

**AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 135 4th Street, Baraboo, Wisconsin
Tuesday, December 8, 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

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): November 24, 2015

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

PUBLIC HEARINGS

The Mayor announces that this is the published date and time to hear public comment concerning the proposed BID assessment for 2016.

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 members of the Baraboo Fire Department:

- ❖ Asst. Chief Thomas Goethel for **35** years of service;
- ❖ Captain Kevin Schell for **25** years of service;
- ❖ Firefighter John Rago for **15** years of service;
- ❖ Lt. James Carter for **10** years of service;
- ❖ Lt. Michael Carbonara for **5** years of service;
- ❖ Firefighter Ian Crammond for **5** years of service.

The City of Baraboo is fortunate to have these dedicated individuals serving our citizens and sincerely appreciates their years of service to the Fire Department.

CONSENT AGENDA (roll call)

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

NEW BUSINESS RESOLUTIONS

NBR-1... Accept the proposed assessments to be levied upon property within the Business Improvement District (BID).

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Report from BDAS Representative.

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

Minutes from the Following Meetings -

Copies of these meeting minutes are included in your packet:

Finance	11-24-15	Plan Comm.	11-17-15
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Copies of these meeting minutes are on file in the Clerk's office:

Public Arts Comt.	10-29-15	Police & Fire Comm.	10-19-15
Plan Comm.	11-17-15	CDA Executive Comt.	11-10-15
UW Campus Comm.	10-15-15	Library Board	10-20-15

Petitions and Correspondence Being Referred

CLOSED SESSION – The Mayor will announce that the Council will go into Closed Session as per S19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (*Police Union contract negotiations*)

OPEN SESSION

The Mayor announces that the Council will return to Open Session as per S.19.85(2) to address any business that may be the result of discussions conducted in Closed Session. No action is expected.

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.

DECEMBER 2015

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

JANUARY 2016

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

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

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission, or board identified in the caption of this notice.**

Agenda jointly prepared by D. Munz and C. Giese
 Agenda posted by DMM on 12/04/2015

**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: Atty. Reitz, 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
	100.31.53300.00364.000	PW - Street Maintenance, Signs	19,251	-2,500	16,751
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
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	21150	-15000		6150
	970-37-67500-392	Services Small Equip 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 Plant Building Repair &	1000	-500	500
960-36-83400-260	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

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	8
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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	.0877
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

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 Newspaper. 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 Newspaper.
- 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 Statues 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 indicted 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.

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: _____

The City of Baraboo, Wisconsin

Background: The Business Improvement District is located in the downtown area and all businesses have a membership. The BID primarily promotes the downtown, considers and makes recommendations concerning parking lots and other amenities for shoppers. The BID annually prepares a budget and operating plan which requires adoption by the City Council. BID projects are funded through their budget which is recommended by their Board of Directors. The major source of revenue for the BID is a self-imposed assessment on all business members within the district. The assessments are used to improve and beautify the BID and promote business in the downtown area. Funds are collected by the City and managed in cooperation with the BID Board of Directors.

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:

WHEREAS, the Common Council of the City of Baraboo held a public hearing in the Council Chambers at 7:00 p.m. on the 8th day of December, 2015 for the purpose of hearing all interested persons concerning the preliminary resolution and the report on the proposed assessments to be levied upon property within the District, and the estimated costs of the operating plan for the Business Improvement District, and heard all interested persons who desired to speak at the hearing;

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

The report pertaining to the proposed assessments and plans, specifications and estimated costs for the Baraboo Business Improvement District is adopted and approved. Payment of the assessments shall be made by assessing the properties benefited as indicated in the Report and that the assessments shown on the report, representing an exercise of police power, have been determined on a reasonable basis and are hereby confirmed. The assessments are due and payable interest free on or before March 1, 2016 and assessments not paid by September 1, 2016 shall become a delinquent tax against the property as provided by Section 66.60 (15), Wis. Stats.

The City Clerk shall publish the resolution as a Class 1 notice under Chapter 985, Wis. Stats., in the assessment district and a copy of this resolution and a statement of the final assessment against the benefited property shall be mailed to every property owner whose name appears on the assessment roll, whose post office address is known or can with reasonable diligence be ascertained.

Offered by: Finance Comm
Motion:
Second:

Approved:
Attest:

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: C. Giese, E. Geick, W. Petersen, T. Pinion 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 November 10, 2015. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Sloan to recommend Council approval of the accounts payable for **\$705,077.96**. Motion carried unanimously.

Alma Waite Budget – The committee reviewed the proposed Alma Waite budget for 2016, recommending the contribution to Concerts on the Square in the amount of \$9877. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Sanitary Sewer Utility – Wade Petersen presented the 2016 budget noting a 1% increase for city customers and 1.5% increase for rural customers. The total budget is \$1,393,511 and capital projects were reviewed including Hwy W and capital equipment. Moved by Sloan seconded by Thurow and carried to recommend to Council for action.

Water Utility Budget– Wade Petersen presented the 2016 budget noting a 3% increase in water rates. Big projects are main replacements on Hwy W, near Circus World and on 4th Street. Moved by Thurow, seconded by Sloan and carried to recommend to Council for action.

Storm Water Utility – Tom Pinion recapped the stormwater projects for 2016, dredging a pond, and installations in conjunction with street projects. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Airport Budget –Cheryl Giese explained the Airport Budget for 2016 and covered the major project of designing the runway reconstruction. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Tax Levy – Ed Geick explained the tax levy was unchanged from the workshop several weeks ago. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Architectural Firms – Tom Pinion explained that proposals were accepted for architectural design of the proposed Public Safety building. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Budget Amendments – The Committee reviewed the 3rd quarter budget amendments. Moved by Thurow, seconded by Sloan and carried to recommend to Council for action.

Concerts on the Square – Moved by Sloan, seconded by Thurow and carried to recommend to Council for action, the request of Gerald Stich for \$9877 for the Concerts on the Square.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:30 p.m.

Cheryl Giese, Clerk-Finance Director

Minutes of Plan Commission Meeting November 17, 2015

Call to Order – Phil Wedekind called the meeting of the Commission to order at 5:15 PM.

Roll Call – Present were Phil Wedekind, Dennis Thurow, Roy Franzen, Tom Kolb, Pat Liston and Jim O’Neill. Kate Fitzwilliams was absent.

Also in attendance were Tom Pinion, Scott Zietlow, Hans Zietlow, Scott Turner, and Dave Malone.

Call to Order

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. Agenda Approval: Wedekind said that one change would be made to the agenda, moving item e, Review and recommendation of GROW Baraboo to item c. It was moved by Kolb, seconded by Thurow to approve the agenda as revised. Motion carried unanimously.
- c. Minutes Approval: It was moved by Liston, seconded by O’Neill to approve the minutes of the October 20, 2015 meeting. Motion carried unanimously.

Public Invited to Speak *(Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.)* – There were no speakers.

Public Hearing

Request of Kwik Trip, Inc. for a Conditional Use Permit to allow the construction of a Convenience Store and Fueling Facility to be located at 1330 South Boulevard, Baraboo, Wisconsin – There being no testimony, the hearing was declared closed.

New Business

- a. Request of Kwik Trip, Inc. for a Conditional Use Permit to allow the construction of a Convenience Store and Fueling Facility to be located at 1330 South Boulevard, Baraboo, Wisconsin – Scott Zietlow, Director of Real Estate for Kwik Trip, 1626 Oak Street, LaCrosse, Wisconsin introduced himself to the Commission. Engineer Pinion said that this is a familiar request as it was reviewed two years ago. He said that this is the property on the NE quadrant of US Hwy. 12 and South Blvd. He said that there was a conditional use permit approved at that time, along with a site plan; however, since nothing was done for a period of 12-months it expired. Kolb questioned the area that was not being built on. Zietlow said that there was a fuel restriction by Turner Oil from 1956 that the title company didn’t find, usually they go away in 50-years; however, there is a strange State Statute that they can be reinstated if it done within the 50-years; therefore, it is now restricted for fuel for another 50 years. He said that the store will be nicer than the one previously proposed; it has been upgraded to a 7,000 square foot, rather than 5,000 square foot. He said that once the store is built the empty lot will become available. Wedekind asked how big the lot is and it was stated that it is 1.16 acres. Pinion said that at this time there are two driveways on to South Blvd. and off of South Blvd., one is directly across from the driveway that serves Deppe, WCCC, and the Dollar Tree, so it will be convenient in terms of traffic there, at least it will function like a 4-way intersection, although two of the legs are really private driveways. He said that the City will want them wide enough so that there will be a lane for right out, a lane for left out, and a lane for inbound traffic. Kolb asked if this was in the plan or something that needs to be stipulated. Pinion said that it is something that the Commission may stipulate in the site plan, the driveways will be wide enough to do that, and it is a matter of providing the appropriate pavement markings on the property to encourage people to use it appropriately. It was moved O’Neill to approve the Conditional Use to allow the construction of a Convenience Store and Fueling Facility to be located at 1330 South Boulevard conditioned upon proper lane markings. Kolb seconded the motion. On roll call vote for the motion, Ayes – Thurow, Franzen, Liston, O’Neill, Kolb, and Wedekind. Nay – 0, and the motion carried.
- b. Review and approve Site Plan for proposed Kwik Trip Convenience and Fueling Facility at 1330 South Blvd. – Zietlow said that the elevations shows a much larger building, 4-sided architecture. He said that there will be ten fueling islands with 20 positions. It was moved by Liston, seconded by Franzen to approve the Site Plan as presented. Pinion said that the Site Plan meets the requirements for the City, although we would be looking for the technical documents, such as the Stormwater Management Plan, Landscape Plan, and Lighting Plan; therefore, any approval should be contingent upon satisfactory review and approval of those administratively. Liston then added the approval of Stormwater Management Plan, Landscape Plan, and Site Lighting Plan by the City Engineer to his motion. On roll call for the motion, Ayes – Franzen, Liston, O’Neill, Kolb, Wedekind, and Thurow. Nay – 0, and the motion carried.
- c. Review and recommendation of GROW Baraboo – 2015 Community and Economic Development Plan Update as an Amendment to the City’s Comprehensive Plan– Mayor Palm said that the Economic Development Commission has been working on a strategic plan and also an action plan, which is being called GROW Baraboo. He said that this is a plan that is jointly being adopted by the Village of West Baraboo. He said that at this time what we would like to be able to do is use the GROW Baraboo Plan as an updated Chapter 8 to the Comprehensive Plan that was done years ago. He said that as the Commission may recall, there were things in that Comprehensive Plan that were probably were very specific then, but we were in a different economy then than we are now, and we have also learned a lot. He went on to say although that the Baraboo Riverfront is a very important aspect of our Economic Development potential in Baraboo, so are the “bookends”,

which is the intersection of Highway 12 and 33 on the west side of the town, and certainly the east side of town. He said that it is difficult when people drive into town and see a lot of abandoned buildings on the outskirts, it kind of sets a pace for what they are going to think about the community; therefore, we are working together with the Village of West Baraboo. He said that one of things that we want to do with this plan in 2016, if approved at the budget, is to do a joint redevelopment plan for the west and east side of town with the same consultant, and the plans will be prepared at the same time. He said that with a favorable vote this evening a 30-day notice for a public hearing will have to be called at the second meeting of the Council in December. Based on the Council action that night, then it would become the new Chapter 8. Liston said that from what he has read it sounds like it is being revived, with a lot more energy. He said that it sounds like the City of Reedsburg, who was pulling out of it is now going to be back in it, as well as Sauk City and Prairie du Sac, so where does that leave the City of Baraboo as far as SCDA. Mayor Palm said that he is on the Task Force for SCDA and for the last couple of years, the SCDC just ran in place and there wasn't anything going on. He said that they came up with looking at it and saying that they are not getting on benefit out of giving the money that they give ever year; therefore, that along with the idea that what they are seeing is that many community the size of Baraboo are hiring people that will slide in for economic development positions, not that we have to follow the crowd, but it is imperative to use that someone is watching out for the Baraboo area economy. He said that when the Retail Market Analysis was done in 2011 it was realized that we had two major markets, one called convenience market that serves the Baraboo area, and the very specific market, where people would come in a buy something from Farm and Fleet, or Menards, which is called a Destination Market. He said that the Convenience market served approximately 33,000 residents, and the Destination Market served approximately 100,000, so what was realized was that the economy for the City of Baraboo doesn't stop at the City limits, it is the Baraboo area, and if each one were treated separately, we would just fight each other for the same bones instead of trying to grow the whole economy organically. He said that he is looking to have funds put aside this year, not only by the City, but also by the Village and the Chamber of Commerce. Directed back to the question of what is going on with SCDC, things were not going well and they looked around at other county-wide economic development groups and what was seen is that the model is moving away from the old standard, which was municipalities getting together and trying to figure out how to do economic development, and that worked well when there was 17% unemployment with Badger closed. He said that we needed to get business into Sauk County; the SCDC was successful in doing that. However, fast forward the model 40 years and now we have 3.2% unemployment, there isn't a company in town that says they have enough workers, so the dynamics have changed, but the SCDC's model has not. He said most of what is being seen now is successful models out there are private/public, where there private side investment and public side support, so that is what the Task Force is being charged with, coming up with a model that will work in Sauk County. He said that the question Liston asked is are these going to be conflict with each other, or are they going to work harmoniously with each other, working on the area wide economy is our responsibility, SCDC needs to take a look at a more county-wide effort as to how we are going to identify ourselves as a place for people to come to live, work and bring their business, because at this time, we have a labor shortage, we don't have enough qualified workers. Kolb asked if a qualified person in economic development on a part-time can be found. Palm said that initially the position will be filled internally by using the vast knowledge that Pat Cannon has. At this time he splits his time between the Community Development Authority and Economic Development; therefore, we will be moving him out of Donahue Terrace into an office space that will allow him to concentrate on Economic Development for the time he is in that space. It was moved by Liston to send this to the Council and schedule the public hearing. Franzen seconded the motion. On roll call vote for the motion, Ayes – Liston, O'Neill, Kolb, Wedekind, Thurow, and Franzen. Nay– 0, and the motion carried unanimously.

- d. Review and recommendation concerning proposed amendment to the Zoning Code to include a minimum time of residency in the definitions for a single-family dwelling and a two-family dwelling – referred from Common Council – Pinion said this started in July when the idea of establishing the ability to regulate short term rental in Baraboo was introduced. He said that it has progressed to the point where we decided to change the definition of a dwelling, send it to the Council with a minimum occupancy of 30-days. The first reading didn't generate any questions, between the first and second reading a couple people who operate this type of establishments expressed some concern; therefore, the Council sent it back to the Commission. He said that if the Commission wants to regulate this then the staff needs some direction on how best to achieve that goal. Kolb said that he would like to see these things in Baraboo, but on a limited basis; therefore, is there any way to regulate it through licensing, or conditional use permit so that they don't overly proliferate and the City would have some control. Pinion said that if the City were going to let them exist there are several different ways that we could attempt to regulate them. He said that administratively it won't be easy no matter how it is done, at this time if nothing is done it would be on a complaint basis and the police department would response. He said that from a zoning perspective these are located in single family neighborhood, no more than three unrelated persons are suppose to reside there; however, the Zoning Administrator is not going to check on a weekly basis on the tenants to see if they are complying. Liston felt that even if the Commission would approve this it will still be on a complaint basis. Pinion said that a new license could be created for this purpose, or could try to modify an existing permit that is issued by the Treasurer for all establishments that provide overnight accommodations, a.k.a. "Room Tax". He said that under Chapter 3 of the City Ordinance a retail sales tax (room tax) is imposed, and people that provide overnight accommodations for less than 30 days are obligated to enroll in the program, obtain a permit, and pay the 6% sales tax. Kolb felt that if it were done through CUP the City would be able to regulate them better. Wedekind said by license there could be an agreement that they would have to have neighborhood approval. Liston felt that the Commission is trying to find a solution for a problem that doesn't exist. Thurow feels that something should be developed that would spell out what could be done. Kolb agreed with Thurow and said it would be better to be pro-active. Franzen said that he has

rented short-term three times this year and felt that it was very convenient to have. He said that he thinks it is a good thing to bring people to the City; however, he agrees that some problems may arise, but it is short-term. Kolb asked if the City does nothing if the room tax can still be collected. Pinion said at the very least he felt that they would be notified that they would need to get a permit for the room tax. Pinion said that he would place in on next month's agenda for more discussion.

- e. Review and approve, conditionally approve, or reject a two-lot Certified Survey Map for the David A. and Deloris E. Leatherberry Living Trust for land in the City's Extraterritorial Plat Approval Jurisdiction, located on the west side of CTH A approximately 1/2 mile north of Crawford Street, in the NE1/4 of the NE1/4 and the NW1/4 of the NE1/4, Section 23, T12N, R6E in the Town of Baraboo, Sauk County, Wisconsin – Pinion said that this was the topic of discussion last month. Liston said that the petition is not in attendance and it should be an automatic denial. Pinion said that since it was submitted there is a 90 day clock that starts ticking by State Statutes, if the Commission does nothing it will automatically be approved. He said that he did notify the surveyor that this would be a topic for discussion and because of the 90day clock we would likely look to take action. He said that this is the same as was before the Commission and because the applicant couldn't decide where he wanted to establish the required preservation area easement, whether it would be on Lot 1 as the City is requiring, or elsewhere on the home farm as the County may allow; therefore since this is up in air the motion to approve it was withdrawn, but it is something because of the statutory clock that it has to be looked at. He went on to say that since there is not documentation that demonstrates there's any preservation easement on this, it doesn't comply with the City's ordinance. Kolb moved to reject the CSM as submitted. O'Neill seconded the motion. On roll call vote for the motion, Aye – O'Neill, Kolb, Wedekind, Thurow, Franzen, and Liston. Nay – 0, and motion carried.
- f. Review and approve two lot Certified Survey Map of Lot 1, Block 2, Rolling Meadows subdivision plat, being a part of the NW1/4 of the SW1/4 of Section 30, T12N, R7E, City of Baraboo, Sauk County, Wisconsin, by Legacy Housing, LLC – Dave Malone, 1303 Capitol View Court, Waunakee then addressed the Commission. He said that this lot was originally a single family home lot and he is requesting to divide it into two lots so that it is more conforming to the other lots in the subdivision. Pinion this CSM meets all requirements in the subdivision and planning ordinance. It was moved by Kolb, seconded by Liston to approve the CSM as presented. On roll call vote for the motion, Ayes – Kolb, Wedekind, Thurow, Franzen, and O'Neill. Nay – 0, and the motion carried.

Adjournment - It was moved by O'Neill and seconded Kolb to adjourn at 6:05 p.m. The motion carried unanimously.

Phil Wedekind,
Mayor Designee