



CITY OF BARABOO COMMON COUNCIL AGENDA

Tuesday, March 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) March 11, 2025 | 1 |
| 4. APPROVAL OF AGENDA (Voice Vote) | |
| 5. COMPLIANCE WITH OPEN MEETING LAW NOTED | |
| 6. PRESENTATIONS <ul style="list-style-type: none">• Jessica Bergin will present the 2024 Annual Library Report. | |
| 7. PUBLIC HEARINGS | |
| 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 <ul style="list-style-type: none">• The Spring Election will be held on April 1, 2025. All residents vote at the Baraboo Civic Center, polls are open from 7:00am to 8:00pm.• In-Person Absentee Voting for the Spring Election is taking place now in the City Clerk's office. Residents have until Friday, March 28th to vote In-Person Absentee. For more information please visit the City's website or contact the Clerk's office.• Just a reminder to residents, per City Ordinance, temporary signs are not allowed in or upon any public street right-of-way, park or place.• The Mayor would like to congratulate Trina Cromwell on her 15th anniversary and Jarret Van Tassel on his 10th anniversary with the City of Baraboo. Congratulations to you both!! | |
| 10. CONSENT AGENDA <i>(Roll Call)</i> | |
| 10.1 Accounts Payable Approve the Accounts Payable to be paid in the amount of \$ | 10 |
| 10.2 Budget Amendments Approve the 4th Qtr. 2024 Budget Amendments. | 11 |
| 11. ORDINANCES ON 2nd READING <i>None.</i> | |
| 12. NEW BUSINESS- RESOLUTIONS | |

- 12.1 Madison Avenue Reconstruction Project 14
Consider accepting the low bid of Gerke Excavating, Inc. in the amount of \$1,397,203.36 for the 2025 Madison Avenue Reconstruction Project. (Pinion)
- 12.2 Knowles-Nelson Stewardship Program 15
Consider approving a resolution supporting the reauthorization of the Knowles-Nelson Stewardship Program. (Nelson)
13. **NEW BUSINESS ORDINANCES**
None.
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** 16
The City acknowledges receipt and distribution of the following:
Reports: February 2025, Treasurer & Building Inspection
Copies of the Meeting minutes included in this packet:
Finance.....02-25-2025
16. **ADJOURNMENT (Voice Vote)**

Common Council Meeting Minutes**March 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, Clerk Zeman, Adm. Young, P. Cannon, J. Ostrander, T. Pinion, C. Johnson, K. Stieve, Seth Taft, members of the press and others.

1. CALL TO ORDER

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

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

3. APPROVAL OF PREVIOUS MINUTES

Moved by: Ellington

Seconded by: Hause

Motion: CARRIED

4. APPROVAL OF AGENDA

Moved by: Hazard

Seconded by: Thurow

Motion: CARRIED

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

Seth Taft presented the Downtown Baraboo Annual Report

7. PUBLIC HEARINGS

None Scheduled.

8. PUBLIC INVITED TO SPEAK

Barry Hartup, 402 Lincoln Ave, spoke in favor of recognizing World Migratory Bird Day on May 10th. The passage of this resolution is an essential part of the annual renewal of the City's certification as a Bird City, Baraboo originally qualified for this in 2016. Powered Up Baraboo has been working on the renewal application and will submit following tonight's Council meeting, along with the fee paid for by Powered Up Baraboo. They feel a strong commitment to ensuring this renewal continues and hopes the City will continue to partner with them for years to come.

9. MAYOR'S BUSINESS

- "Coffee with a Cop" will take place on Thursday March 20, 2025 at Coffee Bean Connection from 9:00am to 11:00am.
- The Spring Election will be held on April 1, 2025. All residents vote at the Baraboo Civic Center, polls are open from 7:00am to 8:00pm.
- In-Person Absentee Voting for the Spring Election starts on March 18th at 8:00am in the City Clerk's office. For more information please visit the City's website or contact the Clerk's office.
- The Mayor would like to congratulate David DeMars on his 5th anniversary with the City of Baraboo. Congratulations David!!

10. CONSENT AGENDA

Moved by: Sloan

Seconded by: Ellington

Motion: CARRIED (9 to 0)

10.1 Accounts Payable

Resolution No: 2025-033

THAT the Accounts Payable, in the amount of \$ 469,311.99 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

10.2 **Temporary Liquor License, Baraboo Area Chamber of Commerce****Resolution No: 2025-034**

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

- Baraboo Area Chamber of Commerce, 4th Annual Oktoberfest, 9-20-2025

11. ORDINANCES ON 2nd READING

None.

12. NEW BUSINESS- RESOLUTIONS12.1 **International Migratory Bird Day****Resolution No: 2025-035**

Moved by: Olson

Seconded by: Hazard

WHEREAS, migratory birds are symbols of spring to many citizens and are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS, birds are important for plant pollination, seed dispersal, and insect control; and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing growing threats to their migration routes and their summer and winter homes; and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation, with informed bird enthusiasts directly contributing to maintenance of healthy bird populations; and

WHEREAS, the City of Baraboo was first recognized as a Bird City in 2016, and has several groups participating with the City to promote the area’s dedication to birds – including the International Crane Foundation, the Baraboo Range Preservation Association, and the Ochsner Park Zoo; and

WHEREAS, programs will be presented in 2025 recognizing birds of the area and the importance of places like the Arboretum and the Maxwell-Potter Conservancy to the health and safety of both resident and migratory birds;

NOW, THEREFORE, BE IT RESOLVED, that the City of Baraboo, Wisconsin does hereby observe May 10, 2025 as International Migratory Bird Day in Baraboo.

Motion: CARRIED (9 to 0)

12.2 **Liquor License, ID Investments LLC****Resolution No: 2025-036**

Moved by: Ellington

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:

- Class “B” Fermented Malt Beverage Liquor License for ID Investments, LLC, d/b/a The Vault Baraboo, at 502 Oak Street.

Motion: CARRIED (9 to 0)

12.3 **Fee Schedule, Special Events****Resolution No: 2025-037**

Moved by: Sloan

Seconded by: Lombard

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

THAT the City of Baraboo hereby approves the following revisions to the Fee Schedule, effective March 1, 2025:

Special Events:

Application Fee:

| | | |
|---|---------------------|----------|
| On Private Property Only | \$35.00 | \$50.00 |
| Event at Sauk County Fairgrounds | | \$150.00 |
| Involves Public Right-of-Way | \$150.00 | \$250.00 |
| Veterans, Exempt for events on National Holidays | | Free |
| If sponsored entirely by non-profit or government | | Free |

Costs for Services:

| | |
|---|---|
| If Event Requires Extraordinary City Services | Actual cost of City Services if amount is >\$500; Waiver may be granted |
|---|---|

Motion: CARRIED (9 to 0)12.4 2025 Public Works Projects**Resolution No: 2025-038**

Moved by: Ellington

Seconded by: Thurow

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

That the low bids of:

| | | |
|----------------------------|-----------|---|
| D.L. Gasser | \$163,045 | – Proposal #1 – Asphaltic Paving |
| D.L. Gasser | \$ 50,000 | – Proposal #2 – Asphaltic Patching Material |
| D.L. Gasser | \$ 45,810 | – Proposal #3 – Asphaltic Patching |
| Rennhack Construction, Inc | \$ 72,960 | – Proposal #4 – Curb and gutter & Sidewalk Repair |
| Milestone Materials | \$ 8,750 | – Proposal #5 – Crushed Aggregate Base Course |
| Allen Steele Co. | \$ 35,000 | – Proposal #6 – Concrete and Asphalt Crushing |

Are hereby accepted and all other bids are rejected.

Motion: CARRIED (9 to 0)12.5 STH 136 Median Mowing**Resolution No: 2025-039**

Moved by: Sloan

Seconded by: Hause

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

That the Proposal for mowing of the STH 136 median strips from Top 2 Bottom in the amount of \$75.00 per mowing and \$40 per hour for additional weed pulling and trimming is hereby accepted and all other Proposals are rejected.

Motion: CARRIED (9 to 0)12.6 Noxious Weeds & Rank Growth Proposal**Resolution No: 2025-040**

Moved by: Hazard

Seconded by: Ellington

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

That the Proposal for mowing of weeds and rank growth from Sunrise Property Care in the amount of \$0.02 per square foot for mowing an improved lot, \$0.025 per square foot for vacant property less than ½-acre, \$0.015 per square foot for vacant property greater than ½-acre, and \$0.05 per square foot for weed control is hereby accepted.

Motion: CARRIED (9 to 0)12.7 Acquisition of Right-of-Way & Temporary Limited Easement, 8th & Jefferson St.**Resolution No: 2025-041**

Moved by: Ellington

Seconded by: Hazard

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

THAT the City Engineer is directed to make the final arrangements with BP Operators LLC for the purchase of approximately 2,872 sq ft of new right-of-way and approximately 1,475 sq ft of temporary limited easement for the reconstruction of the south leg of the 8th Street & Jefferson Street intersection, for a total combined cost of \$12,500, and

THAT, if after review from the City Attorney, all necessary documents are sufficient, authorize the Mayor and City Clerk to execute the documents for completing this transaction.

Motion: CARRIED (9 to 0)

12.8 Revocable Encroachment Agreement**Resolution No: 2025-042**

Moved by: Thurow

Seconded by: Lombard

A Resolution approving a Revocable Encroachment Agreement with St. John's Evangelical Lutheran Church for a metal railing between the east curb of East Street and the west side of the public sidewalk, at the north end of the East Street bank, on the west side of the Church at 624 East Street and within the City's East Street right-of-way.

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

The Common Council hereby approves the Revocable Encroachment Agreement with St. John's Evangelical Lutheran Church for a metal railing across the tree bank on the west side of 624 East Street within the City's East Street right-of-way, pursuant to the attached Agreement.

Motion: CARRIED (9 to 0)

13. NEW BUSINESS ORDINANCES

None.

14. COMMITTEE OF THE WHOLE

Moved by Ellington, seconded by Thurow and carried unanimously to enter Committee of the Whole to discuss the following:

Update on litigation regarding Wisconsin & Southern Railroad, LLC and the Wisconsin River Rail Transit Commission

T. Pinion refreshed the Council members that this is a sanitary sewer through bridge #368 located on Lake Street, next to Deppe's warehouse that we installed with their permission. Staff took part in a telephone conference with the judge; the plaintiff has filed a motion to dismiss without prejudice which means this can be brought back at a later time. Staff is waiting for the judge's decision, but it is expected that this claim will be dismissed without prejudice.

Update on the financing for the Fire/EMS Stations

P. Cannon explained that we contracted with the architects back in March of 2022 for this project; staff has been working on this project since 2020. The project currently includes 2 stations: Station 1 is on Hwy 136 that includes sleeping quarters, a community room, training area, an optional training tower, and room for a cold storage on the purchased land. Station #2 is on the east side of town, Taft Avenue, and will include sleeping quarters, showers for decontamination, and standard fire station needs. Station #1 is about \$21.1M for the building and \$1.5M for the training tower brings the total to \$23M; Station #2, with an 8% inflation cost, it is probably over a little over \$6M. The total project cost is estimated at \$30-\$32M with furniture and equipment. We have already borrowed \$800,000 that matured in 2024, we increased the line of credit to \$842,000 for one year. We have also received a state grant for \$1.4M for the construction of these stations. Costs already incurred include the architect and the purchase of the land.

The USDA application is \$24M. The city could borrow the remaining project costs as Revenue Debt or a General Obligation Debt; the \$24M is Revenue Obligation debt which has no effect on the City's GO capacity. This will be a lease through the CDA to the City, and then the City will sublease it to the Fire & EMS District. Ehler's has estimated the debt service cost for years one through 20, with borrowing the \$6-\$8M, at \$1,780,000 per year. After 20 years it would drop to \$1.14M for debt

service. Staff is currently waiting to hear from USDA. Baker Tilly was hired to do an analysis of the auditor's evaluation of funding this project and it still comes down to the city levying for this. We could look at alternative funding sources; however, interest rates will be higher. Because the City can only have GO debt for 20 years, we would be looking at a significant debt payment. P. Cannon notes that the current debt service payment is \$1.6M; Because this is GO debt only, it does not include City Hall or the Library. State statutes allow us to borrow up to 5% of our equalized value; however, he does not recommend doing this. The City has a self-imposed limit of 3%, allowing for approximately \$40M in debt.

There is some concern from Council members with moving ahead with this project due to the increase in costs. Even though this is Revenue Debt and does not count against our debt limit, it was noted that this is simply a way of avoiding our debt limit.

Chief Stieve noted that the 2 stations came about when the size of Station #1 got too big for one station, not necessarily the result of response time. Based on the size and needs of the community, staff made the recommendation to build 2 stations. The intention is to build two stations now, saving future costs by adding a station at a later date. The current IGA with the Fire/EMS District states that 20 years past occupying the new station is when the lease starts; they will be responsible for maintenance only until that time. There is concern that requiring the surrounding municipalities, members of the Fire/EMS District, to contribute will encourage them to leave the district.

Some council members agree that this project needs to be revisited, with one central location. While there is a need for a new station(s), \$32M is too large to put on the taxpayers of Baraboo. Staff could revisit a study done by MSA for potential one station, central locations and review the current plans for places where money can be saved. It was noted that we need to make the community aware of the need for new station(s) and consider future developments. Council will review this again once we receive communication from USDA.

Ted Matkom, Gorman & Associates, will provide an update and funding request for the Corson Square/Driftless Lofts project

P. Cannon explained that they have been working on this RAD (Rent Assistance Demonstration) Blend Conversion which takes it from public housing under HUD, where we receive an operational lump sum payment for operations and capital. The new conversion will be similar to Donahue where a base rent is determined, here is what they get, and they pay the difference. There are two parts to this: the renovation of the current 40-unit Corson Square, which is considered low income, and construction of a 56-unit building, Driftless Lofts which will be affordable housing, on vacant land between Corson Square and the duplexes. The duplexes would then be sold to help fund this project. Back in June we applied for a Federal Home Loan Bank Grant. All banks in the Chicago District take 10% of their profits and give it to the Federal Home Loan Bank, which is then distributed in various programs, one of which is affordable housing. Baraboo received two awards, a \$2M grant for Corson Squares and a \$1.75M for the 56-unit Driftless Lofts. They are planning to apply to WEDA for tax credits, selling the tax credits with the proceeds going toward the construction cost. There will be debt to WEDA of \$1.5M but as Section 8 Rent, the government is paying the debt service, or rent, risk free. There is a gap of \$1.5M to renovate Corson Square. In order to apply to WEDA, they need confirmation of commitment for the \$1.5M. If approved, they will attempt to reduce this amount, and the final dollar amount will be brought back to Council at a later date for full commitment. As for Driftless Lofts, which includes 1, 2, and 3-bedroom units, this is providing for families. Driftless Lofts is new construction with a gap of \$3.1M that will need the City's commitment prior to filing the application. Staff are also looking at the possibility of extending the life of a TIF with the increment to be used only for affordable housing. Both projects will require final approval from the Council at a later date.

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

15. NEW BUSINESS-RESOLUTIONS CON'T

15.1 Driftless Lofts Apartment Facility

Resolution No: 2025-043

Moved by: Hazard

Seconded by: Ellington

A Resolution approving the City's assistance to help fund the gap financing for the Driftless Glen Apartment in the amount of approximately \$3,100,000.

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

Now, Therefore be it Resolved that the Baraboo City Council acknowledges the city wide need for additional affordable housing units and supports the construction of the new Driftless Lofts 56 unit apartment facility, and

THAT the Baraboo City Council agrees to assist the City of Baraboo Community Development Authority (CDA) with the funding of the Driftless Lofts Apartments in the amount of approximately \$3,100,000.

Against (2): Lombard, and Sloan

Motion: CARRIED (7 to 2)

15.2 Corson Square Renovation Project**Resolution No: 2024-044**

Moved by: Hazard

Seconded by: Hause

A Resolution approving the City's assistance to help fund the gap financing for the Corson Square Renovation project in the amount of approximately \$1,500,000.

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

Now, Therefore be it Resolved that the Baraboo City Council acknowledges the city wide need for additional affordable housing units and supports the Corson Square Renovation, and

THAT the Baraboo City Council agrees to assist the City of Baraboo Community Development Authority (CDA) with the funding of the Corson Square Renovation in the amount of approximately \$1,500,000.

Against (2): Lombard, and Sloan

Motion: CARRIED (7 to 2)

16. ADMINISTRATOR AND COUNCIL COMMENTS

Ald. Hause noted that St. Joe's will be serving breakfast on Sunday.

Ald. Thurow noted that the bell wagon and three others are back home in Baraboo for viewing.

17. REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

Reports: January 2025, Building Inspection

Copies of the Meeting minutes included in this packet:

Finance/Personnel Committee Meeting Minutes

February 11, 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, Adm. Young, J. Ostrander, T. Pinion, T. Gilman, R. LaBroscian, Ald. D. Olson, Brett Topham, Executive Director of Sauk County Economic Development Thomas Cox

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 28, 2025**

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 \$8,597,900.09 of Accounts Payable.

CARRIED (3 to 0)

2.b Fee Schedule, Special Events

T. Pinion explained that we get a significant amount of Special Event permits each year. Based on the current fee schedule, which includes an application fee of \$150, we are not coming close to covering our costs for the larger events that require street closure. Staff is recommending a fee increase of \$150 to \$250. The proposed fee schedule includes a fee for Special Events held at the fairgrounds. Staff is currently working on an Memorandum of Understanding (MOU) with Sauk County Agricultural Society to determine when a license is required at the fairgrounds. The proposed fee of \$250 will cover staff costs; however, if an event requires additional staff time, the city does have the ability to invoice the applicant for any extra costs associated with the event.

Moved by: Kent
Seconded by: Kierzek
Recommend amending the application fee for Special Events in the City's Fee Schedule.

CARRIED (3 to 0)

2.c Basket Lift Purchase

T. Gilman noted that this was originally in the capital replacement schedule for 2025 and was inadvertently left out of the budget detail. For our needs, a refurbished lift, at the cost of \$36,900, with all of the modern safety standards will be sufficient. This lift can be used inside or outside, and transported between facilities for use by other departments. Because this is a City Services expense, the parks department and utilities will be responsible for a portion of the expense.

Moved by: Kent
Seconded by: Kierzek
Recommend the purchase of a 2016 JLG E400AJP Electric Articulating Basket Lift from Ideal Crane Rental for \$36,900.00

CARRIED (3 to 0)

2.d Update Sewer Service Area Plan, MSA Professional Services, Inc

T. Pinion noted that the DNR imposed this plan in the early 2000's because we had exceeded the population of 10,000. This service area plan is to be updated every 5 years. Our area includes the Village of West Baraboo, Town of Baraboo Sanitary District #1, and Devil's Lake State park; these parties are involved with the agreement. This was last completed in 2015, with the intention to revisit this once the Comp Plan amendment was done. We received bids from 3 vendors, and staff is recommending we go with MSA as the most competitive price and the history having completed the last 2 updates. The updated service area plan will include any recently annexed properties, however, it will still require DNR approval to extend sewer into any of these areas.

Moved by: Kent
Seconded by: Kierzek
Recommend authorizing the Mayor and City Clerk to execute an agreement with MSA Professional Services, Inc, not to exceed \$11,500, to update the City's Sewer Service Area Plan.

CARRIED (3 to 0)

2.e Dump Truck Purchase

Adm. Young explained that the current truck owned by parks was part of the future replacement plan but because of age and repairs, we are looking to replace this vehicle. The original price was quoted by Dahl Automotive; however, Dahl will no longer honor this price. Staff has reached out to Kayser in Sauk and they can provide a similar vehicle for a slight increase in the cost. We will be looking at using the Line of Credit at Baraboo State Bank to cover the purchase.

Moved by: Kierzek
Seconded by: Sloan
Recommend the purchase of a new 2024 RAM 3500 4WD Dump Truck from Kayser in Sauk City for a cost of \$64,850.
Against (1): Kent

CARRIED (2 to 1)

2.f Contract for Municipal Prosecutions

Adm. Young noted that Maximilian Buckner, who previously processed municipal prosecutions, resigned his position with BoardmanClark and at this time, they have no one to replace him. Staff reached out to several law firms and recommends contracting with Reuter, Whitish & Evans, S.C. for municipal prosecutions at \$185/hr, a slight increase from BoardmanClark. Staff with this company does have significant experience with municipal prosecutions.

Moved by: Kent
Seconded by: Kierzek
Recommend authorizing the Mayor and City Clerk to enter into an agreement with Reuter, Whitish & Evans, S.C. for the purpose of representing the City in Municipal prosecutions.

CARRIED (3 to 0)

2.g State/Municipal Financial Agreement #3, STH 33

T. Pinion noted that the original was approved in 2022 and this revision includes the reimbursement of purchasing and installing the "cluster mailbox" on the north end of Jefferson Street. These mailboxes are based on recommendations from the post office.

Moved by: Kent

Seconded by: Kierzek

Recommend approving Revision #3 to the State/Municipal Financial Agreement for STH 33 for reimbursement of a cluster mailbox.

CARRIED (3 to 0)

3. Discussion Items

Fee Schedule

T. Pinion noted that department heads are reviewing and providing their update recommendations to Adm. Young.

Update on procedure for Finance & Council items

As possible, staff will try to bring items to Finance and then Council two weeks later allowing more time to review before action is taken by Council. There will still be items with restrictions that will require action from both Finance & Council on the same night.

4. Adjournment at 6:51pm

Moved by: Kierzek

Seconded by: Kent

CARRIED (3 to 0)

**CITY OF BARABOO ADMINISTRATIVE MEETING
Meeting Minutes**

**February 4, 2025, 8:00 a.m.
City Hall, Committee Room #205
101 South Blvd., Baraboo, WI 53913**

Members Present: Thurow, Hazard, Lombard

Others Present: Staff: Mayor - Rob Nelson, Administrator - John Young, City Clerk - Brenda Zeman,
Police Captain - Ryan Labrosian, City Engineer - Tom Pinion, 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, January 7, 2025

Moved by: Lombard

Seconded by: Hazard

Motion: CARRIED

1.d APPROVE AGENDA

Moved by: Hazard

Seconded by: Lombard

Motion: CARRIED

2. ACTION ITEM(S)

2.a Temporary Liquor License, Downtown Baraboo Inc.

Oak Street and Broadway Street locations were questioned and it was clarified that they have their own license.

Moved by: Lombard

Seconded by: Thurow

Recommendation to the Common Council on approving a Temporary Class "B" Fermented Malt Beverage Liquor License to Downtown Baraboo, Inc., Brew Ha Ha on 3-14-2025.

Motion: CARRIED

2.b Temporary Liquor License, Knights of Columbus Council 4392

No problems.

Moved by: Hazard

Seconded by: Lombard

Recommendation to the Common Council on approving a Combination "Class B" Fermented Malt Beverage and Wine Liquor License for Knights of Columbus Council 4392, Feast of St. Joseph on 03-19-2025.

Motion: CARRIED

2.c Change of Agent, Baraboo Country Club

Labrosian stated past alcohol issues existed but were 15 years old therefore the Police had no problem with passing.

Moved by: Lombard

Seconded by: Hazard

Recommendation to the Common Council for the Liquor License Change of Agent for the Baraboo Country Club, Inc., to Anthony Teasdale.

Motion: CARRIED

2.d Liquor License, Liberty Square Gas Station Inc.

New corporation purchased business, no problems to issue.

Moved by: Hazard

Seconded by: Thurow

Recommendation to the Common Council for a 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

3. **DISCUSSION**

3.a Bicycle Pedestrian Commission

Bicycle Commission is part of the comprehensive plan. This draft is for discussion purposes and to get changes and feedback. It has been passed through Public Safety Committee. Questions concerning how the costs of the committee would be funded. Labroschian prefers having this committee for bicycle issues instead of Public Safety Committee. This item will return after other committees review.

4. **INFORMATIONAL ITEM(S)**

4.a Date and time of next meeting: March 4, 2025

5. **ADJOURNMENT (Voice Vote)**

Adjourn at 8:18 am

Moved by: Lombard

Seconded by: Hazard

Motion: CARRIED

18. **ADJOURNMENT**

Moved by: Ellington

Seconded by: Hause

That the meeting adjourn at 9:20pm.

Motion: CARRIED

Brenda M. Zeman, City Clerk

10.1

RESOLUTION NO. 2025 -

Dated: March 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: _____

The City of Baraboo, Wisconsin

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Therefore, the city is required to notify the citizenry through publication in the City's official newspaper about the supplemental budget amendments. The State Statute requires publication to happen within ten (10) days upon Council approval of said amendments.

The City's publication process is to identify budget amendments in the fiscal commentary section of resolutions when spending authorizations are granted. Therefore, the City Council could approve budget transfers as often as every meeting. The City satisfies the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing.

Fiscal Note: (check one) [] Not Required [X] Budgeted Expenditure [X] Not Budgeted

Comments: Budget amendments are budgetary transfers from one budgeted expenditure account to another. Budget amendments, that are new appropriations, were not budgeted. The 2024 City Budget provides for publishing amendments.

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

That the following budget amendments are authorized:

- 4th Quarter, 2024 City-Wide New Appropriation Budget Amendments for \$70,178.00
- 4th Quarter, 2024 City-Wide Budgetary Transfers \$549,317.00

See attached amendment schedules.

Offered by: Finance/Personnel Committee

Approved by: _____
Mayor

Motion:

Second:

Certified by: _____
City Clerk

| City of Baraboo 4th Quarter 2024 Budget Amendment Common Council approved the following Budget Amendments at their March 25, 2025 meeting: | | | | | | |
|--|--|--------------------------------|-----------------|----------------|---------------------------|----------------|
| Account Number | Department | Account | Original Budget | Debit/(Credit) | New Appropriations (Only) | Amended Budget |
| 100-11-51640-340-000 | General Fund - Municipal Building | Operating Supplies | 8,150.00 | (500.00) | | 7,650.00 |
| 100-11-51640-392-000 | General Fund - Municipal Building | Small Equipment Purchase | - | 500.00 | | 500.00 |
| | Trans Muni Bldg Op supplies to Small Equipment | | | | | |
| 100-31-53300-290-000 | General Fund - Street Maintenance | Other Contracted Services | 20,000.00 | (9,500.00) | | 10,500.00 |
| 100-31-53300-371-000 | General Fund - Street Maintenance | Bituminous Materials | 15,000.00 | 9,500.00 | | 24,500.00 |
| | Trans DPW Streets contract Srv to Bituminous Materials | | | | | |
| 100-52-55410-280-000 | General Fund - Zoo | Repair & Maint Serv-Facilities | 5,000.00 | (700.00) | | 4,300.00 |
| 100-52-55410-260-000 | General Fund - Zoo | Repair & Maint Serv-Buildings | 2,400.00 | 700.00 | | 3,100.00 |
| | Trans Zoo Facilities to Buildings | | | | | |
| 100-31-51630-260-000 | General Fund - Street Department - Storage Buildings | Repair & Maint Serv-Buildings | 33,000.00 | (2,000.00) | | 31,000.00 |
| 100-31-51630-350-000 | General Fund - Street Department - Storage Buildings | Repair & Maint Materials | 1,000.00 | 2,000.00 | | 3,000.00 |
| | Trans PW Maint Buildings to Maint Materials | | | | | |
| 100-31-53350-270-000 | General Fund - Snow & Ice - Street Department | Special Services | 5,000.00 | (1,200.00) | | 3,800.00 |
| 100-31-53350-340-000 | General Fund - Snow & Ice - Street Department | Operating Supplies | 500.00 | 1,200.00 | | 1,700.00 |
| | Trans PW Serv to Matl for snow truck cables | | | | | |
| 100-14-56300-200-000 | General Fund - Planning - City Administrator | Contracted Services | 65,108.00 | 1,364.00 | 1,364.00 | 66,472.00 |
| 100-10-49300-000 | General Fund - General Government | Fund Balance Applied | (471,842.00) | (1,364.00) | | (473,206.00) |
| | Approp funds for Open 2023 POs - SEH Comp Plan | | | | | |
| 100-31-53635-240-000 | General Fund - Recycling - Street Department | Repair & Maint Service-Vehicle | 20,000.00 | (15,115.00) | | 4,885.00 |
| 100-31-53620-240-000 | General Fund - Garbage & Refuse - Street Department | Repair & Maint Service-Vehicle | 10,000.00 | 15,115.00 | | 25,115.00 |
| | Trans PW recycling to cover garbage truck transmission | | | | | |
| 100-21-47320-000 | General Fund - Fire | Intergov Charge (Fire) | - | (24,833.00) | | (24,833.00) |
| 100-10-49300-000 | General Fund - General Government | Fund Balance Applied | 471,842.00 | (43,981.00) | | 427,861.00 |
| 100-21-52200-110-000 | General Fund - Fire Protection - Fire | Salaries | - | 68,814.00 | 68,814.00 | 68,814.00 |
| | Approp FD intergovernment funds for leave payout | | | | | |
| 100-11-51500-330-000 | General Fund - Finance | Travel & Training | 2,865.00 | (2,515.00) | | 350.00 |
| 100-11-51500-250-000 | General Fund - Finance | Repair & Maint Serv-Equipment | 7,500.00 | (1,985.00) | | 5,515.00 |
| 100-11-51510-214-000 | General Fund - Independent Auditing - Finance | Prof Services - Auditing | 38,045.00 | 4,500.00 | | 42,545.00 |
| | Trans Fin Trav Train & equip repair to Audit | | | | | |
| 100-11-51640-340-000 | General Fund - Municipal Building - Finance | Operating Supplies | 7,650.00 | (600.00) | | 7,050.00 |
| 100-11-51640-392-000 | General Fund - Municipal Building - Finance | Small Equipment Purchase | 500.00 | 600.00 | | 1,100.00 |
| | Trans Fin Op Supplies to Small Equipment Purchases | | | | | |
| 100-11-51420-320-000 | General Fund - City Clerk | Dues & Subscriptions | 965.00 | (265.00) | | 700.00 |
| 100-11-51420-340-000 | General Fund - City Clerk | Operating Supplies | - | 265.00 | | 265.00 |
| | Trans Clerk Dues & Subs to Operating Supplies | | | | | |
| 100-11-51420-110-000 | General Fund - City Clerk | Salaries | 50,068.00 | 7,000.00 | | 57,068.00 |
| 100-11-51440-110-000 | General Fund - Elections | Salaries | 8,047.00 | 2,300.00 | | 10,347.00 |
| 100-11-51440-120-000 | General Fund - Elections | Wages | 28,718.00 | 6,800.00 | | 35,518.00 |
| 100-11-51500-120-000 | General Fund - Finance | Wages | 123,572.00 | (8,100.00) | | 115,472.00 |
| 100-11-51520-120-000 | General Fund - City Treasurer | Wages | 83,529.00 | (8,600.00) | | 74,929.00 |
| 100-11-51530-120-000 | General Fund - Finance - Assessment | Wages | 1,651.00 | 600.00 | | 2,251.00 |
| 100-11-51440-130-000 | General Fund - Elections | Social Security | 1,449.00 | 600.00 | | 2,049.00 |
| 100-11-51520-130-000 | General Fund - City Treasurer | Social Security | 6,115.00 | (600.00) | | 5,515.00 |
| 100-11-51440-131-000 | General Fund - Elections | Retirement | 1,361.00 | 600.00 | | 1,961.00 |
| 100-11-51520-131-000 | General Fund - City Treasurer | Retirement | 5,817.00 | (600.00) | | 5,217.00 |
| 100-11-51440-132-000 | General Fund - Elections | Health Insurance | 7,055.00 | 4,500.00 | | 11,555.00 |
| 100-11-51500-132-000 | General Fund - Finance | Health Insurance | 64,470.00 | (850.00) | | 63,620.00 |
| 100-11-51520-132-000 | General Fund - City Treasurer | Health Insurance | 29,681.00 | (3,800.00) | | 25,881.00 |
| 100-11-51530-132-000 | General Fund - Finance - Assessment | Health Insurance | 730.00 | 150.00 | | 880.00 |
| | Transfer FIN personnel costs to adjust to actual | | | | | |
| 100-14-51400-110-000 | General Fund - City Administrator | Salaries | 134,043.00 | 19,220.00 | | 153,263.00 |
| 100-14-51400-130-000 | General Fund - City Administrator | Social Security | 11,656.00 | 1,000.00 | | 12,656.00 |
| 100-30-53100-110-000 | General Fund - Mapping & Engineering Support | Salaries | 54,929.00 | (19,220.00) | | 35,709.00 |
| 100-30-53100-130-000 | General Fund - Mapping & Engineering Support | Social Security | 7,444.00 | (1,000.00) | | 6,444.00 |
| | Transfer ADM personnel costs - T.Pinion 50% base | | | | | |
| 100-14-51400-110-000 | General Fund - City Administrator | Salaries | 134,043.00 | (29,617.00) | | 104,426.00 |
| 100-14-51400-130-000 | General Fund - City Administrator | Social Security | 11,656.00 | (2,266.00) | | 9,390.00 |

| | | | | | |
|----------------------|--|--------------------------------|--------------|-------------|--------------|
| 100-14-51400-131-000 | General Fund - City Administrator | Retirement | 10,340.00 | (2,043.00) | 8,297.00 |
| 100-14-51400-132-000 | General Fund - City Administrator | Health Insurance | 33,208.00 | (8,377.00) | 24,831.00 |
| 100-14-51400-212-000 | General Fund - City Administrator | Management services | - | 42,303.00 | 42,303.00 |
| | Transfer ADM personnel costs - Cannon contract | | | | |
| 100-22-52400-120-000 | General Fund - Building Inspection - Inspection & Zoning | Wages | 8,255.00 | 1,300.00 | 9,555.00 |
| 100-30-53100-120-000 | General Fund - Mapping & Engineering Support | Wages | 46,200.00 | 4,800.00 | 51,000.00 |
| 100-30-53430-120-000 | General Fund - Sidewalk Repair - Engineering | Wages | 19,370.00 | (4,000.00) | 15,370.00 |
| 100-30-57343-120-000 | General Fund - Engineering - New Sidewalks | Wages | 3,027.00 | (2,100.00) | 927.00 |
| 100-30-53100-130-000 | General Fund - Mapping & Engineering Support | Social Security | 6,444.00 | 300.00 | 6,744.00 |
| 100-30-53430-130-000 | General Fund - Sidewalk Repair - Engineering | Social Security | 1,427.00 | (300.00) | 1,127.00 |
| 100-30-53100-132-000 | General Fund - Mapping & Engineering Support | Health Insurance | 23,450.00 | (400.00) | 23,050.00 |
| 100-22-52400-132-000 | General Fund - Building Inspection - Inspection & Zoning | Health Insurance | 3,649.00 | 400.00 | 4,049.00 |
| | Transfer ENG personnel costs to adjust to actual | | | | |
| 100-31-53240-120-000 | General Fund - Machinery & Equipment - Street Department | Wages | 86,254.00 | 26,000.00 | 112,254.00 |
| 100-31-53350-120-000 | General Fund - Snow & Ice - Street Department | Wages | 60,111.00 | (20,000.00) | 40,111.00 |
| 100-31-53650-120-000 | General Fund - Compost - Street Department | Wages | 26,863.00 | (6,000.00) | 20,863.00 |
| 100-31-53310-120-000 | General Fund - Alleys - Street Department | Wages | 19,198.00 | 2,300.00 | 21,498.00 |
| 100-31-53450-120-000 | General Fund - Parking Lots - Street Department | Wages | 1,232.00 | 1,700.00 | 2,932.00 |
| 100-31-53640-120-000 | General Fund - Weeds - Street Department | Wages | 5,544.00 | 1,900.00 | 7,444.00 |
| 100-52-55200-120-000 | General Fund - Parks | Wages | 232,511.00 | 3,600.00 | 236,111.00 |
| 100-31-53370-120-000 | General Fund - Trees and Brush - Street Department | Wages | 51,165.00 | (9,500.00) | 41,665.00 |
| 100-52-53370-120-000 | General Fund - Parks - ROW - Trees | Wages | 57,143.00 | (16,445.00) | 40,698.00 |
| 100-52-55200-120-000 | General Fund - Parks | Wages | 236,111.00 | 16,445.00 | 252,556.00 |
| 100-31-53240-130-000 | General Fund - Machinery & Equipment - Street Department | Social Security | 6,451.00 | 1,800.00 | 8,251.00 |
| 100-31-53640-130-000 | General Fund - Weeds - Street Department | Social Security | 396.00 | 200.00 | 596.00 |
| 100-31-53350-130-000 | General Fund - Snow & Ice - Street Department | Social Security | 11,421.00 | (1,200.00) | 10,221.00 |
| 100-31-53650-130-000 | General Fund - Compost - Street Department | Social Security | 1,991.00 | (800.00) | 1,191.00 |
| 100-31-53240-131-000 | General Fund - Machinery & Equipment - Street Department | Retirement | 6,053.00 | 1,700.00 | 7,753.00 |
| 100-31-53350-131-000 | General Fund - Snow & Ice - Street Department | Retirement | 5,142.00 | (1,300.00) | 3,842.00 |
| 100-31-53650-131-000 | General Fund - Compost - Street Department | Retirement | 1,870.00 | (400.00) | 1,470.00 |
| 100-31-53240-132-000 | General Fund - Machinery & Equipment - Street Department | Health Insurance | 27,395.00 | 4,000.00 | 31,395.00 |
| 100-31-53450-132-000 | General Fund - Parking Lots - Street Department | Health Insurance | 198.00 | 1,100.00 | 1,298.00 |
| 100-31-53640-132-000 | General Fund - Weeds - Street Department | Health Insurance | 2,190.00 | 600.00 | 2,790.00 |
| 100-31-53350-132-000 | General Fund - Snow & Ice - Street Department | Health Insurance | 21,668.00 | (3,000.00) | 18,668.00 |
| 100-31-53650-132-000 | General Fund - Compost - Street Department | Health Insurance | 9,731.00 | (2,700.00) | 7,031.00 |
| | Transfer PW & PK personnel costs to adjust to actual | | | | |
| 100-31-53300-120-000 | General Fund - Street Maintenance | Wages | 153,116.00 | (52,223.00) | 100,893.00 |
| 100-31-53300-132-000 | General Fund - Street Maintenance | Health Insurance | 47,683.00 | (17,000.00) | 30,683.00 |
| 100-31-53620-120-000 | General Fund - Garbage & Refuse | Wages | 61,600.00 | (49,526.00) | 12,074.00 |
| 100-31-53620-132-000 | General Fund - Garbage & Refuse | Health Insurance | 24,328.00 | (16,300.00) | 8,028.00 |
| 100-31-53635-120-000 | General Fund - Recycling | Wages | 30,800.00 | (28,627.00) | 2,173.00 |
| 100-31-53630-270-000 | General Fund - Solid Waste Disposal | Special Services | 240,000.00 | 163,676.00 | 403,676.00 |
| | Trans PW personnel costs for Peterson contract | | | | |
| 100-31-53620-348-000 | General Fund - Garbage & Refuse | Gas. Diesel. Oil. Grease | 22,000.00 | (8,568.00) | 13,432.00 |
| 100-31-53635-240-000 | General Fund - Recycling | Repair & Maint Service-Vehicle | 20,000.00 | (20,000.00) | - |
| 100-31-53635-290-000 | General Fund - Recycling | Other Contracted Services | 52,000.00 | (15,846.00) | 36,154.00 |
| 100-31-53635-348-000 | General Fund - Recycling | Gas. Diesel. Oil. Grease | 13,000.00 | (9,404.00) | 3,596.00 |
| 100-31-53635-341-000 | General Fund - Recycling | Tires | 4,000.00 | (3,721.00) | 279.00 |
| 100-31-53635-350-000 | General Fund - Recycling | Repair & Maint Materials | 23,600.00 | (22,000.00) | 1,600.00 |
| 100-31-53630-270-000 | General Fund - Solid Waste Disposal | Special Services | 403,676.00 | 79,539.00 | 483,215.00 |
| | Trans PW garbage budget for Peterson contract | | | | |
| 100-52-53370-120-000 | General Fund - Parks - ROW - Trees | Wages | 40,698.00 | (8,335.00) | 32,363.00 |
| 100-52-56110-120-000 | General Fund - Forestry - Parks | Wages | 61,600.00 | (8,840.00) | 52,760.00 |
| 100-52-55200-120-000 | General Fund - Parks - Parks | Wages | 252,556.00 | 17,175.00 | 269,731.00 |
| 100-52-55200-110-000 | General Fund - Parks - Parks | Salaries | 104,631.00 | (5,440.00) | 99,191.00 |
| 100-53-55300-110-000 | General Fund - Recreation | Salaries | 65,303.00 | 440.00 | 65,743.00 |
| 100-53-55300-120-000 | General Fund - Recreation | Wages | 32,304.00 | 5,000.00 | 37,304.00 |
| 100-52-53370-132-000 | General Fund - Parks - ROW - Trees | Health Insurance | 19,495.00 | (3,000.00) | 16,495.00 |
| 100-52-55200-132-000 | General Fund - Parks | Health Insurance | 76,391.00 | 3,000.00 | 79,391.00 |
| | Trans PK personnel costs to adjust to actual | | | | |
| 100-52-55200-120-000 | General Fund - Parks | Wages | 269,731.00 | 22,676.00 | 292,407.00 |
| 100-52-55200-130-000 | General Fund - Parks | Social Security | 25,308.00 | 1,735.00 | 27,043.00 |
| 100-10-49300-000 | General Fund - General Government | Fund Balance Applied | (471,842.00) | (24,411.00) | (496,253.00) |
| | Approp PK employee separation benefits | | | | |

Net impact on all city-wide funds' budgets 549,317.00 70,178.00

Net impact on City's Fund Family only 479,139.00

Budgetary Transfers 70,178.00

RESOLUTION NO. 2025 -

Dated: March 25, 2025

The City of Baraboo, Wisconsin

Background: Bids were received on March 04, 2025 for this year's scheduled Madison Ave. Reconstruction Project. Following is the bid tabulation:

2025 Madison Ave Reconstruction Project

| | <u>BASE BID</u> | <u>BASE + ALT's A1, C1 & D1</u> |
|----------------------------|------------------------|--|
| Gerke Excavating Inc. | \$ 1,453,705.36 | \$1,397,203.36 |
| H James & Sons, Inc. | \$ 1,544,083.06 | \$1,558,657.06 |
| A-1 Excavating LLC | \$ 1,604,160.00 | \$1,549,300.00 |
| Tri-City Contractors, Inc. | \$ 2,061,655.52 | \$1,979,959.52 |

The Finance Committee reviewed these bid results at their March 11th meeting and recommended approval.

Fiscal Note: (check one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted
Comments

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

That the low bid of Gerke Excavating Inc. for the Base Bid price plus Alternate Bid Items A1, C1, and D1, in the amount of **\$1,397,203.36** for the 2025 Madison Ave Reconstruction Project is hereby accepted and that the Mayor and City Clerk are hereby authorized to execute the respective Contracts.

Offered by: Finance Comm.**Approved by Mayor:** _____**Motion:****Second:****Certified by City Clerk:** _____

The City of Baraboo, Wisconsin

Background: The Knowles-Nelson Stewardship Program is up for re-authorization this year, and faces an uncertain future. Given that the City of Baraboo and its residents have benefited significantly from Stewardship grants in the past and would be in a position to receive additional grants in the future, Council has an opportunity to express its support for the program with the following resolution.

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

WHEREAS, the Wisconsin Legislature created the Knowles-Nelson Stewardship Program in 1989 to preserve valuable natural areas and wildlife habitat, protect water quality and fisheries, and expand opportunities for outdoor recreation for the public; and

WHEREAS, the Knowles-Nelson Stewardship Program is set to expire in 2025; and

WHEREAS, the City of Baraboo has directly benefited from Stewardship grants, having received over \$463,000 since 1996 to fund projects including the Riverwalk, the Maxwell-Potter Conservancy, Steinhorst Park, and the future Riverside Park; and

WHEREAS, future projects such as Campbell Park, Riverside Park, the Great Sauk State Trail, and others yet to be proposed could potentially receive assistance from Stewardship grants; and

WHEREAS, the Baraboo residents also benefit from Stewardship-funded projects in the Village of West Baraboo, neighboring towns, and those that protect and enhance the Baraboo River; and

WHEREAS, these projects have also spurred the development of public nature-based outdoor recreation opportunities that promote economic development and enhance quality of life; and

WHEREAS, the statewide investment of \$1.3 billion since 1990 yields \$2.5 billion in benefits to Wisconsin residents each year in the form of flood protection, recreational opportunities, biodiversity preservation, air and water filtration, carbon sequestration, and improved mental/physical health; and

WHEREAS, it is the intent of the City of Baraboo Common Council to express its support to our State Legislators and the Governor for the reauthorization of the Knowles-Nelson Stewardship Program in 2025 with sufficient funding allocated to fund projects over the next 10 years.

NOW THEREFORE, BE IT RESOLVED, that the City of Baraboo Common Council does hereby express to the Wisconsin Legislature and Governor our full support for the reauthorization of the Knowles-Nelson Stewardship Program and request that sufficient annual funding be allocated to support projects over the next 10-year period.

BE IT FURTHER RESOLVED, that the Common Council directs the Mayor to forward a copy of this resolution to the offices of each of our State Legislators and the office of the Governor.

Offered by: Parks & Recreation Comm.

Approved: _____

Motion:

Second:

Attest: _____

Lori J Laux, Treasurer

TREASURER'S INVESTMENT REPORT for February 2025

Average Rate of Return on Current Deposits:

Benchmarks:

| | | | | | | | |
|-----------------------------|--------------|-------------------|----------|-------|--|----------------|-------|
| | | | Avg Term | | | LGIP | 4.40% |
| Total Receipts: | 1,558,602.60 | General Funds: | 4.6 M | 3.88% | | | |
| | | Utility Funds: | 12.1M | 4.97% | | 90-day T-bill: | 4.30% |
| Total Disbursements: | 8,708,656.88 | Segregated Funds: | 18.4 M | 5.56% | | | |
| | | Securities w/Dana | 3.18 yrs | 4.45% | | 6M CD: | 4.17% |
| | | All Funds: | 7.9 M | 4.33% | | 12M CD: | 4.05% |
| | | Liquid: 68% | | | | 18M CD: | 3.94% |
| | | Term: 32% | | | | | |

Policy Objectives:

- Safety: ▪ \$3,600,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Moving liquid funds to CDs as possible.
- Yield: ▪ CD rates are strong for the short and mid-term CDs. Securities are also very good.

TRANSACTIONS

| # | Action | Type | Identification | Bank | Acct # | Note | Term | Maturity Dat | Rate | Amount | Interest |
|-----|--------|------|----------------|------|----------|------|--------|--------------|-------|------------|----------|
| (1) | NEW | CD | Fire Equipment | BMO | 30252101 | | 18 mos | 8/1/2026 | 4.10% | 200,000.00 | Reinvest |

Comments: Invest borrowed funds until purchase of next Fire Engine. Also moved \$100,000 to Dana.

INVESTMENT ADVISOR TRANSACTIONS

| # | Action | Type | Identification | Price | Rating | Note | Term/WAL | Maturity Date | Yield to Worst | | Amount | Interest |
|-----|--------|------|----------------|---------|--------|------|----------|---------------|----------------|----------|--------------|-------------|
| | | | | | | | | | Yield | Maturity | | |
| (1) | CALLED | FFCB | 3133ERPG0 | 99.9500 | | | 4 years | 8/14/2028 | 5.09% | | \$150,000.00 | Semi-annual |

Comments: Called at 6 months earned 5.13%

| | | | | | | | | | | | | |
|-----|-----|-----|--------|----------|--|--|-------------|------------|-------|--|--------------|---------|
| (2) | BUY | SBA | 530763 | 104.7500 | | | 9.75yrs/4.8 | 12/25/1934 | 6.25% | | \$200,000.00 | Monthly |
|-----|-----|-----|--------|----------|--|--|-------------|------------|-------|--|--------------|---------|

Comments: Pays monthly principal and interest payments

REPORT OF BUILDING INSPECTION
Construction, Plumbing, Electrical, HVAC, Commercial
FEBRUARY

| | 2024 | | | | | | 2025 | | | | | |
|---------------------------|-----------|-----------|-----------------------|-----------------------|-------------------|--------------------|-----------|-----------|---------------------|---------------------|-------------------|-------------------|
| PERMIT TYPE | ISSUED | YTD | EST COST | YTD | FEES | YTD | ISSUED | YTD | EST COST | YTD | FEES | YTD |
| Commercial, New | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Commercial Addition | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Commercial, Alterations | 1 | 1 | \$30,000.00 | \$30,000.00 | \$75.00 | \$75.00 | 2 | 4 | \$153,500.00 | \$220,502.00 | \$1,780.00 | \$2,139.58 |
| Commercial, Razing | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Residential , New SF | 2 | 5 | \$630,000.00 | \$1,485,000.00 | \$1,783.74 | \$4,218.30 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Residential, New Duplex | 1 | 1 | \$540,000.00 | \$540,000.00 | \$1,400.15 | \$1,400.15 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Residential, Additions | 1 | 1 | \$30,000.00 | \$30,000.00 | \$100.00 | \$100.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Residential Remodel | 1 | 4 | \$50,000.00 | \$301,000.00 | \$75.00 | \$593.34 | 2 | 4 | \$45,000.00 | \$61,500.00 | \$223.00 | \$373.00 |
| 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 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Roofing/Siding/Windows | 7 | 10 | \$88,212.00 | \$156,212.00 | \$555.00 | \$1,133.00 | 3 | 11 | \$48,000.00 | \$129,566.00 | \$288.00 | \$804.00 |
| Garage/Sheds/Deck/Fence | 2 | 2 | \$18,600.00 | \$18,600.00 | \$135.00 | \$135.00 | 1 | 1 | \$13,550.00 | \$22,617.00 | \$60.00 | \$120.00 |
| Multi-Family Units | 0 | 1 | \$0.00 | \$1,500,000.00 | \$0.00 | \$4,908.72 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Plumbing Only | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 1 | 2 | \$3,781.00 | \$8,281.00 | \$60.00 | \$120.00 |
| Electrical Only | 3 | 3 | \$3,400.00 | \$3,400.00 | \$180.00 | \$180.00 | 3 | 7 | \$7,289.00 | \$17,593.00 | \$180.00 | \$420.00 |
| HVAC Only | 1 | 2 | \$4,000.00 | \$9,021.00 | \$60.00 | \$120.00 | 1 | 1 | \$10,000.00 | \$10,000.00 | \$60.00 | \$60.00 |
| Sign Permits | 4 | 6 | \$7,500.00 | \$13,500.00 | \$360.00 | \$480.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Solar Install | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Misc. Permits | 1 | 3 | \$0.00 | \$0.00 | \$100.00 | \$230.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTALS | 24 | 39 | \$1,401,712.00 | \$4,086,733.00 | \$4,823.89 | \$13,573.51 | 13 | 30 | \$281,120.00 | \$470,059.00 | \$2,651.00 | \$4,036.58 |

Finance/Personnel Committee Meeting Minutes

February 11, 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, Adm. Young, J. Ostrander, T. Pinion, T. Gilman, R. LaBroscian, Ald. D. Olson, Brett Topham, Executive Director of Sauk County Economic Development Thomas Cox

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 28, 2025

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 \$8,597,900.09 of Accounts Payable.

CARRIED (3 to 0)

2.b Fee Schedule, Special Events

T. Pinion explained that we get a significant amount of Special Event permits each year. Based on the current fee schedule, which includes an application fee of \$150, we are not coming close to covering our costs for the larger events that require street closure. Staff is recommending a fee increase of \$150 to \$250. The proposed fee schedule includes a fee for Special Events held at the fairgrounds. Staff is currently working on an Memorandum of Understanding (MOU) with Sauk County Agricultural Society to determine when a license is required at the fairgrounds. The proposed fee of \$250 will cover staff costs; however, if an event requires additional staff time, the city does have the ability to invoice the applicant for any extra costs associated with the event.

Moved by: Kent

Seconded by: Kierzek

Recommend amending the application fee for Special Events in the City's Fee Schedule.

CARRIED (3 to 0)

2.c Basket Lift Purchase

T. Gilman noted that this was originally in the capital replacement schedule for 2025 and was inadvertently left out of the budget detail. For our needs, a refurbished lift, at the cost of \$36,900, with all of the modern safety standards will be sufficient. This lift can be used inside or outside, and transported between facilities for use by other departments. Because this is a City Services expense, the parks department and utilities will be responsible for a portion of the expense.

Moved by: Kent

Seconded by: Kierzek

Recommend the purchase of a 2016 JLG E400AJP Electric Articulating Basket Lift from Ideal Crane Rental for \$36,900.00

CARRIED (3 to 0)

2.d Update Sewer Service Area Plan, MSA Professional Services, Inc

T. Pinion noted that the DNR imposed this plan in the early 2000's because we had exceeded the population of 10,000. This service area plan is to be updated every 5 years. Our area includes

the Village of West Baraboo, Town of Baraboo Sanitary District #1, and Devil's Lake State park; these parties are involved with the agreement. This was last completed in 2015, with the intention to revisit this once the Comp Plan amendment was done. We received bids from 3 vendors, and staff is recommending we go with MSA as the most competitive price and the history having completed the last 2 updates. The updated service area plan will include any recently annexed properties, however, it will still require DNR approval to extend sewer into any of these areas.

Moved by: Kent

Seconded by: Kierzek

Recommend authorizing the Mayor and City Clerk to execute an agreement with MSA Professional Services, Inc, not to exceed \$11,500, to update the City's Sewer Service Area Plan.

CARRIED (3 to 0)

2.e Dump Truck Purchase

Adm. Young explained that the current truck owned by parks was part of the future replacement plan but because of age and repairs, we are looking to replace this vehicle. The original price was quoted by Dahl Automotive; however, Dahl will no longer honor this price. Staff has reached out to Kayser in Sauk and they can provide a similar vehicle for a slight increase in the cost. We will be looking at using the Line of Credit at Baraboo State Bank to cover the purchase.

Moved by: Kierzek

Seconded by: Sloan

Recommend the purchase of a new 2024 RAM 3500 4WD Dump Truck from Kayser in Sauk City for a cost of \$64,850.

Against (1): Kent

CARRIED (2 to 1)

2.f Contract for Municipal Prosecutions

Adm. Young noted that Maximilian Buckner, who previously processed municipal prosecutions, resigned his position with BoardmanClark and at this time, they have no one to replace him. Staff reached out to several law firms and recommends contracting with Reuter, Whitish & Evans, S.C. for municipal prosecutions at \$185/hr, a slight increase from BoardmanClark. Staff with this company does have significant experience with municipal prosecutions.

Moved by: Kent

Seconded by: Kierzek

Recommend authorizing the Mayor and City Clerk to enter into an agreement with Reuter, Whitish & Evans, S.C. for the purpose of representing the City in Municipal prosecutions.

CARRIED (3 to 0)

2.g State/Municipal Financial Agreement #3, STH 33

T. Pinion noted that the original was approved in 2022 and this revision includes the reimbursement of purchasing and installing the "cluster mailbox" on the north end of Jefferson Street. These mailboxes are based on recommendations from the post office.

Moved by: Kent

Seconded by: Kierzek

Recommend approving Revision #3 to the State/Municipal Financial Agreement for STH 33 for reimbursement of a cluster mailbox.

CARRIED (3 to 0)

3. Discussion Items

Fee Schedule

T. Pinion noted that department heads are reviewing and providing their update recommendations to Adm. Young.

Update on procedure for Finance & Council items

As possible, staff will try to bring items to Finance and then Council two weeks later allowing more time to review before action is taken by Council. There will still be items with restrictions that will require action from both Finance & Council on the same night.

4. Adjournment at 6:51pm

Moved by: Kierzek

Seconded by: Kent

CARRIED (3 to 0)