinance. After a lengthy discussion regarding route options, Kolb said that the Committee will present the Council with the three route options. It was moved by Ellington, seconded by Olson to present the draft ordinance to Council after consultation with the attorney regarding sub b and sub c. Motion carried unanimously.

- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March 2024 – It was moved by Ellington, seconded by Olson to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

Kolb said that this is his last meeting with Public Safety and thanks Bob Spencer and Dave Hyzer for their active participation in the discussions. He also thanked Pinion, Gilman, Peterson, and Sinden for all the time that they have given him and helped him with.

### **Reports**

- a. Utility Superintendent's Report
- i. Staffing Updates – None
  - ii. Project Updates – Peterson said life is revolving around 8<sup>th</sup> Street. He said the railroad project is still in limbo.
- b. Street Superintendent's Report
- i. Staffing Updates –
  - ii. Monthly Activity Report – Gilman said the department is busy with stump grinding. He said that the department was able to harvest approximately 5,000 yards of topsoil from the Greenfield Estates development, with more available as time permits.
  - iii. Equipment Report – Gilman said we are scheduled to replace two plow trucks and one haul truck in 2025, through River States Truck and Trailer, we were able to secure 2024 pricing on the trucks scheduled for replacement with nothing due until 2025 budget cycle. He said this is a savings of just under \$21,000.
- c. Police Chief's Report
- i. Staffing Updates – Sinden said the department is at fully authorized staffing level, with one still in the academy. He said that the officer that another department was doing a background check on as decided to stay in Baraboo.
  - ii. Case/Response Update – Sinden said overall case load is a bit down from last year. Sinden said that the truancies at the Middle School are not being reported. Kolb congratulated the department on the diminished use of force reports.

Peterson said that the utility offices will be closed on Wednesday, staff will all be going to LaCrosse.

### **Information Items**

- a. STH 33 Reconstruction Project – Status Report – No update.

**AJOURNMENT** – There being no further business, Kolb declared the meeting adjourned at 3:09 p.m.

## **17. ADJOURNMENT**

Moved by: Ellington

Seconded by: Sloan

That the meeting adjourn at 8:13pm.

**Motion: CARRIED**

Brenda M. Zeman, City Clerk

**10.1**

**RESOLUTION NO. 2024 -**

**Dated: June 25, 2024**

**The City of Baraboo, Wisconsin**

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

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

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

**Offered By:** Consent  
**Motion:**  
**Second:**

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

**The City of Baraboo, Wisconsin**

**Background:** In order to be in full compliance with State Law, the City amended Chapter 12, Intoxicating Liquor and Fermented Malt Beverages. Because of this change, the Administrative Committee is now required to review all Liquor License applications and make a recommendation to Council.

All Liquor Licenses expire annually on June 30<sup>th</sup> with the exception of the Picnic License. A Picnic License, also known as a Temporary Beer and/or Wine License, is typically issued for a one or two day event.

The Picnic License listed below was reviewed by the Police Department and the City Clerk. It will be reviewed by the Administrative Committee at their June 21<sup>st</sup> meeting.

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

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

THAT the City Clerk be authorized to issue the following Class “B” Fermented Malt Beverage Picnic License:

- Baraboo Fireworks Inc., Baraboo Fireworks Festival, 07-04-2024

**Offered by:** Administrative Comm. **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

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

RESOLUTION NO. 2024 -

Dated: June 25, 2024

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

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

**Resolved, by the Common Council of the City of Baraboo, confirms the Mayor's appointments as follows:**

THAT, Brenda Barahona be re-appointed and Victoria Wiegand and John Phelps be appointed to the Carnegie-Schadde Memorial Public Library Board, serving until June 30, 2027.

**Offered By:** Consent  
**Motion:**  
**Second:**

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

RESOLUTION NO. 2024 -

Dated: June 25, 2024

**The City of Baraboo, Wisconsin**

**Background:** Each year, the Finance Department reviews delinquent accounts. As part of that process, certain accounts are identified as uncollectible. In those instances, the write-offs are presented to Council for approval.

**Overview**

Reasons for the delinquencies becoming uncollectible can range from being out of business, located out of State, being deceased, bankruptcy, exceeding statute of limitations, taxes being rescinded, to internal collection efforts being exhausted. Included in this Resolution are the following:

- Personal property taxes for the years 2020 – 2022 are now uncollectible.
- Accounts receivable for the years 2018 – 2023 are now uncollectible.

The Treasurer's schedule for delinquent accounts is attached.

**Note:** [☒] None    [☐] Not Required    [☐] Budgeted Expenditure    [☐] Not Budgeted    [☒] Other

**Comments:** *The account receivable accounts will net against the current year's revenue for medical transports as totaled on the Treasurer's report. Personal Property will be expensed.*

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

**WHEREAS** the **Delinquent Personal Property** balances as detailed and noted on the Treasurer's report shall be written off in the amount of **\$527.40**.

**WHEREAS** the following **Accounts Receivable** balances as detailed and noted on the Treasurer's report shall be written off in the amount of **\$2,153.14**.

**NOW, THEREFORE, BE IT RESOLVED**, that the above referenced delinquent accounts are hereby written off, thus removed from receivables.

**Offered by:** Finance/Personnel Committee  
**Motion:**  
**Second:**

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

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

Delinquent Personal Property 2020 - 2022														Write-off City Portion	Write-off to Allowance for Doubtful Accounts	
Name		Last Known Address	Business Address	Balance as of last report	Year	PAID	Continue Collection Attempts	SDC CMC	TRIP	Out of Business	Recind Tax	Can't Find	Comment			
Picketts Septic	Scott Zirzow	720 Lincoln	720 Lincoln	\$27.84	19	\$27.87										
Baraboo Electric Art	Rich Wyckoff	132 3rd St	132 3rd St	\$82.33	22		\$82.33	X					Refuses to Pay			
EXP Reality - Melody Byl	Melody Byl	Call Rhonda Telvik	515 South Blvd A	\$9.15	22		\$9.15	-				x	moved			
Fat Tats	Lefty?		413 Oak	\$123.49	22		\$123.49			4/23						
Forward Service			414 Broadway	\$50.32	22		\$50.32					x				
Martinez & Ruby	Cole Ruby	620 8th Ave	620 8th Ave	\$102.92	22		\$102.92	X								
Nail Addict	Margretta Belter		410 Oak St B	\$102.92	22		\$102.92	X								
NUCO2 206-051300		2800 SE Market Pl	Stuart, FL	\$20.58	22		\$20.58									
Orthopedic Specialists	Mike Plooster ?	440 Inverness Terrace	635 15th St	\$203.52	22		\$203.52					x	mail returned			
Pinnacle Propane		8801 S Yale Ave, Suite 310, Tulsa, OK	413 US Hwy 12	\$108.51	20		\$108.51	X		10/11			SDC-Uncollectable	\$108.51		
Pinnacle Propane		8801 S Yale Ave, Suite 310, Tulsa, OK	413 US Hwy 12	\$104.96	21		\$104.96	X					SDC-Uncollectable	\$104.96		
Pinnacle Propane		8801 S Yale Ave, Suite 310, Tulsa, OK	413 US Hwy 12	\$93.77	22		\$93.77	X					SDC-Uncollectable	\$93.77		
Allure Salon				\$112.06	22						X			\$44.47		
Broadway Auto Care	David Christian	620 Broadway	620 Broadway	\$2.28	22		\$2.28							\$2.28		
Everlasting Rejuvenations				\$93.76	22						X			\$37.21		
Family Values				\$0.50	22								Short pay	\$0.50		
Golden Arc Yoga				\$41.17	22					X				\$16.34		
Maier Electrical				\$2.28	22						X			\$2.28		
Quadient				\$162.35	22						X			\$64.43		
Vallencourt Creates				\$82.33	22						X		Not her business	\$32.68		
Young Discovers				\$50.32	22						X		Rescind - not in City	\$19.97		
	Totals			\$1,577.36			\$27.87	\$1,004.75			\$0.00	\$0.00	\$0.00		\$527.40	\$0.00

Interest Collected	\$0.54
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Mahkimetas, Alfred	Invoice #13024	Wis Dells		\$200.00	2023	\$198.11					Police Medical Transport	SDC-Small balance	\$1.89		
Boehm, Ryan	Invoice #13112	Wis Dells		\$100.00	2023							Police Medical Transport	SDC-Deceased	\$100.00	
Boies, Jennifer	Invoice #11021	530 4th Ave		\$100.00	2018							Police Medical Transport	SDC-Uncollectable	\$100.00	
Bassim, Farhoud	Invoice #11746	602-1/2 East		\$346.07	2020							Police Medical Transport	SDC-Uncollectable	\$346.07	
House, Geena	Invoice #12192	1013 8th St		\$100.00	2021							Police Medical Transport	SDC-Uncollectable	\$100.00	
McDaniel, Richard	Invoice #11867	107 Walnut		\$300.00	2020							Police Medical Transport	SDC-Uncollectable	\$300.00	
McKittrick, John	Invoice #11776	607 Prairie Ave		\$200.00	2020							Police Medical Transport	SDC-Uncollectable	\$200.00	
Newkirk, Kevin	Invoice #11060	335 6th Ave		\$298.43	2018							Police Medical Transport	SDC-Uncollectable	\$298.43	
Utterberg, Wesley	Invoice #11050	Poynette		\$334.05	2018							Police Medical Transport	SDC-Uncollectable	\$334.05	
Whitton, Nina	Invoice #11048	North Freedom		\$163.92	2018						Police Medical Transport	SDC-Uncollectable	\$163.92		
Williams, Laura	Invoice #10970	511 Ridge St		\$208.78	2018						Police Medical Transport	SDC-Uncollectable	\$208.78		
				\$2,351.25		\$198.11							\$2,153.14	\$0.00	
														\$2,680.54	\$0.00

### Other Items to Report

#### CDA Accounts Receivable

Could not charge back - Still in business

## The City of Baraboo, Wisconsin

**Background:** Given the apparent increasing popularity of converting shipping containers to residential dwellings, there is a need to amend the Zoning Code to regulate this type of use. The City Engineer worked with the City Attorney to draft a proposed Amendment to the Zoning Code.

The Plan Commission completed their review of this matter at their May 21<sup>st</sup>, 2024 meeting and forwarded the matter to the Common Council with a recommendation to add Section 17.13(6) to the Zoning Code.

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

An Ordinance amending §17.13 Use Regulations in the Municipal Code of the City of Baraboo, relating to the use and placement of Shipping Containers.

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

**SECTION 1.** CHAPTER 17 – ZONING CODE, Sec. 17.13(6) of the code of ordinances, City of Baraboo, Wisconsin is hereby created to read as follows:

**(6) SHIPPING CONTAINERS.**

(1) Placement and Restrictions

- (a) One (1) Shipping Container may be permanently placed as an Accessory Structures on any parcel zoned I-1 or I-2 upon issuance of a Conditional Use Permit. No Shipping Container may be permanently placed on any parcel of land zoned other than I-1 or I-2.
- (b) A Shipping Container may be temporarily placed on parcels zoned R-1, R-2, R-3, R-4, R-5, B-1, B-2, B-3, I-1, I-2, I-3, or I-4 for no more than 45 days with a Temporary Use Permit issued pursuant to Chapter 14, Subchapter I -Building Code, so long as the Shipping Container is not used for human occupancy.
- (c) Any Shipping Container located on a parcel shall be for the sole use of the owner or occupant of said parcel, and in no event shall Shipping Containers be leased out as temporary storage to a party who does not otherwise have a property interest in the parcel upon which the Shipping Container is located.
- (d) Shipping Containers shall not to be stacked, permanently or temporarily, one upon another. Each Shipping Container must be securely placed on the ground with any and all necessary footings

**SECTION 2.** Section 17.08 (100A) shall be added to the Zoning Code:

(100A) SHIPPING CONTAINER. Any pre-fabricated object originally designed and historically used for transport of material goods, including but not limited to semitrailers, PODS, and corrugated metal containers.

**SECTION 3. CONFLICT AND SEVERABILITY.** If any section, subsection, sentence, clause, paragraph or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or other applicable administrative or governing body, such decision shall not affect the validity of any other section, subsection, sentence, clause, paragraph or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, paragraphs, or phrases may be declared invalid or unconstitutional.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall take effect upon passage and publication as provided by law.

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

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

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_ day of June, 2024 and is recorded on page \_\_\_\_ of volume \_\_. A summary of the Ordinance was published in the local newspaper on the \_\_\_\_ day of June, 2024.

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



## The City of Baraboo, Wisconsin

**Background:** Given the apparent increasing popularity of converting shipping containers to residential dwellings, there is a need to amend the Building Code to regulate this type of use. The City Engineer worked with the City Attorney to develop a proposed amendment to the Building Code.

The Administrative Committee reviewed this matter at their June 4<sup>th</sup>, 2024 meeting and forwarded this matter to the Common Council with a recommendation to Create 14.17 of the Building Code.

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

An Ordinance creating §14.17 Storage Containers and Buildings in the Municipal Code of the City of Baraboo.

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

**SECTION 1.** CHAPTER 14, SUBCHAPTER 1 – BUILDING CODE, Section 14.17 is hereby created to read as follows:

### **14.17 STORAGE CONTAINERS AND BUILDINGS.**

(1) **DEFINITIONS.**

- (a) “Residential property” means property used, or restricted for use, as a single-family or two-family residence.
- (b) “Storage container” means a cargo container, shipping container or other similar transportable container with a volume greater than 100 cubic feet that is suitable for storing building materials, furniture, tools, equipment, household goods and other personal property.
- (c) “Storage building” means a small outdoor building or shed, portable or permanent, commonly used for storing building materials, furniture, tools, equipment, household goods and other personal property.

(2) **RESIDENTIAL USE PROHIBITED.** No storage container or storage building may be used as a dwelling or incorporated into the structure of a building that is used for any type of human occupancy.

(3) **TEMPORARY USE PERMIT.**

- (a) **Permit Required.** No storage container shall be used on residential property, unless the owner or occupant of the property obtains a temporary use permit from the City.
- (b) **Permit Application.** Application for a temporary use permit shall be on forms provided by the City.
- (c) **Permit Fees.** Temporary use permit applicants shall pay an application fee as set by the City Engineer and as shown in the Official Fee Schedule.
- (d) **Permit Issuance and Duration.** A temporary use permit shall be issued after receipt of a complete permit application and permit fee. A temporary use permit expires forty-

five (45) days after the date of issuance but may be renewed by the Building Inspector or City Engineer for one additional forty-five (45) day period for good cause shown and an additional fee. No more than one temporary use permit may be issued for a property within a twelve-month period.

**SECTION 2. CONFLICT AND SEVERABILITY.** If any section, subsection, sentence, clause, paragraph or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or other applicable administrative or governing body, such decision shall not affect the validity of any other section, subsection, sentence, clause, paragraph or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, paragraphs, or phrases may be declared invalid or unconstitutional.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall take effect upon passage and publication as provided by law.

Mayor’s Approval: \_\_\_\_\_

Clerk’s Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_ day of June, 2024 and is recorded on page \_\_\_\_ of volume \_\_. A summary of the Ordinance was published in the local newspaper on the \_\_\_\_ day of June, 2024.

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

RESOLUTION NO. 2024 -

Dated: June 25, 2024

## The City of Baraboo, Wisconsin

**Background:**

Baraboo Bowling Inc, d/b/a Thunderbird Lanes, has applied for a “Class B” Combination Liquor & Fermented Malt Beverage Liquor License. Liquor License applications are reviewed by the Zoning Administrator, the Police Department, the Fire Inspector, and the City Clerk. Publication of this Liquor License application was made in the Baraboo News Republic.

If approved, this liquor license will be valid starting July 1, 2024 through June 30, 2025.

This Liquor License was reviewed and recommended for approval by the Administrative Committee at a special meeting held on June 21, 2024. .

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

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

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

- “Class B” Combination Liquor and Fermented Malt Beverage Liquor License, Baraboo Bowling Inc, d/b/a Thunderbird Lanes, 1117 8<sup>th</sup> Street.

**Offered by:** Administrative Comm. **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

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

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

- This resolution is a request for approval to apply for the State of Wisconsin Cybersecurity Grant. This grant covers expenditure/budget periods from 09-01-2024 through 08-31-2026.
- The City Information Technology group has received numerous recommendations over the past year by our subcontracted Information Technology provider to increase all-city computer security via Multi-Factor-Authentication methods. (MFA) This increased security method requires users to maintain password protected methods of computer access, while adding a physical security layer assuring the authorized user is the entity attempting network access.
- The Police Department has additional increased security requirements due to the availability of criminal justice information to its users. These increased computer security requirements are covered in the "Criminal Justice Information Systems" (CJIS) documentation. The Police Department has been audited by CJIS representatives in 2017, 2018, 2021 and we have now been selected to again be audited in 2024. Although the police department passed all prior CJIS audits, 2024 brought about hundreds of new criteria that now must also be met. The CJIS requirements include compliance in 13 security areas which entail over 348 information technology questions in conjunction with specific in-depth encryption/routing/porting/mapping of all networked systems. These increased requirements will make it necessary to contract with an outside entity familiar with the concepts associated with CJIS requirements. We are not currently in compliance with all 2024 CJIS standards.
- The Wisconsin Emergency Management Cybersecurity Grant was created to work with government entities to assure that any cyber-related government security need is met. The grant funds the subcontracting/equipment costs and does NOT require any matching fund expenditure from agencies if approved. The agency pays the associated invoice and is fully reimbursed by grant funds.
- If approved for this grant, all City of Baraboo government systems would be brought into compliance with federal and best practice computing standards.

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

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

THAT Police Chief Sinden be authorized to submit the application and accept the awards for the State of Wisconsin Cybersecurity Grant.

**Offered by:** Finance Comm.

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


**Motion:**

**Second:**

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

Wisconsin Emergency Management (WEM)

## Notice of Funding Opportunity (NOFO)

The logo is a circular seal. The outer ring contains the text "WISCONSIN" at the top and "EMERGENCY MANAGEMENT" at the bottom, separated by three blue stars on each side. The inner circle features a white map of Wisconsin centered over a light blue background. Overlaid on the map are the large, red, serif letters "W", "E", and "M" stacked vertically.

State Local Cybersecurity Grant Program  
(SLCGP)

Cycle 1 Funding 2022

**Applications must be submitted in  
Egrants on or before **Thursday, August 15, 2024.****

# SLCGP Cycle 1 Funding 2022 NOFO

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# SLCGP Cycle 1 Funding 2022 NOFO

## A. PROGRAM DESCRIPTION

The Infrastructure Investment and Jobs Act (IIJA) established grant funding through the State and Local Cybersecurity Grant Program (SLCGP) to award grants to eligible entities to address cybersecurity risks and cybersecurity threats to information systems. The SLCGP provides funding to state, local, and tribal governments to improve their cybersecurity capabilities. Administered through the federal Department of Homeland Security's (DHS) Cybersecurity and Infrastructure Security Agency (CISA), the program aims to help state, local, and tribal governments improve their cybersecurity posture and better protect their networks, systems, and data from cyber threats.

In Wisconsin, the SLCGP is administered by Wisconsin Emergency Management (WEM) and the Division of Enterprise Technology (DET). Grant funding is available to counties, tribes, municipalities, school districts, utilities, and other public entities as part of a competitive grant process. Grant funding can be used on cybersecurity-related activities, including purchase and installation or activation of multifactor authentication (MFA) and managed detection and response (MDR).

For additional information or questions, please reach out to the primary contact as listed in [section G](#) of this document. The grant manager for this funding opportunity is:

Grant manager: **Marc Couturier, SLCGP Grant Manager**  
Phone: **(608) 242-3258**  
Email/MS Teams: **marc.couturier@widma.gov**

## B. AWARD INFORMATION

### (1) Funding source:

**Authorizing authority:** The Department of Homeland Security as authorized by section 2220A of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) (6 U.S.C. § 665g)

**Appropriation authority:** Infrastructure Investment and Jobs Act (Pub. L. No. 117-58)

**Grant Award:** State and Local Cybersecurity Grant Program FFY2022 awarded to WEM under grant number EMW-2022-CY-00053.

**(2) Assistance Listing Number (for Single Audit requirement):** 97.137

**(3) Total amount of funds eligible:** \$3,035,612.00

**(4) Anticipated number of awards:** 30

**(5) Anticipated grant award amount:** \$100,000.00

**(6) Anticipated grant performance/budget period:** 09/01/2024-08/31/2026

**(7) Type of grant award:** This is a new competitive grant opportunity for one-time initiative projects. Applications for renewal or supplementing existing project are not eligible.

**(8) Expectations:** If WEM approves an application for award, the authorized representative of your agency will be required to sign an agreement with WEM that sets forth your agency's obligations to adhere to this NOFO and all requirements set forth in [section F](#) of this NOFO. **Please review the entirety of this NOFO and each document in [section F](#) carefully prior to applying for this grant to ensure that your agency will be able to fulfill all obligations set forth in them should its application be approved.** Grant recipients must complete the Nationwide Cybersecurity Review (NCSR) prior to grant close Year 1 and then annually for each year funding is approved. The NCSR is available each year from October through February at <https://www.cisecurity.org/ms-isac/services/ncsr>. Grant recipients must sign up for free cyber hygiene services through CISA: <https://www.cisa.gov/cyber-hygiene-services>.

## C. ELIGIBILITY

### (1) Eligible applicants

All applicants that submit an application for this funding opportunity are certifying that they are willing and able to comply with all requirements as stated in this NOFO including all rules and regulations

# SLCGP Cycle 1 Funding 2022 NOFO

identified in [section F](#) of this document. Eligible applicants are government agencies including counties, municipalities, local public authorities, school districts, special districts, intrastate districts, councils of government, regional or interstate government entities, agencies or instrumentalities of a local government, authorized tribal governments and organizations, rural communities, unincorporated towns or villages, and other public entities.

## Additional eligibility requirements for federal funding

All applicants for this grant opportunity must have a valid Unique Entity Identifier (UEI) number in System for Award Management (SAM.gov) or must have started the registration process before applying. WEM's website has a helpful guide for obtaining a UEI number located at <https://wem.wi.gov/available-grants/>. **WEM cannot award a grant until the applicant has complied with all SAM requirements.** If your agency is exempt under [2 CFR 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the Federal awarding agency under [2 CFR 25.110\(d\)](#), please contact the individual identified in [section G](#) of this document as soon as possible.

## **(2) Cost share or local match**

There are no cost share or local match requirements for this funding opportunity as the ten percent (10%) match requirement for this first year of funding has been waived by FEMA. Any costs over the eligible award amount will be the responsibility of the applicant.

## **(3) Eligible costs and funding restrictions**

All expenses related to this grant must be allowable, reasonable, allocable, and incurred within the grant's performance and budget period. Applicants that accept funding are responsible for all sustainment costs. Additional funding restrictions are included in [section D\(4\)](#) of this document.

### **(a) Allowable costs**

The following direct cost categories and related costs are allowable under this funding opportunity:

#### Supplies & Operating

Costs under this category are for equipment and/or supplies \$5,000.00 or less.

Eligible costs under this category are limited to the following:

- Multi factor authentication (MFA) and/or managed detection and response (MDR).

#### Equipment

Costs under this category include:

- All equipment costs greater than \$5,000.00. All equipment purchases should follow local procurement policies and procedures that adhere to the required procurement standards as stated in the Terms and Conditions of this grant.
- All equipment costs must follow asset management and an Inventory Report will be required prior to closeout.
- All approved eligible costs must be on the Authorized Equipment List (AEL), provided as an attachment at <https://www.fema.gov/grants/tools/authorized-equipment-list>.

Eligible costs under this category are limited to the following:

- Multi factor authentication (MFA) and/or managed detection and response (MDR).

#### Consultant/Contractual

Costs under this category include consultant or contractual services through a third party. All costs must have a signed contractual agreement, and, if appropriate, must adhere to proper procurement standards. Eligible costs under this category are limited to the following:

- Contractual services associated with multi factor authentication (MFA) and/or managed detection and response (MDR).

### **(b) Conditionally allowable costs**

The following costs may be conditionally approved with proper justification and dependent on availability of funding:

- There are no conditionally allowable costs.



# SLCGP Cycle 1 Funding 2022 NOFO

## (c) Unallowable costs

The following costs are unallowable under this funding opportunity:

- Construction costs.
- Only items under allowable costs will be considered.

## (4) Eligible activity and outcomes

The activity supported by this grant must contribute to the achievement of the program's goals and objectives, and the expected performance goals, indicators, targets, baseline data, data collection, and other outcomes as described in Section A for Program Description. Any activity that occurs outside this grant's performance period is unallowable.

## D. APPLICATION & SUBMISSION INFORMATION

### (1) Pre-application

There are no pre-application requirements for this funding opportunity.

### (2) Full application

The application for this is available and conducted through WEM's online grant management system called Egrants. Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. All applications must be submitted through this system in the manner prescribed below unless a special accommodation has been requested.

#### (a) Access application

Applications must be submitted through the Egrants online grants management system accessible at <https://wem.egrants.us>. To access the Egrants system, you will need an user identification and a password. If you do not currently have access to the Egrants system please see [section D\(5\)](#) "Other submission requirements" of this document for Egrants registration information and troubleshooting contact information. For special accommodations, WEM's Reasonable Accommodation Policy is available on WEM's website <https://wem.wi.gov/admin-tools/>.

#### (b) Application components

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. The following Egrants sections below must be completed in their entirety as described in this document to be approved for award.

##### (i) Main Summary

1. Agency
2. Unique Entity Identifier (UEI)

All applicants for this grant opportunity must provide a valid UEI and be registered in System for Award Management (SAM.gov) before applying. WEM's website has a helpful guide for SAM registration. [UEI External Fact Sheet \(wi.gov\)](#).

**WEM cannot award a grant until the applicant has complied with all SAM requirements.** If you agency is exempt under [2 CFR 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the federal awarding agency under [2 CFR 25.110\(d\)](#), please contact the individual identified in [section G](#) of this document as soon as possible.

3. Point of contacts

A separate individual must be selected for each of the following roles:

- **Project Director** - For this grant, select the individual who is responsible and accountable for execution, oversight, and administration of this grant.
- **Financial Officer** - For this grant, select the individual who is responsible and accountable for the financial management of the awarded agency with the authority to certify expenditures.

# SLCGP Cycle 1 Funding 2022 NOFO

- **Signing official** – For this grant, select the individual that has the authority to sign the legal agreement and obligate your agency into a legal grant agreement. In most cases, this is the highest elected official.
- **Alternate contact** – This individual is a back-up contact in the event the Project Director is not available. This individual cannot sign or certify on behalf of the Financial Officer or Project Director.

## 4. Congressional Districts

Please enter your school district, state senate and assembly districts, and your congressional district. Access the Wisconsin Legislative District Viewer here:

<https://maps.legis.wisconsin.gov/#>.

## 5. Performance Period

The performance period you include should **not exceed** the eligible period in [section B\(6\)](#) of this document, without proper justification to support the request for extension. Please contact the person identified in [section G](#) of this document before proceeding.

## 6. Brief Description

In the Brief Project Description text box, please effectively describe your project in 150 words or less. Plain language that clearly describes the intent of the project is most effective. A suggested format may be:

*“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve your agency’s cybersecurity posture?).”*

### (ii) **Performance Measures**

Please open this section and change the page status to Complete; then SAVE the page. Upon approval of an award, you will be required to report on the impact and outcomes this grant has in your area. See [section F\(4\)](#) of this document for additional information.

### (iii) **Budget Detail**

Only eligible costs under the appropriate cost category as described in [section C\(3\)](#) for eligible costs should be included in the application. All costs must have the following in Egrants:

1. A proper description of the item(s).
2. A proper justification that describes how the item(s) will be used during the grant period to meet the eligible activity and outcomes.
3. Detailed computations that adequately support the amount requested **must include an item description, unit cost, and quantity/frequency**. Detailed computations should be clear and reflect accurate calculations that support the total amount requested (e.g., “Contracted Training \$30/student/day x 25 students x 4 days; total \$3,000”). **Lump sums are not acceptable unless stated otherwise below.**

### (iv) **Budget Narrative**

The maximum allowable award amount per entity is \$100,000.00. The budget should demonstrate a clear link to the overall program or project and the proposed budget items. Please attach supporting documentation to support the funds requested such as quotes, estimates, and calculations.

### (v) **Agency Profile**

Provide your entity type: county, tribe, municipality, school district, utility, or other public entity. If other public entity, please specify the entity type.

# SLCGP Cycle 1 Funding 2022 NOFO

## (vi) **Community Profile**

Is the applicant a rural community?

A rural community is defined in 40 U.S.C. 5302(17) as “an area encompassing a population of less than 50,000 people that has not been designated in the most recent decennial census as an “urbanized area” by the Secretary of Commerce.”

## (vii) **Organizational Structure & Resources**

Is this a multi-entity application? If so, please upload to the “Required Attachment” section one or more additional pages that list the name and type of all participating entities. Make sure to identify which participating entities (if any) are rural.

## (viii) **Project Type**

Select your project type below. Eligible projects activities include multi-factor authentication (MFA), managed detection and response (MDR), or both activities.

MFA is a workforce service that requires users to provide two or more credentials to verify their identity. MFA adds an extra layer of security by providing strong authentication for your cloud, web-based, on-premises, SaaS, and IaaS applications.

MDR services provide customers with remotely-delivered, human-led, turnkey security operations center functions by delivering threat disruption and containment.

## (ix) **Project Narrative**

Describe your program or project in detail, including what objectives will be accomplished. Your narrative must address the following questions:

1. Desktop/Laptop Operating System: Please provide the type and version (i.e., Microsoft, Apple, Linux, multiple, other/unknown).
2. Estimated number of users for multi-factor authentication (MFA).
3. Estimated number of computing devices and types (servers, computers, smart phones, tablets, etc.) for managed detection and response (MDR) endpoint security services (ESS).

## (x) **Implementation Schedule**

Label project benchmarks by month. For example, Month 1 – Accept grant award, Month 2 – Solicit bids for work, Month 3 – Execute contract for work, etc. You may upload your implementation schedule to the “Required Attachment” section in Egrants.

## (xi) **Evidence of Need**

Describe the urgency of implementing the project and potential impacts if it does not proceed.

If the applicant has had a cybersecurity vulnerability scan, please upload the results to the “Required Attachment” section in Egrants. Also include information on impacts from previous cyber incidents; how this investment will address any unmet time-sensitive legal mandates or audit findings; and/or current use of unsupported systems in need of modernization.

## (xii) **Program Sustainability**

Describe your plan for continuing critical services when federal funds are no longer available.

## (xiii) **Required Attachments**

Please upload the following documents to your application in this section (if needed):

- Quotes, estimates, calculations to support your budget request.
- Multi-entity application information.
- Implementation schedule
- Cybersecurity vulnerability scan.
- Other attachments, as needed or desired.

# SLCGP Cycle 1 Funding 2022 NOFO

## (3) Submission dates & times

Applications must be submitted in Egrants on or before 11:59 PM on **Thursday, August 15, 2024**. Failure to complete the Egrants application by the posted deadline and/or respond to requests from WEM may lead to rescindment of grant funding. Any delays in submitting a returned application will result in a delayed grant start date and a shorter period of performance.

## (4) Funding restrictions

The following costs are prohibited; any violation may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

**Additional funding restrictions are identified in [section C\(3\)](#) and [section D\(3\)](#) of this document.**

Supplanting is the substitution of existing state or local government funding with grant funds.

Pre-award costs are unallowable. Pre-award costs are any costs that have been incurred prior to notification from WEM of either a fully executed award document or Grant Adjustment Notification (GAN). *A cost is incurred when an action or activity will result in an expense or obligation. This may be, but is not limited to, ordering items, scheduling trainings, reserving hotel rooms, signing a contract, finalizing a purchase order, hours worked.*

Duplication of benefits are prohibited and include any cost allocable to a particular financial assistance award provided for may not be charged to other financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

## (5) Other submission requirements

Only applications successfully submitted in the online grant management system Egrants will be considered and reviewed. To access Egrants, you must be a registered user and have a unique password. Sharing usernames and passwords is strictly prohibited and may result in disqualification of the user and/or applicant agency in this and future funding opportunities.

### (a) Egrants registration

If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self-registration' process. Authorization to access Egrants can take several days depending on registration activity. *Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.*

### (b) Egrants technical assistance

- (i) The Egrants User Guide is available on the Egrants log-in screen <https://wem.egrants.us/egmis/>.
- (ii) The Egrants Help Desk is available on business days from 7:30AM to 4:00PM via phone at (608) 242-3231 or via email at [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us).
- (iii) Once signed into the Egrants system, additional guidance is available by clicking on the "Help" icon in the upper right-hand corner.

## E. APPLICATION REVIEW AND NOTIFICATION OF AWARD

### (1) Criteria

All applications must be submitted on or before the deadline to be considered. Applications will be screened for completeness and compliance with the instructions provided in this announcement. Applications will be scored using criteria designed to evaluate the reduction of risk achieved by implementing the project and thoroughness of responses to the required application components.

# SLCGP Cycle 1 Funding 2022 NOFO

## (2) Review and selection process

All applications submitted will be reviewed and scored by a committee after the August 15<sup>th</sup> deadline.

## (3) Anticipated announcement and dates

Applicants that are approved for award will be notified in approximately two weeks from the approval date in Egrants by the receipt of award documents.

## F. AWARD ADMINISTRATION INFORMATION

### (1) Required information upon approval (intent) but prior to award

Upon intent to make an award, you will be required to provide WEM with the awarded agency's Employee Identification Number (EIN) with the submission of a W-9. If your entity does not have an EIN, you can register for one here: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>. In addition, a fully executed agreement should be signed and returned to WEM prior to the start date of your grant. Activity and costs may not be incurred until an agreement is fully signed. See the Grant Award Notices below.

### (2) Grant award notices

If WEM approves an application for award, an authorized representative of your agency will be required to sign an agreement with WEM that sets forth your agency's obligations with respect to the funds (the Grant Agreement). The Grant Agreement will incorporate this NOFO and all Terms & Conditions as set forth by [section F](#) of this NOFO. The terms are non-negotiable. **Please review the entirety of each document carefully prior to applying for the grant** to ensure that your agency will be able to fulfill all obligations should its application be approved. If your agency can fulfill all obligations, it may wish to start whatever process is necessary to get the authority to sign the Grant Agreement as soon as possible so that, if WEM ultimately approves your agency's application, the Grant Agreement can be signed, and the funds made available expeditiously.

The award document must be returned to WEM prior to the grant performance period start date as indicated in Egrants. Grant awards without signatures will not be considered active until the authorized officials of the applicant agency have signed and returned the award documents to WEM. The grant award documents will explain the total funding amount approved, budget by category, performance period, and fiscal and program reporting requirements and deadlines.

### (3) Administrative and policy requirements

The following requirements are non-negotiable as set forth in your agency's obligations with respect to the grant funds awarded. **Please review the entirety of each document carefully prior to applying for the grant** to ensure that your agency will be able to fulfill all obligations should its application be approved. If your agency will not be able to do so, you are encouraged to forego applying for these grant funds.

#### (a) Standard Terms & Conditions

All grants awarded through the Department of Military Affairs (DMA) and Wisconsin Emergency Management (WEM) must comply with the DMA/WEM Standard Terms & Conditions which are provided in this document under [Appendix II: DMA/WEM Standard Terms & Conditions](#).

#### (b) Special Conditions

Special Conditions that are required upon award are provided in this document under [Appendix I: Special Conditions & Additional Monitoring](#).

#### (c) Additional requirements for federally funded grants

The following federal rules, regulations and guidance are applicable to funds awarded under this opportunity:

- (i) Unique Entity Identifier (UEI) and System for Award Management (SAM). Refer to Application Components [section D\(2\)](#) for more information.



# SLCGP Cycle 1 Funding 2022 NOFO

- (ii) Department of Homeland Security Standard Terms & Conditions as provided in this document under [Appendix III: DHS FFY2022 Standard Terms & Conditions](#).
- (iii) The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2022 State and Local Cybersecurity Grant Program: <https://www.fema.gov/fact-sheet/departments-homeland-security-notice-funding-opportunity-fiscal-year-2022-state-and-local>
- (iv) Federal Emergency Management Agency (FEMA) Preparedness Grants Manual: Monitoring & reporting: [https://www.fema.gov/sites/default/files/documents/fema\\_fy-2022-preparedness-grants-manual.pdf](https://www.fema.gov/sites/default/files/documents/fema_fy-2022-preparedness-grants-manual.pdf)

If awarded a grant, your agency will be responsible for completing the following reports and submitting the following items in Egrants to receive reimbursement:

## (a) Progress Reports

Program Reports must be submitted in Egrants quarterly by the 12<sup>th</sup> day of the month following the end of the quarter. A final Program Report for closeout must be submitted in Egrants within 30 days following the end of the grant.

## (b) Inventory Reports

An Inventory Report must be submitted in Egrants no more than 30 days following the grant period end date.

## (c) Special Conditions

The special conditions located in [Appendix I: Special Conditions & Additional Monitoring](#) require a document to be submitted to WEM via the Egrants Project Document Attachments within 30 days of completion of the project or prior to seeking reimbursement, whichever is sooner.

## (d) Fiscal Reports

Fiscal Reports must be submitted in Egrants quarterly by the 12<sup>th</sup> day of the month following the end of the quarter. A final fiscal report for closeout must be submitted in Egrants within 30 days following the end of the grant. Please see the [Reimbursement Requests section](#) for more information.

## (4) Modifications

Any request to modify an approved award must be submitted in Egrants for pre-approval prior to the activity occurring or incurring expenses. All modification requests will be reviewed by the Program Manager for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed Grant Adjustment Notification (GAN); **any activity conducted or related expenses incurred prior to receipt of a signed modification approval are not eligible for reimbursement.** At a minimum, modification requests must be submitted to WEM via Egrants for the following changes:

- (a) Primary contact(s) of the grant.** This includes change in Signing Official, Fiscal Officer, or Project Director.
- (b) Requesting an extension of the performance/budget period.** This includes changes to the grant period and must be submitted prior to the previously approved end date of the grant.
- (c) Scope of work.** This includes changes to the scope, objectives, performance measures, and intent of the approved award.
- (d) Budget adjustment.** This includes changes to the budget that do not fall within a change to the scope or objective and may include a change to the total award or shifting funds among approved cost categories in which the net change is greater than ten percent (10%) of the total award.

# SLCGP Cycle 1 Funding 2022 NOFO

## (5) Reimbursement Requests

### (a) Requirements

Payments will be made on a reimbursement basis once all requirements, activities, and expenses have been completed by the grantee and verified by WEM. Guidance is available through the Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>.

### (b) Submission

Requests for reimbursement are made by submitting a Fiscal Report in Egrants. The following documentation is required to be attached to and submitted with the Fiscal Reports in Egrants:

- (i) **A Reimbursement Request Form** generated by the Egrants Fiscal Report and signed by the recipient's Project Director and Financial Officer.
- (ii) **Invoices/receipts** that are detailed and itemized to clearly show what was ordered, the quantity, unit cost, and total amount. Please review the job aid for additional information.
- (iii) **Proof of payment** must be submitted to prove that the awarded entity has paid for the expense prior to seeking reimbursement. The proof of payment must adequately show that the vendor has been paid in full.
- (iv) Additional supporting documentation necessary to validate and/or justify the expense.

### (c) Review process

WEM requires at least two weeks to complete an initial review of the submitted reimbursement documentation. The grant manager will return any request that does not comply with the grant's requirements and will contact recipients with questions, corrections, or concerns. Reimbursement payments, once approved by WEM, may take up to an additional month to be disbursed. Reimbursement payments require registration in the State of Wisconsin's financial management system (STAR). The payment method will depend on how the recipient is set up in STAR and may be sent as an Automated Clearing House (ACH) payment or a physical check. It is the responsibility of the recipient to maintain and update their account and payment information in STAR.

## G. CONTACT INFORMATION

Grant manager: **Marc Couturier, SLCGP Grant Manager**  
Phone: **(608) 242-3258**  
Email/MS Teams: **[marc.couturier@widma.gov](mailto:marc.couturier@widma.gov)**

## H. OTHER INFORMATION

### (1) Resources

- Wisconsin Emergency Management (WEM) website: <https://wem.wi.gov/>
- WEM Grant Administration tools: <https://wem.wi.gov/admin-tools/>
- WEM Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>
- Egrants Grants Management System
  - Egrants website: <https://wem.egrants.us/>
  - User Guide: <https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf>
  - Egrants help desk available 7:30am to 4:00pm
    - Email: [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)
    - Help desk phone: (608) 242-3231

### (2) Related programs & funding opportunities

Future funding is anticipated to be available for the following 3 years. Although this first year of funding includes a waiver of the required ten percent match requirement, the FFY 2023, 2024, and 2025 federal funding will require match at 20%, 30% and 40% respectfully. An approved award under this funding opportunity does not constitute approval for future federal awards.

# SLCGP Cycle 1 Funding 2022 NOFO

## APPENDIX I: SPECIAL CONDITIONS & ADDITIONAL MONITORING

Your grant award will be subject to standard terms and conditions as well as the following special conditions. If you are awarded funds under this announcement, you will be required to provide regular progress reports in the Grant Management System Egrants, as well as upload proper documentation to verify compliance with the conditions below as specified.

### 1. **Nationwide Cybersecurity Review (NCSR)**

Grant recipients must complete the Nationwide Cybersecurity Review (NCSR) prior to grant close Year 1 and then annually for each year funding is approved. The NCSR It is available each year from October through February at <https://www.cisecurity.org/ms-isac/services/ncsr>.

### 2. **Cyber Hygiene Services**

Grant recipients must sign up for free cyber hygiene services through CISA: <https://www.cisa.gov/cyber-hygiene-services>.



# SLCGP Cycle 1 Funding 2022 NOFO

## APPENDIX II: DMA/WEM STANDARD TERMS & CONDITIONS

### Article I. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

### ARTICLE II. Compliance with Award Terms and Conditions

Submission of an application constitutes the recipient's agreement to comply with and spend funds consistent with all the terms and conditions of this award. If DMA, WEM determines that noncompliance by the recipient cannot be remedied by imposing additional conditions, WEM may take one or more of the following actions, as appropriate in the circumstances:

- (a) *Temporarily withhold cash payments pending correction of the deficiency by the recipient.*
- (b) *Disallow all, or part of, the cost of the activity or action not in compliance.*
- (c) *Wholly or partly suspend or terminate the award.*
- (d) *Initiate suspension or debarment proceedings as authorized under state and/or federal law.*
- (e) *Withhold further awards for the project or program.*
- (f) *Take other remedies that may be legally available.*

### Article III. Recipient Responsibilities

In accepting this financial assistance award (grant or cooperative agreement), the Recipient assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with the laws, rules, regulations, and Executive Orders governing grants and cooperative agreements, and these Award Terms and Conditions, including responsibility for complying with any provisions included in the award.

### Article IV. Order of Precedence

Any inconsistency or conflict in the terms and conditions specified in this award will be resolved in accordance with the term or condition that is the stricter of the two.

### Article V. Adherence to Original Project Objectives and Budget Estimates

a) The Recipient is responsible for any commitments or expenditures it incurs in excess of the funds provided by an award. Pre-award costs are those incurred prior to the effective date of the federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of a federal award, and only with the written approval of the authorized official or delegate.

### Article VI. Acceptance of Post Award Changes

In the event DMA/WEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

### Article VII. Prior approval and modifications

All activity and the corresponding incurred expenses must be approved and have a fully executed award agreement prior to conducting the activity and/or incurring the expense unless otherwise stated in the Notice of Funding Opportunity (NOFO). The following require WEM's **advanced** written approval:

- i. *Changes to key personnel*
- ii. *Changes to the grant period must be submitted prior to the approved end date of the grant.*
- iii. *Changes to the scope, objectives, performance measures and intent of the approved award.*
- iv. *Changes to the budget that do not fall within a change to the scope or objective but exceeds the approved budget categories by ten percent (10%) of the total award.*

WEM will notify the subrecipient in writing within 30 calendar days after receipt of the request for revision or adjustment whether the request has been approved. Upon approval, WEM will issue a signed Grant Adjustment Notification (GAN). All changes are not officially approved until the GAN is received by the subrecipient.

### Article VIII. Allowable activity and costs

Only activity and expenses that are approved within the approved award's application may be allowable for reimbursement by grant funds. All approved costs must be allowable, allocable, necessary and reasonable. To be allowable under a grant program, costs must match the sub-grant's approved award and must comply with the following:

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- (a) Be incurred and obligated (purchase order issued, class scheduled) within the performance period.
- (b) If incurred within the performance period, payment must be made within 30 days of the grant period ending date.

## **Article IX. Project Income**

All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and accounted for in your reimbursement request.

## **Article X. Duplication of Benefits**

Any cost allocable to a particular financial assistance award provided for may not be charged to other financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

## **Article XI. Procurement**

Recipients and subrecipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable state law and procurement standards. If the subrecipient does not have their own procurement policies and procedures, then the State of Wisconsin Procurement Policy and Procedures applies.

<https://doa.wi.gov/Documents/DEO/ProcurementDeskGuide.pdf>

## **Article XII. Travel expenses**

Recipients and subrecipients shall use their own travel policy and procedures, provided that the policy and procedure conform to applicable state law and not otherwise stated in the Notice of Funding Opportunity. If a subrecipient does not have travel policy and procedures, then the State of Wisconsin Travel Policy – Section F Uniform Travel Schedule Amounts applies as the threshold for what is deemed reasonable.

[https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide\\_2\\_2022.pdf](https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide_2_2022.pdf)

[https://dma.wi.gov/wp-content/library/StateHR/Travel/Section\\_F\\_21-23.pdf](https://dma.wi.gov/wp-content/library/StateHR/Travel/Section_F_21-23.pdf)

## **Article XIII. Equipment and supplies**

Equipment and supplies must be received and placed into inventory before the end date of the grant. All personnel who utilize **equipment** purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The recipient is required to maintain proper training and inventory records for the appropriate retention period.

## **Article XIV. Acknowledgement of Funding from WEM**

Recipients and Subrecipients must acknowledge their use of funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with grant funds.

## **Article XV. Payments and closeout**

Grant funds will be paid on a reimbursement basis only and disbursed by WEM upon completion of and approval of all monitoring requirements including Program Report(s), Fiscal Report(s), and satisfaction of Special Conditions as well as verification to the best of WEM's ability that all terms, conditions and requirements have been met. If DMA/WEM determines that payment to the recipient was not proper after the payment has been made, WEM will notify the recipient of recoupment in writing in which the subrecipient has 30 days to repay WEM or appeal the decision.

## **Article XVI. Monitoring**

- (a) Subrecipients must complete all required reporting and special conditions as stated in the NOFO, in the grant management system (Egrants) and upon the request of the Grant Manager.
- (c) Subrecipients must submit timely, complete, and accurate reports to the appropriate WEM officials and maintain appropriate backup documentation to support the reports for the appropriate retention period.
- (d) Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

## **Article XVII. Maintaining, retaining and access to records**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing access to records, accounts, documents, information, facilities, and staff.

- (a) Subrecipients must maintain official grant records of all grants related activity, adherence to grant requirements and grant funded costs. This includes but is not limited to documentation of actual time and

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effort of any personnel, materials, supplies, travel expenses, inventory records, management of assets, rational and justification to support any split allocation of costs, and any other records that support the allowability of expenditures of grant funds.

- (b) Subrecipients must cooperate with any compliance reviews or compliance investigations conducted by the State of Wisconsin, Department of Military Affairs and/or Wisconsin Emergency Management.
- (e) Subrecipients must give access to examine and copy records, accounts, and other documents and sources of information related to the financial assistance award and permit access to facilities or personnel.

## **Article XVIII. Best Practices for Collection and Use of Personally Identifiable Information**

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. Wis. Stats. § 19.62 (5) Personally Identifiable Information (PII) means information that can be associated with a particular individual through one or more identifiers or other information or circumstances. This includes, but is not limited to, Driver License Numbers, Social Security Numbers, Addresses, Telephone numbers, Credit Card information and/or bank account information.

## **Article XIX. Nondiscrimination**

In connection with the performance of work under this agreement the grantee agrees not to discriminate against any employee or grantee for employment because of age, race, religion, color, handicap, sex, physical condition, or developmental disability as defined in s. 51.01(5) Wis. Stats., arrest or conviction record, sexual orientation, as defined in s. 111.32(13m) Wis. Stat. or national origin, or ancestry, or marital status. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and Grantees for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. The recipient shall comply with Section 504, rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975, which prohibits discrimination because of age.

## **Article XX. Liability**

The State of Wisconsin and the Department of Military Affairs, Wisconsin Emergency Management, its agents and employees shall not be liable to the recipient, or to any individuals or entities with whom the recipient contracts for any direct, indirect, incidental, consequential, or other damages sustained or incurred because of activities, actions or inactions on the part of the recipient for services rendered pursuant to the Award Agreement. The recipient agrees to indemnify and save and hold the Department of Military Affairs, Wisconsin Emergency Management, its agents and employees harmless from all claims or causes of action arising from the performance of this award by the recipient or recipient's agent or employees.

## **Article XXI. Establishment of safeguards**

The recipient shall ensure the establishment of safeguards to prevent employees, consultants, or members of the governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 646.13.

## **Article XXII. Termination of Agreement.**

Any termination of this grant award shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. This grant award may be terminated in whole or in part as follows:

- (a) DMA/WEM may terminate this grant award at any time for cause by delivering thirty (30) days written notice to the Recipient. Upon termination, the awarding agency's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the awarding agency.
- (f) DMA/WEM may terminate this grant award at will effective upon delivery of written notice to the Recipient, under any of the following conditions:
- (g) If the awarding agency's funding from federal, state, or other sources is not obtained and/or continued at levels sufficient to allow for purchases of the indicated quantity of services, the grant may be modified to accommodate a reduction or increase in funds.
- (h) If federal or state laws, rules, regulations, or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this grant or are no longer eligible for the funding proposed for payments by this grant.
- (i) If any license or certification required by law or regulation to be held by the Recipient to provide the services required by this grant award is for any reason denied, revoked, or not renewed.

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## APPENDIX III: DHS FY2022 STANDARD TERMS & CONDITIONS

### Article I. Applicability of DHS Standard Terms and Conditions

#### Section 1.01 Recipients and Subrecipients

The Fiscal Year (FY) 2022 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2022. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2022 DHS Standard Terms and Conditions will be housed on dhs.gov at [www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions](https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

#### Section 1.02 Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

### Article II. Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

- (a) DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.
- (b) DHS financial assistance recipients and subrecipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.
- (c) By accepting this agreement, recipients and their executives, as defined in 2 C.F.R. section 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

### Article III. General Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

- (a) Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.
- (b) Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.
- (c) Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- (d) Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

### Article IV. Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### Article V. Activities Conducted Abroad

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

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## **Article VI. Age Discrimination Act of 1975**

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

## **Article VII. Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) {codified as amended at 42 U.S.C. sections 12101 - 12213}, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

## **Article VIII. Best Practices for Collection and Use of Personally Identifiable Information**

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

## **Article IX. Civil Rights Act of 1964 -Title VI**

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

## **Article X. Civil Rights Act of 1968**

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units - i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) - be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

## **Article XI. Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

## **Article XII. Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

## **Article XIII. Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

## **Article XIV. Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.



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## **Article XV. Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

## **Article XVI. Energy Policy and Conservation Act**

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

## **Article XVII. False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

## **Article XVIII. Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

## **Article XIX. Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

## **Article XX. Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

## **Article XXI. Hotel and Motel Fire Safety Act of 1990**

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.

## **Article XXII. John S. McCain National Defense Authorization Act of Fiscal Year 2019**

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute - as it applies to DHS recipients, subrecipients, and their contractors and subcontractors - prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

## **Article XXIII. Limited English Proficiency (Civil Rights Act of 1964 - Title VI)**

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

## **Article XXIV. Lobbying Prohibitions**

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of

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Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

## **Article XXV. National Environmental Policy Act**

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

## **Article XXVI. Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

## **Article XXVII. Non-Supplanting Requirement**

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

## **Article XXVIII. Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

## **Article XXIX. Patents and Intellectual Property Rights**

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

## **Article XXX. Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

## **Article XXXI. Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## **Article XXXII. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

Recipients and subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

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- (a) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (b) all manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (c) all construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

## Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements.

- a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
  - i) *applying the domestic content procurement preference would be inconsistent with the public interest;*
  - ii) *the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or*
  - iii) *the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.*

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available and the waiver process is described at "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure FEMA.gov. For awards by other DHS components, please contact the applicable DHS FAO.

To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see Programs and Definitions: Build America, Buy America Act FEMA.gov.

## Article XXXIII. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

## Article XXXIV. Reporting Subawards and Executive Compensation

Reporting of first tier subawards. Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.



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## **Article XXXV. SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

## **Article XXXVI. Terrorist Financing**

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

## **Article XXXVII. Trafficking Victims Protection Act of 2000 (TVPA)**

Trafficking in Persons. Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

## **Article XXXVIII. Universal Identifier and System of Award Management**

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

## **Article XXXIX. USA PATRIOT Act of 2001**

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

## **Article XL. Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

## **Article XLI. Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

## **Article XLII. Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of funding requires the recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPO) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

## **Article XLIII. Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the

# SLCGP Cycle 1 Funding 2022 NOFO

changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

## **Article XLIV. Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal award, you must request instructions from WEM to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

**The City of Baraboo, Wisconsin**

**Background:** The DNR requires that local units of government review and approve an annual report called the Compliance Maintenance Annual Report. This report assesses the need for consideration of, or construction at, wastewater facilities and in collection systems. The scoring system for the report is based on a letter type of grade. From the nine categories scored, we received an “A” in all sections. Again the crew does an outstanding job with operating and maintaining the treatment facility and collection system. We continue to be fiscally responsible and maintain low sewer rates.

The Public Safety Committee will review the CMAR at their June 24<sup>th</sup> meeting.

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

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

That the 2023 Compliance Maintenance Annual Report for the Water Resource Recovery Facility and collection system is hereby accepted.

**Offered by:** Public Safety Committee

**Motion:**

**Second:**

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

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

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:  
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## Grading Summary

WPDES No: 0020605

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>37</b>	<b>148</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:

6/20/2024

2023

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

#### 1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.3368	x	289	x	8.34	=	3,227
February	1.3607	x	304	x	8.34	=	3,448
March	1.5261	x	304	x	8.34	=	3,874
April	1.5643	x	285	x	8.34	=	3,720
May	1.3442	x	315	x	8.34	=	3,533
June	1.3230	x	296	x	8.34	=	3,265
July	1.3345	x	270	x	8.34	=	3,010
August	1.3032	x	268	x	8.34	=	2,910
September	1.2693	x	296	x	8.34	=	3,136
October	1.2745	x	327	x	8.34	=	3,480
November	1.1927	x	331	x	8.34	=	3,289
December	1.1119	x	445	x	8.34	=	4,125

### 2. Maximum Monthly Design Flow and Design BOD Loading

#### 2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	2.8	x	90	=	2.52
		x	100	=	2.8
Design BOD, lbs/day	4346	x	90	=	3911.4
		x	100	=	4346

#### 2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	1	0
Points per each		2	1	3	2
Exceedances		0	0	1	0
Points		0	0	3	0
<b>Total Number of Points</b>					<b>3</b>

3

# Compliance Maintenance Annual Report

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## 3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2023-04-03

☐ No

If No, please explain:

## 4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

## 5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☒ Yes

☒ Yes

☐ Yes

☐ No

☐ No

☒ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☐ Yes

gallons

☒ No

Holding Tanks

☒ Yes

36,000 gallons

☐ No

Grease Traps

☐ Yes

gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

No affect on performance

## 6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial Page 50 of 113  
wastewater, leachate, etc.?

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<div><div><div><div><div><div></div></div><div>● Yes</div></div><div><div><div></div></div><div>○ No</div></div></div><div>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</div><div>Low strength waste from capped landfill. Test waste received quarterly</div></div></div>	
---	--

Total Points Generated	3
Score (100 - Total Points Generated)	97
Section Grade	A

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:  
6/20/2024 **2023**

## Effluent Quality and Plant Performance (BOD/CBOD)

### 1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	12	1	0	0
February	30	27	14	1	0	0
March	30	27	7	1	0	0
April	30	27	6	1	0	0
May	30	27	5	1	0	0
June	30	27	6	1	0	0
July	30	27	9	1	0	0
August	30	27	7	1	0	0
September	30	27	9	1	0	0
October	30	27	7	1	0	0
November	30	27	9	1	0	0
December	30	27	12	1	0	0

\* Equals limit if limit is  $\leq 10$

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
<b>Total number of points</b>			<b>0</b>

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

### 2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

☒ Yes Enter last calibration date (MM/DD/YYYY)  

2023-04-03

☐ No

If No, please explain:

### 3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

### 4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☐ Yes

☒ No



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If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

☐ Yes

☒ No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

☐ Yes

☐ No

☒ N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

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## Effluent Quality and Plant Performance (Total Suspended Solids)

### 1. Effluent Total Suspended Solids Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	5	1	0	0
February	30	27	5	1	0	0
March	30	27	4	1	0	0
April	30	27	4	1	0	0
May	30	27	3	1	0	0
June	30	27	4	1	0	0
July	30	27	8	1	0	0
August	30	27	6	1	0	0
September	30	27	4	1	0	0
October	30	27	3	1	0	0
November	30	27	3	1	0	0
December	30	27	4	1	0	0

\* Equals limit if limit is  $\leq 10$

Months of Discharge/yr	12		
<b>Points per each exceedance with 12 months of discharge:</b>		<b>7</b>	<b>3</b>
Exceedances		0	0
Points		0	0
<b>Total Number of Points</b>		<b>0</b>	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

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## Effluent Quality and Plant Performance (Ammonia - NH3)

### 1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	36	75	3.578	0	2.59	5.137	2.18	2.687	0
February	36	75	3.433	0	6.597	2.917	1.98	2.237	0
March	36	75	.957	0	1.29	1.01	.827	.777	0
April	22	46	.404	0	.673	.59	.353	0	0
May	28	57	0	0	0	0	0	0	0
June	28	57	0	0	0	0	0	0	0
July	28	57	.063	0	0	0	.273	0	0
August	28	57	.033	0	.023	.023	.05	0	0
September	28	57	1.181	0	.13	.86	1.46	2.273	0
October	28	57	1.044	0	.92	.903	1.167	.63	0
November	36	75	4.024	0	1.507	3.233	4.37	5.67	0
December	36	75	2.138	0	6.163	.597	.587	1.203	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
<b>Total Number of Points</b>									<b>0</b>

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

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## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.000	1	0
February	1	0.061	1	0
March	1	0.090	1	0
April	1	0.005	1	0
May	1	0.000	1	0
June	1	0.063	1	0
July	1	0.957	1	0
August	1	0.781	1	0
September	1	0.352	1	0
October	1	0.127	1	0
November	1	0.056	1	0
December	1	0.119	1	0
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				0
<b>Total Number of Points</b>				<b>0</b>

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

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## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

#### 1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit  
☐ Publicly Distributed Exceptional Quality Biosolids  
☐ Hauled to another permitted facility  
☐ Landfilled  
☐ Incinerated  
☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

#### 1.1.1 If you checked Other, please describe:

### 2. Land Application Site

#### 2.1 Last Year's Approved and Active Land Application Sites

##### 2.1.1 How many acres did you have?

2272.7 acres

##### 2.1.2 How many acres did you use?

118 acres

#### 2.2 If you did not have enough acres for your land application needs, what action was taken?

#### 2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

#### 2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

☒ Yes

☐ No (10 points)

☐ N/A

0

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

#### 3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

##### Outfall No. 007 - CLASS B SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75				3.1										0	0
Cadmium		39	85				.36										0	0
Copper		1500	4300				173										0	0
Lead		300	840				8.2										0	0
Mercury		17	57				.1										0	0
Molybdenum	60		75				9.4									0		0
Nickel	336		420				89.2									0		0
Selenium	80		100				1.9									0		0
Zinc		2800	7500				71.9										0	0

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## Outfall No. 002 - CLASS A SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			5.3	3.1				3.4			3.7			0	0
Cadmium		39	85			.18	.36				.33			.19			0	0
Copper		1500	4300			180	173				210			180			0	0
Lead		300	840			9.7	8.2				9.3			7.9			0	0
Mercury		17	57			.17	.1				.25			.32			0	0
Molybdenum	60		75			6	9.4				3.6			1.9		0		0
Nickel	336		420			21.4	89.2				9			31		0		0
Selenium	80		100			2.1	1.9				2			2		0		0
Zinc		2800	7500			71.4	71.9				.14			88			0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)

- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

## 4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2023 - 03/31/2023
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	PFRP Equivalent
Process Description:	We use lime, kiln dust, and flyash to stabilize our biosolids by raising the PH above 12 for 72 hours. Fecals were less than 10

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Outfall Number:	<b>002</b>
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2023 - 06/30/2023
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	PFRP Equivalent
Process Description:	We use lime, kiln dust, flyash to stabilize our biosolids by raising the pH above 12 for 72 hours. Fecals were less than 10

Outfall Number:	<b>002</b>
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2023 - 09/30/2023
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	PFRP Equivalent
Process Description:	We use Lime, Kiln Dust, and Flyash to stabilize our biosolids by raising the pH above 12 for 72 hours. Fecals were less than 10

Outfall Number:	<b>002</b>
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2023 - 12/31/2023
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	PFRP Equivalent
Process Description:	We use Lime, Kilndust, and Flyash to stabilize our biosolids by raising the Ph above 12 for 72 hours. Fecals were less than 10

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Outfall Number:	007	0																																										
Biosolids Class:	B																																											
Bacteria Type and Limit:																																												
Sample Dates:	04/01/2023 - 06/30/2023																																											
Density:																																												
Sample Concentration Amount:																																												
Requirement Met:	Yes																																											
Land Applied:	Yes																																											
Process:	Alkaline Stabilization																																											
Process Description:	Class B was product that did not make temp for class A																																											
<p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <ul style="list-style-type: none"><li>o Yes (40 Points)</li><li>● No</li></ul> <p>If yes, what action was taken?</p> <div></div>																																												
<p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p> <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>03/31/2023</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>pH Adjustment of Sludge</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>No</td></tr><tr><td>Limit (if applicable):</td><td></td></tr><tr><td>Results (if applicable):</td><td></td></tr></table> <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>06/30/2023</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>pH Adjustment of Sludge</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>Yes</td></tr><tr><td>Limit (if applicable):</td><td></td></tr><tr><td>Results (if applicable):</td><td></td></tr></table> <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>09/30/2023</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>pH Adjustment of Sludge</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>No</td></tr><tr><td>Limit (if applicable):</td><td></td></tr><tr><td>Results (if applicable):</td><td></td></tr></table>			Outfall Number:	002	Method Date:	03/31/2023	Option Used To Satisfy Requirement:	pH Adjustment of Sludge	Requirement Met:	Yes	Land Applied:	No	Limit (if applicable):		Results (if applicable):		Outfall Number:	002	Method Date:	06/30/2023	Option Used To Satisfy Requirement:	pH Adjustment of Sludge	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):		Results (if applicable):		Outfall Number:	002	Method Date:	09/30/2023	Option Used To Satisfy Requirement:	pH Adjustment of Sludge	Requirement Met:	Yes	Land Applied:	No	Limit (if applicable):		Results (if applicable):	
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Results (if applicable):																																												



# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

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Outfall Number:	<b>002</b>		
Method Date:	12/31/2023		
Option Used To Satisfy Requirement:	pH Adjustment of Sludge		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	<b>007</b>		<b>0</b>
Method Date:	06/30/2023		
Option Used To Satisfy Requirement:	pH Adjustment of Sludge		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> &gt;= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> &lt; 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

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## Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><li>● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/></li><li>○ No (40 points)<input type="checkbox"/><input type="checkbox"/></li></ul> <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No (10 points)</li></ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><li>● Yes<ul style="list-style-type: none"><li>○ Paper file system</li><li>○ Computer system</li><li>● Both paper and computer system</li></ul></li><li>○ No (10 points)</li></ul>	0
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><li>● Excellent</li><li>○ Very good</li><li>○ Good</li><li>○ Fair</li><li>○ Poor</li></ul> <p>Describe your rating:</p> <div>Staff does an outstanding job of maintenance. Most equipment outlast its projected lifespan.</div>	

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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## Operator Certification and Education

### 1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- ☒ Yes (0 points)
- ☐ No (20 points)

Name:

EUGENE J DORO

Certification No:

06738

0

### 2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes		X		
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural		X		
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- ☒ Yes (0 points)
- ☐ No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- ☒ Yes
- ☐ No
- ☐ N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- ☒ Yes
- ☐ No
- ☐ N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

### 3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff

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<div><input type="checkbox"/> An arrangement with another certified operator</div> <div><input type="checkbox"/> An arrangement with another community with a certified operator</div> <div><input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</div> <div><input type="checkbox"/> A consultant to serve as your certified operator</div> <div><input type="checkbox"/> None of the above (20 points)</div> <div>If "None of the above" is selected, please explain:<div></div></div>	0
<div>4. Continuing Education Credits</div> <div>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</div> <div>OIT and Basic Certification:</div> <div><div><input type="radio"/> Averaging 6 or more CECs per year.</div><div><input type="radio"/> Averaging less than 6 CECs per year.</div></div> <div>Advanced Certification:</div> <div><div><input checked="" type="radio"/> Averaging 8 or more CECs per year.</div><div><input type="radio"/> Averaging less than 8 CECs per year.</div></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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## Financial Management

<b>1. Provider of Financial Information</b> Name: <input type="text" value="Jan Bance"/> Telephone: <input type="text" value="608-355-2740"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="jbane@baraboowi.gov"/>		
<b>2. Treatment Works Operating Revenues</b> 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2023"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
<b>3. Equipment Replacement Funds</b> 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2023"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/> 3.2 Equipment Replacement Fund Activity <b>3.2.1 Ending Balance Reported on Last Year's CMAR</b> 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 3.2.3 Adjusted January 1st Beginning Balance 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		<div>\$ <input type="text" value="989,624.55"/></div> <div>\$ <input type="text" value="0.00"/></div> <div>\$ <input type="text" value="989,624.55"/></div> <div>\$ <input type="text" value="45,821.56"/></div>

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

- \$ 11,985.41

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,023,460.70

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Scum Pump PL 200

3.3 What amount should be in your Replacement Fund? \$ 488,825.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Hwy 33 Sanitary Sewer replacement	\$2,200,000	2024
2	Televis 1/3 of sewer mains	\$70,000	2024
3	CIPP project of 1,800' of 15" sewer main	\$120,000	2024
4	Evaluate emergency backup power upgrade	\$25,000	2024
5	Replace emergency backup power @ WRRF	\$400,000	2025

## 5. Financial Management General Comments

Utility is in sound financial state.

## ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

**COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations: 3

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	557	
February	483	
March	457	
April	439	
May	507	
June	460	
July	468	
August	438	
September	449	
October	484	
November	448	
December	468	
Total	5,658	0
Average	472	0

6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

☐ No

☒ Yes

Year:

2020

By Whom:

Focus on Energy

Describe and Comment:

Possible pump replacement



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## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Replaced check valves to reduce run times

## 7. Treatment Facility

### 7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

#### TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	90,800	41.44	2,191	100.04	908	1,152
February	78,000	38.10	2,047	96.54	808	958
March	83,200	47.31	1,759	120.09	693	585
April	82,800	46.93	1,764	111.60	742	287
May	92,800	41.67	2,227	109.52	847	70
June	98,400	39.69	2,479	97.95	1,005	12
July	107,600	41.37	2,601	93.31	1,153	7
August	103,600	40.40	2,564	90.21	1,148	138
September	97,200	38.08	2,553	94.08	1,033	47
October	93,200	39.51	2,359	107.88	864	20
November	80,000	35.78	2,236	98.67	811	102
December	77,200	34.47	2,240	127.88	604	390
Total	1,084,800	484.75		1,247.77		3,768
Average	90,400	40.40	2,252	103.98	885	314

#### 7.1.2 Comments:

Evaluating solar options for the WRRF

### 7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☐ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

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<div><div></div><div>7.2.2 Comments:</div><div></div></div> <div>7.3 Future Energy Related Equipment</div> <div>7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?</div> <div>Evaluating solar options for the WRRF</div>	
<div>8. Biogas Generation</div> <div>8.1 Do you generate/produce biogas at your facility?</div> <div><div><input checked="" type="radio"/> No</div><div><input type="radio"/> Yes</div></div> <div>If Yes, how is the biogas used (Check all that apply):</div> <div><div><input type="checkbox"/> Flared Off</div><div><input type="checkbox"/> Building Heat</div><div><input type="checkbox"/> Process Heat</div><div><input type="checkbox"/> Generate Electricity</div><div><input type="checkbox"/> Other:</div></div> <div></div>	

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

##### ☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Clean 1/3 of the collection system annually.  
Complete the televising/evaluating the collection system.  
Evaluate possible areas of I/I.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

##### ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

##### ☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

city ordinance chapter 13

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2018-02-13

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☐ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

##### ☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

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- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

- ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☐ Construction, Inspection, and Testing
- ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

- ☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="35"/>	% of system/year
Root removal	<input type="text" value="2"/>	% of system/year
Flow monitoring	<input type="text" value=".1"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="33"/>	% of system/year
Manhole inspections	<input type="text" value="33"/>	% of system/year
Lift station O&M	<input type="text" value="13"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value=".5"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value=".5"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year

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Private sewer I/I removal  % of private services

River or water crossings  % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Utility entered into a 3 year contract to televise the entire collection system.

## 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="24.85"/>	Total actual amount of precipitation last year in inches
<input type="text" value="36.1"/>	Annual average precipitation (for your location)
<input type="text" value="65"/>	Miles of sanitary sewer
<input type="text" value="3"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="18"/>	Number of complaints
<input type="text" value="1.25"/>	Average daily flow in MGD (if available)
<input type="text" value="1.47"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.28"/>	Complaints (number/sewer mile)
<input type="text" value="1.2"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

## 4. Overflows

### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

## 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:  
6/20/2024 2023

<ul style="list-style-type: none"><li>● No</li></ul> <p>If Yes, please describe:</p> <div></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div>None</div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div>The roughly 2,000' of sanitary sewer on Water Street was Lined and grouted spring of 2024</div>	
---	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:  
6/20/2024 2023

## Grading Summary

WPDES No: 0020605

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>37</b>	<b>148</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)



**The City of Baraboo, Wisconsin**

**Background:** In July 2015, the City approved an Encroachment Agreement with the Al Ringling Theatre Friends to replace the concrete sidewalk in front of the theatre with named brick pavers.

The Wisconsin Historical Society (WHS) will be acquiring the Al Ringling Theatre from the Al Ringling Theatre Friends, Inc. (ARTF) so there is a need for a new Encroachment Agreement with WHS.

The Public Safety Committee will review this request at its June 24, 2024 meeting.

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

**A Resolution approving a Revocable Encroachment Agreement with Wisconsin Historical Society for the existing public right-of-way area on the north side of 4<sup>th</sup> Avenue between the north curb and the south side of the Al Ringling Theatre building at 128/130/136 4<sup>th</sup> Avenue.**

**Whereas,** The Al Ringling Theatre, constructed in 1915, is located on the Courthouse Square and is an integral landmark of the Downtown Baraboo Historic District;

**And whereas,** The Al Ringling Theatre is listed on the State and National Register of Historic Properties;

**And whereas,** The Al Ringling Theatre Friends have steadfastly worked to preserve the Theatre over the last two decades and have publically recognized their donors who have committed to the preservation of this historic property with names brick pavers in place of the pre-existing sidewalk,

**And whereas,** The Al Ringling Theatre Friends, Inc is selling the theatre to the Wisconsin Historical Society who want to keep the named brick pavers;

**And whereas,** The Wisconsin Historical Society has requested an Encroachment Agreement to replace the existing Agreement the City had with Al Ringling Friends, Inc;

**Now therefore be it hereby resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

The Common Council hereby approves the attached Revocable Encroachment Agreement with the Wisconsin Historical Society for the portion of the public right of way on the north side of 4<sup>th</sup> Avenue between the north curb line and the south side of the Al Ringling Theatre building at 128/130/136 4<sup>th</sup> Avenue.

**Offered by:** Public Safety Committee **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

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

Document Number

Document Title

REVOCABLE ENCROACHMENT AGREEMENT

This Agreement is entered into between the City of Baraboo, a Wisconsin Municipal Corporation, and the Wisconsin Historical Society, Owner, relating to the following described real estate located in the City of Baraboo, Sauk County, Wisconsin:

Being a part of the NE ¼ of the SE ¼ and the SE ¼ of the SE ¼ of Section 35, T11N, R6E, City of Baraboo, Sauk County, Wisconsin, more particularly described as follows: Lots 8 and 9, Block 22 of the City of Baraboo, formerly Adams.

Whereas the City of Baraboo has a 66 foot wide public street right-of-way adjacent to the south side of said Lots 8 and 9;

Whereas Owner’s predecessor in interest, the Al Ringling Theatre Friends, Inc. (“Friends”), entered into a Revocable Encroachment Agreement with the City, dated and recorded August 12, 2015 with the Sauk County Register of Deeds office as document number 1114291, a copy of which is attached hereto as Exhibit A (“Friends Agreement”);

Whereas the Friends Agreement allowed Friends to replace the existing concrete sidewalk in front of the property with named brick pavers along the south side of the building at 128/130/136 4<sup>th</sup> Avenue that encroaches into the City’s 4<sup>th</sup> Avenue right-of-way;

And Whereas the Owner would like to continue replacement of the existing concrete sidewalk in front of their property with named brick pavers and the maintenance of said named brick pavers along the south side of the building at 128/130/136 4<sup>th</sup> Avenue that encroach into the City’s 4<sup>th</sup> Avenue right-of-way;

Now Therefore, the parties hereby agree as follows:

1. The City agrees to the encroachment of its public street right-of-way for the installation and maintenance of named brick pavers in lieu of the existing concrete sidewalk: Beginning at the southwest corner of Lot 8, City of Baraboo, formerly Adams, then south approximately 16 feet to the north curb line of 4<sup>th</sup> Avenue, thence east 132 feet; thence north approximately 16 feet to the southeast corner of Lot 9; thence west 132 feet to the point of beginning; containing 2112 square feet.
2. This Encroachment Agreement shall be revocable and the Owner shall be required to remove any encroachment and restore a concrete sidewalk in accordance with the City’s Specifications within 5 years of being notified thereof, unless modified by the parties by subsequent written agreement.
3. The Owner shall be solely responsible for any and all removal of the existing concrete sidewalk and installation and maintenance of the named brick pavers and the respective costs. The named brick pavers shall be installed in accordance with the provisions of the City’s Sidewalk Specifications. The pavers shall be maintained in accordance with the City’s Sidewalk Policy.
4. The engraving on the named brick pavers shall be limited to names of individuals, families, businesses, and organizations. Any other messages or messaging shall be strictly prohibited.
5. The Owner, on their behalf, and on behalf of all successors in title, hereby holds the City of Baraboo harmless and indemnifies the City of Baraboo from any damages or claims for damages as a result of its use of, work within, or improvements placed within the public right-of-way.
6. The Wisconsin Historical Society shall issue a Certificate of Protection to the City of Baraboo annually.

Recording Data

Name and Return Address

Brenda Zeman  
Baraboo City Clerk  
101 South Blvd  
Baraboo, WI 53913

206-1410-00000

Parcel Identification Number (PIN)

[Signature page to follow]

Dated: June \_\_\_\_, 2024.

CITY OF BARABOO:

\_\_\_\_\_  
By: Rob Nelson, Mayor

\_\_\_\_\_  
By: Brenda Zeman, City Clerk

ACKNOWLEDGEMENT:

STATE OF WISCONSIN  
COUNTY OF \_\_\_\_\_

Personally came before me on June \_\_\_\_, 2024, the above-named Rob Nelson and Brenda Zeman, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission Expires: \_\_\_\_\_

Dated: June \_\_\_\_, 2024.

WISCONSIN HISTORICAL SOCIETY:

\_\_\_\_\_  
By: Christian Overland, Director & CEO

ACKNOWLEDGEMENT:

STATE OF WISCONSIN  
COUNTY OF \_\_\_\_\_

Personally came before me on June \_\_\_\_, 2024, the above-named Christian Overland, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission Expires: \_\_\_\_\_

DRAFTED BY: Eric Hagen, Baraboo City Attorney

The City of Baraboo, Wisconsin

**Background:** The City Council has determined the need to place an Operational Referendum on the November 5, 2024 General Election ballot. In order to accurately inform the residents of the need for the increase in the operational budget, the services of an outside communications firm is desired.

Mueller Communications has a proven history of assisting local governments in their referendum efforts.

Mueller Communications has submitted a proposal to the City for these services at a not to exceed cost of cost of \$31,953.00 plus third party costs of approximately \$18,469.97. While this expenditure was not included in the 2024 City Budget, a Budget Amendment to appropriate City General Fund fund balance is also required.

**Note:** (☒one) [ ☐ Not Required [ ☐ Budgeted Expenditure [ ☒ Not Budgeted  
**Comments:**

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

The City of Baraboo authorizes the Co-Interim City Administrator, Patrick Cannon to sign the attached agreement with Mueller Communications, not to exceed \$50,423.00, and to authorize a Budget Amendment from fund balance for this agreement.

Account Number	Department	Budget	Net change	Amended Budget	Balance YTD
100-10-49300-000	General Fund – Fund Balance				
	Applied	335,606	50,423	392,029	
100-10-51100-390-000	General Fund – Council – Other				
	Supplies & Expense	400	50,423	56,823	42

Offered by: Finance Committee  
Motion:  
Second:

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



June 17, 2024

Patrick Cannon  
[pcannon@baraboowi.gov](mailto:pcannon@baraboowi.gov)  
City of Baraboo

*Re: Letter of Agreement*

Dear Patrick:

This correspondence serves as the Letter of Agreement between the City of Baraboo and Mueller Communications LLC (Mueller Communications). It outlines the nature and terms of the working relationship between our organizations.

Mueller Communications will provide strategic communications counsel and support to facilitate a public education campaign around the upcoming operational referendum.

Fees for these services will be billed on a monthly "pay as you go" basis. We anticipate professional fees to execute the tasks outlined in our June 2024 proposal not to exceed \$31,953. In addition, it is anticipated that there will be \$800 in media spend. This does not include fees for third-party vendors, videography or printing and mailing costs, which would be determined and agreed upon as part of our engagement, but are currently estimated to be approximately \$15,273.

In addition to professional fees, Mueller Communications charges an administrative service & technology fee of seven and a half percent (7.5%) of the monthly professional fees to cover internal expenses incurred on client's behalf. A copy of Mueller Communications' Standard Expense Reimbursement Policy has been enclosed for your review.

Mueller Communications posts invoices, which are payable upon receipt, at the end of each month for services performed that month. Each invoice includes a separate breakdown of out-of-pocket expenses and a monthly summary of activities performed.

Also, please understand and agree that Mueller Communications cannot undertake to verify all the information supplied to us by you and your employees. Therefore, we ask you to agree to indemnify and hold harmless Mueller Communications and its officers and employees from and against any demands, claims, or liability actually incurred or suffered by us directly relating to or arising out of the inaccuracy of the information provided to us by you hereunder and all reasonable cost and expenses incurred by us in connection therewith, including without limitation, reasonable attorneys' fees and cost of litigation.

This indemnification obligation shall not apply to demands, claims or liabilities relating to or arising out of our negligence or misconduct. Likewise, we will indemnify and hold you and your employees harmless from and against any demands, claims and losses or liabilities actually incurred or suffered by you in connection with the services rendered by us, except for demands, claims and losses or liabilities relating to or arising out of your

negligence or misconduct. The provisions of this paragraph shall survive the expiration or termination of this Letter of Agreement.

Please sign a copy of this letter of agreement and email it back to me. Upon receipt, I'll return a countersigned copy of the agreement for your files. This contract may be terminated at any time with a 60-day advance notice to the affected parties.

Mueller Communications works aggressively to ensure open lines of communication on all aspects of the working relationship with clients. Please feel free to contact me personally if you have any questions or need additional information on any portion of this letter or any other matter. We look forward to working with you.

Sincerely,

-----  
JAMES MADLOM  
CEO  
Mueller Communications, LLC

***Accepted by:***

-----  
PATRICK CANNON  
Interim City Administrator  
City of Baraboo



## **STANDARD EXPENSE REIMBURSEMENT POLICY**

In order to provide the high-quality services our clients have come to expect, Mueller Communications LLC (Mueller Communications) incurs reimbursable expenses on behalf of its clients. We have prepared this policy statement to ensure a full understanding of how these charges are handled and to provide clients with more information on our policy. Our main objective is to develop a relationship with clients based on mutual trust. To further that goal, Mueller Communications expends funds on a client's behalf with exactly the same care and concern we have for personal monies.

Mueller Communications charges an administrative service & technology fee of seven point five percent (7.5%) of the monthly professional fees to cover internal expenses incurred on client's behalf. Included in this fee is access to our full suite of media database and monitoring services, basic administrative support, in-county travel, routine printing, telecom and technology services.

Any extraordinary expenses will be billed separately. All third-party vendors used are reputable and continually monitored for quality and competitiveness. All charges paid by Mueller Communications on behalf of the client will have 17.65 percent added to cover the cost of the oversight and administration. Typical services provided by third-party vendors include, but are not limited to, costs for design, ad buys, or direct mail / email services, as well as working meals and out-of-county travel.

We encourage clients to discuss any questions or comments they may have concerning this policy with us at any time.

MUELLER COMMUNICATIONS

# CITY OF BARABOO

Operational Referendum – Public Education Campaign

JUNE 2024



# ALLOW US TO INTRODUCE OURSELVES

**At Mueller Communications, we are a full-service team of seasoned, well-connected marketing, communications and creative experts.**

We leverage decades of experience in communications and marketing to help organizations, leaders and influencers amplify their great work. With integrity at the heart of all we do, our team of strategic communicators and problem solvers **strives to do the right thing for our clients and our communities.**

Across industries and geographies, our comprehensive communications and marketing services consistently deliver measurable results to support the individuals and organizations who are making a difference.



# STRATEGY

## AT THE CENTER OF ALL WE DO

Everyone has a story to tell and challenges to overcome. Whether you have good news to promote or a challenging situation to manage, we have the right team to be your strategic partners.

At Mueller Communications, there is no “one size fits all.” We tailor our approach to each individual client, circumstance and initiative, leveraging decades of experience in public relations, marketing, website development and creative design.

At Mueller Communications, we take a 360° approach to communications to ensure the **right message** is delivered to the **right audience** at the **right time**.

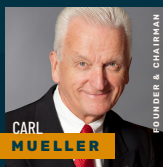




LORI  
RICHARDS



JAMES  
MADLOM



CARL  
MUELLER



ELIZABETH  
HUMMERTZSCH



ANDY  
LEDUC



MIA  
TRIPI



MARY  
JESSEN



CASS  
BERGEMANN



PHILL  
TREWYN



CHRISTIE  
WOLFE



CHRIS  
NELSON



TOYA  
WASHINGTON



AARON  
STERN



JENNIFER  
MORTON



LAURA  
KELLER



KAT  
BEST



KRISTA  
RUEHMER



CHELSEA  
CROSS



KEVIN  
KOCCHI



LAUREN  
GEORGE



ANNA  
STORY



EMILY  
LEDUC



ANNA  
WILLKOMM



AKASH  
PUNNOOSE



JEREMY  
TREUDEN



TEA  
TETTING



MARK  
CURRAN



ERIKA  
QUINONEZ



MADDIE  
KREBS



KAITLYN  
BROSS



LUCAS  
JOHNSON



MAYA  
FIDZIUKIEWICZ



NATASHA  
BIVINS



CARA  
VONDERWELL



KATIE  
DARRAGH



EIBAR  
ROBLEDO



HOWARD  
LEWIS



HALLE  
HATCH



VERONICA  
POPE



AMELIA  
VENEGAS



GINNY  
CARRICK



KIRSTEN  
MUELLER

## MEET TEAM MUELLER

Our deep bench of big picture thinkers, detail-oriented doers and creative problem solvers are **the best in the business.**



# OUR PROCESS



# PUBLIC EDUCATION CAMPAIGN

**Timeline: 12-16 weeks**

**Mueller will create and execute a public information and education campaign that clearly articulates for voters the need for additional resources and the impact to the community if the referendum passes or if it fails.**

**Outreach Plan & Strategy:** Mueller will develop and refine a communications strategy, likely to include the key elements listed below.

**Communications Materials:** We will work with you to develop one set of clear and concise materials that will effectively communicate key information about the referendum:

- Key messages for use in ensuring consistent communication across all outreach methods;
- A fact sheet / infographic that explains the situation and the need for the referendum; and
- FAQs to help disseminate facts and dispel any misconceptions about the need for the referendum, what the funding would be used for, and the process taken thus far.

## THE GOAL:

An informed and engaged electorate.

Municipalities and departments cannot advocate for a specific outcome in an election – or a referendum. Rather, they can educate and encourage community members to make an informed decision.



# PUBLIC EDUCATION CAMPAIGN

**Timeline: 12-16 weeks**

## OUTREACH APPROACHES

We will take key information from communications materials and leverage it to develop and distribute information to your community. Examples of the outreach we might recommend include:

- **Direct Mail:** We will develop and distribute three (3) direct mail pieces to all residences in Baraboo. Each mailer would provide key information about the referendum, as well as links for more information.
- **Graphics / Posters:** If desired, we will develop informational graphics and / or posters that can be printed and displayed in City buildings and shared across social media channels.
- **Presentation Deck:** We will develop a presentation deck that can be used by officials and City spokespeople to explain the referendum at community meetings (in-person or online).
- **Information Sessions:** We will work with City officials to schedule a series of information sessions that will provide an opportunity for spokespeople to share details about the referendum and allow residents to ask questions. The sessions would be promoted in advance and could be recorded to be made available for later viewing, depending on available technology.
- **Community Presentations:** We will work with you to identify opportunities to speak to local community organizations about the referendum (e.g. local Rotaries, Chambers of Commerce, etc.)



# PUBLIC EDUCATION CAMPAIGN

**Timeline: 12-16 weeks**

## ONLINE PRESENCE

- **Website:** We will develop content for a landing page on the City of Baraboo's website that would serve as the hub for information on the referendum, including a fact sheet and an online FAQ document.
- **Social Media - Organic:** We will work with you to develop content that can be regularly posted on social media channels to inform the electorate about the need for the referendum. We will also provide a response guide that identifies likely questions and suggested answers that officials can use in responding to online engagement.
- **Social Media - Paid:** We will develop engaging content to leverage as an advertisement on Facebook, pushing content out to those of voting age in Baraboo.

## EARNED MEDIA

We will work with you and your team to develop and distribute news releases and media pitches designed to secure coverage in the local media about the referendum.





**We will work closely with you to understand the needs of your community and develop a detailed timeline to meet your needs. We have included the following high-level sample timeline targeting a November 2024 referendum vote:**

**INFORMATION GATHERING / MATERIAL DEVELOPMENT | JUNE - JULY 2024:**

- Mueller Communications meets with City of Baraboo staff to begin developing the outreach plan and approach
- City provides all requested materials / data to Mueller Communications
- Mueller to develop, refine and finalize key messages that will serve as the foundation for all future collateral
- Mueller to draft, design (as appropriate) and finalize - with input from the City of Baraboo staff - initial collateral materials including FAQs, fact sheet, news release announcing the referendum in November and website landing page language

**PUBLIC EDUCATION | AUGUST - NOVEMBER 2024:**

- **Deadline for City Council approve referendum question - August 28**
- Mueller to develop content for three (3) direct mail pieces, coordinating printing and mailing logistics
- Mueller and a videographer to script, record and produce a brief explainer video for use as a social media ad on the City of Baraboo's Facebook page, targeting all residents of voting age
- Mueller to conduct ongoing media outreach, as appropriate
- Mueller to develop and design a presentation deck and talking points for spokespeople to use in public meetings
- City to schedule and facilitate information sessions, presentations to community groups
- City to publish informational content on social media
- **Election Day - November 5**

# TIMELINE





# BUDGET ESTIMATE

**Professional Fees, Mueller Communications:**  
(Will be based on actual fees, not to exceed this amount based on current understanding of the scope of work)

**\$31,953.00**

**Administrative and Technical Fee:**

**\$2,396.48**

**Social Media Video Production:**

**\$2,000.00**

**Media Spend, Social Advertisements:**

**\$800.00**

**Third-Party Costs Estimate\*:**

Estimate to print and mail three (3) full-color direct mailers to all households in the City of Baraboo (approx. 5,727)

**\$13,273.50**

**Public Education Campaign Budget:**

**\$50,422.97**

We will work with you to refine our scope of work and budget to best meet the needs of your communities. This proposed budget is based on the scope of work outlined above.

\*Note: Printing estimates and third-party vendor costs are based on projections as of **June 2024** and may be subject to change. We have preferred vendors we frequently work with and who we know are efficient and affordable. We are happy to work with other vendors, but note that it may take additional time to coordinate and their pricing may be different than we have estimated here.



CASE STUDIES

# RELEVANT EXPERIENCE



## CASE STUDY

# CITY OF MIDDLETON

Having seen **significant population growth in a short period of time**, the City of Middleton recognized a **need to retain its existing staff and add more staff to key departments** to ensure it could meet the needs of its growing community in a way that aligned with the City's values and strategic plan.

The City worked with Mueller Communications to educate and engage its community on the need for a **November 8, 2022 referendum to increase Middleton's property tax levy and fund additional staffing costs**.

Mueller worked with the City to understand the need for both additional staff and wage increases for existing staff, working to develop an "ambassador toolkit" of messages and FAQs that elected officials and staff members could use to clearly communicate the need for additional funding. In addition, the Mueller team developed a calendar of social media content, a presentation to be used during information sessions, website content and two direct mail pieces to be delivered to all households in Middleton.

**Electors in the City of Middleton voted to approve increased wages for existing City staff and fund new positions for two police officers, one parks crew member and one communications specialist**, enabling the City to better attract and retain talent and deliver desired services to its community.

**CITY OF MIDDLETON STAFFING REFERENDUM FAQs**

**Q What is the proposed referendum on the ballot Tuesday, November 8?**

The referendum will ask voters to decide whether or not to support an increase in the City's annual tax levy, beginning with tax bills issued in December 2022, to cover the cost of adding two police officers, one communications specialist and one full-time parks maintenance crew member, and to enable an up to 4% cost-of-living wage increases for City staff.

**Q What will appear on the ballot?**

The formal resolution requesting permission to exceed the state revenue limit will appear as follows on the November 8 ballot:

*"Under state law, the increase in the levy of the City of Middleton for the tax to be imposed for the next fiscal year, 2023, is limited to 2.5%, which results in a levy of \$19,781,229. Shall the City of Middleton be allowed to exceed this limit and increase the levy for the next fiscal year, 2023, for the purpose of additional police, parks, communications staffing and employment in cost increases to a total of 3.9%, which results in a levy of \$20,551,229, and on an ongoing basis, include the increase of \$770,000 for each fiscal year going forward?"*

**Q Why do we need a referendum to raise the tax levy limit?**

Currently, the City does not have funding to support additional staff or necessary wage increases. Middleton's property tax levy is the primary source of funding for services and expenses, but because of state-imposed limits, we need voter approval to exceed our annual levy limits.

**Q What will it mean if a majority of voters vote "yes"?**

If voters approve the referendum, the City will be able to fund additional staff at the Police Department and Parks Department, and will be able to improve public outreach by hiring a dedicated communications specialist. The City will also be able to improve recruitment and retention efforts by providing an up to 4% cost-of-living increases to City staff.

**Q What will it mean if a majority of voters vote "no"?**

If voters reject the referendum, the City will need to determine how to serve residents as our population and needs increase, but our revenues do not keep pace. A "no" vote would result in maintaining current funding for staffing and wages, which

**IF A MAJORITY VOTE YES**

**WHY NOW?**

Current funding is insufficient to meet the growing service demands and needs of the community.

While our needs and program costs continue to rise, current funding sources are stagnant or decreasing.

Middleton must ask approval from voters through a referendum in order to exceed levy limits and fund staffing needs.

**PROPERTY TAX IMPACT OF REFERENDUM: \$770,000 INCREASE STARTING WITH DEC. 2022 BILLS**

ASSESSED PROPERTY VALUE	REFERENDUM IMPACT	TOTAL CITY TAXES
\$100,000	\$19.79	\$32.35
\$400,000	\$79.16	\$129.40

PAGE 5 REFERENDUM@CITYOFMIDDLETON.ORG | CITYOFMIDDLETON.ORG



## CASE STUDY

# CEDARBURG FIRE DEPARTMENT

The City and Town of Cedarburg's joint Cedarburg Fire Department was staffed, almost entirely, by volunteers until January 1, 2024 when the communities opted to shift to a paid-on-call model. This shift was one of several efforts undertaken to help address the Department's increasing demand for service and decreasing staffing.

CFD worked with Mueller Communications from August 2023 through April 2024 to educate the community **on the need for additional funding to support additional full-time firefighter-paramedic staff**. This education was done in three phases: first through a comprehensive report identifying potential funding options, then through an educational survey aimed to secure community input on referendum viability, and finally through a referendum education campaign targeting residents in both communities.

Following the 9-month effort – which included community information sessions, media outreach and news coverage, social media content, website content, direct mail, Town newsletters, and a video ad playing before each show at the Rivoli Theatre – **voters in both the City and Town of Cedarburg approved increases** in the property tax levies, allowing CFD to **add eight new firefighter-paramedics, maintain funding for two existing full-time staff members, and transition the Fire Chief to a full-time role**.

### New public safety referendum hopes to give Cedarburg Fire necessary funds to improve staffing

Voters will be asked to approve nearly \$2 million addition in the wake of a surge in service calls amid a drop in available volunteers.



## CASE STUDY

# CITY OF PORTAGE

The City of Portage was faced with paying high fees for third-party EMS services that provided limited opportunities for local control. The City unexpectedly received significant invoices from Aspirus, its third-party provider, for ambulance service. Challenged by these unexpected costs, and a lack of control in optimizing service to residents, the Portage Fire Department considered alternate service models, while seeking to minimize the impact on taxpayers.


The City of Portage worked with Mueller Communications between August 2023 and February 2024 to **educate the community on the need for a referendum question to approve an increase in the City's annual tax levy** on February 20, 2024 that would determine whether the City could build a fire-based EMS service model.

Mueller created and executed a public education campaign that included the development of educational materials, including key messages, fact sheets and infographics, and updates to the City of Portage website to share the benefits of a fire-based EMS system with the community. In addition, the team created two direct mailer pieces to educate the community, drafted and designed posts to be shared on Portage social media pages, and created an informational presentation to share with community groups and city council members.

**Electors in the City of Portage voted to approve the referendum**, allowing the City of Portage to build the fire-based EMS service that will ensure full control over efficiencies and effectiveness, designing and implementing the best EMS services to meet the needs of the Portage community.

### EMS Service Referendum

The City of Portage




**VOTE FEBRUARY 20, 2024**

The City of Portage faces a need to invest in EMS service either through a referendum to increase the property tax level or significant budget cuts from other City services. With this investment, the City would create a locally controlled, fire-based EMS service as the most cost-effective model for services.

The City has an opportunity to build the EMS system it needs for the community. Voters will be asked on February 20, 2024 whether or not to support an increase in the City's annual tax levy, beginning with bills issued in December 2024, to cover the cost of EMS services. If approved, the City would create a fire-based EMS service model:

- 14 cross trained firefighter / EMT / paramedics
- Education and training for personnel who are not already cross-trained
- Three new ambulances
- Fire station remodel to serve increased staffing and new EMS capabilities



**WHY REFERENDUM?**

- 1 Today, the City of Portage is faced with paying high fees for third-party EMS services that provide limited opportunities for local control. The City unexpectedly received significant invoices from Aspirus, its third-party provider, for ambulance service. Challenged by these unexpected costs, and a lack of control in optimizing service to residents, the Portage Fire Department has considered alternate service models, while seeking to minimize the impact on taxpayers.
- 2 The City has an opportunity to build a fire-based EMS service that will ensure full control over efficiencies and effectiveness, designing and implementing the best EMS services to meet the needs of our community.
- 3 Because of state-imposed levy limits, Portage must gain approval from taxpayers through a referendum to increase the tax levy to fund EMS services.

**BENEFITS OF A FIRE-BASED EMS SERVICE**

A feasibility study demonstrated that the City of Portage could establish a cost-effective fire-based EMS system to serve the City and neighboring communities by cross-training firefighter / EMT / paramedics and testing and operating three ambulances.

The proposed fire-based EMS model, operating out of the centralized location of the City's fire department, would:


- Increase paramedic coverage and improve response times
- Increase the number of ambulances available each day
- Improve fire response times

Under the proposed model, 14 new personnel would join the department's existing staff of seven. All personnel would be cross-trained leading to a total of 21 firefighter / EMT / paramedics to serve the City.

Taking EMS service "in-house" as part of the fire department also gives the City complete control over the system and how best to serve residents. A fire-based EMS model will also bolster our fire response through the addition of cross-trained staff that can serve both the EMS and fire-related needs of our community. This level of control and adaptability is nearly available through partnerships with third-party providers.

Questions? Visit [www.portagewi.gov/referendum](http://www.portagewi.gov/referendum) to learn more.

### City of Portage Fire/EMS Referendum



**BECAUSE THE REFERENDUM IS APPROVED, THE CITY OF PORTAGE WILL BE ABLE TO COVER THE COST OF:**

- 14 CROSS-TRAINED FIREFIGHTER / EMT / PARAMEDICS
- EDUCATION AND TRAINING FOR PERSONNEL WHO ARE NOT ALREADY CROSS-TRAINED
- THREE NEW AMBULANCES AND STATE-REQUIRED EQUIPMENT
- FIRE STATION REMODEL TO SERVE INCREASED STAFFING AND NEW EMS CAPABILITIES



## CASE STUDY

# VILLAGE OF CALEDONIA

Due to insufficient public safety funding and growing current service demands, the Village of Caledonia identified a need to add additional full-time personnel to its police and fire departments.

Caledonia worked with Mueller Communications from December 2022 through April 2023 to educate the community **on the need for a public safety referendum** ahead of the April 4, 2023 vote.

Mueller worked closely with the Village of Caledonia to create comprehensive messaging and frequently asked questions to cascade through education materials, including key messages, fact sheets and infographics, and informational posters, and updates to the Caledonia website that clearly conveyed the situation. Mueller also created two direct mail pieces, drafted social media posts to share across Caledonia channels, and executed an on-site video shoot for a social media ad to reach Caledonia voters up until days before the election. Mueller Communications also designed informational presentations for the Village Administrator, Police Chief and Fire Chief to share with community groups and Village Board members

**Electors in the Village of Caledonia ultimately voted to approve the increase in the property tax levy, allowing Caledonia to add eight new police officers, six new firefighters/paramedics and the equipment needs for each new staff member.**

**PUBLIC SAFETY REFERENDUM**

**VOTE APRIL 4 2023**

The Village of Caledonia has identified a need to add additional public safety personnel to the Police and Fire Departments.

Voters will be asked whether or not to support an increase in the Village's annual tax levy, beginning with bills issued in December 2023, to cover the cost for six additional firefighter/paramedics, eight additional police officers and the personal protective equipment those staff members require.

**WHY REFERENDUM?**

Current public safety funding levels and staffing levels are insufficient to meet the current demands and needs of the community. Caledonia must act now if it is to continue to adequately respond to calls for service.

Because of state-imposed levy limits, Caledonia must gain approval from taxpayers through a referendum to increase the tax levy to fund additional staffing.

Decreasing staffing levels and an increase in calls for service make it difficult for the Caledonia Fire Department to provide a consistent, high-quality response. Federal grant dollars the Department relies on for staff staffing will expire in March 2023. Further straining response capabilities.

Staffing at the Caledonia Police Department is low. It is necessary for the Department to have more officers to effectively patrol the large geographic area of the Village and respond to multiple complex and concurrent calls for service.

**IF A MAJORITY VOTE "YES"**

**+6 ADDITIONAL FIREFIGHTER/PARAMEDICS**

If the referendum is approved by a majority of voters, the Village of Caledonia will be able to add critically necessary additional public safety staff, including six additional firefighter/paramedics and eight additional police officers. These increases will ensure adequate staff to sufficiently respond to calls for service from Caledonia residents and perform proactive duties.

If approved, taxpayers will see a property tax increase of an estimated \$57 annually, or about \$1.74 per week, per \$100,000 of assessed value in a home, starting with the bills issued in December 2023.

**IF A MAJORITY VOTE "NO"**

A rejection of the referendum would not be the equivalent of maintaining the status quo of emergency services.

The Village of Caledonia received a three-year federal grant to fund six firefighter/paramedics through March 2023. While the grant has expired, the Village has not been able to maintain three of the six positions. Without additional funding, the Village will be down three firefighter/paramedics.

The Caledonia Police Department ranks last in officers per 1,000 population and officers per square mile when compared to peer communities. Without additional police officers, the Police Department would not be able to effectively patrol the entire geographic area of the Village or effectively handle more than a single call for service at a time that has moderate complexity and/or requires a moderate level of resources.

**PROPERTY TAX IMPACT**

\$1,191,000 TOTAL INCREASE

ASSESSED PROPERTY VALUE	PER YEAR	PER WEEK
\$100,000	\$57	\$1.74
\$300,000	\$171	\$3.30

Monday through Friday, March 21 – March 31, 2023 from 8:30 a.m. – 4:30 p.m.

For mailed absentee ballots: March 16, 2023

7 a.m. to 8 p.m. Wisconsin voters are required to show an acceptable photo ID in order to vote.

For more information, please visit [caledonia-wi.gov/referendum](http://caledonia-wi.gov/referendum) or email [referendum@caledonia-wi.gov](mailto:referendum@caledonia-wi.gov)



## CASE STUDY

# CITY OF FOND DU LAC

Stagnant funding and increasing demand for public safety services **threatened the City of Fond du Lac's ability to provide local fire and paramedic services and to adequately staff its police department** to meet all responsive and preventative responsibilities.

Fond du Lac worked with Mueller Communications between December 2020 and April 2021 to **educate the community on the need for a public safety referendum** on April 6, 2021.

Mueller created and executed a campaign that included the development of educational materials, including key messages, fact sheets and infographics, and informational posters, and updates to the City of Fond du Lac website that clearly conveyed the situation. With materials developed, the team prepared three direct mail pieces, drafted posts to share across Fond du Lac social media channels, and created informational presentations for the City Administrator, Police Chief and Fire Chief to share with community groups and city council members.

**Electors in the City of Fond du Lac ultimately voted two-to-one to approve the increase** in the property tax levy, allowing Fond du Lac to add six new police officers, six new firefighters/paramedics and the equipment needs for each new staff member.





## CASE STUDY

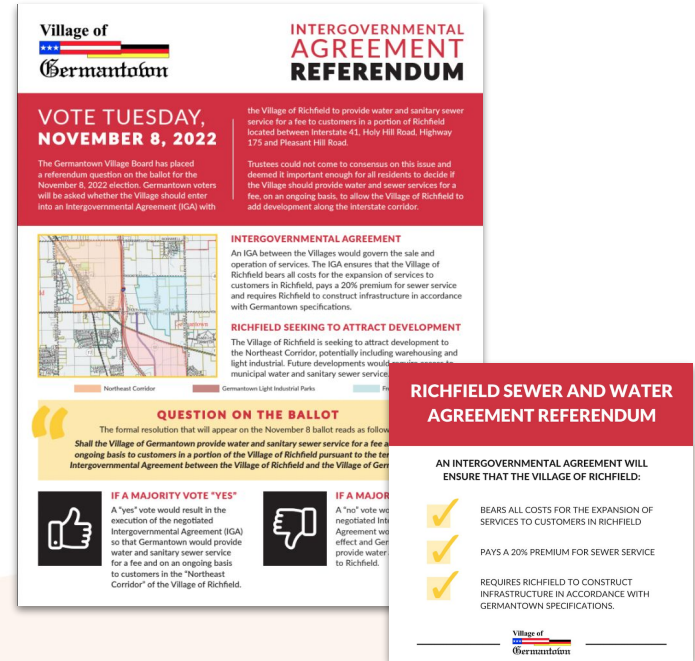
# VILLAGE OF GERMANTOWN

The Villages of Germantown and Richfield commissioned studies from hydrogeologists that provided insight on the potential impacts and benefits of extending services from Germantown Water and Sewer Utilities to new paying customers in Richfield.

The Village of Germantown worked with Mueller Communications between August 2022 and November 2022 to **educate the community on the need for a referendum question to approve an Intergovernmental Agreement (IGA)** on November 8, 2022 that would determine whether the Village should provide water and sanitary sewer service for a fee to customers in a portion of the Village of Richfield.

Mueller created and executed a campaign that included the development of educational materials, including key messages, fact sheets and infographics, and updates to the Village of Germantown website that clearly conveyed the situation. With materials developed, the team prepared two direct mail pieces, drafted posts to share across Germantown social media channels, and created an informational presentation to share with community groups and city council members.

**Electors in the Village of Germantown voted to approve the IGA**, allowing Germantown to provide water and sanitary sewer service for a fee and on an ongoing basis to customers in the Northeast Corridor of the Village of Richfield, ultimately expanding Germantown's water and sewer services customer base and enhancing economic growth in the area.





## CASE STUDY

# SOUTH MILWAUKEE

A continuing decline in outside funding for paramedic services created **a significant, growing gap in the City of South Milwaukee's municipal budget that threatened its ability to provide local paramedic services and to adequately staff its police department** to meet all responsive and preventative responsibilities.

South Milwaukee worked with Mueller Communications to develop an Options Assessment to identify the potential solutions to the public safety funding challenges. Based on the findings of that assessment, Mueller worked with Community Perceptions to conduct a community survey to gather input on the community's preferred options. The Common Council voted to place a public safety referendum question on the Fall 2017 ballot and engaged engaged Mueller Communications to assist with **a public information campaign in advance of a referendum vote.**

Between July and November, Mueller created and executed a campaign that included the development of educational materials, including key messages, fact sheets and infographics, and informational posters, and a website landing page that clearly conveyed the situation. With materials developed, the team prepared two direct mail pieces, drafted posts to share across South Milwaukee social media channels, and created presentations for the Mayor and City Administrator to share with community groups.

### SOUTH MILWAUKEE 2017 Public Safety Referendum



**WHAT IS ON THE BALLOT  
TUESDAY, NOVEMBER 7, 2017?**

The South Milwaukee Common Council has unanimously approved an operating funds referendum question asking taxpayers to increase the tax levy by \$86.641 to maintain current paramedic services and hire two additional police officers. The special election will be held on Tuesday, November 7. If approved by voters, homeowners would pay an additional \$52 per year for every \$100,000 of their home's value starting in 2018 and beyond.

**The formal resolution requesting permission to exceed the state revenue limit will appear as follows on the November 7 ballot:**

*Under state law, the increase in the levy of the City of South Milwaukee for the tax to be imposed for the next fiscal year 2018, is limited to .09%, which results in a levy of \$13,741.42. Shall the City of South Milwaukee be allowed to exceed this limit and increase the levy for the next fiscal year 2018, by a total of 6.73%, which results in a levy of \$11,381.09?*

**WHY ARE WE PROPOSING  
THIS REFERENDUM NOW?**

**As South Milwaukee seeks to maintain its strong public safety services it faces a growing budget gap—as the demand for these services continues to rise, funding from current sources is either stagnant or decreasing.**

The City must take action if it is to preserve locally provided paramedic services into the future. The City has also identified a need for additional police officers to deliver on the department's mission and address growing public safety needs.

**We are responding directly to community input.**

The City of South Milwaukee evaluated several funding options to maintain the first-class fire and police services residents have come to expect. As part of the decision-making process, the City solicited feedback via a community-wide survey. More than 1,350 residents responded, with the majority supporting an operational referendum.

**VOTE NOVEMBER 7**

 City of South Milwaukee  
Proud Past... Promising Future

For additional background information, including the community survey results, visit the city website: [www.smwl.org](http://www.smwl.org)



**RESOLUTION NO. 2024-****Dated: June 25, 2024****The City of Baraboo, Wisconsin**

**Background:** The City Council has determined the need to place an Operational Referendum on the November 5, 2024 General Election ballot. In order to accurately inform the residents of the need for the increase in the operational budget, the services of the City's Financial Advisor, Ehlers and Associates is needed.

Ehlers and Associates has significant experience in analyzing both the required levy increase and appropriate referendum language.

The attached agreement outlines the proposal from Ehlers and Associates for this project.

While this expenditure was not included in the 2024 City Budget, a Budget Amendment to appropriate City General Fund fund balance is also required.

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

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The City of Baraboo authorizes the Co-Interim City Administrator, Patrick Cannon to sign the attached agreement with Ehlers and Associates and to authorize a Budget Amendment to take \$6,000.00 for this agreement from fund balance.

Account Number	Department	Budget	Net change	Amended Budget	Balance YTD
100-10-49300-000	General Fund – Fund Balance Applied	335,606	6,000	392,029	
100-10-51100-390-000	General Fund – Council – Other Supplies & Expense	400	6,000	56,823	42

**Offered by:** Finance Committee  
**Motion:**  
**Second:**

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

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

June 17, 2024

Pat Cannon, CDA Executive Director  
Tom Pinion, Director of Public Works/City Engineer  
City of Baraboo, Wisconsin  
101 South Blvd.  
Baraboo, WI 53913

**Re: Written Municipal Advisor Client Disclosure with the City of Baraboo (“Client”) for 2024  
Levy Limit Referendum Consulting (“Project” Pursuant to MSRB Rule G-42)**

Dear Pat and Tom:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.

As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers & Associates

A handwritten signature in black ink, appearing to read 'Greg Johnson', with a stylized flourish at the end.

Greg Johnson  
Senior Municipal Advisor/Vice President

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<sup>1</sup> This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

## Appendix A

### DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

#### Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

#### Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

#### Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

#### Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

#### Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

#### Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

#### Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

## **Material Legal or Disciplinary Events**

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

## **Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction**

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

## **MSRB Contact Information**

The website address of the MSRB is [www.msrb.org](http://www.msrb.org). Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

# Appendix B

## Scope of Service

Client has requested that Ehlers assist Client with undertaking a levy limit referendum pursuant to Wisconsin Statutes Section 66.0602(4) (“Project”). Ehlers proposes and agrees to provide the following scope of services:

- Using information supplied by Client, estimate net new construction, estimated percentage increase in the allowable levy over the prior year, and appropriate dollar increase to be incorporated into the levy limit referendum question.
- Determine expenditures that will be funded through the proposed levy limit increase and determine if the levy limit increase will be one-time, for a fixed number of years, or ongoing.
- Provide draft of the referendum question and resolution with supporting material for review by the Client’s legal counsel. Resolution will be reviewed by Department of Revenue.
- As requested, assist Client with preparation of public information materials and presentations to explain the projected impacts of the proposed levy limit increase.

## Compensation

In return for the services set forth in the “Scope of Service,” Client agrees to compensate Ehlers at an hourly rate of \$250 for actual hours worked on the Project for not to exceed \$6,000. If additional time is required beyond the not to exceed amount, Client will be contacted for authorization to continue.

## Payment for Services

Ehlers will invoice Client each month for the work completed in the prior month. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

The above Proposal is hereby accepted by Baraboo, Wisconsin, by its authorized officer:

_____ Signed	_____ Title	_____ Date
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RESOLUTION NO. 2024 -

Dated: June 25, 2024

**The City of Baraboo, Wisconsin**

**Background:** The City of Baraboo has had a vacancy for the position of City Administrator since October, 2023. Since that time, the City Engineer and CDA Executive Director have served as the Co Interim City Administrators. The new City Administrator will assume the position on July 8, 2024.

Previously, the City Council had authorized additional compensation for both individuals while serving in the additional capacity. The original authorization is set to expire upon the City Administrator position being filled.

In discussing the transition for the new Administrator, the City Council has determined that Administrator will need assistance during his assimilation into the position. Therefore, they would like both the City Engineer and CDA Executive Director to continue to receive additional compensation during the next several months as they assist the new Administrator in learning the position.

**Note:** (☒one) [ ☐ Not Required [ ☐ Budgeted Expenditure [ ☒ Not Budgeted  
**Comments:**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

In order to assist the new City Administrator, the City of Baraboo Common Council authorizes the CDA Executive Director to continue to be compensated for additional hours worked and authorizes the City Engineer to continue to be compensation at a rate of 20% over his regular rate of pay for hours worked while assisting the new City Administrator. This will be in effect until September 30, 2024 at which time, if needed, a new resolution will be brought before Council.

**Offered by:** Finance Committee  
**Motion:**  
**Second:**

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

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

RESOLUTION NO. 2024 -

Dated: June 25, 2024

**The City of Baraboo, Wisconsin**

**Background:** The City Council has previously authorized an agreement with Ehlers and Associates to complete a feasibility analysis of proposed TID #13. The agreement consisted of three phases for the creation of TID #13. Ehlers and Associates was only authorized to complete the initial analysis and to report its finding to the City Council.

With a projected positive feasibility of the potential district, the City will now require Ehlers and Associates to coordinate the final steps in the creation of TID #13. Ehlers and Associates is recommending the creation of the district prior to September 30, 2024 in order to take advantage of the current Statutes involving Tax Incremental Financing.

The potential Developers in the District have committed to reimburse the City for the creation costs.

**Note:** (☒one) [ ☐ Not Required [ ☐ Budgeted Expenditure [ ☒ Not Budgeted  
**Comments:**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The City of Baraboo authorizes Ehlers and Associates, Inc. to complete the necessary tasks to create TID #13 by September 30, 2024.

**Offered by:** Finance Committee  
**Motion:**  
**Second:**

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

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



April 10, 2024

Pat Cannon, CDA Executive Director  
Tom Pinion, Director of Public Works/City Engineer  
City of Baraboo, Wisconsin  
101 South Blvd.  
Baraboo, WI 53913

**Re: Written Municipal Advisor Client Disclosure with the City of Baraboo ("Client") for 2024  
Tax Incremental Finance District No. 13 ("Project" Pursuant to MSRB Rule G-42)**

Dear Pat and Tom:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.

As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers & Associates



Greg Johnson  
Senior Municipal Advisor/Vice President

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<sup>1</sup> This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

## Appendix A

### DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

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#### Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

#### Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

#### Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

## **Material Legal or Disciplinary Events**

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

## **Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction**

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

## **MSRB Contact Information**

The website address of the MSRB is [www.msrb.org](http://www.msrb.org). Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

# Appendix B

## Scope of Service

Client has requested that Ehlers & Associates assist Client with creation of Tax Incremental Finance District No. 13. (“Project”). Ehlers & Associates proposes and agrees to provide the following scope of services:

### Phase I – Feasibility Analysis

The purpose of Phase I is to determine whether the Project is a statutorily and economically feasible option to achieve the Client’s objectives. This phase begins upon your authorization of this engagement and ends on completion and delivery of a feasibility analysis report. As part of Phase I services, Ehlers & Associates will:

- Consult with appropriate Client officials to identify the Client’s objectives for the Project.
- Provide feedback as to the appropriateness of using Tax Incremental Financing in the context of the “but for” test.
- If the Project includes creation of or addition of territory to a district, identify preliminary boundaries and gather parcel data from Client. Determine compliance with the following statutory requirements as applicable:
  - Equalized Value test.
  - Purpose test (industrial, mixed use, blighted area, in need of rehabilitation or conservation, or environmental remediation).
  - Newly-platted residential land use test (mixed use district)
- Prepare feasibility analysis report. The report will include the following information, as applicable:
  - Identification of the type or types of districts that may be created.
  - A description of the type, maximum life, expenditure period and other features corresponding to the type of district proposed.
  - A summary of the development assumptions used with respect to timing of construction and projected values.
  - Projections of tax increment revenue collections to include annual and cumulative present value calculations.
  - Qualification of the district as a donor or recipient of shared increment, and projected impact of any allocations of shared increment.
  - If debt financing is anticipated, a summary of the sizing, structure, and timing of proposed debt issues.

- A cash flow *pro forma* reflecting annual and cumulative district fund balances and projected year of closure.
- A draft timetable for the Project.
- Identification of how the creation date may affect the district's valuation date, the base value, compliance with the equalized value test, and the ability to capture current year construction values and changes in economic value.
- When warranted, evaluate, and compare options with respect to boundaries, type of district, project costs and development levels.
- Ehlers & Associates will provide guidance on district design within statutory limits to creatively achieve as many of the Client's objectives as possible and will provide liaison with State Department of Revenue as needed in the technical evaluation of options.
- Present the results of the feasibility analysis to the Client's staff.

## **Phase II – Project Plan Development and Approval**

If the Client elects to proceed following completion of the feasibility analysis, the Project will move to Phase II. This phase includes preparation of the Project Plan, and consideration by the Plan Commission<sup>1</sup>, governing body, and the Joint Review Board. This phase begins after receiving notification from the Client to proceed and ends after the Joint Review Board acts on the Project. As part of Phase II services, Ehlers & Associates will:

- Based on the goals and objectives identified in Phase I, prepare a draft Project Plan that includes all statutorily required components.
- We will coordinate with your staff, engineer, planner or other designated party to obtain a map of the proposed boundaries of the district, a map showing existing uses and conditions of real property within the district, and a map showing proposed improvements and uses in the district.
- Submit to the Client an electronic version of the draft Project Plan for initial review and comment.
- Coordinate with Client staff to confirm dates and times for the meetings indicated within the table beginning on the following page. Ehlers & Associates will ensure that selected dates meet all statutory timing requirements and will provide documentation and notices as indicated.

<sup>1</sup>If Client has created a Redevelopment Authority or a Community Development Authority, that body may fulfill the statutory requirements of the Plan Commission related to creation or amendment of the district.

Meeting	Ehlers & Associates Responsibility	Client Responsibility
Initial Joint Review Board	<p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Mail meeting notice, informational materials, and draft Project Plan to overlapping taxing jurisdictions.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p> <p>Designate Client Joint Review Board representative.</p> <p>Identify and recommend Public Joint Review Board representative for appointment.</p>
Plan Commission Public Hearing	<p>Prepare Notice of Public Hearing and transmit to Client's designated paper.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p>
Plan Commission Public Hearing	<p>For blighted area districts and in need of rehabilitation or conservation districts, provide a format for the required individual property owner notification letters.</p> <p>Attend hearing to present draft Project Plan.</p>	<p>Prepare and mail individual property owner notices (only for districts created as blighted area, or in need of rehabilitation or conservation).</p> <p>Prepare meeting minutes.</p>
Plan Commission	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p> <p>Provide approval resolution for Plan Commission consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Distribute Project Plan &amp; resolution to Plan Commission members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Governing Body Action	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p> <p>Provide approval resolution for governing body consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Provide Project Plan &amp; resolution to governing body members in advance of meeting.</p> <p>Prepare meeting minutes.</p>

Joint Review Board Action	<p>Mail meeting notice and copy of final Project Plan to overlapping taxing jurisdictions.</p> <p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present final Project Plan.</p> <p>Provide approval resolution for Joint Review Board consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p>
---------------------------	--	---

- Throughout the meeting process, provide drafts of the Project Plan and related documents in sufficient quantity for the Client's staff, Plan Commission, governing body and Joint Review Board members.
- Provide advice and updated analysis on the impact of any changes made to the Project Plan throughout the approval process.

### Phase III – State Submittal

This phase includes final review of all file documents, preparation of filing forms, and submission of the base year or amendment packet to the Department of Revenue. This phase begins following approval of the district by the Joint Review Board and ends with the submission of the base year or amendment packet. As part of Phase III services, Ehlers & Associates will:

- Coordinate with Client's assessor and other staff as necessary to obtain parcel valuations, parcel data and other information needed for preparation of the State forms that must be filed as part of the base year or amendment packet.
- Assemble and submit to the Department of Revenue the required base year or amendment packet to include a final Project Plan document containing all required elements and information.
- Provide the Client with an electronic copy of the final Project Plan (and up to 15 bound hard copies if desired).
- Provide the municipal Clerk with a complete electronic and/or hard copy transcript of all materials as submitted to the Department of Revenue for certification.
- Act as a liaison between the Client and the Department of Revenue during the certification process in the event any questions or discrepancies arise.

### Compensation - Flat Fee Portion of Engagement

In return for the services set forth in the “Scope of Service,” Client agrees to compensate Ehlers & Associates as follows:

Phase I	\$ 6,500
Phase II	\$ 8,000
Phase III	\$ 2,500
<b>Total</b>	<b>\$ 17,000</b>

- In the event Client determines not to proceed with the Project once a Phase has been authorized, but prior to that Phase’s completion, the compensation due for that Phase will be prorated to reflect the percentage of the work completed.

### Compensation – Hourly Services Portion of Engagement

Ehlers & Associates will bill Client on an hourly basis for services requested by Client in conjunction with the engagement that are not specifically identified in the Scope of Service set forth in this letter. Examples would include:

- Attendance at additional meetings beyond the four required for approval or amendment of the District (Organizational Joint Review Board, Plan Commission (or CDA), Governing Body and Final Joint Review Board).
- Review of development agreements related to the District’s Project Plan and participation in negotiations with developers.

Hourly services will be billed at a rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$350.00/hour.

### Payment for Services

For all compensation due to Ehlers & Associates, we will invoice Client for the amount due at the completion of each Phase. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

### Client Responsibility

The following expenses are not included in our Scope of Services, and are the responsibility of Client to pay directly:

- Services rendered by Client’s engineers, planners, surveyors, appraisers, assessors, attorneys, auditors, and others that may be called on by Client to provide information related to completion of the Project.
- Preparation of maps necessary for inclusion in the Project Plan.
- Preparation of maps necessary for inclusion in the base year or amendment packet.
- Publication charge for the Notice of Public Hearing and Notices of Joint Review Board meetings.



- Legal opinion advising that Project Plan contains all required elements. (Normally provided by municipal attorney).
- Preparation of District metes & bounds description. (Needed in Phase III for creation of new districts, or amendments that add or subtract territory).
- Department of Revenue filing fee and annual administrative fees. The current Department of Revenue fee structure is:

Current Wisconsin Department of Revenue Fee Schedules	
Base Year Packet	\$1,000
Amendment Packet with Territory Addition <b>or</b> Subtraction	\$1,000
Amendment Packet with Territory Addition <b>and</b> Subtraction	\$2,000
Base Value Redetermination	\$1,000
Amendment Packet	No Charge
Annual Administrative Fee	\$150

The above Proposal is hereby accepted by Baraboo, Wisconsin, by its authorized officer:

_____ Signed	_____ Title	_____ Date
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RESOLUTION NO. 2024 -

Dated: June 25, 2024

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

The property at 1300 Sauk Avenue, owned by TLH Baraboo WI Propco LLC, consists of three parcels totaling 33.96 acres. The owners would like to subdivide Lot 2, the vacant 2.63-acre lot, from the balance of the property in an effort to see Lot 2.

The survey includes the dedication of the easterly 33 feet of the State Road 136 Street right-of-way. Pursuant to Chapter 18 of the Code of Ordinances, when a certified survey map involves the dedication of streets or other public lands, the certified survey map shall be acted upon by the Council.

This CSM was favorably reviewed by the Plan Commission at their June 18<sup>th</sup> meeting with a unanimous recommendation for approval.

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

***Comments***

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

THAT the attached two-lot Certified Survey Map prepared by Ramaker is hereby approved and further,

THAT the dedication of land for the State Road 136 right-of-way, as shown on this Certified Survey Map, is hereby accepted.

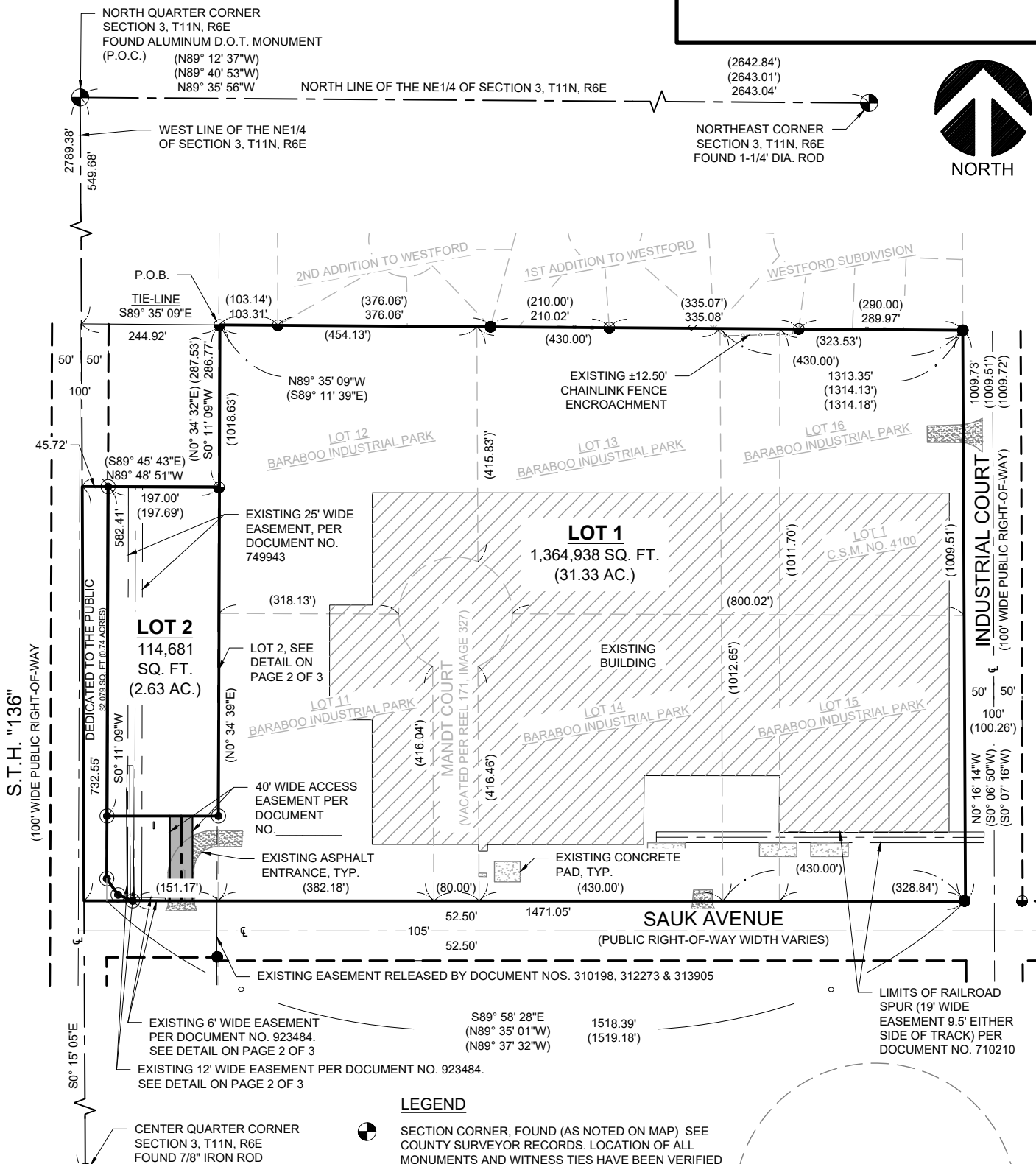
**Offered by:** Plan Commission      **Approved by Mayor:** \_\_\_\_\_

**Motion:**

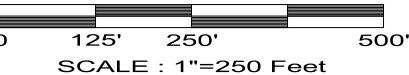
**Second:**                                      **Certified by City Clerk:** \_\_\_\_\_

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING ALL OF LOTS ELEVEN (11) , TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16) AND VACATED MANDT COURT OF BARABOO INDUSTRIAL PARK, ALSO BEING LOT ONE (1) OF C.S.M. NO. 4100, ALSO BEING A PART OF THE NORTHEAST QUARTER OF SECTION THREE (3), TOWNSHIP ELEVEN (11) NORTH, RANGE SIX (6) EAST, CITY OF BARABOO, SAUK COUNTY, WISCONSIN



BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE NE1/4 OF SECTION 3, T11N, R6E, MEASURED TO BEAR N89° 35' 56"W.  
DATUM: WISCONSIN COUNTY COORDINATE SYSTEM - SAUK COUNTY, U.S. FOOT



PREPARED BY:  
RAMAKER & ASSOCIATES, INC.  
855 COMMUNITY DRIVE  
SAUK CITY, WI 53583  
PHONE: (608) 643-4100  
PROJECT NUMBER: 57648

PREPARED FOR:  
TWENTY LAKE HOLDINGS  
300 MAIN STREET, 5TH FLOOR  
STAMFORD, CT 06901

PROPERTY OWNER:  
TLH BARABOO WI PROPCO LLC  
300 MAIN STREET, 5TH FLOOR  
STAMFORD, CT 06901

- LEGEND**
- SECTION CORNER, FOUND (AS NOTED ON MAP) SEE COUNTY SURVEYOR RECORDS. LOCATION OF ALL MONUMENTS AND WITNESS TIES HAVE BEEN VERIFIED SET 3/4" DIA. IRON ROD, 24" LONG WEIGHING 1.5#/LF
  - FOUND 1-1/4" DIAMETER IRON ROD
  - FOUND 3/4" DIAMETER REBAR
  - P.O.B. POINT OF BEGINNING
  - P.O.C. POINT OF COMMENCEMENT
  - (###) RECORDED DATA AS PER BARABOO INDUSTRIAL PARK AND WESTFORD SUBDIVISION
  - C.S.M. CERTIFIED SURVEY MAP

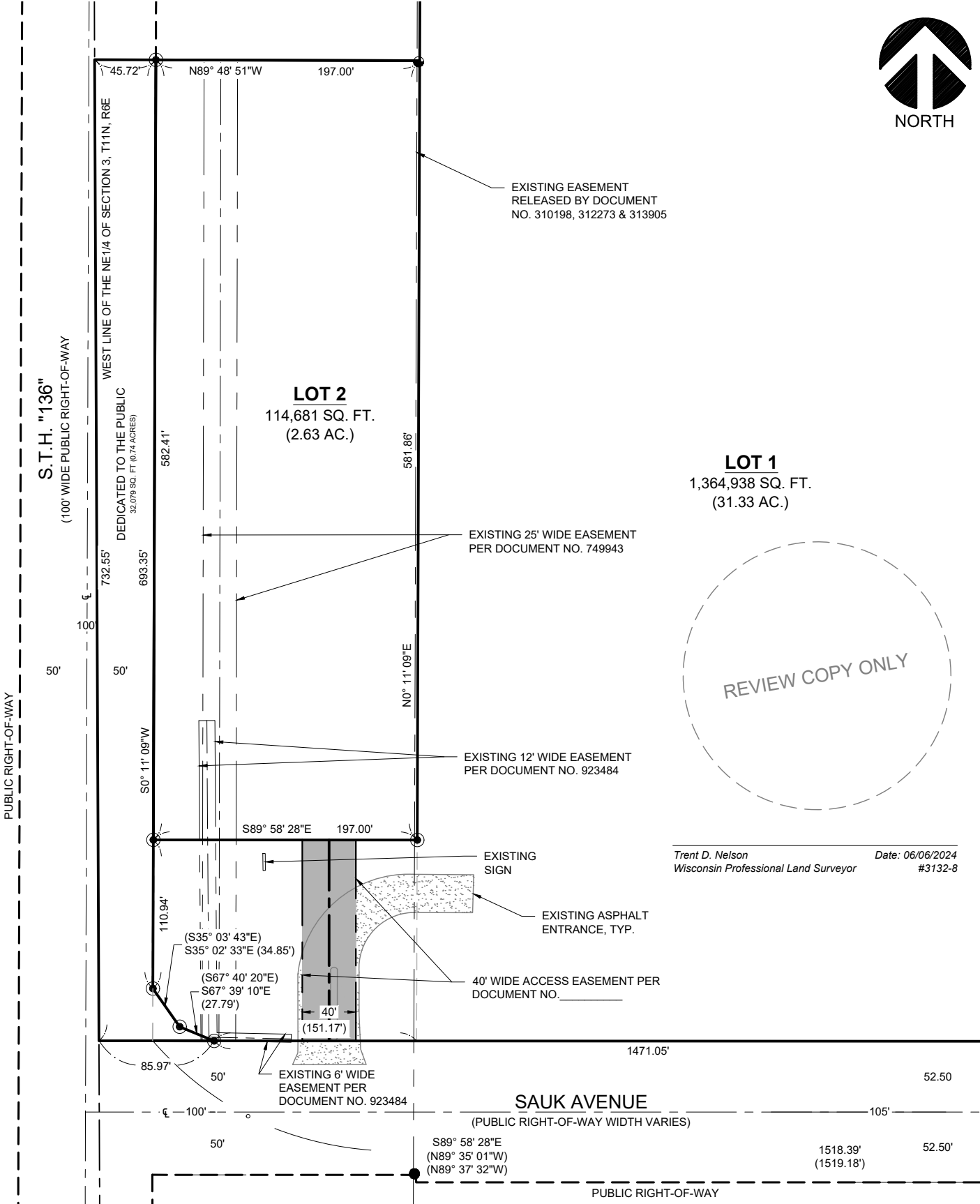
- NOTES:**
- THE LOT(S) OF THIS C.S.M. ARE CONSIDERED UNBUILDABLE UNTIL A SOILS AND SITE EVALUATION REPORT AS REQUIRED BY THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES IS FILED WITH THE SAUK COUNTY LAND RESOURCES AND ENVIRONMENT DEPARTMENT.
  - FIELD WORK COMPLETED MAY 17, 2024.
  - PARCEL NUMBERS AFFECTED: 206-1730.10000, 206-1730-00000, & 206-1734-0000.



Trent D. Nelson  
Wisconsin Professional Land Surveyor  
Date: 06/06/2024  
#3132-8

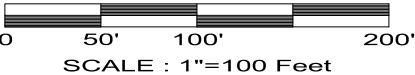
CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING ALL OF LOTS ELEVEN (11) , TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16) AND VACATED MANDT COURT OF BARABOO INDUSTRIAL PARK, ALSO BEING LOT ONE (1) OF C.S.M. NO. 4100, ALSO BEING A PART OF THE NORTHEAST QUARTER OF SECTION THREE (3), TOWNSHIP ELEVEN (11) NORTH, RANGE SIX (6) EAST, CITY OF BARABOO, SAUK COUNTY, WISCONSIN



Trent D. Nelson  
Wisconsin Professional Land Surveyor  
Date: 06/06/2024  
#3132-8

BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE NE 1/4 OF SECTION 3, T11N, R6E, MEASURED TO BEAR N89° 35' 56"W.  
DATUM: WISCONSIN COUNTY COORDINATE SYSTEM - SAUK COUNTY, U.S. FOOT



LEGEND

- SET 3/4" DIA. IRON ROD, 24" LONG WEIGHING 1.5#/LF
- FOUND 1-1/4" DIAMETER IRON ROD
- FOUND 3/4" DIAMETER REBAR
- (###) RECORDED DATA AS PER BARABOO INDUSTRIAL PARK AND WESTFORD SUBDIVISION

NOTES:

1. THE LOT(S) OF THIS C.S.M. ARE CONSIDERED UNBUILDABLE UNTIL A SOILS AND SITE EVALUATION REPORT AS REQUIRED BY THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES IS FILED WITH THE SAUK COUNTY LAND RESOURCES AND ENVIRONMENT DEPARTMENT.
2. FIELD WORK COMPLETED MAY 17, 2024.
3. PARCEL NUMBERS AFFECTED: 206-1730.10000, 206-1730-00000, & 206-1734-0000.



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PHONE: (608) 643-4100  
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PREPARED FOR:  
TWENTY LAKE HOLDINGS  
300 MAIN STREET, 5TH FLOOR  
STAMFORD, CT 06901

PROPERTY OWNER:  
TLH BARABOO WI PROPCO LLC  
300 MAIN STREET, 5TH FLOOR  
STAMFORD, CT 06901

BEING ALL OF LOTS ELEVEN (11) , TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16) AND VACATED  
MANDT COURT OF BARABOO INDUSTRIAL PARK, ALSO BEING LOT ONE (1) OF C.S.M. NO. 4100, ALSO BEING A PART OF THE  
NORTHEAST QUARTER OF SECTION THREE (3), TOWNSHIP ELEVEN (11) NORTH, RANGE SIX (6) EAST, CITY OF BARABOO,  
SAUK COUNTY, WISCONSIN

I, TRENT D. NELSON, WISCONSIN PROFESSIONAL LAND SURVEYOR NUMBER 3132-8, HEREBY CERTIFY:

THAT I HAVE SURVEYED AND MAPPED A CERTIFIED SURVEY MAP BEING ALL OF LOTS ELEVEN (11) , TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16) AND VACATED MANDT COURT OF BARABOO INDUSTRIAL PARK, ALSO BEING LOT ONE (1) OF C.S.M. NO. 4100, ALSO BEING A PART OF THE NORTHEAST QUARTER OF SECTION THREE (3), TOWNSHIP ELEVEN (11) NORTH, RANGE SIX (6) EAST, CITY OF BARABOO, SAUK COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND ALUMINUM D.O.T. MONUMENT LOCATING THE NORTH QUARTER CORNER OF SAID SECTION 3;

THENCE S0°15'05"E, 549.68 FEET ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 3;

THENCE S89°35'09"E, 244.92 FEET TO THE POINT OF BEGINNING;

THENCE S0°11'09"W, 286.77 FEET;

THENCE N89°48'51"W, 197.00 FEET TO THE EASTERLY PUBLIC RIGHT-OF-WAY OF S.T.H. "136";

THENCE S0°11'09"W, 693.35 FEET ALONG THE EASTERLY PUBLIC RIGHT-OF-WAY OF S.T.H. "136";

THENCE S35°02'22"E, 34.85 FEET FEET ALONG THE EASTERLY PUBLIC RIGHT-OF-WAY OF S.T.H. "136";

THENCE S67°39'10"E, 27.79 FEET ALONG THE EASTERLY PUBLIC RIGHT-OF-WAY OF S.T.H. "136" TO A POINT ON THE NORTHERLY PUBLIC RIGHT-OF-WAY OF SAUK AVENUE;

THENCE S89°58'28"E, 1471.05 FEET ALONG THE NORTHERLY PUBLIC RIGHT-OF-WAY OF SAUK AVENUE TO THE SOUTHEAST CORNER OF LOT 1 OF C.S.M. NO. 4100;

THENCE N0°16'14"W, 1009.73 FEET ALONG THE EAST LINE OF C.S.M. NO. 4100;

THENCE N89°35'09"W, 1313.35 FEET ALONG THE NORTH LINES OF C.S.M. NO. 4100 AND INDUSTRIAL PARK PLAT ALSO BEING THE SOUTH LINES OF THE WESTFORK SUBDIVISION, FIRST ADDITION TO WESTFORK SUBDIVISION & SECOND ADDITION TO WESTFORK SUBDIVISION TO THE POINT OF BEGINNING.

THAT THE DESCRIBED CERTIFIED SURVEY MAP CONTAINS A GROSS AREA OF 1,479,619 SQUARE FEET OR 33.96 ACRES OF LAND, MORE OR LESS.

THAT THE DESCRIBED SURVEY MAP IS SUBJECT TO ALL EASEMENTS, AGREEMENTS OR OTHER ENCUMBRANCES & RESTRICTIONS OF RECORD.

THAT I HAVE COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF WISCONSIN STATE STATUTES, CHAPTER A-E 7 OF THE ADMINISTRATIVE CODE OF THE STATE OF WISCONSIN, THE SUBDIVISION REGULATIONS OF SAUK COUNTY AND THE SUBDIVISION REGULATIONS OF THE CITY OF BARABOO TO THE BEST OF MY KNOWLEDGE AND BELIEF IN SURVEYING, DIVIDING AND MAPPING THE SAME.

THAT SUCH CERTIFIED SURVEY MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION MADE THEREOF.

THAT I HAVE MADE SUCH CERTIFIED SURVEY MAP UNDER THE DIRECTION OF TLH BARABOO WI PROPCO LLC, OWNER OF THE DESCRIBED LANDS.

Trent D. Nelson  
Wisconsin Professional Land Surveyor #3132-8  
06/06/2024

REVIEW COPY ONLY

AS OWNER, I HEREBY CERTIFY THAT I CAUSED THE LANDS DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THE CERTIFIED SURVEY MAP. I ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S. 236.34 OF THE WISCONSIN STATE STATUTES TO BE SUBMITTED TO THE CITY OF BARABOO FOR APPROVAL.

TLH BARABOO WI PROPCO LLC	DATE
---------------------------	------

RESOLVED THAT THIS CERTIFIED SURVEY MAP IN THE CITY OF BARABOO, SAUK COUNTY, WISCONSIN IS HEREBY APPROVED BY THE PLAN COMMISSION.

\_\_\_\_\_  
MAYOR

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CITY ENGINEER

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

I HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE PLAN COMMISSION OF THE CITY OF BARABOO, WISCONSIN, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CITY CLERK

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.



**RAMAKER**  
employee-owned  
(608) 643-4100 [www.ramaker.com](http://www.ramaker.com)

PREPARED BY:  
RAMAKER & ASSOCIATES, INC.  
855 COMMUNITY DRIVE  
SAUK CITY, WI 53583  
PHONE: (608) 643-4100  
PROJECT NUMBER: 57648

**PREPARED FOR:**  
**TWENTY LAKE HOLDINGS**  
**300 MAIN STREET, 5TH FLOOR**  
**STAMFORD, CT 06901**

PROPERTY OWNER:  
TLH BARABOO WI PROPCO LLC  
300 MAIN STREET, 5TH FLOOR  
STAMFORD, CT 06901

**The City of Baraboo, Wisconsin**

**Background:** In order to be in full compliance with State Law, the City amended Chapter 12, Intoxicating Liquor and Fermented Malt Beverages. Because of this change, the Administrative Committee is now required to review all Liquor License applications and make a recommendation to Council.

The Liquor License applications were reviewed by the Zoning Administrator, the Police Department, the Fire Inspector, and the City Clerk. Publication of the Liquor License applications was made in the Baraboo New Republic.

The Liquor Licenses will be valid for one year, July 1, 2024 to June 30, 2025 and were recommended for approval by the Administrative Committee at a special meeting held on June 21, 2024.

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

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

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

**"CLASS B" COMBINATION LIQUOR AND FERMENTED MALT BEVERAGE**

Fore Seasons Restaurant & Bar, 401 Mine Street

Jose's Authentic Mexican Restaurant, 825 8<sup>th</sup> Street

**Offered by:** Administrative Comm. **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

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

13.1

The City of Baraboo, Wisconsin

**Background:** The Public Safety Committee considered a request from the Baraboo School District to designate one accessible parking stall on the north side of 6<sup>th</sup> Street near the east end of East School.

At their June 24<sup>th</sup> meeting, based on recommendations from the City Engineer and Chief of Police, the Committee unanimously recommended that the Common Council approve this change.

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

An Ordinance revising §7.02(2)(b)2, the Official Traffic Map, to provide for one parking stalls to be used by persons with a disability that limits or impairs the ability to walk in front of East Elementary School at 815 6<sup>th</sup> Street.

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

1. Section 7.02(2)(b)2, the Official Traffic Map, is revised to provide that there shall be one (1) parking stall marked for use by persons with a disability that limits or impairs the ability to walk at the following location:

One (1) parallel parking stalls on the north side of 6<sup>th</sup> Street immediately west of the eastern driveway entrance on the easterly side of East Elementary School.

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

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

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

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the 9<sup>th</sup> day of July 2024 and is recorded on page \_\_\_\_ of volume \_\_\_\_\_. A summary of this Ordinance was published in the local newspaper on the 4<sup>th</sup> day of July, 2024.

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

**13.2**  
**The City of Baraboo, Wisconsin**

**Background:** The City Council approved the General Development Plan for the Pewit's Landing project on Spencer Court along with the Specific Implementation Plan for Phase 1 of Pewit's Landing in September 2023.

The General Development Plan describes the development of Lot 7, a 9.13-acre lot in the Plat of Spirit Lake located on the west side of Spencer Court, south of CTH W. The GDP provides for construction of a 210-unit multi-family residential complex in several phases consisting of a total of eight buildings.

The Phase 1 SIP included two 2-story, 20-unit buildings with a central clubhouse and two 8-stall detached garage buildings. The estimated Completion date for Phase I is mid-July so the developers would like to proceed with Phase 2 of their development, which consists of two more apartment building (total of 40 units) and a 10-stall detached garage building.

Phase 2 includes two additional 2-story buildings, one 28-unit building and one 12-unit building with a 10-stall detached garage building.

The Phase 2 SIP was favorably reviewed by the Plan Commission at their June 18<sup>th</sup> meeting and was forwarded to the Common Council with a unanimous recommendation for approval.

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

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

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

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

(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

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

2. The attached Specific Implementation Plan for Phase 2 of the Pewit's Landing development is hereby approved as part of Planned Unit Development 2023-01.

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

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

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

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_ day of \_\_\_\_\_, 2024 and is recorded on page \_\_\_\_ of volume \_\_\_\_\_. A summary of this Ordinance was published in the local newspaper on the \_\_\_\_ day of \_\_\_\_\_, 2024.

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



**PHASE 2 SPECIFIC IMPLEMENTATION PLAN (SIP) PEWIT'S LANDING LLC, A TWO BUILDING, 40-UNIT DEVELOPMENT PROJECT ON A 9.13-ACRE SITE ON THE WEST SIDE OF SPENCER COURT, IN THE SE ¼ OF SECTION 4, T11N, R6E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN FOR PEWIT'S LANDING, LLC**

PEWIT'S LANDING, LLC is requesting that the Specific Implementation Plan for Phase 2 of Pewit's Landing, being a part of the 9.13-acre site on the west side of Spencer Court, south of CTH W be approved pursuant to 17.36B(7), of the Baraboo Code of Ordinances:

1. The real property involved in this General Development Plan (GDP) consists of that property located on Lot 7 of the Plat of Spirit Lake on the west side of Spencer Court, more particularly described as follows:  
  
Being a part of Lot 7 of the Plat of Spirit Lake as recorded in Volume D of Plat on page 272C as Document No. 1250423, in the NE ¼ of the SE ¼ and the SE ¼ of the SE ¼ of Section 4, Town 11 North, Range 6 East, City of Baraboo, Sauk County, Wisconsin.
2. The property for the Phase 2 SIP is currently vacant.
3. The property is presently zoned as a Planned Unit Development and pursuant to the approved General Development Plan (GDP) that was approved at the April 9th Council Meeting. The specific intention of the developer is to construct a 210-unit multi-family residential complex in several phases consisting of a total of eight apartment buildings.
4. This Phase 2 SIP substantially conforms to the approved GDP and consists of two 2-story buildings, one 28-unit building and one 12-unit building with a 10-stall detached garage.
5. The Phase 2 property is specifically approved for use as a 40-unit multi-family residential development in accordance with the attached SIP. The use of this property and the location of the buildings shall not be changed from such use without modification of the Amended GDP and subsequent approval by the City's Common Council.
6. Signs upon the property shall be allowed pursuant to the Baraboo Sign Ordinance, §17.80, Code of Ordinances and the location of such signage is included in this SIP.
7. The terms of this SIP shall be covenants running with the land, and applicable not only to the petitioner, but to any and all subsequent owners as well.

# Pewit's Landing, LLC.



B A R A B O O , W I S C O N S I N

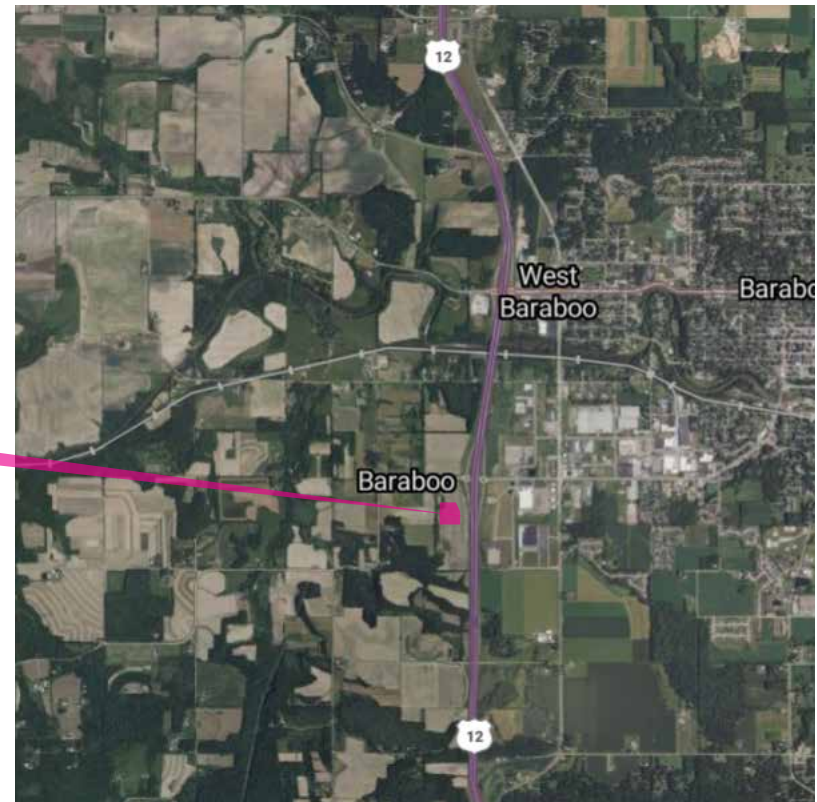
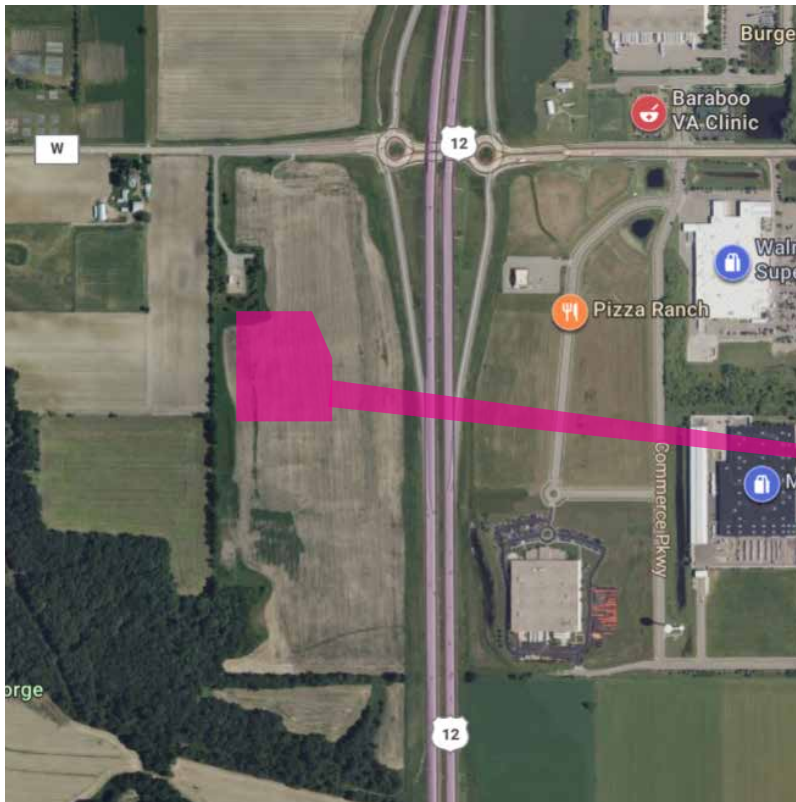


# PEWIT'S LANDING, LLC.

Specific Implementation Plan (SIP)

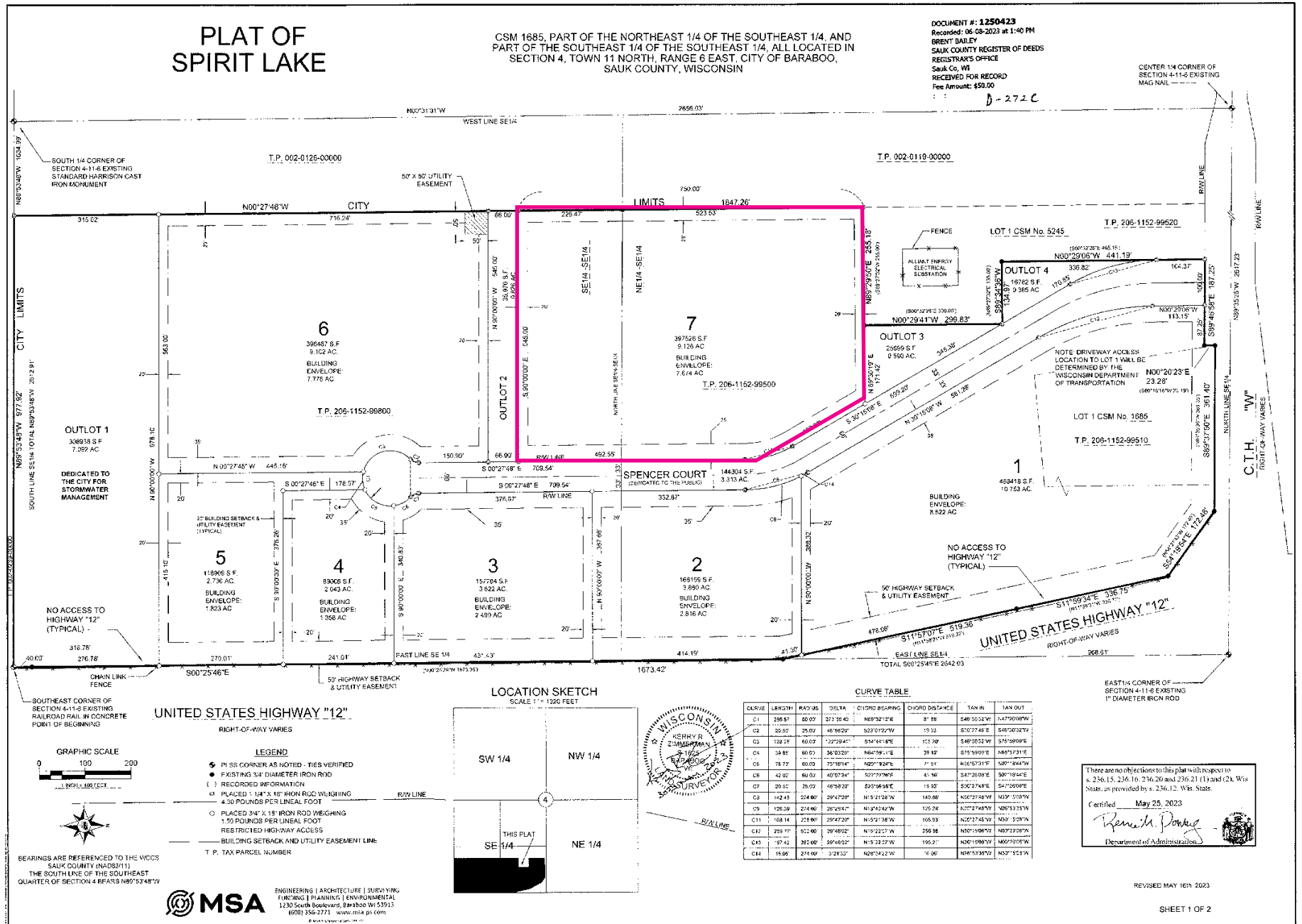
Phase 2

City of Baraboo, WI

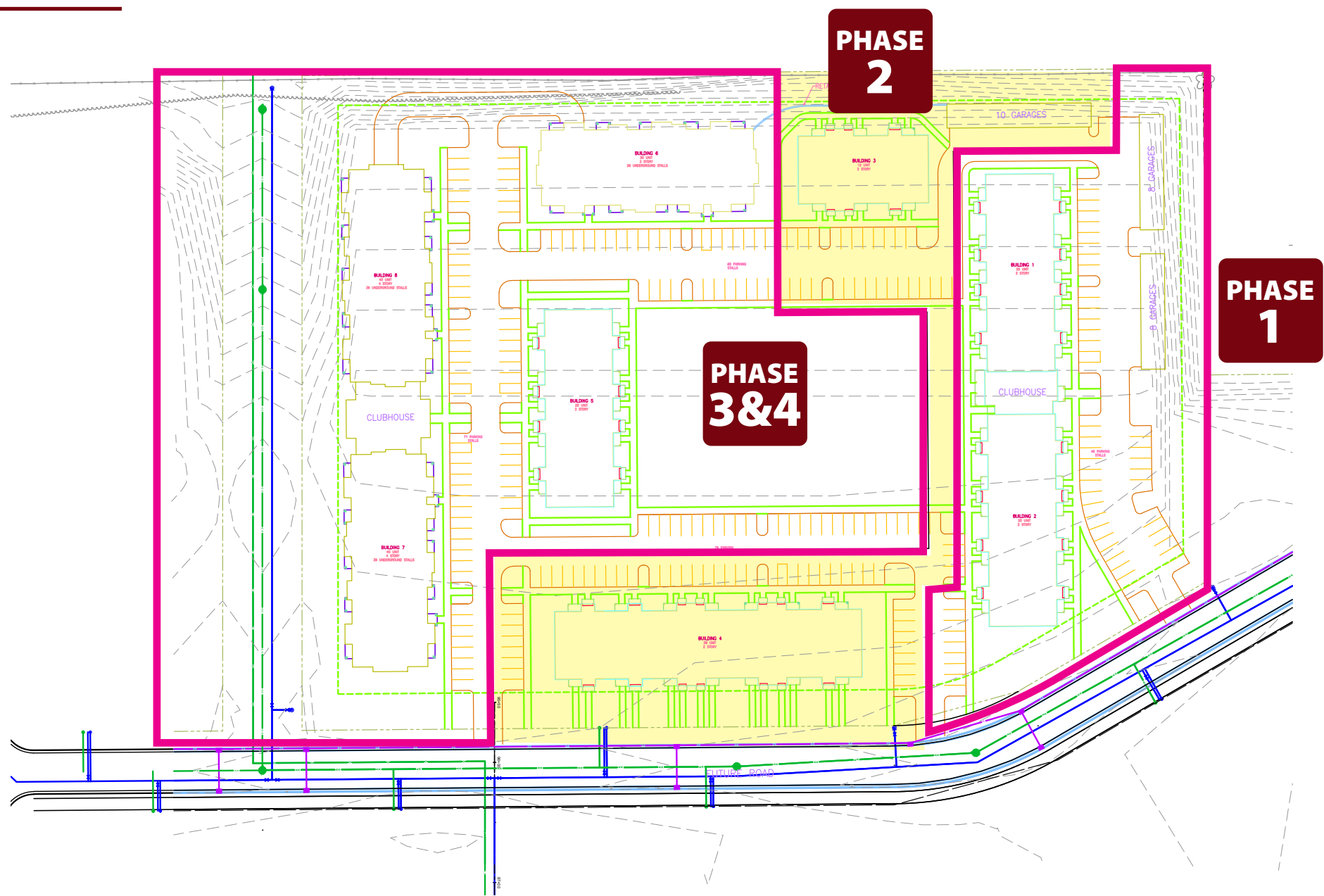




# PLAT OF SPIRIT LAKE MAP

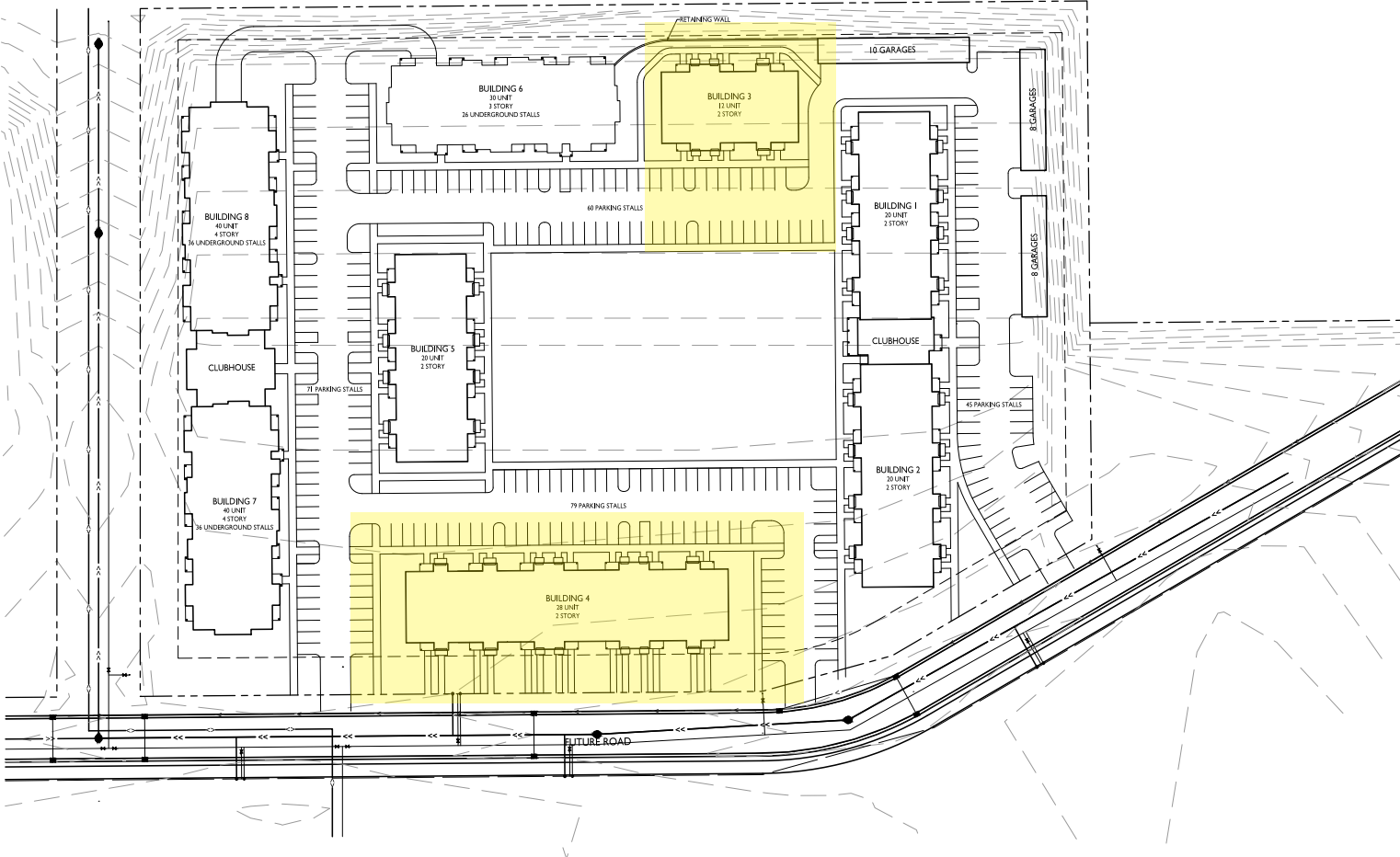


Note: Later phases may slightly change from this preliminary concept.



Note: Later phases may slightly change from this preliminary concept.

SITE PLAN - PLAT 7



UNIT MIX BY BUILDING	
<b>BUILDING 1</b>	
20 UNIT	
2 STORY	
UNIT MIX:	
ONE BEDROOM	8
ONE BEDROOM + DEN	4
TWO BEDROOM	4
TWO BEDROOM + DEN	4
TOTAL	20
<b>BUILDING 2</b>	
20 UNIT	
2 STORY	
UNIT MIX:	
ONE BEDROOM	8
ONE BEDROOM + DEN	4
TWO BEDROOM	4
TWO BEDROOM + DEN	4
TOTAL	20
<b>BUILDING 3</b>	
12 UNIT	
2 STORY	
UNIT MIX:	
ONE BEDROOM	2
ONE BEDROOM + DEN	2
TWO BEDROOM	4
TWO BEDROOM + DEN	4
TOTAL	12
<b>BUILDING 4</b>	
28 UNIT	
2 STORY	
UNIT MIX:	
ONE BEDROOM	4
ONE BEDROOM + DEN	4
TWO BEDROOM	14
TWO BEDROOM + DEN	6
TOTAL	28
<b>BUILDING 5</b>	
20 UNIT	
2 STORY	
UNIT MIX:	
ONE BEDROOM	8
ONE BEDROOM + DEN	4
TWO BEDROOM	4
TWO BEDROOM + DEN	4
TOTAL	20
<b>BUILDING 6</b>	
30 UNIT	
2 STORY	
UNIT MIX:	
STUDIO	3
ONE BEDROOM	3
TWO BEDROOM	24
TOTAL	30
<b>BUILDING 7</b>	
40 UNIT	
4 STORY	
UNIT MIX:	
STUDIO	4
ONE BEDROOM	5
TWO BEDROOM	31
TOTAL	40
<b>BUILDING 8</b>	
40 UNIT	
4 STORY	
UNIT MIX:	
STUDIO	4
ONE BEDROOM	5
TWO BEDROOM	31
TOTAL	40
<b>TOTAL UNIT MIX:</b>	
STUDIO	11
ONE BEDROOM	49
ONE BEDROOM + DEN	18
TWO BEDROOM	116
TWO BEDROOM + DEN	22
TOTAL	210
<b>TOTAL VEHICLE PARKING:</b>	
SURFACE	255
GARAGE	26
UNDERGROUND GARAGE	98
TOTAL	379



ISSUED  
Issued for Review - April 7, 2023

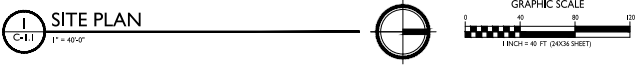
PROJECT TITLE  
Baraboo Hwy 12  
Multifamily  
Development

County Rd W & Hwy 12,  
Baraboo, WI  
SHEET TITLE  
Site Plan

SHEET NUMBER

C-1.1

PROJECT NO. 2247  
© Knothe & Bruce Architects, LLC



Note: This is a preliminary layout. Final unit mix and building design may vary and is subject to change.





## PHASE 2

### **BUILDING 3**

12 Units  
2 Story



### **BUILDING 4**

28 Units  
2 Story



### **GARAGES**

(1) 10-Car  
Garage





EAST ELEVATION



ISSUED

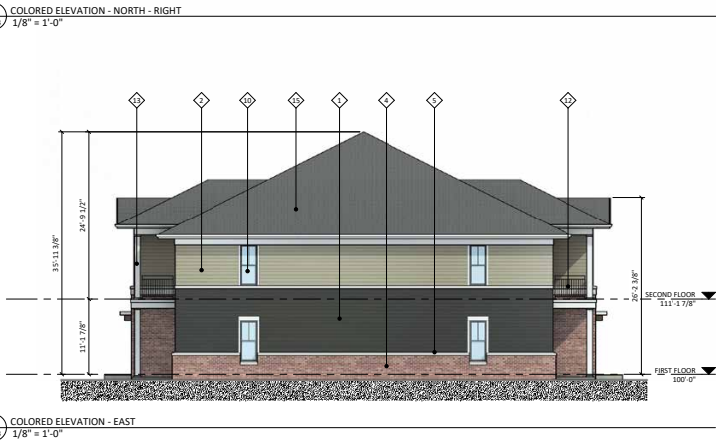
PROJECT TITLE  
Baraboo Hwy 12  
Multifamily  
Development  
BLDG #3&4

County Rd W & Hwy 12,  
Baraboo, WI  
SHEET TITLE  
EXTERIOR  
ELEVATIONS  
COLORED

SHEET NUMBER

X203  
PROJECT NUMBER 2247

© Knothe & Bruce Architects, LLC



EXTERIOR MATERIAL SCHEDULE			
MARK	BUILDING ELEMENT	MANUFACTURER	COLOR
1	COMPOSITE LAP 6"	LP SMARTSIDE	IRON GRAY
2	COMPOSITE LAP 4"	LP SMARTSIDE	MONTEREY TAUPE
4	BRICK VENEER	INTERSTATE BRICK	MOUNTAIN RED
5	CAST STONE	ROCKCAST	CRYSTAL WHITE
9	WOOD ACCENT		WOOD
10	COMPOSITE WINDOW	ANDERSEN 100	BLACK
11	ALUMINIUM STOREFRONT	N/A	BLACK
12	RAILINGS & HAND RAILS	SUPERIOR	BLACK
13	WRAPPED COLUMN	LP SMARTSIDE	MATCH TRIM
15	ASPHALT SHINGLE ROOF		



## BUILDING 3

12 Unit, 2-Story Building

(2) 1 BR

(2) 1 BR + Den

(4) 2 BR

(4) 2 BR + Den

All units have stainless steel energy appliances including dishwasher, refrigerator, stove, and microwave, plus in-unit washer and dryer. High end finishes including soft close cabinets and quartz counter top islands.





## BUILDING 4

28 Unit, 2-Story Building

(4) 1 BR

(4) 1 BR + Den

(14) 2 BR

(6) 2 BR + Den

All units have stainless steel energy appliances including dishwasher, refrigerator, stove, and microwave, plus in-unit washer and dryer. High end finishes including soft close cabinets and quartz counter top islands.



## ENVIRONMENTAL IMPACT INITIATIVES



### RECYCLED INSULATION

Cellulose - Above Code R-Value insulation to be installed.



### EXTERIOR SIDING

LP SmartSide Trim & Siding to be used. Green Builder Media recognized as "Most Sustainable Siding Supplier" in 2022.



### EV CHARGING

10 Garages for Buildings 3 & 4 will have EV (Electric Vehicle) charging access.



### ENERGY SAVERS

Energy Star appliances and windows are used throughout the development.

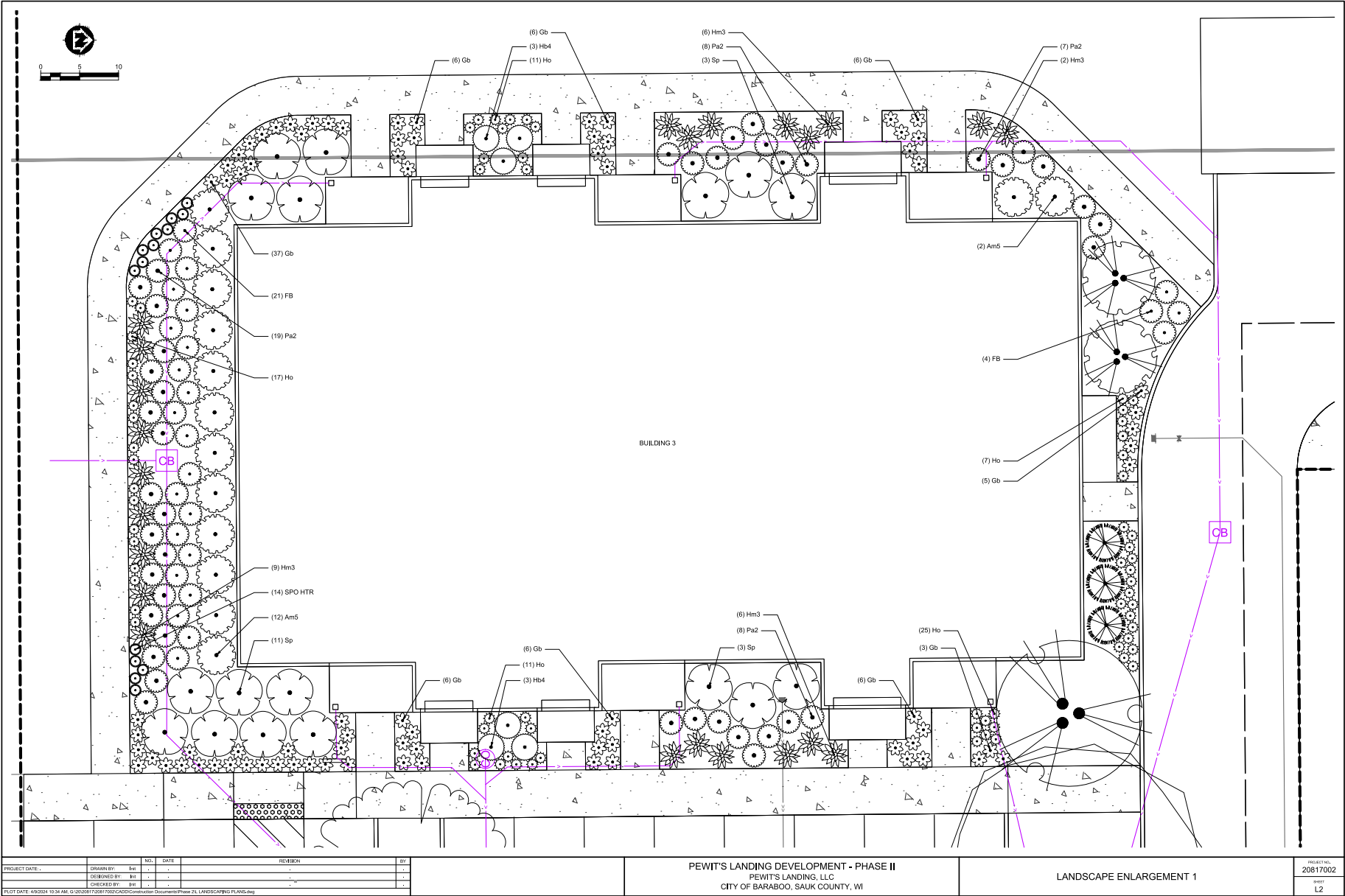


### STORM WATER RETENTION & TREATMENT SYSTEM

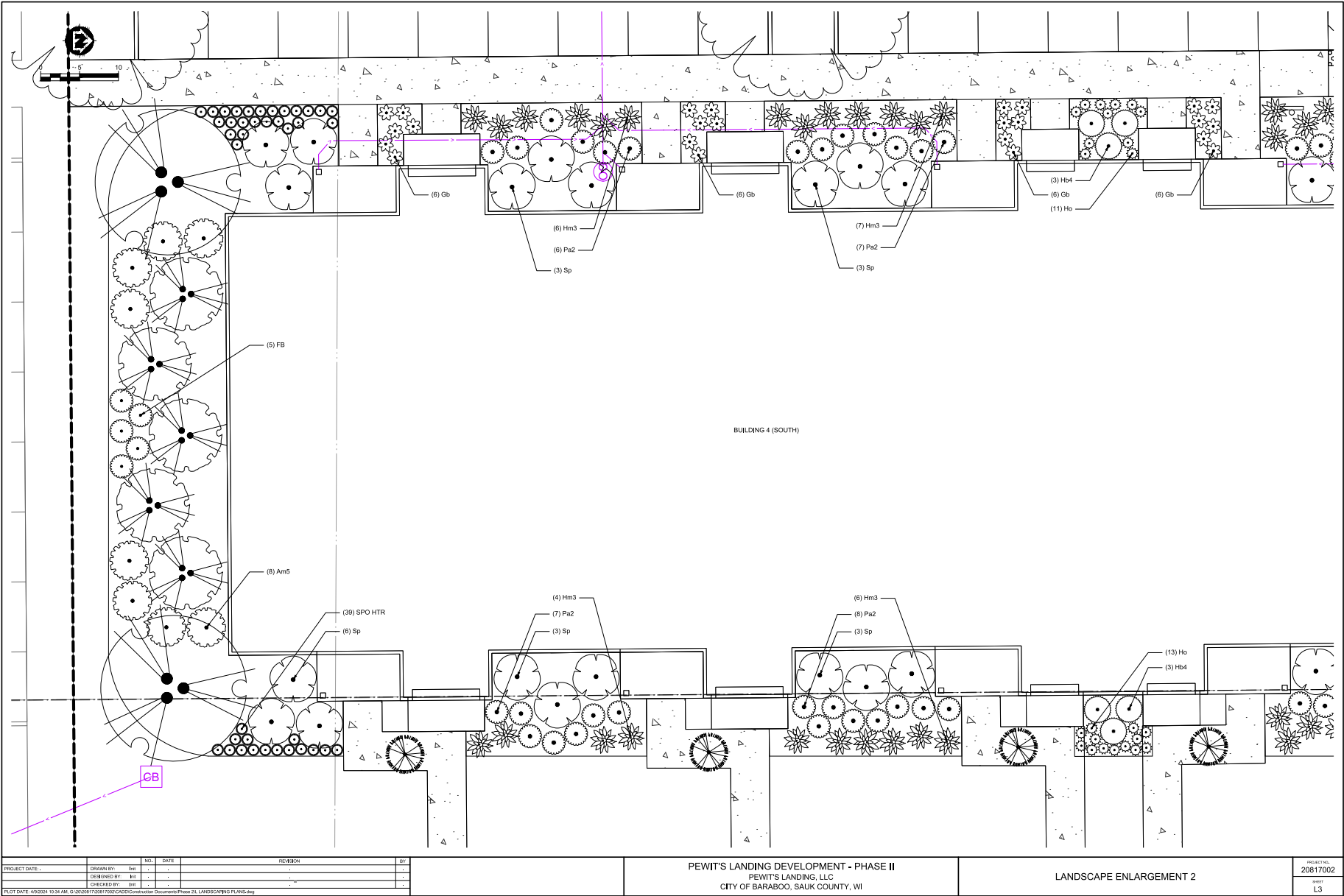
Storm water runoff retention system to be built for the entire development. See next page for additional information about this system.

















LANDSCAPE PLAN - BUILDING 3



LANDSCAPE PLAN - BUILDING 4



# LANDSCAPE OVERVIEW

PLANT SCHEDULE						
SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
TREES						
	AS	ACER SACCHARUM	SUGAR MAPLE	2" CAL.	B&B	2
	TY	THUJA OCCIDENTALIS 'YELLOW RIBBON'	YELLOW RIBBON ARBORVITAE	5' HT.	B&B	13
DECIDUOUS TREES						
	GIN AUT	GINKGO BILOBA 'AUTUMN GOLD' TM	MAIDENHAIR TREE	2" CAL.	B&B	6
ORNAMENTAL						
	AM GR	AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'	'AUTUMN BRILLIANCE' SERVICEBERRY	4' HT.	B&B	7
	BET LIT	BETULA NIGRA 'LITTLE KING' TM	FOX VALLEY BIRCH	4' HT.	B&B	7
SHRUBS						
	Am5	ARONIA MELANOCARPA ELATA	GLOSSY BLACK CHOKEBERRY	#5 CONT.	CONT.	22
	FB	FORSYTHIA VIRIDISSIMA 'BRONXENSIS'	BRONX FORSYTHIA	#3 CONT.	CONT.	37
	Hb4	HYDRANGEA PANICULATA 'ILVOBO'	BOBO® PANICLE HYDRANGEA	#5 CONT.	CONT.	18
	Sp	SALIX PURPUREA 'NANA'	DWARF BLUE ARCTIC WILLOW	#3 CONT.	CONT.	56
ANNUALS/PERENNIALS						
	Gb	GERANIUM MACRORRHIZUM 'BEVAN'S VARIETY'	BEVAN'S VARIETY BIGROOT GERANIUM	#1 CONT.	CONT.	129
	Ho	HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY	#1 CONT.	CONT.	119
	Hm3	HOSTA X 'AUGUST MOON'	AUGUST MOON HOSTA	#1 CONT.	CONT.	83
	Pa2	PEROVSKIA ATRIPLICIFOLIA	RUSSIAN SAGE	#1 CONT.	CONT.	101
GRASSES						
	SPO HTR	SPOROBOLUS HETEROLEPIS 'TARA'	PRAIRIE DROPSEED	1 GAL.	POT	82

PROJECT DATE:	DESIGNED BY: EHV	NO. DATE	REVISION	BY:
	DESIGNED BY: EHV	-		
	CHECKED BY: EHV	-		
	CHECKED BY: EHV	-		
PLOT DATE: 4/20/2024 10:34 AM: G:\2024\720817002\LANDSCAPE\Drawings\Drawings\Phase 2\LANDSCAPING PLANS.dwg				

PEWIT'S LANDING DEVELOPMENT - PHASE II			PLANT SCHEDULE		726447.DWG 20817002 L6
PEWIT'S LANDING, LLC					
CITY OF BARABOO, SAUK COUNTY, WI					

TREES									
ID	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	NOTES	CLASSIFICATION	Points (Each)	QUANTITY	Points (Total)
AS	Acer saccharum	Sugar Maple	1.5" Caliper	B&B		Climax Tree	75	2	150
GIN AUT	Ginkgo biloba 'Autumn Gold'	Autumn Gold Ginkgo	2" Caliper	B&B		Climax Tree	75	6	450
AM GR	Amelanchier x grandiflora	Apple Serviceberry	1.5" Caliper	B&B		Low Deciduous Tree	10	7	70
BET LIT	Betula nigra 'Little King'	Fox Valley River Birch	5' H	B&B	MULTI-STEMMED (3)	Medium Deciduous Tree	15	7	105
TH2	Thuja occidentalis 'Yellow Ribbon'	Yellow Ribbon Arborvitae	5' H	B&B		Tall Evergreen	40	13	520
SHRUBS									
ID	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	NOTES			QUANTITY	
Am5	Aronia melanocarpa var. elata	Glossy Black Chokeberry	#5 Cont.	CONT.		Tall Deciduous Shrub	5	22	110
FB	Forsythia viridissima 'Bronxensis'	Bronx Forsythia	#3 Cont.	CONT.		Medium Deciduous Shrub	3	37	111
Sp	Salix purpurea 'Nana'	Dwarf Blue Arctic Willow	#3 Cont.	CONT.		Medium Deciduous Shrub	3	56	168
Hb4	Hydrangea paniculata 'ILVOBO'	Bobo® Hydrangea	#5 Cont.	CONT.		Tall Deciduous Shrub	5	18	90
PERENNIALS									
ID	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	NOTES			QUANTITY	
Gb	Geranium macrorrhizum 'Bevan's Variety'	Bevan's Geranium	#1 Cont.	CONT.			N/A	129	N/A
Pa2	Perovskia atriplicifolia	Russian Sage	#1 Cont.	CONT.			N/A	101	N/A
Hm3	Hosta 'August Moon'	August Moon Hosta	#1 Cont.	CONT.			N/A	83	N/A
Ho	Heemerocallis 'Stella De Oro'	Stella De Oro Daylily	#1 Cont.	CONT.			N/A	119	N/A
GRASSES									
ID	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	NOTES				
SPO HTR	Sporobolus heterolepis 'Tara'	Tara Prairie Dropseed	#1 Cont.	CONT.			N/A	82	N/A

TOTAL PROPOSED POINTS					1774
REQUIRED POINTS					
50 pts/100 LF (West Building)	400.00	Building Perimeter (LF)	200		
50 pts/100 LF (East Building)	750.00	Building Perimeter (LF)	375		
20 pts/1000 SF (West Building)	6500.00	Building AREA (SF)	130		
20 pts/1000 SF (East Building)	15500.00	Building AREA (SF)	310		
100pts/10,000 SF or 20 Stalls	80.00	# of Stalls	400		
50 pts/100 LF	300.00	Street Frontage (LF)	150		
EXTRA POINTS:					209

1565 total

Month		May	2024				City of Baraboo														Treasurer's Report										Investment 2024.xlsx		6/11/2024	
Bank Balance							Bank																											
BANK INVESTMENTS	Type	Fund	Account	Term	Maturity	Rate	BSB	LGIP	CFB	SUM	BWD	PDS	PVL	WCCU	CCF	BMO	FICA	SCHWAB	Grand Total															
Alma Waite Account	NOW account	820	104502957	Daily		0.50%	12,151.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,151.39															
Alma Waite Trust Fund	Cert of Deposit	820	7758002185	12 months	4/6/25	4.80%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,857.80	0.00	0.00	105,857.80														
			148901-106	22 months	7/9/24	2.96%	0.00	0.00	0.00	210,487.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210,487.64														
			40062018	12 months	7/25/24	5.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00														
			3902229	8 months	5/25/24	4.95%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
			54962-116	13 months	6/29/25	4.91%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00	0.00	0.00	0.00	0.00	110,000.00														
		Investment Pool	820	856206-3	Daily		5.38%	0.00	95,907.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95,907.51														
		Dana Investment	820	3694-7092	(blank)		3.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	500,000.00														
		CDA-Grant Accounts	220	1000934/114639	Daily		none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00														
CDA-Loan Accounts	(blank)	983	(blank)	(blank)		(blank)	270,418.38	185,972.64	658,963.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,115,354.24															
Friends of the Library	Savings	940	103035891	Daily		0.15%	31,284.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,284.30															
General Cash Account	Checking / NOW	100	1000306/9830	Daily		10%/50%	811,828.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	811,828.60															
General Fund	Deposit Placeme	100	101066015	Daily		0.50%	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01															
	Money Market	100	86190136	Daily		1.46%	0.00	0.00	924,251.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	924,251.94															
			163563	Daily		3.05%	0.00	0.00	0.00	0.00	131,545.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131,545.93															
			471582	Daily		2.25%	0.00	0.00	0.00	0.00	0.00	443,269.89	0.00	0.00	0.00	0.00	0.00	0.00	443,269.89															
			10080968	Daily		2.75%	0.00	0.00	0.00	0.00	0.00	0.00	380,887.53	0.00	0.00	0.00	0.00	0.00	380,887.53															
			54962-07	Daily		2.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	254,479.85	0.00	0.00	0.00	0.00	254,479.85															
			20032292	Daily		5.54%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	384,509.90	0.00	0.00	0.00	384,509.90															
			2061232	Daily		1.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148,962.68	0.00	0.00	148,962.68															
		Cert of Deposit	100	60000014	12 months	5/31/25	4.90%	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00														
				3882053	25 months	7/27/24	2.00%	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00														
				54962-101	16 months	5/18/24	3.96%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
				54962-102	22 months	11/18/24	4.21%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00														
				3901234	8 months	5/18/24	4.95%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
				1815294	13 months	10/22/23	4.65%	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00														
				90905056	11 months	9/13/24	4.91%	0.00	0.00	0.00	0.00	0.00	0.00	204,953.75	0.00	0.00	0.00	0.00	0.00	204,953.75														
				54962-109	13 months	4/15/25	4.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,033.10	0.00	0.00	0.00	0.00	200,033.10														
				7758005084	9 months	1/23/24	4.95%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	200,000.00														
				54962-115	13 months	4/29/25	4.91%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,016.55	0.00	0.00	0.00	0.00	200,016.55														
			3917244	10 months	3/20/25	4.78%	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00															
	Investment Pool	100	856206-1	Daily		5.38%	0.00	1,579,302.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,579,302.01															
	Deposit Placeme	100	104791111271	Daily		5.11%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,105,032.13	0.00	1,105,032.13															
		10090686	Daily		2.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,229,641.03	0.00	0.00	0.00	0.00	0.00	1,229,641.03															
	Dana Investment	100	3694-7092	(blank)		3.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200,000.00	1,200,000.00															
	General Fund-Bond Issue	Money Market	100	104557859	Daily		5.50%	549,952.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	549,952.14															
		Investment Pool	100	856206-2	Daily		5.38%	0.00	3,086.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,086.43															
		Deposit Placeme	100	10090686	Daily		2.75%	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00	0.00	0.00	0.00	0.00	300,000.00															
	Library Segregated Fund	NOW account	850	104551192	Daily		0.50%	180,809.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180,809.74															
	Park House Account	NOW account	890	101001035	Daily		0.50%	3,455.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,455.74															
	Park Kuenzi Estate	Cert of Deposit	830	3882045	25 months	7/27/24	2.00%	0.00	0.00	0.00	0.00	10,199.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,199.50														
				54962-105	13 months	4/15/25	4.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,320.62	0.00	0.00	0.00	0.00	12,320.62														
	Park Segregated Fund	Cert of Deposit	870	90905064	11 months	9/13/24	4.91%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,216.01	0.00	0.00	0.00	0.00	52,216.01														
		NOW account	840/87	1000-888	Daily		0.50%	60,478.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,478.64														
Sewer Debt Service	NOW account	960	104506359	Daily		0.50%	12,938.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,938.39															
Sewer Depreciation Fund	Money Market	960	20083858	Daily		5.54%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,758.47	0.00	0.00	58,758.47															
Sewer Equipment Replac	Cert of Deposit	960	54962-111	15 months	8/30/24	4.94%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	262,537.20	0.00	0.00	0.00	262,537.20															
	NOW account	960	104522281	Daily		0.50%	124,963.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124,963.34															
	Dana Investment	960	3694-7092	(blank)		3.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,000.00	650,000.00															
	Cert of Deposit	960	148901-101	17 months	2/9/24	2.23%	0.00	0.00	0.00	204,351.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204,351.26															
Sewer General	Investment Pool	960	856206-7	Daily		5.38%	0.00	827,589.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	827,589.82															
	NOW account	960	104550099	Daily		0.50%	80,060.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,060.86															
	Dana Investment	960	3694-7092	(blank)		3.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00	300,000.00															
	Stormwater	950	3694-7092	(blank)		3.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00															
Stormwater Equip Replac	Money Market	950	104565819	Daily		0.50%	45,494.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,494.98																
Stormwater Utility	Cert of Deposit	950	148901-100	13 months	6/30/25	4.98%	0.00	0.00	0.00	120,032.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120,032.75															
			3918044	10 months	3/29/25	4.78%	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00															
Utilities Account</																																		

**TREASURER'S INVESTMENT TRANSACTION REPORT for May 2024**

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

**Benchmarks:**

<b>Total Receipts:</b>	736,363.41	Avg Term			LGIP		5.38%
		General Funds:	6.9 M	4.11%			
<b>Total Disbursements:</b>	1,406,740.97	Utility Funds:	15.4 M	5.47%	90-day T-bill:		5.39%
		Segregated Funds:	17.4 M	4.93%			
		Securities w/Dana	3.58 years	4.58%			
		All Funds:	11.2 M	4.91%	6M CD:		4.01%
		Liquid:	60%		12M CD:		4.44%
		Term:	40%		18M CD:		5.00%

**Policy Objectives:**

- Safety: ▪ \$3,500,000 invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Reinvesting in CDs when funds are available
- Yield: ▪ The best CD rates are 12 to 18 months

**TRANSACTIONS**

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	CLOSE	CD	General Fund	WCCU	54962-101		16 mos	5/18/2024	3.96%	200,000.00	Pd to MM
	Comments:										
(2)	Reinvest	CD	Alma Waite	BWD	3902229		8 mos	5/25/2024	4.96%	100,000.00	Pd by Check
				WCCU	54962-116		13 mos	6/29/2025	4.91%	110,000.00	Reinvested
	Comments: Add \$10,000 from checking										
(3)	Reinvest	CD	General Fund	BWD	3901234		8 mos	5/18/2024	4.96%	200,000.00	Pd to MM
					3917244		10 mos	3/20/2025	4.78%	200,000.00	Pd to MM
	Comments:										
(4)	Reinvest	CD	General Fund	PDS	60000014		12 mos	5/31/2024	4.00%	180,000.00	Pd to MM
								5/31/2025	4.91%	200,000.00	Pd to MM
	Comments:										
(5)	NEW	CD	Stormwater	BWD	3918044		10 mos	3/29/2025	4.78%	100,000.00	Reinvested
(6)	NEW	CD	Stormwater	SUM	14890100-100		13 mos	6/30/2025	4.98%	120,000.00	Reinvested

**INVESTMENT ADVISOR TRANSACTIONS**

(1) NONE

Comments:

\* Current coupon



**REPORT OF BUILDING INSPECTION**  
**Construction, Plumbing, Electrical, HVAC, Commercial**  
**MAY**

PERMIT TYPE	2022						2023					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	1	1	\$460,000.00	\$460,000.00	\$2,407.68	\$2,407.68	1	2	\$2,485,000.00	\$3,837,825.00	\$6,227.76	\$6,870.56
Commercial Addition	0	1	\$0.00	\$9,731,600.00	\$0.00	\$0.00	1	2	\$150,000.00	\$529,064.00	\$322.24	\$847.60
Commercial, Alterations	1	10	\$25,000.00	\$1,196,600.00	\$685.00	\$2,299.69	1	4	\$550,000.00	\$982,000.00	\$467.40	\$1,723.45
Commercial, Razing	0	1	\$0.00	\$20,000.00	\$0.00	\$30.00	0	1	\$0.00	\$0.00	\$0.00	\$30.00
Residential , New SF	0	1	\$0.00	\$250,000.00	\$0.00	\$759.37	0	9	\$0.00	\$2,751,000.00	\$0.00	\$7,464.77
Residential, New Duplex	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	6	\$0.00	\$3,347,230.00	\$0.00	\$7,584.35
Residential, Additions	1	3	\$100,000.00	\$225,000.00	\$100.00	\$504.20	2	3	\$75,000.00	\$112,000.00	\$310.90	\$410.90
Residential Remodel	4	23	\$83,700.00	\$368,401.00	\$300.00	\$1,824.83	5	23	\$163,942.00	\$735,334.00	\$662.34	\$3,393.79
Residential, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Accessory Building Razing	2	2	\$1,000.00	\$1,000.00	\$60.00	\$60.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Roofing/Siding/Windows	15	38	\$145,482.00	\$417,062.00	\$916.23	\$2,588.82	13	33	\$162,537.00	\$445,176.00	\$1,019.75	\$2,822.95
Garage/Sheds/Deck/Fence	11	33	\$92,500.00	\$268,832.00	\$735.00	\$2,250.00	19	37	\$176,522.00	\$292,642.00	\$1,230.00	\$2,565.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	7	\$0.00	\$10,137,363.00	\$0.00	\$35,073.56
Plumbing Only	0	2	\$0.00	\$181,500.00	\$0.00	\$120.00	0	1	\$0.00	\$17,750.00	\$0.00	\$60.00
Electrical Only	0	8	\$0.00	\$14,000.00	\$0.00	\$480.00	2	5	\$10,500.00	\$20,030.00	\$120.00	\$300.00
HVAC Only	0	3	\$0.00	\$47,948.00	\$0.00	\$240.00	0	2	\$0.00	\$15,370.00	\$0.00	\$120.00
Sign Permits	2	7	\$3,100.00	\$12,370.00	\$90.00	\$450.00	1	6	\$200.00	\$52,770.00	\$60.00	\$600.00
Solar Install	2	6	\$18,910.00	\$57,245.00	\$120.00	\$360.00	0	6	\$0.00	\$97,600.00	\$0.00	\$360.00
Misc. Permits	1	5	\$15,000.00	\$21,000.00	\$180.00	\$400.00	3	8	\$4,100.00	\$24,100.00	\$180.00	\$610.00
<b>TOTALS</b>	<b>40</b>	<b>144</b>	<b>\$944,692.00</b>	<b>\$13,272,558.00</b>	<b>\$5,593.91</b>	<b>\$14,774.59</b>	<b>48</b>	<b>155</b>	<b>\$3,777,801.00</b>	<b>\$23,397,254.00</b>	<b>\$10,600.39</b>	<b>\$70,836.93</b>

## Finance/Personnel Committee Meeting Minutes

May 28, 2024, 5:30 p.m.  
City Hall, Committee Room #205  
101 South Blvd., Baraboo, WI 53913

Members Present: Sloan, Kent  
Members Absent: Kierzek  
Others Present: Mayor Nelson, Interim City Administrator P. Cannon, Clerk Zeman, J. Ostrander, 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 April 30th & May 13th, 2024

Moved by: Kent

Seconded by: Sloan

**CARRIED (2 to 0)**

#### 1.d Approve Agenda

Moved by: Kent

Seconded by: Sloan

**CARRIED (2 to 0)**

### 2. Action Items

#### 2.a Accounts Payable

Moved by: Kent

Seconded by: Sloan

Recommend to Council approval of \$1,074,234.10 Accounts Payable.

**CARRIED (2 to 0)**

### 3. Reports

#### 3.a Shared Ride Taxi, 1st Qtr. Comparison

The committee reviewed a report showing the 1st. Qtr. comparison for the Shared Ride Taxi Service. Compared to last years numbers, it appears ridership and expenses have decreased but revenue, due to an increase in fees, has increased. J. Ostrander will request a report from Abby Vans showing ridership per hour vs number of vehicles on duty.

### 4. Discussion Items

#### 4.a Referendum Scope & Timeline

P. Cannon noted that he had reached out to Mueller Communications regarding marketing for the referendum. Mueller Communications offers a three-phase approach: Reviewing the options, Community Survey, and Public Education. After speaking with Mueller Communications, they do have time to get this on the November ballot; however, the ballot will be crowded. Staff will be required to prepare two budgets, one for if the referendum passes and one for if the referendum fails. We do have enough fund balance to get us by for 2025 if we want to consider having the referendum in April 2025. The committee recommends we move forward with a November referendum. Staff will get proposals for moving forward with this referendum.

#### 4.b Fire Equipment Replacement Fund Arrearage

It was noted that the Fire/EMS District Commission approved their Capital Outlay Equipment Plan and Fire/EMS staff were directed to get additional price quotes on the purchase of a new vehicle. P. Cannon has prepared a compromise that would allow the City to pay the District interest on the amount due and when the chassis comes due, we would pay for this by paying down our total outstanding debt. When the truck is finished, we will pay the balance of what we owe. We should not have to borrow money in 2024, and only have to borrow a portion of the total amount in a later year. There was no approval by the Fire/EMS District's Commission for an engine purchase at this time.

**4.c Separation Fund**

P. Cannon explained that this fund is used to cover the payments made to terminated or retired employees for the payout of their accrued leave time. Staff explained the current policy regarding the payout of these benefits. It was noted that a resolution was previously approved designating \$70,000 to be applied annually to this fund; this funding has been removed from the budget process for the last few years. Staff will prepare information showing what the current liability is for accrued leave time.

**4.d Consider possible creation of TIF policy**

The Mayor will continue to pursue this and will do some background work to be presented at a later date. The committee feels this policy should be a guideline that includes a process outline for introducing, and approving, developments.

**5. Adjournment**

**Moved by:** Kent

**Seconded by:** Sloan

That the meeting adjourns at 6:51pm.

**CARRIED**

Brenda M. Zeman, City Clerk