

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, November 24, 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: Chief Schauf, Clerk Giese, Adm. Geick, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Wedekind and carried to approve the minutes of November 10, 2015.

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

Compliance with the Open Meeting Law was noted.

PUBLIC HEARING

The Mayor announced that this is the date and time to hear public comment concerning the 2016 city budget. The Mayor, City Administrator and Clerk-Finance Director reviewed the budget highlights noting spending of \$21.3 million and a 9 cent increase in the city tax rate. No citizens spoke concerning the budget and the Mayor closed the hearing.

PUBLIC INVITED TO SPEAK –No one spoke.

MAYOR’S COMMENTS – none.

CONSENT AGENDA

Resolution No. 15-80

THAT the Accounts Payable, in the amount of \$705,077.96 be allowed and ordered paid.

Resolution No. 15-81

That the following budget amendments are authorized for the third quarter, 2015:

2015 BUDGET AMENDMENTS – 3 rd Qtr		2015		Amount to	Added	Amended
	Account	Account Name	Budget	Amend	to Budget	Budget
Insurance	Allocation Adjustment for premium refunds & dividends					
	100-11-51933-910	Work Comp Ins Allocation	-121,762	61,000		-60,762
	100-20-52110-910	Police Insurance	76,010	-27,000		49,010
	100-21.52200-910	Fire Insurance	30,329	-7,000		23,329
	100-30-53100-910	Engineering Insurance	5,814	-1,000		4,814
	100-31-53230-910	PW Insurance	34,425	-16,000		18,425
	100-31-53620-910	PW Sanitation Insurance	8,893	-4,000		4,893
	100-52-55200-910	Parks Insurance	41,111	-6,000		35,111
	Transfer funds to reallocate Insurance expense to more closely match actual.					
Emergency Man	Repair warning sirens					
	100-21.52500-250	Emerg Gov-repair & Maint-equipment	3,500	1,000		4,500
	100-21.52500-814	Emerg Gov-equipment purchases	12,500	-1,000		11,500
	Transfer funds to cover repair					
Public Works	Replace Mower Head					
	100-31.53640-814	PW - Weeds, Equipment Purchases	2,000	6,053		8,053

	100-31.53240-392	PW - Machinery & Equipment, Small Equipment	18,084	-6,053	12,031
Transfer funds to cover purchase					
Public Works	Purchase V-Box Spreader and Wet Kit				
	100-31.53350-814	PW - Snow & Ice, Equipment Purchases	15,968	15,324	31,292
	100-31.59243-900	PW -Equipment Replacement Transfer	75,000	-15,324	59,676
Transfer funds for Equipment Purchase					
Public Works	Concrete Blocks				
	100.31.53650.00340	PW - Compost, Operating	0	1,290	1,290
	10031.53300.00410.00	PW - Streets, Concrete	30,000	-1,290	28,710
Transfer funds to cover purchase					
Public Works	Purchase Stock Traffic Light Parts				
	100.31.53300.00365	PW - Streets, Traffic Signal Parts	1,500	1,086	2,586
	100.31.53300.00366	PW - Streets, Barricades & Lights	1,500	-1,086	414
Tranfer funds to cover stock parts					
Recreation	Increased participation in Water Aerobics and Mini Camps				
	100-53-46750-231	Pool - Water Aerobics	200	1,344	1,544
	100-53-55420-215-231	Pool - Prof Services - Water Aerobics	0	1,344	1,344
	100-53-46751-075	Recreation - Mini Camps	1,600	1,385	2,985
	100-53-55300-215-075	Recreation - Prof Services - Mini Camps	0	1,385	1,385
Appropriate program revenue to offset additional cost					
Police	Bar Buddies Grant				
	100.20.52110.270	PD - Police Department, Special Services	33,802	3,442	37,244
	100.20.43525	PD - Police Grant	9,302	3,442	12,744
Appropriate grant funds for Bar Buddy services					
Public Works	Brush Grinding				
	100.31.53370.00270	PW - Trees & Brush, Special Services	2,950	2,350	5,300
	100.31.53350.00375	PW - Snow & Ice, Sand	31,950	-2,350	29,600
Transfer funds to cover brush grinding					
Parks	Tire Repairs				
	100.52.55200.00341	Parks, Tires	750	344	1,094
	100.52.55200.00250	Parks, Repair & Maintenance	4,566	-344	4,222
Transfer funds to cover tire repairs					
Emergency Management	Install Antenna at CSC				
	100-31.53270-822	CSC-Building Improvements	0	3,508	3,508
	100-31.53270-260	CSC-Repair & Maint	17,734	-3,508	14,226
Transfer funds to cover the expense					
Public Works	Increase budget for saw blades				
	100.31.53300.00340.000	PW - Street Maintenance, Operating	2,770	2,500	5,270

		PW - Street Maintenance, Signs	19,251	-2,500	16,751
100.31.53300.00364.000	Transfer funds to cover purchases				
Library	AV cost savings for early reader collection and Donor Records management software subscription				
100-51-55110-328	Library - Audio Visual		20,000	-1,000	19,000
100-51-55110-324	Library Materials - Juvenile		14,900	1,000	15,900
100-51-55110-340	Library - Operating		7,000	-175	6,825
100-51-55110-311	Library - Automation & Software		3,600	175	3,775
Transfer funds to cover additional purchases					

General Fund	Total Additional Appropriation	6,171	6,171
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BID	Use reserves for BID contribution to mural				
390-69-49300	BID - Fund Balance Applied	0	8,000		8,000
390-69-47800	BID - Contribution from Baraboo Arts	0	17,000		17,000
390-10-55180-861	BID - Public Art - Facility improvement	0		25,000	0
Appropriate fund balance reserve for donation to mural project					

Account	Account Name	Original Budget	Amount to Amend	Added to Budget	Amended Budget
Water Utility	Cover Emergency Repairs to Well #4 and Well #8				
970-37-63300-250	Water - Pumping Equipment Maint	5000		25000	30000
970-37-49300.000	Fund Balance Applied	0	25000		25000
Transfer funds from O & M account					
Water Utility	Transfer funds to cover budget overages				
970-37-66200-240	Vehicle Repair & Maint	5000	400		5400
970-37-66300-217	Water Meter Testing	1000	300		1300
970-37-66300-340	Water Meter Operating Supplies	500	500		1000
970-37-67300-236	Water Mains Repair	26900	15000		41900
970-37-67500-238	Water Service Repair Services Small Equip	21150	-15000		6150
970-37-67500-392	Purchase	1000	900		1900
970-37-67600-350	Meter Repairs & Maint	750	900		1650
970-37-90300-270	Customer Record Special Services	10993	250		11243
970-37-92400-510	Water Property Insurance	5760	725		6485
970-37-93000-320	Water Training & Dues	960	100		1060
970-37-92800-321	PSC Rate Case	0	210		210
970-37-66300-343	Water Meter Postage	100	80		180
970-37-64200-217	Lab Testing & Exp	8000	-2000		6000
970-37-67700-241	Hydrant Repair & Maint	17200	-2365		14835

Sewer Utility	Transfer funds to cover budget overages				
960-36-82700-217	Operating Lab Testing & Exp	6500	1000		7500
960-36-82700-340	Operating Supplies	3500	2500		6000
960-36-82700-390	Operating Other Exp	500	350		850
960-36-82810-240	Sludge Trans Repair & Maint	750	500		1250

960-36-85100-320	Sewer Office Training & Dues	1500	50	1550
960-36-85100-330	Sewer Office Travel	500	100	600
960-36-85200-270	Outside Special Services	13493	250	13743
960-36-83100-250	Sewer Mains Equip Repair	5000	-2000	3000
960-36-83300-260	Lift Station Building Repair	1000	-500	500
960-36-83400-260	Plant Building Repair & Maint	7000	-2250	4750

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

NEW BUSINESS

Resolutions:

Resolution No. 15-82

That the proposed 2016 BID budget in the amount of \$47,900 and attached hereto is approved, and;
That the following is made a part of the Budget.

1. A reserve, to be known as the Reserve for Public Parking, Acquisition and Infrastructure Improvement Reserve, is established to be funded as follows:

The unspent balance, as determined by appropriate accounting methods, of the funds for each fiscal year as of December 31 of each year, shall be placed in a reserve to be used exclusively for acquisition of land for public parking purposes, lighting, marking, signing, and landscaping of municipal parking lots and sidewalks, acquisition and public placement of receptacles for trash and garbage collection. Funds may be expended for these purposes at any time upon the affirmative vote of any five Directors.

Other than for the foregoing purposes, funds shall be expended from the reserve only on the affirmative vote of three quarters of all of the Directors of the BID.

2. In order to be paid, all bills must be signed by a BID Director or employee prior to being submitted to the Finance Committee.
3. All bills to be paid must be in the hands of the Treasurer no later than noon on the Friday immediately prior to the regular monthly meeting of the BID Board of Directors.
4. All Directors are to be compensated out of the General Administrative Account for the following expenses necessarily incurred: Postage, photocopies at \$.15 per page, mileage at IRS approved rates when authorized in advance by the BID Board of Directors.
5. All BID funds are to be turned in to either the BID Treasurer or the City Treasurer within 72 hours or receipt of the same. If turned in to the City Treasurer, the receipt for same shall be turned in to the BID Treasurer within 72 hours of receiving same.
6. No purchase or an obligation of the BID shall be paid in cash. All such purchases and obligations shall be paid by check issued by the City Treasurer.
7. Any non-budgeted items of income received during a fiscal year shall be placed in the contingency fund for the same year.

Moved by Wedekind, seconded by Alt, and carried that **Resolution No. 15-82** be approved –
7 ayes.

Resolution No. 15-83

Whereas, the Common Council of the City of Baraboo has created a Business Improvement District (BID) for the City of Baraboo, and;

Whereas, the BID has submitted an operating plan for the BID for 2016 and;

Whereas, the Operating Plan for the BID proposes that the implementation of the Plan be funded through a special assessment upon all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The assessment shall be based on the equalized value of property in the BID and the proposed assessment shall be \$1.5498855 of \$1000 of assessed value.

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

That the BID operating plan is accepted.

That said Council intends to levy and collect an assessment upon all business, manufacturing and mixed business and residential property in the BID, as follows:

- The purpose of the assessment is to fund the BID Operating Plan for the calendar year 2016
- The limits of the proposed assessment district are as follows:
 “The centerline of 1st Street and 1st Avenue on the South; the centerline of Birch Street on the West, the centerline of the alley running East and West between 6th and 7th Avenue on the North; and a line running North and South through the center of Block 12,13,24,25,36 and 37 of the Plat of the City of Baraboo, formerly Adams, on the East.”
- The proposed assessment is for calendar year 2016.
- The proposed assessment shall be paid in one installment.
- The proposed assessment shall be on all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The date for determining eligibility for exemption from this BID assessment shall be January 1 of the year of the adoption of the Final Resolution by the City Council.
- The amount of the proposed assessment is \$1.55 per \$1000 of value of said property based on the 2015 tax roll assessment.
- The proposed assessments shall be due the first day of March 2016 which is the first day of the second month following adoption by the City Council of a resolution levying assessments. Those assessments not paid by that date shall become delinquent as per Section 66.60(15) of the Wis. Stats.

BE IT FURTHER RESOLVED that a public hearing to hear public comment concerning BID Assessments will be held on December 8, 2015 at 7:00 p.m. in the Council Chambers. The City Clerk is directed to properly notice all property owners within the BID of the public hearing and proposed assessment.

Moved by Wedekind, seconded by Ellington, and carried that **Resolution No. 15-83** be approved - 7 ayes.

Resolution No. 15-84

That the Alma Waite Budget for 2016 be approved as shown:

Revenue:	Pledges remaining	2015	YTD 2015	Est 2015	2016 Budget
Interest on Special Assessments		\$1,040.00	\$90.04	\$1,040.00	\$794.53
Interest on Investments		\$10,228.73	\$5,871.30	\$10,876.00	\$11,175.39

Investment Fees	(\$500.00)	(\$377.97)	(\$647.95)	(\$650.00)
Fund Balance Applied	\$6,581.98	\$0.00		
Total	\$17,350.71	\$5,583.37	\$11,268.05	\$11,319.92
Special Assessments (non-spendable fund balance)	\$0.00	\$3,835.59	\$4,000.00	\$7,505.79
Total Revenues	\$17,350.71	\$9,418.96	\$15,268.05	\$18,825.71

Expenditures:

Required:				
25% Annual Interest Earnings	\$2,692.18	\$1,395.84	\$2,817.01	\$2,829.98
New:				
Concerts on the Square	\$7,500.00	\$7,500.00	\$7,500.00	\$9,877.26
Dog Park Sidewalk		\$0.00	\$0.00	\$0.00
City Share of Sidewalk projects	\$0.00	\$0.00	\$0.00	\$0.00
Civic Center ADA Entrance			\$0.00	\$0.00
Library Building Pledge Match		\$0.00	\$0.00	\$0.00
Al. Theatre Restoration Pledge 2 of 5	\$32,000.00	\$0.00	\$0.00	\$0.00
Al Theatre Restoration Pledge 3 of 5	\$24,500.00	\$7,500.00	\$7,500.00	\$7,500.00
Total	\$17,692.18	\$16,395.84	\$17,817.01	\$12,707.24

Expendable Fund Balance:

Fund Balance 12/31/14 (34000)	(\$27,096.32)			\$1,387.32
Anticipated Revenue	\$17,350.71	\$5,583.37	\$11,268.05	\$11,319.92
Less Anticipated Expenditures	\$17,692.18	\$16,395.84	\$17,817.01	\$12,707.24
Add outstanding special assessments at YE	\$35,374.07			
Total Expendable Balance	\$7,936.28	(\$10,812.47)	(\$6,548.96)	\$0.00

Moved by Alt, seconded by Petty, and carried that **Resolution No. 15-84** be approved - 7 ayes.

Resolution No. 15-85

THAT, the proposed 2016 Sanitary Sewer Budget for the City of Baraboo in the amount of **\$1,393,511** is hereby adopted; and,

BE IT FURTHER RESOLVED, that adoption of said budget establishes the following sewer rates effective beginning the first quarter billing of 2016:

City of Baraboo:	Sewer Use Fee	.3060
	Debt Service Fee	<u>.0877</u>
TOTAL:	* 100 Gallons Usage	.3937
Outlying Area:	* 100 Gallons Usage	.2734
Surcharge for:	BOD	0.51/lb.
	S.S.	0.55/lb.
	Phosphorus	2.40/lb
Septage	\$92.50/1000 gallons	
Holding Tank	\$10.00/1000 gallons	
Administration Fee	\$15.00/load	
Bio Solids	Class A	
	We haul	\$22.50/load

Customer hauls	\$ 0.75/yd.
Less than 0.454 cy	FREE
Class B	FREE
Digester Solids Treatment	\$50.00/100 lbs. of dry solids
BOD Testing	\$18.00/sample
S.S. Testing	\$12.00/sample
Ph Testing	\$ 7.00/sample
Phosphorus testing	\$23.00/sample

Moved by Alt, seconded by Sloan, and carried that **Resolution No. 15-85** be approved - 7 ayes.

Resolution No. 15-86

That the Water Utility Budget for 2016 in the amount of \$1,916,236 is hereby approved.

Moved by Wedekind, seconded by Kolb, and carried that **Resolution No. 15-86** be approved - 7 ayes.

Resolution No. 15-87

That the Stormwater Utility Budget for 2016 in the amount of \$766,050 is hereby approved.

Moved by Kolb, seconded by Alt, and carried that **Resolution No. 15-87** be approved - 7 ayes.

Resolution No. 15-88

That the Airport Budget for 2016 in the amount of \$138,147 is hereby approved.

Moved by Ellington, seconded by Alt, and carried that **Resolution No. 15-88** be approved - 7 ayes.

Resolution No. 15-89

WHEREAS, the proposed 2016 Budget Document appropriates out of the receipts of the City of Baraboo for the year 2016, including monies received from the general property tax levy, to the various Funds shown below, the following amounts:

General Fund 100	\$11,573,164
Debt Service Fund 300	2,696,677
Capital Funds 430	2,761,742
Total of Funds With Levy	\$17,031,583
Special Assessments	76,183
Total of Funds Without Levy	76,183
Total Budget	\$17,107,766

Other Funds with Budget Transfers, details are included in the budget shown above:

TIDS 6, 7, 8, 9	1,118,860
Special Revenue Funds	357,800
Capital Funds	202,183

BE IT FURTHER RESOLVED that the Common Council of the City of Baraboo hereby approves and accepts the 2016 Budget in the amount of \$17,107,766 dollars, and;

BE IT FURTHER RESOLVED that there is hereby levied a tax of \$7,856,578 on all taxable property within the City of Baraboo as returned by the assessor in the 2015 for the uses and purposes set forth in the budget. A detail of the levy by fund follows:

General Fund	\$6,510,399
Debt Service Fund	1,164,504
Capital Fund	181,675
Total	\$7,856,578

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized to spread this tax on the current tax roll of the City of Baraboo and the City Treasurer is hereby authorized to collect the same at the proper time, as set by law.

Moved by Petty, seconded by Alt, and carried that **Resolution No. 15-89** be approved - 7 ayes.

Resolution No. 15-90

WHEREAS, the City Council approved a Resolution on April 10, 2012 designating the area near the Civic Center as the primary location for a new Public Safety Building; and,

WHEREAS, the City Council approved a Resolution on March 10, 2015 authorizing, in part, staff to proceed with obtaining Planning and Design Services for constructing a new facility; and,

WHEREAS, staff issued a Request for Proposal for Planning and Design Services for a Public Safety/Administration Building on October 16, 2015; and,

WHEREAS, staff received six (6) Proposals for Planning and Design Services on November 13, 2016 and subsequently reviewed them;

NOW, THEREFORE, BE IT RESOLVED that Ed Geick, Cheryl Giese, Pat Cannon, Mark Schauf, Tom Pinion, and Phil Wedekind are authorized to schedule interviews for Planning and Design Services for the Public Safety/Administration Building project and directed to recommend the top firm to the Common Council for the purpose negotiating an Agreement for Design and Planning Services of a Public Safety/Administration Building.

Moved by Sloan, seconded by Petty, and carried that **Resolution No. 15-90** be approved - 7 ayes.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

The Mayor announced that there will be a Council meeting on December 22 and wished everyone a Happy Thanksgiving.

Ald. Petty complimented the Holiday Light Parade.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for October, 2015 from – Fire Dept., Treasurer, Police Dept.

Minutes from the Following Meetings -

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Wade Peterson, Mark Schauf, Kevin Stieve, Ben Bromley, Bernadette Greenwood, Melissa McDonald, 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 September 28, 2015 meeting. By voice vote the motion carried.

New Business

- a. Discuss opportunities to help finance annual street improvements using a vehicle registration fee – Pinion said that this was discussed last month and he doesn't have a lot of new information. He said the League of Municipalities has a link on their site with some information. He said that there are seven municipalities within the State, and three Counties that have imposed Wheel Taxes. Wedekind asked how many vehicles are registered in the City and Pinion said, according to the DOT's official records there are 16,583, of that the City would maintain 99%, which would mean \$164,000 in annual revenue is the potential for the City. He said this fee would be collected as part of the vehicle registration. It was the consensus of the Committee to open this up to the public for more discussion. Kolb thought something could be placed in the Newscape. Plautz suggested a Referendum. Pinion said that he would solicit some community feedback, using Facebook, and meeting with Ben Bromley to see if local discussion can be generated and include an article in Newscape.

- b. Review Request from Jack Young Middle School's Science Club to promote a "clean watershed program" – Bernadette Greenwood said that a lot a Watershed Quality at the 6th grade level at the Middle School and also through Science Club they try to do Community Service Projects She said the idea of putting markers on the storm sewers has come up and a lot of people have the perception that the storm sewers go through a treatment center; however, it is know that they don't, it goes straight to the river. She went on to say that this is seen in Madison the markers are bright colored. She said that these would be bright colored and are glued to the storm sewers and are permanent. She said that they are hoping to make this a yearly project with the kids. She went on to say that they are approximately \$3-\$4 a piece, so raising the money, depending on how many storm sewers there are, the project could be done over a five to ten year period. Melissa McDonald said that they could help raise the money obviously to support them through the kids. McDonald said that the Middle School has approximately 700 students and 120 are in Science Club, and they usually have about 50 or 60 involved in service projects when they leave from the school. She said that they use to do their spring service trip to Badger, where they did prairie maintenance; but because of the changes at Badger that has been difficult, so they are looking for something new. Pinion said that the longevity of these stickers is very good and increasing the awareness is good. It was the consensus of the Committee to allow the Science Club to move forward with this project. McDonald then said that they are introducing a project for the 6th graders that has to do with filtration rates and they are working with an Engineer at MSA and something with Wastewater Treatment. It was moved by Kolb, seconded to Plautz to approve the request as presented. Motion carried unanimously.

- c. Review and recommendation on continuing use of Air Curtain Destructor to burn brush – Pinion said that a few months ago when the neighborhood meeting was held regarding the fire prop there were no reservations about that; however, when brush is burned and when the City composts it stinks and creates ash. He said that Bob Koss assumed that this created a moratorium on continued use of the burner; therefore, as a trial he put together an arrangement with a local contractor to come in an actually grind the brush, which turns it into mulch and then eventually the contractor takes the mulch. He said that this would be approximately \$16,000/year out of the pocket, and he is not sure whether the City wants to discontinue the use of the brush burner. Wedekind asked if there was a contract for this. Pinion said that a purchase order has been done with him and there are a host of other communities that have the same arrangement with him, so it is a legitimate contractor that will be in it for the long haul with good equipment; however, the City does have a tremendous investment in the burner and feels that it could still be used. Wedekind feels that the City should keep it. Pinion said that it is one or the other, if the City keeps it, it should be used and not spend the extra money to grind. Wedekind thought the brush burner was \$100,000, and Pinion said if that was the case it would be about a six year payback. Pinion said that it isn't used a lot, we try and restrict burning to the wintertime when it's the most convenient; however, there are times when it is a low fire danger and the summertime when it is low windows, we can still burn brush. Kolb said that we still have complaints and he asked the possibility of the City purchasing their own grinder and sell the brush burner and perhaps sell the mulch in a marketplace. Pinion said that we give the mulch away and can't, so he doesn't know if it is reasonable to consider that a potential revenue stream to off-set the cost. Pinion said that he thinks that the contractor's end of it is more for agriculture; the mulch is being used for bedding. Kolb feels that, if that is the case, there may be a market for it. Kolb would like to see more information on it. Pinion said that if Committee would like this to be pursued further and Pinion said that he could put together more information. He said that he felt Koss's opinion was that there was an indirect directive to say no more burning. Pinion didn't feel that this is the case, and when burning is done under the right conditions it doesn't seem to create any problems. Kolb feels if the City did its own grinding, it could be done on a more regular basis. Plautz asked the value of the burner. Pinion said that he doesn't know, it is ten years old and doesn't feel that there would be a big demand; however, it works well. It was consensus of the Committee to get more information of doing grinding in-house.

- d. Review and recommendation on Snow and Ice Removal Proposal – Chief Schauf when property owners do not shovel within 24 hours notice is given that they need to do so and if another 24 hours pass a contractor is hired to remove the snow. He said that the City has used Sunrise Property Care to remove snow and ice from sidewalks for the past 8 to ten years. He said that this is a two-year contract and he sent out Request for Proposals to known contractors in the area, as well as posting it on Facebook and receive one response back from Sunrise Property Care. He said that they have provided good service and their proposal appears to be consistent with good practice and would recommend awarding them the contract. It

was moved by Kolb, seconded by Plautz to award the Snow and Ice Removal contract to Sunrise Property Care. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Peterson said that there is a new hire starting in the Wastewater Treatment Plant on November 2 and a water position that is being filled on November 9. Kolb asked if he received any feedback on the Water Tower. Peterson said that the City was in a national competition for tower of the year, but it is no longer in the running.
- b. Street Superintendent's Report – Pinion said that both leaves vacs are out picking up leaves, along with street sweepers. He said alley projects and top soiling are done. He said that the street project has been closed out. He said he is waiting for some feedback on the budget. He said that things are pretty well set up for snow and ice operations. Kolb asked Schauf if his department would be as diligent this year as last year regarding citizens blowing leaves into the street, Peterson answered in the affirmative.
- c. Police Chief's Report – Chief Schauf said that the department has had a busy October. He said that there was a gentleman that lives in the upper south side that over the weekend was using some illegal drugs, pulled out a gun and shot a hole in a wall turned into, what almost should have been a tactical situation when he went down to Bluffview, he actually pulled out a gun at a deputy and pulled the trigger several times. He said that it was poor firearm maintenance is the only reason the gun didn't go off. He pointed out how the staff members are working to keep this community safe, it can't be overstated how much appreciate he has for Chief Stieve, Engineer Pinion, Street Superintendent Koss, and their guys. He said that his department can't make these things happen without out help, starting with the homicide and going to the tactical situation last week. He said just utilizing the homicide as an example, it was a highly complex scene initially, and it only got worse because two different search warrants had to be served and tactical situations. Complex, tense dynamic, rapidly evolving, was all handled by local resources. He said that the only external resource that was utilized, except for in-county type was the crime lab, which consisted of one supervisor and one photographer, everything else done was done by the people that serve under him as officers. Kolb asked why the parameter was so big for the suicide situation. Schauf said it was big partially because of where it started. He said that there is an exterior and inner parameter, the exterior parameter is basically designed to keep everyone out, and the inner parameter is to keep the subject in. He said that it ended up so big because of how far everything was away, plus we knew he had a loaded gun and bullets can travel over a mile very easily. Wedekind asked about the drug problem. Schauf said that it is about the same. He said that the County is working on a drug court, which could be beneficial. He said a program called CARE Wisconsin is a program out of St. Vincent's down in Sauk. They have a drug called Vivatrol, which is literally the magic bullet when it comes to heroin. Wedekind asked if the department has it. Schauf said that they don't have it yet; however, it sounds like it is coming to the community, because the State Department of Human Services has a multi-million dollar grant that they are giving to the County to run that program. Wedekind has if the ambulance crews have it. Schauf stated that they don't have Vivatrol. Kolb said that Vivatrol is a treatment program. Schauf said that if someone would use heroin today, their body would want heroin for up to two years. Once an addict is clean and all the drug are out of their system, Vivatrol can be taken orally or by injection and it intercepts the brain pattern and makes it so they can actually resist. Wedekind asked where the heroin was coming from, and Schauf said that most of it is coming out of Chicago. He went on to say that they are seeing a resurgent of cocaine.
- d. Fire Chief's Report – Chief Stieve said that there will be a live fire tonight, and he isn't sure if there will be any more before the end of year or spring. He said the Swearing In Ceremony, Pining, and Retirement party will be held on November 1st.

ADJOURNMENT – Kolb moved, Plautz seconded to adjourn the meeting at 4:11 p.m. Motion carried.

Administrative Committee

November 2, 2015

Present: Ellington, Robkin, Alt

Absent: none

Also Present: Mayor Palm, Cheryl Giese, Adm. Geick, Chief Schauf, Laura Hamden-Krause

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 October 5, 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 the Coolidge property acquisition was completed October 28th. The Committee heard a report that FAA will be creating drone use guidelines for hobbyist drone owners in relationship to flying near airports. The Committee questioned whether enacting a local ordinance would have any influence in protecting the airspace and requested Administrator Geick look into the matter. Also reported on was the 2016 proposed budget and an airport site maintenance agreement with Baraboo Dells Flight Center.

Facility Naming Policy: Adm Geick discussed that this item has been recommended by the Parks and Recreation Commission and creates a policy for naming facilities or allowing advertising on city property. The Committee requested that this item be placed on the next agenda for further consideration.

Open Liquor Licenses: The Committee reviewed the proposed policy language for prioritizing vacant liquor license applications.

Laura Hamden-Krause who holds a reserve license, requested to know the priority of the reserve license holders and hers is in the third position. Ald. Robkin expressed concern for whether through this policy, the City is awarding value to a business (therefore compensating them) if upgraded from reserve to regular. No action on this item and it will reappear at the next meeting.

Semi-Tractor Parking Permit: The Committee reviewed Nick Steinbrink's application for parking a semi-tractor at 638 3rd Avenue owned by Marten Transport. The Police Chief and Zoning Administrator have not yet made their reports on this application. Moved by Alt, seconded by Ellington to grant the license pending favorable inspection by the Department Heads.

Next meeting is to be held December 7, 2015 at 12 p.m.

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

Baraboo Economic Development Commission November 5, 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, Alt, Bowers, Huffaker, Jelle, Palm, Stauffacher, Taylor
Absent: Burgi, Umhoefer, Ayar
Other: Ed Geick, Carolyn Wastlund, Patrick Cannon

III. Approve Minutes

Motion to approve the minutes as presented for October 1, 2015
Alt (1); Bowers (2)
Aye: All via voice vote
Nay: None

IV. Public Comment

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

V. Presentation and Discussion: Economic Development Partners

Madison SCORE
Darko Kalan
Grant Gelhar

Mr. Kalan and Mr. Gelhar from Madison SCORE gave an overview of their services. The SCORE program is nationwide. The program is designed to match retired professional with new start up businesses to offer them help and guidance as they start the business. While each business will have unique needs and levels of assistance, mentors from the program are matched to each business to make sure the proper assistance is provided. There is no cost to the business that uses this program.

SCORE does offer a start up class to each new business. The program is designed to walk the business through the steps necessary to ensure their success. The cost to attend this class is \$15.00.

VI. Update on Development Activities

City Administrator Geick indicated that the City is in the process of receiving RFPs for the new Public Safety building. The proposals are due on November 13, 2015.

He also indicated that the Historic District is now on the City website. In addition, the city is looking at a redesign of their web site.

Also, the HWY 12 project has been moving along as scheduled with no change in the funding for the project.

VII. Update on the Plan Commission and Council

Mayor Palm indicated that the City budget has been presented and will be reviewed by the City Council over the next month. Included in the budget was funding for a new Economic Development position at 50%. The Village of West Baraboo has also been asked to help fund this position. Also in the budget is funding for planning studies for both the east and west side entrances.

The Mayor also indicated that the CGI videos have been filmed and the next step in that process will be for the company to solicit advertising revenues from private businesses.

It was also noted that the Mayor has meet with the new Regional Dean for the University. He will also be meeting with the new Associate Dean over the next few weeks.

Mayor Palm also gave an update on the SCDC Task Force meeting held on November 4, 2015. He also with Mr. Bowers attended the session. One of the goals is to develop a strong Public-Private partnership to serve as the backbone of the organization.

VIII. Updates from economic development partners and collaborators

Ms. Wastlund provided a brief update on recent CDA activities. The Board has approved the 2016 budget and Capital Projects.

IX. Update on Economic Development Plan

Chairperson Wise indicated that the amended plan will need to have Council approval. In addition, a public hearing on the amendment is also required. A thirty day public notice is required to be published prior to that action.

X. Update on Partner Presentation Schedule

No action was taken at this time. Ms. Burgi was unable to attend due to a prior commitment

XI. Commissioner and City Staff comments

No members wished to speak at this time.

A motion was made to adjourn the meeting at 7:20 PM.

Bowers (1); Palm (2)

Aye: All via voice vote

Nay: None

Finance/Personnel Committee – Council Chambers

November 10, 2015

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: C. Giese, E. Geick, M. Reitz, P. Cannon, and others

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to adopt the agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of October 27, 2015. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Sloan to recommend Council approval of the accounts payable for **\$656,860.31**. Motion carried unanimously.

Property Insurance Bids – Giese presented information on property insurance proposals received for 2016 coverage. Two proposals were received from Don-Rick Agency offering Cincinnati Insurance in the amount of \$71,349, and MPIC, a newly formed company in the amount of \$70,539. Earthquake coverage is available for another \$613 per year. Moved by Thurow, seconded by Sloan and carried to recommend the property insurance with Don-Rick for 2016 in the amount of \$71,349 without the earthquake coverage.

Donahue Terrace Loan – Pat Cannon explained the State Trust Fund loan application for the CDA in the amount of \$160,000 for renovations to Donahue Terrace. Moved by Sloan, seconded by Thurow and carried to recommend the loan to Council for approval.

BDAS 2016 Budget – The Committee reviewed the BDAS budget for 2016. Moved by Sloan, seconded by Thurow and carried to recommend to the 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.

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

Friends of the Library 7-14-15, 8-11-15, 9-24-15, 10-13-15

CDA Executive Comt. 11-3-15 District Ambulance Ad Hoc 9-30-15

Library Buildings & Grounds Cmt. 6-8-15 CDA 11-3-15

District Ambulance Service 3-25-15, 9-30-15 Parks & Recreation Comm. 10-12-15

ADJOURNMENT

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