



## CITY OF BARABOO COMMON COUNCIL AGENDA

Tuesday, June 24, 2025, 7:00 p.m.  
Council Chambers, 101 South Blvd., Baraboo, Wisconsin

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### Pages

1. **CALL TO ORDER**
2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF PREVIOUS MINUTES (Voice Vote)** 1  
June 10, 2025
4. **APPROVAL OF AGENDA (Voice Vote)**
5. **COMPLIANCE WITH OPEN MEETING LAW NOTED**
6. **PRESENTATIONS**  
*None.*
7. **PUBLIC HEARINGS** 8  
The Mayor will announce that now is the published date and time to hear public comment concerning the following:
  - A proposed Amendment to the City of Baraboo 2040 Comprehensive Plan, primarily the Future Land Use designation for the southeasterly most 10.80 acres, more or less, of Planned Neighborhood Mixed Use to a Mixed Commercial.
  - Amendment to the General Development Plan/Specific Implementation Plan in accordance with Steps 3 and 4 of the PUD Process to allow the conversion of the existing common space in the 9-unit, single-story apartment building at 125 9<sup>th</sup> Street to a 10<sup>th</sup> one-bedroom apartment unit and remove the current 55-year and older requirement for all the tenants in this multi-family independent living complex for Ben Fritz.
8. **PUBLIC INVITED TO SPEAK**  
*(Any citizen has the right to speak on any item of business that is on the agenda if recognized by the presiding officer.)*
9. **MAYOR'S BUSINESS**
  - Kudos to the Baraboo Area Chamber of Commerce, the Planning Committee, and all the sponsors, volunteers, and participants for a terrific 2025 Big Top Parade. Special thanks also to City staff for their planning, collaboration, and hard work to make this a safe and successful event.
  - Barabooms, featuring the Festival Foods Fireworks, is scheduled for Friday, July 4, with events on the Boo-U campus grounds starting at 5:00 p.m. and fireworks launching at approximately 9:30 p.m. Thanks to all the sponsors and volunteers who make this event possible!
  - The Mayor will read a proclamation declaring July as National Parks & Recreation Month.

- City Offices will be closed on July 4th, 2025 in observance of Independence Day. Garbage and recycling will be picked up on Saturday, July 5th.

## 10. CONSENT AGENDA

*(Roll Call)*

- |      |   |    |
|------|---|----|
| 10.1 | Accounts Payable  | 10 |
|      | Approve the Accounts Payable to be paid in the amount of \$   |    |
| 10.2 | Temporary Liquor License  | 11 |
|      | Approve a Class "B" Fermented Malt Beverage Temporary Liquor License (AKA Picnic License) for Baraboo Fireworks, Inc., Barabooms, 7-4-2025 or 7-19-2025, the planned rain date. |    |
| 10.3 | Appointments  | 12 |
|      | Approve the appointments to the Library Board   |    |
| 10.4 | Uncollectible Accounts  | 13 |
|      | Approve Writing off delinquent accounts.  |    |

## 11. ORDINANCES ON 2nd READING

*None.*

## 12. NEW BUSINESS- RESOLUTIONS

- |      |   |    |
|------|---|----|
| 12.1 | Liquor License Applications   | 15 |
|      | Consider approving the 2025-2026 Liquor License applications for Al. Ringling Brewing Company and Las Milpas, LLC. (Zeman)  |    |
| 12.2 | Motion for Reconsideration, Liquor License 2025/2026 Applications   | 16 |
|      | a. Moved by _____, seconded by _____, for reconsideration of Resolution No. 2025-095 approving the 2025/2026 Liquor License Applications.   |    |
| 12.3 | Liquor License Applications   |    |
|      | a. Moved by _____, seconded by _____, to approve the 2025/2026 Liquor License applications, previously Resolution No. 2025-095. <i>(Must be defeated)</i>   |    |
|      | b. Moved by _____, seconded by _____, to amend the Resolution that issuance is conditioned on paying outstanding taxes and fees and approval from both internal staff and the Baraboo Area Fire/EMS District.   |    |
| 12.4 | Compliance Maintenance Annual Water Report  | 18 |
|      | Consider accepting the 2024 Compliance Maintenance Annual Water Report (CMAR). (Pinion)   |    |
| 12.5 | Vacate Alley Right-of-Way   | 49 |
|      | Consider vacating the unimproved alley right-of-way east of Jefferson Street between 10 <sup>th</sup> and 11 <sup>th</sup> Streets along the easterly boundary of Lots 17 thru 20 of Hyer's Addition to the City of Baraboo, Sauk County, Wisconsin. (Pinion) |    |
| 12.6 | City Administrator Moving Allowance   | 55 |
|      | Consider amending Section 12.02 of the City Administrator's Employment  |    |

Agreement to extend the Moving Allowance date from July 1, 2025 to September 30, 2025. (Young)

- 12.7 Parks, Recreation and Forestry Director Job Description 56

Consider approving the amended job description for the Parks, Recreation and Forestry Director and authorize the City Administrator to move forward with the hiring of this position. (Young)

- 12.8 Quit Claim Deed, Sauk Avenue 61

Consider authorizing the City Clerk and City Administrator to sign the attached Quit Claim Deed to convey the 50-foot wide strip of land on the south side of Sauk Avenue, between Baraboo Sysco Foods Services, Et Al's property and Seneca Foods' property. (Pinion)

### 13. NEW BUSINESS ORDINANCES

- 13.1 Amend the City of Baraboo's Comprehensive Plan 66

Consider amending the City of Baraboo's 2040 Comprehensive Plan, specifically the Future Land Use designation for the southeasterly most 10.80 acres, more or less, of Planned Neighborhood Mixed Use to a Mixed Commercial. (Pinion??)

- 13.2 Amend §17.18(4)(d), Planned Unit Development 72

Consider amending §17.18(4)(d) amending the General Development Plan & Specific Implementation Plan for 125 9th Street LLC.

### 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 75

The City acknowledges receipt and distribution of the following:

**Reports:** May, 2025 Treasurer

**Copies of the Meeting minutes included in this packet:**

Finance.....5-27-2025

### 16. CLOSED SESSION

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to go into Closed Session. The Mayor will announce that the Council will consider moving into Closed Session pursuant to §19.85(1)(g), Wis. Stat., to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- Notice of Claim, Wisconsin & Southern Railroad, LLC and the Wisconsin River Rail Transit Commission

### 17. 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.

### 18. NEW BUSINESS-RESOLUTIONS CON'T

18.1 Claim, Wisconsin & Southern Railroad, LLC and the Wisconsin River Rail Transit Commission

Consider action on the claim filed by Wisconsin & Southern Railroad, LLC and the Wisconsin River Rail Transit Commission. (Pinion)

19. **ADJOURNMENT (Voice Vote)**

## Common Council Meeting Minutes

June 10, 2025, 7:00 p.m.

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Members Present: Olson, Hazard, Kent, Lombard, Ellington, Sloan, Kierzek, Topham  
Members Absent: Hause  
Others Present: Mayor Nelson, Adm. Young, Clerk Zeman, T. Pinion, P. Cannon, B. Brown, J. Ostrander, D. Helms, Tony Kriel (SCS Engineers), 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: Sloan

**Motion: CARRIED**

**4. APPROVAL OF AGENDA**

Moved by: Hazard

Seconded by: Sloan

**Motion: CARRIED**

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

**6. PRESENTATIONS**

Tony Kriel, SCS Engineers, provided an update of the PSC's Energy Efficiency and Conservation Grant.

**7. PUBLIC HEARINGS**

*None Scheduled.*

**8. PUBLIC INVITED TO SPEAK**

Marianne Cotter, 907 Second Street, spoke as President of Powered Up Baraboo and in favor of the Energy Audit update. She thanked the Mayor, the Common Council, and staff for their work on this assessment and grant. She thanked Tony Kriel and his team for identifying the energy cost savings at the Civic Center, which resulted from the installation of LED lighting. The savings from this project were added to the Carbon Reduction special revenue fund that was created in 2023. Powered Up Baraboo is ready to assist the City of Baraboo with the recommendations that are brought forth.

Rick Eilerstson, 514 1st Street, spoke as Vice President of Powered Up Baraboo and in favor of the grant update. He thanked the Mayor for looking into this grant and submitting the application, and the Common Council for approving the grant. He is excited to see the final results and to start working on opportunities for future improvements.

**9. MAYOR'S BUSINESS**

- The Big Top Parade steps off at 11:00 a.m. on Saturday, June 14, with a full day of events planned for the day. Access to downtown streets will be restricted starting at 9:00 a.m. For more details, visit [bigtopparade.com](http://bigtopparade.com).
- The Mayor read a proclamation declaring June as Pride Month in Baraboo.

**10. CONSENT AGENDA**

Moved by: Sloan

Seconded by: Ellington

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

10.1 Accounts Payable

**Resolution No: 2025-092**

THAT the Accounts Payable, in the amount of \$ 128,795.93 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

10.2 Appointments

**Resolution No: 2025-093**

THAT, Audrie Pelosi and Bill Koenig be appointed to the Bicycle/Pedestrian Commission serving until June 1, 2026, and,

THAT, Anna-Marie School and Chris Gabrielson be appointed to the Bicycle/Pedestrian Commission serving until June 1, 2027.

**11. ORDINANCES ON 2nd READING**

*None.*

**12. NEW BUSINESS- RESOLUTIONS**

12.1 Water Utility Simplified Rate Case & Increase

**Resolution No: 2025-094**

Moved by: Kent

Seconded by: Ellington

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

To approve an application for a Water Utility Simplified Rate Case to the Public Service Commission (PSC). The rate case request would be for the PSC established inflationary 3% rate increase to be effective January 1, 2026. The projected revenue increase will be approximately \$65,800.

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

12.2 Liquor License Applications

**Resolution No: 2025-095**

Moved by: Sloan

Seconded by: Hazard

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

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

**CLASS "A" FERMENTED MALT BEVERAGE**

Emma's Mexican Market LLC d/b/a Emma's Mexican Market, 507 S. Boulevard

**CLASS "B" FERMENTED MALT BEVERAGE**

Baraboo Axe Lounge, LLC d/b/a Baraboo Axe Lounge, 713 Broadway St.

Hong Yan, LLC d/b/a Peking Buffet, 1204 8<sup>th</sup> Street

Sauk County Agricultural Society, Inc d/b/a Sauk County Agricultural Society, 700 Washington

**"CLASS A" LIQUOR**

Bekah Kate's LLC d/b/a Bekah Kate's, 117 3<sup>rd</sup> St.

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

Barabrew Liquor LLC d/b/a Barabrew Wine & Spirits, 315 South Boulevard

Express Market, LLC d/b/a Baraboo Fresh Market, 935 8<sup>th</sup> St.

Kwik Trip, Inc. d/b/a Kwik Trip #657, 604 8<sup>th</sup> Street

Kwik Trip, Inc. d/b/a Kwik Trip #855, 1330 South Boulevard

Liberty Square Gas Station, Inc. d/b/a Refuel Pantry – Get N Go, 325 South Blvd.

MK Stores, LLC d/b/a Snak Atak #43, 801 South Blvd.

Turner Oil Co. Inc. d/b/a Turner BP, 413 State Rd 136

Wal-Mart Stores East, LP d/b/a Wal-Mart #1396, 920 State Rd 136

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

Ben's Mama Mia LLC d/b/a Ben's Mama Mia's, 113 3<sup>rd</sup> St.

Emma's Mexican Market, LLC d/b/a Emma's Mexican Restaurant, 507 South Blvd.

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

Gordon & Hollie Ringelstetter Log Cabin Family Restaurant & Bakery, LLC d/b/a The Log Cabin Family Restaurant & Bakery, 1215 8<sup>th</sup> St.  
ID Investments LLC d/b/a The Vault Baraboo, 502 Oak St  
Juliart Ventures, LLC d/b/a Ringling House B&B, 201 8<sup>th</sup> St.  
Little Tokyo Japanese Restaurant, LLC d/b/a Little Tokyo Japanese Restaurant, 111 4<sup>th</sup> St.  
TB's Broadway Diner, LLC d/b/a Broadway Diner, 304 Broadway St.  
TJH Concessions, LLC d/b/a TJH Concessions, 136 4<sup>th</sup> Ave.

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

Baraboo Arts, LLC d/b/a Baraboo Arts, 202 East St.  
Baraboo Bowling, Inc. d/b/a Thunderbird Lanes, 1117 8<sup>th</sup> Street  
Baraboo BPO Elks Lodge 688 Inc. d/b/a Baraboo Elks Club #688, 401 Oak Street  
Baraboo Burgers, Inc. d/b/a Baraboo Burger Company, 116 4<sup>th</sup> Ave.  
Baraboo Country Club, Inc. d/b/a Fore Seasons Restaurant, 401 Mine Rd  
Con Amici, LLC d/b/a Con Amici, 126 3<sup>rd</sup> St.  
Downtowner, Inc. d/b/a Downtowner Bar & Grill, 130 3<sup>rd</sup> St.  
Fitty's Bar & Grill, LLC d/b/a Bumps Bar, 109 Walnut St.  
G & G Mgt, LLC d/b/a Brothers on Oak, 412 Oak Street  
Jose's Authentic Mexican Restaurant LLC d/b/a Jose's Authentic Mexican Restaurant, 825 8<sup>th</sup> St  
Little Village Café, LLC d/b/a Little Village Café, 146 4<sup>th</sup> Ave.  
Old Baraboo Inn, LLC d/b/a Old Baraboo Inn, 135 Walnut St.  
Poor Richards Bar LLC d/b/a Poor Richards Bar, 411 Oak St  
Quindt's Towne Lounge Restaurant & Eating House, LLC d/b/a Quindt's Towne Lounge Restaurant & Eating House., 441 South Blvd.  
Red Zone Bar & Grill, Inc. d/b/a Gem City Saloon, 124 Ash St.  
Square Tavern, LLC d/b/a Square Tavern, 124 4<sup>th</sup> Ave.  
Ziegler, Zachery d/b/a Zach's Bar, 126 4<sup>th</sup> St

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

The Relish Tray Bistro LLC d/b/a The Relish Tray, 106 4<sup>th</sup> Ave.  
Wiscocktail Group, LLC d/b/a Wiscocktail Lounge, 132 3<sup>rd</sup> St.

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

**12.3 CDA Tax Credit Delivery Obligations**

P. Cannon noted that since the last Council meeting, the CDA has been awarded \$12,000,000 of Low Income Housing Tax Credit for the Driftless Lofts apartment building. Because of this, Gorman & Company has indicated that they can now guarantee the \$1M previously requested of the City.

Moved by: Lombard

Seconded by: Ellington

Motion to postpone the CDA Tax Credit Delivery Obligations indefinitely.

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

**13. NEW BUSINESS ORDINANCES**

*None.*

**14. COMMITTEE OF THE WHOLE**

Moved by Hazard, seconded by Kent and carried unanimously to enter Committee of the Whole to review and discuss the Shared Ride Taxi Service.

J. Ostrander presented a summary comparing the 2024/2025 1st quarter financials of the Shared Ride Taxi Service. The data is showing an increase of revenue, primarily with the Agency Fares, and a decrease in expenses possibly due to reducing the number of vehicles available at slow times of the day. The data also includes an estimate of federal and state grant revenue.

Mayor Nelson noted that he spoke with Justin of Running Inc. and he is very confident on how the service is running and is very optimistic that the ridership growth will continue. Mayor Nelson also

noted that there is a possibility that the Joint Finance Committee will include in the budget some additional funding for Tier C Transit Operations, which includes the Shared Ride Taxi.

Ald. Kierzek noted that going forward they are looking at some changes for the Medicaid rules which will affect the Agency Fares, possibly eliminating this for the Shared Ride Taxi.

Mayor Nelson noted that the July 8th Council meeting will include a Public Hearing regarding the consideration of reducing the exterior service area from 15-miles to 8-miles.

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

**15. ADMINISTRATOR AND COUNCIL COMMENTS**

*None.*

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

The City officially acknowledges receipt and distribution of the following:

**Reports:** May, 2025 Building Inspection

1st Qtr. 2025 Financial Statements

**Copies of the Meeting minutes included in this packet:**

**Finance/Personnel Committee Meeting Minutes**

**May 13, 2025, 5:30 p.m.**

**City Hall, Committee Room #205**

**101 South Blvd., Baraboo, WI 53913**

Members Present:	Kent, Kierzek
Members Absent:	Sloan
Others Present:	Mayor Nelson, Adm. Young, Clerk Zeman, J. Ostrander, T. Pinion, B. Topham, D. Olson, Ted Matkom, Joan Fordham

**1. Call Meeting to Order**

Ald. Kent called the meeting to order at 5:30pm.

**1.a Roll Call of Membership**

**1.b Note Compliance with Open Meeting Law**

**1.c Approve Minutes of April 22, 2025.**

**Moved by:** Kierzek

**Seconded by:** Kent

**CARRIED (2 to 0)**

**1.d Approve Agenda**

**Moved by:** Kierzek

**Seconded by:** Kent

**CARRIED (2 to 0)**

**2. Action Items**

**2.a Accounts Payable**

**Moved by:** Kent

**Seconded by:** Kierzek

Recommend paying \$406,648.50 of Accounts Payable.

**CARRIED (2 to 0)**

**2.b CDA Tax Credit Delivery Obligations**

Ted Matkom, Gorman and Company, noted that they had anticipated helping out the CDA with the finances for design, construction, etc. for this project. There is one critical point in the process that WHEDA, Wisconsin Housing and Economic Development Authority, calls the "8609 Certificate" that is completed once all the guarantees are submitted. Once the "8609 Certificate" is issued, Gorman would then withdraw from the project and the CDA would then assume 100% of the development entity and move forward. The CDA could then apply for tax credits. As an example of the tax credits, a \$10M deal would use a 4% Tax Credit. They go to WHEDA and request a non-competitive 4% Tax Credit, 4% of the \$10M. This building then produces \$400,000 of credits for 10 years, for a total of \$4M. Once the application is closed, the CDA could then sell the \$4M of credit to Associated Bank, who in turn receives Community Reinvestment Act Credit. At closing, the \$10M project has a certificate that will be sold to the bank for a \$4M commitment, which is then broken down and received by the CDA at four different times within 24 months: Closing, Completion, Leased, 8609. Because this requires 10 years of tax credit delivery, the investor is looking for a guarantee, or pledge, from the City of \$1M in the event the CDA fails to complete a tax credit. Because there are no supporting documents for this



item, the committee decides to not take action at this time; they recommend this come back to Finance and Council on May 27, 2025.

**2.c Development Agreement, Corson Square Apartments**

P. Cannon noted that this development agreement and amending TID #12 go together. The CDA currently submits a Payment in Lieu of Taxes (PILOT) to the City of about \$21,000. Once this property becomes taxable, the LLC will pay property taxes of approximately \$50,000; the City would get about \$22,000 of this. The CDA is asking for a development agreement so that they can get more money back to assist with operations. P. Cannon confirmed that this development only includes the current 40-unit; the duplexes would continue to pay a PILOT of approximately \$7,000 and this does not include the proposed Driftless Lofts expected to be constructed at a later date.

**Moved by:** Kierzek

**Seconded by:** Kent

Recommend authorizing the City Administrator and City Clerk to execute a Development Agreement between the City, the Community Development Authority (CDA), and Corson Square, LLC.

**CARRIED (2 to 0)**

**2.d Amend TID #12 Boundary & Project Plan**

Adm. Young stated that both proposals will assist with amending the boundaries of TID #12. The proposal from Ehlers & Associates, Inc. breaks down the project into three different phases, and the costs associated with each phase. Because the City is also required to submit a map, a proposal was submitted by Short Elliot Hendrickson (SEH) to assist with this. Amending TID #12 will allow us to bring Corson Square into the TID. Ted Matkom noted that this would allow the CDA to realize greater cash flow, less taxes, for their operations. Because the sole benefit of amending this TID is Corson Square, the project, Corson Square LLC, could potentially pay for the cost of Ehler's. Ald. Topham expressed some concern regarding the deferring of this tax payment; he feels the city needs these funds now. The TID amendment would include all of the CDA's ownership: the duplexes, the current vacant lot, and Corson Squares.

**Moved by:** Kent

**Seconded by:** Kierzek

Recommend authorizing Ehlers & Associates, Inc. and Short Elliott Hendrickson (SEH) to amend TID #12 boundary and project plan.

**CARRIED (2 to 0)**

**2.e GovOS Renewal**

B. Zeman explained that this is a renewal of our online applications, forms, and licensing. She was able to negotiate the annual prices, and agrees with the slight increases in years 2 and 3 as proposed.

**Moved by:** Kent

**Seconded by:** Kierzek

Recommend accepting the proposal from GovOS, formerly SeamlessDocs, for a three-year contract totaling \$13,210.63.

**CARRIED (2 to 0)**

**2.f Birch Street Storm Sewer Replacement Project**

T. Pinion noted that we included in the budget one full block of storm sewer repair on Birch Street. This location is a major interceptor for storm sewer and in desperate need of repairs. As they reviewed some additional data, they found that one block north is in need of repairs as well. There could be additional repairs needed due to lateral connections we have no records of. There should be no additional costs to the City or the residents. Staff is recommending we accept the low bid of Gerke Excavating, Inc. for the storm sewer replacement of two blocks.

**Moved by:** Kent

**Seconded by:** Kierzek

Recommend accepting the low bid of Gerke Excavating, Inc. in the amount of \$596,564.10 for the 2025 Birch Street Storm Sewer Replacement Project.

**CARRIED (2 to 0)**

**2.g Budget Amendment, Birch Street Storm Sewer Replacement**

T. Pinion noted this is moving funds to cover the additional block of storm sewer repairs on Birch Street. There is no concern with moving these funds, it will leave sufficient funds in the fund balance for future use.

**Moved by:** Kierzek

**Seconded by:** Kent

Recommend moving \$249,334.46 from the Storm Water Fund Balance to cover the Birch Street Storm Sewer Replacement Project.

**CARRIED (2 to 0)**

**2.h Downtown Street Light Replacement Project**

T. Pinion noted that the city was approved for a Carbon Reduction Program Projects grant. The agreement and availability of funds go through 2029 but could be in jeopardy. Because this is a state project, staff believed that we had to solicit qualifications from a list of qualified firms prepared by the state. Staff looked for the specialty of electrical and narrowed the list down to 10. These firms were all invited to submit a statement of qualifications, and three companies responded. Short Elliott Hendrickson's (SEH) experience is above the other firms that responded, and staff agrees that SEH is the preferred consultant. DOT is no longer negotiating this contract because they are not providing funding for the design, and they advised that the city negotiate this. This cost will count towards our 20% local match.

**Moved by:** Kent

**Seconded by:** Kierzek

Recommend authorizing the City Administrator to enter into an agreement with Short Elliott Hendrickson (SEH) for preliminary engineering services for the Downtown Street Light Replacement Project, not to exceed \$5,200.

**CARRIED (2 to 0)**

**2.i Release of Utility Easement**

T. Pinion noted that there were 10 original platted lots. The original easements followed the original lot lines. The only place of underground utilities is along the front yards of the original 10 lots, nothing along the sides or back lots. Because the surveyor failed to get utility easement releases from all of the utility companies, they are now trying to get the utility easements released by separate documents. Nothing is being sacrificed, this is more of a housekeeping item to allow purchasers to get clean titles to the properties.

**Moved by:** Kent

**Seconded by:** Kierzek

Recommend executing the attached Release of Utility Easement for the easements along the side and rear lot lines of Lots 13 through 22 of the Final Plat of the Greenfield Reserve.

**CARRIED (2 to 0)**

**3. Discussion Items**

Comparison of 1st Qtr. Shared Ride Taxi Reporting

J. Ostrander presented the 1st Qtr. comparison of 2024, Abby Vans, and 2025, Running Inc. Our revenue has increased for the first quarter, and while our cost per hour has increased for 2025 our overall expenses have decreased. The city continues to lose money on this program. J. Ostrander will provide documentation on what other communities are expecting for a deficit. This will be brought to Council for discussion at a later date.

1st Qtr. 2025 Financial Statements

No discussion took place, this will be brought back to the next meeting.

**4. Adjournment**

**Moved by:** Kierzek

**Seconded by:** Kent

That the meeting adjourn at 6:47pm.

**CARRIED (2 to 0)**

**CITY OF BARABOO ADMINISTRATIVE MEETING**  
**Meeting Minutes**  
**May 6, 2025, 8:00 a.m.**  
**City Hall, Committee Room #205**  
**101 South Blvd., Baraboo, WI 53913**

Members Present: Hazard, Lombard, Hause

Others Present: Mayor Rob Nelson, Administrator John Young, City Engineer Tom Pinion, Police Chief Carloni, Capitan Labroschian, Clerk Brenda Zeman, Finance Director Julie Ostrander, CSO's Statz and Thola.

**1. CALL TO ORDER**

1.a ROLL CALL OF MEMBERS

1.b NOTE COMPLIANCE WITH OPEN MEETING LAW

1.c APPROVE MINUTES, April 1, 2025

**Moved by:** Lombard

**Seconded by:** Hause

Approved minutes of April 1st, 2025

Motion: CARRIED

1.d APPROVE AGENDA

**Moved by:** Hause

**Seconded by:** Hazard

Agenda approval

Motion: CARRIED

**2. ACTION ITEM(S)**

2.a Temporary Liquor License, Baraboo Young Professionals

Police reviewed the recommendation with no issues.

**Moved by:** Lombard

**Seconded by:** Hause

Recommendation to the Common Council on approving a Temporary Class "B" Fermented Malt Beverage Liquor License to Baraboo Young Professionals, Night Market, 9-19-2025.

Motion: CARRIED

2.b Revise §18.07(17), Library Fees

Members reviewed the ordinance details. The Administrator identified the sunset date as the reason for the change in language. Mayor declared the use of the new state statute guidance will be referenced going forward.

**Moved by:** Hause

**Seconded by:** Lombard

Approved revising §18.07(17), Library Fees, to allow fees to be used for the payment of capital costs and remove the requirement that Impact Fees not used prior to 12-31-2025 be refunded.

Motion: CARRIED

3. **DISCUSSION**

Andrea conveyed a recent attack by a dog upon two humans within the city. She finds no fault in the process followed in this instance. Her feeling is that the vicious animal ordinance is too lenient. Police Chief Carloni stated he can determine more stringent constraints for the ordinance. The Administrator John Young pointed out the ordinance was followed as written. Discussion ensued concerning amending the ordinance with more restrictions and what those could possibly entail. Captain Labroschian stated that the dog in question originally attacked a dog, not the people. Human injuries resulted during the intervention between the dogs. CSO's Statz and Thola indicated they will follow the ordinance as it is written. They would like more pet owner's education. Ideas were taken into consideration for restrictions, guidance, and specifications for additions to the ordinance. More thought outside the meeting was recommended so further discussion and guidance can be forthcoming.

4. **INFORMATIONAL ITEM(S)**

5. **ADJOURNMENT (Voice Vote)**

Adjourn at 8:45 am

**Moved by:** Lombard

**Seconded by:** Hause

Meeting Adjourned

Motion: CARRIED

17. **ADJOURNMENT**

Moved by: Sloan

Seconded by: Ellington

That the meeting adjourn at 8:00pm.

**Motion: CARRIED**

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Brenda M. Zeman, City Clerk

**NOTICE OF PUBLIC HEARING**  
**City of Baraboo, Wisconsin**

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd Baraboo, Wisconsin, on Tuesday, June 24, 2025 at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter(s):

Gathering public input on a proposed Amendment to the City of Baraboo 2040 Comprehensive Plan. The Comprehensive Plan is a blueprint for the short-range and long-range growth, development, and preservation of the City of Baraboo. The Plan was designed to be used by City officials as a policy guide to develop or preserve appropriate areas of the City for the subsequent 20 years. This Plan includes a Future Land Use Map on page 168 of 197 that is intended to guide the type and intensity of new growth and development. It recommends types of land uses for specific areas in the City and surrounding area, and identifies needed transportation and community facilities to serve future land uses. Written comments on the proposed amendment to change the Future Land Use designation for the southeasterly most 10.80 acres, more or less, of Planned Neighborhood Mixed Use to a Mixed Commercial should be submitted before the public hearing date to the City Administrator. The Amended Planned Land Use Map is available for review at City Hall. All written comments will be forwarded to the City of Baraboo Common Council.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 101 South Blvd, Baraboo, Wisconsin 53913.

PLEASE TAKE FURTHER NOTICE that the Common Council may make changes as a result of objection, debate, and discussion at this hearing. For more information about the City of Baraboo, visit our website at [www.baraboowi.gov](http://www.baraboowi.gov).

/s/ Brenda Zeman, City Clerk.

Dated: May 21, 2025

To be published on May 24, 2025. (According to the law this notice must be published at least thirty days prior to the public hearing date of June 24, 2025. It can, of course, be published more than thirty days before, but not less than thirty days before June 24th.) **(DO NOT PUBLISH ACCORDING TO LAW VERBAGE)**

**NOTICE OF PUBLIC HEARING**  
**City of Baraboo, Wisconsin**

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, June 24, 2025, at 7:00 o'clock p.m. for the purpose of giving any interested persons an opportunity to be heard regarding the following matter:

Amendment to the General Development Plan/Specific Implementation Plan in accordance with Steps 3 and 4 of the PUD Process to allow the conversion of the existing common space in the 9-unit, single-story apartment building at 125 9<sup>th</sup> Street to a 10<sup>th</sup> one-bedroom apartment unit and remove the current 55-year and older requirement for all the tenants in this multi-family independent living complex for Ben Fritz.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 101 South Blvd, Baraboo, Wisconsin 53913.

PLEASE TAKE FURTHER NOTICE that the Common Council may make changes in the zoning as a result of objection, debate and discussion at this hearing. For more information about the City of Baraboo, visit our website at [www.baraboowi.gov](http://www.baraboowi.gov)

/s/ Brenda Zeman, City Clerk.

To be published as a Class II Notice in the legal section  
June 10<sup>th</sup> and June 17<sup>th</sup>, 2025.

**10.1**

**RESOLUTION NO. 2025 -**

**Dated: June 24, 2025**

**The City of Baraboo, Wisconsin**

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

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

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

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

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

**The City of Baraboo, Wisconsin**

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

All Liquor Licenses expire annually on June 30<sup>th</sup> with the exception of the Picnic License. A Picnic License, also known as a Temporary Beer and/or Wine License, is typically issued for a one or two day event. Because of the type of event, I spoke with the organizers and if allowed by both the Administrative Committee and the Common Council, they would like to incorporate a rain date, if needed, in the resolution.

The Picnic License listed below was reviewed by the Police Department and the City Clerk. This will be reviewed by the It also reviewed by the Administrative Committee on June 17, 2025.

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

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

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

- Baraboo Fireworks, Inc., Barabooms, 7-4-2025, or rain date of 7-19-2025, contingent upon the date of the fireworks display

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

**Motion:**

**Second:**

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

RESOLUTION NO. 2025 -

Dated: June 24, 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, the following appointments be made to the Carnegie-Schadde Memorial Public Library Board;

Glenn Bildsten, Annette Crowder, and Misty Muter be re-appointed to serve until June 30, 2028;

Seth Meise and Shelly Mordini be appointed to serve the remaining unexpired terms of Bekah Stelling and Gwen Herrewig until June 30, 2026;

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

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



## The City of Baraboo, Wisconsin

**Background**

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

**Overview**

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

- Personal Property taxes for the years 2022 – 2023 that are now uncollectible.
- Accounts Receivable deemed as uncollectable.

The Treasurer's schedule for delinquent accounts is attached.

**Note:** (☒ None)      [ ☐ Not Required      [ ☐ Budgeted Expenditure      [ ☐ Not Budgeted      [ ☒ Other  
**Comments:** *Personal property taxes will be expensed to tax losses and refunds (Budgeted). Weights and Measures will be expensed as such. And police medical transports will net against the current year's revenue. .*

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

**WHEREAS**, for the reasons stated in the schedule below, the following **personal property taxes** (\$88.71) and **accounts receivable** balances (Weights & Measures \$68.40, police medical transports \$1,663.16) are written off in the total amount of **\$1,820.27**.

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

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

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

Delinquent Personal Property 2020 - 2023														Write-off City Portion	Write-off to Allowance for Doubtful Accounts		
Name		Last Known Address	Business Address	Balance as of last report	Year	PAID	Continue Collection Attempts	SDC CMC	TRIP	Out of Business	Recind Tax	Can't Find	Comment				
Baraboo Electric Art	Rich Wyckoff	132 3rd St	132 3rd St	\$82.33	22		\$82.33	X					Refuses to Pay				
Baraboo Electric Art	Rich Wyckoff	132 3rd St	132 3rd St	\$74.96	23		\$74.96	X									
EXP Reality - Melody Byl	Melody Byl	Call Rhonda Telvik	515 South Blvd A	\$9.15	22		\$9.15	-				x	moved				
EXP Reality - Melody Byl	Melody Byl	Call Rhonda Telvik	515 South Blvd A	\$6.81	23		\$6.81	-				x	moved				
Fat Tats	Lefty?		413 Oak	\$123.49	22		\$123.49			4/23							
Fat Tats	Lefty?		413 Oak	\$111.29	23		\$111.29			4/23							
Forward Service			414 Broadway	\$50.32	22		\$50.32					x					
Nail Addict	Margretta Belter		410 Oak St B	\$102.92	22		\$102.92	X									
Nail Addict	Margretta Belter		410 Oak St B	\$95.39	23		\$95.39	X									
NUCO2 206-051300		2800 SE Market Pl	Stuart, FL	\$20.58	22	\$20.58											
NUCO2 206-051300		2800 SE Market Pl	Stuart, FL	\$44.45	23		\$44.45										
Orthopedic Specialists	Mike Plooster ?	440 Inverness Terrace	635 15th St	\$203.52	22		\$203.52					x	mail returned				
Baraboo Popcorn				\$93.11	23					3/22	X			\$36.73			
Broadway Auto Care	David Christian	620 Broadway	620 Broadway	\$2.27	23									\$0.90			
Caress Rose Beauty	Caress Tomes	W1426 Arrowhead Rd	524 South Blvd	\$84.02	23		\$84.02	X									
Cornerstone Gallery	Rachel Rosenbum	101 4th St	101 4th St	\$70.41	23	\$66.89	\$3.52						Short pay				
Fur Fabulous Pet Grooming				\$56.78	23		\$56.78										
Golden Arc Yoga				\$38.61	23					9/21	X			\$15.23			
I AM Dairy		1031 Spencer Ct		\$118.10	23		\$118.10										
Los Somberos	Delfina Salas	114 4th St	114 4th St	\$147.63	23		\$147.63	X									
Maier Electrical				\$2.27	23						X		Rescind - not in City	\$0.90			
Masana Law	Peter Masana	2622 Mason St, Madison	128 2nd Ave	\$93.11	23		\$93.11	X									
Northern Exports	Corey Ruefer	400 9th Ave	400 9th Ave	\$2.27	23		\$2.27										
Pinnacle Propane				\$88.59	23					10/22	X			\$34.95			
		PO Box 1339, Cockeyville MO															
Red Box			920 Hwy 136	\$15.90	23		\$15.90										
Whiskey Barrel Refinds	Pamela Smothers	626 Vine St	717 South Blvd	\$65.87	23		\$65.87	X									
	Totals			\$1,804.15		\$87.47	\$1,491.83			\$0.00	\$0.00	\$0.00		\$88.71	\$0.00		
Could not charge back - Still in business				Interest Collected		\$15.34											
Accounts Receivable																	
SQRL Service Station #707	Invoice #13373	516 Ash St		\$68.40	2023					Weights & Measures 2023		SDC-Uncollectable		\$68.40			
Anderson, Thomas	Invoice #11378	808 2nd Ave		\$349.28	2019					Police Medical Transport		SDC-Uncollectable		\$349.28			
Bobnar, Edward	Invoice #13696	Homeless		\$200.00	2024					Police Medical Transport		SDC-Uncollectable		\$200.00			
Dehli, William	Invoice #13101	513 Birch		\$200.00	2023					Police Medical Transport		SDC-Uncollectable		\$200.00			
Gist, Joe	Invoice #11427	119 Maple		\$319.04	2019					Police Medical Transport		SDC-Uncollectable		\$319.04			
McKay, Angela	Invoice #11417	825 12th St		\$200.00	2019					Police Medical Transport		SDC-Uncollectable		\$200.00			
Podoll, Tonya	Invoice #12974	410 1/2 Oak #1		\$100.00	2023					Police Medical Transport		SDC-Deceased		\$100.00			
Shepard, Demetrius	Invoice #12930	615 E Washington		\$200.00	2023					Police Medical Transport		SDC-Uncollectable		\$200.00			
Utterberg, Wesley	Invoice #11434	1013 8th St #208		\$94.84	2019					Police Medical Transport		SDC-Uncollectable		\$94.84			
				\$1,731.56		\$0.00								\$1,731.56	\$0.00		
														\$1,820.27	\$0.00		
														Total	\$1,820.27		

**The City of Baraboo, Wisconsin**

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

The Liquor License applications were reviewed by the Zoning Administrator, the Police Department, the Fire Inspector, and the City Clerk. Publication of the Liquor License applications was made in the Baraboo New Republic.

The Liquor Licenses will be valid for one year, July 1, 2025 to June 30, 2026.

The liquor license applications were reviewed by the Administrative Committee at their June 3<sup>rd</sup> meeting and were recommended to Council for approval pending payment of all monies owed the City and approval by both internal staff and the Fire/EMS District.

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

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

THAT, pending payment of all monies owed to the City and approval by both internal staff and the Baraboo Area Fire/EMS District, the City Clerk be authorized to issue the following Liquor Licenses:

**CLASS "A" FERMENTED MALT BEVERAGE**

Las Milpas LLC d/b/a Las Milpas (Store), 603 8th Ave

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

Al. Ringling Brewing Company, Inc d/b/a Al. Ringling Brewing Company, 623 Broadway  
 Las Milpas LLC d/b/a Las Milpas (Restaurant), 603 8th Ave

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

**Motion:**

**Second:**

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

**The City of Baraboo, Wisconsin**

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

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

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

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

**CLASS "A" FERMENTED MALT BEVERAGE**

Emma's Mexican Market LLC d/b/a Emma's Mexican Market, 507 S. Boulevard

**CLASS "B" FERMENTED MALT BEVERAGE**

Baraboo Axe Lounge, LLC d/b/a Baraboo Axe Lounge, 713 Broadway St.

Hong Yan, LLC d/b/a Peking Buffet, 1204 8<sup>th</sup> Street

Sauk County Agricultural Society, Inc d/b/a Sauk County Agricultural Society, 700 Washington

**"CLASS A" LIQUOR**

Bekah Kate's LLC d/b/a Bekah Kate's, 117 3<sup>rd</sup> St.

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

Barabrew Liquor LLC d/b/a Barabrew Wine & Spirits, 315 South Boulevard

Express Market, LLC d/b/a Baraboo Fresh Market, 935 8th St.

Kwik Trip, Inc. d/b/a Kwik Trip #657, 604 8<sup>th</sup> Street

Kwik Trip, Inc. d/b/a Kwik Trip #855, 1330 South Boulevard

Liberty Square Gas Station, Inc. d/b/a Refuel Pantry – Get N Go, 325 South Blvd.

MK Stores, LLC d/b/a Snak Atak #43, 801 South Blvd.

Turner Oil Co. Inc. d/b/a Turner BP, 413 State Rd 136

Wal-Mart Stores East, LP d/b/a Wal-Mart #1396, 920 State Rd 136

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

Ben's Mama Mia LLC d/b/a Ben's Mama Mia's, 113 3rd St.  
Emma's Mexican Market, LLC d/b/a Emma's Mexican Restaurant, 507 South Blvd.  
Four Star Family Restaurant d/b/a Four Star Family Restaurant, 1011 8<sup>th</sup> St.  
Gordon & Hollie Ringelstetter Log Cabin Family Restaurant & Bakery, LLC d/b/a The Log Cabin Family Restaurant & Bakery, 1215 8<sup>th</sup> St.  
ID Investments LLC d/b/a The Vault Baraboo, 502 Oak St  
Juliart Ventures, LLC d/b/a Ringling House B&B, 201 8<sup>th</sup> St.  
Little Tokyo Japanese Restaurant, LLC d/b/a Little Tokyo Japanese Restaurant, 111 4<sup>th</sup> St.  
TB's Broadway Diner, LLC d/b/a Broadway Diner, 304 Broadway St.  
TJH Concessions, LLC d/b/a TJH Concessions, 136 4<sup>th</sup> Ave.

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

Baraboo Arts, LLC d/b/a Baraboo Arts, 202 East St.  
Baraboo Bowling, Inc. d/b/a Thunderbird Lanes, 1117 8<sup>th</sup> Street  
Baraboo BPO Elks Lodge 688 Inc. d/b/a Baraboo Elks Club #688, 401 Oak Street  
Baraboo Burgers, Inc. d/b/a Baraboo Burger Company, 116 4<sup>th</sup> Ave.  
Baraboo Country Club, Inc. d/b/a Fore Seasons Restaurant, 401 Mine Rd  
Con Amici, LLC d/b/a Con Amici, 126 3<sup>rd</sup> St.  
Downtowner, Inc. d/b/a Downtowner Bar & Grill, 130 3<sup>rd</sup> St.  
Fitty's Bar & Grill, LLC d/b/a Bumps Bar, 109 Walnut St.  
G & G Mgt, LLC d/b/a Brothers on Oak, 412 Oak Street  
Jose's Authentic Mexican Restaurant LLC d/b/a Jose's Authentic Mexican Restaurant, 825 8<sup>th</sup> St  
Little Village Café, LLC d/b/a Little Village Café, 146 4<sup>th</sup> Ave.  
Old Baraboo Inn, LLC d/b/a Old Baraboo Inn, 135 Walnut St.  
Poor Richards Bar LLC d/b/a Poor Richards Bar, 411 Oak St  
Quindt's Towne Lounge Restaurant & Eating House, LLC d/b/a Quindt's Towne Lounge Restaurant & Eating House., 441 South Blvd.  
Red Zone Bar & Grill, Inc. d/b/a Gem City Saloon, 124 Ash St.  
Square Tavern, LLC d/b/a Square Tavern, 124 4<sup>th</sup> Ave.  
Ziegler, Zachery d/b/a Zach's Bar, 126 4<sup>th</sup> St

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

The Relish Tray Bistro LLC d/b/a The Relish Tray, 106 4<sup>th</sup> Ave.  
Wiscocktail Group, LLC d/b/a Wiscocktail Lounge, 132 3<sup>rd</sup> St.

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

**Motion:** Sloan

**Second:** Hazard

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

**The City of Baraboo, Wisconsin**

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

The Public Safety Committee will review the CMAR at their June 23<sup>rd</sup> meeting and will make a recommendation to the Common Council.

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

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

That the 2024 Compliance Maintenance Annual Report for the Water Resource Recovery Facility and collection system is hereby accepted.

**Offered by:** Public Safety Committee

**Motion:**

**Second:**

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

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

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:  
6/17/2025 2024

## Grading Summary

WPDES No: 0020605

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

Notes:

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

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:  
6/17/2025 **2024**

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

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

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.1658	x	427	x	8.34	=	4,154
February	1.1917	x	335	x	8.34	=	3,334
March	1.1874	x	286	x	8.34	=	2,829
April	1.3093	x	273	x	8.34	=	2,982
May	1.3623	x	283	x	8.34	=	3,219
June	1.5617	x	249	x	8.34	=	3,238
July	1.7665	x	238	x	8.34	=	3,506
August	1.3674	x	283	x	8.34	=	3,222
September	1.2807	x	272	x	8.34	=	2,900
October	1.2535	x	300	x	8.34	=	3,140
November	1.2643	x	286	x	8.34	=	3,018
December	1.2352	x	340	x	8.34	=	3,505

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

2.1 Verify the design flow and loading for your facility.

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

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

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

3



# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:

6/17/2025

2024

## 3. Flow Meter

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

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

2024-06-13

- ☐ No

If No, please explain:

## 4. Sewer Use Ordinance

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

- ☒ Yes

- ☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- ☐ Yes

- ☒ No

If Yes, please explain:

## 5. Septage Receiving

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

Septic Tanks

Holding Tanks

Grease Traps

- ☒ Yes

- ☒ Yes

- ☐ Yes

- ☐ No

- ☐ No

- ☒ No

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

Septic Tanks

- ☐ Yes

gallons

- ☒ No

Holding Tanks

- ☒ Yes

36,000 gallons

- ☐ No

Grease Traps

- ☐ Yes

gallons

- ☒ No

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

No affect on performance

## 6. Pretreatment

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

- ☐ Yes

- ☒ No

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

6.2 Did your facility accept hauled industrial waste, leachate, etc.?

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:  
6/17/2025 2024

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

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

# Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:  
6/17/2025 **2024**

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

### 1. Effluent (C)BOD Results

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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	16	1	0	0
February	30	27	15	1	0	0
March	30	27	7	1	0	0
April	30	27	6	1	0	0
May	30	27	6	1	0	0
June	30	27	7	1	0	0
July	30	27	8	1	0	0
August	30	27	6	1	0	0
September	30	27	6	1	0	0
October	30	27	6	1	0	0
November	30	27	4	1	0	0
December	30	27	8	1	0	0

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

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

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

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

### 2. Flow Meter Calibration

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

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

2024-06-13

☐ No

If No, please explain:

### 3. Treatment Problems

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

None

### 4. Other Monitoring and Limits

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

☐ Yes

☒ No

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<p>If Yes, please explain:</p> <div></div> <p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div></div> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div></div>	
--	--

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

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

### 1. Effluent Total Suspended Solids Results

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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	5	1	0	0
February	30	27	5	1	0	0
March	30	27	5	1	0	0
April	30	27	4	1	0	0
May	30	27	3	1	0	0
June	30	27	3	1	0	0
July	30	27	4	1	0	0
August	30	27	4	1	0	0
September	30	27	5	1	0	0
October	30	27	3	1	0	0
November	30	27	4	1	0	0
December	30	27	4	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
<b>Points per each exceedance with 12 months of discharge:</b>					<b>7</b>	<b>3</b>
Exceedances					0	0
Points					0	0
<b>Total Number of Points</b>						<b>0</b>

0

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

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

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

--

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

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

### 1. Effluent Ammonia Results

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

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	36	75	3.984	0	1.937	1.923	6.083	5.703	0
February	36	75	4.115	0	5.327	4.747	4.34	2.047	0
March	36	75	.071	0	.197	0	.023	.063	0
April	22	46	.119	0	.11	.03	.313	.07	0
May	28	57	.072	0	.1	.037	.157	.02	0
June	28	57	.168	0	.143	.47	.04	.017	0
July	28	57	.505	0	.08	.1	.273	2.037	0
August	28	57	.066	0	.04	.13	.063	.03	0
September	28	57	.052	0	.037	.043	.043	.09	0
October	28	57	.05	0	.043	.05	.03	.06	0
November	36	75	.103	0	.087	.103	.033	.213	0
December	36	75	1.109	0	.557	.56	1.007	1.8	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
<b>Total Number of Points</b>									<b>0</b>

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

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

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

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## Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

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

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.106	1	0
February	1	0.138	1	0
March	1	0.173	1	0
April	1	0.093	1	0
May	1	0.025	1	0
June	1	0.011	1	0
July	1	0.195	1	0
August	1	0.900	1	0
September	1	0.404	1	0
October	1	0.336	1	0
November	1	0.135	1	0
December	1	0.078	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

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

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

0

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

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## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

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

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

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

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

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

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

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

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

#### Outfall No. 002 - CLASS A SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75		4.9			2.9		4.3					2.8		0	0
Cadmium		39	85		.19			.02		.39					.2		0	0
Copper		1500	4300		230			170		190					290		0	0
Lead		300	840		10			12		11					8.7		0	0
Mercury		17	57		.34			.24		.1					.26		0	0
Molybdenum	60		75		<.22			3.5		3.5					2.3	0		0
Nickel	336		420		5.3			6.8		7.9					5.3	0		0
Selenium	80		100		2.3			2		2					2.1	0		0
Zinc		2800	7500		120			89		120					110		0	0

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

Exceedence Points

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

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

- Yes



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○ No (10 points)

● N/A - Did not exceed limits or no HQ limit applies (0 points)

○ N/A - Did not land apply biosolids until limit was met (0 points)

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

Exceedence Points

● 0 (0 Points)

○ 1 (10 Points)

○ > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

○ Yes (20 Points)

● No (0 Points)

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

**0**

## 4. Pathogen Control (per outfall):

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

Outfall Number:	<b>002</b>
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 03/31/2024
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	PFRP Equivalent
Process Description:	We use lime, kiln dust, and flyash to stabilize our biosolids by raising the PH above 12 for 72 hours. Fecals were less than 10

Outfall Number:	<b>002</b>
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2024 - 06/30/2024
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	PFRP Equivalent
Process Description:	We use lime, kiln dust, and flyash to stabilize our biosolids by raising the PH above 12 for 72 hours. Fecals were less than 10

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Outfall Number:	<b>002</b>	<b>0</b>														
Biosolids Class:	A															
Bacteria Type and Limit:	Fecal Coliform															
Sample Dates:	07/01/2024 - 09/30/2024															
Density:	0															
Sample Concentration Amount:	MPN/G TS															
Requirement Met:	Yes															
Land Applied:	Yes															
Process:	PFRP Equivalent															
Process Description:	We use lime, kiln dust, and flyash to stabilize our biosolids by raising the PH above 12 for 72 hours. Fecals were less than 10															
Outfall Number:	<b>002</b>	<b>0</b>														
Biosolids Class:	A															
Bacteria Type and Limit:	Fecal Coliform															
Sample Dates:	10/01/2024 - 12/31/2024															
Density:	0															
Sample Concentration Amount:	MPN/G TS															
Requirement Met:	Yes															
Land Applied:	No															
Process:	PFRP Equivalent															
Process Description:	We use lime, kiln dust, and flyash to stabilize our biosolids by raising the PH above 12 for 72 hours. Fecals were less than 10															
<p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <ul style="list-style-type: none"><li>○ Yes (40 Points)</li><li>● No</li></ul> <p>If yes, what action was taken?</p> <div></div>																
<p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p> <table border="1"><tr><td>Outfall Number:</td><td><b>002</b></td></tr><tr><td>Method Date:</td><td>03/31/2024</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>pH Adjustment of Sludge</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>Yes</td></tr><tr><td>Limit (if applicable):</td><td></td></tr><tr><td>Results (if applicable):</td><td></td></tr></table>			Outfall Number:	<b>002</b>	Method Date:	03/31/2024	Option Used To Satisfy Requirement:	pH Adjustment of Sludge	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):		Results (if applicable):	
Outfall Number:	<b>002</b>															
Method Date:	03/31/2024															
Option Used To Satisfy Requirement:	pH Adjustment of Sludge															
Requirement Met:	Yes															
Land Applied:	Yes															
Limit (if applicable):																
Results (if applicable):																

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Outfall Number:	002		0
Method Date:	06/30/2024		
Option Used To Satisfy Requirement:	pH Adjustment of Sludge		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	002		0
Method Date:	09/30/2024		
Option Used To Satisfy Requirement:	pH Adjustment of Sludge		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	002		0
Method Date:	12/31/2024		
Option Used To Satisfy Requirement:	pH Adjustment of Sludge		
Requirement Met:	Yes		
Land Applied:	No		
Limit (if applicable):			
Results (if applicable):			
5.2 Was the limit exceeded or the process criteria not met at the time of land application?			
<input type="radio"/> Yes (40 Points)			
<input checked="" type="radio"/> No			
If yes, what action was taken?			
<input type="text"/>			
6. Biosolids Storage			
6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?			
<input checked="" type="radio"/> >= 180 days (0 Points)			
<input type="radio"/> 150 - 179 days (10 Points)			
<input type="radio"/> 120 - 149 days (20 Points)			
<input type="radio"/> 90 - 119 days (30 Points)			
<input type="radio"/> < 90 days (40 Points)			
<input type="radio"/> N/A (0 Points)			
6.2 If you checked N/A above, explain why.			
<input type="text"/>			
7. Issues			
7.1 Describe any outstanding biosolids issues with treatment, use or overall management:			
<input type="text"/>			

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

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## Staffing and Preventative Maintenance (All Treatment Plants)

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

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Staff does an outstanding job of maintaining the treatment plant. most equipment out lasts its projected life span	
--	--

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

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## Operator Certification and Education

### 1. Operator-In-Charge

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

- ☒ Yes (0 points)
- ☐ No (20 points)

Name:

BRADLEY M WEIRICH

Certification No:

35361

0

### 2. Certification Requirements

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

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

0

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

- ☒ Yes (0 points)
- ☐ No (20 points)

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

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

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

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

### 3. Succession Planning

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

- ☒ One or more additional certified operators on staff

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

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



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## Financial Management

<b>1. Provider of Financial Information</b> Name: <input type="text" value="Jessica Wilcox"/> Telephone: <input type="text" value="608-355-2740"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="jwilcox@baraboowi.gov"/>		
<b>2. Treatment Works Operating Revenues</b> 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2024"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		<b>0</b>
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
<b>3. Equipment Replacement Funds</b> 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2024"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/> 3.2 Equipment Replacement Fund Activity <b>3.2.1 Ending Balance Reported on Last Year's CMAR</b> 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 3.2.3 Adjusted January 1st Beginning Balance 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		<div>\$ <input type="text" value="1,023,460.70"/></div> <div>\$ <input type="text" value="0.00"/></div> <div>\$ <input type="text" value="1,023,460.70"/></div> <div>\$ <input type="text" value="54,907.93"/></div>

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

\$ 78,692.97

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

\$ 999,675.66

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

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

Grit Pump for Scum Pit, VFD for Raw Pump #1, UV disinfection System, Phosphorus mixer #1.

3.3 What amount should be in your Replacement Fund? \$ 494,625.00

0

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

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

● Yes

○ No

If No, please explain.

## 4. Future Planning

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

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

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Hwy 33 Sanitary Sewer replacement	\$2,200,000	2024
2	Televise 1/3 of sewer mains	\$70,000	2024
3	CIPP project of 1,800' of 15" sewer main	\$120,000	2024
4	Evaluate emergency backup power upgrade	\$25,000	2024
5	Replace emergency backup power @ WRRF	\$400,000	2027
6	Replace or Rebuild Influent Pumps #1 & #3	\$70,000	2026
7	County Hwy T Lift Station upgrade	\$30,000	2025
8	Televise 1/3 of the sewer mains	\$75,000	2032
9	Replace or Rebuild Influent Pumps #2 & #4	\$70,000	2028

## 5. Financial Management General Comments

Utility is in sound financial state.

## ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

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

### **COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations: 5

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	573	
February	513	
March	490	
April	530	
May	477	
June	520	
July	488	
August	686	
September	711	
October	669	
November	751	
December	834	
Total	<b>7,242</b>	<b>0</b>
Average	<b>604</b>	<b>0</b>

6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

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

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

6.2.2 Comments:

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

☐ No

☒ Yes

Year:

2020

By Whom:

Focus on Energy

Describe and Comment:

Possible pump replacement

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## 6.4 Future Energy Related Equipment

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

Pumps and controls upgrade in 2025. Replaced check valves in 2023 and 2025

## 7. Treatment Facility

### 7.1 Energy Usage

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

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

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	88,800	36.14	2,457	128.77	690	669
February	81,600	34.56	2,361	96.69	844	677
March	79,200	36.81	2,152	87.70	903	332
April	90,000	39.28	2,291	89.46	1,006	350
May	85,600	42.23	2,027	99.79	858	94
June	96,000	46.85	2,049	97.14	988	69
July	94,800	54.76	1,731	108.69	872	112
August	102,400	42.39	2,416	99.88	1,025	18
September	101,200	38.42	2,634	87.00	1,163	2
October	88,000	38.86	2,265	97.34	904	17
November	86,000	37.93	2,267	90.54	950	68
December	84,800	38.29	2,215	108.66	780	486
Total	1,078,400	486.52		1,191.66		2,894
Average	89,867	40.54	2,239	99.31	915	241

#### 7.1.2 Comments:

Evaluating Solar options for the WRRF

### 7.2 Energy Related Processes and Equipment

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

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

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

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

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## Sanitary Sewer Collection Systems

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

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

- ☒ Yes
- ☐ No

If No, explain:

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

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

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

##### ☒ Goals [NR 210.23 (4)(a)]

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

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

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

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

Does this chapter of your CMOM include:

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

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

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

city ordinance chapter 13

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

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

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

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

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

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

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2024

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

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

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

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

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

Does your emergency response capability include:

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

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

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

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

0

## 2. Operation and Maintenance

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

Cleaning	<input type="text" value="35"/>	% of system/year
Root removal	<input type="text" value="2"/>	% of system/year
Flow monitoring	<input type="text" value="3"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="33"/>	% of system/year
Manhole inspections	<input type="text" value="33"/>	% of system/year
Lift station O&M	<input type="text" value="12"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value=".2"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value=".4"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year



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Private sewer I/I removal  % of private services

River or water crossings  % of pipe crossings evaluated or maintained

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

The 3 year contract to televise the entire collection system was completed in 2024.

## 3. Performance Indicators

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

<input type="text" value="45.7"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.05"/>	Annual average precipitation (for your location)
<input type="text" value="71"/>	Miles of sanitary sewer
<input type="text" value="5"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="23"/>	Number of complaints
<input type="text" value="1.34"/>	Average daily flow in MGD (if available)
<input type="text" value="1.63"/>	Peak monthly flow in MGD (if available)
<input type="text" value=""/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.32"/>	Complaints (number/sewer mile)
<input type="text" value="1.2"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

## 4. Overflows

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

Date	Location	Cause	Estimated Volume
------	----------	-------	------------------

None reported

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

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

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

☐ Yes

☒ No

If Yes, please describe:

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

☐ Yes

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<ul style="list-style-type: none"><li>● No</li></ul> <p>If Yes, please describe:</p> <div></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div>Major collection system rehab, i.e. lining and manhole repair has decreased I/I in our collection system</div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div>Roughly 1500ft of the River Walk sewer line and 2,00ft of sewer main on Water Street was lined and grouted in 2024.</div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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## Grading Summary

WPDES No: 0020605

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

Notes:

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

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## Resolution or Owner's Statement

Name of Governing Body or Owner:	Baraboo Common Council
Date of Resolution or Action Taken:	2025-06-24
Resolution Number:	12.4
Date of Submittal:	

**ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**  
Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A  
(Regardless of grade, response required for Collection Systems if SSOs were reported)

**ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**  
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)  
**G.P.A. = 4.00**

**RESOLUTION NO. 2025 -****Dated: June 24, 2025****The City of Baraboo, Wisconsin**

**Background:** The City recently received a petition to vacate and unimproved alley right-of-way from all of the property owners abutting the unimproved alley right-of-way located east of Jefferson Street between 10<sup>th</sup> and 11<sup>th</sup> Streets, which was originally platted as part of the Plat of Hyer's Addition to the City of Baraboo in 1953.

Pursuant to Wis. Stat. §66.1003(4), the vacation process begins with a Resolution from the Common Council stating the intention to pursue the vacation of the alley. There must be a hearing not sooner than 40 days after the initial resolution. Notice must be provided to adjacent property owners. Notice must also be provided to the Secretary of Transportation, as the portion of the alley is located within one-quarter mile of a connecting highway (STH 33).

The Plan Commission reviewed this at their June 17, 2025 meeting and make a recommendation to the Common Council.

**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 Common Council of the City of Baraboo, Wisconsin, intends to pursue the vacation of an unimproved alley right-of-way lies east of Jefferson Street between 10<sup>th</sup> and 11<sup>th</sup> Street, pursuant to the procedures set forth in Wis. Stat. §66.1003(4).

Further, that the Common Council of the City of Baraboo, Wisconsin, shall hold a public hearing in the Council Chambers of the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on the 12<sup>th</sup> day of August, 2025, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard relative to the vacation of that portion of said alley.

BE IT FURTHER RESOLVED that the City Clerk shall provide Notice of the hearing to the owners of all the lots abutting the unimproved alley.

BE IT FURTHER RESOLVED that the City Clerk shall publish a Class III Notice of this Resolution to commence vacation proceedings as provided by law.

**Offered by:** Plan Commission**Approved:** \_\_\_\_\_**Motion:****Second:****Attest:** \_\_\_\_\_

## ***NOTICE OF PUBLIC HEARING***

### **City of Baraboo, Wisconsin**

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, August 12<sup>th</sup>, 2025, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter:

The vacation of the unimproved alley right-of-way lying east of Jefferson Street between 10<sup>th</sup> Street and 11<sup>th</sup> Street.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Administration Department at the Municipal Building, 101 South Blvd, Baraboo, Wisconsin 53913.

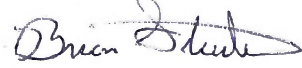
PLEASE TAKE FURTHER NOTICE that the Common Council may make substantial changes in the zoning as a result of objection, debate and discussion at this hearing. For more information about the City of Baraboo, visit our website at [www.baraboowi.gov](http://www.baraboowi.gov).

/s/ Brenda Zeman, City Clerk.

To be published as a Class III Notice on: July 22, July 29 & August 5, 2025 in the legal section.

We the undersigned respectfully request that the alley running north to south from 11th street to 10th street adjacent to our lots be vacated.

Brian Studebaker  
1280 Jefferson Street



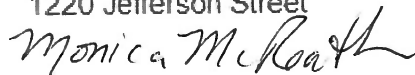
1  
Rachel Studebaker  
1280 Jefferson Street



Brian Lehmann  
1240 Jefferson Street



Monica McReath  
1220 Jefferson Street



# SaukLetterLandscape

**2215**  
75' 24

**0434** 80'

**2191**

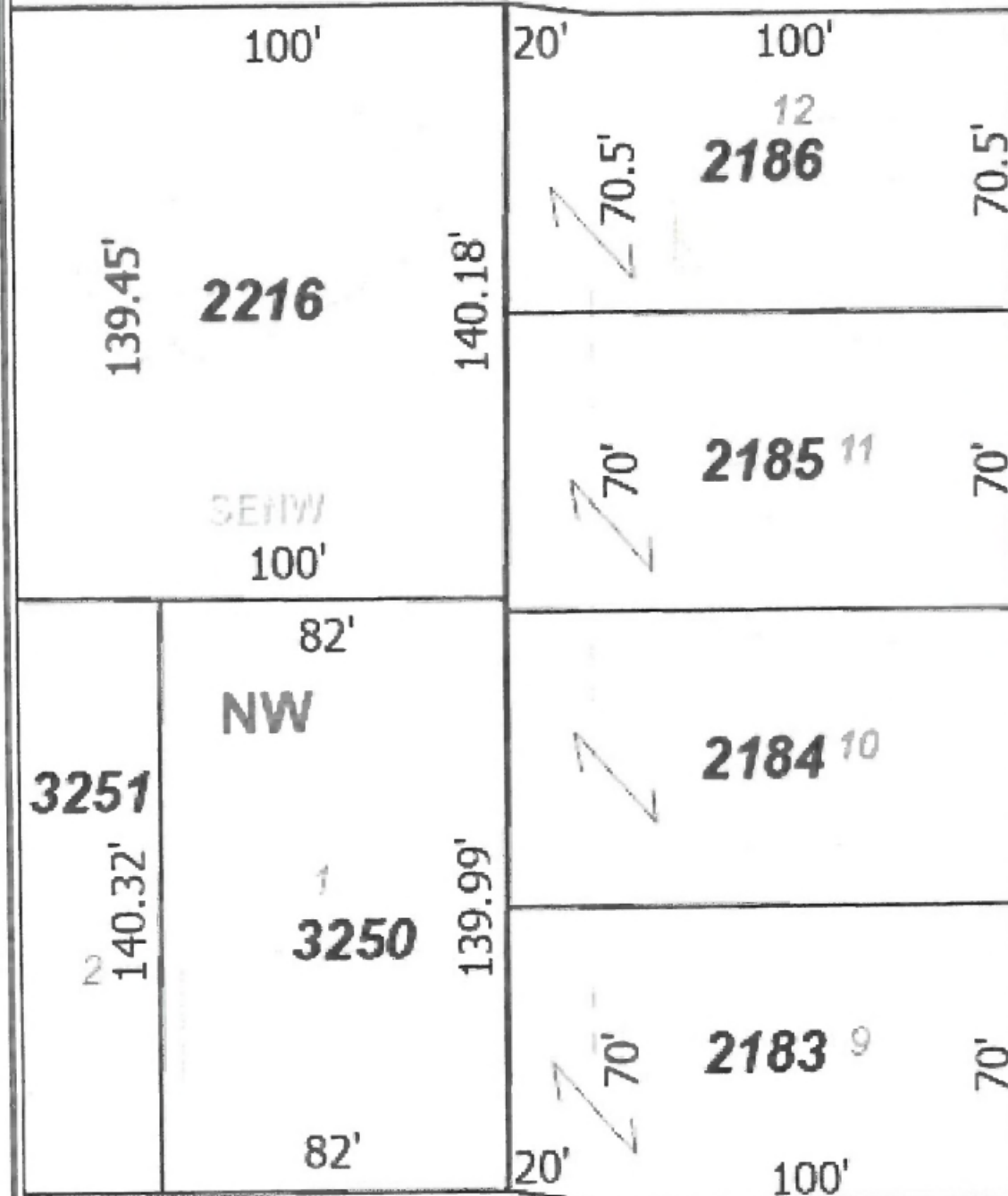
13  
100' **2187**

**2192**  
46.9' 16

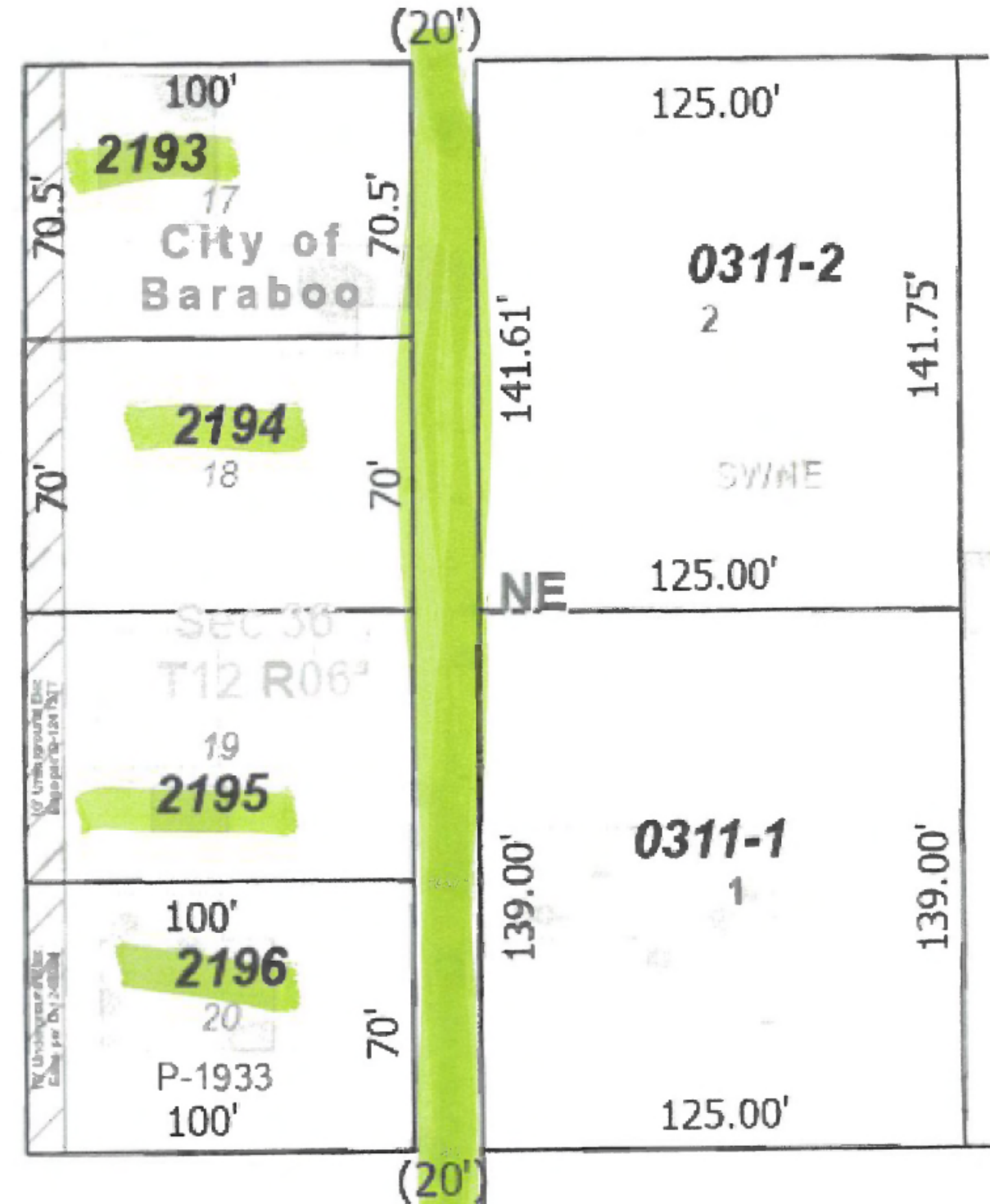
249.91'

**0322**

11th St



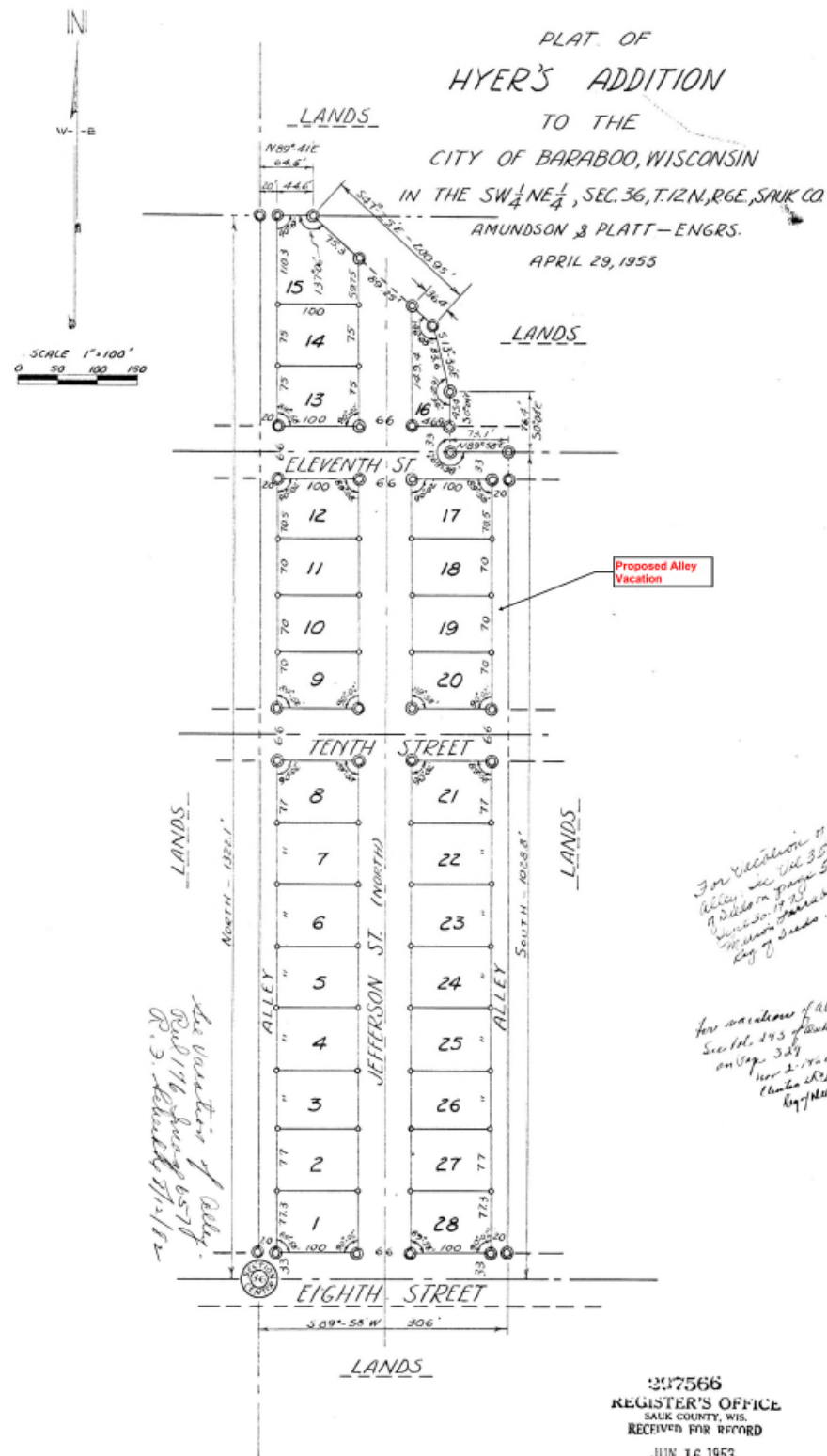
Jefferson St











#### SURVEYOR'S CERTIFICATE:

I, H.C. Amundson, Civil Engineer, Baraboo, Wisconsin, do hereby certify that on the 12<sup>th</sup> day of May, 1953, I completed a survey and map of a portion of the Southwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 36, Township 12 North, Range 6 East, Sauk County, Wisconsin, which is more particularly described as follows: Beginning at the center of said Section 36, thence North 132<sup>o</sup> 1' 1" East to the Northwest corner of the Southwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of said section; thence North 89<sup>o</sup> 41' East 64.6 feet; thence South 47<sup>o</sup> 25' East 200.95 feet; thence South 75<sup>o</sup> 30' East 85.6 feet; thence South 02<sup>o</sup> 04' East 76.4 feet to the centerline of 11<sup>th</sup> Street extended; thence North 87<sup>o</sup> 58' East 75.1 feet; thence South 102<sup>o</sup> 83 feet to the East and West one-quarter line through said section; thence South 89<sup>o</sup> 58' West 30.6 feet to the point of beginning; the area of the land contained in this plot is 8.67 acres more or less. The alleys and streets as shown on this plat are hereby dedicated to the public.

I further certify that the said survey and map were made by the order and direction of Mrs. A.W. Hyer. That the within map is a correct representation of all the former boundaries of the land surveyed and of the divisions thereof made.

That in surveying, subdividing, and mapping said tract, I have complied with the provisions of Chapter 193 of the Statutes of Wisconsin.

That the external boundaries are marked and established in the field by iron pipes 2" x 30" and that such monuments appear thereon on the map; and that iron pipes, 1" or larger x 24" has been driven at all other lot corners.

That the name given to the tract as subdivided is "Hyer's Addition to the City of Baraboo" and that the names given to the streets appear correctly on said map.

State of Wisconsin }  
County of Sauk } ss

H.C. Amundson  
Civil Engineer

H.C. Amundson, being duly sworn, says that he is the person who made and submitted the foregoing certificate, that he has read the certificate and knows the contents thereof, and that the same is true of his own knowledge.

Subscribed and sworn to before me this 12<sup>th</sup> day of May, 1953.

My commission expires February 19, 1956

Raymond Cummings  
Notary Public, Sauk County, Wisconsin

#### OWNER'S CERTIFICATE:

I, hereby certify that I caused the land described in the foregoing affidavit of H.C. Amundson, Civil Engineer, to be surveyed, plotted, and dedicated as represented on this map.

Witnessed:

Raymond Cummings  
H.C. Amundson

Mrs. A.W. Hyer

State of Wisconsin }  
County of Sauk } ss

Personally came before me this 12<sup>th</sup> day of May, 1953, the above named Mrs. A.W. Hyer to me known to be the person who executed the foregoing instrument and acknowledged the same.

My commission expires February 19, 1956.

Raymond Cummings  
Notary Public, Sauk County, Wisconsin

#### APPROVAL OF THE CITY COUNCIL:

Be it resolved by the Common Council of the City of Baraboo that the plat of Hyer's Addition to the City of Baraboo as represented on this map in accordance with the statutes of the State of Wisconsin is hereby approved.

State of Wisconsin }  
County of Sauk } ss

I, J. D. Walcott, City Clerk of the City of Baraboo, Sauk County, Wisconsin, hereby certify that the foregoing is a true copy of the resolution approving the plat of Hyer's Addition to the City of Baraboo.

#### COUNTY TREASURER'S CERTIFICATE:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the land included in this plat.

Dated this 16<sup>th</sup> day of June, 1953.

J. D. Walcott  
City Clerk

Harold Frazer  
Treasurer, Sauk County, Wisconsin

307566  
REGISTER'S OFFICE  
SAUK COUNTY, WIS.  
RECEIVED FOR RECORD  
JUN 16 1953

ATTEST: I, CLAYTON W. PLATT, County Register, do hereby certify that the foregoing is a true and correct copy of the record as the same appears in the records of the County Register's Office.  
Clayton W. Platt  
County Register, Sauk County, Wisconsin

**The City of Baraboo, Wisconsin**

**Background:** This is a Resolution to approve the extension of the City Administrator's moving allowance provision, under Section 12.02, of the Employment Agreement. Under this section, the City of Baraboo had agreed to reimburse or pay directly, for the actual household moving expenses to move within the corporate limits of the City of Baraboo by July 1, 2025. The moving allowance listed in the agreement shall not exceed \$5,000 (Five Thousand Dollars). The City Administrator is requesting to extend this deadline to September 30, 2025, to complete the move from temporary housing to a long-term residence.

The Finance Committee at their June 10th, 2025 meeting reviewed this matter and (recommended/did not recommend) to approve the extension of the moving allowance deadline, to expire by September 30, 2025.

**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 moving allowance provision for the City Administrator, with reimbursement or direct pay for moving expenses, not to exceed \$5,000, to move within the City's corporate limits, be extended from July 1, 2025, to September 30, 2025, is hereby approved.

**Offered by:** Finance/Personnel Comm. **Approved:** \_\_\_\_\_

**Motion:**

**Second:**

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

**The City of Baraboo, Wisconsin**

**Background:** As part of the approval of the 2025 City Budget, the Common Council approved holding off on hiring for the vacant Parks, Recreation and Forestry Director position for the first 6 months of 2025. During the “Committee of the Whole” portion of the October 22, 2024, Common Council meeting, members recommended to look at a review and revision process for the Director position. The City Administrator worked with the Interim Parks, Recreation and Forestry Director, the Public Works-Street Director, and the Parks, Recreation and Forestry Foreman, to develop an updated position description that provides a more current description of the professional qualities and necessary skills required for the department and the City of Baraboo. The position description was presented to the Parks and Recreation Commission, at their June 9<sup>th</sup> meeting, at which time the City Administrator reviewed the description, answered questions, and received feedback from meeting attendees.

The Finance/Personnel Committee received the position description at their June 24, 2025 meeting, and recommended/did not recommend that it be forwarded on to the Common Council .

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

**Comments:** The Parks, Recreation and Forestry Director position was budgeted for the remaining 6 months of the 2025 Budget year.

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

THAT the amended position description for the Parks, Recreation and Forestry Director be approved and authorize the City Administrator to move forward in the City’s employment hiring process, for the purpose of filling this vacancy.

**Offered by:** Finance/Personnel

**Motion:**

**Second:**

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

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

## CITY OF BARABOO Position Description

---

**Class Title:** Parks, Recreation and Forestry Director

**Grade:** 14

**Updated:** June 2025

**Department:** Parks, Recreation & Forestry

**Reports to:** City Administrator and Parks & Recreation Commission

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**General Purpose:** A progressive City government is seeking an **innovative, dynamic** and **forward thinking leader** in the role of Parks, Recreation and Forestry Director. This is an exciting position for an individual who has the ability to inspire a shared vision working collaboratively with an active and involved community.

Responsible for fostering a customer-service culture, while providing high level managerial leadership, administrative and financial direction, as well as directing the planning, development and operation of City-wide parks and recreation facilities and programs, and forestry services. The Director will strive to enhance and sustain existing parks and recreation amenities and spaces, while looking to develop affordable, appropriate and sustainable opportunities for the department and the City.

Responsible for coordinating staff supervision, to include full-time, part-time seasonal and contracted employees, and for creating opportunities for professional development. Work involves analyzing program effectiveness, managing, planning and supervising the traditional recreation programs to include, but not limited to special events, youth development and senior programs. This position requires outstanding communication, decision-making skills, and leadership.

### **Supervision:**

**Received:** The Parks, Recreation and Forestry Director will serve under the general direction of the City Administrator and will be accountable to the Parks and Recreation Commission.

**Exercised:** Supervises the Recreation & Aquatics Coordinator, Parks and Forestry Operations and Maintenance staff, Ochsner Zoo staff, and a Facility Coordinator. Indirect supervision of part-time, seasonal, contractual and volunteer staff, through the assistance of the Recreation & Aquatics Coordinator and Zoo staff. Provides operational supervision for Recreation, Aquatics and Civic Center programs, and Parks, Zoo, and Forestry operations.

### **Essential Duties and Responsibilities:**

1. Responsible for extensive planning, allocation and implementation of staff, fiscal and material resources, to successfully manage City parks, recreational facilities and programs, and forestry services.
2. Administers the annual budget, oversees capital expenditures, and authorizes expenditures in accordance with budget.
3. Participates in the annual City budget process, by preparing the departmental budget, in collaboration with staff, the City Administrator, and City Financial staff, for review and approval of the City Council.

4. Develops a short and long term departmental Capital Improvement Plan, and annually reviews and modifies, as needed. Identifies needs for Capital Improvement Program (CIP) projects based on citizen input and the Comprehensive Outdoor Recreation Plan. Prepares appropriate CIP project plans designs, and specifications. Presents CIP plans to Parks and Recreation Commission. Oversees the design, development, and installation of CIP projects improvements, renovations, and repairs. May function as Project Manager in directing a wide range of parks construction, maintenance, and improvements projects.
5. Maintains current inventory of all equipment, reviews maintenance priorities and schedules, and updates equipment replacement schedule, in alignment with the CIP.
6. Supervision includes work allocation and prioritization, training, performance evaluation, professional development and management; motivates employees to achieve high performance, creates and fosters a team-oriented and collaborative work environment.
7. Collaborates with staff to develop short and long-term strategic plans for recreation programs, parks, forestry, and facilities, and presenting to the Parks and Recreation Commission and City Council.
8. Responsible for reviewing strategic plans on an annual basis, and revising as necessary, and presenting updates to the Parks and Recreation Commission and City Council.
9. Manages the development and execution of the strategic operating goals and objectives; oversees the planning, development, implementation and maintenance of programs, policies, procedures, goals, budgets, systems and processes.
10. Responsible for setting and overseeing department operations work schedules, and reviewing and approving schedule modifications, to meet operational needs, in accordance with City policies.
11. Manages the planning, direction, and administration of recreational programs and activities for all age groups and interest levels in the City.
12. Manages the physical operations, negotiate lease agreements for City Council approval, and coordinate programming within the City-owned Civic Center.
13. Manages the physical operations and programming of the City's existing aquatics facility.
14. Manages the planning, direction and supervision of Zoo staff in operations, educational programming, and the procurement, care, and exhibition of animals.
15. Manages the physical operations and programming of the Community Pavilion.
16. Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports.
17. Prepares design and permit applications for park improvements. Manages design and construction service contracts from scoping through selection and execution phases. Gathers, analyzes and evaluates usage of facilities and program attendance.
18. Identifies and pursues eligible grant and sponsorship funding opportunities, and conducts required research and actions for securing funding to support eligible events, programs and facilities that align with the department's strategic plan.
19. Reviews, revises and submits policy and park ordinance recommendations for Parks and Recreation Commission review and City Council approval.
20. Organizes and prepares the Park and Recreation Commission meeting agendas and attends all meetings of the Parks and Recreation Commission.
21. Routinely visits and inspects parks, recreation facilities, and program sites to ensure safety, cleanliness, maintenance standards, and overall usability; identifies areas for improvement and coordinates necessary repairs or enhancements.
22. Assists in recruitment and selection of qualified candidates, development of position requirements, evaluation of employee performance, and analyze and assist in resolving human resource problems.

23. Responds to citizen comments and complaints in a professional and appropriate manner.
24. Will routinely edit, organize and present clear and concise, oral and written reports on a variety of departmental projects, to various audiences.
25. Manages public information functions, including preparing news media releases and announcements, and departmental citizen newsletters.
26. Attend meetings, conventions, and workshops to keep abreast of trends in the Parks and Recreation profession.
27. Develops and sustains active working relationships with the Friends of the Baraboo Parks, Friends of the Baraboo Zoo, and co-sponsoring organizations, while also fostering communication with community groups and members to keep the public informed about departmental projects and needs.
28. Works in cooperation with other City Departments.
29. Exhibits the ability and willingness to work a flexible work schedule based off departmental and City needs.
30. Performs all other work-related duties as required.

#### **Peripheral Duties:**

1. Attends required safety training classes and seminars conducted by Cities and Villages Municipal Insurance Corporation (CVMIC).
2. Attends Common Council meetings or meetings of other committees, commission, and boards as required or requested.

#### **Desired Minimum Qualifications:**

1. Experience in park, facility, urban forestry, recreation programming, pool management, and zoo management are preferred, or any combination of training and experience which provides the required knowledge, skills, and abilities.
2. Demonstrated skills in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
3. Demonstrated skills in budget preparation and administration.
4. Demonstrated skills in preparing, reviewing, and analyzing operational and financial reports.
5. Demonstrated skills in providing leadership to, supervising, training, and evaluating assigned employees and volunteers.
6. Demonstrated skills in organizing resources and establishing priorities.
7. Demonstrated skills in writing grant applications and project administration.
8. Demonstrated skills in conducting project management.

#### **Education and Experience:**

1. A degree in Parks and Recreation, or a related field is preferred.
2. A minimum of two years of management/supervisory experience is required.
3. Knowledge of applicable federal and state laws, regulations, and requirements.
4. Knowledge of all facets of recreation operations.
5. Knowledge of parks, recreation, facility management, swimming pool, urban forestry, and zoo administration philosophies, concepts, and techniques.
6. Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
7. Knowledge of buildings, facilities and the development of parks maintenance and design standards, work control and quality control processes.
8. Knowledge of occupational hazards and safety precautions.
9. Knowledge of methods and procedures in preparing master site plans, detailed park plans,

[https://cityofbaraboo-my.sharepoint.com/personal/jyoung\\_baraboowi\\_gov/Documents/Documents/CITY DEPARTMENTS/PARKS\\_RECREATION\\_FORESTRY/Edited\\_\\_06\\_05\\_2025\\_\\_Position Description\\_\\_Parks\\_Recreation\\_Forestry Director.docx](https://cityofbaraboo-my.sharepoint.com/personal/jyoung_baraboowi_gov/Documents/Documents/CITY%20DEPARTMENTS/PARKS_RECREATION_FORESTRY/Edited__06_05_2025__Position%20Description__Parks_Recreation_Forestry_Director.docx)

and park design layouts for park and recreation  
10. Possess a valid Wisconsin driver's license.

**Special Requirements:** Trained in blood borne pathogens, first aid, and various other safety related courses to be able to respond properly to situations that may occur when working with participants at Parks and Recreation facilities and recreational events.

**Tools and Equipment Used:** Telephone, personal computer, copy machine, calculator, fax machine, and various software programs including the Microsoft Office Suite with Word and Excel Spreadsheet and any other software necessary for the effective operation of the position.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk, use hands to handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office is moderate. The noise level during a recreational event can be moderate to noisy, depending on the event. There can be a lot of activity within the office during times of program registration. The work environment can be stressful at times, as City employees interact with members of the general public. An employee may encounter a disgruntled or hostile citizen, or may need to request assistance from a first responder due to injury at a sporting activity or event, or other emergency situations encountered by Parks and Recreation program consumers. It is important that staff remains calm and knows how to respond under those circumstances.

**Selection Guidelines:** A formal application, the rating of education and experience; an oral interview; and a reference check are required. In addition, a job related test may be administered. Because this is a Department Head level position, the Common Council and the Mayor may also be involved in the process. The duties listed above are provided only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**The City of Baraboo, Wisconsin**

**Background:** This is a resolution to convey a 50-foot wide strip of land south of Sauk Avenue between Sysco's building on the west and Seneca's building on the east. This strip of land was formerly occupied by a rail spur that was owned by the Baraboo Industrial Expansion Co., Inc. and conveyed to the City of Baraboo in 1969.

A recent survey of Sysco's property revealed that there are certain improvements to the properties on each side of this 50-foot wide strip of City-owned property encroach thereon. It appears that two prior additions to Sysco's building encroach into this strip of land but the City issued building permits for those additions.

The Public Safety Committee reviewed this matter at their March 31<sup>st</sup> meeting and recommended the City convey this 50-foot wide strip of land to Sysco provided they grant Seneca an Encroachment Agreement for their mechanical equipment that encroaches into the east side of said strip of land.

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

A Resolution conveying the 50-foot wide strip of land (Parcel No. 206-1057-00000) to Baraboo Sysco Foods Services, Et Al (Parcel No. 206-1054-00000).

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

The City hereby authorizes the City Clerk and City Administrator to sign the attached Quit Claim Deed to convey the 50-foot wide strip of land on the south side of Sauk Avenue, between Baraboo Sysco Foods Services, Et Al's property and Seneca Foods' property.

**Offered by:** Public Safety Com't.

**Motion:**

**Second:**

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

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



**[SIGNATURE PAGE TO QUIT CLAIM DEED]**

**GRANTOR:**

City of Baraboo, a Wisconsin municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF WISCONSIN                    )  
  )     ss.  
COUNTY OF \_\_\_\_\_            )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2025, the above-named \_\_\_\_\_, as \_\_\_\_\_ of City of Baraboo, a Wisconsin municipal corporation, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission expires: \_\_\_\_\_

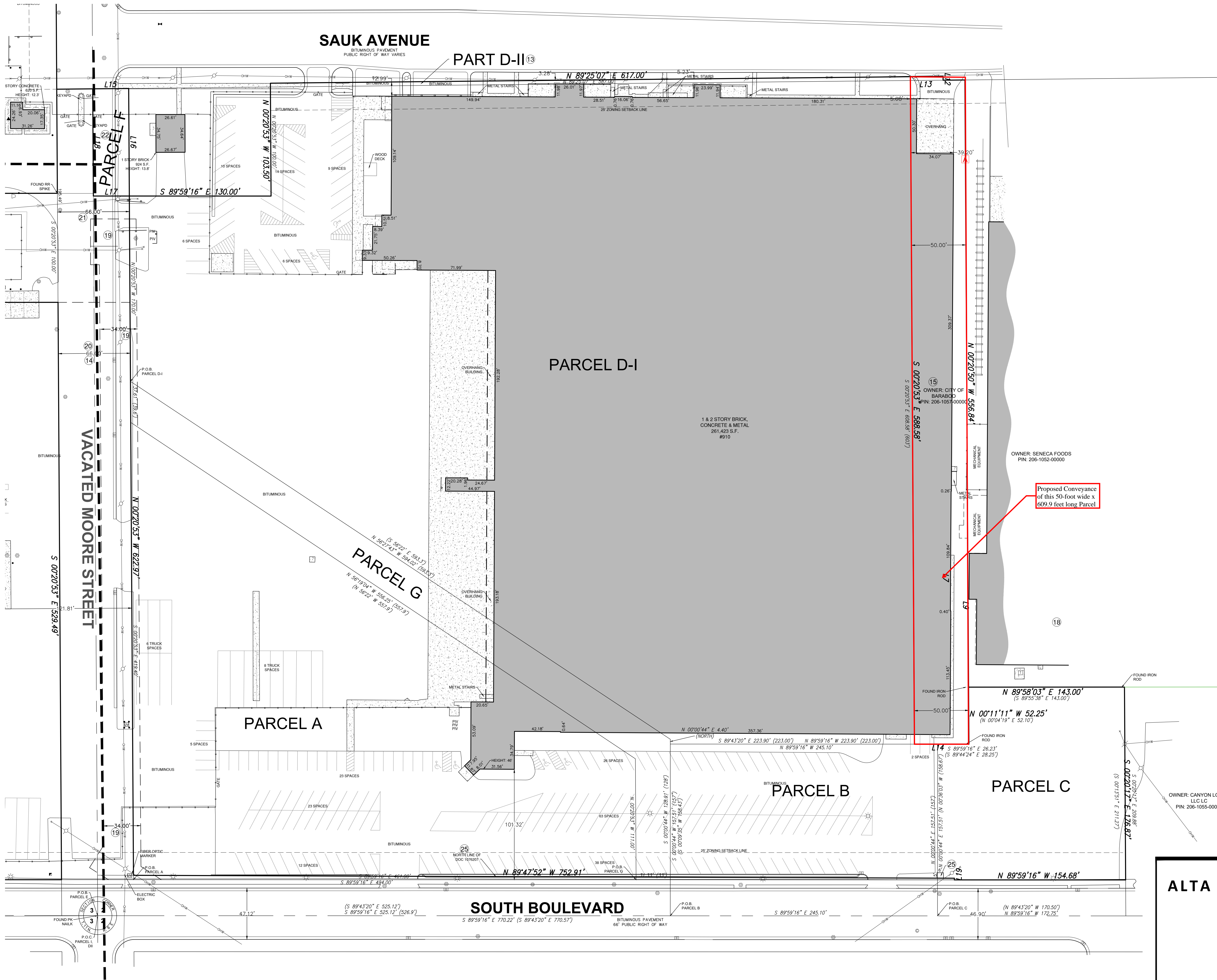
## EXHIBIT A

### Legal Description

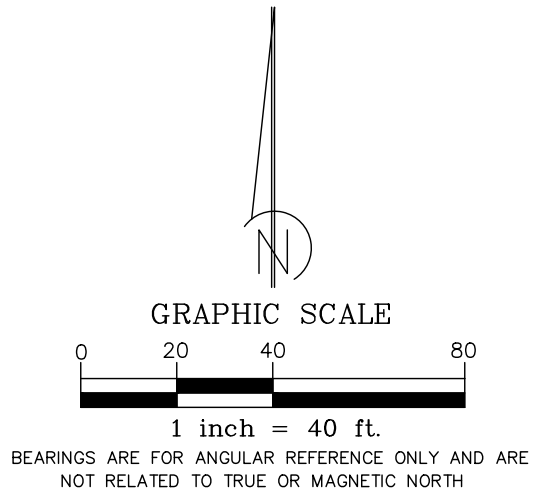
A PARCEL OF LAND IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER (SW $\frac{1}{4}$  NW $\frac{1}{4}$ ), SECTION TWO (2), TOWNSHIP ELEVEN (11) NORTH, RANGE SIX (6) EAST, CITY OF BARABOO, SAUK COUNTY, WISCONSIN, WHICH IS BOUNDED BY A LINE DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE EAST LINE OF MOORE STREET, WHICH POINT IS 490 FEET NORTH AND 33 FEET EAST OF THE SOUTHWEST CORNER OF SAID NORTHWEST  $\frac{1}{4}$ ; THENCE NORTH 00 DEGREES 20 MINUTES 53 SECONDS WEST, PARALLEL WITH THE WEST LINE OF SAID NORTHWEST  $\frac{1}{4}$ , 170.00 FEET ALONG THE EAST LINE OF MOORE STREET; THENCE SOUTH 89 DEGREES 59 MINUTES 16 SECONDS EAST, PARALLEL WITH THE SOUTH LINE OF SAID NORTHWEST  $\frac{1}{4}$ , 130.00 FEET; THENCE NORTH 00 DEGREES 20 MINUTES 53 SECONDS WEST, PARALLEL WITH THE WEST LINE OF SAID NORTHWEST  $\frac{1}{4}$ , 100.00 FEET TO THE SOUTH LINE OF SAUK AVENUE; THENCE NORTH 89 DEGREES 25 MINUTES 07 SECONDS EAST ALONG THE SOUTH LINE OF SAID SAUK AVENUE 587.00 FEET TO THE CITY OF BARABOO RAILROAD SPUR RIGHT-OF-WAY FOR A POINT OF BEGINNING; THENCE SOUTH 00 DEGREES 20 MINUTES 53 SECONDS EAST PARALLEL WITH AND 750.00 FEET EAST OF THE WEST LINE OF SAID NORTHWEST  $\frac{1}{4}$ , 608.58 FEET; THENCE SOUTH 89 DEGREES 59 MINUTES 16 SECONDS EAST, PARALLEL WITH THE SOUTH LINE OF SAID NORTHWEST  $\frac{1}{4}$ , 50.00 FEET TO A POINT ON A LINE 800.00 FEET EAST OF SAID NORTHWEST  $\frac{1}{4}$ ; THENCE NORTH 00 DEGREES 20 MINUTES 53 SECONDS WEST PARALLEL WITH AND 800.00 FEET EAST OF THE WEST LINE OF SAID NORTHWEST  $\frac{1}{4}$ , SAID LINE BEING ALSO THE WEST LINE OF CERTIFIED SURVEY MAP 3957 PER DOCUMENT No, 687174, 609.09 FEET TO THE NORTHWEST CORNER THEREOF AND THE SOUTH RIGHT OF WAY LINE OF SAUK AVENUE; THENCE SOUTH 89 DEGREES 25 MINUTES 07 SECONDS WEST ALONG THE SOUTH LINE OF SAID SAUK AVENUE, 50.00 FEET TO SAID POINT OF BEGINNING.

Tax Parcel No. 206-1057-00000



LEGENDS & ABBREVIATIONS		
	UTILITY POLE	P.O.C. POINT OF COMMENCEMENT
	LIGHT POLE	P.O.B. POINT OF BEGINNING
	TRANSFORMER	' DEGREES
	UTILITY PEDESTAL	" FEET/MINUTES
	TRAFFIC SIGNAL	" INCHES/SECONDS
	SIGNAL VAULT	S.F. SQUARE FEET
	CLEAN OUT	(REC) RECORD BEARING/DISTANCE
	GAS VALVE	TF TOP OF FOUNDATION
	WATER VALVE	FF FINISHED FLOOR
	ELECTRIC METER	TP TOP OF PIPE
	GAS LINE	B.S.L. BUILDING SETBACK LINE
	FLARED END SECTION	P.U.E. PUBLIC UTILITY EASEMENT
	FIRE HYDRANT	D.E. DRAINAGE EASEMENT
	AUTO SPRINKLER	L ARC LENGTH
	MONITORING WELL	R RADIUS LENGTH
	BOLLARD	C CHORD LENGTH
	B-BOX	CB CHORD BEARING
	SIGN	CWP CORRUGATED METAL PIPE
	FLAG POLE	CONCRETE SURFACE
	MANHOLE	
	SANITARY MANHOLE	
	STORM STRUCTURE (CLOSED)	
	STORM STRUCTURE (OPEN)	
	CURB INLET	
	VALVE VAULT	
	CLEAN OUT	
	W— WATER LINE	
	T— TELEPHONE/CATV LINE	
	G— GAS LINE	
	E— ELECTRIC LINE	
	—OHW— OVERHEAD WIRES	
	—STM— STORM SEWER	
	—SAN— SANITARY SEWER	
	—X— CHAIN LINK FENCE	
	—D— STOCKADE FENCE	
	—G— GUARD RAIL	
	— I— IRON FENCE	



## ALTA /NSPS LAND TITLE SURVEY

SYSKO-BARABOO, WI  
BV PROJECT NO: 171575.24R000-003.220  
910 SOUTH BOULEVARD  
BARABOO, SAUK COUNTY, WI

Ordinance No. 13.1

The City of Baraboo, Wisconsin

**Background:** The City of Baraboo adopted its 2040 Comprehensive Plan on December 10, 2024. Section 66.101(4) provides a process for amending the Comprehensive Plan. This is an Ordinance to amend that Plan, more specifically the Planned Land Use Map contained in the Plan.

The Plan Commission reviewed a proposed amendment to the Future Land Use Map in the Comprehensive plan at their June 17, 2025 meeting to change the Future Land Use for the southeasterly most 10.80 acres, more or less, in the SE/4 of Section 11, T11N, R6E City of Baraboo, Sauk County, Wisconsin, from Planned Neighborhood Mixed Use to Mixed Commercial.

The Commission recommended this change on a vote of 6 to 1 with Commissioner Hartup voting no.

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

An Ordinance amending the 2040 Comprehensive Plan of the City of Baraboo, Wisconsin.

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

WHEREAS the Plan Commission of the City of Baraboo, by a majority vote of the entire Commission recorded in its official minutes, has adopted a resolution recommending to the Common Council the approval of an Amendment to the document entitled *CITY OF BARABOO 2040 COMPREHENSIVE PLAN*, which contains all of the elements specified in Section 66.1001(2) of the Wisconsin Statutes; and

WHEREAS the City of Baraboo held a public hearing on this proposed Amendment, in compliance with the requirements of Section 66.1001(4)(d) of Wisconsin Statutes; and

WHEREAS the Common Council of the City of Baraboo, Wisconsin, does, by enactment of this Ordinance, formally adopt the Amendment to the document entitled, *CITY OF BARABOO 2040 COMPREHENSIVE PLAN*, pursuant to Section 66.1001(4) of Wisconsin Statutes.

NOW, THEREFORE, Section 17.55, Code of Ordinances is hereby amended as follows:

1. Section 17.55(1) of the Municipal Code of the City of Baraboo, Wisconsin, is hereby created to read as follows:

**17.55 COMPREHENSIVE PLAN**

- (1) The *City of Baraboo 2040 Comprehensive Plan*, dated October, 2024, which is on file in the office of the City Clerk, was adopted as the Comprehensive Plan of the City of Baraboo pursuant to Wisconsin Statutes 66.1001 and this proposed Amendment to the Future Use Map therein, dated June 24, 2025 is incorporated herein by reference.
2. This Ordinance shall take effect upon passage and publication as provided by law.

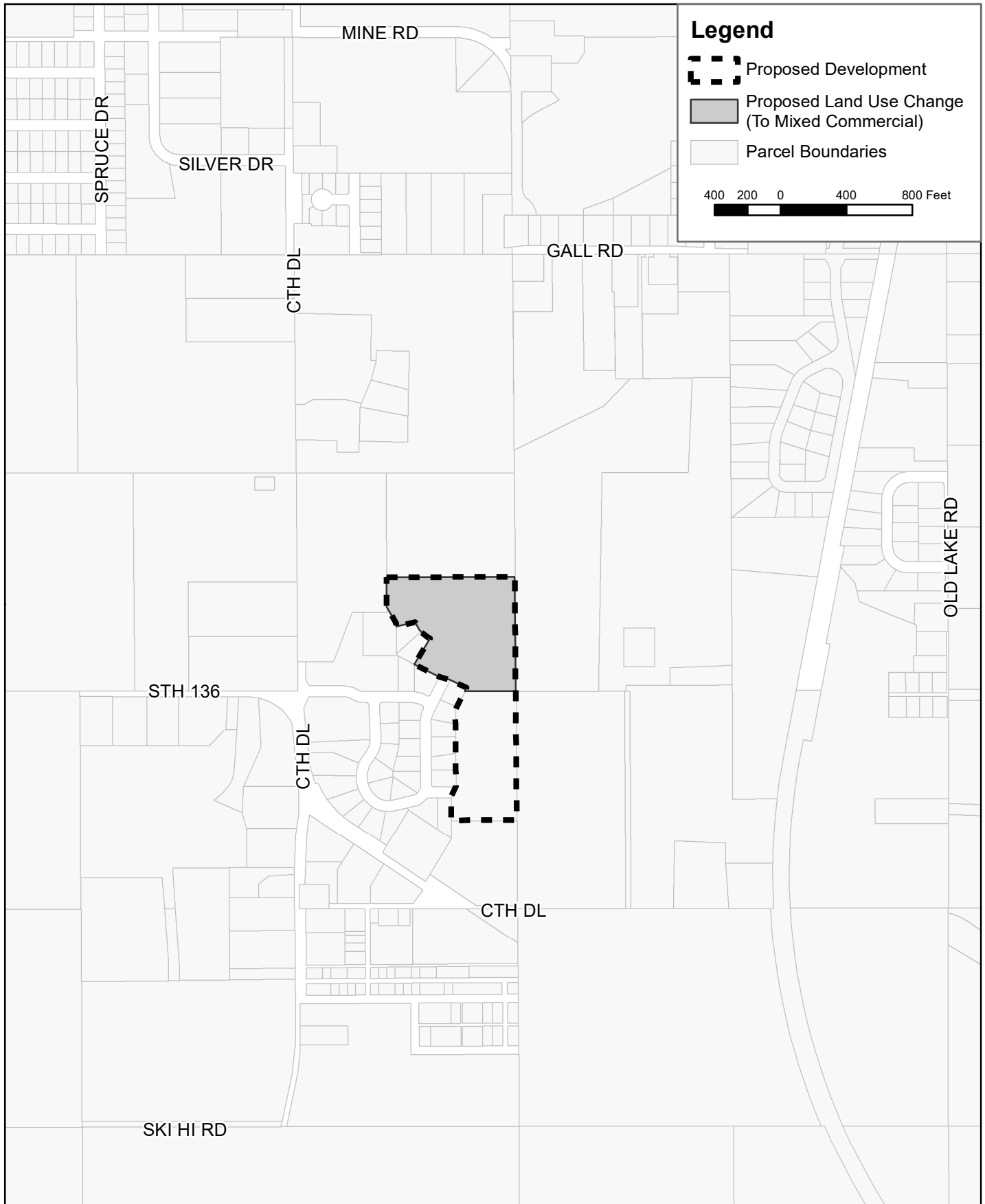
Mayor's Approval: \_\_\_\_\_

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 \_\_\_\_\_, 2025 and is recorded on page \_\_\_\_ of volume \_\_\_\_.

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

Path: C:\Users\mfalk\OneDrive - Short Elliot Hendrickson Inc\Desktop\2024 Projects\Baraboo TID 13\B&W\_TID#13.mxd



1701 WEST KNAPP STREET, STE. B  
RICE LAKE, WI 54868-1350  
PHONE: (715) 236-4000  
FAX: (888) 908.8166  
www.sehinc.com

Client Code: BARAB  
Print Date: 5/21/2025

Map by: mfalk  
Projection: WISCRS,  
Sauk County Feet  
Source: Sauk County

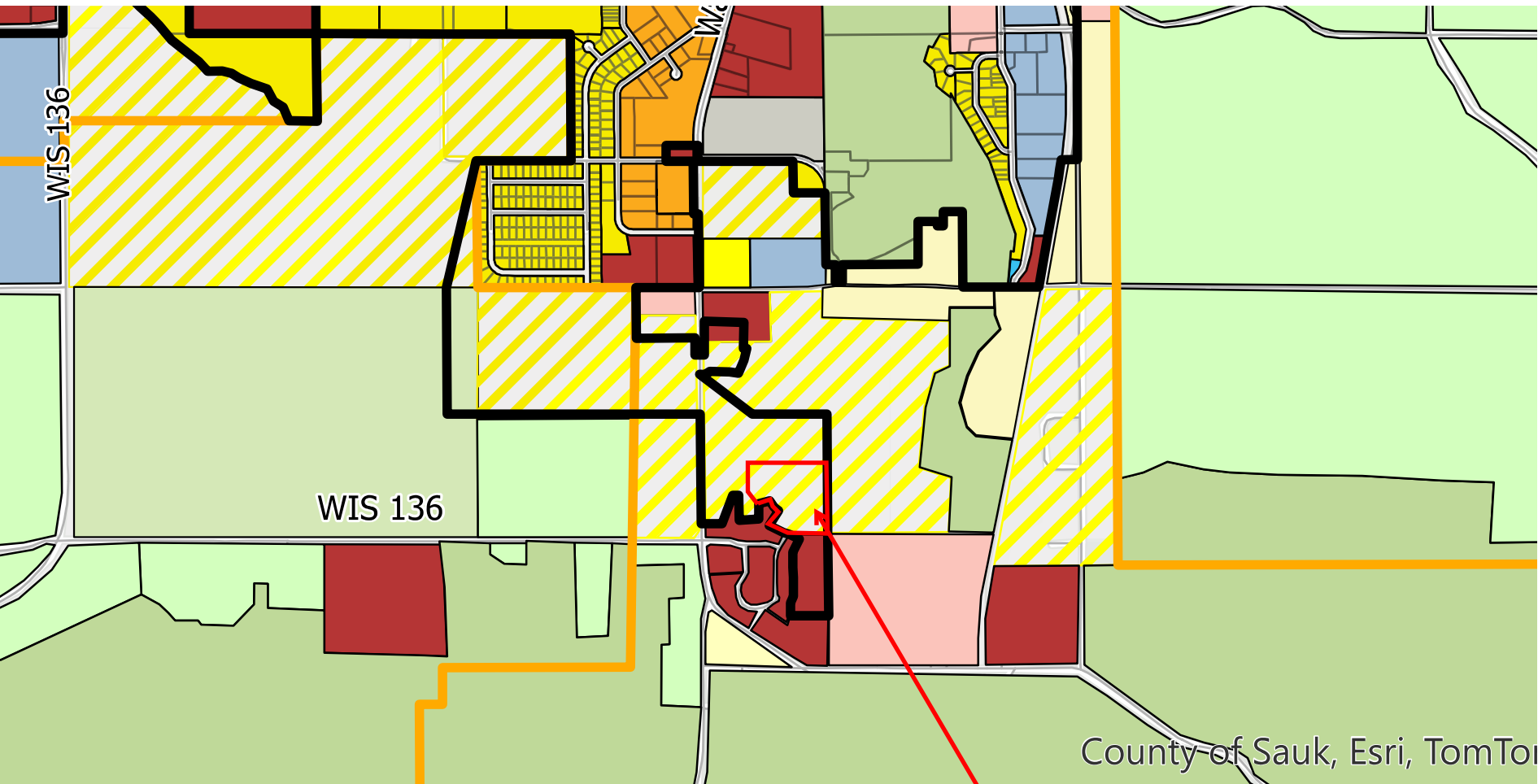


## Proposed Land Use Ammendment

Baraboo, Sauk County

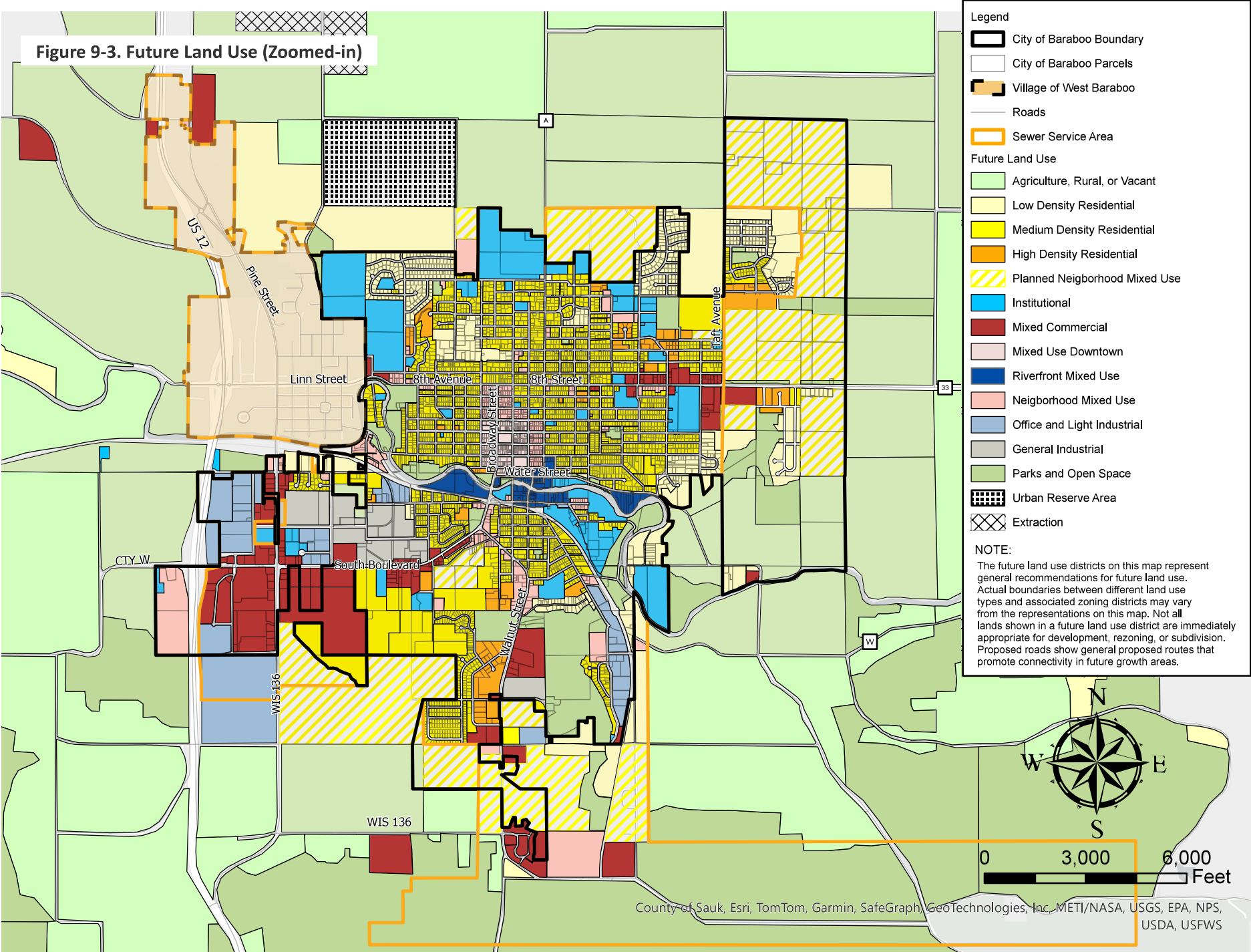






Proposed Mixed  
Commercial

9. Land Use



## 13.2

### The City of Baraboo, Wisconsin

**Background:** Ben Fritz, d/b/a 125 9<sup>th</sup> Street LLC, had this property rezoned as a PUD in 2015. The property, formerly known as the Anne Elizabeth Reese Memorial Home, originally was a multi-family dwelling formerly used as an assisted care facility for retired pastors and/or their wives. Mr. Fritz converted this property to a 9-unit multi-family dwelling for senior citizen tenants, 55-years or older. The building includes a common space that could be use by all of the tenants but Ben Fritz is now requesting to convert part of the common space to a one-bedroom dwelling unit with a loft and eliminate the 55-year or older age restriction.

The Plan Commission reviewed the proposal at both their May 20<sup>th</sup> and June 17<sup>th</sup> meetings and recommended approval of the Amended PUD.

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

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

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

**17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP**

(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Developments. The following Planned Unit Developments are approved and incorporated into the zoning map: 2025-01.

2. The attached Amended General Development Plan / Specific Implementation Plan is approved as Planned Unit Development 2025-01.
3. 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 July, 2025, and is recorded on page \_\_\_\_ of volume \_\_\_\_.

City Clerk:

\_\_\_\_\_



**AMENDED GENERAL DEVELOPMENT PLAN/SPECIFIC IMPLEMENTATION  
PLAN  
FOR 125 9<sup>th</sup> STREET  
CITY OF BARABOO, SAUK COUNTY, WISCONSIN,  
ZONED AS A PLANNED UNIT DEVELOPMENT**

Ben Fritz, d/b/a 125 9<sup>th</sup> Street LLC, has petitioned to Amend the existing GDP/SIP for the property located at 125 9<sup>th</sup> Street, zoned as a Planned Unit Development (PUD #2015-03) under the City of Baraboo's Zoning Code, for purposes of a multi-family independent living complex. The PUD shall be based upon the following Amended General Development and Specific Implementation Plans submitted for approval pursuant to §17.36B(7), of the Baraboo Code of Ordinances:

1. The real property involved in this Planned Unit Development consists of the property located at 125 9<sup>th</sup> Street (Tax Parcels 206-3460-00000 and 206-3413-00000), in the City of Baraboo, Sauk County, Wisconsin. The legal description for the property is as follows:

Lots 3 and 4 in Block 3 of Wallace's Addition to the City of Baraboo and Lots 4, 5, and 6, Block 2, Warren's Addition to the City of Baraboo, Sauk County, Wisconsin.
2. The property is presently zoned as a PUD pursuant to Ordinance No. 2435, approved on September 22, 2015. The specific intention of the petitioner is to add one additional independent living unit to the existing 9-unit multi-family independent living complex by converting the existing common space to a one-bedroom living unit with a loft.
3. The property is specifically approved for the use and operation of a 10-unit multi-family independent living complex. The use of the property shall not be changed from such use without the modification of this General Development Plan (GDP) with the approval of the City's Common Council.
4. This Amended GDP is also accepted as the Specific Implementation Plan (SIP) for the property and in accordance with the site plan for development approved by the Baraboo Plan Commission on May 20 and June 17, 2025.
5. The following relief is granted the Petitioner in relation to the project:
  - a. The required number of parking stalls located on the property shall be ten, which shall include one van-accessible handicap parking stall.
  - b. The property is approved for multi-family residential use.

6. In addition to the relief granted the Petitioner, the following requirements shall be met by the Petitioner in the development of the project:
  - a. A minimum of ten off-street parking stalls and/or garage stalls for vehicles shall be provided on the premises.
  - b. The intent shall be to provide long term residential rentals to tenants. Tenancies at will, daily, weekly, and monthly rentals shall not be allowed, except that month-to-month leases are allowed for the renewal of longer term leases.
  - c. The maximum number of one-bedroom rental units shall be nine.
  - d. Each of the kitchens in the nine one-bedroom rental units shall include a stove and the reconfiguration of each unit shall be completed in accordance with state-approved plans.
  - e. No more than two residents may reside in any single one-bedroom rental unit.
  - f. The two-bedroom “manager’s” apartment shall be limited to the use of a single family.
  - g. There shall be no rental of storage facilities on the premises to non-residents.
  - h. The property shall be limited to one free-standing sign of not to exceed eight square feet in area.
7. The terms of the GDP / SIP shall be covenants running with the land, and applicable not only to the petitioner, but to any and all subsequent owners as well.

Lori J Laux, Treasurer

**TREASURER'S INVESTMENT TRANSACTION REPORT for May 2025**

**Average Rate of Return on Current Deposits:**

**Benchmarks:**

Total Receipts:	755,088.27	Avg Term		
		General Funds:	5.9 M	3.29%
Total Disbursements:	1,393,057.51	Utility Funds:	18.8 M	4.07%
		Segregated Funds:	12.2 M	3.61%
		Securities w/Dana	3.45 years	4.05%
		All Funds:	9.8 M	3.64%
			Liquid:	65%
		Term:	35%	

LGIP	4.36%
90-day T-bill:	4.61%
6M CD:	3.85%
12M CD:	3.75%
18M CD:	3.98%

**Policy Objectives:**

- Safety: ▪ \$3,600,000 invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Reinvesting in CDs as funds becomes available to invest.
- Yield: ▪ Short and mid-term CD rates are pretty good. We are getting exceptional rates on our securities purchases. We are expecting higher turnover, as these agencies will be called when the interest rates go down.

**TRANSACTIONS**

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Reinvest	CD	General Fund	BWD	3934128		10 mos	5/29/2025	4.78%	200,000.00	Pd to MM
					3921577		11 mos	4/30/2025	3.95%	200,000.00	Pd to MM

Comments:

**INVESTMENT ADVISOR TRANSACTIONS**

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield - Maturity	Amount	Interest
(1)	CALLED	FHLB	3130B3HX4	100.0000	AA+/Aaa		2 year	11/13/2026	4.610%	200,000.00	Semiannual

Comments: Held 6 months, earned 4.61%

BUY	FHLB	841076	98.2500	Not Rated		3.97 yr	11/1/2048	5.164%	201,988.97	Monthly
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Comments: monthly principal and interest payments

\* Current coupon



## Finance/Personnel Committee Meeting Minutes

May 27, 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, Chief Carloni, L. Laux, J. Ostrander, R. LaBroschian, P. Cannon, Ted Matkom (Gorman & Company), Joan Fordham

### 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 May 13, 2025

Moved by: Kent

Seconded by: Kierzek

**CARRIED (3 to 0)**

#### 1.d Approve Agenda

Moved by: Kent

Seconded by: Kierzek

**CARRIED (3 to 0)**

### 2. Action Items

#### 2.a Accounts Payable

Moved by: Kent

Seconded by: Kierzek

Recommend paying \$974,622.25 of Accounts Payable.

**CARRIED (3 to 0)**

#### 2.b CDA Tax Credit Delivery Obligations

Ted Matkom, Gorman & Company, provided information regarding a request for an operating deficit not to exceed the greater of 6 months of operating expenses, hard debt of \$195,000. The operating deficit reserve of \$195,000 will be available and must be exhausted prior to requesting the guarantee. The CDA is required to ensure that a unit is not vacant for more than one year. T. Matkom explained that with a \$10M project they would ask WHEDA to issue a 4% tax credit, or \$400,000 tax credit every year for 10 years. At the completion of the project, WHEDA will give us a \$4M tax credit certificate that can be sold. A bank would purchase these tax credits because they have deposits around Baraboo and must have a low-income threshold to lend in this area, also known as the Community Reinvestment Act. Because WHEDA is paying all of the money within the first 24 months, they need a \$1M tax credit guarantee. P. Cannon noted that they will be hiring an outside firm to assist with the compliance of this. Corson Square is currently about 97% occupied, with a waiting list; rent will remain the same at 30% of the tenant's income.

Moved by: Kent

Seconded by: Kierzek

Recommend approving the requirement from the Corson Square tax credit investor for the City of Baraboo to guaranty (in an amount of \$1M) the tax credit delivery obligations by the CDA related to operation and management of Corson Square after renovations are completed.

**CARRIED (3 to 0)**

#### 2.c Interim Police Chief Salary

Adm. Young noted that with the vacancy for Police Chief, Captain Ryan LaBroschian was appointed as Interim-Police Chief. Additional compensation was originally approved for this position but expired upon hire of the new Police Chief. Because Captain LaBroschian has assisted with the transition of this position, staff is recommending extending a salary increase until May 20, 2025.

**Moved by:** Kent

**Seconded by:** Kierzek

Recommend extending the salary increase for Interim Police Chief Ryan LaBroschian until May 20, 2025.

**CARRIED (3 to 0)**

**2.d Budget Amendments**

J. Ostrander presented the 1st Qtr. 2025 budget amendments. At budget time, it was agreed that the journal entries for the library would be included to save money on the cost of publication. These budget amendments include both transfers between accounts and new appropriations.

**Moved by:** Kent

**Seconded by:** Kierzek

Recommend approving the 1st Qtr. 2025 Budget Amendments.

**CARRIED (3 to 0)**

**3. Discussion Items**

**1st Qtr. 2025 Financial Statements**

J. Ostrander presented the highlights of the 1st qtr. Financial Statements, providing explanations of anything over/under. She will continue to provide these reports quarterly.

**2024 Final Budget Results**

J. Ostrander presented the final budget results from 2024. The change in fund balance was originally estimated at using \$544,598 but we actually only took out \$538,238.

**4. Adjournment**

**Moved by:** Kent

**Seconded by:** Kierzek

That the meeting adjourn at 6:53pm.

**CARRIED (3 to 0)**