



# AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE

1 of 66



**Date and Time:** Tuesday, October 22, 2019 **6:00 P.M.**  
**Location:** City Hall, Committee Room #205, 101 South Blvd. Baraboo  
**Members Noticed:** Joel Petty, Scott Sloan, Dennis Thurow  
**Others Noticed:** Department Heads (*agenda only*), E. Geick, B. Zeman, C. Haggard, M. Palm, P. Wedekind, John Alt, Post at Library, & Media, Fire Chief Kevin Stieve, Dana Sechler

1. Call Meeting to Order

- a. Roll Call of Membership
- b. Note compliance with Open Meeting Law.
- c. Approve October 8, 2019 minutes.
- d. Approve agenda.

**MEMBERS** not attending must notify the Chairperson at least 24 hours before the meeting.

2. Action Items

- a. **Accounts Payable** –Review and recommendation to Common Council on paying **\$229,223.18 \***
- b. Review and recommendation to Common Council to approve an Inclusion Policy for Parks, Recreation and Forestry Department facilities and programs. \*
- c. Review and recommendation to Common Council to approve a contract for \$19,190 with Dirt Monkey Excavating for the demolition of the old waterworks garage in Maxwell-Potter Conservancy, with the additional funds over budget (\$6,690) allocated from the Park Impact Land Improvement Fund. \*
- d. Review and recommendation to Common Council to approve funds from the Alma Waite Fund for the fiscal year 2020 totaling \$19,000. \*
- e. Review and recommendation to Common Council to approve the Vehicle Registration Fee Ordinance. \*
- f. Review and recommendation to Common Council to approve the Street Light System Charge Ordinance. \*
- g. Review and recommendation to Common Council to approve the Preliminary FY 2020 Budget. \*
- h. Review and recommendation to Common Council a Resolution Authorizing the Issuance and Sale of \$1,255,000 Taxable General Obligation Refunding Bonds, Series 2019A. \*

3. Information Items

- a. City Attorney's report on insurance claims – None.

4. Adjournment

Joel Petty, Chairperson

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\* Item on next regularly scheduled Common Council Meeting Agenda

Agenda prepared by D. Munz & posted on 10/18/2019

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., Baraboo, WI or phone (608) 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

**Members Present:** Petty, Thurow, Sloan

**Absent:**

**Others Present:** Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, K. Stieve, J. Bergin, L. Laux, T. Pinion, Dana Sechler, Lacey Steffes, Tim Stieve, Forrest Hartman, Ald. Ellington, Rob Nelson

**Call to Order** –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of September 24, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$523,839.73**. Motion carried unanimously.
- b) **Approve amended contract for Taxi Service to Abby Vans, effective January 1, 2020** C. Haggard explained that the rates approved at the last meeting are adjusted by a decrease of \$.14 per hour. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Approve extending Landfill Monitoring Contract with MSA Professional Services, Inc. 2020 through 2022** T. Pinion explained that the City has owned this landfill for a long time; it was closed in 1976. Since 1983 we have been required to monitor the landfill. Historically, we have contracted with MSA for this service, the most recent contract to expire 12/31/2019. The new contract represents about an average of 3% per year increase over the last contract. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Authorize the Mayor and City Clerk to award and execute a contract for the position of City Administrator** Presented tonight for approval is a draft agreement between the City of Baraboo and applicant Kennie Downing. Atty. Truman noted that the draft agreement includes a salary of \$110,000 per year, benefits pursuant to the Employee Handbook, and reimbursement of moving expenses not to exceed \$10,000. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Approve a gift of \$2,500,000 from an anonymous donor to the Baraboo Public Library, conditioned upon the name change of Library to the Carnegie-Memorial Public Library** J. Bergin explained that this donation was presented by Library Board member Forest Hartman with the stipulation that the library name be changed. The Library Board did accept this donation at their September 17<sup>th</sup> meeting. The stipulation also includes approval from the City Council to the name change. Atty. Truman clarifies that this is a donation given to the Library, not the City. Because there are no other conditions or terms on this, the Library does have the ability to follow their own policies. Ald. Thurow believes that with this donation, the name should stay forever. J. Bergin notes that she is pleased that the donor wants to include “Carnegie” and honor that name. Ald. Petty notes that this is a very generous gift to the Library and will allow the library board to move forward on the expansion and renovation; he is very appreciative of the gesture and interest in improving the community. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- f) **Amend §2.08 of the City Code to increase Alderperson’s monthly salary from \$300/mo to \$400/mo.** The Committee reviewed the two options for amending this Ordinance. Moved by Sloan to approve amending the ordinance to an Alderperson’s salary of \$400 per month, seconded by Petty and recommended to Council for action. Motion carried unanimously.
- g) **Review the 2020 Baraboo District Ambulance Service tax levy \$360,690.00** Ald. Petty noted that the increase came about at the commission level because they have struggled with being able to place money in a reserve account; they have found themselves at the low end of a cash flow issue. The increase is two-fold: cover the cost of the Baraboo District Ambulance service and place some money in a reserve account for vehicles, and have an undesignated fund balance accessible for emergency services. Chief D. Sechler explained that the increase to \$30 per capita is a compromise of possible budget scenarios. Ald. Sloan noted that they have always tried to run a tight budget, as even as possible but this year it did not work out. The increase will allow a little cushion and not looking at the possibility of borrowing money. Mayor Palm noted that every department within the City has had to reduce their budget, some considerably. The extra \$3 per capita puts more back on the City; money they have already fought to take off the budget. He can’t support the \$3 per capita while other departments are taking significant cuts. Ald. Petty noted that while he understands the Mayors concerns, the ambulance has really tried to minimize their increases but are now at a position where

they are playing catch-up. All of the representatives from the City voted in favor of the increase. Chief D. Sechler noted that the following budget concerns: the average time for billing is now about 5 days, the 2020 budget includes a cost of living for the ambulance staff of 3%, and at this time, the line of credit has been established but not utilized. C. Haggard noted that based on the budget numbers provided, she believes there is room to adjust the 2020 budget numbers. Ald. Petty stated that the budget has been discussed quite a bit by the Commission and he agrees with the budget as presented. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- h) **Authorize the Mayor and City Clerk to execute a Pre-Development Agreement with Three Amigos Property Management, LLC. For a proposed 64-unit luxury apartment complex at 325 Lynn Street T.** Pinion noted that this is the second developer for this property. Because the property is located in a TID District, it's customary for the City to provide some sort of developing incentive; Three Amigos is looking for approximately 20% of the \$5M as incentive. This pre-development agreement will preserve their interest in the project while they invest real money. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

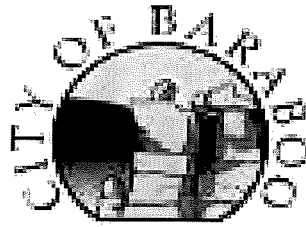
### **Informational Items**

City Attorney's report on insurance claims:

- Denial – Jennifer Stulo filed a claim for \$500 for damage to her vehicle due to alleged improper grading of the bottom of her driveway.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:46pm.

Brenda Zeman, City Clerk



City of Baraboo, Wisconsin  
 Finance Department  
 101 South Boulevard  
 Baraboo, WI 53913

October 22, 2019

The Council lists attached are check registers described in summary below:

Category	Total	Accounts Payable Run Date
General	\$174,060.28	October 18, 2019
Utility	\$ 49,027.24	October 15, 2019
ACH	\$ -	
Payroll Remittance Checks	\$ -	
Department Purchasing Cards	\$ 6,135.66	October 9, 2019
<b>Total expenditures</b>	<b>\$229,223.18</b>	

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Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>188489</b>							
10/18/2019	188489	ACTION ELECTRIC OF S	3963	05/21/2019	PW-NEW SHED WIRING	100-31-51630-822-000	670.00
Total 188489:							670.00
<b>188490</b>							
10/18/2019	188490	ALLIANT ENERGY	002634-1001	10/01/2019	AIR-SEPT AREA LIGHTING SER	630-35-53510-222-000	13.50
10/18/2019	188490	ALLIANT ENERGY	041272-1010	10/10/2019	CC-ELECTRIC	100-52-55130-222-000	1,183.54
10/18/2019	188490	ALLIANT ENERGY	041272-1010	10/10/2019	CC-HEAT	100-52-55410-223-000	95.37
10/18/2019	188490	ALLIANT ENERGY	056281-1008	10/08/2019	FD - SIREN ELECTRIC	100-21-52500-222-000	4.88
10/18/2019	188490	ALLIANT ENERGY	086392-0927	09/27/2019	PW-SEPT. '19 STREET LIGHTS	100-31-53420-222-000	1,656.70
10/18/2019	188490	ALLIANT ENERGY	139770-1002	10/02/2019	AIR-SEPT SRE BLDG ELECTRI	630-35-53510-222-000	28.28
10/18/2019	188490	ALLIANT ENERGY	139770-1002	10/02/2019	AIR-SEPT SRE BLDG GAS	630-35-53510-223-000	13.27
10/18/2019	188490	ALLIANT ENERGY	26926188-10	10/11/2019	PS/ADMIN-SEPT 2019 ELECTRI	100-11-51640-222-000	3,481.46
10/18/2019	188490	ALLIANT ENERGY	26926188-10	10/11/2019	PS/ADMIN-SEPT 2019 GAS	100-11-51640-223-000	508.10
10/18/2019	188490	ALLIANT ENERGY	294993-1011	10/11/2019	FD - ELECTRIC	100-21-51610-222-000	1,805.89
10/18/2019	188490	ALLIANT ENERGY	294993-1011	10/11/2019	FD - HEAT	100-21-51610-223-000	193.36
10/18/2019	188490	ALLIANT ENERGY	514075-1010	10/10/2019	FD - ALMA WAITE ELECTRICITY	100-21-51620-222-000	90.16
10/18/2019	188490	ALLIANT ENERGY	514075-1010	10/10/2019	FD - ALMA WAITE HEAT	100-21-51620-223-000	13.75
10/18/2019	188490	ALLIANT ENERGY	667361-1010	10/10/2019	PK-PIERCE PAVILION ELECTRI	100-52-55200-222-000	201.76
10/18/2019	188490	ALLIANT ENERGY	667361-1010	10/10/2019	PK-PIERCE PAVILION HEAT	100-52-55200-223-000	64.49
10/18/2019	188490	ALLIANT ENERGY	671025-1011	10/11/2019	PW-9/12/19 - 10/11/19 CSC	100-31-53270-222-000	1,644.83
10/18/2019	188490	ALLIANT ENERGY	671025-1011	10/11/2019	PW-9/12/19 - 10/11/19 CSC	100-31-53270-223-000	107.98
10/18/2019	188490	ALLIANT ENERGY	761834-0927	09/27/2019	LIB - EAST GAS	851-51-55110-223-000	27.50
10/18/2019	188490	ALLIANT ENERGY	761834-0927	09/27/2019	LIB - EAST ELECTRICITY	851-51-55110-222-000	294.26
10/18/2019	188490	ALLIANT ENERGY	837782-1010	10/10/2019	ZOO-ELECTRIC	100-52-55410-222-000	334.46
10/18/2019	188490	ALLIANT ENERGY	837782-1010	10/10/2019	ZOO-HEAT	100-52-55410-223-000	24.65
10/18/2019	188490	ALLIANT ENERGY	861880-1002	10/02/2019	AIR-SEPT 2019 RUNWAY ELECT	630-35-53510-222-000	435.93
Total 188490:							12,224.12
<b>188491</b>							
10/18/2019	188491	ALLIANT ENERGY-BARAB	10072019	10/07/2019	AIR-GAS MAIN 2" EXTENSION	630-35-53510-861-000	4,234.00
Total 188491:							4,234.00
<b>188492</b>							
10/18/2019	188492	AMERIGAS - BARABOO	654803474	09/30/2019	PW-(4) 100 LB CYLINDER VAPO	100-31-53300-348-000	427.96
Total 188492:							427.96
<b>188493</b>							
10/18/2019	188493	ANNA-MARIE SCHOOL	IC-2019	10/14/2019	POOL - WATER AEROBICS INST	100-53-55420-215-231	890.00
Total 188493:							890.00
<b>188494</b>							
10/18/2019	188494	AUTO TRIM OF WAUSAU	16964	09/18/2019	CITY-WINDOW FILM INSTALLATI	100-11-51640-260-000	599.50
Total 188494:							599.50
<b>188495</b>							
10/18/2019	188495	BARABOO-DELLS FLIGH	2019-10	10/15/2019	Maintenance Contract	630-35-53510-200-000	3,470.41
10/18/2019	188495	BARABOO-DELLS FLIGH	2019-10	10/15/2019	Reduction for Rent	630-35-48210-000	657.34-

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Total 188495:							2,813.07
<b>188496</b>							
10/18/2019	188496	BELCO VEHICLE SOLUTI	4710	10/14/2019	PD- DET VEHICLE SETUP FRO	490-20-52110-810-000	2,000.00
10/18/2019	188496	BELCO VEHICLE SOLUTI	4710	10/14/2019	PD- SQUAD SET UP FOR NEW	100-20-52110-240-000	2,444.76
Total 188496:							4,444.76
<b>188497</b>							
10/18/2019	188497	BJ CLEANING INC	8100	09/30/2019	LIB - EAST SEPT GENERAL CLE	851-51-55110-260-000	65.00
Total 188497:							65.00
<b>188498</b>							
10/18/2019	188498	CHARTER COMMUNICATI	01975711005	10/05/2019	ZOO-INTERNET	100-52-55410-260-000	84.99
Total 188498:							84.99
<b>188499</b>							
10/18/2019	188499	CINTAS CORPORATION #	4031534320	10/01/2019	PW-TOWELS; MATS; UNIFORM	100-31-53270-340-000	168.68
10/18/2019	188499	CINTAS CORPORATION #	4032035078	10/08/2019	CITY-MATS	100-11-51640-260-000	20.50
10/18/2019	188499	CINTAS CORPORATION #	4032035116	10/08/2019	PW-MATS; UNIFORMS	100-31-53270-340-000	46.79
10/18/2019	188499	CINTAS CORPORATION #	4032035179	10/09/2019	FD - RUGS	100-21-51610-260-000	44.18
10/18/2019	188499	CINTAS CORPORATION #	4032583608	10/16/2019	CITY-MATS	100-11-51640-260-000	20.50
10/18/2019	188499	CINTAS CORPORATION #	5014899747	10/03/2019	PW-REFILL FIRST AID CABINET	100-31-53270-340-000	119.10
Total 188499:							419.75
<b>188500</b>							
10/18/2019	188500	CITY TREASURER - WAT	61-1220 093	09/30/2019	LIB - EAST WATER UTILITY	851-51-55110-221-000	108.61
Total 188500:							108.61
<b>188501</b>							
10/18/2019	188501	COLLINS, SEAN	100519	10/05/2019	FD - SMOKE READING CLASS R	100-21-52200-320-000	50.00
Total 188501:							50.00
<b>188502</b>							
10/18/2019	188502	COMPLETE OFFICE OF	471538	10/07/2019	FIN-BOOKENDS	100-11-51500-310-000	12.66
Total 188502:							12.66
<b>188503</b>							
10/18/2019	188503	CONVERTING UNLIMITE	24768	10/11/2019	PD- EVIDENCE TAPE	100-20-52110-340-000	180.04
Total 188503:							180.04
<b>188504</b>							
10/18/2019	188504	CORE & MAIN LP	K961568	08/08/2019	ZOO-BEAVER EXHIBIT PIPE	870-52-55410-861-000	893.00
Total 188504:							893.00
<b>188505</b>							
10/18/2019	188505	D.L. GASSER CONSTRU	5000021696	10/04/2019	PW-1.990 TONS COLD MIX	100-31-53300-379-000	124.38

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Total 188505:							124.38
<b>188506</b>							
10/18/2019	188506	FASTENAL COMPANY	WIBAR21360	09/19/2019	FD - HARD HAT KRAUTKRAMER	100-21-52200-346-000	18.81
10/18/2019	188506	FASTENAL COMPANY	WIBAR21400	10/03/2019	PW-#25 CAP SCREW	100-31-53240-350-000	1.51
Total 188506:							20.32
<b>188507</b>							
10/18/2019	188507	GARAGE DOOR EXPRES	10545	10/04/2019	PD-GARAGE DOOR REPAIR	100-11-51640-260-000	1,068.00
Total 188507:							1,068.00
<b>188508</b>							
10/18/2019	188508	GEICK, EDWARD	SEPT2019	09/30/2019	ADMIN-SEPT 2019 MILEAGE	100-14-51400-330-000	47.91
Total 188508:							47.91
<b>188509</b>							
10/18/2019	188509	GERKE EXCAVATING INC	35979	09/27/2019	PW-2000 TON 3"/8660.52 TON 3/	100-00-16140-000	35,980.00
Total 188509:							35,980.00
<b>188510</b>							
10/18/2019	188510	GREAT LAKES TESTING I	104930	10/10/2019	FD - ANNUAL AERIAL TEST	100-21-52200-270-000	600.00
Total 188510:							600.00
<b>188511</b>							
10/18/2019	188511	HARTJE TIRE & SERVICE	40-67896	09/25/2019	PW-#83 STOCK TIRES	100-31-53635-341-000	406.55
Total 188511:							406.55
<b>188512</b>							
10/18/2019	188512	HEARTLAND BUSINESS	339708-H	10/08/2019	IT-WILD FIRE 3 YR SUPPORT F	100-10-51450-250-000	535.34
10/18/2019	188512	HEARTLAND BUSINESS	339708-H	10/08/2019	IT-WILD FIRE 3 YR SUPPORT F	100-00-16200-000	1,070.66
Total 188512:							1,606.00
<b>188513</b>							
10/18/2019	188513	HOHLS FARM SUPPLY IN	71871	09/30/2019	ZOO-ANIMAL FEED	100-52-55410-342-000	225.80
10/18/2019	188513	HOHLS FARM SUPPLY IN	72012	10/03/2019	ZOO-STRAW	100-52-55410-342-000	140.00
Total 188513:							365.80
<b>188514</b>							
10/18/2019	188514	HUB CHEMICAL CO INC	5322	09/27/2019	PW-LINERS FOR DOWNTOWN	100-31-53620-340-000	370.00
Total 188514:							370.00
<b>188515</b>							
10/18/2019	188515	JEFFERSON FIRE & SAF	110941	10/14/2019	FD - NEW TURNOUT GEAR FOR	100-21-52200-346-000	10,660.00
10/18/2019	188515	JEFFERSON FIRE & SAF	111052	10/16/2019	FD - NEW TURNOUT GEAR FOR	100-21-52200-346-000	5,337.00

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Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 188515:							15,997.00
<b>188516</b>							
10/18/2019	188516	JOHN D. PREUER & ASS	2191816	09/19/2019	FD - FF TEXT BOOKS	100-21-52200-320-000	370.05
Total 188516:							370.05
<b>188517</b>							
10/18/2019	188517	KRIETE TRUCK CENTER-	103015U	10/02/2019	FD - BATTERIES E-2	100-21-52200-240-000	301.40
Total 188517:							301.40
<b>188518</b>							
10/18/2019	188518	LANDS END BUSINESS O	SCR980822	10/02/2019	PD- RINGSTAD UNIFORM SHIRT	100-20-52130-346-000	72.95-
10/18/2019	188518	LANDS END BUSINESS O	SIN7700210	08/22/2019	PD- HELMS UNIFORM SHIRT &	100-20-52130-346-000	214.79
Total 188518:							141.84
<b>188519</b>							
10/18/2019	188519	LODI VETERINARY HOSP	117660-1001	10/01/2019	ZOO-WOLF CARE	100-52-55410-211-000	466.29
10/18/2019	188519	LODI VETERINARY HOSP	117660-1001	10/01/2019	ZOO-LYNX CARE	100-52-55410-211-000	400.11
10/18/2019	188519	LODI VETERINARY HOSP	117660-1001	10/01/2019	ZOO-SKUNK CARE	100-52-55410-211-000	569.08
10/18/2019	188519	LODI VETERINARY HOSP	117660-1001	10/01/2019	ZOO-OTTER MED	100-52-55410-211-000	60.60
Total 188519:							1,496.08
<b>188520</b>							
10/18/2019	188520	LYCON INC.	0879878-IN	08/31/2019	ENG-CONCRETE MILL RACE @	950-00-10107-001	215.00
Total 188520:							215.00
<b>188521</b>							
10/18/2019	188521	NAPA AUTO PARTS	361191	09/11/2019	PD- SINGLE CUT KEY	100-20-52110-270-000	1.59
10/18/2019	188521	NAPA AUTO PARTS	362132	09/23/2019	PW-HOSE END FITTINGS; WEA	100-31-53240-350-000	55.33
10/18/2019	188521	NAPA AUTO PARTS	363013	10/02/2019	PW-KNOB	100-31-53240-350-000	9.84
10/18/2019	188521	NAPA AUTO PARTS	363054	10/02/2019	PW-#41 ROUTER BATTE	100-31-53240-350-000	120.75
10/18/2019	188521	NAPA AUTO PARTS	363214	10/03/2019	FD - HITCH FOR S-4	100-21-52200-240-000	259.00
10/18/2019	188521	NAPA AUTO PARTS	363637	10/08/2019	PW-#32 COMPRESSOR; AIR FIL	100-31-53240-350-000	26.76
10/18/2019	188521	NAPA AUTO PARTS	363750	10/09/2019	PW-#69 BELT	100-31-53240-350-000	7.90
10/18/2019	188521	NAPA AUTO PARTS	363909	10/10/2019	FD - TRUCK CLEANING SUPPLI	100-21-52200-340-000	25.21
10/18/2019	188521	NAPA AUTO PARTS	363954	10/11/2019	PW-TORCH STRIKER FLINT	100-31-53240-350-000	3.46
10/18/2019	188521	NAPA AUTO PARTS	363965	10/11/2019	PW-#89 ELBOW	950-36-81000-350-000	20.90
10/18/2019	188521	NAPA AUTO PARTS	364182	10/15/2019	PW-WONDER WHEEL SPARK P	100-31-53240-350-000	4.38
10/18/2019	188521	NAPA AUTO PARTS	364203	10/15/2019	FD - BATTERY CAR 2	100-21-52200-240-000	125.58
Total 188521:							660.70
<b>188522</b>							
10/18/2019	188522	OFFICE DEPOT INC	3823033040	09/25/2019	PD- SHEET PROTECTORS, NOT	100-20-52130-310-000	23.03
10/18/2019	188522	OFFICE DEPOT INC	3823037630	09/25/2019	PD- 5X7 ENVELOPES	100-20-52130-310-000	62.58
10/18/2019	188522	OFFICE DEPOT INC	3836759750	09/30/2019	ADMIN-TONER CYAN	100-14-51400-310-000	105.69
10/18/2019	188522	OFFICE DEPOT INC	3836759750	09/30/2019	ENG-COPY PAPER 17"	100-30-53100-310-000	42.99
Total 188522:							234.29



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<b>188523</b>							
10/18/2019	188523	PEI - PERSONNEL EVALU	34135	09/30/2019	ADMIN-RECRUITMENT TESTIN	100-14-51430-216-000	100.00
10/18/2019	188523	PEI - PERSONNEL EVALU	34136	09/30/2019	FD - PEP TESTS	100-21-52200-270-000	120.00
Total 188523:							220.00
<b>188524</b>							
10/18/2019	188524	PIERCES EXPRESS MAR	08060-09301	09/30/2019	ZOO - ANIMAL FEED	100-52-55410-342-000	36.99
10/18/2019	188524	PIERCES EXPRESS MAR	08060-09301	09/30/2019	ZOO - ANTIBIOTIC OINTMENT	100-52-55410-340-000	6.19
Total 188524:							43.18
<b>188525</b>							
10/18/2019	188525	PILLSBURY, DIANE	IC-2019	10/14/2019	POOL-WATER AEROBICS INST	100-53-55420-215-231	60.00
Total 188525:							60.00
<b>188526</b>							
10/18/2019	188526	POINTON HEATING & AIR	0007996900	08/23/2019	FD - A/C DIAGNOSTIC	100-21-51610-260-000	159.38
10/18/2019	188526	POINTON HEATING & AIR	0013270700	10/02/2019	FD - BOILER, AIR HANDLER AN	100-21-51610-260-000	571.61
Total 188526:							730.99
<b>188527</b>							
10/18/2019	188527	QUAL LINE FENCE CORP	1126831	10/01/2019	ZOO-NEW ENTRANCE GATE	100-52-55410-280-000	1,929.22
Total 188527:							1,929.22
<b>188528</b>							
10/18/2019	188528	RELIANT SAFETY PROD	50736	10/11/2019	CITY-HEARING TESTS	100-14-51430-216-000	607.78
10/18/2019	188528	RELIANT SAFETY PROD	50736	10/11/2019	CDA-HEARING TESTS-PHILABA	100-00-15980-000	13.54
10/18/2019	188528	RELIANT SAFETY PROD	50736	10/11/2019	CITY-HEARING TESTS-FIRE (18)	100-21-52200-270-000	243.54
Total 188528:							864.86
<b>188529</b>							
10/18/2019	188529	RHYME BUSINESS PROD	AR336021	10/08/2019	CC-SEPT COPIER MAINTENAN	100-52-55130-250-000	64.40
Total 188529:							64.40
<b>188530</b>							
10/18/2019	188530	RUNNING INC	21737	10/07/2019	TAXI-SEPT SHARED RIDE	230-11-53500-290-000	41,993.27
10/18/2019	188530	RUNNING INC	21737	10/07/2019	TAXI-SEPT SHARED RIDE FARE	230-11-46399-000	20,108.00
Total 188530:							21,885.27
<b>188531</b>							
10/18/2019	188531	SECURIAN FINANCIAL G	002832L-NO	10/16/2019	LIFE INSURANCE - NOV 2019	100-00-21533-000	2,100.70
Total 188531:							2,100.70
<b>188532</b>							
10/18/2019	188532	SHERWIN INDUSTRIES I	SS081760	10/07/2019	PW-#70 DUCK BILL VAVLES	100-31-53240-350-000	223.36
Total 188532:							223.36

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188533							
10/18/2019	188533	SHI INTERNATIONAL CO	B10638221	09/26/2019	ENG-HP 72 PRINTER CARTRID	100-30-53100-310-000	60.08
Total 188533:							60.08
188534							
10/18/2019	188534	SSM HEALTHCARE OF W	1219244016	09/30/2019	PD- BLOOD DRAW CASE 2019-0	100-20-52110-270-000	81.33
10/18/2019	188534	SSM HEALTHCARE OF W	1219244017	10/03/2019	FD - PHYSICAL ABILITY TESTS	100-21-52200-270-000	360.00
Total 188534:							441.33
188535							
10/18/2019	188535	STYLE N STITCHES	7494	09/20/2019	PD- CREIGHTON ERT SHIRTS	100-20-52110-346-000	86.00
10/18/2019	188535	STYLE N STITCHES	7494	09/20/2019	PD- OAKESON ERT SHIRTS	100-20-52110-346-000	60.00
Total 188535:							146.00
188536							
10/18/2019	188536	SUPREME AWARDS	048341	09/06/2019	FD - ACCOUNTABILITY TAGS	100-21-52200-340-000	4.50
10/18/2019	188536	SUPREME AWARDS	048406	10/04/2019	FD - NAMEPLATES FOR NEW F	100-21-52200-340-000	20.90
Total 188536:							25.40
188537							
10/18/2019	188537	THE BRUCE COMPANY	SI00109229	10/09/2019	ZOO-BEAVER POND LINER	870-52-55410-861-000	2,257.50
10/18/2019	188537	THE BRUCE COMPANY	SI00109229	10/09/2019	ZOO-PVC PIPE BEAVER EXHIBI	100-52-55410-280-000	339.99
Total 188537:							2,597.49
188538							
10/18/2019	188538	THE SHOE BOX	74956	09/30/2019	CC-BRIGGS SAFETY BOOTS	100-52-55130-346-000	94.50
Total 188538:							94.50
188539							
10/18/2019	188539	TOP PACK DEFENSE	2815	09/16/2019	PD- CONNELLY VEST	100-20-52110-392-610	875.00
Total 188539:							875.00
188540							
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	ENG-SEPT 2019 FUEL	100-30-53100-348-000	53.57
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	FD-SEPT 2019 FUEL	100-21-52200-348-000	488.81
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PD-SEPT 2019 FUEL	100-20-52110-348-000	115.52
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PK-SEPT 2019 FUEL	100-52-55200-348-000	940.46
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PW-SEPT '19 MACHINERY & EQ	100-31-53240-348-000	1,677.33
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PD-SEPT 2019 FUEL-ANIMAL C	100-20-54110-348-000	138.03
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PW-SEPT '19 STREET MAINT F	100-31-53300-348-000	1,460.71
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PD-SEPT 2019 FUEL	100-20-52110-348-000	3,364.25
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PW-SEPT. '19 TREES & BRUSH	100-31-53370-348-000	97.04
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PW-SEPT. '19 GARBAGE FUEL	100-31-53620-348-000	1,761.71
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PW-SEPT. '19 RECYCLING FUEL	100-31-53635-348-000	647.59
10/18/2019	188540	VOYAGER FLEET SYSTE	86925-1835-	10/08/2019	PW-SEPT. '19 STORMWATER FU	950-36-81000-348-000	683.81
Total 188540:							11,428.83

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188541							
10/18/2019	188541	WESTBROOK ASSOCIAT	28093	10/01/2019	PK-RIVERWALK BRIDGE DESIG	430-52-55200-821-000	549.00
	Total 188541:						549.00
188542							
10/18/2019	188542	WIS DEPT OF AGRICULT	HUMANE092	10/08/2019	PD- STATZ HUMANE CERTIFICA	100-20-52110-320-000	35.00
	Total 188542:						35.00
188543							
10/18/2019	188543	WIS DEPT OF JUSTICE-TI	455TIME-000	10/10/2019	PD- QTR CHARGES	100-20-52110-270-000	474.00
	Total 188543:						474.00
188544							
10/18/2019	188544	WIS DEPT OF WORKFOR	0000097647	09/30/2019	PK-SEPT 201- KALDENBERG(S	100-52-55200-190-000	1,110.00
	Total 188544:						1,110.00
7002080							
10/18/2019	7002080	ADVANCED DISPOSAL	A200004781	08/31/2019	LIB - EAST TRASH DISPOSAL	851-51-55110-260-000	105.27
10/18/2019	7002080	ADVANCED DISPOSAL	A200004822	09/30/2019	LIB - EAST TRASH DISPOSAL	851-51-55110-260-000	105.01
10/18/2019	7002080	ADVANCED DISPOSAL	D100000245	08/31/2019	ENG-HAUL CONTAMINATED SOI	380-10-56600-270-000	4,272.10
	Total 7002080:						4,482.38
7002081							
10/18/2019	7002081	BAKER TILLY VIRCHOW	BT1482414	09/27/2019	FIN-SEPT 2018 SINGLE AUDIT	100-11-51510-215-000	1,070.00
	Total 7002081:						1,070.00
7002082							
10/18/2019	7002082	CAPITAL NEWSPAPERS	1665642	10/10/2019	PLAN-PUB HEARING-TMBD-HO	100-14-56300-210-000	24.20
10/18/2019	7002082	CAPITAL NEWSPAPERS	1665651	10/10/2019	COUNCIL-MINUTES 9/10/19	100-10-51100-210-000	44.50
	Total 7002082:						68.70
7002083							
10/18/2019	7002083	CROELL REDI-MIX INC	390525	09/30/2019	PW-REPAIR BRIAR & POTTER,	100-31-51630-350-000	260.00
10/18/2019	7002083	CROELL REDI-MIX INC	390526	09/30/2019	ZOO-BEAVER POND WALLS	870-52-55410-861-000	945.00
10/18/2019	7002083	CROELL REDI-MIX INC	391217	09/30/2019	ZOO-ENTRANCE CONCRETE P	870-52-55410-861-000	1,180.50
10/18/2019	7002083	CROELL REDI-MIX INC	393116	10/10/2019	FD - CONCRETE FOR SIDEWAL	100-21-51610-822-000	779.63
	Total 7002083:						3,165.13
7002084							
10/18/2019	7002084	DINGES FIRE COMPANY	04034	10/11/2019	FD - GAS DETECTOR REPAIR	100-21-52200-250-000	446.78
	Total 7002084:						446.78
7002085							
10/18/2019	7002085	GLACIER VALLEY FORD I	96359	10/08/2019	FD - OIL CHANGE CAR 2	100-21-52200-240-000	52.23
	Total 7002085:						52.23

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10/18/2019	7002086	HILLS WIRING INC	74478	09/30/2019	PW-SEPT '19 LIGHT CHECK HW	100-31-53420-270-000	694.23
Total 7002086:							694.23
10/18/2019	7002087	ISTATE TRUCK CENTER	C271018036:	09/30/2019	PW - #17 LEAF SPRING SADDL	100-31-53240-350-000	1,833.50
10/18/2019	7002087	ISTATE TRUCK CENTER	C271019519:	09/26/2019	PW-#83; GASKET, AFM DEVICE;	100-31-53635-350-000	113.59
Total 7002087:							1,947.09
10/18/2019	7002088	LAWSON PRODUCTS INC	9307056988	09/30/2019	PW - SIGNS, HARDFLEX RECIP	100-31-53300-364-000	396.21
10/18/2019	7002088	LAWSON PRODUCTS INC	9307058998	09/30/2019	PW - SAFETY VEST	100-31-53230-319-000	67.52
10/18/2019	7002088	LAWSON PRODUCTS INC	9307058998	09/30/2019	PW - SIGNS	100-31-53240-350-000	942.04
10/18/2019	7002088	LAWSON PRODUCTS INC	9307058998	09/30/2019	PW - SEGMENTED BLADES	100-31-53230-340-000	539.97
Total 7002088:							1,945.74
10/18/2019	7002089	MENARDS - BARABOO	21792-31900	09/30/2019	PW-DOUBLE DRIVE GATE #83 (	100-31-53620-350-000	89.99
10/18/2019	7002089	MENARDS - BARABOO	21802-31900	09/30/2019	FD - BASEMENT WALL CONCRE	100-21-51610-822-000	471.09
10/18/2019	7002089	MENARDS - BARABOO	21929-31900	10/01/2019	PK-SHOP SUPPLIES	100-52-55200-350-000	63.33
10/18/2019	7002089	MENARDS - BARABOO	21989-31900	10/02/2019	PK-BUILDING REPAIR	100-52-55200-260-000	159.15
10/18/2019	7002089	MENARDS - BARABOO	21991-31900	10/02/2019	FD - BASEMENT CONCRETE BL	100-21-51610-822-000	62.10
10/18/2019	7002089	MENARDS - BARABOO	22024-31900	10/02/2019	PW-TWIN LOOP 20'; HOBBY IKN	100-31-51630-822-000	35.69
10/18/2019	7002089	MENARDS - BARABOO	22088-31900	10/03/2019	PW-20 AMP 2-POLE BREAKER	100-31-51630-822-000	15.96
10/18/2019	7002089	MENARDS - BARABOO	22111-31900	10/03/2019	ZOO-BEAVER EXHIBIT	870-52-55410-861-000	95.18
10/18/2019	7002089	MENARDS - BARABOO	22408-31900	10/07/2019	PW-AUGER; AUGER BIT ALL PU	100-31-51630-822-000	39.12
10/18/2019	7002089	MENARDS - BARABOO	22518-31900	10/08/2019	PW-WIRED POST PHOTO CNTR	100-31-53420-350-000	40.28
10/18/2019	7002089	MENARDS - BARABOO	22526-31900	10/08/2019	ZOO-BEAVER EXHIBIT	870-52-55410-861-000	204.01
10/18/2019	7002089	MENARDS - BARABOO	22539-31900	10/08/2019	CC-OFFICE COUNTERTOP	100-52-55130-260-000	165.92
10/18/2019	7002089	MENARDS - BARABOO	22596-31900	10/09/2019	ZOO-BEAVER EXHIBIT	870-52-55410-861-000	105.88
10/18/2019	7002089	MENARDS - BARABOO	22613-31900	10/09/2019	PW-CB REPAIR/CONCRETE MIX	950-36-83100-410-000	30.00
10/18/2019	7002089	MENARDS - BARABOO	22676-31900	10/10/2019	FORESTRY-BURLAP	100-52-56110-340-000	132.86
10/18/2019	7002089	MENARDS - BARABOO	22708-31900	10/10/2019	ZOO-BEAVER EXHIBIT	870-52-55410-861-000	37.34
Total 7002089:							1,747.90
10/18/2019	7002090	NORTH WOODS SUPERI	242238	10/15/2019	FD - TRUCK WASHING SUPPLIE	100-21-52200-340-000	118.52
Total 7002090:							118.52
10/18/2019	7002091	PAUL CONWAY SHIELDS	0446644	09/27/2019	FD - HELMET FRONT	100-21-52200-346-000	49.00
Total 7002091:							49.00
10/18/2019	7002092	WASTE MANAGEMENT C	0019236-234	10/01/2019	PW-ASBESTOS REMOVAL	380-10-56600-270-000	1,440.22
10/18/2019	7002092	WASTE MANAGEMENT C	0682516-484	10/01/2019	PW-SEPT. '19 GARBAGE	100-31-53630-270-000	19,394.98
10/18/2019	7002092	WASTE MANAGEMENT C	0682516-484	10/01/2019	PW-SEPT. '19 RECYCLING	100-31-53635-290-000	3,355.99
Total 7002092:							24,191.19

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Grand Totals:							<u>174,060.28</u>

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
(Chairman)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Date)

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<b>16365</b>						
10/15/2019	CENTURYLINK	U147774126	09/30/2019	UTIL-LONG DISTANCE #85185428	960-36-85100-220-000	9.05
10/15/2019	CENTURYLINK	U147774126	09/30/2019	UTIL-LONG DISTANCE #85185428	970-37-66500-220-000	.40
10/15/2019	CENTURYLINK	U147774126	09/30/2019	UTIL-LONG DISTANCE #85185428	970-37-92100-220-000	.40
Total 16365:						9.85
<b>16366</b>						
10/15/2019	CITY TREASURER - WATER	S91009000S	09/30/2019	SEWER-MANCHESTER PLANT	960-36-82700-221-000	273.42
10/15/2019	CITY TREASURER - WATER	S91009000S	09/30/2019	SEWER-MANCHESTER PLANT	960-36-82700-226-000	338.53
10/15/2019	CITY TREASURER - WATER	S91009000S	09/30/2019	SE-MANCHESTER PLANT-QTR 2 ADJ	960-36-82700-221-000	338.80
10/15/2019	CITY TREASURER - WATER	S91009000S	09/30/2019	SE-MANCHESTER PLANT-QTR 2 ADJ	960-36-82710-222-000	338.80
10/15/2019	CITY TREASURER - WATER	S91010000S	09/30/2019	SEWER-HEADWORKS BLDG	960-36-82200-221-000	1,775.25
10/15/2019	CITY TREASURER - WATER	S91011000S	09/30/2019	SEWER-MANCHESTER SLUDGE	960-36-82710-221-000	796.06
10/15/2019	CITY TREASURER - WATER	S91011000S	09/30/2019	SEWER-MANCHESTER SLUDGE	960-36-82710-226-000	228.97
10/15/2019	CITY TREASURER - WATER	S99006150S	09/30/2019	WATER-BARNHART TOWER	970-37-66500-226-000	12.31
10/15/2019	CITY TREASURER - WATER	W78097800S	09/30/2019	WATER-OAK ST HILIFT/RESERVOIR	970-37-60300-226-000	12.31
10/15/2019	CITY TREASURER - WATER	W78097800S	09/30/2019	WATER-OAK ST HILIFT/RESERVOIR	970-37-66500-226-000	34.47
10/15/2019	CITY TREASURER - WATER	W99000460S	09/30/2019	WATER-BIRCH ST TOWER	970-37-66500-226-000	12.31
10/15/2019	CITY TREASURER - WATER	W99001220S	09/30/2019	WATER-WELL NO. 4	970-37-60300-226-000	12.31
10/15/2019	CITY TREASURER - WATER	W99002190S	09/30/2019	WATER-WELL NO. 2	970-37-60300-226-000	20.93
10/15/2019	CITY TREASURER - WATER	W99002640S	09/30/2019	WATER-WELL NO. 6	970-37-60300-226-000	12.31
10/15/2019	CITY TREASURER - WATER	W99002820S	09/30/2019	WATER-MOORE ST TOWER	970-37-66500-226-000	12.31
10/15/2019	CITY TREASURER - WATER	W99003150S	09/30/2019	WATER-BARNHART BOOSTER	970-37-62600-226-000	18.47
10/15/2019	CITY TREASURER - WATER	W99003350S	09/30/2019	WATER-WELL NO. 2	970-37-60300-226-000	12.31
10/15/2019	CITY TREASURER - WATER	W9900340S	09/30/2019	WATER-MINE RD TOWER	970-37-66500-226-000	27.08
Total 16366:						3,599.35
<b>16367</b>						
10/15/2019	CORE & MAIN LP	W-L255263	09/25/2019	WATER-INVENTORY-ACCT 97801	970-96-10154-001	147.00
10/15/2019	CORE & MAIN LP	W-L255263	09/25/2019	WATER-CURBBOX/LID PLUGS	970-37-67500-238-000	85.16
10/15/2019	CORE & MAIN LP	W-L257285	09/26/2019	WATER-INVENTORY-ACCT 97801	970-96-10154-001	63.60
Total 16367:						295.76
<b>16368</b>						
10/15/2019	CT LABORATORIES LLC	S148654	09/25/2019	SE-QTR #3 SLUDGE TESTS-CLASS A	960-36-82700-217-000	316.00
10/15/2019	CT LABORATORIES LLC	S148806	09/27/2019	SE-QTR #3 SLUDGE TESTS-CLASS A	960-36-82700-217-000	40.00
10/15/2019	CT LABORATORIES LLC	S148858	10/08/2019	SE-QTR #3 SLUDGE TESTS-CLASS A	960-36-82700-217-000	200.00
10/15/2019	CT LABORATORIES LLC	S149110	10/08/2019	WA-WELL NO. 2: ANIONS/SDWA/NITR	970-37-64200-217-000	10.00
Total 16368:						566.00
<b>16369</b>						
10/15/2019	FABICK RENTS	W513582	09/18/2019	WA-EXCAVATOR BUCKET RENTAL	970-37-67300-270-000	132.63
10/15/2019	FABICK RENTS	W513582	09/18/2019	WA-EXCAVATOR BUCKET RENTAL	970-37-67500-270-000	132.62
Total 16369:						265.25
<b>16370</b>						
10/15/2019	FASTENAL COMPANY	W-WIBAR21	09/20/2019	WATER-HYDRANT SCREWS/NUTS	970-37-67700-241-000	25.38
Total 16370:						25.38

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<b>16371</b>						
10/15/2019	FIRST SUPPLY LLC MADISON	W11856876	09/23/2019	WATER-INVENTORY-CUST 5004019	970-96-10154-001	257.31
10/15/2019	FIRST SUPPLY LLC MADISON	W11884500	10/02/2019	WATER-CURBBOX PLUG	970-37-67500-238-000	17.00
10/15/2019	FIRST SUPPLY LLC MADISON	W11885700	10/02/2019	WATER-INVENTORY-CUST 5004019	970-96-10154-001	420.00
10/15/2019	FIRST SUPPLY LLC MADISON	W11886663	10/03/2019	WATER-INVENTORY-CUST 5004019	970-96-10154-001	308.00
10/15/2019	FIRST SUPPLY LLC MADISON	W11886663	10/03/2019	WATER-MAIN GASKETS	970-37-67300-236-000	.01
Total 16371:						1,002.32
<b>16372</b>						
10/15/2019	GLACIER VALLEY FORD INC	W123715	09/24/2019	WATER-TRUCK HITCH PENS	970-37-66200-240-000	18.56
Total 16372:						18.56
<b>16373</b>						
10/15/2019	MENARDS - BARABOO	S21401	09/25/2019	SE-WEDGE ANCHORS-ACCT 3190028	960-36-83400-260-000	3.18
10/15/2019	MENARDS - BARABOO	S21905	10/01/2019	SE-DOOR SWEEPS/HOSE MENDERS	960-36-83400-260-000	17.96
10/15/2019	MENARDS - BARABOO	S22008	10/02/2019	SE-BATTERIES:FLOW MONITOR#3190	960-36-83100-340-000	6.58
10/15/2019	MENARDS - BARABOO	W22950	10/14/2019	WA-WELLHOUSE SUPPLIES #3190028	970-37-63100-260-000	46.59
10/15/2019	MENARDS - BARABOO	W23039	10/15/2019	WA-MINI FLASHLIGHT #31900285	970-37-66500-340-000	19.97
10/15/2019	MENARDS - BARABOO	W23039	10/15/2019	WA-SOCKET/OUTLET: WELL #7	970-37-63100-260-000	2.69
Total 16373:						96.97
<b>16374</b>						
10/15/2019	POTTER PLUMBING LLC	W2049	09/26/2019	WA-REPLACE LEAD SERVICE@521 C	261-37-53700-238-000	3,000.00
10/15/2019	POTTER PLUMBING LLC	W2049	09/26/2019	WA-REPLACE LEAD SERVICE@521 C	261-00-25640-000	3,000.00
10/15/2019	POTTER PLUMBING LLC	W2049	09/26/2019	WA-REPLACE LEAD SERVICE@521 C	970-96-10145-001	3,000.00
Total 16374:						3,000.00
<b>16375</b>						
10/15/2019	PUBLIC SERVICE COMMISSION	W-RA20-I-00	09/30/2019	WA:2019-2020 ADV ASSESSMENT	970-37-40800-580-000	1,831.80
Total 16375:						1,831.80
<b>16376</b>						
10/15/2019	SEWER DEBT SERVICE FUND	S10/2019	10/15/2019	SEWER-OCT 2019 FUNDING	960-96-10125-001	27,943.87
Total 16376:						27,943.87
<b>16377</b>						
10/15/2019	SPRECHER PLUMBING INC	W11016	10/06/2019	WA-REPLACE LEAD SERVICE@115 11	261-37-53700-238-000	3,000.00
10/15/2019	SPRECHER PLUMBING INC	W11016	10/06/2019	WA-REPLACE LEAD SERVICE@115 11	261-00-25640-000	3,000.00
10/15/2019	SPRECHER PLUMBING INC	W11016	10/06/2019	WA-REPLACE LEAD SERVICE@115 11	970-96-10145-001	3,000.00
Total 16377:						3,000.00
<b>16378</b>						
10/15/2019	TERRYTOWN PLUMBING INC	W148953	10/09/2019	WA-REPLACE UTILITY SIDE LEAD SE	970-96-10345-001	2,032.50
10/15/2019	TERRYTOWN PLUMBING INC	W149132	10/07/2019	WA-REPLACE LEAD SERVICE@316 7T	261-37-53700-238-000	2,236.40
10/15/2019	TERRYTOWN PLUMBING INC	W149132	10/07/2019	WA-REPLACE LEAD SERVICE@316 7T	261-00-25640-000	2,236.40
10/15/2019	TERRYTOWN PLUMBING INC	W149132	10/07/2019	WA-REPLACE LEAD SERVICE@316 7T	970-96-10145-001	2,236.40
Total 16378:						4,268.90

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>16379</b>						
10/15/2019	VOYAGER FLEET SYSTEMS IN	S869251835	10/08/2019	SEWER-FUEL: PICKUPS	960-36-82800-348-000	98.30
10/15/2019	VOYAGER FLEET SYSTEMS IN	S869251835	10/08/2019	SEWER-FUEL: MOWER	960-36-82700-390-000	135.87
10/15/2019	VOYAGER FLEET SYSTEMS IN	S869251835	10/08/2019	SEWER-FUEL: JET VAC	960-36-83100-348-000	55.71
10/15/2019	VOYAGER FLEET SYSTEMS IN	S869251835	10/08/2019	SEWER-FUEL: JET VAC	950-36-83100-348-000	55.70
10/15/2019	VOYAGER FLEET SYSTEMS IN	W869251835	10/08/2019	WATER-FUEL: TRUCKS	970-37-66200-348-000	719.83
10/15/2019	VOYAGER FLEET SYSTEMS IN	W869251835	10/08/2019	WATER-FUEL: MOWER	970-37-63100-260-000	24.26
10/15/2019	VOYAGER FLEET SYSTEMS IN	W869251835	10/08/2019	WATER-FUEL: MOWER	970-37-66100-348-000	24.26
Total 16379:						1,113.93
<b>16380</b>						
10/15/2019	WI STATE LABORATORY OF HY	W607822	09/30/2019	WA-FLUORIDE TEST-SEPT 2019	970-37-64200-217-000	26.00
Total 16380:						26.00
<b>16381</b>						
10/15/2019	WIESER CONCRETE PRODUCT	STW-INV147	08/23/2019	STW-INVENTORY-CUST X0080	950-98-10154-001	1,743.30
Total 16381:						1,743.30
<b>16382</b>						
10/15/2019	WISCONSIN METAL SALES INC.	W388840	10/02/2019	WATER-HYDT: BRASS TUBING	970-37-67700-241-000	220.00
Total 16382:						220.00
Grand Totals:						49,027.24

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
 (Chairman)

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 (Date)



CITY OF BARABOO

Check Register - General

Page: 1

Check Issue Dates: 10/9/2019 - 10/9/2019

Oct 09, 2019 02:36PM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>1245</b>							
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LAUNCHPADS	100-51-55110-328-000	69.99
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB -PLAYDOUGH SUPPLIES	100-51-55110-391-510	12.86
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB-STORYWALK GLASS SIGN	850-51-55110-300-000	55.28
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB SCARECROW SUPPLIES	100-51-55110-391-510	39.64
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB CHILDRENS PROGRAMMIN	100-51-55110-391-510	8.97
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB-CLEANING SUPPLIES	100-51-55110-340-000	14.77
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB TEEN PROGRAMMING SUP	100-51-55110-391-511	5.92
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB CHILDRENS PROGRAMMIN	100-51-55110-391-510	19.42
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB-CARPET SWEEPER	850-51-55110-300-000	26.40
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB-GERMICIDE	100-51-55110-350-000	34.99
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB-LUCKY DAY DVD	850-51-55110-300-000	19.96
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB-DVDS-KIDS	100-51-55110-328-000	37.92
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB SCARECROW SUPPLIES	100-51-55110-391-510	37.50
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB TEEN SNACKS	100-51-55110-391-511	11.18
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB-ELLISON DIE CUTTING PAD	100-51-55110-340-000	83.75
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB BOYS AND GIRLS CLUB AP	100-51-55110-391-510	23.22
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LUCKY DAY DVD-KIDS	850-51-55110-300-000	14.96
10/09/2019	1245	US BANK	0161-092519	09/25/2019	DVD-KIDS	100-51-55110-328-000	258.62
10/09/2019	1245	US BANK	0161-092519	09/25/2019	DVD-KIDS	100-51-55110-328-000	24.58
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB PROGRAMMING CARDSTO	100-51-55110-391-510	67.69
10/09/2019	1245	US BANK	0161-092519	09/25/2019	LIB COFFEE BREAK SUPPLIES	100-51-55110-391-510	4.87
10/09/2019	1245	US BANK	0171-092519	09/25/2019	FD - CPR INSTRUCTOR TRAINI	100-21-52200-320-000	34.00
10/09/2019	1245	US BANK	0497-092519	09/25/2019	LIB-TEEN PROGRAMMING PIZZ	100-51-55110-391-511	29.36
10/09/2019	1245	US BANK	0497-092519	09/25/2019	LIB-TEEN PROGRAMMING SNA	100-51-55110-391-511	25.43
10/09/2019	1245	US BANK	0497-092519	09/25/2019	LIB - VOLUNTEER DATABASE S	100-51-55110-311-000	37.00
10/09/2019	1245	US BANK	1085-092519	09/25/2019	ADMIN-RECRUITMENT LUNCH	100-14-51430-215-000	300.73
10/09/2019	1245	US BANK	1085-092519	09/25/2019	ADMIN-RECRUITMENT WATER	100-14-51430-215-000	6.99
10/09/2019	1245	US BANK	1441-092519	09/25/2019	FD - CC SNACKS FOR MEETIN	100-21-52200-390-000	34.88
10/09/2019	1245	US BANK	3287-92519	09/25/2019	ZOO-MEALWORMS	100-52-55410-342-000	48.98
10/09/2019	1245	US BANK	3287-92519	09/25/2019	ZOO-WOLF FOOD	100-52-55410-342-000	155.97
10/09/2019	1245	US BANK	3287-92519	09/25/2019	REC-TAI CHI DVDS	100-53-55300-340-171	395.00
10/09/2019	1245	US BANK	3287-92519	09/25/2019	REC-RETURN UNSOLD WPRA T	100-53-46753-320	39.95
10/09/2019	1245	US BANK	3287-92519	09/25/2019	ZOO-OPEN HOUR SIGNS	100-52-55410-340-000	295.20
10/09/2019	1245	US BANK	3287-92519	09/25/2019	PK-STAMPS	100-52-55200-343-000	56.80
10/09/2019	1245	US BANK	4395-092519	09/25/2019	PD-ACCREDITATION MEAL	100-20-52110-215-000	41.10
10/09/2019	1245	US BANK	4395-092519	09/25/2019	PD- USTUPSKI TRAINING HOTE	100-20-52110-320-000	164.00
10/09/2019	1245	US BANK	4395-092519	09/25/2019	PD- PHONE CASE FOR DETECT	100-20-52120-340-000	42.17
10/09/2019	1245	US BANK	6187-092519	09/25/2019	LIB- FACEBOOK AD- BLDG PRO	851-51-55110-340-000	30.00
10/09/2019	1245	US BANK	6187-092519	09/25/2019	LIB- WLA CONFERENCE Z.OTT	850-51-55110-300-000	378.00
10/09/2019	1245	US BANK	6187-092519	09/25/2019	LIB- THANK YOU CARDS AND S	850-51-55110-300-000	34.04
10/09/2019	1245	US BANK	6187-092519	09/25/2019	LIB- PAPER TOWEL DISPENSE	850-51-55110-822-000	66.00
10/09/2019	1245	US BANK	6187-092519	09/25/2019	LIB- CLEANING SUPPLIES	100-51-55110-350-000	17.28
10/09/2019	1245	US BANK	6187-092519	09/25/2019	LIB- UW EXT FUNDRAISER CO	850-51-55110-300-000	135.00
10/09/2019	1245	US BANK	6187-092519	09/25/2019	LIB-PIZZA RANCH OVRCHARGE	851-51-55110-340-000	20.00
10/09/2019	1245	US BANK	7925-092519	09/25/2019	CDA-POSTAGE	100-00-15980-000	119.20
10/09/2019	1245	US BANK	7925-092519	09/25/2019	CDA-POSTAGE	100-00-15980-000	50.00
10/09/2019	1245	US BANK	8480-082619	08/26/2019	ZOO-BEAVER POND PROJECT	870-52-55410-861-000	421.80
10/09/2019	1245	US BANK	8480-082619	08/26/2019	PW-OFFICE SUPPLIES	100-31-53230-310-000	31.92
10/09/2019	1245	US BANK	8480-082619	08/26/2019	PW-PENS	100-31-53230-310-000	7.59
10/09/2019	1245	US BANK	8480-082619	08/26/2019	PW-TIME CARDS	100-31-53270-340-000	49.08
10/09/2019	1245	US BANK	8480-082619	08/26/2019	PW-SIGN TEMPLATE	100-31-53300-364-000	14.51
10/09/2019	1245	US BANK	8667-092519	09/25/2019	FD - SUPPLIES FOR REPAIRS	100-21-51610-350-000	31.08
10/09/2019	1245	US BANK	8667-092519	09/25/2019	FD - MEAL FOR ENGINE STAND	100-21-52200-390-000	20.14
10/09/2019	1245	US BANK	8667-092519	09/25/2019	FD - OTTER BOX REPLACEMEN	100-21-52200-343-000	7.37
10/09/2019	1245	US BANK	8667-092519	09/25/2019	FD - NVFC MEMBERSHIP	100-21-52200-320-000	59.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
10/09/2019	1245	US BANK	8667-092519	09/25/2019	FD - WFCEA FALL CONFERENC	100-21-52200-320-000	200.00
10/09/2019	1245	US BANK	8726-092519	09/25/2019	CDA-SHOW ME CABLES	100-00-15980-000	30.40
10/09/2019	1245	US BANK	8829-092519	09/25/2019	PD- BOLT CUTTER FOR DETEC	100-20-52120-392-000	74.97
10/09/2019	1245	US BANK	8829-092519	09/25/2019	PD- BLACK TAPE	100-20-52110-340-000	3.13
10/09/2019	1245	US BANK	8829-092519	09/25/2019	PD- BANDAGES & 1ST AID KIT	100-20-52110-340-000	66.98
10/09/2019	1245	US BANK	8829-092519	09/25/2019	PD-(6) TACTICAL LIGHT FOR D	100-20-52110-392-000	719.70
10/09/2019	1245	US BANK	8829-092519	09/25/2019	PD- RESPIRATORS FOR EVIDE	100-20-52120-340-000	113.45
10/09/2019	1245	US BANK	8829-092519	09/25/2019	PD- LABEL TAPE & FRAMES FO	100-20-52130-310-000	44.90
10/09/2019	1245	US BANK	8829-092519	09/25/2019	PD- SHOP VAC FILTER & BOWL	100-20-52110-340-000	23.98
10/09/2019	1245	US BANK	8829-092519	09/25/2019	PD-TAX AMAZON JULY 2019	100-20-52120-340-000	2.32
10/09/2019	1245	US BANK	8879-092519	09/25/2019	LIB - NONFICTION BOOKS	100-51-55110-322-000	43.30
10/09/2019	1245	US BANK	8879-092519	09/25/2019	LIB - NEW US FLAG	100-51-55110-280-000	39.99
10/09/2019	1245	US BANK	8879-092519	09/25/2019	LIB - FIRST CLASS POSTAGE S	100-51-55110-343-000	110.00
10/09/2019	1245	US BANK	8879-092519	09/25/2019	LIB - ILL POSTAGE	100-51-55110-343-000	37.03
10/09/2019	1245	US BANK	8879-092519	09/25/2019	LIB - DONORPERFECT MONTH	100-51-55110-343-000	39.94
10/09/2019	1245	US BANK	8879-092519	09/25/2019	LIB - WLA CONFERENCE RYBA	100-51-55110-320-000	185.00
10/09/2019	1245	US BANK	8895-092519	09/25/2019	PD- LEXIS NEXIS	100-20-52120-270-000	150.00
10/09/2019	1245	US BANK	9442-082619	08/28/2019	CDA-DUNCAN BUSINESS CARD	100-00-15980-000	14.98
10/09/2019	1245	US BANK	9682-092519	09/25/2019	IT-RENEW CITY WEB DOMAIN 9	100-10-51450-250-000	163.53
Total 1245:							6,135.66
Grand Totals:							6,135.66

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
(Chairman)

\_\_\_\_\_  
(Date)

NBR - 1

RESOLUTION NO. 2019 -

Dated: October 22, 2019

The City of Baraboo, Wisconsin

**Background:** This resolution seeks the approval of the proposed Parks, Recreation and Forestry Department Diversity and Inclusion Policy. The policy was developed to support the inclusion of all residents, visitors and participants, to better promote and maintain inclusion across all public spaces, facilities and programs managed by the Parks, Recreation and Forestry Department.

Activities included within this policy address better staff training and continual measurement of inclusive practices, along with communication within the community to support inclusion practices.

The policy was recommended by the Parks and Recreation Commission at their October 14 regular meeting.

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted

**Comments:**

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

THAT the Baraboo Parks, Recreation and Forestry Department Diversity and Inclusion Policy be adopted in an effort to better promote and maintain inclusive practices in the city's park and recreation facilities and programs.

Offered by: Parks Commission

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

Motion:

Second: Attest:

\_\_\_\_\_

<b>PARKS, RECREATION AND FORESTRY DEPARTMENT POLICY</b>	<b>TITLE: Diversity and Inclusion Policy</b>	
APPROVED BY: Parks and Recreation Commission	DATE APPROVED:	DATE AMENDED:
POLICY AUDIENCE: Parks, Recreation & Forestry Department Personnel	REVIEWED BY CITY ATTORNEY: October 10, 2019	TOTAL PAGES: 2

### 1. PURPOSE:

The purpose of this Policy is to support the inclusion of all residents, visitors and participants in the Departments' facilities and programs. Through this Policy and supporting practices, we will strive to ensure that everyone has access to the benefits of quality parks and recreation facilities and programs the City commits to create, and to promote and maintain inclusion across all public spaces, facilities and programs that the Department manages. This includes the inclusion of all persons, irrespective of ethnic origin, socioeconomic level, race, sexual orientation/identification, physical or cognitive abilities, gender, gender identity, native or indigenous origin, age, religion, marital status, parental status, language, accent, educational level or background, physical appearance and/or any other characteristic that can be identified as recognizing or illustrating diversity.

### 2. DEFINITIONS:

As used in this Policy, the following words and phrases shall have the following definitions:

- **"Department"** or **"we"** means the City of Baraboo Parks, Recreation and Forestry Department.
- **"Inclusion"** or **"include"** means the process of removing barriers that can deprive some people of the opportunities to enjoy the benefits of the Department's park and recreation facilities and programs.
- **"Policy"** means this Diversity and Equity Inclusion Policy.

### 3. POLICY:

#### A. General Goals

- i. Residents, visitors and participants utilizing the Department's facilities, programs and services have equitable and appropriate access to programs and services, regardless ability, age, sexual orientation/identity, religion, country of origin and/or any other characteristic that can be identified as recognizing or illustrating diversity.
- ii. Department staff, community partners and stakeholders engage in the obtaining the support of all community members to promote inclusive behaviors in park and recreation facilities and in public spaces throughout the community.
- iii. The Department establish and maintain an organizational infrastructure for management, oversight, implementation and communication about monitoring this Policy and its goals.
- iv. The Department will continuously measure and improve inclusive practices.

- B. Staff Training. Department staff will regularly participate in diversity and inclusion trainings using evidence-based content. Training will be comprehensive, based on credible research and delivered by qualified personnel. All new staff members will be oriented to inclusive policies and practices.

- C. Organizational Support The Department will put into place organizational supports that create a social environment (including positive relationships among youth, families and community) that encourages all to be inclusive. This includes, but may not be limited to:
- i. Staff.
    1. Demonstrating an attitude of inclusion, including using nondiscriminatory language and actions.
    2. Determining and addressing any potential unintended outcomes of activities to ensure that they do not limit participation or cause worse outcomes based on ability, age, sexual orientation/identity, religion or country of origin and/or any other characteristic that can be identified as recognizing or illustrating diversity.
    3. Sharing and discussing best practices during community and staff meetings.
  - ii. Department.
    1. Developing or participating in an advisory group that supports inclusive behaviors in the community.
    2. Assessing Department hiring practices to ensure staff is representative of the diverse community and is an equal opportunity employer.
  - iii. Communications.
    1. Providing positive messages about diversity and inclusion through written and verbal messaging, posters and pictures.
- D. Continuous Measurement and Improvement. The Department will work to continuously improve our diversity and inclusion efforts, measuring the effectiveness of this Policy through staff and community qualitative and quantitative feedback through meetings, community engagement events, public forums, surveys, and monitoring economic and health indicators. The Department will monitor the following indicators to track progress of inclusive efforts:
- Does our Department communicate a vision that values the participation of all people as members of the community?
  - Does our Policy include inclusive practices with action steps to support implementation?
  - Is there adequate, regularly scheduled, ongoing planning time for staff members to collaborate on inclusive programs and events?
  - Does our Department engage the whole community by providing multiple opportunities and modes for participating?
  - Are there professional development opportunities for staff regarding inclusive strategies and supports?
  - Are community members from targeted populations engaged in programming, utilizing facilities and taking part in future planning conversations?
  - Long term indicators:
    - Are there improvements in health (physical, social, mental) outcomes in the community?
    - Is there an increase in participation numbers across programs offered by the Department?

To: Finance Committee/Council  
From: Mike Hardy, Parks, Recreation & Forestry Director  
Date: October 22, 2019  
Re: Parks and Recreation Inclusion Policy

I began working on a similar policy a few years ago, returned to it last year, and finally had time to complete and submit for consideration. My original plan about 8 years ago was confined mostly to physical and cognitive disabled populations and better addressing our services to those who need it. Since then, we have added considerations for other populations as well, expanding the actions to be fully inclusive.

This current policy was designed to create a transparent practice in how the Department plans for facilities and programming in an effort to reach all residents and visitors on an equitable platform. Inclusion policies have been popular lately as our society looks to strengthen community relationships. We would like to join that vision that shows our commitment to provide park facilities and recreation programs that seek to involve everyone, regardless of race, sexual orientation/identity, socio-economic standing, physical or cognitive ability, age, etc.

In addition to passage of this policy, I intend to follow-up by creating an Inclusion Advisory Committee that will meet with me regularly to review our facilities and programs to ensure that we are following the goals of the policy and holding the department to high standards in the area of inclusion.

This policy will not only show our residents and visitors the level of our commitment to maintaining a diverse and inclusive environment, it will also show others of our commitment and assist in pursuing grants to achieve the goals of creating a more inclusive environment.

This policy has been reviewed by the City Attorney and recommended for approval by the Parks and Recreation Commission at their October 14<sup>th</sup> meeting.

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RESOLUTION NO. 2019 -

Dated: October 22, 2019

The City of Baraboo, Wisconsin

**Background:** This resolution seeks the approval of entering a contract with Dirt Monkey, LLC for the purpose of removing the old waterworks garage on Hill Street in Maxwell-Potter Conservancy. The building is in poor condition and the Parks and Recreation Commission seeks to remove it so that the parking shortfall in the Conservancy can be addressed.

Bids were submitted as follows:

Dirt Monkey, LLC	\$19,190
Dean Blum Excavating	\$23,870
DeMars	no bid returned

\$12,500 was included in the 2019 budget to complete the building removal. An additional \$6,690 is currently available from the Parks Impact Land Development Fund.

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted

**Comments:** The 2019 budget included \$12,500 for the purposes of removing the building. An additional \$6.690 is available in the Park Impact Fund to fund the contract.

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

THAT the proposal from Dirt Monkey, LLC to remove the old waterworks garage on Hill Street in the amount of \$19,190 be accepted with the \$6,690 budget shortfall allocated from the Park Impact Fund.

Offered by:

Motion:

Second:

Attest:

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

\_\_\_\_\_

To: Finance Committee/Council  
From: Mike Hardy, Parks, Recreation & Forestry Director  
Date: October 22, 2019  
Re: Award of excavation contract for old waterworks building

The Parks and Recreation Commission first budgeted to remove the old waterworks building (located in Maxwell-Potter Conservancy across from the Dog Park) in 2016. However an entrepreneur approached the City with a unique idea to fix the building, lease from the City and use it for his business. We spent 2 years meeting with the individual and waiting for him to present plans and secure funding, however that fell through in early 2018.

The Parks Commission budgeted \$12,500 in 2019 to have the old building removed as it currently is in a state of disrepair and poses as an attractive nuisance. Upon removal, the site would be turned into much-needed parking for the popular arboretum, dog park, future kayak launch and the adjacent picnic shelter as parking is becoming a problem in the conservancy, which continues to gain popularity.

Bids were solicited for the excavation, but only 2 were returned with interest – Dirt Monkey Excavating, LLC of Cashton bid \$19,190 and Dean Blum Excavating of Baraboo bid \$23,870.

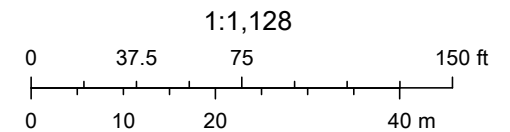
We are requesting to use the \$12,500 in the 2019 budget in addition to allocating \$6,690 from available funds in the Park Impact Fund, which has money available in Land Development for the future parking site. The low bid from Dirt Monkey is recommended for approval.



# Maxwell-Potter garage demolition site



10/14/2019, 1:01:53 PM



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus

Mike Hardy, CPRP  
Sauk County, DigitalGlobe |

NBR - 4

RESOLUTION NO. 2019-

Dated: October 22, 2019

The City of Baraboo, Wisconsin

**Background:** In 1981, Alma Waite, a descendant of the circus wagon-building Moeller brothers, donated nearly three-quarters of a million dollars to the City to be used for qualifying events/projects within the community. Today, this money is administered by the City in a special account known as the "Alma Waite Fund."

This year, the City received four applications for funds for 2020. The applications have been reviewed City staff and staff confirms the applications meet the minimum eligibility requirements. The applications are:

1. Al. Ringling Theatre Friends – Requesting \$1,500
2. Baraboo Public Arts Association – Requesting \$3,000
3. Concerts on the Square – Requesting \$10,000
4. Oschner Park Zoo Sidewalk – Requesting \$4,500

Per City Code, the Finance/Personnel Committee is tasked with reviewing the applications and making a recommendation to Council regarding whether to grant the request(s) for funds. If the Council grants the request(s), the recipient(s) will be required to enter into a contract with the City stating, in part, that the money will be used as described in the application.

**Fiscal Note:** (check one) [ ] Not Required [ x ] Budgeted Expenditure [ ] Not Budgeted  
**Comments** Budgeted for Fiscal Year 2020

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

THAT the following applications for funds from the City’s Alma Waite Fund are approved for fiscal year 2020:

1. Al Ringling Theatre Friends – In the amount of \$1,500
2. Baraboo Public Arts Association – In the amount of \$3,000
3. Concerts on the Square – In the amount of \$10,000
4. Oschner Park Zoo Sidewalk – In the amount of \$4,500

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City as required by §27.01(2)(f) of the Baraboo Municipal Code.

Offered by: Finance Committee  
Motion:  
Second:

Approved: \_\_\_\_\_  
Attest: \_\_\_\_\_  
City Clerk

**Alma Waite Budget - 2020**

	2019				2020
	Original Budget	Amended Budget	YTD	Projected Ending	Budget
<b>Revenue:</b>					
Interest on Special Assessments	\$ 135	\$ 135	\$ 136	\$ 136	\$ 62
Interest on Investments, net of fees	24,375	24,375	16,186	24,368	25,375
Fund Balance Applied	3,687	3,687	-	-	-
<b>Total Interest and FB Revenue</b>	<b>28,197</b>	<b>28,197</b>	<b>16,322</b>	<b>24,504</b>	<b>25,437</b>
Special Assessments (non-spendable fund balance)	2,270	2,270	2,270	2,270	954
<b>Total Revenues</b>	<b>\$ 30,467</b>	<b>\$ 30,467</b>	<b>\$ 18,592</b>	<b>\$ 26,774</b>	<b>\$ 26,391</b>

	2019				2020
	Original Budget	Amended Budget	YTD	Projected Ending	Budget
<b>Expenditures:</b>					
<b>Required:</b>					
25% Annual Interest Earnings	\$ 6,128	\$ 6,128	\$ 4,080	\$ 6,126	\$ 6,359
Special assessments returned to restricted fund balance	2,270	2,270	2,270	2,270	954
<b>Total Required expenditures</b>	<b>8,398</b>	<b>8,398</b>	<b>6,350</b>	<b>8,396</b>	<b>7,313</b>
<b>New:</b>					
Concerts on the Square	-	-	-	-	10,000
Baraboo Public Art Association (Elephant Sculpture Spring 2020)	-	-	-	-	3,000
Ochsner Park Zoo Sidewalk	-	-	-	-	4,500
Al, Ringling Theatre Friends (Theatre for young audiences)	-	-	-	-	1,500
<b>Prior Year:</b>					
Concerts on the Square	10,000	10,000	10,000	10,000	-
Ochsner Park Zoo Sidewalk	8,500	8,500	-	8,500	-
Teen Center Renovation-Civic Center	3,569	3,569	-	3,569	-
<b>Total New Requests</b>	<b>\$ 22,069</b>	<b>\$ 22,069</b>	<b>\$ 10,000</b>	<b>\$ 22,069</b>	<b>\$ 19,000</b>

	2019	2020
<b>Anticipated Expendable Fund Balance:</b>	Projected	Budget
Expendable fund balance, beginning of year	\$ 5,271	\$ 1,580
Change in expendable fund balance	(3,691)	78
<b>Expendable fund balance, ending of year</b>	<b>\$ 1,580</b>	<b>\$ 1,658</b>

	Projected	Budget
<b>Anticipated Non-Expendable Fund Balance:</b>		
Non-expendable fund balance, beginning of year	\$ 1,176,769	\$ 1,182,895
Change in non-expendable fund balance	6,126	6,359
<b>Non-expendable fund balance, ending of year</b>	<b>\$ 1,182,895</b>	<b>\$ 1,189,254</b>

Rec'd 10/15/19  
28 of 66

# Request for City Funds

Date of Application: 10-14-19

**Note:** The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to read this application form completely before filling out the requested information.

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

## SECTION I (To be completed by all applicants)

1. Your Name DR. TOM MCEVILLY
2. Your Address & Phone # 136 4TH AVE Baraboo WI 53913 608 356-8864  
Number and Street City State Zip Code Phone Number
3. Name of Organization Making Request AL. RINGLING THEATRE FRIENDS
4. Type of Organization 501 (c) (3)
5. Purpose of Organization Serve as a dynamic center for arts, culture, education and entertainment
6. Name of Event/Project Organizer Theatre for Young Audiences / Dr. TOM MCEVILLY
7. Organizer's Address & Phone # 136 4TH AVE, BARABOO, WI 53913 608.356-8864  
Number and Street City State Zip Code Phone Number
8. Title of Event/Project Creative Dramatics
9. Date(s) of Event/Project November 2 - December 14 2019
10. Purpose of Event/Project Teach performance skills to area youth
11. Location of Event/Project Al. Ringling Theatre
12. How will Funds be Used? To Hire professional teaching staff
13. Amount of Funding Requested \$1500.00
14. Date Funds Are Needed January 2020

## SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

First Priority shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

Second Priority shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

1. Describe why your request fits into the parameters described above.

THEATRE FOR YOUTH WILL GIVE THE YOUTH IN BARABOO ACCESS TO INCREDIBLE THEATRE EXPERIENCES AS BOTH AUDIENCE MEMBERS AND PERFORMERS.

[Empty box]

2. What other funding sources are being used for this project?

PRIVATE DONATIONS / SPONSORS

3. How will the community benefit from the use of these funds on your event/project?

COMMUNITY YOUTH WILL EXPERIENCE DIVERSITY IN CLASSES AND PERFORMANCES. STUDENTS WHO ARE FINANCIALLY CHALLENGED WILL BE GIVEN SCHOLARSHIPS.

[Empty box]

4. Is this an annual event?  Yes  No If Yes, will you be applying for funds each year?  Yes  No

**SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)**

1. What other funding sources are being used for this project?

[Empty box]

2. Is this an annual event?  Yes  No If Yes, will you be applying for funds each year?  Yes  No

3. Additional comments you may wish to make about your event/project

[Empty box]

**FOR CITY OF BARABOO USE ONLY**

Event/Project Denied for Funding from any City source. Reason for denial: \_\_\_\_\_

Event/Project Approved for Funding through Alma Waite \_\_\_\_\_ (identify funding source)

Event/Project Approved for Funding through \_\_\_\_\_  
Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) \_\_\_\_\_

Rec'd  
10.4.19

# Request for City Funds

Date of Application: 10-4-19

**Note:** The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to **read this application form completely before filling out the requested information.**

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

## SECTION I (To be completed by all applicants)

1. Your Name Bekah Stelling
2. Your Address & Phone # 117 3<sup>rd</sup> St. Baraboo, WI 53913 608-356-3183  
Number and Street City State Zip Code Phone Number
3. Name of Organization Making Request Baraboo Public Art Association
4. Type of Organization 501C3 Non-profit for the Arts
5. Purpose of Organization Promote Art in all forms in public spaces
6. Name of Event/Project Organizer Myron Park Elephants on
7. Organizer's Address & Phone # 101 S Blvd Baraboo, WI 53913 608-356-8133  
Number and Street City State Zip Code Phone Number
8. Title of Event/Project Elephant Sculpture Spring 2020
9. Date(s) of Event/Project Spring 2020
10. Purpose of Event/Project Create sculpture park in underused public space.
11. Location of Event/Project Myron Park Baraboo
12. How will Funds be Used? Pay artist Dean Allen to create Final Elephant
13. Amount of Funding Requested 3,000.00
14. Date Funds Are Needed May 2020

## SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

First Priority shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

Second Priority shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

1. Describe why your request fits into the parameters described above.

[Redacted]

*This project will benefit & beautify a high traffic area park with sculptures. It is a gateway entrance to Baraboo from Hwy 12 & West Baraboo.*

2. What other funding sources are being used for this project?

*Sauk County Arts & Humanities Grant*

*Summit Credit Union, Community First Bank & some private donors.*

3. How will the community benefit from the use of these funds on your event/project?

[Redacted]

*Create Public Art to honor our community's heritage to the Circus through our elephants in Myron Park*

4. Is this an annual event?  Yes  No. If Yes, will you be applying for funds each year?  Yes  No

**SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)**

1. What other funding sources are being used for this project?

*Sauk County Arts & Humanities Grant*  
*Community First Bank & Misc. Private Donors.*

2. Is this an annual event?  Yes  No. If Yes, will you be applying for funds each year?  Yes  No

3. Additional comments you may wish to make about your event/project.

[Redacted]

**FOR CITY OF BARABOO USE ONLY**

Event/Project Denied for Funding from any City source. Reason for denial: \_\_\_\_\_

Event/Project Approved for Funding through Alma Waite

Event/Project Approved for Funding through \_\_\_\_\_ (identify funding source)

Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) \_\_\_\_\_

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered for funding through this fund (See Section II). If it does not qualify for consideration through this fund, it may still be considered for funding from other sources (See Section III). Section II as to your event/project's applicability for Alma Waite funding. If it does not meet this Section's criteria, complete Section III instead.

If you wish to have the City consider contributing to your organization's event/project, please take a few moments to read this application form completely before filling out the requested information.

The deadline date for Requests for City - Alma Waite Funds is September 1st for funding in the following year. By December 31st, a notification will be sent either approving or denying the event/project funding. If the request is approved, a resolution will be attached to the Request for City - Alma Waite Funds along with a Contract for Use of Public Funds. The Contract for Use of Public Funds will need to be signed and returned to the City in order to receive funds.

**SECTION I (To be completed by all applicants)**

**Requester Information**

Name: Mike Hardy Address: 124 2nd Street  
Phone #: 608-355-2760 Baraboo, WI 53913  
Email: [mhardy@cityofbaraboo.com](mailto:mhardy@cityofbaraboo.com)

**Organization Information**

Name: City of Baraboo Parks & Recreation Department Address: 124 2nd Street  
Phone #: 608-355-2760 Baraboo, WI 53913  
Email: [mhardy@cityofbaraboo.com](mailto:mhardy@cityofbaraboo.com)  
Type: \_\_\_\_\_  
Purpose: \_\_\_\_\_

**Event/Project Information:**

Organizer Name: same as above Address: \_\_\_\_\_  
Organizer Phone #: \_\_\_\_\_  
Organizer Email: \_\_\_\_\_

Event/Project Title Ochsner Park Zoo sidewalk

Date(s) of Event/Project spring 2020

Purpose of Event/Project: build ADA compliant sidewalk into zoo off current parking lot

Location of Event/Project Ochsner Park Zoo proposed west entrance off parking lot

How will Funds be Used? A new ADA-compliant sidewalk into the zoo from the parking lot will be constructed

Amount of Funding Requested \$4,500

Date Funds are needed 1-Apr-20



**SECTION II (To be completed only if Event/Project Qualifies for Possible Alma Waite Funding)**

The City of Baraboo's Charter Ordinance for the Alma Waite Fund xxxxxxxx establishes priorities for expending Alma Waite funds as follows:

**First Priority**

Shall be given to construction of City sidewalks servicing City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new

**Second Priority**

Shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

**Low Priority**

Shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

Describe why your request fits into the parameters described above:

First priority as a sidewalk servicing the City zoo

What other funding sources are being used fro this project?

Park Segregated Funds (zoo donations received)

How will the community benefit from the use of these funds on your event/project?

Complaints have been received that the current entarnce is on an inclice too steep for some wheelchairs. This will make entrance more accessible.

	Yes	No
Is this an annual event?		x
	Yes	No
If yes, will you be applying for funds each year?		x

**SECTION III (To be completed only if Event/Project is not suitable for Alma Waite Funding)**

What other funding sources are being used fro this project?

	Yes	No
Is this an annual event?		
	Yes	No
If yes, will you be applying for funds each year?		

Additional comments you wish to make about your event/project:

**FOR CITY OF BARABOO USE ONLY**

	Approved by Council	Date:	_____	Amount	_____
	Denied by Council	Date:	_____		

## NBO - 2

## The City of Baraboo, Wisconsin

**Background:** During the past several meetings the City Council has discussed the possibility of enacting a vehicle registration fee beginning with a discussion at the Public Safety Committee in September, 2015. During the interim, the number of cities that have adopted this fee have steadily increased as it is one of the few fee additions that will not have a negative impact on the City's tax rate or levy limits. The Public Safety Committee met on September 30<sup>th</sup> and made a recommendation to the Council to consider this fee. The City Council took up further discussion of the fee in their Committee of the Whole meeting on October 8, 2019. At that time there was consensus to bring the ordinance forth for consideration as part of the City's FY 2020 budget development. The fee will generate approximately \$187,500 in its first year.

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

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

1. Section 3.16 of the Baraboo Municipal Code of Ordinances is hereby created as follows:

3.16 MUNICIPAL VEHICLE REGISTRATION FEE.

- (1) **AUTHORITY.** This ordinance, creating a municipal vehicle registration fee for the City of Baraboo, is adopted pursuant to the authority granted to the City by § 341.35, Wis. Stats., as from time to time amended.
- (2) **PURPOSE.** The purpose of this ordinance is to provide the City of Baraboo a source of revenue to be used for transportation related purposes.
- (3) **DEFINITIONS.** As used in this ordinance, the following terms shall have the following meanings:
  - (a) "Vehicle registration fee" means the municipal vehicle registration fee adopted by the City of Baraboo pursuant to § 341.35, Wis. Stat.
  - (b) "Motor vehicle" means all automobile or motor trucks registered under §341.25(1)(c), Wis. Stat., at a gross weight of not more than 8,000 lbs., registered in the state of Wisconsin and customarily kept in the City of Baraboo.
- (4) **IMPOSITION OF CITY VEHICLE REGISTRATION FEE.**
  - (a) Pursuant to § 341.35, Wis. Stat., an annual flat vehicle registration fee in the amount of twenty dollars (\$20.00) is hereby imposed on all motor vehicles.
  - (b) The City vehicle registration fee shall be paid by the registration applicant at the time that a motor vehicle is first registered and at each time of registration renewal.
  - (c) The City registration fee shall be paid as provided for in §341.35(5),

Wis. Stats.

- (d) The City registration fee shall be in addition to State registration fees.
- (5) ADMINISTRATIVE COSTS. The Wisconsin Department of Transportation shall retain a portion of monies collected equal to the actual administrative costs related to the collection of the City vehicle registration fee. The method for computing the administrative costs will be reviewed annually by the Wisconsin Department of Transportation, as provided in § 341.35, Wis. Stats.
- (6) EXEMPTIONS. The following motor vehicles are exempt from the City vehicle registration fee:
- (a) All vehicles exempted by Wisconsin Statute Chapter 341 from payment of a State vehicle registration fee.
- (b) All vehicles registered by the State of Wisconsin under §341.26 for a fee of five dollars (\$5.00).
- (c) No City vehicle registration fee may be imposed on a motor vehicle which is a replacement for a motor vehicle for which a current City vehicle registration fee has been paid.
- (7) DEPOSIT OF FEE REVENUES. All monies under the applicable statute and this ordinance remitted to the City by the Wisconsin Department of Transportation or other applicable agency shall be deposited into the City's general fund and shall be used solely for paying for transportation related expenses.
- (8) SEVERABILITY. If any section, provisions or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.
- (9) SUNSET AND EXPIRATION OF FEE. This ordinance sunsets and repeals on December 31 of the calendar year in which the following provisions have been met:
- (a) The City's adoption of a Premier Resort Area Tax, pursuant to § 77.994, Wis. Stat., and
- (b) The City Treasurer or designee confirms to the Common Council that there are adequate funds distributed to the City by the Wisconsin Department of Revenue, as provided for by § 77.9941, Wis. Stat., to offset the revenue that would otherwise have been collected by this fee.
2. This Ordinance shall take effect upon passage and publication as provided by law.

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_ day of \_\_\_\_\_, 2019, and is recorded on page \_\_\_\_ of volume 37.

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

## NBO - 1

## The City of Baraboo, Wisconsin

**Background:** As part of the discussions for the annual budget preparation, the City Council has considered a street light special charge that will aid in the annual cost recovery for operating and maintenance of street lights in the City of Baraboo. The Village of Prairie du Sac has had this charge in place for several years and the ordinance that is up for consideration is modeled after the one used in Prairie du Sac. The charge would be billed to accounts through the City's utility billing system. The annual revenue through this charge is estimated to be \$140,500. The City Council discussed this option during the Committee of the Whole on October 8, 2019 and the consensus was to bring an ordinance forward for consideration.

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

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

1. Section 3.17 of the Baraboo Municipal Code of Ordinance is hereby adopted as follows:

3.17 STREET LIGHT SYSTEM SPECIAL CHARGE.

- (1) **PURPOSE AND AUTHORITY.** The Common Council finds that it is in the best interest of the citizens that the City have a street light system. The Council further finds that the street light system benefits each and every improved property within the City. The Council has therefore determined that it is fair, appropriate and reasonable that the costs of the street light system be paid for by all of the Improved Lots in the City through the imposition of a special charge as provided for in this ordinance. In promulgating the regulations contained in this ordinance, the City is acting pursuant to authority granted to it by Wisconsin Statutes, including, but not limited to, § 66.0627, Wis. Stats.
- (2) **DEFINITIONS.** As used in this ordinance, the following terms shall have the following meanings:
  - (a) "Improved Lot" means each tax parcel of land that has located thereon improvements such as a building, garage, shed, storage facility, or any other type of structure providing housing, storage, or any type of service of use. Improved Lots may have located thereon Residential Unit(s) and/or Non-Residential Unit(s).
  - (b) "Residential Unit(s)" means single-family and two-family dwelling units. The number of Residential Units shall equal the number of such dwelling units located on an Improved Lot.
  - (c) "Non-Residential Unit(s)" means industrial, commercial, institutional, and three- or more multifamily units located on an Improved Lot.
  - (d) "Recovery Amount" means the costs for the operation and maintenance of the City's street light system for the twelve month

period beginning December 1 and ending on November 30 of the following year.

- (e) "Street light system" means all street lighting facilities and equipment that produce light for the benefit of the community that are operated and maintained, or authorized to be operated and maintained, by or on behalf of the City.

(3) CHARGES AND INVOICING.

- (a) The basis for computation of the special charge for the street light system to Improved Lots within the City is established under this section. Such charges are based on the total number of Residential Units and/or Non-Residential Units located on each Improved Lot. A schedule of current charges shall be maintained and on file in the office of the City Engineer.
- (b) The Recovery Amount shall be determined for each calendar year, based on the total cost of operation and maintenance of the Street Light System for the preceding twelve month period. The total amount of the annual Recovery Amount shall be determined as of December 1st of each year insofar as practicable.
- (c) Once the total Recovery Amount has been determined as provided for in (b), above, it shall be divided by the total of (i) the number of Residential Units located on all Improved Lots in the City and (ii) the number of Non-Residential Units located on Improved Lots in the City, multiplied by a factor of 2.0. The resultant is herein referred to as the Base Charge per Unit. ( $BC=RA/(R + 2NR)$ ).
- (d) The Base Charge to each Improved Lot shall equal (i) the sum of the Base Charge for each Residential Unit thereon and/or (ii) the sum of the Base Charge for each Non-Residential Unit thereon, multiplied by a factor of 2.0.
- (e) Base Charges shall be invoiced to the owner of the Improved Lot on a quarterly basis in conjunction with the City's utility bill, with each invoice being for one-fourth of the total Base Charge due from the Improved Lot.

(4) PAYMENT, LIEN, LATE PAYMENT PENALTY.

- (a) Street light system charges shall be payable upon receipt and shall not be payable in installments. If a charge remains unpaid for a period of 20 calendar days after it is payable, the charge shall be deemed delinquent. Such delinquent charges shall be subject to a late payment penalty, which shall be a one-time fee of 3% of the delinquent charges.
- (b) On or before the last day in October in each year, the City shall give notice to the owner of all Improved Lots if payment is in arrears at that time. The notice shall include, but not be limited to, the following information:
  - i. The amount of arrears, including any penalties assessed;
  - ii. That, if not paid in full by the stated date, a penalty of ten

percent (10%) of the amount of arrears shall be added to that amount;

iii. That, unless paid by the stated date, the arrears with added penalty will be levied against that property and placed on the tax roll as a lien against the property.

(c) If payment in full is not received on or prior to the stated date, the delinquent amount owed will be forwarded to the County Treasurer for placement on the tax roll.

(5) APPEAL

(a) A street light system charge may be appealed to the City Finance/Personnel Committee. The appeal must be undertaken by filing a written appeal with the City Clerk on or prior to the due date of the charge and within 10 calendar days of payment of the charge. No appeal can be taken unless the disputed charge has been paid in full. The written appeal shall specify all grounds for challenge to the amount of the charge and shall state the amount that the appellant considers appropriate. Failure to appeal pursuant to this section shall deprive the Finance/Personnel Committee of jurisdiction to hear the appeal.

(b) In considering an appeal, the Finance/Personnel Committee shall determine whether the charge is fair and reasonable and, in the event the appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The Finance/Personnel Committee may conduct a formal or informal hearing and obtain sufficient facts upon which to make a determination. The decision of the Finance/Personnel Committee shall be based upon the evidence presented to it. The Finance/Personnel Committee shall notify the appellant in writing of its determination and its determination shall be final.

(6) SEVERABILITY. If any section, provisions or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

(7) SUNSET AND EXPIRATION OF FEE. This ordinance sunsets and repeals at the end of the current annual charge cycle in which the following provisions have been met:

(a) The City's adoption of a Premier Resort Area Tax, pursuant to §77.994, Wis. Stat., and

(b) The City Treasurer or designee confirming to the Common Council that there are adequate funds distributed to the City by the Wisconsin Department of Revenue per § 77.9941, Wis. Stat., to offset the revenue that would otherwise have been collected by this special charge.

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 \_\_\_\_\_, 2019, and is recorded on page \_\_\_ of volume 37.

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

# Memo City Administrator



To: Mayor and City Council  
 From: Ed Geick  
 Subject: City Administrator's Report and Budget Memo  
 Date: October 18, 2019  
 CC: Department Heads, Kennie Downing

## FY2020 Budget

Below are the changes made to the budget since the October 8<sup>th</sup> Committee of the Whole. With these changes and new information from the state this week the budget is almost in balance. A new Big Sheet summarizing the budget will be included in your agenda packet. The discussion and your consideration of changes in our Committee of the Whole next week should finalize the balancing of the budget.

- A net increase in expenditures of **\$26,284**
- An increase in revenues of **\$212,582**

## **Expenditures:**

### ***Increases:***

- Increase in Council salaries from \$300 to \$400....result in an increase of **\$11,626**
- Utility Service Charge for Street Lights:
  - The new charge (Revenue Stream) will be housed in a new Special Revenue Fund.
  - The following City Departments had the charge added to their budgets:
    - Finance (Municipal Building) . . . an increase of **\$70**
    - Fire (Fire Station) . . . an increase of **\$70**
    - Public Works (related buildings) . . . an increase of **\$980**
    - Library (Library Building) . . . an increase of **\$70**
    - Parks & Recreation (related buildings) . . . an increase of **\$1,400**
- Public Works Equipment Replacement Fund contribution was reinstated at **\$100,000**

### ***Decreases:***

- Public Works operating expenses related to the streetlights of **\$140,500** was removed from the general fund and placed in the Special Revenue Fund. We have to properly align the expenditures related to the new charge to the respective revenue stream.

## **Revenues:**

### ***Increases:***

- Additional revenue was identified:



- Worker's Comp Dividend is anticipated at \$25K
- Other Misc. at \$82
- Vehicle Registration Fee \$187,50; this represents receipts collected from April – December 2020

#### For Further Discussion

#### **Ambulance**

I would like to make one additional recommendation for the City Council's consideration. The Baker-Tilly auditors are continuing their work on the audit of Baraboo District Ambulance Service. They do not expect to finish this work until the end of November. The City Council gave direction at the last COW to give BDAS more funds in 2020. I am recommending another idea until the City receives the final audit report from Baker Tilly. My recommendation is that we budget at the \$30/capita level but only give to BDAS budgeting at the \$27/capita level until we see the results of this audit. I expect our final budget hearing and passage of the budget will take place at the November 26 City Council meeting. The funding difference between the two per capita rates can be kept in the City's contingency fund until final decisions have been made on BDAS operations. My concern is that our funds are not being well managed. We know from the current public discussion of issues there has been some obvious mismanagement of finances and operations at BDAS on a couple of different levels. The lack of aggressive leadership and decision making among the command staff and some of the officers involved in this financial incident seem to make it clear that we cannot fully anticipate that our funds will be properly spent by BDAS as it is currently organized.

#### **Facilities Manager**

The Park position for a Facilities Manager is still in the budget. This position has a budget of \$58,924. A job description for the position has been prepared by Mike Hardy and I. The position is seen as one under with all City and Library building maintenance operations and staff would fall under, including janitorial contracts and supplies. A draft of the job description is attached.



Ed Geick

**CITY OF BARABOO**  
**Position Description**

Class Title: Facilities Manager

Pay Grade: TBD

Created/Updated: October, 2019

Department: Parks, Recreation and Forestry

Reports to: Parks, Recreation & Forestry Director

Exempt or Non-exempt = TBD

**General Purpose:** This is a skilled position responsible for the management of all City building maintenance and supply inventory. This position is responsible for the scheduling of all facility maintenance and coordinating work of building maintenance staff and contractors. This position may also do cleaning and maintenance work.

**Supervision:**

*Received:* This position works under the general supervision of the Parks, Recreation & Forestry Director.

*Exercised:* Some coordination of staff in our buildings.

**Essential Duties and Responsibilities:**

1. Manage facilities and repair inventories for the purpose of equipment ordering, warranties, insurance and facility locations; and produce and maintain repair logs for such activities as ADA compliance issues, fire code compliance, safety inspections, HVAC filter replacements, electrical/plumbing repairs, maintenance supply inventory, etc.
2. Responsible for the systematic and timely ordering of equipment and supplies for all mechanical and maintenance operations, with emphasis on preventing damage to facilities.
3. Operate a variety of hand, electric, and air-driven tools.
4. Establish a preventative maintenance program for the prevention of malfunctions and parts breakdowns by systematically and periodically checking facility equipment and their systems.
5. Responsible for HVAC operations of all City buildings including: initial start-up and season shut down, initial and periodic cleaning and testing, filters and air circulating equipment, and other maintenance and operations problems.
6. Responsible for upkeep of and maintaining inventory supplies of ~~park~~ restroom and cleaning products.
7. Make recommendations for equipment purchases that will enhance the performance of the position and function of and assist in the preparation of bid specifications for equipment in cooperation with ~~Department~~ staff
8. Responsible for keeping areas and equipment in safe and orderly condition.
9. Instruct and train seasonal and employees in the operation of all mechanical equipment and use of preventative and troubleshooting techniques in cooperation with the
10. Perform other functions such as grass mowing, chemical spraying, and assist in construction projects. Also construct and maintain winter ice surfaces, does winter repair work, ~~maintain zoo animals, etc.~~ and perform all other duties as assigned.
11. May be called in at any time, seven days a week, for emergency work and may be required to work overtime in emergency situations.

**Desired Minimum Qualifications:**

*Education and Experience* – The position requires that the applicant be a high school graduate or have an equivalent GED. HVAC training is required, and other related building mechanical training (electrical, plumbing, etc.) is desirable. Experience in parks maintenance is preferred. Must be able to demonstrate some mechanical aptitude.

Parks Facilities Manager

Position Description

Page 2 of 2

**Necessary Knowledge, Skills, and Abilities:**

1. Possess good working knowledge of tools, equipment, materials, methods, and practices used in a variety of maintenance and repair operations on building and mechanical equipment.
2. Know mechanical principles by which equipment operates both in the maintenance and repair of facilities and in the design and construction of specialized and related systems.
3. Ability to organize supply inventories plus compiling and maintaining repair logs for each park facility.
4. Understand preventative maintenance philosophies and maintenance programs.
5. Able to diagnose problems and to schedule proper repair work.
6. Have or obtain general HVAC knowledge and experience with various building mechanical systems.
7. Understand and follow oral and written instructions.
8. Establish and maintain effective working relationships with employees and the general public.
9. Must possess a valid Wisconsin Drivers License & be able to operate a standard transmission vehicle.

**Special Requirements** – Employee will attend the needed workshops and/or schools to gain knowledge and proficiency in the performance of the duties and responsibilities of this position.

Because the duties of this job can be demanding, the employee may be required to pass a physical examination. In addition, a drug screening may also be conducted.

**Tools and Equipment Used** – Motorized vehicles for facility maintenance; power and hand tools for facility mechanical system work; carpenter's tools including drills, saws, air tools, and other tools required for minor repairs and routine maintenance of buildings and equipment; calculator and phone; mobile or portable radio.

**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 regularly required to use hands to fingers; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl; walk, sit, and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 100

pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Ability to meet these demands will be determined by the Occupational Health personnel at St. Clare Hospital.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential function 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 regularly works near moving mechanical parts and in various outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes and/or toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

**Selection Guidelines:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended 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.

NBR - 3

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE  
OF \$1,255,000 TAXABLE GENERAL OBLIGATION  
REFUNDING BONDS, SERIES 2019A

WHEREAS, on September 10, 2019, the Common Council of the City of Baraboo, Sauk County, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of Taxable General Obligation Refunding Bonds, Series 2019A (the "Bonds") for the public purpose of refunding the 2020 through 2030 maturities of the Taxable General Obligation Corporate Purpose Bonds, dated December 27, 2010 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to refund the Refunded Obligations for the purpose of achieving debt service savings;

WHEREAS, the City is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance its outstanding obligations;

WHEREAS, due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue such Bonds on a taxable rather than tax-exempt basis;

WHEREAS, pursuant to the Set Sale Resolution, the City has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Bonds to pay the cost of the Refunding;

WHEREAS, Ehlers, in consultation with the officials of the City, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on October 22, 2019;

WHEREAS, the City Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on October 22, 2019;

WHEREAS, the City has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the City. Ehlers has recommended that the City accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Ratification of the Notice of Sale and Offering Materials. The Common Council hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the City and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of ONE MILLION TWO HUNDRED FIFTY-FIVE THOUSAND DOLLARS (\$1,255,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. The good faith deposit of the Purchaser shall be applied in accordance with the Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "Taxable General Obligation Refunding Bonds, Series 2019A"; shall be issued in the aggregate principal amount of \$1,255,000; shall be dated November 14, 2019; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on December 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2020. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on December 1, 2027 and thereafter are subject to redemption prior to maturity, at the option of the City, on December 1, 2026 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

[If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be

credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the City shall direct.】

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2019 through 2029 for the payments due in the years 2020 through 2030 in the amounts in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for Taxable General Obligation Refunding Bonds, Series 2019A, dated November 14, 2019" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the City above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any

amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account.

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and



directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 9. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 10. Persons Treated as Owners; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 11. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the Record Date.

Section 12. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the

extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 13. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to Old National Bank at Closing for further distribution as directed by Ehlers.

Section 14. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 15. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 16. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on December 1, 2019 at a price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with Ehlers to cause timely notice of redemption, in substantially the form attached hereto as Exhibit F and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the City to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 17. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct

statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded October 22, 2019.

\_\_\_\_\_  
Michael J. Palm  
Mayor

ATTEST:

\_\_\_\_\_  
Brenda M. Zeman  
City Clerk

(SEAL)

EXHIBIT A

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT



## [ EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on December 1, \_\_\_\_, \_\_\_\_ and \_\_\_\_ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on December 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on December 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on December 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on December 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on December 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

## EXHIBIT E

(Form of Bond)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS	
	STATE OF WISCONSIN		
	SAUK COUNTY		
NO. R-____	CITY OF BARABOO	\$_____	
TAXABLE GENERAL OBLIGATION REFUNDING BOND, SERIES 2019A			
MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
December 1, _____	November 14, 2019	____%	_____
DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.			
PRINCIPAL AMOUNT:	_____	THOUSAND DOLLARS	
	(\$_____)		

FOR VALUE RECEIVED, the City of Baraboo, Sauk County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2020 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$1,255,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the cost of refunding certain obligations of the City, as authorized by a resolution adopted on October 22, 2019. Said resolution is recorded in the official minutes of the Common Council for said date.

The Bonds maturing on December 1, 2027 and thereafter are subject to redemption prior to maturity, at the option of the City, on December 1, 2026 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Bonds maturing in the years \_\_\_\_\_ are subject to mandatory redemption by lot as provided in the resolution referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the City appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and City may treat and

consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

DRAFT

IN WITNESS WHEREOF, the City of Baraboo, Sauk County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF BARABOO  
SAUK COUNTY, WISCONSIN

By: \_\_\_\_\_  
Michael J. Palm  
Mayor

(SEAL)

By: \_\_\_\_\_  
Brenda M. Zeman  
City Clerk

DRAFT

Date of Authentication: \_\_\_\_\_, \_\_\_\_\_

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned resolution of the City of Baraboo, Sauk County, Wisconsin.

BOND TRUST SERVICES  
CORPORATION,  
ROSEVILLE, MINNESOTA

By \_\_\_\_\_  
Authorized Signatory

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

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(Name and Address of Assignee)

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(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

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(e.g. Bank, Trust Company  
or Securities Firm)

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(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

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(Authorized Officer)

## EXHIBIT F

NOTICE OF FULL CALL\*

CITY OF BARABOO  
SAUK COUNTY, WISCONSIN  
TAXABLE GENERAL OBLIGATION CORPORATE PURPOSE BONDS  
DATED DECEMBER 27, 2010

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on December 1, 2019 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
12/01/2020	\$100,000	4.30%	067023PJ4
12/01/2021	100,000	4.50	067023PK1
12/01/2022	100,000	4.70	067023PL9
12/01/2023	100,000	4.90	067023PM7
12/01/2024	100,000	5.00	067023PN5
12/01/2025	100,000	5.20	067023PP0
12/01/2026	100,000	5.40	067023PQ8
12/01/2027	100,000	5.60	067023PR6
12/01/2028	125,000	5.80	067023PS4
12/01/2029	130,000	6.00	067023PT2
12/01/2030	135,000	6.10	067023PU9

Upon presentation and surrender of said Bonds to Bond Trust Services Corporation, Roseville, Minnesota, the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on December 1, 2019.

By Order of the  
Common Council  
City of Baraboo  
City Clerk

Dated \_\_\_\_\_

\* To be provided to Bond Trust Services Corporation at least thirty-five (35) days prior to December 1, 2019. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to December 1, 2019 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org).





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 414.277.5000  
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Attorneys at Law in  
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 Indianapolis  
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 Scottsdale  
 Tampa  
 Tucson  
 Washington, D.C.

October 15, 2019

**VIA EMAIL**

Ms. Cynthia Haggard  
 Finance Director  
 City of Baraboo  
 101 South Blvd.  
 Baraboo, WI 53913

**Re: City of Baraboo  
 \$1,255,000 Taxable General Obligation Refunding Bonds, Series 2019A**

Dear Cynthia:

Attached is a draft of the **Authorizing Resolution** to be adopted in connection with the above-referenced financing. We have prepared the Resolution with the information provided to us by Ehlers & Associates, Inc. ("Ehlers"). Please review the Resolution carefully.

It is our understanding that the Resolution will be considered by the Common Council at its meeting on October 22, 2019 after the bid opening earlier that day.

If you have not already done so, please include the title of the Resolution on the agenda for the meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the City (or if the City has no official newspaper, to a news medium likely to give notice in the area) and to any other requesting media at least twenty-four hours prior to the meeting (see Section 19.84(1)(b), Wisconsin Statutes). The attached **Certificate of Compliance with Open Meeting Law** must be completed in connection with the meeting at which the Resolution is adopted.

Unless the Common Council has adopted special rules regarding the adoption of borrowing resolutions, a vote of at least a majority of the members of the Common Council is necessary to adopt the Resolution.

You will note in reviewing the Resolution that some of the exhibits will be provided to the City on the day of sale. It is our understanding that Ehlers will provide this information to

Ms. Cynthia Haggard  
October 15, 2019  
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you and to us after the bid opening and prior to the meeting on October 22, 2019. We will email a final copy of the Resolution, including all exhibits, on the day of sale (October 22, 2019) prior to the meeting for the Common Council to review and approve. We will also provide hard copies of the complete finalized Resolution at the time we send the closing documents.

Following the adoption of the Resolution, we request that you return one executed copy of the Resolution, as well as one executed copy of the Certificate of Compliance with Open Meeting Law to us for our review. All of these originally signed documents will be included in the closing transcript. A copy of the Resolution should be incorporated into the minutes of the October 22, 2019 meeting.

We are also attaching a **Municipal Information Questionnaire**. Please review, correct, if necessary, complete and return this questionnaire to us before the October 22, 2019 meeting. It contains information which will help us draft the closing documents which will be required in connection with this financing.

Please feel free to contact me at (414) 277-5775 or any member of the Quarles & Brady LLP public finance team if you have any questions or comments.

Very truly yours,

QUARLES & BRADY LLP



Brian G. Lanser

BGL:BJK:AVK:TAB

Enclosures

#140329.00030

cc: Mr. Edward Geick (w/enc. via email)  
Ms. Brenda M. Zeman (w/enc. via email)  
Ms. Lori Laux (w/enc. via email)  
Ms. Dawn Gunderson Schiel (w/enc. via email)  
Mr. David Ferris (w/enc. via email)  
Ms. Kathy Myers (w/enc. via email)  
Ms. Mary Zywiec (w/enc. via email)  
Ms. Sue Porter (w/enc. via email)  
Ms. Bridgette Keating (w/enc. via email)  
Ms. Amanda Kerr (w/enc. via email)  
Ms. Tracy Berrones (w/enc. via email)