



**CITY OF BARABOO COMMON COUNCIL
AMENDED AGENDA**

Tuesday, February 25, 2025, 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) February 11, 2025	1
4. APPROVAL OF AGENDA (Voice Vote)	
5. COMPLIANCE WITH OPEN MEETING LAW NOTED	
6. PRESENTATIONS	9
1. George Althoff will present the Baraboo Area Chamber of Commerce Annual Report	
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 if recognized by the presiding officer.)</i>	
9. MAYOR'S BUSINESS	
• The Retired Educators of Baraboo School District are hosting a public forum for School Board candidates at 6:00 p.m. on Tuesday, March 11 at Baraboo High School.	
10. CONSENT AGENDA <i>(Roll Call)</i>	
10.1 Accounts Payable	25
Approve the Accounts Payable to be paid in the amount of \$	
10.2 Appointments	26
Approve the re-appointment of Gene Dalhoff and Steve Beckett, and the appointment of Patrick Doty, to the Baraboo Economic Development Commission (BEDC)	
11. ORDINANCES ON 2nd READING	
11.1 Prohibit U-Turns on Draper Street	27
Consider amending §7.05 to prohibit U-Turns on Draper Street. (Pinion)	
12. NEW BUSINESS- RESOLUTIONS	
12.1 Basket Lift Purchase	28
Consider purchasing a 2016 JLG E400AJP Electric Articulating Basket Lift from Ideal Crane Rental for \$36,900.00. (Pinion)	

- 12.2 Memorandum of Understanding, Sauk County Agricultural Society, Inc.
Consider authorizing the Mayor and City Clerk to execute a Memorandum of Understanding (MOU) with Sauk County Agricultural Society, Inc. for Special Events held on the fairgrounds. (Pinion/Zeman)

13. NEW BUSINESS ORDINANCES

None.

14. COMMITTEE OF THE WHOLE

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

- Update on the fundraising efforts for the Campbell Park outdoor pool

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

15. ADMINISTRATOR AND COUNCIL COMMENTS

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

16. REPORTS, PETITIONS, AND CORRESPONDENCE

The City acknowledges receipt and distribution of the following:

Reports: January, Treasurer

Copies of the Meeting minutes included in this packet:

Finance.....January 28, 2025

Public Safety.....January 6, 2025

*17. CLOSED SESSION

Moved by _____, seconded by _____, to go into Closed Session. The Mayor will announce that the Council will consider adjourning to closed session pursuant to Wis. Stat. secs. 19.85(1)(c) and (e) for the purpose of considering employment and compensation of an employee over which Council has jurisdiction or exercises responsibility and for the purposes of conducting public business, which for competitive or bargaining reasons require a closed session, specifically for the purposes of setting the salary for the police chief position and authorizing the City Administrator to negotiate terms with the selected candidate.

*18. OPEN SESSION

Moved by _____, seconded by _____, to return to Open Session. The Mayor will announce that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

19. ADJOURNMENT (Voice Vote)

Common Council Meeting Minutes**February 11, 2025, 7:00 p.m.****Council Chambers, 101 South Blvd., Baraboo, Wisconsin**

Members Present: Olson, Hause, Hazard, Kent, Lombard, Ellington, Sloan, Kierzek, Thurow
Others Present: Interim Chief LaBroschian, City Treasurer Laux, Adm. Young, T. Pinion, T. Gilman, R. Daum, W. Grant, members of the press and others.

1. CALL TO ORDER

Mayor Nelson called the meeting to order at 7:02pm.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

3. APPROVAL OF PREVIOUS MINUTES

Moved by: Ellington

Seconded by: Sloan

Motion: CARRIED

4. APPROVAL OF AGENDA

Moved by: Hazard

Seconded by: Hause

Motion: CARRIED

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

None Scheduled.

7. PUBLIC HEARINGS

None Scheduled.

8. PUBLIC INVITED TO SPEAK

Brett Topham, 108 Monroe Street, spoke on behalf of the truck purchase. He would like Council to rethink their process and consider more of a balance sheet approach to this; managing assets with a longer term approach and liabilities. He would like Council to consider borrowing the money to themselves from Fund Balance. He also noted that as a customer, Administrator Young took the time to help Beyond Blessed with their new location by returning calls and finding answers as needed.

9. MAYOR'S BUSINESS

- The Police Commission is hosting a public meet and greet with the three finalists for the Police Chief position on Wednesday, February 19 from 5:30 p.m. to 6:45 p.m. in the Council Chambers
- The Spring Primary will be held on February 18, 2025. All residents vote at the Baraboo Civic Center, polls are open from 7:00am to 8:00pm.
- In-Person Absentee Voting is taking place in the City Clerk's office Monday through Friday, 8:00am to 4:30pm. The last day for In-Person Absentee Voting is Friday, February 14th, 8:00am to 5:00pm.

10. CONSENT AGENDA

Moved by: Sloan

Seconded by: Lombard

Motion: CARRIED (9 to 0)

10.1 Accounts Payable**Resolution No: 2025-021**

THAT the Accounts Payable, in the amount of \$ 8,597,900.09 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

10.2 Temporary Liquor License(s)

Resolution No: 2025-022

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

- Class "B" Fermented Malt Beverage Liquor License to Downtown Baraboo, Inc., Brew Ha Ha on 3-14-2025.
- Combination "Class B" Fermented Malt Beverage and Wine License for Knights of Columbus Council 4392, Feast of St. Joseph on 03-19-2025.

10.3 Change of Agent

Resolution No: 2025-023

THAT the "Schedule for Successor of Agent" form submitted by the Baraboo Country Club, Inc. appointing Anthony Teasdale as the new agent is approved. The City Clerk is authorized to re-issue the liquor license for the Baraboo Country Club, Inc. including Anthony Teasdale as the agent.

11. **ORDINANCES ON 2nd READING**

None.

12. **NEW BUSINESS- RESOLUTIONS**

12.1 Liquor License, Liberty Square Gas Station Inc.

Resolution No: 2025-024

Moved by: Hazard

Seconded by: Lombard

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:

- Combination "Class A" Fermented Malt Beverage & Liquor License for Liberty Square Gas Station Inc, d/b/a Refuel Pantry - Get N Go at 325 South Blvd.

Motion: CARRIED (9 to 0)

12.2 Update Sewer Service Area Plan, MSA Professional Services, Inc.

Resolution No: 2025-025

Moved by: Thurow

Seconded by: Ellington

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

THAT the Mayor and City Clerk are hereby authorized to execute a time and expense Agreement with MSA Professional Services, Inc., not to exceed \$11,500 to prepare the 2025 update to the City's Sewer Service Area Plan.

Motion: CARRIED (9 to 0)

12.3 Dump Truck Purchase

Resolution No: 2025-026

Moved by: Sloan

Seconded by: Ellington

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

THAT the purchase of a new 2024 RAM 3500 4WD Dump Truck from Kayser Chrysler Center Inc in Sauk City in the amount \$64,850 is hereby approved.

THAT the city applies funds associated with the auction sale of the 2008 Ford F-550 towards the interest accrued from the purchase of the 2024 RAM 3500 Dump Truck.

THAT the city draws down \$64,850 from the Baraboo State Bank line of credit to cover the purchase.

THAT the city amends the 2025 capital budget for the purchase of the 2024 RAM 3500 4WD Dump Truck for the \$64,850 vehicle purchase/license/registration, transferring \$2,500 from Sale of Assets to Debt Service which will then be used to pay the interest on the Line of Credit.

Account Number	Department	Budget	Debit/(Credit)	Amended Budget	Balance YTD
425-52-49120-000	Proceeds from Notes	0.00	0.00	(64,850.00)	(64,850.00)
425-52-55410-810	Vehicle Purchase	0.00	64,850.00	64,850.00	64,850.00
425-52-48300-000	Sales of Assets	(8,000.00)	(2,500.00)	(10,500.00)	(10,500.00)
425-10-59230-900	Transfer to Debt Service	0.00	2,500.00	2,500.00	2,500.00
300-10-49243-000	Debt Service-Gen Fund	0.00	(2,500.00)	(2,500.00)	(2,500.00)
300-10-58220-620-170	Debt Service-Interest on Notes	26,500.00	2,500.00	29,000.00	3,574.74

Motion: CARRIED (9 to 0)

12.4 Contract for Municipal Prosecutions

Resolution No: 2025-027

Moved by: Sloan

Seconded by: Kent

WHEREAS, the City is authorized by Wis. Stat. §62.09(12) to appoint a City Attorney to conduct all of the City's legal business; and

WHEREAS, the City has utilized the law firm of Boardman & Clark, LPP to handle most of its legal work for the City, including prosecutorial services for ordinance violation, while it considers whether to appoint an in-house City Attorney or retain outside legal counsel for that purpose; and

WHEREAS, Boardman & Clark LLP, has confirmed that it no longer can provide legal assistance to the City, in this area; and

WHEREAS, the City has properly vetted potential legal firms to provide the City with the necessary services;

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

That the City approves the contract with Reuter, Whitish & Evans, S.C. to provide prosecutorial services for the City, in the areas over ordinance violation cases, retroactive to February 5th, 2025.

Motion: CARRIED (9 to 0)

12.5 State/Municipal Financial Agreement #3, STH 33

Resolution No: 2025-028

Moved by: Ellington

Seconded by: Sloan

RESOLUTION APPROVING REVISION #3 TO THE STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE-LET HIGHWAY PROJECT ON STH 33 BETWEEN LINCOLN AVENUE & THE WESTERLY CITY LIMITS

WHEREAS, the reconstruction of STH 33 between Lincoln Avenue and the westerly City Limits was completed in 2024; and

WHEREAS, the State of Wisconsin and the City of Baraboo share the cost of this project pursuant to the term and conditions of the original State Municipal Agreement dated December 4, 2018; and

WHEREAS, the State of Wisconsin will reimburse the City for 100% of the cost for installing clustered postal boxes necessitated by the project.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Baraboo approves Revision #3 to the State/Municipal Financial Agreement for a State-Let Highway Project dated February 3, 2025; ID # 5090-05-01/71.

BE IT FURTHER RESOLVED, that the City Council of the City of Baraboo authorizes the Mayor to execute the attached Revision #3 to the State / Municipal Financial Agreement.

Motion: CARRIED (9 to 0)

13. **NEW BUSINESS ORDINANCES**

13.1 Prohibit U-Turns on Draper Street

Moved by: Sloan

Seconded by: Kent

Motion to amend 1st reading of **Ordinance No. 2649** to prohibit U-Turns on **all** of Draper Street.

Motion: CARRIED (9 to 0)

Moved by: Ellington

Seconded by: Hause

Motion to approve 1st reading of **Ordinance No. 2649** amending §7.05 to prohibit U-Turns on Draper Street.

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

1. Section 7.05 is amended as follows:

7.05 U-TURNS PROHIBITED. No operator of a vehicle shall make a U-turn at the following locations:

(1) BROADWAY INTERSECTION. At the intersection of Broadway and 2nd, 3rd, and 4th Avenues.

(2) OAK STREET INTERSECTION. At the intersection of Oak Street and 2nd, 3rd, and 4th Streets and Avenues.

(3) ASH STREET INTERSECTION. At the intersections of Ash Street and 2nd, 3rd, and 4th Streets.

(4) WALNUT STREET INTERSECTION. At the intersection of Walnut Street and Lynn Street.

(5) DRAPER STREET. ~~Between the intersections of 8th Avenue and Iroquois Circle/Court.~~

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

Motion: CARRIED (9 to 0)

14. COMMITTEE OF THE WHOLE

Moved by Hause, seconded by Thurow and carried unanimously to enter Committee of the Whole to discuss the proposed reorganization of the Parks, Recreation, & Forestry Department

Administrator Young noted that the Parks, Recreation & Forestry department is currently made up of Ryan Daum, Interim Parks Direction/Recreation & Aquatics Coordinator, Wendy Grant, Parks & Recreation Facility Coordinator, 2 Building & Grounds Maintenance Technicians, a Parks Maintenance Foreman, 2 Maintenance Technicians, a Forestry Specialist, a Zoo Manager, and a Zoo Specialist. Based on meetings with staff, they have reviewed the regular operations of this department and the possibility of reorganization, to include who staff would report to, and how this department would function. A lot of the equipment is utilized with both the parks and public works department; this has resulted in scheduling, prioritizing the work that needs to be done by sharing the equipment. The most logical step is to have parks and forestry staff work together with our public works department. This would result in more contact and supervision by the Streets Superintendent, with a goal of better determining their priorities. One of the other issues that has come up with the Parks Director position is trying to build in enough time for this staff member to find funding opportunities, develop the funding sustainability relationships with entities that provide financial support for activities that the residents enjoy such as the pool and zoo. While there are a lot of moving parts, we are not looking to increase public works staff.

Council members have requested a copy of the current organizational chart vs what staff is proposing.

Interim Director Daum noted that he has no concerns with the changes proposed for these four employees as they will thrive regardless of where they are. Staff members know their jobs, they know their responsibilities and will get the job done.

Adm. Young noted that there are some things we can do differently to improve efficiency. Staff will share a calendar showing the priorities within the departments.

Wendy Grant noted that the department is not resilient to the change, they just feel it was not done in the proper order.

T. Gilman noted that this was originally proposed with the 2024 budget by the previous Director. With the vacancy of the Parks Director position, he volunteered to supervise the additional staff. He feels this will be more efficient, benefiting the organization and any pay increases should still result in a savings. Going forward, the budgets will still remain separate. Public Works staff is prepared to operate with the staff they have, they do not need additional staff to be more efficient.

Mayor Nelson noted that the residents of Baraboo take a lot of pride in their parks. He feels it is essential to the community to maintain a very high standard for the parks and resources. Change can be difficult, but he feels we need to flush out more of what changes are being proposed to make both staff and Council more comfortable with the changes.

Staff will continue to have meetings to determine and discuss the proposed changes.

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

Ald. Hause noted that there will be a pancake breakfast at St. Joe's this Sunday.

16. REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

Reports: None.

Copies of the Meeting minutes included in this packet:

Finance/Personnel Committee Meeting Minutes

**January 14, 2025, 6:00 p.m.
City Hall, Committee Room #205
101 South Blvd., Baraboo, WI 53913**

Members Present: Sloan, Kent, Kierzek

Others Present: Mayor Nelson, Administrator Young, Clerk Zeman, R. LaBroschian, P. Cannon, J. Ostrander, T. Pinion, L. Laux, C. Johnson, K. Stieve, D. Kluge, J. Viney

1. Call Meeting to Order

Chairman Sloan called the meeting to order at 6:00pm.

1.a Roll Call of Membership

1.b Note Compliance with Open Meeting Law

1.c Approve Minutes of December 10, 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: Kent

Seconded by: Kierzek

Recommend paying \$6,978,233.13 of Accounts Payable.

CARRIED (3 to 0)

2.b Towing Contract, 2025-2027

Interim Police Chief LaBroschian noted that only one proposal was received, and it included continuing the towing services for both city vehicles, and private vehicles at no cost to the City. This was reviewed by Public Safety with a unanimously recommended for approval.

Moved by: Kierzek

Seconded by: Kent

Recommend approving a contract with Craig's Towing for tow services for 2025-2027.

CARRIED (3 to 0)

2.c Sanitary Sewer Lift Station Rehabilitation

T. Pinion noted that the Hwy T station was installed in 1994, the pumps replaced in 2008. With the addition of two new lift stations at Spirit Lake and at the Jackson farm (Greenfield Estates), replacing the equipment in this structure will make all three stations the same simplifying trouble shooting and inventory of parts. This is a budgeted item, and was reviewed by the Public Safety with unanimous recommendation for approval.

Moved by: Kent

Seconded by: Kierzek

Recommend accepting the proposal from LW Allen Pump Systems for the rehabilitation of the Sewer Utility's County Rd T sanitary sewer lift station in the amount of \$112,265 and authorize the City Administrator and City Clerk to execute the Contract with LW Allen Pump Systems.

CARRIED (3 to 0)

2.d Water Resource Recovery Facility SCADA Computer System

T. Pinion noted that this computer software was replaced 6.5 years ago, and controls and collects historical data for the entire plant and all four lift stations. This software package is more stable than what we currently have, and will continue to monitor for alarms and operate the emergency call outs. This is operated as a separate system from the water SCADA, this is strictly a sewer purchase.

Moved by: Kierzek

Seconded by: Kent

Recommend accepting the Proposal of Altronex Control Systems for the replacement of the Water Resource Recovery Facility's (WRRF) SCADA computer and software in the amount of \$29,857 and authorize the City Administrator and City Clerk to execute the contract with Altronex Control Systems.

CARRIED (3 to 0)

2.e Amend Sewer Lateral Assessments, Hwy 33

T. Pinion noted that this assessment was originally presented to the committee in February, 2024, as replacement of underground laterals. The original resolution included a 9% interest rate but because we are funding this through the DNR's Clean Water Fund loan at 2.365%, plus 1% administrative fee, the invoices should have been calculated with an interest rate of 3.365%. Property owners will be notified of the adjustment.

Moved by: Kent

Seconded by: Kierzek

Recommend amending the final resolution for levying special assessments for sanitary sewer lateral replacements on Hwy 33.

CARRIED (3 to 0)

2.f Special Assessments, Madison Ave/Street Project

T. Pinion noted that 2025 is the year for Madison Street to be constructed. We did receive a grant of \$400,000 to put towards this project. Any brand new curb and gutter gets assessed to the property owner; the only place without curb and gutter is Walnut Hill Cemetery. They were previously notified of this project. This was reviewed by Public Safety and unanimously recommended for approval.

Moved by: Kierzek

Seconded by: Kent

Recommend approving the Preliminary Resolution declaring intent to levy Special Assessments in accordance with 66.0703, Wis. Stats., for new curb and gutter as part of the Madison Street/Avenue reconstruction project.

CARRIED (3 to 0)

2.g Utility Superintendent

Administrator Young noted that a recruiting committee was formed for the selection of a utility superintendent. There were a total of 9 applicants, with 4 interviewing. Benjamin Brown received a unanimous recommendation from the recruiting committee. With the committee's approval, Ben will fill this position effective January 6, 2025.

Moved by: Kent

Seconded by: Kierzek

Recommend approving the appointment of Benjamin Brown to the position of Utility Superintendent and approve the starting salary of \$83,491, effective January 6, 2025.

CARRIED (3 to 0)

2.h Interim Police Chief

Administrator Young noted that on November 18, 2024 the Police Commission selected Ryan LaBroscian to fill the position of Interim Police Chief following Rob Sinden's retirement. Based on past practice, it is staff's recommendation to increase LaBroscian's rate of by 5%. Dennis Kluge noted that this is not the past practice for police chiefs, and it is the recommendation of the Police Commission that LaBroscian be placed at the same rate of pay as retiring Chief Sinden was at. Administrator Young disagreed with the statement of past practice and acknowledges that all staff is required to take on additional tasks when a department head retires. The increase will be effective January 4, 2025 following the retirement of former Chief Sinden.

Moved by: Kierzek

Seconded by: Sloan

Recommend approving a 5% salary increase for Ryan LaBroschian as Interim Police Chief, effective January 4, 2025.

CARRIED (3 to 0)

2.i Appoint City Attorney

J. Young noted that Steven Zach was previously appointed as City Attorney in March of 2023. Steve Zach has retired from BoardmanClark on December 31, 2024. Because of this retirement, staff is recommending the appointment of Eric Hagen as City Attorney for the City of Baraboo.

Moved by: Kent

Seconded by: Kierzek

Recommend appointing Eric Hagen as City Attorney and other attorneys with Boardman & Clark LLP as Assistant Attorneys on an as needed basis.

CARRIED (3 to 0)

2.j Wal-Mart Mediation Agreement

Administrator Young noted that the proposed settlement agreement was previously presented to Council. Due to timing issues, staff was not able to amend the 2024 assessed value. This mediation agreement now includes a refund of the 2024 taxes paid and essentially, was the only modification made.

Moved by: Kent

Seconded by: Kierzek

Recommend authorizing the Mayor and City Clerk to execute a mediation agreement with Wal-Mart Real Estate Business Trust.

CARRIED (3 to 0)

2.k Dept. of Administration Grant Agreement & Use Restriction Agreement

P. Cannon explained that we received notification of this grant award last fall. The Mayor is required to sign the Grant Agreement and the Use Restriction Agreement which states we must use these funds for the construction of the Fire/EMS Stations. There should be no issues with any restrictions set with this reimbursement grant.

Moved by: Kent

Seconded by: Kierzek

Recommend authorizing the Mayor to execute the Grant Agreement, and the Use Restriction Agreement, as required for acceptance of a \$1,432,800 Dept. of Administration Grant to be used towards the construction of the Fire/EMS Stations.

CARRIED (3 to 0)

2.l Pre-Development Agreement, Circus City Apartments LLC

Administrator Young explained that this is an extension to the amendment originally adopted by Council in April of 2022, and subsequently amended on January 10, 2023. This is a pre-development agreement for the property that was formerly the daycare and 1 A.M. Dairy. If approved, this will extend the pre-development agreement to December 31, 2025.

Moved by: Kent

Seconded by: Kierzek

Recommend extending the Pre-Development Agreement with Circus City Apartments, LLC to December 31, 2025.

CARRIED (3 to 0)

3. Discussion Items

No discussion took place; these items will be discussed at the Council meeting later tonight.

- a. IT Position
- b. Project update and financing structure for the Fire-EMS facilities
- c. Project update and financing structure for Corson Square, Driftless Lofts Conversion Project

4. Adjournment

Moved by: Kierzek

Seconded by: Kent

That the meeting adjourn at 6:53pm.

CARRIED (3 to 0)

CITY OF BARABOO ADMINISTRATIVE MEETING

Meeting Minutes

January 7, 2025, 8:00 a.m.

City Hall, Committee Room #205

101 South Blvd., Baraboo, WI 53913

Members Present: Thurow, Hazard, Lombard

Others Present: Staff: Administrator - John Young, CDA Director - Pat Cannon, City Clerk - Brenda Zeman, Police Captain - Ryan Labroschian, 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, November 5, 2024

Moved by: Hazard

Seconded by: Lombard

Approve November 5, 2024 meeting minutes

Motion: CARRIED

- 1.d APPROVE AGENDA

Moved by: Lombard

Seconded by: Hazard

Approve agenda

Motion: CARRIED

2. ACTION ITEM(S)

- 2.a Change of Agent, Kwik Trip #855

Captain Labrosian completed the background check with no issues.

Moved by: Lombard

Seconded by: Hazard

Recommend to the Common Council the Liquor License Change of Agent for Kwik Trip #855 to Riley Roberts.

Motion: CARRIED

- 2.b Change of Agent, Kwik Trip #657

Captain Labrosian completed background check with no issues.

Moved by: Hazard

Seconded by: Lombard

Recommend to the Common Council the Liquor License Change of Agent for Kwik Trip #657 to Miranda Pulver.

Motion: CARRIED

3. INFORMATIONAL ITEM(S)

- 3.a Date and time of next meeting - February 4, 2025

4. ADJOURNMENT (Voice Vote)

Moved by: Lombard

Seconded by: Hazard

Adjourn meeting at 8.02 am

Motion: CARRIED

17. CLOSED SESSION

Moved by Ellington, seconded by Sloan and carried unanimously to go into Closed Session. The Mayor announced that the Council will consider moving into Closed Session pursuant to §19.85(1)(c), Wis. Stat., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Council to consider 6-month performance evaluation of City Administrator John Young

Council Members Present: Olson, Hause, Hazard, Kent, Lombard, Ellington, Sloan, Kierzek, Thurow

Others Present: Mayor Nelson

18. OPEN SESSION

Moved by Kent, seconded by Ellington and carried unanimously to return to Open Session. The Mayor will announce that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

Moved by: Thurow

Seconded by: Sloan

Motion to give City Administrator John Young a \$2,500 increase in base salary, retroactive to his six-month anniversary date of January 8, 2025.

Motion: CARRIED (9 to 0)

19. ADJOURNMENT

Mayor Nelson declared the meeting adjourned at 9:35pm.



Baraboo Area Chamber of Commerce Annual Report for 2024



Our Mission

The Baraboo Area Chamber of Commerce will promote the Baraboo area as a premier tourism destination and strengthen the local economy by advancing the interests of our members and constituents.



Board Structure

- Board is comprised of 11 directors:
 - 2 Hoteliers (City of Baraboo and Village of West Baraboo)
 - 1 Ho-Chunk Gaming Wisconsin Dells
 - 1 Tourism
 - 1 Professional
 - 1 Retail
 - 1 Agribusiness
 - 1 Manufacturing
 - 1 Financial Services
 - 2 At-Large
- 5 Standing Committees
 - Tourism
 - Economic Development/Government Relations
 - Membership
 - Finance/Fundraising
 - Executive



2025 Executive Committee



Shelley
Mordini
Baraboo
Tours
President



Stefanie
Wagner
CJMM
Vice President



Tony
Jaynes
Wegner
CPAs
Treasurer



Julie
Hearley
Ringling
House B&B
Secretary



Teddie
Szydlowski
Community
First Bank
Past
President



2025 Board of Directors

- President – Shelley Mordini, Baraboo Tours
- Vice President – Stefanie Wagner, Cross Jenks, Mercer & Maffei
- Treasurer – Tony Jaynes, Wegner CPAs
- Secretary – Julie Hearley, Ringling House B&B
- Past President – Teddie Szydlowski, Community First Bank
- Charmaine Anderson, Balanced Rock Winery
- Jason Grossenbacher, Festival Foods
- Bruno Klein, Andersen Windows & Doors
- Tom Patel, Best Western Baraboo Inn
- Merry Lynn Riek, WCCU Credit Union
- Tiffany Sloan, Baraboo State Bank
- Crystal Stonefish, Ho-Chunk Gaming Wisconsin Dells

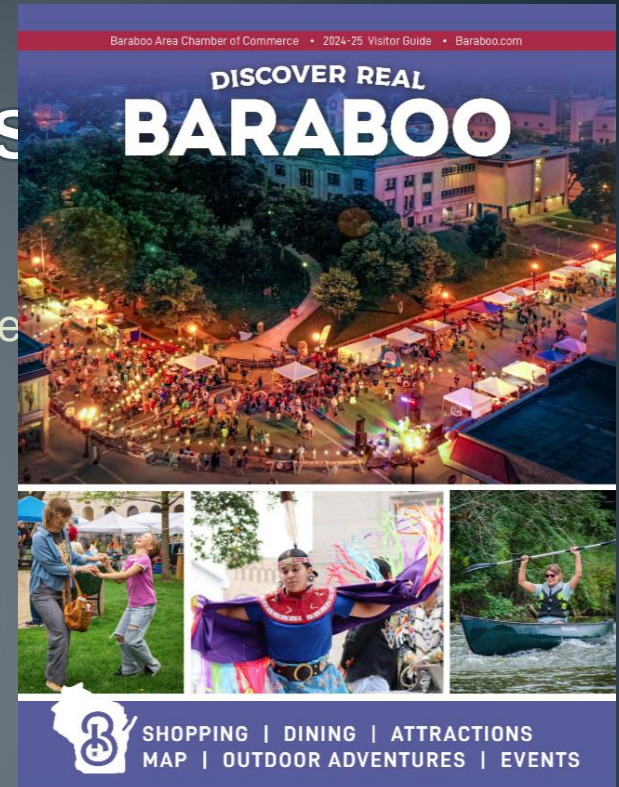
Valued Community Partners

- City of Baraboo – Tom Pinion, Mayor Rob Nelson, Police and Fire Departments
- Village of West Baraboo – Melissa Ryan, Bill Clary and Jim Bowers
- UW-Platteville/Baraboo-Sauk County – Matt Fencil, Campus Director
- Baraboo School District – Dr. Rainey Briggs
- Sauk County – Melanie Platt-Gibson



2024 Tourism Highlights

- **Big Top Parade**
 - Despite heavy rain, upwards of 17,000 attendees
 - Estimated economic impact of \$1.4 million
- **Oktoberfest**
 - 3rd annual event held at Circus World
 - Inclement weather kept attendance down
- **Collaboration with DBI**
 - Fairs on the Square
 - Light Parade/holiday promotion
 - Wine Walk and other events
- **2024 Discover Real Baraboo Visitor Guide**
 - 18,500 copies distributed
 - Statewide distribution through Vector & Ink, Welcome Wisconsin Centers and visitor bureaus
 - 6,000 copies distributed locally



Tourism Promotion Toolkit

- Print
 - Discover Real Baraboo Visitor Guide
 - Magazines and Brochures
 - Newspapers
- Social Media Platforms
 - Facebook
 - Instagram
 - Twitter
 - TikTok
- Website (www.baraboo.com)
- Visit Widget
- Tourism Organization Membership
 - Circle Wisconsin
- Email (Constant Contact)
- Radio



2024 Tourism 'Big Ticket' Investments

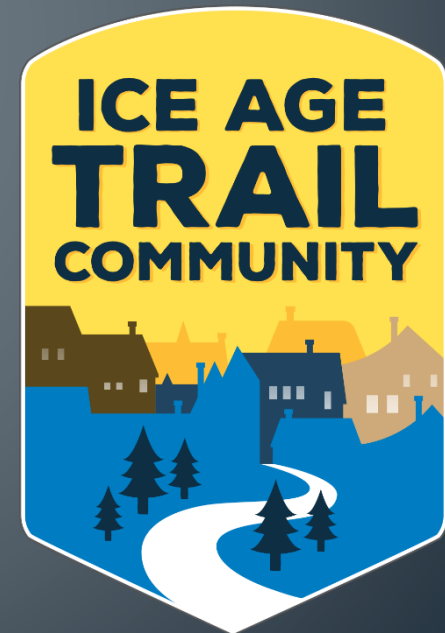
- Radio/TV
 - Discover Mediaworks
\$25,000
 - Magnum Media (trade agreement) \$8,000
 - MAX FM (trade agreement) \$8,000
 - Wisconsin Public Radio
\$2,260
- Online/Digital
 - Madison Media (Milwaukee market) \$5,496
 - Phase 3 Digital \$2,000
 - WBAY (Green Bay market) \$1,998
 - MAX FM (Oktoberfest)
\$1,300
 - Military Medical News
\$1,100
 - TH Media (Dubuque, IA, e-mail campaign) \$1,000
 -

2024 Tourism 'Big Ticket' Investments

- Print
 - Close Publications (three separate publications)
\$5,285
 - Vector & Ink (See Wisconsin guide) \$3,250
 - Vector & Ink (visitor guide distribution)
\$3,000
 - Greenspring Media (Twin Cities market)
\$1,250
 - Vector & Ink (WI Dells guide)
\$1,155
 - Northwood Map Publisher (statewide)
\$1,025

On tap for 2025

- Annual visitor guide
 - Minimum of 18,000 copies printed
 - Statewide distribution:
 - Vector & Ink Interstate rest areas
 - Welcome Wisconsin Centers
 - 6,000 distributed locally
- Big Top Parade
 - Saturday, June 14
 - Anticipate more than 20,000 spectators
 - Hotels/motels filled to capacity
- Oktoberfest
 - Saturday, Sept. 20 at Circus World
 - New features will be added this year (TBD)
 - Goal is to continue year-over-year growth
- Ice Age Trail Community promotion
- Collaboration with DBI
 - Fairs on the Square, Wine Walk and other events



2026: Discover Wisconsin highlights Baraboo!



About Discover Wisconsin

Centered in the heart of the Midwest, Discover Wisconsin, an Emmy Award-winning series, delves into the natural landscapes, destinations, events, culture, and people of Wisconsin. As the nation's longest-running tourism program, it remains dedicated to engaging diverse audiences across multiple platforms, inviting all who are eager to explore and experience the hidden gems of Wisconsin.



Television

- 590 Episodes
- Commercial Spots, featured segments, etc.
- 23 Emmy Nominations, 3 Wins (2012, (2) 2023)

Podcast

- 1,000,000+ podcast downloads
- Weekly Production
- 54% Listenership - Wisconsin

Social Media

- Facebook
- Twitter
- Instagram
- Pinterest

Digital Streaming

- Digital series (shorts)
- OTT Channels for streaming distribution
 - YouTube
 - Roku
 - Amazon Fire TV
 - Apple TV
 - Chromecast

discoverwisconsin.com

- 12-month placement in Calendar of events

The Bobber - Blog

- Dedicated editorials

eNewsletter

- Monthly e-Newsletters
- 24,000+ email recipients

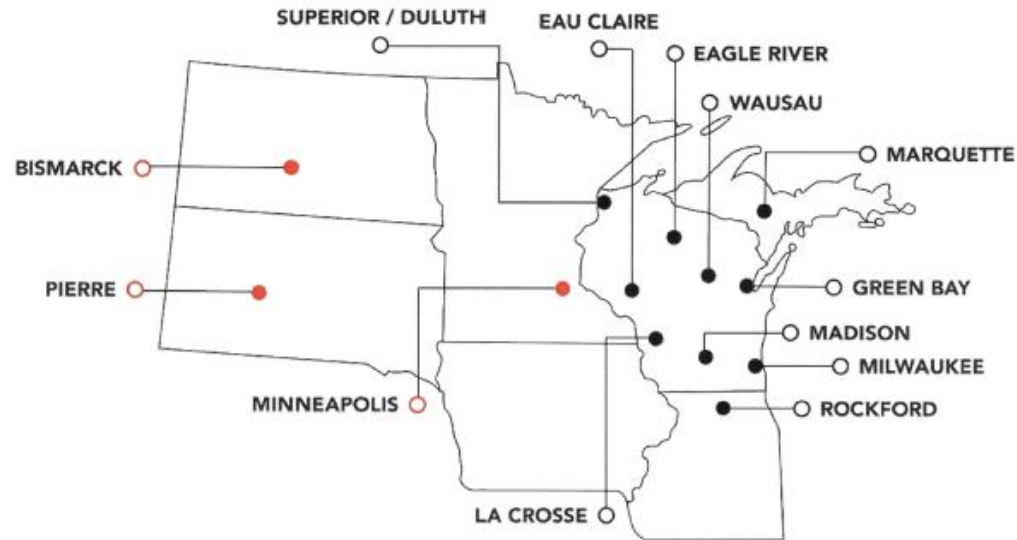


Regional Television Network

Capitalize on an audience that has followed Discover Wisconsin for 37 years and has built a reputation as a reliable and authentic source for Wisconsin destinations, businesses, and culture.

Discover Wisconsin Episode Marketing

- Full broadcast episode marketing consists of two (2) show airings across Discover Wisconsin Television Network
 - 4-segment, 20-minute full broadcast episode
 - Documentary style, destination marketing or magazine-style show
 - Current availability: Spring 2025



WISCONSIN

FOX	WITI – Milwaukee	SAT 9:30 AM
abc	WKOW – Madison	SAT 6:30 PM
CBS	WFRV – Green Bay	SAT 6:30 PM
abc	WAOW – Wausau	SUN 11 AM
abc	WQOW – Eau Claire	SUN 5 PM
abc	WXOW – La Crosse	SUN 5 PM
abc	WMOW – Eagle River	SAT 6:30 PM
CBS	CBS 3 – Superior/Duluth	SAT 6:30 PM
NBC	KBJR 6 – Superior/Duluth	SAT 5:30 AM
Bally Sports Wisconsin	Bally Sports Wisconsin	SAT 10 AM

OTHER

	WJMN – Marquette	SAT 7:30 PM EST
CBS	WIFR – Rockford, IL	SAT 6:30 PM
Bally Sports North	Bally Sports North	SAT 10 AM

Thank You!



DISCOVER REAL
BARABOO

BARABOO AREA

CHAMBER & TOURISM

2024 Budget/Tourism-Related Expenses

Description	Expense Amt	% for Tourism	Tourism Expense Amt	Notes
Office Overhead	\$11,856	50%	\$5,928	Leasing of photocopier, postage machine and office supplies
Hardware/Software	\$12,461	75%	\$9,346	Hardware/software used to create and distribute tourism-related materials
Maintenance & Utilities	\$18,845	75%	\$14,134	Maintenance and utilities of Visitor Center space
Subcontractors	\$10,391	25%	\$2,598	Bookkeeping services
Event Supplies & Rentals	\$16,135	100%	\$16,135	Supplies for tourism-related events
Event Entertainment	\$23,997	100%	\$23,997	Entertainment for parade and Oktoberfest
Merchant Service Fees	\$2,952	10%	\$295	Credit card machine services
Tourism Advertising	\$86,648	100%	\$86,648	Print, digital, website and radio tourism-related advertising
Tourism Dues/Fees	\$5,431	100%	\$5,431	Dues, subscriptions and memberships to tourism organizations
Printing, Design & Distribution	\$4,237	100%	\$4,237	Fees for Visit Widget, Shutterstock images and other design services
Shipping	\$2,194	100%	\$2,194	Distribution of annual visitor guides to Welcome Wisconsin Travel Centers
Office Rent	\$20,300	75%	\$15,225	Visitor Center lease with Community Foundation of South Central Wisconsin
Telephone/Internet	\$4,228	50%	\$2,114	Tourism-related business conducted over the telephone and internet
Insurance	\$15,106	40%	\$6,042	Big Top Parade and Oktoberfest liability insurance
Payroll Expenses	\$181,862	60%	\$109,117	Staff time is dedicated at least 60% to tourism-related duties
Contributions	\$8,600	100%	\$8,600	Circus World parade contribution
All Other Expenses	\$29,681	0%	\$-	Bad debt, professional fees, meals
TOTAL TOURISM-RELATED SPENDING			\$ 312,041	68.6% as a percentage of expenses; 56.2% as a percentage of revenue

2024 Total	
Income	2024 Expenses
\$ 555,412	\$ 454,924

10.1

RESOLUTION NO. 2025 -

Dated: February 25, 2025

The City of Baraboo, Wisconsin

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

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

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

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

RESOLUTION NO. 2025 -

Dated: February 25, 2025

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, Gene Dalhoff and Steve Beckett be re-appointed to the Baraboo Economic Development Commission (BEDC) serving until February 28, 2028, and

THAT Patrick Doty be appointed to the Baraboo Economic Development Commission (BEDC) serving until February 28, 2028.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

11.1
The City of Baraboo, Wisconsin

Background: At their February 3rd meeting, the Public Safety Committee considered a proposed revision to Section 7.05 U-Turns Prohibited in the Code of Ordinances.

Draper Street experiences significant traffic congestion at both the start and end of each school day. It is only exacerbated by primarily northbound vehicles making U-Turns to go southbound to drop off students at the Middle School and/or High School. An ordinance change is necessary to add this area to the list of streets in Section 7.05 of the Code of Ordinances.

Based on recommendations from the Police and Engineering Department, the Committee unanimously recommended that the Common Council approve these changes.

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

An Ordinance amending §7.05 to prohibit U-Turns on Draper Street.

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

1. Section 7.05 is amended as follows:

7.05 U-TURNS PROHIBITED. No operator of a vehicle shall make a U-turn at the following locations:

- (1) BROADWAY INTERSECTION. At the intersection of Broadway and 2nd, 3rd, and 4th Avenues.
- (2) OAK STREET INTERSECTION. At the intersection of Oak Street and 2nd, 3rd, and 4th Streets and Avenues.
- (3) ASH STREET INTERSECTION. At the intersections of Ash Street and 2nd, 3rd, and 4th Streets.
- (4) WALNUT STREET INTERSECTION. At the intersection of Walnut Street and Lynn Street.
- (5) **DRAPER STREET**

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

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of February, 2025 and is recorded on page ____ of volume __. A summary of this Ordinance was published in the local newspaper on the ____ day of ____, 2025.

City Clerk: _____

RESOLUTION NO. 2025 -

Dated: February 25, 2025

The City of Baraboo, Wisconsin

Background: This is a Resolution to approve the purchase of a refurbished 2016 JLG E400AJP 40' Electric Articulating Basket Lift from Ideal Crane Rental for \$36,900.00 to replace our current 1999 Terex TS30 30' Scissor Lift.

The purchase of this refurbished lift is recommended due to the potential repair costs and availability of parts for the current lift, and as advised by the Wolter Inc. Inspector during our 2024 inspection due to the lack of modern safety standards. The purchase will be completed utilizing available funds in the Public Works Capital Equipment Account. Funds received from the auction sale of the 1999 Terex Scissor Lift will be placed back into the Public Works Capital Equipment Account. Purchase of the JLG E400AJP will also eliminate the need for overhead crane inspection services to apply a rental fee for lift rental to the city for future overhead crane inspection services.

By purchasing an articulating man lift versus another scissor lift, this provides the City with a lift that is safe for indoor use, has the height and stability to perform repairs and maintenance to the exterior of City properties, and the tallest interior heights of where the lift will be accessible. Training for the lift is consistent with the training we are required to possess for use of our scissor lift and bucket truck. A DOT established rental rate would apply to non-GL entities utilizing the lift services.

The Finance Committee reviewed this at their February 11, 2025 meeting and unanimously recommended it for approval.

Fiscal Note: (✓one) [] Not Required [] Budgeted Expenditure [X] Not Budgeted
Comments: Originally intended as 2025 Capital Equipment Purchase.

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

THAT the purchase of a 2016 JLG E400AJP Electric Articulating Basket Lift from Ideal Crane Rental for \$36,900.00 is hereby approved.

THAT the city applies funds associated with the auction sale of the 1999 Terex TS30 Scissor Lift into the Public Works Capital Equipment Account.

THAT the city amends the 2025 capital budget for the purchase of the 2016 JLG E400AJP 40' Electric Articulating Basket Lift for the \$36,900.

Account Number	Department	Budget	Debit/(Credit)	Amended Budget	Balance YTD
423-31-49300-000	PW Capital Equipment Fund Balance Applied	(35,500.00)	(36,900.00)	(72,400.00)	(72,400.00)
423-31-53270-814	PW Capital Equipment Fund Equipment	0.00	36,900.00	36,900.00	36,900.00

Offered by: Public Safety & Finance
Motion:
Second:

Approved: _____

Attest: _____

RESOLUTION NO. 2025 -

Dated: February 25, 2025

The City of Baraboo, Wisconsin

Background: For the past few years, the City has required the event organizer to apply for a Special Event permit for certain events that are held at the Sauk County fairgrounds. In an attempt to better determine what events need a permit, Atty. Hagen has drafted a Memorandum of Understanding (MOU) with the Sauk County Agricultural Society, Inc. The City's Fee Schedule will be amended to include a fee specifically for these events and will be brought to Council at a later date.

This MOU will be reviewed by Public Safety at their February 24, 2025 meeting.

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

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

THAT the Memorandum of Understanding between the City of Baraboo and the Sauk County Agricultural Society, Inc. for Special Events held at the fairgrounds is hereby approved and that the Mayor and City Clerk be authorized to execute the attached Memorandum of Understanding.

Offered by: Public Safety**Motion:****Second:****Approved:** _____**Attest:** _____

SPECIAL EVENT PERMIT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into by and between the City of Baraboo (“City”) and the Sauk County Agricultural Society Inc. (“Ag Society”). City and Ag Society are at times collectively referred to as the “Parties” or individually as the “Party.”

WHEREAS, the Ag Society owns the Sauk County Fair Grounds located at 700 Washington Avenue, Baraboo, WI 53913 (the “Fair Grounds”);

WHEREAS, the Ag Society and third parties with the permission of the Ag Society, hold events at the Fair Grounds that are considered a special event (“Special Event”) under Section 12.05 of the Municipal Code of the City of Baraboo;

WHEREAS, Special Events are required to obtain a special event license (“License”) from the City pursuant to the City’s Code;

WHEREAS, both the City and the Ag Society believe that it is in their respective best interests to clarify what events at the Fair Grounds are considered a Special Event for which a License is required and to set requirements, terms, and conditions applicable to such Special Events.

NOW THEREFORE, in consideration of the above recitals and the mutual agreements contained herein, and for such other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

I. PURPOSE: This MOU clarifies when an event at the Fair Grounds is considered a Special Event for which a License is required and to set requirements, terms, and conditions applicable to such Special Events.

II. TERM: This MOU shall be for a term starting on March 1, 2025 and ending on December 31, 2024 (the “Initial Term”), and shall automatically renew for successive one (1) year terms thereafter (“Renewal Term”) unless either Party notifies the other Party in writing, of its intention to terminate this MOU at least sixty (60) days prior to the expiration of the then-current term, in which case this MOU shall terminate at the end of the then-current term during which such notice is given.

III. SPECIAL EVENT LICENSE REQUIRED: Events at the Fair Grounds that involve any of the conditions below shall be considered a Special Event for which a License from the City shall be required:

- A. Alcohol beverages are sold to the public;
- B. Use or closure (including partial) of any City rights-of-ways (“ROWS”); or
- C. Traffic management on any ROWs.

Notwithstanding the forgoing, the City reserves the right to determine whether events that do not involve any of the above conditions are Special Events which require a License under the City’s Code.

IV. SPECIAL EVENT REQUIREMENTS: Special Events at the Fair Grounds shall comply with the following requirements, in addition to those required for a License under the City's Code:

- A. When alcohol beverages are sold to the public, security must be present to ensure no underage person is able to purchase or consume alcohol contrary to Wisconsin law.
- B. Only individuals with a valid operator's license issued by the City or operator's permit issued by the State shall serve alcohol.
- C. An Ag Society member or their designee shall be present at all Special Events with the power/authority to shut down/end the Special Event if deemed necessary by the City. The Ag Society member or their designee shall be reachable by phone at all times during the Special Event and their phone number shall be provided to the City prior to the Special Event.
- D. No music and/or sound amplification devices shall be used after 11:30 p.m., unless approved by a noise permit issued pursuant to Section 9.06(4)(b) of the City's Code.
- E. Special Event applications shall be submitted at least thirty (30) days prior to a Special Event requiring the use or closure of ROWs and at least twenty (20) days prior to a Special Event not involving the use or closure of ROWs.

V. INSURANCE: The Ag Society shall maintain insurance insuring it against liability for bodily injury, death or damage to personal property arising out of the Special Events at the Fair Grounds with a combined single limit of \$1,000,000 per occurrence with a \$2,000,000 aggregate. Any policy returned or obtained hereunder shall name the City as an additional insured and a certificate of insurance shall be provided to the City upon reasonable request.

VI. INDEMNIFICATION: The Ag Society and its officers, officials, employees, agents and contractors or their subcontractors (each an "Indemnifying Party") shall defend, indemnify, and hold harmless the City and its officers, officials, employees, and agents ("Indemnified Parties") against any and all liability, costs, damages, fines, penalties, payments, remediation costs, and expenses (including reasonable attorney's fees and all other costs and expenses of litigation) (each a "Covered Claim") that may be asserted by any person or entity and arise in any way (including any act, omission, failure, negligence, or willful misconduct) in connection with any Special Event at the Fair Grounds or anyone acting under the direction or control or acting on behalf of or at the invitation of the Ag Society or other Indemnifying Party, except to the extent the City's willful misconduct gives rise to such Covered Claim. The following procedures shall apply to the Ag Society's indemnification obligations under this Section VI:

- A. The City shall give prompt written notice to the Ag Society of any claim or threatened claim, specifying the factual basis for such claim and the amount of the claim. If the Claim relates to an action, suit, or proceeding filed by a third party against the City, the City shall notify the Ag Society no later than fifteen (15) days after the City receives written notice of the action, suit, or proceeding.
- B. The City's failure to give the required notice shall not relieve the Ag Society of its obligation to indemnify the City unless, and only to the extent, that the Ag Society is materially prejudiced by such failure.
- C. The Ag Society shall have the right at any time, by notice to the City to participate in or assume control of the defense of the claim with counsel of its choice, which counsel must be reasonably acceptable to the City. The City agrees to cooperate fully with the Ag

Society. If the Ag Society assumes control of the defense of any third-party claim, the City shall have the right to participate in the defense at its own expense. If the Ag Society does not assume control or otherwise participate in the defense of a third-party claim, the Ag Society shall be bound by the results obtained by the City with respect to the claim.

- D. If the Ag Society assumes the defense of a third-party claim as described above, then in no event shall the City admit any liability with respect to, or settle, compromise, or discharge any third-party claim without the Ag Society's prior written consent.
- E. The Ag Society shall take prompt action to defend and indemnify the Indemnified Parties against Covered Claims, actual or threatened, but in no event later than notice by the City to the Ag Society of the service of a notice, summons, complaint, petition, or other service of process against an Indemnified Party related to a Covered Claim attributed in any way to a Special Event at the Fair Grounds; or the acts, fault, negligence, personnel, or property of the Ag Society or other Indemnifying Party. The Ag Society shall defend any such claim or threatened action, including as applicable, engagement of legal counsel, to respond to, defend, settle, or compromise any claim or threatened claim.
- F. The Ag Society acknowledges and agrees that it is responsible for reimbursing the City for any and all costs and expenses (including attorneys' fees) incurred in the enforcement of the indemnification provisions in this Section VI.

The Ag Society's indemnification obligations under this Section VI shall survive the termination or expiration of this MOU.

VII. NOTICE: All notices by or pertaining to this MOU shall be in writing and shall be sent to the Parties at the respective email or mailing addresses below. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service. If served via email, the notice shall be effective upon sending.

City of Baraboo:

Brenda Zeman
Clerk-Treasurer
101 South Boulevard
Baraboo, WI 53913
BZeman@baraboowi.gov

Sauk County Agricultural Society Inc.:

Elizabeth Cook
Secretary
PO Box 467
Baraboo, WI 53913
info@saukcountyfair.com

Either Party may change its notice address(es) for purposes of this MOU by giving the other Party written notice of the address change using one of the methods set out in this Section VII.

VIII. Termination: This MOU may be terminated at anytime upon the written consent of both Parties.

IX. Authority: Each Party warrants to the other that the person or persons executing this MOU on the Party's behalf have the full right, power, and authority to enter into and execute this MOU on such Party's behalf.

X. Governing Law: This MOU and the performance thereof shall be governed, interpreted, construed, and regulated by the laws of the State of Wisconsin, without regard to its conflict of laws provisions.

XI. Amendment: Any amendment or modification of this MOU shall be void and ineffective unless made in writing and signed by both Parties.

XII. Severability: If any section, subsection, term, or provision of this MOU is, to any extent, held invalid or unenforceable, the remainder of the section, subsection, term, or provision of the MOU will not be affected thereby and each remaining section, subsection, term, or provision of this MOU will be valid and enforceable to the fullest extent permitted by law.

XIII. Headings: The headings of sections are for convenient reference only and will not be deemed to limit, construe, affect, modify, or alter the meaning of the sections.

XIV. Counterparts: This MOU may be executed in several counterparts, each of which when so executed and delivered shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all Parties are not signatories to the original or same counterpart. Furthermore, the Parties may execute and deliver this MOU by electronic means, such as .pdf, DocuSign, or similar format. The Parties agree that delivery of this MOU by electronic means will have the same force and effect as deliver of original signatures and that the Parties may use such electronic signatures as evidence of the execution and delivery of the MOU to the same extent as an original signature.

[Signature page to follow]

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized representatives as of the date(s) written below:

**SAUK COUNTY AGRICULTURAL
SOCIETY INC.**

CITY OF BARABOO

By: _____
Scott Zirzow, President

By: _____
Rob Nelson, Mayor

Date: _____

Date: _____

Attest: _____
Elizabeth Cook, Secretary

Attest: _____
Brenda Zeman, City Clerk

Date: _____

Date: _____

Lori J Laux, Treasurer

TREASURER'S INVESTMENT REPORT for January 2025

Average Rate of Return on Current Deposits					Benchmarks:	
			Avg Term			
Total Receipts:	12,015,386.41	General Funds:	3.0 M	2.60%	LGIP	4.39%
		Utility Funds:	12.1 M	3.67%	90-day T-bill:	5.38%
Total Disbursements:	7,145,249.82	Segregated Funds:	18.1 M	4.29%		
		Securities w/Dana	3.18 years	4.54%	6M CD:	4.16%
		All Funds:	6.0 M	3.02%	12M CD:	3.99%
			Liquid:	77.0%	18M CD:	3.94%
		Term:	23.0%			
Policy Objectives:						
Safety:	▪ \$3,500,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.					
Liquidity:	▪ Liquidity is high as we have tax dollars in hand.					
Yield:	▪ CD rates are starting to turn, rates are almost the same regardless of term. Securities are also very strong.					

TRANSACTIONS											
#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Reinvest	CD	General	BMO	7758005084		9 mos	1/25/2025	4.95%	200,000.00	Pd to MM
								10/25/2025	4.25%	200,000.00	Pd to MM

Comments:

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst		Amount	Interest
									Coupon	Yield		
(1)	BUY	FMAC	3134HAY64	100.0000	AA+/Aaa	Callable	18 mos	7/14/2027	4.75%		200,000.00	Semiannual

Comments:

Finance/Personnel Committee Meeting Minutes
January 28, 2025, 6:00 p.m.
City Hall, Committee Room #205
101 South Blvd., Baraboo, WI 53913

Members Present: Sloan, Kent
Members Absent: Kierzek
Others Present: Mayor Nelson, Administrator Young, Clerk Zeman, J. Ostrander, J. Bergin, T. Pinion, N. Lund, E. Oakeson

1. Call Meeting to Order

Chairman Sloan called the meeting to order at 6:00pm

1.a Roll Call of Membership

1.b Note Compliance with Open Meeting Law

1.c Approve Minutes of January 14, 2025

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 paying \$791,220.49 of Accounts Payable.

CARRIED (2 to 0)

2.b Library Budget Amendments

J. Bergin explained that the library board approved their 2025 budget in December, following the November referendum. They have elected to use additional funds from the Library Trust Fund, which includes donated funds and Friends of the Library donations, and to add some additional funds from Fund Balance for budget shortfalls. She also noted that funding from the County was significantly less than expected due to the library being closed during 2023 for construction. The Library Board is willing to contribute additional Funds from the Library Trust Fund because they are expecting this to be a one-time thing; no additional funds are requested from the City.

Moved by: Kent

Seconded by: Sloan

Recommend approving the library budget amendments.

CARRIED (2 to 0)

2.c Budget Transfer Amendment

J. Ostrander noted that for the 2023 Audit, there were changes to GASB requirements which required additional time from the auditors. This additional cost will be split between the general fund, utilities, and fire/EMS.

Moved by: Kent

Seconded by: Sloan

Recommend approving the Budget Transfer Amendment authorizing payment of additional costs for CLA, LLC in the amount of \$4,500.

CARRIED (2 to 0)

2.d Information Technology (I.T.) Coordinator Job Description

Administrator Young explained that due to some recent retirements, the need for an Information Technology (IT) position has greatly increased. Staff have reviewed some different options, contacted other local municipalities, and have determined that we need to move ahead with this full-time position. Many factors play into this and include aging equipment, a security grant, and staff issues. The IT committee has created and reviewed this job description. Moving forward

with this now will allow time for current staff member David Grant to assist in getting someone trained for this position.

Moved by: Kent

Seconded by: Sloan

Recommend approving the amended job description for the Information Technology (I.T.) Coordinator Position.

CARRIED (2 to 0)

3. Discussion Items

Process for exploring employee health insurance options for 2026

Mayor Nelson explained that staff was approached by Tri Core to see if they could submit a bid for an alternative to the City's current health insurance options. Administrator Young noted that this was discussed at the last department head meeting and one question was whether staff should be reaching out to other insurance companies to obtain bids/prices. It was noted that the state's plan currently offers other options such as deductible, high deductible, etc. Tri Core will review what the city currently offers and determine if they can offer comparable coverage at a lower rate.

Fee Schedule

No discussion took place; this will be placed on the next agenda.

4. Adjournment

Moved by: Kent

Seconded by: Sloan

That the meeting adjourns at 6:54pm

CARRIED (2 to 0)

Brenda M. Zeman, City Clerk

Minutes of the Public Safety Committee Meeting – January 6, 2025

Members Present: David Olson and John Ellington. **Others Present:** Administrator John Young, Mayor Nelson, Interim Police Chief LaBroschian, City Engineer Tom Pinion, Street Superintendent Tony Gilman, Brad Weirich.

Call to Order – Chairman John Ellington called the meeting to order at 1:00. Compliance with the Open Meeting Law was noted. It was moved by Olson, seconded by Ellington to approve the agenda as posted. Motion carried unanimously. It was moved by Ellington, seconded by Olson to approve the minutes of the November 18, 2024 meeting. Motion carried unanimously.

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

Action Items

- a. Consider revising Section 7.09 Parking Restriction, Subsection (2) Angle Parking, to allow angle parking on the east side of East Street from a point 75 feet north of Water Street to a point 150 feet north of Water Street. - Pinion presented the background to the Committee. He said CRO Statz and Chief Sinden suggested that the ordinance be amended to allow that officially as angle parking. It was moved by Olson, seconded by Ellington to recommend revising Section 7.09 Parking Restriction as presented. Motion carried unanimously.
- b. Review Proposal for 2025 CTH T Lift Station Rehabilitation project and recommend award of a contract – Pinion presented the proposals to the Committee. It was staff's recommendation to accept the proposal from LW Allen Pump Systems for the rehabilitation project. It was moved by Olson, seconded by Ellington to recommend accepting the proposal from LW Allen Pump Systems in the amount of \$12,265. Motion carried unanimously.
- c. Review Proposal for 2025 Water Resource Recovery Facility's Supervisory Control and Data Acquisition –Pinion presented the background for this request to the Committee. It was moved by Olson, seconded by Ellington to accept the proposal of Altronex Control Systems in the amount of \$29,857 for the replacement of the WRRF SCADA computer and software. Motion carried unanimously.

Steve Hause arrived at 1:16 p.m.

- d. Review Proposal for Towing Contract for 2025 thru 2027 and recommend award of a Contract – Interim Police Chief LaBroschian presented the background. He said that one proposal was received from Craig's Towing which has provided services to the City for the past three years. It was moved by Olson, seconded by Hause to accept the proposal from Craig's Towing for 2025, 2026, and 2027. Motion carried unanimously.
- e. Consider reducing the interest rate on the Final Resolution Authorizing Public Improvement and Levying Special Assessments against benefitting properties on the Hwy 33 Reconstruction Project – Pinion presented the background to the Committee, It was moved by Hause, seconded by Olson to recommend approving the resolution reducing the interest rate on the Final Resolution. Motion carried unanimously.
- f. Consider the Preliminary Resolution Declaring Intent to levy Special Assessments for New Curb and Gutter on Madison Street/Avenue as part of its reconstruction in 2025. – Pinion said that as part of the 2025 budget, new curb & gutter construction is planned where no curb & gutter currently exists for Madison Street/Avenue (between East Street and Birch Street, approximately 1,550 feet of curb and gutter. He said that the resolution is the first step in the statutory process to assess the cost of these new improvements against the benefitting properties. It was moved Hause, seconded by Olson to recommend approval of the resolution as presented. Motion carried unanimously.
- g. Discuss Police Department's recommendation to increase the forfeitures for certain traffic violations – LaBroschian said that the Police Department is requesting revising Chapter 7 of the City Code of Ordinance to raise the forfeiture for alternative side parking violation from \$10 to \$20. He said that eventually they would like to look at raising the other parking violations, but because this is alternative side parking season and the cost of the software,

the cost of actually going out to do it, and the administrative costs on the back end they would like to raise this violation at this time. Pinion stated that it is an opportunity cost to issue the ticket not an out-of-pocket cost to the City to issue a ticket. After a brief discussion, it was moved by Olson, seconded by Hause to recommend revising Chapter 7, Traffic Code as presented. Motion carried unanimously.

- h. Discuss prospective new sidewalk construction candidates for the next 2025 thru 2027 – Discussion took place regarding sidewalk on Tuttle between 8th and 9th. Pinion said that on the west side of Tuttle there is a retaining wall and it would be too costly to move it and to install sidewalks. He said on the east side is St. Paul's Church and it goes up quick in the back slopes, so either a retaining wall or we would have to get a construction easement from them to regrade their entire front yard. He said north on Tuttle there is insufficient right-of-way to install sidewalk on both sides. Olson said that it would be a hard block to get done, but it sticks out like a sore thumb sticking out of everything, he feels it would be worth it just to do one block and get it done. Pinion said Wheeler one has it on one side. LaBroschian asked if installing sidewalk all the around the fairgrounds has ever been discussed, he feels that is a heavily used area during the fair and other events. Pinion said that this is not an action item, just discussion, but he could put cost estimates together for what the Committee desired. Olson said there is Tuttle and all the around the fairgrounds. Pinion said that he doesn't remember Lincoln came on the original study, but there is not much pedestrian generation other than one or two times a year. Pinion said that Lincoln from 3rd Street to 4th Street, the original ranking was 178, and now it is 41. Pinion some have talked about Hitchcock, from South Blvd. to Prairie, and last time we talked about this, the south of Lynn Avenue (Hitchcock to Andro), Warren (east side, 10th to 11th), Quarry Street (west side, Maple to South), Martin Street (South Parkway to Vine), Lake Street (Quarry to Vine) 12th Street (Elizabeth to Tuttle), 12th Street (Tuttle to Martiny Ct.), and 10th Street (Elizabeth to Jefferson).
- i. Discuss prospective alley reconstruction candidates for 2025. – Gilman presented the background on the PASER rating scale. He said that the two alleys that he is recommended for 2025 is between 5th & 6th Streets (Washington to Jefferson 750'), and between 2nd and 3rd Avenue (Park to Summit 462'), 1212 feet of asphalt, so essentially about 3 blocks of alleys worth. He said that the alternate alleys he listed comes out to be 1072 feet of asphalt. He said that he would like to get the first two alleys suggested done; however, if funds get tight after doing the long alley he would do one of the shorter alternate ones.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for November and December 2024 – It was moved by Olson, seconded by Hause to approve the monthly billing adjustments/credits as presented. Motion carried unanimously.

Discussion Items

- a. Discuss Public Safety Committee meeting dates and times for 2025 – Olson said that he has a class from 2:00-3:00, asked if 3:30 works for everyone. Pinion asked about morning, Olson said he has an 8:00-9:00 a.m. class, so 9:30 and after is free. Hause said afternoons are better for him, but he can make anything work. It was decided the meetings will be held on the last Monday of each month at 10:30 a.m., January 27th through May.
- b. Discuss status of Water Utility Superintendent Recruitment – Administrator Young said that applications were reviewed, 4 candidates were selected for interviews. He said the Recruitment Committee, made up of himself, Tom Pinion, Tony Gilman, Jan Bance, Jessica Wilcox unanimously selected Ben Brown. At this time his has been made the Interim Utility Superintendent following Wade's retirement until it is taken to the Council on January 20th.

Reports

- a. Utility Superintendent's Report
 - i. Staffing Updates –Covered in above discussion.
 - ii. Project Updates – Brown said that future projects coming are lift station upgrades, Madison Street upgrades. He said that the utility upgrades on Madison Street is not the entire stretch, just two blocks where many breaks have happened.
- b. Street Superintendent's Report

- i. Staffing Updates – Gilman said that various schedules are being used depending on the task. General maintenance start at 6:00 or 7:00. He said during leaf collection a crew is assigned to work 4-1's, Monday thru Thursday.
- ii. Monthly Activity Report – Gilman said December 19th was the first significant snowstorm of the year and staff began addressing routes shortly after the snow began. He said that they are continuing an extensive cleaning of the current facility, and the former Public Works building Gilman said that staff has been applying manhole protection rings to manholes and water valves that are susceptible to plowing operations.

Informational

- Equipment Replacements: Our 2025 equipment that was moved to the 2024 budget, is beginning to near completion. Three haul trucks are expected by the end of January 2025, and the two plow trucks are expected by the end of March 2025. Had those funds not been moved to the 2024 budget cycle, we would have been looking at July and November of 2025 at the earliest, according to the upfitters.
- 2025 Alley Replacements: Included in the packet is a list of Alley Reconstruction Candidates. Alley reconstruction budget was reduced by \$10,000 in 2025 because of our aggressiveness in renovations over the last few years. I have listed my recommendations for resurfacing, pending any utility conflicts, and have offered alternate alleys as options for review as well.

Ellington said the department did an excellent job on the parking lot on 5th Avenue.

Discussion then took place regarding Olson's request for a crosswalk at Elizabeth and 2nd Street.

c. Police Chief's Report

- i. Staffing Updates – LaBroschian said Sinden's last day was last Friday. He said the patrol position, they had a conditional offer that was accepted by a new recruit the end of last year, he will be starting the academy on Monday, January 13, graduated May 16.
- ii. Case/Response Update – Reports are included in the packet.

Adjournment – There being no further business, Hause moved, Olson seconded to adjourn at 2:47 p.m.

Respectfully submitted,

John Ellington, Chairman