

AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 135 4th Street, Baraboo, Wisconsin
Tuesday, October 27, 2015, 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: Atty. Reitz, 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, *Anne Horjus, Zachary Ott*

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): October 13, 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 - The Mayor would like to congratulate the following staff on their anniversaries with the City;

- Library Service Program Coordinator Anne Horjus – 10 years
- Library Circulation Supervisor Zachary Ott – 5 years

The Mayor will read a proclamation for National Diabetes Month.

CONSENT AGENDA (roll call)

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

CA-2...Approve Operating Assistance and Capital assistance grant applications for 2016 and policy changes for the taxi program.

CA-3...Appoint Angela McMurray and Roy Franzen to the Park and Recreation Commission until July 31, 2018, and John Ellington to the Library Board until June 30, 2018.

CA-4... Set trick or treat celebration for Saturday, October 31, 2015 from 4 to 7 p.m.

ORDINANCES ON 2ND READING

SRO-1... Approve Section 17.08(31) of the Zoning Code to be repealed and recreated to include regulation of short-term rental homes in single-family residential zoning districts.

NEW BUSINESS RESOLUTIONS

NBR-1...Accept agreement with Sunrise Property Care LLC for contracted snow removal services for CY 2016/2017.

NBR-2...Approve 2016 rental rates for Civic Center long term tenants.

NBR-3...Approve 2016 Boys and Girls Club rent at the Civic Center.

NBR-4...Approve 2016 Baraboo Area Senior Citizen Organization rent at the Civic Center.

NBR-5...Approve contract with Schumacher Elevator Company for service of 9 elevators and Schindler Elevator Corporation for service of 1 elevator through December 31, 2020.

COMMITTEE OF THE WHOLE

Presentation of the 2016 budget preliminary documents.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Report from BDAS Representative.

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following: **Monthly Reports for September, 2015 from** – Police Department, Treasurer

Minutes from the Following Meetings -

Copies of these meeting minutes are included in your packet:

Finance 10-13-15 Administrative 10-5-15

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

Parks & Recreation Comm. 9-14-15 Library Board 9-15-15

Petitions and Correspondence Being Referred

INFORMATION

ADJOURNMENT (Voice Vote)

Cheryl Giese, City Clerk-Finance Director

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

OCTOBER 2015

SUN	MON	TUE	WED	THU	FRI	SAT
25	26 Public Safety	27 Finance Council	28 Ambulance	29 Arts Ad-Hoc	30	31

NOVEMBER 2015

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Administrative	3 CDA	4	5 BEDC	6	7
8	9 Park & Rec	10 Finance Council	11	12	13	14
15	16 SCDC PFC	17 Plan Library	18 BID	19 UW Campus Emergency Mgt	20	21

City of Baraboo Common Council Agenda

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22	23	24 Finance Council	25 Ambulance	26 Thanksgiving Day-Offices Closed	27 Thanksgiving Holiday Offices Closed	28
29	30 Public Safety					

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 10/23/2015

Council Chambers, Municipal Building, Baraboo, Wisconsin

Tuesday, October 13, 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: Atty. Reitz, Chief Schauf, Clerk Giese, Adm. Geick, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the minutes of September 22, 2015.

Moved by Ellington, seconded by Alt and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PUBLIC INVITED TO SPEAK –No one spoke.

MAYOR'S COMMENTS

The Mayor invited everyone to attend the dedication on Saturday for the mural on the Century Link building.

CONSENT AGENDA

Resolution No. 15-57

THAT the Accounts Payable, in the amount of \$673,848.33 be allowed and ordered paid.

Resolution No. 15-58

THAT Elmer Ellis be appointed to the Pink Lady Rail Commission serving until October 31, 2017.

Resolution No. 15-59

That the Weights and Measures Assessments for 2015 are hereby approved and that the City Clerk shall notify affected businesses of their final assessment as provided in the City Code.

Resolution No. 15-60

THAT Evan Burchett be appointed to the Library Board serving until June 30, 2017.

Resolution No. 15-61

WHEREAS, the Sauk County Board levied a county library tax.

WHEREAS, Section 43.64(2)(b) of the Wisconsin Statutes provides that such units of government which levy a tax for public library service and appropriate and expend for a library fund as defined by S43.52(1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the City for the current year, may apply for exemption from this tax; and

WHEREAS, the City of Baraboo does levy a library tax in excess of the amount calculated in accordance with 43.64(2)(b).

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

THAT the City of Baraboo be exempted from the payment of any county library tax as provided in Section 43.64(2)(b) inasmuch as it will expend for its own library fund for 2015 an amount in excess of that calculated in accordance with 43.64(2)(b). Exemption from the payment of said county library tax shall not preclude the City of Baraboo's participation in county library service in all other respects.

Be it Further Resolved, that confirmed copies of the Resolution be forwarded by the City Clerk to the Reedsburg Public Library and to the Sauk County Clerk by October 30, 2015.

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

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Sloan and carried unanimously to approve Ordinance No. 2436 regulating off-premise signs, is repealed and recreated to include a special exception for the Baraboo School District for sporting stadiums and outdoor athletic facilities for four off-premise advertising signs that are visible from Draper Street.

NEW BUSINESS

Resolutions:

Resolution No. 15-62

To accept the proposal from Tyler Technologies for a three year contract for assessor services.

Moved by Wedekind, seconded by Sloan, and carried that **Resolution No. 15-62** be approved – 9 ayes.

Resolution No. 15-63

RESOLUTION APPROVING AMENDMENT #1 TO THE AGREEMENT WITH THE WISCONSIN DEPARTMENT OF TRANSPORTATION FOR THE REHABILITATION AND IMPROVEMENT OF THE MADALON INDUSTRIAL PARK RAIL SPUR IN THE CITY OF BARABOO

WHEREAS, the reconstruction of the Madalon Industrial Park Rail Spur is scheduled for 2016; and

WHEREAS, the City of Baraboo applied for funding through the State of Wisconsin's Freight Rail Preservation Program, which was subsequently approved;

WHEREAS, the State of Wisconsin and the City of Baraboo will share the cost of this project on an 80/20 basis pursuant to the term and conditions of the attached Agreement;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Baraboo approves the attached Amendment #1 to the Agreement for Railroad Rehabilitation and Improvement dated January 2014 – Project ID #0494-44-08;

BE IT FURTHER RESOLVED, that the City Council of the City of Baraboo authorizes the Mayor to execute the attached Agreement.

Moved by Wedekind, seconded by Petty, and carried that **Resolution No. 15-63** be approved - 9 ayes.

Resolution No. 15-64

That the low bid of Volkmann Railroad Builders, Inc in the amount of \$1,660,459.00 is hereby accepted and all other bids are rejected.

Moved by Ellington, seconded by Sloan, and carried that **Resolution No. 15-64** be approved subject to the contract with the State being executed - 9 ayes.

Ordinances:

Ordinance No. 2437 was introduced and read for the first time:

Ordinance No. 2437

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DOES ORDAIN

AS FOLLOWS:

1. Section Chapter 17.08 (31) is hereby repealed and recreated to read as follows:

17.08 DEFINITIONS

(31) DWELLING. A detached residential building designed and constructed for human occupancy that satisfies the following minimum requirements: (1733 05/17/94)

- (a) Has a minimum of 864 square feet of habitable floor area.
- (b) Has a minimum width along any exterior side elevation of 24 feet for the principal building and a minimum internal height of 7.5 feet for more than 50 percent (50%) of the living area.
- (c) Is firmly fastened to a solid foundation constructed on the site in compliance with Ch. 14 of this Code and the current ~~LHR~~ SPS One- and Two-Family Uniform Dwelling Code with the exterior covering material extending to the ground, except that when a solid concrete or masonry perimeter foundation is used, the exterior covering material need not extend below the top of the foundation.
- (d) Is connected to the City sewer and waterworks systems.
- (e) Is not housing classified as TYPE 1 Manufactured Homes located in a TYPE 1 Manufactured Home Park.
- (f) Is occupied by the same tenant(s) for a minimum of 30 consecutive days.
Short-term tenancies at-will or by the week are prohibited.

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

Moved by Wedekind, seconded by Plautz, and carried that the Ordinance take its regular course. Ayes: 8, 1 nay: Robkin.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Ald. Thurow reported on the 2016 proposed BDAS budget. They are experiencing insurance companies asking for reduced rates. They are attempting to sell two ambulances.

Adm. Geick discussed the 2016 preliminary budget and that detailed budgets will be distributed before the next meeting.

October 1st is the beginning of alternate side parking.

Ald. Wedekind announced that the American Legion will be taking down flags from the cemetery.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for August, & September 2015 from – Treasurer, Police, Fire

Minutes from the Following Meetings -**Baraboo Economic Development Commission****August 6, 2015****I. Call to Meeting to Order and Note Compliance with Open Meeting Law**

Chairperson Greg Wise called the meeting to order at 6:00 PM in Room 118 in the Rodems Room, University of Wisconsin-Baraboo/Sauk County, 1006 Connie Road, Baraboo, WI 53913. The meeting was properly noticed in compliance with Wisconsin State Statutes.

II. Roll Call & Approve Agenda

Present: Wise, Umhoefer, Alt, Bowers, Palm, Taylor

Absent: Ayar, Burgi, Huffaker, Stauffacher

Other: Ed Geick, Carolyn Wastlund, Kari Olson, Rhonda Siebecker, Tracy White, Patrick Cannon

III. Approve Minutes

Motion: To approve the minutes as presented for July 9, 2015

Alt (1); Bowers (2)

Aye: All via voice vote

Nay: None

IV. Public Comment

None

V. Review and Discussion: Economic Development Partners

Dr. Tracy White, CEO/Dean University of Wisconsin Baraboo/Sauk County

Dr. White gave a brief overview of the campus activities and highlighted the new science facility. The building is scheduled to be open in the early fall of 2015.

One of the new programs presented by Dr. White was the Bachelor of Applied Arts and Sciences (BAAS) degree. This is a bachelorette degree now being offered at the Baraboo/Sauk County campus. Students are required to not only complete their classroom instruction, but are also required to have an internship and service learning as part of the curriculum.

As part of the University's long term plan, they would like to open partnerships with local businesses to help place students and to provide a quality workforce.

VI. Old Business

A. Update on Development Activities

City Administrator Ed Geick gave an update on the following items:

The City has several inquiries going on at this time. Staff met earlier in the day to review the items and move the projects forward.

B. Update on the Plan Commission and Council

Mayor Palm indicated that Mr. W. R. Sauvey has invited BEDC to tour their facility. A tentative date of September 3, 2015 at 5:30 has been set. Confirmation of the date and time will follow.

The City is in the beginning stages of the 2016 budget. The timing of the Economic Development Plan being considered by BEDC is very timely.

C. Updates from economic development partners and collaborators

Ms. Wastlund indicated that the CDA is starting to work on its 2016 budget. In addition, the exterior work at Donahue Terrace and the work on the house on Second Ave. are being to take place.

Library Director Meg Allen indicated that they had an opportunity to use an Intern from the University this year. They were very pleased with the intern and the program.

Ms. Kari Olson representing SCDC gave an update how SCDC is looking to refocus their activities over the next few years. She also indicated that they are working on their Fall Leadership forum.

VII. New Business

A. Update on Economic Development Plan:

Chairperson Wise gave an update on the Economic Development Plan. He indicated that the draft is now ready to be presented to outside groups to solicit their input and thoughts. He indicated that the next steps will be to hold a series of public discussion meetings. The dates and times have not been established.

Once these meetings have been held, the Plan will also be presented to the CDA and Plan Commission for their feedback and then to the City Council for their consideration and approval. The plan will also be presented to the Village of West Baraboo.

As part of the plan, an outline on the implementation of the plan was also presented. The Chair indicated that the current City funding and staffing levels are not sufficient for the plan to be implemented successfully.

After discussion of several key items, the Commission indicated that they would like to move forward with the plan and hold the series of meetings. If there are no major concerns or changes to the plan, the Commission indicated it should be then sent to the CDA, the Plan Commission, City Council and Village of West Baraboo. It would not need to be presented again to BEDC.

Motion: To approve the draft plan and move forward with a series of public meetings to discuss the plan. Barring any major changes to the plan document, it is to then be presented to the CDA, the Plan Commission, the City Council and the Village of West Baraboo for their consideration.

Umhoefer (1); Alt (2)

Aye: All via voice vote

Nay: None

B. Update on Partner Presentation Schedule

As previously indicated, the September BEDC meeting will be held at the Flambeau Building. Mr. W. R. Sauey will be hosting and giving a tour of the facility. There will be no other business that evening due to the tour.

The Commission would also like to extend an invitation to the City Council, Village of West Baraboo and the CDA to attend the tour.

For October's meeting, Mr. Nick Dornaski will be the guest speaker. Dr. Ayar will serve as the BEDC contact person for this meeting.

Commissioner and City Staff comments

Mr. Bowers indicated that the park in West Baraboo is being completed. It will feature a handicapped access point for kayaks.

VIII. Adjournment

A motion was made to adjourn the meeting at 7:08 PM.

_____ (1); _____ (2)

Aye: All via voice vote

Nay: None

Finance/Personnel Committee – Council Chambers

September 22, 2015

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: C. Giese, E. Geick, M. Reitz, W. Petersen and others

Call to Order –Ald. Petty called the meeting to order at 6:30 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 September 8, 2015. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for \$275,667.97. Motion carried unanimously.

Auditor Selection – Giese explained the procedures used during the auditor proposal reviews and Baker Tilly was the top scoring proposal. Moved by Sloan, seconded by Thurow and carried unanimously to select Baker Tilly to perform the audit for 2015 through 2019.

Assessor Selection -- Giese explained the procedures used to score the assessor proposals. Interviews will be held on October 5. Action is anticipated at next meeting.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:39 p.m.

Minutes of the Public Safety Committee Meeting –

September 28, 2015

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Mayor Palm, Chief Stieve, Engineer Pinion, Bob Koss, Wade Peterson, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 3:30 P.M. at the City Service Building, 450 Roundhouse Court, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted and by voice vote, the motion carried. It was moved by Kolb, seconded by Plautz to approve the minutes of the August 3, 2015 meeting. By voice vote the motion carried.

New Business

a. **Review and Discuss 2016 Public Works/Engineering Capital Budget Requests** – Engineer Pinion said that the preliminary budget presentation was held, but until we get the total operating and capital in he has no idea where things will lie. He said in looking at the remnants from the last five-year program that was put together, along with the PACER ratings on the street, there is a list of streets that would be prospective candidates for reconstruction, which is estimated to be \$1.15 million in terms of the total estimated costs. He said that these are in no particular order in the list, and he said that there is a chance that they could all be funded; however, if they don't he would like some direction from the Committee as what order the streets should be done in. He said that given the magnitude of the perspective street construction projects, he has no proposed stand-alone sidewalk projects included in the budget at this point; however, the Committee could direct him to do so. He said a couple other projects to note is STH 123, which is Parkway, part of the State Jurisdictional Transfer. The State agreed to mill the pavement and repave it. He said that he will give it about a 40% chance that it will get done in 2016. He said the State didn't get to borrow as much for transportation projects as they hoped, so now they are deciding which projects can be moved back and which ones need to come forward. He said that this project was originally set for 2016, the State bumped it to 2017 and last week they said that there is a chance that could let it in July, 2016, and possibly do it in 8

September, 2016. Pinion said regardless, the City shares approximately \$79,000, which is something that is budgeted through the Jurisdictional Transfer Agreement that the City signed and committed to with the State. Kolb asked why the City didn't just postpone the project ourselves until 2017. Pinion said that it is a State project and the City doesn't really have the ability. Kolb said that the money that the City has to kick in comes out of this budget and he sees some City streets that need to be fixed first. Pinion said that whether it is this year or next, and if the Committee is emphatic about doing that, he will let the State know, and they would likely honor that. Kolb feels that STH 123 is good compared to the streets in the City. Mayor Palm said that in looking at the Capital Plan, we always have \$1,000,000 in for 2016 for 8th Street, there is a TIGER application in, which if funded is 80%, he said what Pinion is saying, we could take that \$1,000,000 that is available as debt for 2016 and instead of doing 8th Street fix, which would throw \$1,000,000 away in a couple years, do all these other streets instead. Kolb asked Pinion if that is what he was suggesting. Pinion said that he put together the budget for the estimate for these streets that are in the most need, and coincidentally, it is approximately the same amount of money. He said 8th Street is, according to the DOT, the first project on the list to be added to the 6-year program, the year 2016-2021. Discussion then took place in prioritizing the streets. Pinion said that Moore Street is a 500' stretch by the tower. Kolb felt that if anything was done on Moore Street, sidewalks should be included. Pinion said that there are no sidewalks from South Blvd. to the Water Tower, and the other unique feature of this 500' stretch that is in the worse shape is its Town of Baraboo on one side and City on the other. He said that he has reached out to the Town to talk about cost sharing these prospective projects and he has not heard anything from to date. Koss said that looking at sidewalks, that are all open ditch that runs down the hill, and there is no curb and gutter south of the hill. The Mayor asked Pinion what would happen if the City only did half of the road. It was stated that it would put pressure on the Town. Kolb said that he would like to see two lanes coming out on South Blvd. and one lane going in. Pinion said that it isn't marked that way, but it is wide enough to do that. Monroe Street was then discussed. Pinion said that the curb is tipped back; therefore the street could be milled and re-profiled and paved. He did say because Monroe is not a full reconstruction, he doesn't have sidewalks programmed. Have further discussion the priority list is as follows: 1. Barker Street – 8th to 10th Street; 2. 3rd Street – Washington to Jefferson; 3. 4th Street – Ash to East Street; 4. Martiny Court – 12th Street north (475'); 5. Moore Street – Water Tower south (500'); 6. Washington Avenue – 2nd to 3rd Street; 7. Washington Avenue – 3rd to 4th Street; 8. Monroe Street – East St. to Oak St.; 9. Tuttle Street – Intersection @ 15th Street; and 10. East Street – Water Street south to Alley. Lake Street was then discussed and Pinion said that this street didn't make the list because that project alone would be \$1,000,000. He said to do that street correctly; it should be done from Walnut all the way to the end. Pinion said that if the Committee felt that Lake Street needed to be done before the others he could put a cost estimate together. Mayor Palm said that if that were done, half the streets on the list would not be done. Pinion said the other perspective candidates for streets that are in less than fair shape are, Island Court, Mill Race Drive, Lake Street was talked about, Draper Street, from Madison to Bascom Hill, 3rd Avenue – West to Center, 4th Street from Washington to Jefferson; the list goes on and on. Pinion said that Madalon Industrial Park is the other capital component in the Public Works; this is a TIF project so it doesn't affect our capital. This project is through the Freight Rail Preservation Program, which is an 80/20 funding. He said that in the future there is the Moore Street bridge project, 8th Street, this Public Safety Building, and Koss has proposed to replace the two overhead doors in the main equipment bay. Pinion said the Operating cost is within our preliminary goals. Pinion asked the Committee if they really wanted him to ask the DOT to postpone Parkway until 2017 for convenience sake, and it was the consensus of the Committee to do so.

- b. Review and Discuss 2016 Utilities Capital Budget Requests – Peterson said that depending on what streets are funded he will look at what utility work would be done to go along with that, some are minor, some are major, so he will take the prioritized list and incorporate it into his budget. Pinion said that the water main contributions and sewer contributions for each of those roads included in the breakdown. Peterson said that the two projects that are not affiliated with the streets projects are Water Street water main, and Highway W. He said when the road is cut that road next year; the water and sewer will have to be moved from the north side of W to the south side. Pinion said that this would be extending it so service can be provided west of the bypass. It was said that the universal pipe that has been problems in Water Street is the same exact material on the 4th Street project; therefore there is a significant watermain contribution on 4th Street, because we are looking to replace the universal pipe before it starts having problems. Pinion said that the difference between Water Street and 4th Street is that the ground water fluctuates on Water Street, which helps speed up the corrosion. Wedekind asked about College. Pinion said that we don't have to budget for, the Utility pays for that, it is an operating cost. The cause of that was the water main break last winter, we will try to do that this year; however, worse cause will letting it settle over the winter again this year and pave it right away next year. Peterson said that this is part of their O&M because it was caused by the break so it is not considered a capital project. Pinion said that if it has to be done in 2015 there is money in Water Utility to do that. Peterson said that ideally for him, it would look better if he could do the repair in 2016.
- c. Discuss opportunities to help finance annual street improvements – Peterson said that this is an article that Administrator Geick found and wanted to run it by the Committee to get their thoughts. Mayor Palm said up until this year there were three communities that had it, and now there are several others looking at this, and the reason is the same as why the City is looking at it. He said that we no longer get funding from the State, so where are we going to get the money. He said that the wheel tax would not count against levy numbers, and that is why it is attractive for municipalities to look at. He said that it is kind of unfair because it falls to the people that own vehicles that are kept in the City. Kolb said that he knows the City needs additional revenue to maintain our streets; however, he doesn't like the wheel tax, and the reason is because he doesn't like the fact that 10% of it goes to State and he never trusts this legislature in terms of whether that formula will change over time. Pinion said that 1% goes to the State, not 10%. Pinion said that there are now ten communities in Wisconsin using it. The fee would be added to the registration fee of the vehicle. Pinion said that Janesville has been using this for years and they are doubling the fee, and for them it generates \$500,000 per year. Kolb asked if there was any idea of how much money this would generate. Pinion said that Baraboo is about ¼ of the size of Janesville, so he is optimistically

saying about \$100,000, which equates to about one block of road. Kolb felt that this should be placed into the Newscape with the pros and cons and get citizen input.

- d. Review and Approval monthly Billing Adjustments/Credits for Sewer and Water Customers – Kolb moved, Plautz seconded to approve monthly billing adjustment/credits as presented. By voice vote the motion carried.

Reports

- a. Utility Superintendent’s Report –Peterson said he was finishing up the budget that will be presented this upcoming Friday. He said he received notice for the PSC that the 3% rate increase for the water was approved, so that will take effect January 1st and people will see it on their bill the 1st of April. He said that on the sanitary sewer side now that the street numbers can be plugged in, he is looking at about a 2% increase in the sanitary sewer rates, there was no increase for 2015. They will be starting to haul bio-solids out next week. He said that Dennis Steinke, Water Foreman retires next week, and the new foreman was hired internally; therefore, an operator’s position has been posted.
- b. Street Superintendent’s Report – Koss said that three alleys are set and ready to go, they will be paved on Wednesday, and so after that all the alleys will be done, except for some backfilling around the asphalt. He said that it was a good year for catch basin and manholes. He said that they have some items to do Parks; the walking trail around Northeast Park, once that is finished leaf pickup will begin and then winter.
- c. Police Chief’s Report – Not present
- d. Fire Chief’s Report – He said that five firefighters have been hired, one being a cadet for the department last year and is now in Firefighter I at Lodi, three are in entry level in Baraboo and the other is a cadet and came through with the schooling already and just has to finish his Firefighter I exam. He said one probationary firefighter quit, so the roster is at 42, with the cadet. He said that two acting lieutenants were appointment last week. He said as far as budget, he did do a wage increase for officer, added some wages for training and maintenance items. The Assistant Chief’s training position will hopefully be filled by the end of the year. He said that also in the budget, there is a little money in there for some of the training that is required for the new position descriptions. He said that the capital budget is about \$240,000 every year that is asked for apparatus replacement and SCBA replacement.

ADJOURNMENT – Kolb moved, Plautz seconded to adjourn the meeting at 4:38 p.m. Motion carried.

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

Police & Fire Comm.	8-17-15	Pink Lady Rail Comm.	8-4-15
Emergency Management	9-17-15	UW Campus Comm.	8-20-15
CDA	6-10-15	Plan	9-15-15
BID Appearance Comt	9-10-15	BID Promotions Comt	9-4-15
BID	9-16-15, 9-29-15		

PETITIONS, AND CORRESPONDENCE

· **Petitions and Correspondence Being Referred - none**

INFORMATIONAL ITEMS

ADJOURNMENT

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

Cheryl M. Giese, Clerk-Finance Director

The City of Baraboo, Wisconsin

<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: _____

RESOLUTION NO. 2015-

Dated: October 27, 2015

The City of Baraboo, Wisconsin

Background: The City applies for funding to operate the City's taxi program each year. The funding provides approximately 2/3 of necessary funds to operate the taxi program with the remainder coming from fares. The City contracts with a local operator to manage and operate the taxi service and the City serves as the agent to apply for State and Federal funding which helps keep the cost of providing the service affordable to patrons.

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

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

THAT the Mayor be authorized to apply for the 2016 Urban Mass Transit Operating Assistance Grant and funding offered by the Federal and State governments for the City of Baraboo, and;

THAT the Mayor be authorized to apply for the 2016 Capital Assistance funding offered by the Federal and State governments for the City of Baraboo, and;

THAT the City of Baraboo adopts the Department of Transportation procurement policy, and;

THAT the City of Baraboo adopts the Department of Transportation disposal guidance for federally funded taxi vehicles.

BE IT FURTHER RESOLVED that the Mayor be authorized to execute appropriate contracts if the applications are approved.

Offered by:

Motion:

Second:

Approved: _____

Attest: _____

RESOLUTION NO. 2015 -

Dated: October 27, 2015

The City of Baraboo, Wisconsin

<i>Background:</i>
<i>Fiscal Note: (check one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted</i>
<i>Comments:</i>

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

THAT Angela McMurray and Roy Franzen be appointed to the Park and Recreation Commission serving until July 31, 2018.

THAT John Ellington be appointed to the Library Board serving until June 30, 2018.

Offered by: Mayor
Motion:
Second:

Approved: _____

Attest: _____

RESOLUTION NO. 2015-

Dated: October 27, 2015

The City of Baraboo, Wisconsin

Background: The Police Department is recommending that Halloween Trick or Treat be celebrated on October 31, 2015 between the hours of 4 PM to 7 PM.

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

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

That Trick or Treat hours be set on October 31, 2015 between the hours of 4 p.m. to 7 p.m. in the City of Baraboo.

Offered by: Consent
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background

The Police Chief solicited bids for a private contractor for Snow Removal. A RFP was sent to contractors and posted on the City Web Site and FaceBook pages. Upon the return date, one vendor responded; Sunrise Property Care LLC. Sunrise has had the contract with the City for the past several years and has provided a good service.

The bid was reviewed by the Public Safety Committee and it recommends entering into contract for CY 2016, 2017 with Sunrise Property Care LLC.

8.05 SNOW AND ICE REMOVAL. (1965 01/12/99, 2033 11/14/2000, 2180 02/08/2005, 2287 10/14/2008)

(3) In the event the owner or lessee of any lot or parcel of land fails to comply with or violates the provisions of sub (1) above, or violates sub (2) above, the Street Superintendent may summarily remove such snow and ice and cause the cost of said removal to be charged to the owner of the property from which said snow or ice has been removed. If the charge is not paid within 30 days of the date of billing, an additional administrative charge of 10% of the charge shall be added to the amount due, plus interest shall accrue thereon at the rate of 1% per month until paid, and such charge shall be extended upon the current or next tax roll as a charge for current services as provided in §66.0627, Wis. Stats.

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

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

TO: Authorize the contract with Sunrise Property Care LLC for contracted snow removal in the City of CY 2016/2017

Offered by:
Motion:
Second:

Approved:

Attest:

PROPOSAL

Item Description

Price per linear. ft.

Clearing compacted Snow/Ice from Sidewalk to include the application of needed salt or sand.

\$ 1.15

Clearing of non-compacted snow

\$.70

Application of Sand/Salt on ice w/o additional removal.

\$.60

Min Charge \$35.00

The above Proposal shall include all labor, materials, transportation, overhead, profit, insurance, etc. to complete the specified work.

The Contractor understands that the City reserves the right to reject any or all Proposals and to waive any informalities in the process.

The Contractor agrees that this Proposal shall be valid and may not be withdrawn for a period of 30 calendar days after the scheduled closing time for receiving Proposals.

Respectfully submitted,

Sunrise Property Care LLC
(Contractor)

(SEAL) - if Proposal is by a corporation

By: Daniel Greenwood 9/11/2015
(Name, Title)

E 13180 Cord W
(Business Address)

Baraboo WI 53913
(City, State, Zip Code)

608 393 0473
(Telephone)

RESOLUTION NO.

Dated: October 27, 2015

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of setting 2016 lease rates for tenants of the Civic Center for twelve month terms and approving the following organizations applications to lease space at the Civic Center:

- Baraboo Municipal Employees Credit Union (Room 10)
- Wisconsin Department of Natural Resources/Conservation Warden Supervisor (Room 32)
- The Nature Conservancy/Baraboo Range Preservation Association (Room 33)
- Wisconsin Department of Public Instruction/Deaf & Hard of Hearing Services (Room 35)
- Baraboo School District/Food Services Classes (Room 37 & 38)
- Indian Summer Photography (Room 39)

The spaces requested represents a total of 4,438 square feet. Park Commission has recommended a 1.5% increase in rates resulting in 2016 charges of \$7.60/sq. ft.

Past rate adjustments have resulted in 0%-5% increases annually, based on adjustments to the rate of cost of living in addition to building improvements (HVAC, roofing) and utility rate changes. Additionally, staff frequently surveys tenants as well as area commercial real estate listings to remain competitive.

Fiscal Note: Not Required Budgeted Expenditure Not Budgeted

Comments: The 2016 proposed Civic Center Budget includes revenues based on the \$7.60 rent charge. This increase is well within the Park Commission's normal annual increase of 0-5% over the past decade.

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

THAT the Parks and Recreation Department be hereby authorized to set Civic Center 2016 long term lease rates at \$7.60 per square foot.

Offered by:

Motion:

Second: Attest:

Approved: _____

To: Finance/Council
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: October 22, 2015
Re: 2016 Civic Center lease rates

At the August 10th meeting of the Baraboo Park and Recreation Commission, it was recommended that the 2016 lease rates for long-term tenants of the Civic Center be increased 1.5% to \$7.60 per square foot. Historically, the Commission has recommended Civic Center rates be increased between 0 and 5%, depending on Cost of Living indexes as well as demand for commercial space locally.

The rate increase would affect 6 current tenants of the Civic Center – the Baraboo School District Food Services Class; Indian Summer Photography; the Wisconsin Department of Instruction; the Wisconsin Department of Natural Resources; the Nature Conservancy and Baraboo Municipal Employees Credit Union. One room currently remains vacant. Revenues from these long term tenants makes up approximately \$33,000 of the Civic Center's estimated \$59,000 revenues and assists in paying for building utility and maintenance costs.

Staff completed a study comparing local commercial rental rates in 2013 and found Civic Center rates at or slightly below the average. I plan to survey local rates every 3-5 years to keep the Civic Center on a similar rate structure as area units, and will submit another comparison in 2017.

RESOLUTION NO.

Dated: October 27, 2015

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of entering a lease with the Boys and Girls Club of West Central Wisconsin for space at the Civic Center for a term of twelve months commencing January 1, 2016. The following rooms have been leased by the Club and are requested to be extended for one year.

- Room 20 (Computer Lab)
- Room 26 (Teen Center)
- Room 27 (Learning Center)
- Room 29 (Office)
- Auditorium (Recreation/Club Center)

The space requested represents a total of 6,798 square feet (approx. 25% of total Civic Center leasable space). 2016 charges are \$7.60/sq. ft. resulting in a charge of \$51,664.80 annual rent.

Past agreement with the Club has reflected a 15% payment of accrued rent. Parks Commission is recommending the City continue that agreement in 2016. Club officials have agreed to pay 15% rent for another year, which would amount to \$7,749.72 in 2016 (\$645.81 per month).

Fiscal Note: Not Required Budgeted Expenditure Not Budgeted

Comments: The 2016 proposed Civic Center Budget includes revenues based on the 15% rent charge. This practice of supporting the Club has continued since 2004 and is being recommended to continue in 2016.

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

THAT the Parks and Recreation Department be hereby authorized to enter a 2016 lease agreement at the Civic Center with the Boys and Girls Club of West Central Wisconsin for rooms 20, 26, 27, 29 and the auditorium with rent of \$645.81 per month.

Offered by:

Motion:

Second:

Attest:

Approved: _____

To: Finance/Council
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: October 22, 2015
Re: 2016 Civic Center lease – Boys and Girls Club

At the August 10th meeting of the Baraboo Park and Recreation Commission, it was recommended that the Boys and Girls Club of West Central Wisconsin be charged 15% of the Civic Center lease rate for the 2016 calendar year. This would be the same percentage they have been charged every year for the past 5 years.

The Boys and Girls Club currently uses 5 rooms at the Civic Center (6,798 square feet) with 85% of the \$50,849 annual rent currently waived by the City. This recommendation would require the Boys and Girls Club to pay 15% of 2016 rent due, or \$7,749.72 annually, or \$645.81 per month. The Boys and Girls Club would continue to receive free heat & AC, free electric, free water, free janitorial services and free use of the gymnasium and meeting rooms for additional activities.

The Boys and Girls Club has 305 paid members aged 7-18 years old, both City resident and non-resident, with membership rates at \$24 per year. Boys and Girls Club staff and Executive Board members were notified of this recommendation, but as it is not a change from past years, they chose not to oppose. While Club staff noted appreciation for the continued subsidy of rent and would “be happy to receive a 100% rent subsidy”, they understand the rising utility costs and expenses to occupy the majority of second floor at the Civic Center and have worked to the raise funds needed for rent in the past.

RESOLUTION NO.

Dated: October 27, 2015

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of entering a lease with the Baraboo Area Senior Citizen Organization for space at the Civic Center for a term of twelve months commencing January 1, 2016. The following rooms have been leased by BASCO and are requested to be extended for one year.

Room 21 (Library/Meeting Room)
Room 24 (Activity Room/Office)

The space requested represents a total of 1,580 square feet. 2016 charges are \$7.60/sq. ft. resulting in a charge of \$12,008.00 annual rent.

Past agreement with BASCO has reflected no payments of accrued rent since 2004. In consideration for rising utility and maintenance expenses and fairness to other Civic Center tenants, Parks Commission is recommending that the City charge the same (15% rent) as the Boys and Girls Club, however to lessen the impact in the first two years, Commission recommends 1/3 of 15% payable in 2016, 2/3 of 15% payable in 2017 and the full 15% of rent payable annually beginning in 2018. 2016 rental payments under this plan would amount to \$600.40 (\$50.04 per month).

Fiscal Note: [] Not Required [x] Budgeted Expenditure [] Not Budgeted

Comments: The 2016 proposed Civic Center Budget includes revenues based on the 1/3 of 15% rent charge. This would be the first rent collected from BASCO since organizing in 2004 and is necessary to contribute toward rising utility and maintenance costs.

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

THAT the Parks and Recreation Department be hereby authorized to enter a 2016 lease agreement at the Civic Center with the Baraboo Area Senior Citizen Organization for rooms 21 and 24 with rent of \$50.04 per month.

Offered by:

Approved: _____

Motion:

Second: Attest: _____

To: Finance/Council
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: October 22, 2015
Re: 2016 Civic Center lease - Baraboo Area Senior Citizen Organization

At the August 10th meeting of the Baraboo Park and Recreation Commission, it was recommended that the Baraboo Area Senior Citizens be charged the same rate as the Boys and Girls Club (15% of lease rate) for the 2016 calendar year. This would be the first year that the BASCO group would be charged rent at the Civic Center since organizing in 2003, however they have been asked to prepare for this several times since coming here.

Along with the recommendation, I suggested that BASCO be allowed to reduce their rate by volunteering time to help me run special events at the Civic Center to help raise funds to offset the loss in rent revenues. BASCO did not pursue that offer and Parks Commission elected instead to recommend they pay 15% phased in over 3 years, with 1/3 of 15% due in 2016, 2/3 of 15% due in 2017 and a full 15% rent payment due in 2018.

BASCO uses two rooms at the Civic Center (1,580 square feet) with the \$11,818 annual rent currently waived by the City. This recommendation would require BASCO to pay 1/3 of 15% of the 2016 rent rate, which would amount to \$600.40 annually, or \$50.04 per month. BASCO would continue to receive free heat & AC, free electric, free water, free janitorial services and free use of the kitchen, gymnasium and meeting rooms for additional activities.

BASCO has 260 paid members, both City resident and non-resident, with membership rates at \$25 per year. BASCO staff and Executive Board members were notified of this recommendation and attended the Park Commission meeting in which the new rate was recommended. They have also been noticed about the rate recommendation at the October 27th Finance and City Council meetings, and have indicated they will attend.

The City of Baraboo, Wisconsin

Background: The City contracts for elevator service and maintenance. All city-owned elevators, including four at the UW Campus are included in this contract. The current 5 year contract expires December 31, 2015. An RFP was issued, bidders were invited to a site visit at each location and bids were taken in September. Four bids were received. The current service provider is Schumacher Elevator Company.

Bid results are as follows: Prices shown are for the 5 year period, with maximum annual discounts for annual payment taken as shown in bidder's proposal.

Schumacher Elevator Company, Madison, WI	\$82,253.41	Includes 3% annual adj.
BRAUN ThyssenKrupp ELEVATOR LLC, Madison, WI	89,327.53	Includes 3.5% annual adj.
Kone Elevator, Madison, WI	118,302.41	TBD based on wage adj.
Schindler Elevator Corp, Madison, WI	133,150.81	Includes 3.5% annual adj.
Schindler - Alt 3 (Science Bldg only)	14,566.84	Includes 3.5% annual adj.

Explanation of Bids:

Two of the responders (Schumacher and Braun) reported that they are unable to service the new elevator at the UW Campus Science building due to proprietary reasons. The new elevator is a Schindler, and replacement parts are not available to other vendors. Therefore only Schindler or Adams (their parts company) can provide parts for Schindler elevators. The two responders provided a quote on 9 of the 10 elevators.

The other two companies (Kone and Schindler) included all 10 elevators in their response. Schumacher included a condition that the elevator in the Umhoefer building at the UW Campus be upgraded within one year of the contract. The elevator has a single hydraulic lift and they require that it be converted to a double lift, or installed with a life jacket safety device. They provided a cost proposal for the upgrades of \$34,900 for the double bottom, or \$24,400 for the lifejacket device. If we are unwilling to upgrade the Umhoefer elevator, they will not provide service. The upgrade is included in the price shown above since it is a condition of the contract.

Schindler also provided an alternate for servicing all elevators on a quarterly basis, which would result in a cost savings of approximately \$2000 per year.

Schindler provided another alternate for servicing only the new Schindler elevator at the Science Building for \$3456 per year with 3.5% annual increases.

Fiscal Note: (check one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted
Comments Services are included in the departmental budgets.

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

That the proposal of Schumacher Elevator Company be accepted in an amount not to exceed \$82,253.41 for the contract period ending December 31, 2020, and;

That the proposal of Schindler Elevator Corporation be accepted in an amount not to exceed \$14,566.84 for the contract period ending December 31, 2020.

Offered by: Finance/Personnel

Approved: _____

Motion:

Second:

Attest: _____

MEMO

City of Baraboo
City Clerk-Finance Director
355-2700

Date: October 16, 2015
To: Finance/Personnel Committee
From: Cheryl Giese, City Clerk-Finance Director
Re: Elevator Service Contract
For Committee Agenda of: 10-27-15
For Council Agenda of: 10-27-15

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

Comments: Funds for these services are included in the City budget.

Decision Requested:

Approve contract for elevator maintenance services for a 5 year period.

Background:

The City contracts for elevator service and maintenance. All city-owned elevators, including four at the UW Campus are included in this contract. The current 5 year contract expires December 31, 2015. An RFP was issued, bidders were invited to a site visit at each location and bids were taken in September. Four bids were received. The current service provider is Schumacher Elevator Company.

Bid results are as follows: Prices shown are for the 5 year period, with maximum annual discounts for annual payment taken as shown in bidder's proposal.

Schumacher Elevator Company, Madison, WI	\$82,253.41	Includes 3% annual adj.
BRAUN ThyssenKrupp ELEVATOR LLC, Madison, WI	89,327.53	Includes 3.5% annual adj.
Kone Elevator, Madison, WI	118,302.41	TBD based on wage adj.
Schindler Elevator Corp, Madison, WI	133,150.81	Includes 3.5% annual adj.
Schindler – Alt 3 (Science Bldg only)	14,566.84	Includes 3.5% annual adj.

Explanation of Bids:

Two of the responders (Schumacher and Braun) reported that they are unable to service the new elevator at the UW Campus Science building due to proprietary reasons. The new elevator is a Schindler, and replacement parts are not available to other vendors. Therefore only Schindler or Adams (their parts company) can provide parts for Schindler elevators. The two responders provided a quote on 9 of the 10 elevators.

The other two companies (Kone and Schindler) included all 10 elevators in their response. Schumacher included a condition that the elevator in the Umhoefer building at the UW Campus be upgraded within one year of the contract. The elevator has a single hydraulic lift and they require that it be converted to a double lift, or installed with a life jacket safety device. They provided a cost proposal for the upgrades of \$34,900 for the double bottom, or \$24,400 for the lifejacket device. If we are unwilling to upgrade the Umhoefer elevator, they will not provide service. The upgrade is included in the price shown above since it is a condition of the contract.

Schindler also provided an alternate for servicing all elevators on a quarterly basis, which would result in a cost savings of approximately \$2000 per year.

Schindler provided another alternate for servicing only the new Schindler elevator at the Science Building for \$3456 per year with 3.5% annual increases.

Recommendation:

Contract with Schumacher Elevator Company for 9 elevators at \$82,253.41, and Schindler Elevator Corporation for 1 elevator at \$14,566.84 expiring December 31, 2020. Total amount of two contracts: \$96,820.25 for the 5 year period.

Memo Mayor's Office



Date: October 23, 2015
To: Council Members, Dept. Heads
From: Mayor Mike Palm
Subject: **Mayor's Budget Memo**

Overview

The FY2016 Budget is a positive step forward for the City to catch up on some projects that have been sitting on our "to do" list for some time and for us to look toward future needs as well as we begin the design phase of work on the Public Safety Building. We started our movement to the future this year with the completion of the UW-BSC Science Building. Development has been increasing along with property values. And we are beginning a new working relationship with our neighboring Village for planning on redevelopment of our respective entrance ways.

The FY2016 Budget proposes no reductions in our municipal services and the key addition I propose for your consideration would be the part-time Economic Development position. The Department Directors were given direction to keep any budget changes to within no more than 1% growth and the cost of living adjustment for non-union wages is proposed to be 1%. Some of the key construction projects are:

1. Street Projects	
a. Barker St – 8 th to 10 th	\$ 167,500
b. 3 rd St – Washington to Jefferson	127,500
c. 4 th St. – East to Ash	192,000
d. Martiny Ct.	77,000
e. Moore St. – Water Tower area	68,000
f. Washington Ave – 2 nd to 3 rd	85,317
g. Washington Ave 3 rd to 4 th	64,775
h. Tuttle St at 15 th	29,200
i. Monroe St – East to Oak	72,000
j. East St at Water	27,500
k. 8 th St – State Hwy 33	500,000
l. State hwy 123	<u>78,950</u>
Total	\$1,489,742

The biggest part of this street work will be for 8th St from Ash to Jefferson St. Since we anticipate it will take at least 6 years to get state funding for a reconstruction of 8th Street we think it is best to do some minimum of repair to the outside lane at the gutter line. The approach that is proposed is to repair and replace approximately a 4' wide strip along the gutter line.

Economic Development

The Economic Development Specialist position is coming out of the recommendations of the Baraboo Economic Development Commission (BEDC) proposals for improvement of how we conduct economic

development business. We know that we have more of a need to attract new employees to the area than we do in attracting new business right now. Business and industry have been telling us this for several years. By devoting more time to the current economic development position held by our Community Development Authority Director and doing joint operations with the Village of West Baraboo and the Chamber I feel we can improve our effectiveness in meeting the City and area needs. Revenue for this would come from the Mayor's Marketing account, redirecting approximately \$22,411 from the dues we formally paid to SCDC, about \$25,000 from West Baraboo and \$9,000 in reduced labor cost for the CDA Director by readjusting this position's hours. Another economic development initiative is the rail spur reconstruction that will be done next year as part of a grant the City received from the state.

Other Budget Initiatives

The City intends to further address some of our ADA needs with renovations to the Civic Center restroom, the Pumphouse restrooms and the Pierce Park restroom. We have sidewalk replacement, alley repair, building maintenance and the usual equipment replacement items in the budget. We have a major repair planned for the City Services Building to fix the settling problem in the foundation.

Summary

All of this work is planned with a proposed 1.6% increase in our tax levy which matches our net new construction percentage. We won't know until late November when the state releases the final value numbers what that means for a tax rate but it is anticipated to be nearly neutral based on our net new construction growth and overall increase in assessed value of property.

It is my intention to appoint a stakeholders committee to provide direction to the planning for the Public Safety Building. We have a lot of work to do on this project and I would ask for your patience as we move through the planning process for building design, parking and other related work. We need to listen to the citizens and the professionals around us and make the best decisions possible for the new building. All of you have agreed to the need to do something on this and now it's time to put the right puzzle parts together to make it happen.

BUDGET WORKSHEET

Proposed Economic Development

Page: 1
10/22/2015
4:05 pm

City of Baraboo

Month: 10/31/2015	Prior	Current Year			Estimated Total	(6)	(7)	(8)
	Year Actual	Original Budget	Amended Budget	Actual Thru October		Requested	Recommended	Adopted
Fund: 100 - General Fund								
Revenues								
Dept: 15.00000 Economic Development								
47310.000 Intergov Charges (Loc Gov)	0	0	0	0	0	25,000	25,000	
47700.000 Contribution from Chamber	0	0	0	0	0			
49246.000 Transfer from Land Development	12,101	74,000	74,000	0	9,000	65,000	65,000	
Economic Development	12,101	74,000	74,000	0	9,000	90,000	90,000	0
Total Revenues	12,101	74,000	74,000	0	9,000	90,000	90,000	0
Expenditures								
Dept: 15.56710 Economic Development								
00120.000 Wages	0	0	0	0	0	31,200	31,200	
00130.000 Social Security	0	0	0	0	0	2,387	2,387	
00271.000 Marketing Services	0	0	0	0	0	15,000	15,000	
00290.000 Other Contracted Services	8,841	72,000	72,000	0	8,400	65,000	65,000	
00310.000 Office Supplies	0	0	0	0	0	1,500	1,500	
00320.000 Publications, Training, Dues	3,260	2,000	2,000	600	600	6,000	6,000	
00330.000 Travel	0	0	0	0	0	3,500	3,500	
00340.000 Operating Supplies	0	100	100	0	100	7,500	7,500	
00390.000 Other Supplies & Expense	0	100	100	0	100			
00392.000 Small Equipment Purchase	0	0	0	0	0	3,500	3,500	
00530.000 Rents and Leases	0	0	0	0	0	3,000	3,000	
Economic Development	12,101	74,200	74,200	600	9,200	138,587	138,587	0
Total Expenditures	12,101	74,200	74,200	600	9,200	138,587	138,587	0
Grand Total:	0	-200	-200	-600	-200	-48,587	-48,587	0

**Baraboo Police Department
Monthly Activity Report
September 2015**

Calls for Service	Current Month	Current Year to Date	Prior Year to Date	Change	Percentage Change
Burglaries	8	42	28	14	50.00%
Thefts	52	376	332	44	13.25%
Criminal Damage	8	61	64	-3	-4.69%
Assist other agencies	72	630	649	-19	-2.93%
Assists - West Baraboo	5	45	37	8	21.62%
Animal Complaints	33	252	220	32	14.55%
Total of all Calls	819	7,177	7,761	-584	-7.52%

Traffic Crashes

Total Traffic Crashes	23	223	220	3	1.36%
Persons Killed	0	0	0	0	0.00%
Persons Injured	1	41	39	2	5.13%
Pedestrians Injured	0	0	0	0	0.00%

Enforcement Activity

Adult Notices of Appearance	83	734	824	-90	-10.92%
Drug Charges	8	93	167	-74	-44.31%
Traffic Citations	268	3373	5,674	-2301	-40.55%
OWI Arrests	1	45	119	-74	-62.18%
Seatbelt Violations	21	329	537	-208	-38.73%
Traffic Warnings	91	1426	2,493	-1067	-42.80%
Juvenile Offenses	21	316	295	21	7.12%
Curfew Violations	0	17	27	-10	-37.04%
Underage Alcohol Citations	2	65	67	-2	-2.99%
Parking Citations	129	1,924	896	1028	114.73%

Fines and Fees

Court Fines	\$4,347.32	\$43,241.06	\$41,066.42	\$2,174.64	5.30%
Parking Fines	\$1,537.70	\$33,379.60	\$20,074.06	\$13,305.54	66.28%
Police Department Fees	\$66.09	\$1,739.35	\$536.24	\$1,203.11	224.36%

Bank Balance				Bank																	Grand Total			
BANK INVESTMENTS	Type	Fund	Account	Term	Maturity	Rate	BNB	BMECU	LGIP	WF	CFB	SUM	BWD	PDS	FBB	RCB	CLARE	WCCU	ICB	CCF	FICA	SCHWAB	Grand Total	
Airport	Cert of Deposit	630	7058859	18 months	10/16/1	0.95%	50,470.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,470.78
Alma Waite Account	NOW account	820	104502957	Daily		0.49%	62,401.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,401.56
Alma Waite Trust Fund	Cert of Deposit	820	54962-21359	36 months	2/15/18	1.20%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201,190.14	0.00	0.00	0.00	0.00	201,190.14
			7068814	36 months	4/16/16	0.75%	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
			19226	36 months	4/17/16	1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			3839602	36 months	2/18/17	1.15%	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
			7069241	30 months	3/11/17	1.00%	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
			6275826	36 months	7/8/18	1.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00	0.00	0.00	0.00	0.00	160,000.00
	Investment Pool	820	856206-3	Daily		0.14%	0.00	0.00	6,763.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,763.00
	Dana Investment	820	3694-7092	(blank)	(blank)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00	
CDA-Grant Accounts	Checking	220	1000934/1146394	Daily		none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
CDA-Loan Accounts	(blank)	983	(blank)	(blank)	(blank)		101,940.15	0.00	275,476.26	0.00	104,763.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482,180.40
Fire Benefit Fund	Investment	900	99	Daily		0.08%	0.00	647.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	647.83
	Cert of Deposit	900	54962-24301	16 months	2/27/16	0.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,336.58	0.00	0.00	0.00	0.00	90,336.58
Fire Equipment fr/Airport	Cert of Deposit	420	27481	24 months	4/25/16	1.00%	0.00	0.00	0.00	50,501.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,501.24
Fire Equipment Fund	Cert of Deposit	420	3833139	36 months	12/5/15	1.00%	0.00	0.00	0.00	0.00	0.00	0.00	127,512.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127,512.50
			27348	24 months	3/13/16	1.00%	0.00	0.00	0.00	126,889.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126,889.58
			27677	36 months	8/26/17	1.05%*	0.00	0.00	0.00	126,315.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126,315.94
			6287335	18 months	9/13/16	0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128,144.82	0.00	0.00	0.00	0.00	128,144.82
			54962-24618	36 months	3/16/16	1.20%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,756.16	0.00	0.00	0.00	0.00	0.00	125,756.16
	Dana Investment	420	3694-7092	(blank)	(blank)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00	
Friends of the Library	Savings	940	103035891	Daily		0.10%	10,180.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,180.96
General Cash Account	Checking / NOW	100	1000306/9830	Daily		0.4% / 4%	642,753.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	642,753.33
General Fund	Money Market	100	908-640	Daily		0.15%	0.00	0.00	0.00	98,100.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98,100.50
			86190136	Daily		0.17%	0.00	0.00	0.00	515,707.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	515,707.53
			163563	Daily		0.15%	0.00	0.00	0.00	0.00	0.00	103,396.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,396.00
			7481010	Daily		0.55%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	631,685.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	631,685.66
			202718610	Daily		0.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	631,130.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	631,130.00
			471582	Daily		0.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	485,488.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	485,488.70
			10080968	Daily		0.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644,816.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644,816.06
			525450	Daily		0.60%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	492,623.81	0.00	0.00	0.00	0.00	0.00	0.00	492,623.81
			54962-07	Daily		0.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415,134.46	0.00	0.00	0.00	0.00	0.00	415,134.46
			5031443	Daily		0.40%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77,390.80	0.00	0.00	0.00	0.00	77,390.80
			20032292	Daily		0.60%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	476,995.35	0.00	0.00	0.00	476,995.35
	Cert of Deposit	100	54962-22811	36 months	4/22/16	1.15%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00
			6197574	18 months	9/20/16	0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			54962-23358	24 months	10/22/15	0.80%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			3838853	36 months	12/12/16	1.15%	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			27482	24 months	4/25/16	1.00%	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			54962-24619	30 months	9/20/17	1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			6287661	18 months	10/16/16	0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00
			3846829	27 months	9/12/17	1.00%	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			40029949	36 months	6/5/18	1.25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00
	Investment Pool	100	856206-1	Daily		0.14%	0.00	55,445.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,445.16
	Deposit Placeme	100	1047911/11271	Daily		0.23%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	505,081.66	0.00	0.00	505,081.66
			10090886	Daily		0.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202,570.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202,570.99
	Dana Investment	100	3694-7092	(

TREASURER'S INVESTMENT REPORT for September 2015

Average Rate of Return on Current Deposits

Benchmarks:

Total Receipts:	388,819.27	General Funds:	Avg Term	LGIP	0.14%
			12.1 M 0.49%		
Total Disbursements:	1,641,233.46	Utility Funds:	18.5 M 0.63%	90-day T-bill:	0.02%
		Segregated Funds:	34.9 M 0.87%		
		All Funds:	17.8 M 0.59%	6M CD:	0.21%
		Liquid:	55%	12M CD:	0.51%
		Term:	45%	18M CD:	0.58%

Policy Objectives:

- Safety: ▪ \$3,000,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Investing in CD's when good rates are available,
- Yield: ▪ Yields are steady.

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Renew	CD	Park Seg	CFB	27394		18 Mo	9/25/2015	0.75%	30,000.00	Reinvested
				CCF	40030074		24 Mo	9/25/2017	1.00%	30,000.00	Reinvested
Comments:											
(2)	Renew	CD	Sewer Depreciation	CFB	27398		18 Mo	9/25/2015	0.75%	121,046.99	Reinvested
				SUM	14890100-101		16 Mo	1/25/2017	0.85%	132,417.65	Reinvested
Comments: Add 2016 \$10,000 contribution											
(3)	CLOSE	CD	Sewer General	CFB	27397		18 Mo	9/25/2015	0.75%	100,000.00	Reinvested
Comments: Move the money to DANA in place of General Fund money.											

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
(1)	CALLED	FMAC	3134G7AD3	100.0000	AA+ / Aaa		5 years	6/25/2020	1.25%	200,000.00	Semiannual
Comments: Called 9/30/15. Earned 1.20% for 3 months.											

Dana Investment Advisors, Inc.
Performance Report



From June 30, 2015 to September 30, 2015

Portfolio: 2493 - City of Baraboo Reserve Funds

Quarter

	Market	Cost
Portfolio Value on 06/30/2015	\$3,005,583.47	\$3,008,741.60
Contributions/Withdrawals	(\$6,845.70)	(\$6,845.70)
Interest	\$11,520.92	\$11,520.92
Dividends	\$0.00	\$0.00
Unrealized Gain/Loss	\$778.69	\$0.00
Realized Gain/Loss	(\$3,399.38)	(\$3,864.73)
Change in Accrued Income	(\$113.29)	(\$113.29)
Portfolio Value on 09/30/2015	\$3,007,524.71	\$3,009,438.80
Management Fees	(\$1,878.49)	(\$1,878.49)
Total Gain after fees	\$6,908.45	\$5,664.41
Unannualized Returns For the Period	0.23%	0.19%

→ 7.76%

Annualized

Unannualized Returns For period	
Total Portfolio	0.23%
ML-1-Year-Treasury Note	0.10%

Dana Investment Advisors, Inc.
 Performance Report
 Net of Fees



From September 30, 2014 to September 30, 2015

Portfolio: 2493 - City of Baraboo Reserve Funds

Rolling 12 months

	<u>Market</u>	<u>Cost</u>
Portfolio Value on 09/30/2014	\$2,909,759.93	\$2,911,068.40
Contributions/Withdrawals	\$70,352.24	\$70,352.24
Interest	\$44,077.55	\$44,077.55
Dividends	\$0.00	\$0.00
Unrealized Gain/Loss	(\$3,661.60)	\$0.00
Realized Gain/Loss	(\$13,506.21)	(\$16,562.19)
Change in Accrued Income	\$502.80	\$502.80
Portfolio Value on 09/30/2015	\$3,007,524.71	\$3,009,438.80
Management Fees	(\$7,456.61)	(\$7,456.61)
Total Gain after fees	\$19,955.93	\$20,561.55
Unannualized Returns For the Period	0.67 %	0.69 %

Unannualized Returns For period

Total Portfolio	0.67%
ML 1-Year Treasury Note	0.25%

The information set forth above is based upon information believed to be accurate and reliable but we do not guarantee its accuracy.

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: C. Giese, E. Geick, M. Reitz, W. Petersen 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 Thurow, seconded by Sloan to adopt the agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of September 22, 2015. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for **\$673,848.38**. Motion carried unanimously.

2016 Budget – The Mayor explained that the 2016 budget has been prepared and preliminarily has a levy increase of less than 2%. New debt for capital projects is projected at \$2.5M, which is \$1M less than shown in the capital project plan from last year. The Mayor explained budget highlights including a new Economic Development program, 12 street reconstruction projects, 3 park bathroom projects, along with the usual equipment replacements. Ed explained wage adjustments were included for 1%, savings in health insurance costs, general budgets were allowed to increase 1%, 2% growth in equalized value, and public safety building design estimates. The Mayor suggested that questions be directed toward him in the next week so that the staff can prepare changes to be presented to the Council at the next meeting. No action taken.

Madalon Rail Spur -- Tom Pinion reported on the reconstruction of the rail spur which is currently being used by four manufacturers in Baraboo. Bids came in at \$1.66M, date of completion will be 12/31/16, funding from State is split 80/20, with TID 6 paying the local 20% contribution. Moved by Thurow, seconded by Sloan and carried to recommend to Council for action.

Volkman Railroad Builders – Tom Pinion reported on the low bid received for the Madalon Industrial Park rail spur reconstruction in the amount of \$1.66M. Moved by Sloan, seconded by Thurow and carried to recommend to Council for approval.

Assessor Selection – Ed Geick explained that the assessor services were bid for a three year term and three proposals were received. Tyler Technology was the highest rated responder and is recommended by the panel. Moved by Thurow, seconded by Sloan and carried to recommend contracting with Tyler Technologies.

Weights and Measures – Moved by Sloan, seconded by Thurow and carried to recommend to Council for approval.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:35 p.m.

Cheryl Giese, Clerk-Finance Director

Administrative Committee

October 5, 2015

Present: Ellington, Robkin, Alt

Absent: none

Also Present: Mayor Palm, Cheryl Giese, Adm. Geick, Chief Schauf

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

Moved by Alt, seconded by Ellington and carried to approve the minutes of August 31, 2015. Motion by Alt, seconded by Ellington to approve the agenda and carried unanimously.

Airport Operations: Giese gave a report of airport activities for the last month, noting that MSA has officially been contracted by the Bureau of Aeronautics for design services of the runway project; the Coolidge property acquisition has been delayed because of injuries received by Mr. Coolidge; hanger inspections were recently completed to identify property conditions.

Bidwell Lease Assignment: Mike Bidwell desires to sell his hanger to William Stoeckmann Living Trust. The hanger will be used to store aircraft owned by Mr. Stoeckmann. Moved by Alt, seconded by Ellington and carried unanimously to approve the lease assignment as requested.

Open Liquor Licenses: Attorney Reitz reviewed the proposed policy for issuing liquor licenses. The Committee agreed that the current practice of allowing a new business owner to have the first claim on a surrendered license for the same establishment will be continued.

They also discussed what the policy should be concerning issuing liquor licenses if a regular license becomes available and will not be used by a new business owner at the same premise. The proposed policy is that the available license would be offered to the holder of the oldest active reserve license, and if that person declines, then it would be offered to the holder of the second oldest active reserve license, and so on. Robkin disagreed, preferring that decisions be based upon the size of the business, giving preference to small business owners. In the end, it was decided to advance the policy language proposed.

The Committee also discussed what the policy should be concerning issuing liquor licenses when there is only one remaining reserve license available. The Committee noted that the City will gain another reserve license when the population grows by approximately 350 people. The committee rationalized that an available license is a necessary tool when trying to encourage business growth in TIDs and other growth corridors. In the end, the Committee decided that applications for the last remaining license would be reviewed by the Administrative Committee and may required Council action for issuance.

Mark Reitz was asked to prepare expanded policy language for consideration at the next meeting.

Closed Session

Moved by Ellington, seconded by Alt to convene into closed session per SS 19.81)1)(f) concerning financial, medical social or personal histories of specific persons which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of persons referred to in the histories, problems or investigations.

The committee discussed a licensing matter. No action was taken.

Open Session

Moved by Ellington, seconded by Alt and carried unanimously to reconvene into regular session. No action was taken.

Next meeting is to be held November 2, 2015 at 12 p.m.

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

Cheryl Giese,
Clerk-Finance Director