



## Administrative Committee

August 31, 2015

Present: Ellington, Robkin, Alt

Absent: none

Also Present: Mayor Palm, Cheryl Giese, Adm. Geick, Chief Schauf, Steve Pribbenow, Joe Collosa, Greg Slayton

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

Moved by Ellington, seconded by Alt and carried to approve the minutes of July 6, 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, highlighting a meeting with Airport Owners concerning the runway reconstruction project and application of Ho-Chunk to place properties in Trust.

### ADA Report:

Adm Geick reviewed the ADA report updating the Committee on projects at Ochsner bandstand, City View ADA path, Civic Center ramp, Dog Park and City Hall. Renovations to city hall are being planned along with the USDA bond issue. Steve Pribbenow commented that the water fountain at the dog park does not meet ADA specifications. Ed responded that the Parks and Rec Director is working on that item.

### Open Liquor Licenses

Atty. Reitz discussed the process for issuing liquor licenses when they become available. He discussed the recent transfer of the Quindt's license. They recently retired and sold their business to their son and their preference was to sell the business with the idea that the new applicant would be issued the license. The general thought is that a FIFO system would throw a lot of turmoil into the license process and that preference should be shown to wishes of the current license holder. Only 2 cases in the last 18 years is known where a license came available without a successor license application. Staff recommends absolute preference be given to business transfers to require conditionally surrendering the license to be reissued to the qualified business purchaser. Open licenses will be advertised that license is available, with a deadline for applying and all qualified applicants will make proposal to the Council who will then grant license to one of the pre-qualified applicants. The Committee decided that they would appreciate a policy statement on these matters to review at their next meeting.

### Hunting and Bow Ordinance

Attorney Reitz explained that the State enacted law prohibiting municipalities from placing restrictions on bow hunting. The City's current ordinance does allow hunting in certain areas of the city, but this modification will allow bow hunting after complying with the State restrictions concerning residential occupancy and shooting in a downward angle. Moved by Ellington, seconded by Alt and carried unanimously to recommend the changes for Hunting and Bow Ordinance.

### Greg Slayton

Greg reported that he attended prior meetings concerning a liquor license for Garden Party and that a license extension was given to the Garden Party. The Council granted the extension based on her promise to work with them to take over her business. Once the meeting occurred, they were unable to achieve results and come to an agreement. Therefore, there is no agreement in place and no business plan as requested by the Committee. Once the approval was given for extension, they sought other tenants. Slayton feels that they did not negotiate in good faith. Joe Collosa was also an applicant for the same license. If they had known that the building owner would not negotiate with them, they would not have spent over \$3000 in attorney fees, and Joe should have been issued the license. They recommend that the Council rescind the Garden Party license. Atty Reitz opined that the license has been issued and the Council cannot rescind the license. Slayton remarked that Terry is nonresponsive and Janet's attorney does not return e-mails. Slayton said that they were unable to reach an agreement and will not be operating a business plan and wanted to report their findings to the Committee. No action taken.

Next meeting is to be held October 5, 2015 at 12 p.m.

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

Cheryl Giese,  
Clerk-Finance Director

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

To: Administrative Committee  
From: Cheryl M. Giese, City Clerk-Finance Director  
Date: October 2, 2015 for meeting of October 5, 2015  
Re: Report on Airport Activities

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

- Runway Reconstruction Planning. Since our last meeting, the State has finalized their contract with MSA Professional Services and has officially hired them for the runway project design and reconstruction. We anticipate that they will have some preliminary work done in the next few months and then we will have another owners meeting to discuss the option of widening along with the reconstruction or simply reconstructing the existing footprint. At that point, the owners will have to decide if how the widening costs will be paid since we already know that we do not qualify for State and Federal funding.
- Tree Trimming/Obstruction Clearing Project. No update. ( FAA has decided that new flight check data is needed since discrepancies were found with identifying the tallest structure in the flight path. The new flight is scheduled for early fall. They have issued NOTAMs which assist pilots but we are working as diligently as possible to get this item resolved.)
- Property Acquisition. Originally we were planning to close on the Coolidge property acquisition this fall. Unfortunately, Mr. Coolidge was injured in a motorcycle accident and was in the process of refinancing and combing debt and mortgaging a third parcel. The lending institution is apparently having second thoughts of approving the refinancing now that Mr. Coolidge is injured and will likely have a long healing plateau. I am in the process of organizing a conference call with Bureau staff and Mark Reitz so that we can form new strategies on how to proceed. As it currently stands, the outstanding mortgage the Coolidge's share on the property we are purchasing is greater than what we are paying and therefore, we are unable to get clean title.

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

- Drone activities. I recently attended an Aviation Conference sponsored by the Bureau of Aeronautics and one of the sessions was concerning drones. They announced that drones are expected to be the #1 selling Christmas gift this year which will only increase the drone traffic in the area. As a result, the FAA is creating public service announcements, education materials and other instructions aimed at drone users concerning flying near airports and in protected airspaces. We will offer our own public service announcements as we prepare for the increased activity.
- Hanger Inspections. Hangers are reviewed every 5 years for compliance with their lease and the condition of the property. Letters are sent to the hanger owners along with a copy of the inspection. The hanger owners are asked to bring their property into compliance with lease conditions. This year, 19 hangers were reviewed.

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

- Monthly budget report is attached.

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

- I attended the Aviation Sponsor Workshop provided by the Bureau of Aeronautics in September. Larry Voltz from the Town of Delton also attended one day. Emphasis this year was on land use, pavement conditions, approach clearing, drone use activities, and project management.

REVENUE/EXPENDITURE REPORT

City of Baraboo

For the Period: 1/1/2015 to 10/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 630 - Airport</b>							
<b>1000276</b>							
<b>Revenues</b>							
Dept: 35.00000 Airport							
46330.000 Gas Sales	5,600.00	5,600.00	3,747.79	0.00	0.00	1,852.21	66.9
46340.000 Landing Fee	4,600.00	4,600.00	2,073.62	0.00	0.00	2,526.38	45.1
47300.000 Appropriations	58,263.00	58,263.00	4,100.00	0.00	0.00	54,163.00	7.0
47300.100 Appropriations- City	0.00	0.00	46,663.00	0.00	0.00	-46,663.00	0.0
48110.000 Interest on Investments	450.00	450.00	279.52	0.00	0.00	170.48	62.1
48210.000 Rents and Leases	17,488.00	17,488.00	15,573.40	0.00	0.00	1,914.60	89.1
48211.000 Ag Land Rental	10,846.00	10,846.00	10,846.00	0.00	0.00	0.00	100.0
48212.000 Hangar Lot Lease	19,361.00	19,361.00	19,228.93	0.00	0.00	132.07	99.3
48990.000 Miscellaneous Income	200.00	200.00	143.84	0.00	0.00	56.16	71.9
49300.000 Fund Balance Applied	17,500.00	35,500.00	0.00	0.00	0.00	35,500.00	0.0
<b>Airport</b>	<b>134,308.00</b>	<b>152,308.00</b>	<b>102,656.10</b>	<b>0.00</b>	<b>0.00</b>	<b>49,651.90</b>	<b>67.4</b>
<b>Revenues</b>							
	134,308.00	152,308.00	102,656.10	0.00	0.00	49,651.90	67.4
<b>Expenditures</b>							
Dept: 35.53510 Airport							
00120.000 Wages	10,364.46	10,364.46	6,108.59	0.00	0.00	4,255.87	58.9
00130.000 Social Security	792.88	792.88	454.02	0.00	0.00	338.86	57.3
00131.000 Retirement	875.80	875.80	500.87	0.00	0.00	374.93	57.2
00132.000 Health Insurance	2,902.05	2,902.05	1,199.85	0.00	0.00	1,702.20	41.3
00133.000 Life Insurance	10.00	10.00	2.69	0.00	0.00	7.31	26.9
00134.000 Income Continuation	25.00	25.00	0.00	0.00	0.00	25.00	0.0
00200.000 Contracted Services	40,178.00	40,178.00	30,015.00	0.00	0.00	10,163.00	74.7
00210.000 Publishing	0.00	0.00	54.19	0.00	0.00	-54.19	0.0
00215.000 Professional Services	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
00220.000 Telephone	660.00	660.00	442.71	0.00	0.00	217.29	67.1
00222.000 Electricity	7,210.00	7,210.00	4,034.72	0.00	0.00	3,175.28	56.0
00223.000 Heat	1,200.00	1,200.00	708.55	0.00	0.00	491.45	59.0
00250.000 Repair & Maint Serv-Equipment	6,500.00	6,500.00	2,251.83	0.00	0.00	4,248.17	34.6
00251.000 Fuel Station Maintenance	1,400.00	1,400.00	1,065.19	0.00	0.00	334.81	76.1
00260.000 Repair & Maint Serv-Buildings	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
00270.000 Special Services	2,200.00	2,200.00	2,000.00	0.00	0.00	200.00	90.9
00273.000 DOT Maintenance Agreement	265.00	265.00	0.00	0.00	0.00	265.00	0.0
00280.000 Repair & Maint Serv-Facilities	2,780.00	2,780.00	5,466.40	0.00	0.00	-2,686.40	196.6
00282.000 Lighting Repairs	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.0
00283.000 Runway & Taxi Repairs	17,500.00	17,500.00	487.50	0.00	0.00	17,012.50	2.8
00310.000 Office Supplies	50.00	50.00	59.23	0.00	0.00	-9.23	118.5
00320.000 Publications, Training, Dues	215.00	215.00	242.00	0.00	0.00	-27.00	112.6
00330.000 Travel	30.00	30.00	0.00	0.00	0.00	30.00	0.0
00340.000 Operating Supplies	200.00	200.00	61.73	0.00	0.00	138.27	30.9
00348.000 Gas, Diesel, Oil, Grease	4,500.00	4,500.00	1,713.14	0.00	0.00	2,786.86	38.1
00350.000 Repair & Maint Materials	1,800.00	1,800.00	1,986.76	0.00	0.00	-186.76	110.4
00360.000 Repair & Maint - Buildings	1,800.00	1,800.00	867.72	0.00	0.00	932.28	48.2
00392.000 Small Equipment Purchase	1,000.00	1,000.00	2,655.25	0.00	0.00	-1,655.25	265.5
00510.000 Insurance	6,750.11	6,750.11	6,676.04	0.00	0.00	74.07	98.9
00814.000 Equipment Purchases	0.00	18,000.00	18,000.00	0.00	0.00	0.00	100.0
00891.000 Equipment Replacement	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
<b>Airport</b>	<b>134,308.30</b>	<b>152,308.30</b>	<b>87,053.98</b>	<b>0.00</b>	<b>0.00</b>	<b>65,254.32</b>	<b>57.2</b>
<b>Expenditures</b>							
	134,308.30	152,308.30	87,053.98	0.00	0.00	65,254.32	57.2
<b>Grand Total Net Effect:</b>							
	-0.30	-0.30	15,602.12	0.00	0.00	-15,602.42	

**FOR TREASURER USE  
ONLY**

Receipt # \_\_\_\_\_  
\$50 fee \_\_\_\_\_  
Not transferable or assignable

**LANDLORD'S CONSENT TO ASSIGNMENT FOR LOT 45**

The LANDLORD in the attached mentioned lease hereby consents to

**William Stoeckmann Living Trust**

the attached assignment effective September 19, 2015.

IN WITNESS WHEREOF landlord has caused this instrument to be  
executed the \_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF BARABOO

BY: \_\_\_\_\_  
Michael Palm, Mayor

BY: \_\_\_\_\_  
Cheryl Giese, City Clerk-Finance Director

**POLICY ON THE ASSIGNMENT OF VACANT /  
SURRENDERED / UNUSED ALCOHOL LICENSES**

The City of Baraboo shall use the following criteria for the assignment of alcohol licenses that become vacant, are surrendered, or unused:

**Surrendered Licenses**

- A. 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.
- B. In circumstances in which an alcohol license is 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 there are no issued reserve licenses ...