

Administrative Committee

December 7, 2015

Present: Ellington and Alt

Absent: Robkin

Also Present: Mayor Palm, Mary Klingenmeyer, Adm. Geick, Chief Schauf, and Media

The meeting was called to order by Ald. Ellington at noon, noting compliance with the Open Meetings law.

Moved by Alt and seconded by Ellington and carried to approve the minutes of November 2, 2015. Motion by Ellington, seconded by Alt to approve the agenda and carried unanimously.

Airport Operations: Giese included a written monthly report in the Agenda packet. Klingenmeyer noted specifically the property acquisition of the Coolidge Property. The Closing occurred in November. The property will be rekeyed December 11, 2015. The FAA is investigating the crash that occurred the week of December 1st. Klingenmeyer also reported remaining funds in the 2015 budget.

Facility Naming Policy: Adm Geick reviewed the proposed policy that had been recommended by the Parks and Recreation Commission and creates a policy for naming facilities or allowing advertising on city property. Moved by Alt, seconded by Ellington to approve the Policy and recommend referral to the Council. Motion carried.

Open Liquor Licenses: The Committee reviewed the proposed policy language for prioritizing vacant liquor license applications. Klingenmeyer noted Cheryl Giese and Atty. Reitz reviewed the matter and agreed the \$10,000 is not a license fee; but rather, an application fee. That distinction defines it as a one-time fee. Moved by Alt, seconded by Ellington to approve the language and refer the Policy to the Council. Motion carried.

Baraboo Country Club-noise: A Town of Baraboo resident complained about the noise of mowers operating at 5:30 a.m. at the Baraboo Country Club during the 2015 Season. City Codes prohibit the operation of equipment before 6:30 a.m. The Committee directed Adm. Geick to contact Clint Hutchens, BCC Pro/Mgr to attend the January meeting to discuss a special exception to the Code. An exception may be possible because the business is seasonal, but Mr. Hutchens must be in attendance.

Farm Land Lease-Airport: Klingenmeyer noted for Giese that the rent per acre offered by Shaw's increased from \$85 per acre to \$100 and she had completed comparisons. It was noted that Shaw's are excellent tenants, and they would like to renew the lease. Giese would recommend approval. Moved by Alt, second by Ellington to approve the recommendation and refer the Resolution to Council. Motion carried.

Member Comments: Alt noted the e-mail received from Gail Sumi of the League of WI Municipalities regarding property rights. He would like a reply to the Legislature. He will be requesting the item be placed on a future Council Agenda at the December 8, 2015 meeting. Ellington noted he will be attending a Drug Task Force meeting at St. Clare Hospital on December 8, 2015.

Next meeting is to be held January 4, 2016 at 12 p.m.

Moved by Alt, seconded by Ellington and carried to adjourn.

Mary K. Klingenmeyer

Deputy Treasurer

City of Baraboo Clerk's Department
135 4th Street
Baraboo, WI 53913
608-355-2700

To: Administrative Committee
From: Cheryl M. Giese, City Clerk-Finance Director
Date: December 30, 2015 for meeting of January 4, 2016
Re: Report on Airport Activities

Growth and Development Activities: program needs and planning efforts, grant funding, current and future development of facilities, advertising and promotion.

- Runway Reconstruction Planning. MSA Professional Services reports that they expect to have preliminary data available for an owner's meeting in February. Their thoughts are to provide details on the subject of reconstructing the runway in the present footprint, or include widening the runway to 100' keeping the present length. Following this data, the owners will have about 6 months to decide if they can provide the local funding needed to pay for the widening. Previous report: (The State has finalized their contract with MSA Professional Services and has officially hired them for the runway project design and reconstruction. We anticipate that they will have some preliminary work done in the next few months and then we will have another owners meeting to discuss the option of widening along with the reconstruction or simply reconstructing the existing footprint. At that point, the owners will have to decide if how the widening costs will be paid since we already know that we do not qualify for State and Federal funding.)
- Tree Trimming/Obstruction Clearing Project. No update. (FAA has decided that new flight check data is needed since discrepancies were found with identifying the tallest structure in the flight path. The new flight is scheduled for early fall. They have issued NOTAMs which assist pilots but we are working as diligently as possible to get this item resolved.)
- Property Acquisition. The Coolidge property has been fully acquired and secured for the winter. The house is vacant and utility service has been disconnected. The State is planning to raze the house during 2016 and remove trees and other debris left on the site.

Policies and Enforcement: Promote/regulate safe and efficient use of airport including airshow and events, policy enforcement, enforcement of Rules and Regulations, collect fees and revenues, uphold Owner Assurances given to Bureau and FAA policy development.

- Drone activities. The FAA released several public service announcements, education materials and other instructions educating drone users about flying near airports and in protected airspaces. Currently, drone owners are required to register their aircraft on the FAA website. The FAA has further prohibited municipalities and airport owners from restricting use of airspace.

Operations and Maintenance: Purchase small equipment, budget administration and monthly reporting, coordinate with On-site maintenance provider.

- Monthly budget report is attached.
- Lot lease invoices will be mailed in January, including refreshers on rules, regulations and hanger maintenance.

Community Relations: Reports to Owners, liaison between owner and airport users, attend aviation conferences, develop and maintain website.

- No activity.

REVENUE/EXPENDITURE REPORT

City of Baraboo

For the Period: 1/1/2015 to 12/31/2015

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 630 - Airport							
1000276							
Revenues							
Dept: 35.00000 Airport							
46330.000 Gas Sales	5,600.00	5,600.00	5,464.47	0.00	0.00	135.53	97.6
46340.000 Landing Fee	4,600.00	4,600.00	2,073.62	0.00	0.00	2,526.38	45.1
47300.000 Appropriations	58,263.00	58,263.00	4,100.00	0.00	0.00	54,163.00	7.0
47300.100 Appropriations- City	0.00	0.00	46,663.00	0.00	0.00	-46,663.00	0.0
48110.000 Interest on Investments	450.00	450.00	436.76	0.00	0.00	13.24	97.1
48210.000 Rents and Leases	17,488.00	17,488.00	18,784.08	1,696.00	0.00	-1,296.08	107.4
48211.000 Ag Land Rental	10,846.00	10,846.00	10,846.00	0.00	0.00	0.00	100.0
48212.000 Hangar Lot Lease	19,361.00	19,361.00	19,228.93	0.00	0.00	132.07	99.3
48990.000 Miscellaneous Income	200.00	200.00	143.84	0.00	0.00	56.16	71.9
49300.000 Fund Balance Applied	17,500.00	35,500.00	0.00	0.00	0.00	35,500.00	0.0
Airport	134,308.00	152,308.00	107,740.70	1,696.00	0.00	44,567.30	70.7
Revenues							
	134,308.00	152,308.00	107,740.70	1,696.00	0.00	44,567.30	70.7
Expenditures							
Dept: 35.53510 Airport							
00120.000 Wages	10,364.46	10,364.46	7,039.22	313.45	0.00	3,325.24	67.9
00130.000 Social Security	792.88	792.88	521.56	23.07	0.00	271.32	65.8
00131.000 Retirement	875.80	875.80	577.17	25.71	0.00	298.63	65.9
00132.000 Health Insurance	2,902.05	2,902.05	1,431.18	60.63	0.00	1,470.87	49.3
00133.000 Life Insurance	10.00	10.00	3.15	0.25	0.00	6.85	31.5
00134.000 Income Continuation	25.00	25.00	0.00	0.00	0.00	25.00	0.0
00200.000 Contracted Services	40,178.00	40,178.00	40,020.00	3,335.00	0.00	158.00	99.6
00210.000 Publishing	0.00	0.00	54.19	0.00	0.00	-54.19	0.0
00215.000 Professional Services	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
00220.000 Telephone	660.00	660.00	613.10	56.78	0.00	46.90	92.9
00222.000 Electricity	7,210.00	7,210.00	5,732.95	578.26	0.00	1,477.05	79.5
00223.000 Heat	1,200.00	1,200.00	752.54	18.48	0.00	447.46	62.7
00250.000 Repair & Maint Serv-Equipment	6,500.00	6,500.00	3,116.83	0.00	0.00	3,383.17	48.0
00251.000 Fuel Station Maintenance	1,400.00	1,400.00	1,065.19	0.00	0.00	334.81	76.1
00260.000 Repair & Maint Serv-Buildings	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
00270.000 Special Services	2,200.00	2,200.00	2,070.00	0.00	0.00	130.00	94.1
00273.000 DOT Maintenance Agreement	265.00	265.00	0.00	0.00	0.00	265.00	0.0
00280.000 Repair & Maint Serv-Facilities	2,780.00	2,780.00	5,466.40	0.00	0.00	-2,686.40	196.6
00282.000 Lighting Repairs	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.0
00283.000 Runway & Taxi Repairs	17,500.00	17,500.00	487.50	0.00	0.00	17,012.50	2.8
00310.000 Office Supplies	50.00	50.00	83.54	0.00	0.00	-33.54	167.1
00320.000 Publications, Training, Dues	215.00	215.00	242.00	0.00	0.00	-27.00	112.6
00330.000 Travel	30.00	30.00	0.00	0.00	0.00	30.00	0.0
00340.000 Operating Supplies	200.00	200.00	61.73	0.00	0.00	138.27	30.9
00348.000 Gas, Diesel, Oil, Grease	4,500.00	4,500.00	1,999.08	0.00	0.00	2,500.92	44.4
00350.000 Repair & Maint Materials	1,800.00	1,800.00	2,375.99	0.00	0.00	-575.99	132.0
00360.000 Repair & Maint - Buildings	1,800.00	1,800.00	880.54	12.82	0.00	919.46	48.9
00392.000 Small Equipment Purchase	1,000.00	1,000.00	2,655.25	0.00	0.00	-1,655.25	265.5
00510.000 Insurance	6,750.11	6,750.11	7,367.98	0.00	0.00	-617.87	109.2
00814.000 Equipment Purchases	0.00	18,000.00	18,000.00	0.00	0.00	0.00	100.0
00891.000 Equipment Replacement	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
Airport	134,308.30	152,308.30	102,617.09	4,424.45	0.00	49,691.21	67.4
Expenditures							
	134,308.30	152,308.30	102,617.09	4,424.45	0.00	49,691.21	67.4
Net Effect for Airport	1000276						
	-0.30	-0.30	5,123.61	-2,728.45	0.00	-5,123.91	7,870.0
Change in Fund Balance:			5,123.61				

REVENUE/EXPENDITURE REPORT

City of Baraboo

For the Period: 1/1/2015 to 12/31/2015

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Grand Total Net Effect:	-0.30	-0.30	5,123.61	-2,728.45	0.00	-5,123.91	

December 2nd, 2015

Mr. Edward Geick,

I am writing to you on behalf of the Board of Directors and Members of the Baraboo Country Club.

We would like to request a formal exception to the Construction and Machinery Noise ordinance as described in Chapter 9.06 paragraph (3) of the Baraboo City Ordinances.

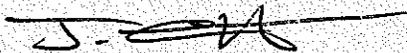
As it reads our course maintenance staff would not be able to begin their duties until after 6:30am. We currently and for the last 19 years to my personal knowledge have always begun work at sunrise. In 2015 we would have had issue with this beginning April 9th through September 7th.

For us there are two main reasons we begin so early. First and foremost is the high risk nature of the work being done when golfers are present. Our goal is to have the majority of our work complete before the golfers are on the course so as to minimize our staff's exposure to flying golf balls. This leads to the second reason we begin so early. The demand for early tee times is strong in this industry and in order for us to remain competitive we need to be able to offer tee times as early as possible.

Our hope is that the city council will see the necessity of an exception for the Baraboo Country Club to be able to continue business as usual and avoid any potential conflict with citizens/law enforcement moving forward as we strive to be a part of what makes Baraboo such a wonderful community to live in.

Thank you for your consideration of this request.

Sincerely,



J. Clinton Hutchens, PGA
General Manager/Head Professional