

Members Present: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, K. Stieve, W. Peterson, T. Pinion

Call to Order –Ald. Sloan called the meeting to order at 6:00p.m. noting compliance with the Open Meeting Law. Moved by Petty, seconded by Kent to approve the minutes of May 24, 2022. Motion carried unanimously. Moved by Kent, seconded by Petty to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council approval of the accounts payable for **\$1,364,711.77**. Motion carried unanimously.
- b) **Street Improvement Bids** – T. Pinion explained that only one bid was received from Dean Blum Excavating for both proposals. These are very competitive prices and staff's recommendation is to approve it and award it to the only bidder. These numbers are slightly higher than budgeted because of the supply chain and fuel prices: however, still very reasonable. Motion by Petty, seconded by Kent to recommend to Council authorizing accepting the bids from Dean Blum Excavating in the amounts of \$489,371.23 for Proposal A and \$678,656.12 for Proposal B for Street Improvement Projects. Motion carried unanimously.
- c) **Line of Credit** – J. Ostrander noted that this is our third draw, second request from the line of credit for TID #12. Adm. Bradley explained that the goal is to not use the entire line of credit; however, we estimated high to allow for a cushion if needed. Motion by Kent, seconded by Petty to recommend to Council authorizing the City to draw \$952,406.66 from the line of credit with the Baraboo State Bank. Motion carried unanimously.
- d) **Budget Amendment** – J. Ostrander explained that this software, “miBudget”, was presented to department heads. Department heads thought this was easier to use and they liked the way the software looked. This software will allow staff to remove some data entry from the budget process. Purchase of this software will require a budget amendment from Engineer and Public Works wages; funds that are available due to unfilled positions. Motion by Petty, seconded by Kent to recommend to Council approving the budget transfer amendment and authorizing the purchase of “miBudget” software. Motion carried unanimously.
- e) **Property Purchase** – Adm. Bradley explained that per Council’s discussion in Closed Session in regards to the acquisition of property in TID #10, this is one of the properties that was identified. The City did make the offer as directed by Council at \$200,000; the offer was accepted. The tenants have been notified by the owner that the building will be completely vacant by August 1st. Motion by Kent, seconded by Petty to recommend to Council entering into a purchase agreement for 103 and 105 Walnut Street. Motion carried unanimously.
- f) **Vehicle Lease Agreement** – Adm. Bradley noted that at the last department head meeting, staff recommended moving forward with this lease agreement. Essentially, they maximize the value of the vehicles, selling them for us. Part of their fee would be maintenance on the vehicles. Overall, they are projecting that we would save \$1.1M on a fleet of 47 vehicles. The projected lease payment includes the fee as well as maintenance. W. Peterson stated that we will pay \$10 per vehicle per month and maintenance is all tracked by the lease company. All of our vehicles are currently at replacement. They are projecting a 35% improvement in our average mile per gallon over a four-year period given the age of the fleet and types of vehicles. Adm. Bradley explained that governmental lease is an ownership; we would own these vehicles. The last lease payment on these vehicles is transfer of title and ownership. In the first year, we will replace all the vehicles and add one vehicle; we would then determine if we continue with the program. Every vehicle will have a lease; once that has expired, we can decide what we want to do with the vehicle at that point. This will be recorded as a separate fund and the creation of this fund will be brought back to Finance at a later date. Motion by Petty, seconded by Kent to recommend to Council entering into a vehicles lease and maintenance agreement with Enterprise Fleet Management. Motion carried unanimously.

- g) **Lead Service Line Replacement** – W. Peterson explained that this year the program is different than what we've done in the past, we've requested more money. There are only so many services that the Utility can work with a plumber and there are roughly 15 services that we will go out for bids. When we go out for bids, because this is federal money, we need engineering help. We requested bids from three firms, the lowest bid received was from SEH, Inc. Motion by Kent, seconded by Petty to recommend to Council approving the Professional Services Agreement with SEH, Inc. for the Lead Service Line Replacement project, not to exceed \$9,800. Motion carried unanimously.
- h) **Hotel Development Agreement** – This is the TIF agreement with JDJE, LLC for the construction of a 97-room Fairfield Hotel. The only issue with this agreement is that they don't like the fact that this all hinges on the fact that Finance appropriate every year to pay their TID bill. This is our statutory right and we will not give up this right. Essentially if Finance decides at some point that they don't want to pay this Municipal Revenue Obligation (MRO), there is nothing they can do. The City would not be able to use this money for anything else, as it would essentially be a default of the development agreement if we appropriated it for any other purpose other than paying the MRO. Construction will be about \$18M and the assessor has reviewed it and they are estimating about \$9.7M. Essentially, they would receive 75% reimbursement of their tax revenue until 2039. This is 100% "pay go". Motion by Petty, seconded by Kent to recommend to Council authorizing the City Administrator and City Clerk to execute the Hotel Development Agreement. Motion carried unanimously.

Discussion Items:

a. **Purchasing Policy**

No discussion took place. This will be included on the June 28, 2022 agenda.

Adjournment – Moved by Petty, seconded by Kent and carried to adjourn.
Brenda Zeman, City Clerk