

**AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 135 4th Street, Baraboo, Wisconsin
Tuesday, January 12, 2016, 7:00 P.M.**

Regular meeting of the Common Council, Mayor Palm presiding.

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Robkin, and Thurow

Notices sent to City Staff and Media: Adm. Geick, Clerk Giese, City Engineer Pinion, Utility Super. Peterson, Street Super. Koss, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Allen, CDA Director, the News Republic, WBDL, and WRPQ.

Notices sent to other interested parties: Town of Baraboo, Village of West Baraboo, Citizen Agenda Group, Media Agenda Group

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): December 22, 2015

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

PUBLIC INVITED TO SPEAK (Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)

MAYOR'S COMMENTS

CONSENT AGENDA (roll call)

CA-1...Approve the accounts payable to be paid in the amount of \$_____

2nd READING OF ORDINANCES

SRO – 1....Approve Amendment to Chapter 8-Economic Development of the City’s Comprehensive Plan.

1st READING OF ORDINANCES

NBO-1...Create Section 12.02(10)(t) of the Code of Ordinances regulating assignment of vacant or surrendered alcohol licenses.

COMMITTEE OF THE WHOLE

Moved by _____, seconded by _____ to convene as a Committee of the Whole to discuss the City Attorney position.

Moved by _____, seconded by _____ to reconvene into regular session and take up any action that may result from the Committee of the Whole discussion.

1. Consider action to authorize the City Administrator to proceed with filling the City Attorney position.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Report from BDAS Representative.

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following:

Minutes from the Following Meetings -

Copies of these meeting minutes are included in your packet:

| | | | |
|---------|----------|---------------------------|----------|
| Finance | 12-22-15 | BEDC listening session | 8-17-15 |
| BDAS | 10-28-15 | UW Campus Comm. | 11-19-15 |
| BID | 12-16-15 | Baraboo Public Arts Comt. | 12-17-15 |

Copies of these meeting minutes are on file in the Clerk's office:

| | | | |
|------------------------|--------------------|----------------------|--------------------|
| BDAS Finance Ad Hoc | 10-28-15 | Police & Fire Comm. | 11-16-15, 12-16-15 |
| Police & Fire Comm. | 11-16-15, 12-16-15 | Library Board | 11-17-15 |
| Friends of the Library | 9-22-15, 11-10-15 | Emergency Management | 12-17-15 |

Petitions and Correspondence Being Referred

ADJOURNMENT (Voice Vote)

Cheryl Giese, City Clerk-Finance Director

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

JANUARY 2016

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|---------------------|--------------------------|-----------------|---|---------------------------------------|-----|
| | | | | | 1 New Year's Day Offices Closed | 2 |
| 3 | 4 Administrative | 5 CDA | 6 | 7 BEDC | 8 | 9 |
| 10 | 11 Park & Rec | 12 Finance Council | 13 | 14 | 15 | 16 |
| 17 | 18 SCDC PFC | 19 Plan Library | 20 BID | 21 UW Campus | 22 | 23 |
| 24 | 25 Public Safety | 26 Finance Council | 27 Ambulance | 28 Emergency Mgt Public Art Assoc | 29 | 30 |
| 31 | | | | | | |

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the City Clerk at 135 4th St., or phone 355-2700 during regular business hours at least 48 hours before the meeting so 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.**

Agenda jointly prepared by D. Munz and C. Giese
Agenda posted by DMM on 01/08/2016

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, December 22, 2015 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Robkin, Thurow

Council Members Absent: none

Others Present: Chief Schauf, Clerk Giese, Adm. Geick, members of the press and others.

The Pledge of Allegiance was given.

Moved by Robkin, seconded by Wedekind and carried to approve the minutes of December 8, 2015.

Moved by Sloan, seconded by Petty and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PUBLIC HEARING – The Mayor opened the public hearing relative to the City’s Comprehensive Plan, Chapter 8-Economic Development. The BEDC developed GROW BARABOO, which is a work plan to replace existing Chapter 8. The Mayor explained the GROW BARABOO plan. No one spoke and the Mayor closed the hearing.

PUBLIC INVITED TO SPEAK –No one spoke.

MAYOR’S COMMENTS

The Council held a moment of silence for City Attorney Mark Reitz upon his passing.

CONSENT AGENDA

Resolution No. 15-93

THAT the Accounts Payable, in the amount of \$784,589.29 be allowed and ordered paid.

Moved by Sloan, seconded by Kolb and carried on voice vote to approve the Consent agenda.

NEW BUSINESS

Resolutions:

Resolution No. 15-94

That the Land Lease with D & W Shaw Farms LLC for property at the Baraboo-Dells Airport is approved.

Moved by Wedekind, seconded by Alt, and carried that **Resolution No. 15-94** be approved – 9 ayes.

Resolution No. 15-95

WHEREAS, the City Council approved a Resolution on November 24, 2015 authorizing staff to interview the top three firms that submitted a Proposal,

WHEREAS, staff interviewed three firms on December 10, 2015 and is recommending that the team of MSA Professional Services / Zimmerman Architectural Studios be selected to provide the Planning and Design Services for a Public Safety/Administration Building;

NOW, THEREFORE, BE IT RESOLVED that the City Administrator is authorized to draft an Agreement for Planning and Design Services for the Public Safety/Administration Building project for the Council’s future consideration.

Moved by Wedekind, seconded by Petty, and carried that **Resolution No. 15-95** be approved - 9 ayes.

Resolution No. 15-96

Whereas, the Finance & Personnel Committee has reviewed this policy at their December 8, 2015 meeting and recommends the adoption of this new policy to the Common Council; and

Now Therefore be it resolved, based on the recommendation of the Finance & Personnel Committee the Common Council does adopt the new Leave Donation Policy for the City of Baraboo Employee Policy & Procedure Handbook and it shall be effective immediately.

Leave Donation Policy**EMPLOYEE TIME DONATION POLICY FOR CATASTROPHIC ILLNESS OR INJURY****(1) INTRODUCTION**

(a) This program is intended to provide financial assistance and support to regular full-time and regular part-time employees of the City who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by themselves or a family member. City of Baraboo employees may donate a portion of their earned and unused sick leave, vacation or floating holiday time as a way to provide income continuation for eligible employees. The City Administrator's Office will administer this program in accordance with the procedures outlined below.

(2) DEFINITIONS

(a) Employee - An individual who is employed with the City in a regular full-time or regular part-time position, has been employed for a minimum of one year, and is eligible to use accrued benefit leave balances.

(b) Catastrophic Illness or Injury - A prolonged non-occupational illness or injury which is life threatening as determined by the program administrator and supported by medical substantiation from the employee's or family member's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment.

(c) Donated Leave - The amount of time from an employee's accrued and unused sick leave, vacation or floating holiday time an employee is willing to donate. Donations must be done in half day or full day increments (4.00 hours or 8.00 hours).

(d) Program Administrator - The Finance Director/City Clerk will be responsible for the administration of this program. The Payroll section of the City Clerk's office will monitor status of the donations and time used. The City Administrator must approve of all applications.

(3) PROGRAM ELIGIBILITY AND REQUIREMENTS

(a) Employment Status / Severity of Illness - An individual must be employed as a regular full-time or regular part-time employee for at least six calendar months and be eligible to utilize accrued benefit balances. An employee must be suffering from a catastrophic illness or injury.

- (b) Exhaustion of Paid Benefit Balances - An employee must have exhausted all accrued and paid benefit balances before being eligible for Catastrophic Illness and Injury Time Donations. An employee or their designee may submit the required program documents prior to the exhaustion of their leave when it is anticipated that the remaining benefit balances will be exhausted as a result of the catastrophic illness or injury.
- (c) Documentation to Request Donations - An employee must submit the following documents when requesting Catastrophic Illness and Injury Time Donations:
1. An Employee Time Donation Application for Catastrophic Illness and Injury
 2. Physical Medical or FMLA Certification
- (d) Use of Donated Benefit Time - An employee who has been granted the use of Catastrophic Illness and Injury Time Donations will have the donated sick leave, vacation or floating holiday time credited to their benefit balances. An employee must utilize any available donated vacation or floating holiday hours within their statutory Wisconsin and Federal family and medical leaves. Donated leave will be subject to all tax liability associated with regular pay and shall be the responsibility of the recipient.
- (e) Worker's Compensation - An employee will not be eligible for Catastrophic Injury or Illness Time Donations if they have applied for worker's compensation benefits and a determination has not been made as to their eligibility. If a determination has been made that the employee is not eligible for worker's compensation and there is no pending appeal, the employee may submit an Application for Catastrophic Illness and Injury Time Donations.
- (f) Unused Donated Time - If an employee returns to work, terminates, or applies for a WRS disability retirement, the unused vacation and floating holiday hours that were donated will be returned to those employees who donated the benefit time.
- (g) Status Updates - The Finance Director/City Clerk will monitor the use of donated leave under the program and will periodically require program participants to provide updates and additional medical documentation to ensure ongoing eligibility.
- (h) Decisions of Program Administrator - All decisions made or actions taken by the Program Administrator, including but not limited to determination of eligibility, documentation required, or any decision or action made or taken in the administration, modification or termination of the benefits under the program are final and binding on all parties and shall not be grievable or arbitrated under any labor contract or City policy.
- (i) City Right to Modify or Terminate The City reserves the right to modify or terminate this policy at any time after providing reasonable notice to all applicable labor organizations.
- (4) DONATED BENEFIT TIME**
- (a) Eligibility to Donate Floating Holiday - Any employees with accumulated benefit time are

eligible to voluntarily donate accrued and unused sick leave, vacation or floating holidays to an eligible employee for use under the program.

- (b) Eligibility to Donate Vacation - Any employees with accumulated benefit time who are eligible at the beginning of the calendar year for a minimum of two (2) weeks of vacation are eligible to voluntarily donate accrued and unused vacation to eligible employees under the program. A City employee may not donate more than forty (40) hours in a calendar year.
- (c) Increment for Donations - Any vacation or floating holiday benefit time that is being donated to an eligible program participant must be in half day or full day increments (4.00 or 8.00 hours).
- (d) Documentation to Provide Donation - Any employee donating vacation or floating holiday time must complete a Catastrophic Illness and Injury Time Donation form. This form specifies the type of leave being donated, the amount of hours the employee wishes to donate, to whom the leave is being donated to, a statement certifying that the vacation or floating holiday hours are being donated on a voluntary basis, and that within limited circumstances the donation is irrevocable.
- (e) Value of Donations - Donations will be done on a day for day basis. The program administrator will not be assessing the value of the donation with respect to the value it has to the program participant. The total hours donated will be credited to the appropriate benefit balance and the recipient will take the time off and be paid at their current rate of pay when the time is taken.
- (f) Unused Donated Time - The Program Administrator will record the receipt of donations and will allocate the donations to the program participant on a first in, first out basis. If a program participant terminates employment or returns to work with the City prior to the exhaustion of the donated time, the remaining balances will be returned to those employees whose benefit time had not yet been allocated. These hours will be credited back to the employee's appropriate benefit balance. If the employee is unable to take the returned sick leave, vacation or floating holiday hours before the end of the calendar year they will be allowed to carryover those hours into the next calendar year.
- (g) Maximum Donation Received - Program participants will be eligible to receive a maximum of 1040 hours of donated benefit time per illness or injury. Participation ends once an employee or family member is medically determined to be totally and permanently disabled.
- (h) Earning/Use of Benefit Time While Utilizing Donations - A program participant may be eligible to earn additional benefit time when using Catastrophic Illness or Injury Time Donations. Employees will be required to utilize any eligible and earned sick leave, holiday, or floating holiday time before using the donated vacation or floating holiday hours.
- (i) No Payout of Unused Donations - Program participants will not be eligible for the payout of any remaining donated sick leave, vacation or floating holiday hours upon the termination of their employment with City.
- (j) Remaining Vacation or Holiday Balance - If a program participant has a vacation or holiday balance at the end of the calendar year, the benefit time will be carried over into the next year.

(k) Record keeping - The City Finance Director/City Clerk or representative will maintain all records relating to the program, including the amounts of leave donated, the amount of leave used by program participants, applications for program participation, and supporting documentation.

Moved by Ellington, seconded by Robkin, and carried that **Resolution No. 15-96** be approved - 9 ayes.

Resolution No. 15-97

To approve of settlement terms for labor contract negotiations with the Baraboo Professional Police Association (BPPA) Local No. 410 of the Wisconsin Professional Police Association/Law Enforcement Employee Relations Division (WPPA-LEER) and the City of Baraboo and to authorize the Mayor, City Clerk and City Administrator to sign a amended contract based on the changes as follows:

1. Wages
 - a. In 2016 add Detective to wage chart with Patrol Officers
 - b. In 2016, create new base by rolling Education pay into wages + 1%.
 - c. In 2017 create new base by adding in shift differential and 1% or an equivalent percentage COLA as non-union employees receive.
 - d. In 2017, in conjunction with the review of the new 12 hour shift, consider a change to using an hourly wage rate.
 - e. In 2018 = 1% or an equivalent percentage COLA as non-union employees receive.
2. Article 7, Section 6, Change to a 12 hour shift
 - a. In 2016, begin a 1 year trial for the 12 hr shift for Patrol officers. This trial will begin in early January 2016 with the first payroll period or as soon after that as is practical. The terms of this will be laid out in a separate memorandum of understanding separate from the contract.
 - b. Do an assessment in 6 months
 - c. Do 2nd assessment in Oct 2016 and determine if the new shift arrangement will continue into the future.
3. Article 7, Residency
 - a. Change the residency limits to 25 mile radius from the Police Station.
4. The terms above are subject to ratification by the BPAA.

Moved by Wedekind, seconded by Kolb, and carried that **Resolution No. 15-97** be approved - 9 ayes.

Resolution No. 15-98

WHEREAS, Wisconsin Statute 7.30 requires that election inspectors be named prior to December 31st of all odd numbered years.

NOW THEREFORE BE IT RESOLVED that the following election officials are appointed for 2016-2017 elections.

Election Workers

| | | | | | |
|--------|----------|---------|---------|--------------|-----------|
| Adkins | Ann | Bodette | Jacklyn | Caflich | Craig |
| Allen | Karen | Botham | Stephen | Christiansen | Stephanie |
| Ament | Deri | Briggs | Judith | Clingman | Suzanne |
| Bobeck | Rosemary | Burton | Ann | Coorough | Robert |

| | | | | | |
|--------------|----------|-------------|-----------|------------|-----------|
| Cowan | Bergene | Joachim | James | Pollard | Tom |
| Dagnon | Nanette | Kalepp | Margo | Pollard | Lila |
| Deppe | Mary | Kaney | Gaynold | Rogers | Donald |
| Dills | June | Kelly | Nick | Rogers | Jean |
| Earl | Barbara | Kingery | Patricia | Roth | Geraldine |
| Edwards | Mary | Kingery | Vernon | Sauvey | Bonnie |
| Ellis | Sandy | Kluge | Dennis | Schiller | Ruth |
| Elsen | Mary Pat | Kluge | Marla | Schubring | Jessie |
| Feld | Margie | Koepp | Sherryle | Shogren | Raymonda |
| Fletcher | John | Konen | Janet | Slinde | Cheryl |
| Frank | Charlene | Kramer | Terry | Smith | Yvonne |
| Froh | Jeffrey | Krueger | Geraldine | Smith | Dennis |
| Gilmore | Elsie | Krueger | Jean | Stavnaw | Marilyn |
| Goethel | Terry | Krueger | Karl | Steiner | Duane |
| Gollmar | Helen | Kujawa | Anthony | Steiner | Patte |
| Gorsuch-Froh | Marilyn | Lombard | Andrea | Steinhorst | Lorraine |
| Hanes | Patricia | Marking | Jeanne | Sturgis | June |
| Hanke | Delorice | Moore | Sue | Terbilcox | Colleen |
| Hanley | Mark | Niles | Susan | Thies | Judy |
| Hendricks | Terri | O'Keefe | Tim | Umhoefer | Aural |
| Herbst | Jean | Otis | Linda | Voltz | Marilyn |
| Hovde | Rebecca | Paape | Debra | Waddell | Marlene |
| Hutchens | Anne | Peidelstein | Nancy | Wick | Bonnie |
| Jackson | Sandra | Peterson | Gwynne | Wiegand | Victoria |
| Jauch | Robert | Petrie | Mary | | |
| Jensen | Alice | Pointon | Alonna | | |

Board of Canvassers

Donna Munz

Lori Laux

Mary Petrie

Tabulator Alternates

Cheryl Giese

Lori Laux

Christina Bryant

Brenda Zeman

Mary Klingemeyer

FURTHER, that the election worker wages be set at \$9.00 per hour for election inspectors and \$10.00 per hour for chairpersons effective January 1, 2016.

Moved by Petty, seconded by Ellington, and carried that **Resolution No. 15-98** be approved - 9 ayes.

Resolution No. 15-99

To approve an offer to purchase for 227 5th Ave. for an amount not to exceed \$120,000 and to authorize the Mayor, City Clerk and City Administrator to sign the appropriate documents to complete this transaction.

Moved by Ellington, seconded by Sloan that **Resolution No. 15-99** be approved.

The Council discussed the possible expansion of the parking in that area when combined with adjacent parking facilities. Some expressed that this purchase and parking expansion is a wise decision for the city. Others were concerned for removing property from the tax roll and questioned the total costs for razing, site grading, paving and restriping the parking lot. Roll Call: Ayes: 7, Nays: Wedekind, Kolb

Motion carried.

Ordinances:

Ordinance No. 24338 was introduced and read for the first time:

Ordinance No. 2438

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

WHEREAS, pursuant to Section 62.23(2) and (3) of Wisconsin Statutes, the City of Baraboo is authorized to prepare and adopt a Comprehensive Plan as defined in Sections 66.1001(1)(a) and 66.1001(2) of Wisconsin Statutes, and

WHEREAS the Common Council of the City of Baraboo has adopted and followed written procedures designed to foster public participation in every stage of the preparation of a Comprehensive Plan as required by Section 66.1001(4) (a) of Wisconsin Statutes, and

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

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

WHEREAS the Common Council of the City of Baraboo, Wisconsin, does, by enactment of this ordinance, formally adopt the document entitled, *GROW BARABOO: CITY OF BARABOO COMPREHENSIVE PLAN*, as an Amendment to the Comprehensive Plan, pursuant to Section 66.1001 of the Wisconsin State Statutes.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF BARABOO DOES HEREBY ORDAIN AS FOLLOWS:

1. THE CITY OF BARABOO COMPREHENSIVE PLAN dated June 2005, is hereby Amended as follows:

Chapter Eight – Economic Development is repealed and replaced with GROW BARABOO: An Economic Development Workplan for the Baraboo Area, which is on file in the offices of the City of Baraboo together with its appendices.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Kolb, seconded by Wedekind, and carried that the Ordinance take its regular course - 9 ayes.

COMMITTEE OF THE WHOLE

Moved by Ald. Petty, seconded by Ald. Alt to convene as a Committee of the Whole to discuss potential redevelopment of 1208 Oak Street and carried unanimously.

The Council discussed the former Ringling Hospital property and noted that the 1940's building does not

qualify for historic tax credits. Estimated costs are \$573,000 for removal of building and site restoration into buildable residential lots. The Council questioned if the oil tank had been removed. Ald. Wedekind requested whether the City would have pre-approval for any of the grants, and was answered that there cannot be any promises until the City owns the property and makes application for grants. There has been strong interest from the County and the State to work with the City on redevelopment plans. The plans are to acquire the property from the State or County, request forgiveness of property taxes from the County, raze the property and restore lots for residential use, paying for costs with a combination of grants and donations from TID 6.

Moved by Wedekind, seconded by Ellington and carried unanimously to reconvene into regular session.

Moved by Ellington, seconded by Plautz and carried unanimously to proceed with the redevelopment plans as outlined above.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for Nov. 2015 from – Fire Dept., Treasurer

Minutes from the Following Meetings -

Finance/Personnel Committee – Council Chambers

December 8, 2015

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: C. Giese, E. Geick, T. Pinion and others

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 adopt the agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of November 24, 2015. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Sloan to recommend Council approval of the accounts payable for **\$466,400.72**. Motion carried unanimously.

BID Assessments – The BID assessment is unchanged from the preliminary report. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

1208 Oak Street – Ed Geick explained the concept plan for resolving the vacant building at 1208 Oak Street. Since the building is post 1936 the building does not qualify for tax credits which would be highly desired by potential developers. There are some features such as stained glass windows that might be recovered, but most of the building has been vandalized and there is not much salvage value. The neighborhood is asking for something to be done with the building. The roof is beginning to leak and things won't last much longer. Ald. Petty questioned other possible uses for the building and the only suitable use for the property is residential, after razing the building. The Committee in general recommends that the building be razed and the property become available for redevelopment. The Committee recommends that this item be discussed at a future Council meeting.

Employee Handbook – The Committee reviewed a proposed policy for employees to donate benefit time to fellow employees. Moved by Thurow, seconded by Sloan to recommend the proposed policy to Council.

Committee Comments: None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn. Motion carried, meeting adjourned at 6:23 p.m.

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.

Copies of these meeting minutes are on file in the Clerk's office:

BID

11-18-15

PETITIONS, AND CORRESPONDENCE

Petitions and Correspondence Being Referred - none

INFORMATIONAL ITEMS

ADJOURNMENT

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn.

Cheryl M. Giese, Clerk-Finance Director

The City of Baraboo, Wisconsin

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|--|
| <i>Background:</i> |
| Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted |
| <i>Comments</i> |

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

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

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

NBO-1

The City of Baraboo, Wisconsin

| |
|---|
| Background: The Administrative Committee reviewed the current practice of issuing available liquor licenses. This ordinance ratifies the current practice under (t)1 of giving preference to new business owners in cases where a current liquor license is surrendered, and in (t)2 creates criteria for issuing available regular and reserve licenses. Finally, this ordinance requires Council action for issuing the final available license. |
| Fiscal Note: (check one) <input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted Comments: |

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

1. Section §12.02(10)(t), Code of Ordinances, regulating assignment of vacant or surrendered alcohol licenses, is hereby created as follows:

“(t) Assignment of Vacant or Surrendered Alcohol Licenses. The City of Baraboo shall use the following criteria and priority for the assignment of alcohol licenses that become vacant, are surrendered, or unused:

1. In circumstances in which an alcohol license is surrendered, but where the premises are sold, leased, or will otherwise be used by a new business owner, the new business owner shall have first claim upon the surrendered license, regardless of whether there are other pending applications for an alcohol license.

2. In circumstances in which an alcohol license is vacant or surrendered, and the premises will not be used by a new business owner, the following criteria shall be applied:

a. If there are issued reserve licenses, the regular license shall be offered first to the owner of the oldest reserve license. If the license is not claimed, it shall then be offered to the next oldest reserve license, and so on, for as many reserve licenses as may be outstanding.

b. If the City holds only one remaining license (regular or reserve), such license shall only be assigned after review by the Administrative Committee and approval of the Council.”

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 _____, 2016, and is recorded on page ___ of volume 41.

City Clerk: _____

CITY OF BARABOO
Position Description

Class / Title: City Attorney
Grade: ~~17 – Contract Employee~~ **Created/Updated:** April, 2012/Updated 1-6-16
Department: Administration
Reports to: Mayor and City Council

General Purpose: The City Attorney shall conduct all the law business in which the City is interested, except the Common Council may employ and compensate special counsel to assist or take charge of any matter in which the City is interested.

Supervision:

Received: Appointed by the Common Council. Reports to the Mayor and Common Council for overall direction. The nature of the work requires that an employee in this class establish and maintain close cooperative working relationships with the City Administrator, Mayor, members of the Common Council, supervisory personnel in all City Departments and Divisions, representatives of the court system, opposing counsel, and the general public.

Exercised: Has shared authority to direct and evaluate activities and schedules of Executive Assistant staff in the Administration Department and, to some degree, the Secretary in the Engineering/Building Inspection/Public Works/Assessor Departments. From time to time, the City Attorney may utilize personnel in other departments on special projects. This position may recommend disciplinary action or the hiring and firing of such office staff to the Mayor and Common Council.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned by the Mayor or Common Council.

1. Act as legal advisor to the Mayor, the Common Council, and all duly constituted City Committees, Commissions, Boards, and other City government groups or organizations, and act as legal advisor to City Officers, City Officials, and City staff on City legal matters.
2. Report to the Mayor and Common Council and work closely and cooperatively with the City Administrator.
3. Act as legal advisor for the Utility Department and Utility Commission, and the Baraboo Community Development Authority.
4. Undertake legal research and prepare and render written and verbal legal opinions when requested to do so by the Mayor, City Officers, and Common Council.
5. Review City contracts, bonds, insurance policies, and other legal documents involving the City and render legal advice thereon.
6. Draft and review resolutions, ordinances, leases, affidavits, notices, purchase and sale agreements, contracts, releases, deeds, closing statements, Council communications, agendas, background/historical information on business issues, and other legal documents as necessary.
7. Responsible for, with staff assistance, maintaining the revisions to the Municipal Code of Baraboo, with supplements to be prepared for insertion in the Codebook at least annually.
8. Attend all Common Council meetings and act as parliamentarian. Attend meetings of City committees, commissions, and boards when requested to do so by the Mayor or committee chairperson. Assist in the preparation of the meeting agenda as needed.

9. Perform necessary legal work in connection with the acquisition, sale, or disposal of City property.
10. Except where special counsel is retained, assist and work closely with the City Administrator, Mayor, and Common Council in legal matters involving employment and labor relations, including participation in negotiations, arbitrations, mediations, grievances, and fact-finding hearings, and other personnel matters and defending or representing the City in connection with discrimination or employment-related claims.
11. Prosecute and handle trial work for traffic and ordinance code violations, including any appellate work arising there from.
12. Except where special counsel is retained, at the direction of the Common Council, defend and handle trial, administrative, and appellate work of the City, its elected and appointed officials, commissions, and boards in all claims, disputes, and litigation or administrative proceedings arising out of City-related matters.
13. Except where special counsel is retained, at the direction of the Common Council, prosecute and handle trial, administrative, and appellate work in connection with all legal claims of the City against third parties.
14. Attend and advise the Board of Review at all hearings as requested by the Board and examine the tax and assessment rolls and other tax proceedings and advise the proper City Officers in regard thereto, and handle any trial or appellate work arising from a Board of Review proceeding.
15. Advise and represent the Police and Fire Commission in connection with any disciplinary matters involving personnel under the jurisdiction of the commission and representation of the commission in any trial, administrative, or appellate work arising out of commission business.
16. Maintain competency in municipal and other relevant areas of the law by attending seminars and continuing legal education courses and keep current on relevant areas of the law by maintaining an adequate library of law reports, periodicals, and municipal law-related materials, and by reading the current court decisions, legal periodicals, and by participating in municipal law organizations.
17. Assist the Mayor and City Administrator as necessary in management of outside retained counsel.
18. Assist and work with the Mayor, City Administrator, and City staff in connection with land use planning, new developments, projects and related planning, building, and zoning issues relevant to the City. Work with appropriate personnel to update the City's Zoning Code and Subdivision Code to keep in step with expected land developments as the City grows.
19. Prepare and recommend the annual City Attorney Department Budget. Implement and monitor expenditures of that budget throughout the year.
20. Assist the City Administrator as requested in analysis of new and existing programs and systems for legal implications and potential problems.
21. Assist and work with the City Administrator and other City Officers and staff in risk management; assist in the development of forms and procedures in risk management; participate in providing education and training for City staff in risk management and related procedures.
22. Be responsible, with staff assistance, to supervise and oversee the investigation of accidents or occurrences that might involve a potential claim against the City. Advise the Insurance Claims Committee and Council on legal matters related to claims made against the City.
23. Be a part of the City staff team who make up the Development Workgroup. This group interplays with and advises developers by preparing them for what will be required to bring their projects to completion.

Peripheral Duties:

1. Assist the City Treasurer as necessary in the collection of City personal property taxes and the collection of amounts due the City.
2. Serve on law-related committees sponsored by the Wisconsin Bar Association, the League of Wisconsin Municipalities, the Wisconsin Supreme Court, or the Wisconsin Alliance of Cities, as needed.
3. Defend the City in any lawsuit that might be brought against it.

4. Address all legal issues involved in the handling of the acquisition of property (for example, river-front property for the Riverwalk), annexations, Brownfield condemnations, establishment of and releases of Irrevocable Letters of Credit, and involvement as required on the State of Wisconsin Smart Growth Initiative.
5. Address, on a daily basis, phone calls and visits with inquiries from citizens, staff, and Alderpersons.
6. Perform additional tasks as required or requested.

Desired Minimum Qualifications:

1. Must be an Attorney in good standing with the Wisconsin State Bar Association.
2. ~~The City Attorney will maintain residency within the City of Baraboo.~~
3. Must be able to communicate effectively and establish effective working relationships with staff, other departments, elected officials, and the general public.
4. Must be able to draft contracts, legal opinions, and other legal documents.
5. Must have labor relations, trial experience, and land development experience.

Education and Experience:

1. Graduation from a college or university of recognized standing with a Juris Doctor Degree required.
2. Between seven and ten years of experience in the practice of law, preferably including considerable municipal law experience as an attorney with a City government in the State of Wisconsin.

Certification and Licenses: Must be licensed as an attorney by the State of Wisconsin.

Tools and Equipment Used: Telephone, personal computer (using Microsoft Office Suite), Westlaw, copy machine, fax machine, laser printer, ~~cassette dictation equipment~~, and 10-key calculator.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; bend and stoop, and lift boxes of files. Therefore, required essential physical abilities would include:

1. Clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations in a court of law;
2. Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of written materials;
3. Sufficient manual dexterity which permits the employee to operate a computer keyboard and to make handwritten notations and to transport legal files and reference materials from time to time;
4. Sufficient personal mobility which permits the employee to visit other city, county, state, and private-sector offices and work locations, and courthouses;
5. Ability to pass employment physicals including drug testing.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate, however, due to many visitors and meetings held in the vicinity of counsel's office, noise level can at times peak.

Selection Guidelines: Formal application, rating of education and experience, oral interview, reference check, and job related tests may 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: Mayor Palm, C. Giese, E. Geick and others

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 December 8, 2015. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for **\$784,589.29**. Motion carried unanimously.

227 5th Avenue – The Committee reviewed an offer to purchase a property on 5th Avenue for \$120,000. The Mayor reported that the owner of the Al. Ringling Mansion is in favor of a written agreement for the City to maintain a portion of their parking lot together with the adjacent city parking lot. Moving the house to another location is being considered. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

D & W Shaw Farms Lease – Giese reported that excess airport property is leased for farming purposes. The current tenant has offered to renew the lease and the rental rate was determined after consulting with the UW Extension office for current land rental prices. Crop restrictions include low level crops and maintaining distances from airport infrastructure. Moved by Thurow, seconded by Sloan and carried to recommend to Council for action.

Public Safety Building – Eng. Pinion reported that a team of staff and alderpersons scored architectural proposals for designing a public safety building. The top three firms were interviewed and the team recommends that the MSA Professional Services and Zimmerman Architectural Studios be selected. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Police Labor Contract - Adm Geick reviewed the contract terms as tentatively agreed to by the union representatives. The union still needs to ratify the contract. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:28 p.m.

Cheryl Giese, Clerk-Finance Director

Baraboo Economic Development Commission
Listening Session Minutes
August 17, 2015

- I. Call to Meeting to Order and Note Compliance with Open Meeting Law
Chairperson Greg Wise called the listening session to order at 6:00 PM in Room 11 of the Civic Center 124 2nd St., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings. No quorum of the members of the Baraboo Economic Development Commission was present.
- II. Mr. Wise gave a brief overview of the proposed changes to Chapter 8 of the City's Comprehensive Plan. The public members were then encouraged to voice their opinion and comments regarding the changes. The following is a summary of the comments:

Enhancing our Workforce

- **Difficult to recruit**
- **Shortage of employees**
- **Need full time persons**

Committing to Existing Businesses

- **Ex-officio school position on BEDC**
- **Continue SCDC**
- **No private dollars for SCDC**
- **Downtown parking**

Developing New Businesses

- **Plan "pillars" not "implementation"**

Marketing Baraboo

- **Need a better web site**
- **Work with Sauk County**

Enhancing Tourism Development

Improving Amenities

- **Historic district signage**
- **Downtown parking**
- **Bike & Ped Plan, parking structure, enhance entrances, parking structure**
- **Library**
- **IT infrastructure**
- **Better signage**
- **Downtown parking is a problem**

Creating South Blvd Redevelopment Plan

Creating East Entrance Redevelopment Plan

- **Don't mess up east side entry**

Creating West Entrance Redevelopment Plan

Greg Wise
Chairperson

Patrick Cannon
Recorder

Minutes

Baraboo District Ambulance Commission

October 28, 2015

The October 28, 2015 meeting of the Baraboo District Ambulance Service Commission was called to order by Thurow at 7:00 pm.

Commissioners present: Heather Godemann, Dr. Joseph Hansen, Robin Meier, Joel Petty, Randy Puttkamer, Scott Sloan, Sandy Swanson, Dennis Thurow, Terry Turnquist, and Tim Stone
Also present were: Wayne Maffei, Dana Sechler, John Rago, and Amos Vande Hei

Thurow noted that the meeting had been posted in compliance with the Open Meeting Law.

Adoption of Agenda

- The agenda was adopted by a motion made by Puttkamer, seconded by Petty.
Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- Motion to approve the minutes from September 30, 2015, made by Meier, seconded by Sloan.
Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Appearances/Announcements/Correspondence

- None

Reports

Legal Counsel Report – Maffei reported that his office reviewed the option to add a late fee to bills that were not paid in full. Their recommendation is to add a 1% per month charge to accounts that are not paid within 30 days of notice.

Chief's Report – Discussion was held regarding the information in the Chief's report on (1) the delay in payments from Medicare / Medicaid, and (2) the attempt by other insurance companies to decrease the amount of the payment owed to the service, and/or delay approved payments to the service. A suggestion was made to follow up with the Office of the Commissioner of Insurance (OIC) to determine if they could be of any assistance. Sechler will report back any findings at the next Commission meeting.

Discussion was also held regarding the various unique calls that have occurred in the District over the past 60 days.

Consent Agenda

- Approve the check detail and online payments as follows:
 - General Account from September 20 – October 17 in the amount of \$53,398.30
 - Operational – PUD Account from September 20 – October 17 in the amount of \$50,000
 - Capital Improvement - PUD Account from September 20 – October 17 in the amount of \$1,514.00
- Approve transfer of \$7,089.26 from the Vehicle Replacement Fund to the Checking account.
Motion to approve the items as recommended by the Ad Hoc committee by Petty, seconded by Sloan.
Voice vote, all ayes. Motion carried.

Minutes

Baraboo District Ambulance Commission

October 28, 2015

New Business

1. Discussion was held regarding implementing late charges for unpaid or overdue payments. A motion to add a 1% per month charge to accounts that are not paid within 30 days of notice (with the option to write off the additional charges, if the account was paid in full) was made Puttkamer, seconded by Petty. Voice vote, all ayes. Motion carried. Sechler was directed to create a procedure that reflected the intent of the motion.
2. Discussion was held regarding the current costs, associated fees, and staff time related to Baraboo EMS performing blood draws for the area law enforcement agencies. A motion to set the Blood draw fees at \$100.00 per occurrence effective immediately was made by Meier, seconded by Turnquist. Voice vote: Thurow – nay; all others – aye. Motion carried.
3. Discussion was held regarding a proposal to purchase up to two used ambulances from a Wisconsin based EMS service. Direction from the Commission was to wait until after the beginning of the year, and if the units are still for sale, Sechler should bring the information to the next Commission meeting for discussion.
4. Discussion was held regarding the counter-proposal contract from Camp Douglas Rescue, Inc. Sechler was directed to gain additional information, such as payor mix, write-offs, and the amount of monthly income, to bring back to the next Commission meeting for review and discussion.
5. Discussion was held regarding a transfer of funds from designated accounts into the Operations fund, to offset the delay in payments received from insurance companies. The intent would be to replace the transferred funds, once the various insurance payments were deposited into the service checking account. A motion was made by Meier, seconded by Turnquist to transfer up to \$100,000 from the Capital Improvement fund to the Checking account. Voice vote, all ayes. Motion carried.
6. Discussion was held regarding setting up a Line of Credit at a local bank. Current rates and fees were shared with the group. No motion was given, and no action was taken.
7. The proposed 2016 Budget and per capita rates was reviewed by the group, and forwarded to the Member's meeting for their review, discussion, and/or approval.

Commissioner Comments & Future Agenda Items

- Puttkamer expressed his thanks for the concerns of the Commission, related to his recent motorcycle crash. He and his wife are slowly recuperating from their injuries. Puttkamer also discussed the similarities and differences regarding the various EMS services that were involved with transporting them to the area hospitals.
- At the previous Commission meeting, Dahlke had expressed his appreciation regarding the CPR and AED training that had been provided by the Baraboo EMS Training Center to the employees at the Village of West Baraboo.
- Please mark your calendars for future Commission meetings, which will be the following:
 - December 16, 2015
 - January 27, 2016

Adjournment

- Motion to adjourn made by Turnquist, seconded by Puttkamer at 8:16 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Minutes
Baraboo District Ambulance Commission
Finance Ad Hoc Committee
October 28, 2015

The October 28, 2015 meeting of the Ad Hoc Committee was called to order by Petty at 6:49 pm. Petty confirmed that the meeting had been posted in compliance with the Open Meeting Law.

Committee members present: Petty and Sloan
Also present: Meier, Sechler, and Rago

Approval of Agenda

- The agenda was adopted with a motion made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the September 30, 2015 minutes was made by Sloan seconded by Petty. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- No public comments

Appearances / Announcements / Correspondence / Reports

- Discussion was held regarding the information in the Chief's report on (1) the delay in payments from Medicare / Medicaid, and (2) the attempt by other insurance companies to decrease the amount of the payment owed to the service, and/or delay approved payments to the service.

New Business

1. Approve check details and online payments for
 - a. General Account from September 20 – October 17, 2015 in the amount of \$53,398.30
 - b. Operational – PUD Account from September 20 – October 17, 2015 in the amount of \$50,000
 - c. Capital Improvement - PUD Account from September 20 – October 17, 2015 in the amount of \$1,514.00
- A motion to approve as presented was made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.
2. Approve transfer of \$7,089.26 from the Vehicle Replacement Fund to the Checking account.
 - A motion to approve as presented was made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

Additional Comments & Future Agenda Items

- None

Adjournment

There being no further business to come before the Committee, a motion to adjourn was made by Sloan, seconded by Petty. Voice vote, motion carried at 6:55 pm.

Respectfully submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Members present: Phil Wedekind, Tom Geimer, Cheryl Giese, Andrea Lombard, Tom Kolb, Brentt Michalek

Members Absent: Scott VonAsten

Others Present: Dean Tracy White, David Armstrong, Mike Conner, Thomas Pinion, Marty Krueger, Tim Steive, Mike Palm

Certification of compliance with the open meeting law and Approval of Agenda - **Motion by Kolb second by Geimer to adopt the agenda. Motion carried.**

Approval of Minute of Previous Meeting - **Motion by Lombard second by Geimer to approve the minutes of the prior meeting. Motion carried.**

Public Comment - None

Communications - None

Consideration of Science Facility Change Orders. Pinion stated there are architectural fees being withheld due to an architectural design flaw. This is approximately \$13K saved for pay request #12 and he is recommending approval of that. Final closeout of bills and payments should be January. There are some outstanding issues with Marven Metals, for a total of \$90K outstanding which is due to their issues. For this Pinion is working through Kramer for what we will pay to them.

Facilities and Maintenance Report(s) - Conner addressed the facilities and maintenance report. This last month the majority expense was the work done on the circulating pumps. Looking for insurance to pay their portion for the damaged light pole, Giese stated that now that she has the final bill they can submit to insurance. An engineering report was received from MSA for replacement of the maintenance garage door for a total engineering cost was \$4,700, this does not include installation costs. A bid would have to go out once the engineering is completed. The commission instructed him to get a couple more estimates and bring it to the December meeting. Conversation continued on the need to look at all options including buying a smaller plow, or possibly look into building another bay.

There are two proposals for both a return and a supply fan, (\$2,842.00 for the return fan and \$3,833.00 for the supply fan), this is just the equipment if purchased together the bid would subtract \$540.00. Motion was made by Lombard, second by Kolb to approve the equipment cost for \$6,675.00 subtracting the \$540.00 for a final total of \$6,135. Motion Carried

Financial Report and approval of Vouchers - Giese presented the report and vouchers. Motion by Lombard , second by Kolb to pay the bills in the amount of \$466,966.37; and \$5,736.83 for general maintenance. Motion Carried

Update and discussion on Student Housing- Lombard identified the summer housing in 2016 is expected to be at the same numbers we had in 2015 however there will be some additional restrictions in place to eliminate the problems we had in the summer of 2015. In 2017 there will be a better relationship between the campus and the college as the college will have their staffing levels in place by then. Dean Tracy White will be looking to model summer housing after the Richland Center program.

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, November 19, 2015

Dean's Report - Tracy White, Dean, Detailed her new position as the Regional Associate Dean for Academic Affairs. Dundee McNair will be the Campus Administrator from Richland Center. She explained the new regional structure and how things will begin to operate on January 1, 2016. Once those employees and pieces are in place she will be able to detail the structure further.

Set next date and time – December 17, 2015, 8:00 a.m.

At 8:00 a motion was made by Wedekind, second by Kolb to adjourn. Motion carried.

Respectfully submitted;

Brentt P. Michalek; Interim Administrative Coordinator

**MINUTES of the BARABOO BUSINESS IMPROVEMENT DISTRICT (BID)
BOARD OF DIRECTOR'S MEETING**

December 16, 2015

Members Present: Lacey Steffes, Fred . Kruse, Bekah . Stelling, Todd. Wickus, Dennis. Thurow

Members Absent: N. Bacher, S. Kessenich, S. Fay

Also Attending: Ed Geick

Call to Order: Lacey Steffes presided over the meeting, called it to order at 5:54PM and noted compliance with the Open Meeting Law

Meeting Minutes:

Moved by Thurow, seconded by Stelling, and unanimously carried to approve the minutes of November 18, 2015.

Agenda: Moved by Kruse, seconded by Wickus, and unanimously carried to approve the agenda as published

Reports:

Business Development:

- Finished marketing round table. January, 2016 meeting

Promotions:

- Mobile tile on home page of website completed.

New Business:

| | | |
|-------------|--------------------|-------------------|
| 1. Vouchers | Gatehouse Gardens | \$2,384.00 |
| | | \$ 875.00 |
| | Capital Newspapers | \$ 61.69 |
| | Steph Shanks | \$ 600.00 |
| | Ad-Lit | <u>\$3,000.00</u> |
| | TOTAL | \$6,920.69 |

Moved by Wickus, seconded by Stelling and unanimously carried to approve the vouchers

Lacey will speak with D. Cowan for recommendation of candidate for the open board seat. This will be discussed at January 2016 meeting.

E. Geick explained the City's proposed purchase of 227 5th Avenue for additional parking downtown. This will be discussed by City Council on Dec 22, 2015.

Next Meeting: Wednesday, January 20, 2016 at 5:45pm, Room 11, Civic Center

Adjournment: Moved by Wickus, seconded by Stelling, and unanimously carried to adjourn at 6:07pm

Respectfully submitted,
Edward Geick

Minutes for the Baraboo Public Arts Committee Baraboo City Hall, 135 4th St., Baraboo, WI

Date and Time: Thursday, December 17, 2015 at 4:00 P.M.

Location: Council Chambers, 135 4th Street, Baraboo

Members present: Bekah Stelling; Morgan McArthur, Larry McCoy, Mike Palm, Rochelle Robkin, Megan Watson, Ed Geick

Others attending: David Armstrong

Call to Order @ 4:07PM

- Note compliance with Open Meeting Law.
- Approve agenda – Robkin moved, McCoy seconded
- Approve minutes of October 29, 2015

Treasurer McCoy asked for clarification on debt from previous minutes. Since last report, Circus World Museum donated \$2000 (noted by Geick on 4 November 15), reducing outstanding debt to Business Improvement District (BID) to \$3395.10. With these corrections noted, McCoy moved for approval. Palm seconded.

1. Treasurer Report – Review current financial report

Per above, indebtedness to BID is \$3395.10. Circus World had pledged \$3500 and a foundation member wrote a check to BPAA for \$2000, leaving their outstanding pledge balance at \$1500. Palm is uncertain on whether we'll see that amount.

McCoy has assembled all BPAA financial records since 31 March 14, when the account was opened at Community First Bank. Current holdings: \$910.99 business checking, \$101.16 business savings. Judy Spring donated \$250 and the board agreed to shift her \$250 gift to BID account, reducing the balance owed to \$3145.10.

McCoy suggested that we organize a database for past giftings. Mary Hultman may have a list of emails of those who donated or participated on the paintings of the murals.

2. Old Business:

- Mural update, related expenses and wrap-up

Dedicatory plaque is not yet affixed to the mural site. Stelling to follow up with Bernie Poff on status.

3. New Business:

- Fundraising

Stelling noted that a push will be made on Facebook for end-of-year giving to BPAA.

Palm suggested that a link to BPAA appear on DBI and Chamber of Commerce websites.

McCoy inquired whether a letter to the editor has been written as followup thanks to the community and the sponsors for the mural. Noted for inclusion: named and anonymous sponsors, the army of in-kind community painters, Jerry Stitch and his musical team, Burgess for the porta-potty, Baraboo Awning and CenturyLink.

McArthur asked about whether we have stationery that bears a BPAA logo. Geick produced some cards with a Tully-designed motif. Perhaps this needs an update (MM).

- Review of current by-laws

Alterations to the Members Noticed and Others Noticed sections for BPAA meetings:

Delete Jennifer Fox and Joe Colossa from Members section; shift new board member Letha Kelsey from Others to Members.

Delete Mona Marks, Bernie & Susan Poff, Arlene Began and Letha Kelsey from Others Noticed.

Status of Geick and Palm clarified: Per by-laws the sitting mayor will have a seat on the board. Geick is there as a personal member, not necessarily because of his role as City Administrator.

4. Public Comments

David Armstrong noted that he'll soon be leaving his position in Boo-U administration. He cited the importance of keeping the campus informed about BPAA activities. He suggested that we work with the campus and student body to fundraise and gave examples of sporting teams integrating fundraising with their games (eg, soccer team recently raised \$200 for the Baraboo Food Pantry). This discussion raised other possibilities with community businesses: Pizza Ranch has a 'tip night,' Culvers has a 10% night, Domino's Pizza was mentioned as a prospect.

Armstrong noted that there is much art adorning the walls at Boo-U with space for more. An opportunity for raising art awareness is to have an Art Walk at Boo-U. Per our public painting experience at the Al. Ringling mansion, there is a good synergy between BPAA and the Boo-U Summerset Arts Festival. McCoy noted that the campus is an underappreciated resource.

5. Board Member Comments

Palm suggested that the board have a strategic retreat in the first quarter of 2016. The board has had considerable turnover since the formation of the BPAA and this is a prime opportunity to set direction. Suggested topics: what can we do in 201? What can we do better? Why are we here? Are we on track? McCoy noted the importance of finishing the catalog project and to establish a public arts plan. He also noted that the reason he's attracted to participate on the board is Palm's statement to put 'world class public art' in Baraboo. McArthur visited Wittenberg, WI on a recent trip to NE Wisconsin and that tiny town has created a lovely art park in addition to its many murals around town. A white paper will be distributed to board members in advance of the meeting.

6. Next Meeting – 21 January 16

7. Adjournment 4:58 PM

Morgan McArthur, BPAA secretary