

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, November 10, 2015 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent: Plautz, Robkin

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

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Kolb and carried to approve the minutes of October 27, 2015.

Moved by Wedekind, seconded by Ellington 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 read a proclamation for November 11th week as getting rid of the blues diabetes awareness week.

The Mayor presented a Baraboo Gem Award to Aural Umhoefer for her many years of service in the Baraboo area.

CONSENT AGENDA

Resolution No. 15-74

THAT the Accounts Payable, in the amount of \$656,860.31 be allowed and ordered paid.

Resolution No. 15-75

THAT the On-Site Maintenance Contract for the Baraboo Dells Airport be renewed with Baraboo Dells Flight Center for 2016.

Resolution No. 15-76

THAT Nancy Machtan be re-appointed to the Community Development Authority Commission serving until November 14, 2018.

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

NEW BUSINESS

Resolutions:

Resolution No. 15-77

THAT the Mayor is authorized to sign the Fire Protection Service Agreement Addendum reallocating the actual costs of the Fire Inspector in a more equitable as listed below:

1. The expenses and costs of the Fire Inspector shall be excluded from the allocation of expenses and costs for general fire operations.
2. The following cost allocation formula is hereby approved:
 - a. The previous year's total number of inspection hours and any code research time is added together and divided by total work hours for upcoming year.

- b. This percentage is then multiplied by the projected annual wage and benefit amount.
 - c. The dollar amount is divided by the number of the previous year's initial inspection to determine an initial inspection fee.
 - d. The initial inspection fee is multiplied by the individual municipality's number of required initial inspections from the previous year to determine the assessed amount.
 - e. The remaining amount of the Fire Inspector wage and benefit is allocated back as specified in the original contract language.
3. All other terms and conditions of the original Fire Protection Service Agreement shall remain in full force and effect.
 4. The terms of this Addendum shall become effective as of January 1, 2016.

Moved by Wedekind, seconded by Kolb, and carried that **Resolution No. 15-77** be approved
- 7 ayes.

Resolution No. 15-78

THAT the City purchase property insurance from Don-Rick Agency for 2016 coverage from Cincinnati Insurance Company in the amount of \$71,349 dollars.

Moved by Kolb, seconded by Wedekind, and carried that **Resolution No. 15-78** be approved
- 7 ayes.

Resolution No. 15-79

WHEREAS, pursuant to the provisions of Chapter 66 Subchapter XII of the Wisconsin Statutes, municipalities may create a Housing Authority, and that the City of Baraboo has complied with all applicable statutes in creating the City of Baraboo Housing Authority (the "Authority") and that the Authority remains in compliance with all applicable State and Federal laws and regulations, and remains in good standing with the United States department of Housing and Urban Development ("HUD"); and

WHEREAS, pursuant to the provisions of Chapter 67 of the Wisconsin Statutes, municipalities may borrow money for any public purpose, and that the purchasing, acquiring, constructing, extending, adding to, improving, operating and managing housing projects (as defined in Chapter 66 of Wisconsin Statutes) owned by the Authority constitutes such public purpose; and

WHEREAS, municipalities may repay such loan from revenues received from any source, and

WHEREAS, pursuant to the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands ("BCPL") is authorized to make loans from the State Trust Funds to municipalities for such purposes, and

WHEREAS, the City of Baraboo Housing Authority owns and operates the Donahue Terrace Apartments (the "Project") for the benefit of the City of Baraboo and residents thereof, and

WHEREAS, certain improvements to the Project are necessary to meet the needs of the City of Baraboo and residents thereof, and

WHEREAS, the City of Baraboo deems it to be necessary, desirable and in its best interest to obtain a Revenue Obligation Trust Fund Loan from BCPL for financing repairs to the Project, and such Loan is to be payable from the income and revenues of the Project.

NOW, THEREFORE, BE IT RESOLVED that the **City of Baraboo** is hereby authorized to borrow from the Trust Funds of the State of Wisconsin the sum of **One Hundred Sixty Thousand Dollars (\$160,000.00)** for the purpose of **financing repairs to Donahue Terrace Apartments** and for no other purpose. Such loan shall be payable within **6** years from the 15th day of March preceding the date the loan is disbursed. The loan will be repaid in full on the 15th day of March, 2021 with interest at the rate of **4.00** percent per year from the date of disbursement of the loan to the date the loan is repaid. Such loan may be prepaid before the maturity date in accordance with the limitations set forth in Chapter 24 of the Wisconsin Statutes.

BE IT FURTHER RESOLVED that all revenues of the Donahue Terrace Apartments are

hereby pledged to BCPL to repay this loan and that such pledge shall be senior and superior to all other pledges of such revenues. No notes, bonds or other obligations payable out of the revenues of the Project may be issued in such manner as to enjoy priority over this Loan. Any and all payments made to the City of Baraboo out of the revenues of the Project shall be subordinate to payments required under this obligation. The Mayor and Clerk are hereby authorized and directed to execute any instruments reasonably necessary to grant and perfect such security interest.

BE IT FURTHER RESOLVED that all ordinances, resolutions, or orders, or parts thereof which were previously enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed, and this Resolution shall be in effect from and after its passage.

BE IT FURTHER RESOLVED, we acknowledge that should the City of Baraboo default on this loan, BCPL is required under Wisconsin Statute Section 24.70 to intercept any state payments that may be otherwise due the City of Baraboo.

BE IT FURTHER RESOLVED, we acknowledge that the Certificate of Indebtedness will contain a covenant requiring that rental rates charged to tenants or residents of the Donahue Terrace Apartments, along with all associated payments made to the City of Baraboo or the City of Baraboo Housing Authority by HUD, will be sufficient to ensure adequate maintenance and repair, adequate replacement reserves when considering the current functional age of the Donahue Terrace Apartments and the expected timing and costs of future capital expenditures, and also ensure a debt service coverage ratio (defined as net operating income divided by total debt service) exceeding 1.25.

BE IT FURTHER RESOLVED that if BCPL agrees to make such loan, that the Mayor and Clerk of City of Baraboo are authorized and empowered in the name of the City to execute and deliver to BCPL, those Certificates of Indebtedness in such form as required by BCPL, for the sum of money that may be loaned to City of Baraboo pursuant to this resolution. The Mayor and Clerk are authorized and directed to perform all actions reasonably necessary to fully carry out the provisions of Chapter 24 of the Wisconsin Statutes, and these resolutions.

BE IT FURTHER RESOLVED, that these recitals and these resolutions and the votes by which they were adopted, shall be recorded, and that the Clerk of the City of Baraboo shall forward this certified record, along with the application for the loan, to BCPL.

Aldersperson Petty moved adoption of the foregoing recitals and resolutions.

The question being upon the adoption of the foregoing recitals and resolutions, a vote was taken by ayes and nays, which resulted as follows:

1. Aldersperson Thurow Voted Aye
2. Adersperson Wedekind Voted Aye
3. Aldersperson Kolb Voted Aye
4. Aldersperson Sloan Voted Aye
5. Aldersperson Petty Voted Aye
6. Aldersperson Ellington Voted Aye
7. Aldersperson Alt Voted Aye

Moved by Petty, seconded by Kolb, and carried that **Resolution No. 15-79** be approved - 7 ayes.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

The Mayor announced that the Wine walk will be November 20 and Christmas light parade is November 21. The Chiefs of the local emergency services are the parade marshals.

The Mayor polled the members for possible absences at the December 22 Council meeting. It was decided to hold the meeting as normal.

Ald. Ellington discussed a new program offered by the Dept of Human Services for Sauk County who received a grant to dispense vivitrol shots to help combat drug addiction.

REPORTS and MINUTES

Baraboo Public Arts Committee **September 24, 2015**
Baraboo City Hall, 135 4Th St., Baraboo, WI

Members Present: Bekah Stelling, Morgan McArthur, Larry McCoy, Mike Palm

Others: Ed Geick, Megan Watson, Jennifer Crubel

Call to Order 4 PM, Chair Stelling

Note compliance with Open Meeting Law.

Approve agenda - Palm moved, McCoy seconded, passed

Approve minutes of August 27, 2015 Palm moved, McCoy seconded, passed

1. Treasurer Report \$3836 in bank acct + \$5K in BID account. BID is the conduit for paying Bernie Poff's bill. Palm moved to shift all but \$100 from BPAA acct to BID to pay Bernie. Seconded by McCoy. Passed.

2. Old Business:

Mural update and related expenses – first two panels are finished at Bernie's shop in Prairie du Sac. Aldo panel and Circus wagon panel will be painted in the next two weeks. Mural dedication is on Saturday, 17 October at the CenturyLink wall at 4 PM. Signpainter/brushmaster Bob Behounek of Chicago has painted a 24x30 panel for the dedication that reads: "Painted by the people of Baraboo under the art direction of Bernie, Maggie and Sue Poff. Summer 2015." This panel will be the item that will be unveiled on the day. Baraboo Tent and Awning will bill BID for the aluminum mounting ware attached to the CenturyLink building. McCoy suggested that we add a small panel that says 'Commissioned by the Baraboo Public Arts Association.'

3. New Business:

Discussion of and possible action to appoint new board members – Ed Geick was nominated to join the board as Treasurer. Megan Watson was also nominated to join the board. Both agreed.

Fundraising – There is a small shortfall for Bernie's invoice and for the bill to come from Baraboo Tent & Awning. Stelling and McCoy discussed crowdsourcing and a donation button on the Facebook page.

Review of current by-laws and financial report – McCoy pointed out that appointments of Watson (and McArthur) are in violation of by-laws as written. Watson resides in Portage. McArthur in New Berlin. However, both are employed in Baraboo. Moved and seconded to amend by-laws to read that directors must work in the Baraboo area.

4. Public Comments – Jennifer Crubel is enrolled in the Sauk Co. Institute of Leadership and was attending as part of a SCIL assignment.

5. Board Member Comments – McArthur made a short report/presentation on a visit to Kelly Meredith's studio in Butternut, WI. Meredith is a muralist who specializes in portraiture. She has a funding model where community members can buy 'face space' on a mural design and the project is self-funding.

6. Next Meeting – To Be Determined

7. Adjournment – Palm moved, McCoy seconded.

Baraboo Economic Development Commission **October 1, 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 11 of the Civic Center 124 2nd St., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call & Approve Agenda

Present: Wise, Umhoefer, Ayar, Bowers, Jelle, Palm, Stauffacher

Absent: Burgi, Alt, Huffaker, Taylor

Other: Patrick Cannon

III. Approve Minutes

Motion to approve the minutes as presented for August 6, 2015

Umhoefer (1); Bowers (2)

Aye: All via voice vote

Nay: None

Motion to approve the minutes as presented for September 3, 2015

Palm (1); Stauffacher (2)

Aye: All via voice vote

Nay: None

IV. Public Comment

No one from the public wished to make a comment at this time.

Chairman Wise thanked Ms. Stauffacher and the staff at Flambeau Plastics for the tour of their facilities.

V. Presentation and Discussion: Economic Development Partners

a. Mr. Nick Donarski, Bad Badger Engineering

Mr. Donarski was unable to attend the meeting.

VI. Old Business

A. Update on Development Activities

CDA Director Cannon gave an update on the following items:

- a. Renovation proposals regarding the old Hospital
- b. Kwik Trip project at intersection of HWY 12 and South Blvd.
- c. Capital Catalyst Loan program.
- d. Synergy Metal works building project.

B. Update on the Plan Commission and Council

Mayor Palm indicated that the City has received a grant of \$250,000 from the Wisconsin Economic Development Corporation (WEDC).

He also indicated that included in the proposed 2016 City budget was funding for an economic development position.

Mayor Palm also gave an update on the SCDC Task Force and their goals and progress. SCDC will be holding a meeting on November 4, 2015 to discuss how they would like to redirect their focus and resources.

C. Updates from economic development partners and collaborators

CDA Director Cannon gave an update on recent CDA activities

D. Update on Economic Development Plan

Chairperson Wise indicated that the plan had been presented to several organizations throughout the community. The responses were very favorable to create a strong working effort.

He also indicated that the City Council will hold its public hearing on amending the Comprehensive Plan at their November 10, 2015 meeting. He indicated that he would like to see this as a 'work plan' rather than a formal plan.

E. Update on Partner Presentation Schedule

No action was taken at this time. Ms. Burgi was unable to attend due to a prior commitment. The discussion of future presenters will take place at the next meeting.

VII. New Business

None listed

VIII. Commissioner and City Staff comments

No members wished to speak at this time.

IX. Adjournment

A motion was made to adjourn the meeting at 6:50 PM.

Bowers (1); Stauffacher (2)

Aye: All via voice vote

Nay: None

Finance/Personnel Committee – Council Chambers

October 27, 2015

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: C. Giese, E. Geick, M. Reitz, K. Stieve, M. Hardy, 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 Thurow, seconded by Sloan to approve the minutes of October 13, 2015. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Sloan to recommend Council approval of the accounts payable for \$283,857.34. Motion carried unanimously.

Fire Protection Agreement – Chief Kevin Stieve explained the addendum to the current fire protection agreement covering the rural areas. A township member questioned the current formula of charging back fire inspections, since they have a low number of inspections. A review revealed that their concerns were valid and therefore a change in the formula is proposed via the addendum. Moved by Sloan, seconded by Thurow and carried to recommend the fire protection agreement to the Council for action.

Civic Center Rental Rates – Mike Hardy presented proposed 2016 rental rates indicating a 1.5% increase. Utilities are calculated at cost per sq foot. The Boys and Girls Club is charged 15% of the rent and Senior Center is being charged 15% of the rent at a phased in approach over 3 years to ramp up to the 15% rental charge. The Senior Citizens Club is opposed to paying rent and may contact the Council asking for waiver of rental fees. No other groups receive free rent. Moved by Sloan, seconded by Thurow and carried to approve the long term rental rates. Moved by Sloan, seconded by Thurow and carried to approve the reduced rental rates for the Boys and Girls Club. Moved by Sloan, seconded by Thurow and carried to approve the reduced rental rate for the Baraboo Area Seniors Club.

Taxi Grants -- Cheryl Giese explained that the City has applied for two grants for the taxi program: Operating which provides about 2/3 of the money needed to operate the program and Capital which replaces vehicles. In addition, the DOT was required that the City formally adopt two policies which help them to comply with federal audits. The two policy matters are vehicle disposal and service procurement. Moved by Thurow, seconded by Sloan and carried to approve the taxi grants and adherence to DOT policies.

Snow Removal – Chief Schauf took annual bids for snow removal and received a proposal from Sun Rise Properties. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Elevator Service Contract – Cheryl Giese presented information on elevator service contract proposals. Four proposals were received. Two vendors could not service all 10 elevators because of a proprietary issue with the UW Campus Science Building Schindler elevator, citing that they could not obtain parts for the Schindler. All proposals were reviewed and after considering service and cost, the solution is to award a contract for the 9 elevators to Schumacher Elevator in the amount of \$82,253.41 and a contract to Schindler for the Science Building elevator in the amount of \$14,566.84. The contracts expire December 31, 2020. 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 6:25 p.m.

INFORMATIONAL ITEMS

none

ADJOURNMENT

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

Cheryl M. Giese, Clerk-Finance Director