

AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



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

Date and Time: Tuesday, July 25, 2017 **6:15 P.M.**
Location: Council Chambers, 135 4th Street, Baraboo
Members Noticed: Joel Petty, Scott Sloan, Dennis Thurow
Others Noticed: Department Heads (*agenda only*), E. Geick, C. Giese, M. Palm, P. Wedekind, John Alt, Post at Library, & Media

1. **Call to Order** –
 - Note compliance with Open Meeting Law.
 - Approve agenda.
 - Approve June 11, 2017 minutes.
2. **Accounts Payable** – Review and recommendation on paying \$ (Paperwork not available at the time this agenda was prepared. It will be in your mailbox on Mon. July 24th)
3. **City Goals**. Review and establish goals and guidelines for projects, taxes, positions, set targets, review capital plan items, discuss Council priorities. Establish Utility target rates. *
4. **Fee Waiver** – Review and recommendation of fee waiver for the Find Your Pulse 5k & Half Marathon on October 21, 2017.
5. **Committee Comments**
6. **Adjournment**

Joel Petty, Chairperson

* Item on next regularly scheduled Common Council Meeting Agenda

Agenda prepared by D. Munz & posted on 07/21/2017

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, 135 4th Street, or phone 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission, or board identified in the caption of this notice.**

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Members Present: Petty, Sloan, Thurow

Absent: none

Others Present: Mayor Palm, E. Geick, E. Turner, C. Giese, T. Pinion, Carla Gogin and Dan LaHaye of Baker Tilly

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Thurow seconded by Sloan to adopt the agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of June 27, 2017. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend to Council approval of the accounts payable for **\$596,978.86**. Motion carried unanimously.

Financial Statements – Carla Gogin and Dan LaHaye from Baker Tilly reviewed the 2016 audited financial statements for the City and Utility.

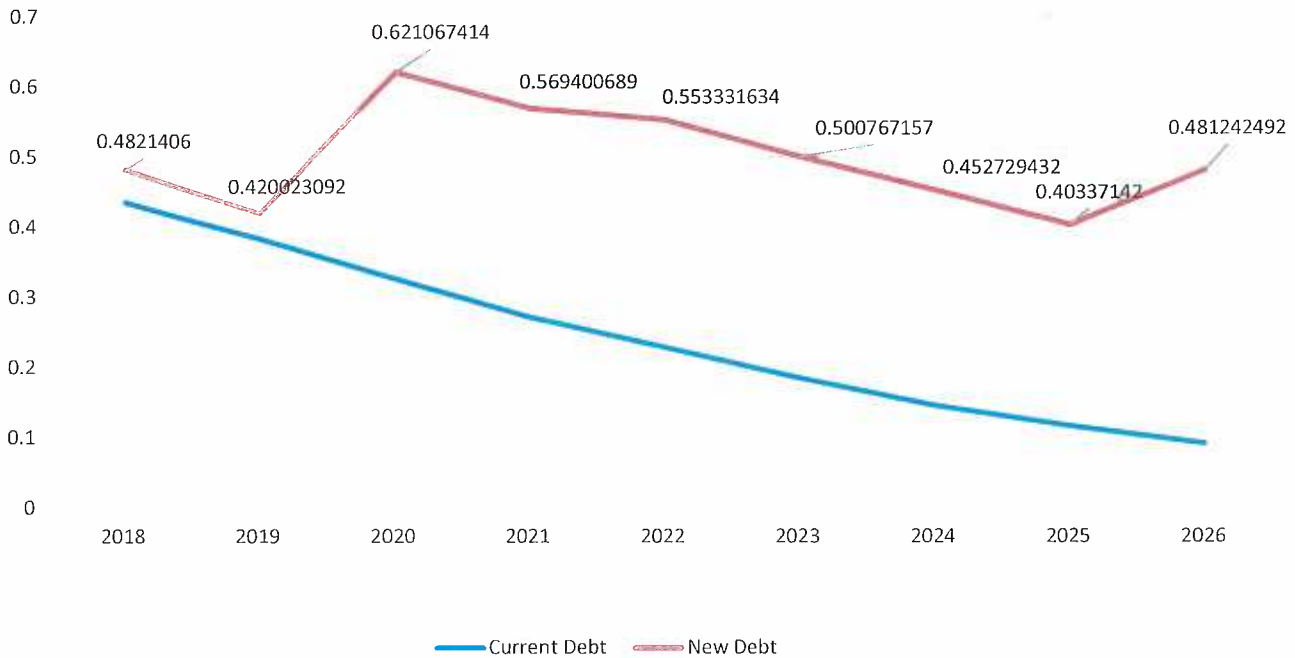
Elephant Sculpture Agreement – Adm. Geick reported on an agreement between the BPAA and the City for an elephant sculpture in Myron Park. The City’s portion of the project will be to set the base for the sculpture. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Committee Comments: None

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:50 p.m.

Cheryl M. Giese, Clerk-Finance Director

City of Baraboo Debt per 60% Capacity Policy



Projects with New Debt as Shown in Capital Plan:

New Building Lease Payment	each yr	\$625,000.00
Remodel City Hall	2018	\$500,000.00
WWTP Equipment & Garage	2018	\$2,200,000.00
Airport Runway Recon & Widening	2018	\$260,000.00
UW Theater remodel	2019	\$586,000.00
Annual Streets	2019	\$450,000.00
Civic Ctr Office Remodel	2020	\$40,000.00
Annual Streets	2021	\$450,000.00
Library Renovations	2021	\$10,000,000.00
Annual Streets	2022	\$450,000.00
UW Theater & Arts expansion	2023	\$1,955,000.00
Airport Terminal Building & Entrance Rd/Parking Lot	2024	\$410,000.00
Airport Fuel Farm	2025	170,844.00
UW Administration/Front Entrance	2027	\$4,783,000.00
Public Safety-Phase II	2028	\$10,000,000.00
UW Library and classrooms	2029	\$3,086,000.00

The chart depicts the City's debt capacity projections when considering the items in the Capital Plan. To be clear, the chart indicates how much money is being proposed as new debt for the project on the list.

Assumptions and Comments:

1. The remodeling of City Hall in 2018 is shown at \$500,000 which could change due to the study coming out soon.
2. The library project with the current request of \$10M causes the spike in 2020.
3. The 2nd phase of the Public Safety Building falls outside of this timeline.
4. Equalized value growth is projected at .5% per year.

City of Baraboo-Capital Plan

Year	2018
Asset Category	(All)

Funding Sources	Revenue Source	Debt	Designated	Donations	Grant	Other	Taxes	Trade In	Utility	Grand Total
Department										
Administration	Project Name		17,605				10,000			17,605
	Accounting Software Copier						10,000			10,000
	Information Technology						25,000			25,000
Administration Total			17,605				35,000			52,605
Airport	Runway Recon/Widening	260,000			3,130,000					3,650,000
Airport Total		260,000			3,130,000					3,650,000
CDA	Corson Kitchen replacements				25,000					25,000
	Corson Square Betterments				15,000					15,000
	Donahue Betterments				10,000					10,000
CDA Total					50,000					50,000
Civic Center	Carpeting				5,000					5,000
	Phone Service				12,000					12,000
Civic Center Total					17,000					17,000
Emergency Mgt	Repair Installment				5,000					5,000
Emergency Mgt Total					5,000					5,000
Engineering	Annual Sidewalk Projects				50,000					50,000
	Annual Street Projects				325,000					325,000
	Printer				1,000					1,000
Engineering Total					376,000					376,000
Fire	Equipment Replacement Fund				200,000					200,000
	SCBA & Radio Replacement Fd				20,000					20,000
Fire Total					220,000					220,000
Library	Radio Frequency ID Tagging				15,900					15,900
Library Total					15,900					15,900
Parks	Bunker Rake				7,500					7,500
	Park signs		100,000		3,600					400,000
	Riverwalk Bridge		20,000		200,000					20,000
	Tennis Courts resurfacing				25,000					25,000
	Truck				9,000					18,000
	Walkway Extension				9,000					18,000
Parks Total			120,000		200,000					474,100
Police	Body Armor				1,600					3,200
	Light Bars/Controller				3,000					3,000
	Mobile Data Computers				12,000					12,000
	Mobile Video				15,000					15,000
	Portable Radios				14,000					14,000
	Radar/Laser				3,000					3,000
	Taser				5,000					5,000
	Vehicles/Bicycles				76,000			12,000		88,000
Police Total					1,600			12,000		143,200
Pool	Door Replacement				8,200					8,200
	Re-aeritation pumps				49,000					49,000

Pool Total							20,200						20,200
Public Safety	City Hall Remodel	500,000											500,000
Public Safety Total		500,000											500,000
Public Works													
	Annual Street Maintenance					250,000							250,000
	Backhoe 37					50,000							50,000
	Storage Shed									6,955			50,000
Public Works Total				43,045									6,955
										300,000			350,000
Recreation													
	Fitness Room									7,500			7,500
Recreation Total										7,500			7,500
Sewer Utility													
	Biosolids Process Equipment	2,200,000											2,200,000
	Garage												150,000
	Jet Vac												200,000
Sewer Utility Total		2,200,000											2,550,000
Stormwater Utility													
	Basin Improvements												240,000
	Jet Vac												200,000
Stormwater Utility Total													440,000
Water Utility													
	Hydrants/Services/Meters												50,000
	Locator												4,000
	Main Replacements												200,000
	Meter/MXU												11,000
	Mower												15,000
	Water Storage Inspection												14,000
	Well 2 Inspection												25,000
Water Utility Total													319,000
Zoo													
	Locks												3,800
	Perimeter Fence												60,000
Zoo Total													63,800
Grand Total		2,960,000	180,550	139,000	3,381,600	260,000	1,205,100	12,000	1,115,955				9,254,305

SPECIAL EVENT AND ENTERTAINMENT APPLICATION

(Outdoor Event That May Disrupt Normal Use of Public Facilities)

City of Baraboo, 135 4th Street, Baraboo, WI 53913

608-355-2700 or 608-356-9666 (fax)

FOR OFFICE USE

Fee due at time of filing, non-refundable and non-transferable. \$150.00 if event involves use of public property or right-of-way. \$35.00 if only held on private property.
100-10-44290

Receipt # _____

Copies to:

BID (if downtown)

Fee waived for units of Gov't

*****If Tax Exempt, Please include your Payer Identification Number on this application.**

Per Section 12.05 Municipal Code of Baraboo: Any person operating, conducting or managing any outdoors exhibition, shows, amusement, carnival, circus, parade, lecture, speech or assembly, concert or musical entertainment where the general public is invited shall obtain a license.

Name of Organization: Pulse Fitness & Training LLC

Address of Organization: 501 Hitchcock Street

Organization is tax exempt: Yes, Tax Exempt/ Payer ID # _____ Not tax exempt

NAME OF SPONSOR (PERSON RESPONSIBLE FOR EVENT)	STREET ADDRESS	CITY, ZIP	PHONE # (ALL POSSIBLE NUMBERS)	EMAIL ADD.
Nicki Green	126 15 th Ave	Baraboo	393-9714	Nicki@baraboopulse.com

NAME OF SECONDARY CONTACT PERSON	STREET ADDRESS	CITY, ZIP	PHONE # (ALL POSSIBLE NUMBERS)	EMAIL ADD.
Brandon Green	"	"	393-9384	brandon@baraboopulse.com

Insurance Requirements (If event includes use of public property or right-of-way): Please provide required certificate of insurance at least seven working days prior to the event. Sponsor understands that permission will not be granted until the required proof of insurance wherein the City of Baraboo is named as an additional insured is received. Required limits are contractual liability with minimum limits of \$300,000 for the injury or death of one person, \$50,000 for property damage, and \$1,000,000.00 coverage for the event. (Waived if event is held at the Sauk County Fairgrounds.)

Name of Event: Find Your Pulse 5k & Half Marathon

Describe Event: (attached copy of any promotional material you will be distributing for this event)

Check Types of Activities Being Planned: (Some activities may require additional licenses)

Vendors Amplified Music Unamplified Music Dance Auction Concessions
 Alcohol Crafts Religious Service Speeches Flea Market Parade

Estimated Crowd Attendance: 300

Date(s) of Event: 10/21/2017 Duration: (Start) 8am (Finish) 2pm

If less than full day, specify hours: 6 hours

PLEASE BE ADVISED: if you are planning an event to be held on the Square between April 15 and October 31 of any year that the Farmer's Market does have EXCLUSIVE rights to the 500 block of Oak Street and 100 block of 4th Avenue.

Exclusive Vending Rights Desired? (Means Event Organizer will schedule and place vendors at specific locations) Yes No

Proposed Vendor Fees: _____ Number Desired: _____

If yes, List Vendor Contact Person Name _____

Address _____ Phone # _____

Location of Event Sauk County Fairgrounds - Litzcher Pavilion

Street Name(s), intersections and specific block(s) including alley(s), parking stall(s) and sidewalk(s) that will be closed or impaired from normal use as a result of this event: (illustrate on attached map)

rate map attached. No streets closed.

Handicap Parking Guidelines (where applicable): The Sponsor acknowledges that if an event closes a street or parking lot, all handicap spaces eliminated must be replaced on a 1-to-1 basis. A map is attached to this application. Please indicate which stalls will be relocated including their temporary relocation.

of handicap spaces eliminated: 0 # of handicap spaces replaced: _____

- o **Payment of City Services:** If the City estimates that the City costs for the event exceed \$500, the license shall not be issued unless a bond is filed with the City Clerk. The applicant must pay itemized actual costs of city services within 30 days of demand, or the bond shall be forfeited. The applicant has appeal rights before the Administrative Review Committee. In addition, the applicant may request that costs be waived to the Finance Committee per Code 12.05(4)(c).
- o **Notice of Termination of Event:** A license may be terminated by the Baraboo Police Department or Fire Department before or during the event per Code 12.05(6).
- o **Emergency Access Routes:** An unobstructed access lane of at least 18 feet wide and continuous must be maintained.
- o **Clean Up:** The Sponsor of the event shall be responsible for the cleanup of all streets, sidewalks and alleys within the area of the permit

Signature of Sponsor: Mick Green Date: 5/20/17
Sponsor understands that they are directly responsible for conducting the event.

Must be Co-Signed by an Officer of the Organization:

Nicki Green
Name
OWNER
Title

Mick Green
Printed Name
5/20/17
Date



BOYS & GIRLS CLUBS
OF WEST CENTRAL WI

Boys & Girls Clubs of West Central Wisconsin

Baraboo Unit

124 2nd St. PO Box 55

Baraboo, WI 53913

(608) 355-2582

May 19, 2017

Pulse Fitness – Find Your Pulse 5k & Half Marathon

To whom it may concern;

As Pulse Fitness celebrates it's two year anniversary in Baraboo; they are not only celebrating with a fun 5k and half marathon, but they have created the celebration as a fundraiser for the Boys & Girls Club here in Baraboo with all proceeds benefiting the programs we run and youth we serve. As such, we are requesting along with Pulse Fitness, that the city fees associated with running this event are waived to better the impact/donation value of the event as a whole.

Here at the Boys & Girls Club we have over 350 active members with an average daily attendance of 92 youth per day. What is the Club and how do fundraising event such as this 5k benefit us? The Club is an after school and summer enrichment service that offers our youth data and outcome driven programs highlighting three key areas: Academic Success, Healthy Lifestyles, and Good Character and Leadership. To be part of the great things we do here; it cost a youth only \$24 per year. That's \$2 a month for after school programming that is proven to help our youth succeed.

So how can the Club afford or pay for all the great things it does? Against public assumptions, the Club doesn't actually receive any operating monies from the Boys & Girls Clubs of America; we actually pay them to be a chartered site. Instead, we are completely community driven and rely heavily on Community Volunteers, Private Donations, Fundraising Events (either put on by other organizations or Club-organized events), and Grant Opportunities. Because of that; every little bit goes a long ways at the Club, even in the case of event fees. If you have any questions regarding the Club; please do not hesitate to contact me directly at (608) 355-2582 or via email at KyleC@BGCWCW.org.

Thank you for your time and consideration,

Kyle Crosby

A handwritten signature in black ink, appearing to read 'Kyle Crosby', written over a large, light-colored scribble or watermark.

Unit Director
BGC Baraboo

Find Your Pulse Half Marathon Course October 21, 2017

Start: Sauk County Fairgrounds

South on Washington

Left on Water St.

Right on Effinger

West on Manchester

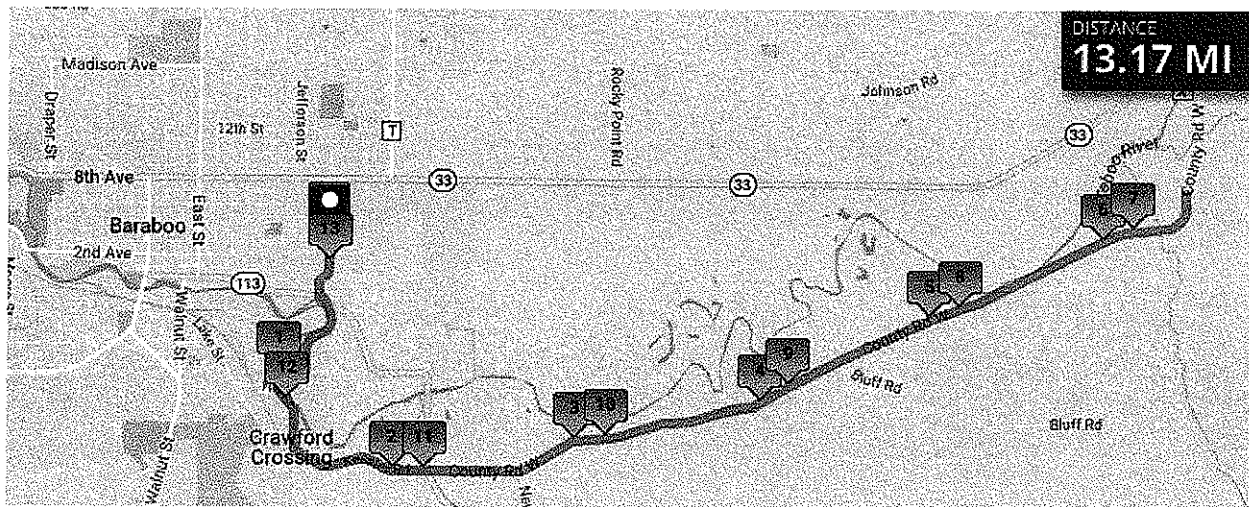
Left on Race Dr.

Left on Hill St.

Left on Kessler Rd.

Continue on Cty Rd W to halfway point (6.55 miles from start)

Turn around and retrace course back to Fairgrounds



**5k route will follow the same course but will turn around after 1.55 miles



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/18/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Don Rick Insurance 313 Oak Street P.O.Box 528 Baraboo WI 53913-0528		CONTACT NAME: Ed Kothbauer PHONE (A/C, No, Ext): (800) 924-6536 E-MAIL ADDRESS: ed@don-rick.com		FAX (A/C, No): (608) 356-9022	
INSURED Pulse Fitness and Training, LLC 501 Hitchcock Baraboo WI 53913			INSURER(S) AFFORDING COVERAGE		NAIC #
			INSURER A: West Bend Mutual Insurance Co.		
			INSURER B:		
			INSURER C:		
			INSURER D:		
			INSURER E:		
			INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2016/2017 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
				A076641 01	9/10/2016	9/10/2017	MED EXP (Any one person) \$ 5,000
				A076641 02	9/10/2017	9/10/2018	PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
AUTOMOBILE LIABILITY							
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
UMBRELLA LIAB							
	<input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				PER STATUTE OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Event: October 21, 2017
Find Your Pulse 5k & Half Marathon - emailed to NSI

City of Baraboo is an additional insured on the General Liability where their interest appears in the above event.

CERTIFICATE HOLDER cmgiese@cityofbaraboo.com City of Baraboo 135 4th Street Baraboo, WI 53913	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Matt Klemm/MK <i>Matthew T Klemm</i>
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