



Administrative Committee

October 13, 2014

Present: Ellington, Alt

Absent: Robkin

Also Present: Atty Reitz, Mayor Palm, Cheryl Giese, Christina Bryant, Steve Pribbenow

In the absence of Chairman Robkin, the meeting was called to order by Ald. Ellington at noon, noting compliance with the Open Meetings law.

Moved by Alt, seconded by Ellington and carried to approve the minutes of 9-15-14. Motion by Alt, seconded by Ellington to approve the agenda and carried unanimously.

Airport Operations: Giese gave a report of airport activities for the month of September, and also reported on the Aviation Seminar that Giese and Mayor Palm attended on September 24 & 25. Giese reported on the plan for the reconstruction of the runway, this will be a 3 year project and there will need to be studies done and planning for funding needs to start.

Mayor Palm spoke about his take from the Seminar, and is wondering if we have a timeline of events for the airport and when will they be starting? Palm also mentioned that the events will need to start soon. Giese did say that a Steering Committee will need to be formed first before anything can happen. Ellington would like to see this committee formed by December.

ADA Status Report – Adm. Geick started by stating he has built a spreadsheet for the Department Heads to use in order to keep track of the work that has been done and work that still needs to be done in order for the City to be in full compliance with ADA Regulations. Each Department Head will need to have a game plan within the next couple of meetings as to how their departments are going to become ADA compliant. The Administration Committee will also need to consider what the City will still have to do in order to make all buildings and public facilities ADA Compliant.

Ellington asked if Steve Pribbenow had any input into the matter still at hand. Pribbenow believes that the City is doing all of the Publics input into consideration and that the City is working very hard at accomplishing the massive feat of becoming fully ADA compliant. Steve also stated that the Department of Justice will be in the area and that they will be confirming that the City is working towards full ADA Compliance to the best of the Cities abilities. Pribbenow had also stated that there are certain municipalities that have been found in noncompliance and they have been fined and also are ordered to make the necessary changes and are only given 6 months to a year for completion. Ellington thanked Pribbenow for his input and help with the ADA situation. Admin Geick did state that he would have a check list within the next couple of meetings for the Committee to go over and review.

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

Christina Bryant

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

To: Administrative Committee  
From: Cheryl M. Giese, City Clerk-Finance Director  
Date: January 30, 2015 for meeting of February 2, 2015  
Re: Report on Airport Activities

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

- Tree Trimming/Obstruction Clearing Project. All trees on the Coolidge property have either been cleared or trimmed below the 20:1 line as of the middle of November. Since that time we have been attempting to restore the minimum approach and this has proven to be a difficult and frustrating process. I believe as of this writing that the FAA has everything that is needed to make the change and we will have to wait for their next publication. It may be too late for the February publication at this point but we will continue to monitor and report to the Committee.
- Traeger Tree. Eminent domain proceedings were initiated by the Council. Attorney Reitz is handling the tree acquisition and the next step is to make a jurisdictional offer.
- Manthe Trees. The City's Public Works Department removed the trees in the fall and brush and stumps were disposed of on their property.
- 2014 Paving Project. The hangar road pavement project was substantially completed in November. The project is held open until the spring to determine if there was any winter damages that need to be repaired. This was another successful project at our airport and came in about \$10,000 under budget overall.
- Property Acquisition. MSA Professional Services has been contracted by the Bureau of Aeronautics to acquire the Coolidge property north of the airport. From what we understand, the timeline to closing will stretch to the fall of 2015.

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

- Semi-annual invoices. Invoices were mailed in January and the second half is due in June.

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

- Monthly budget report is attached.
- The contract with Bill Murphy for site maintenance was renewed. Bill has requested that the City purchase a small plow truck since it moves at a faster pace than the heavy snow removal equipment. It would be more useful in smaller storms than the New Holland tractor.

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

- No activities this month.

REVENUE/EXPENDITURE REPORT

City of Baraboo

For the Period: 1/1/2014 to 12/31/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 630 - Airport</b>	<b>1000276</b>							
<b>Revenues</b>								
Dept: 35.00000 Airport								
46330.000	Gas Sales	4,000.00	4,000.00	5,201.98	1,083.74	0.00	-1,201.98	130.0
46340.000	Landing Fee	3,000.00	3,000.00	4,532.31	493.27	0.00	-1,532.31	151.1
47300.000	Appropriations	4,100.00	4,100.00	4,100.00	0.00	0.00	0.00	100.0
47300.100	Appropriations- City	60,000.00	60,000.00	52,500.00	0.00	0.00	7,500.00	87.5
48110.000	Interest on Investments	300.00	300.00	557.03	51.02	0.00	-257.03	185.7
48210.000	Rents and Leases	17,488.00	17,488.00	17,488.08	200.00	0.00	-0.08	100.0
48211.000	Ag Land Rental	10,846.00	10,846.00	10,846.00	0.00	0.00	0.00	100.0
48212.000	Hangar Lot Lease	17,656.00	17,656.00	19,058.48	0.00	0.00	-1,402.48	107.9
48300.000	Sale of Assets	0.00	0.00	100.00	0.00	0.00	-100.00	0.0
48400.000	Insurance Recoveries	0.00	0.00	9,977.92	0.00	0.00	-9,977.92	0.0
48990.000	Miscellaneous Income	200.00	200.00	128.60	0.00	0.00	71.40	64.3
49300.000	Fund Balance Applied	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
<b>Airport</b>		<b>125,090.00</b>	<b>125,090.00</b>	<b>124,490.40</b>	<b>1,828.03</b>	<b>0.00</b>	<b>599.60</b>	<b>99.5</b>
<b>Revenues</b>								
		125,090.00	125,090.00	124,490.40	1,828.03	0.00	599.60	99.5
<b>Expenditures</b>								
Dept: 35.53510 Airport								
00120.000	Wages	10,161.00	10,161.00	15,222.45	145.04	0.00	-5,061.45	149.8
00130.000	Social Security	777.00	777.00	1,113.88	10.13	0.00	-336.88	143.4
00131.000	Retirement	859.00	859.00	1,278.61	12.18	0.00	-419.61	148.8
00132.000	Health Insurance	2,845.00	2,845.00	3,191.03	60.61	0.00	-346.03	112.2
00133.000	Life Insurance	10.00	10.00	6.18	0.00	0.00	3.82	61.8
00134.000	Income Continuation	25.00	25.00	0.00	0.00	0.00	25.00	0.0
00200.000	Contracted Services	39,780.00	39,780.00	39,390.00	3,282.50	0.00	390.00	99.0
00215.000	Professional Services	0.00	0.00	520.00	0.00	0.00	-520.00	0.0
00220.000	Telephone	480.00	480.00	651.77	108.68	0.00	-171.77	135.8
00222.000	Electricity	8,670.00	8,670.00	6,812.82	1,238.92	0.00	1,857.18	78.6
00223.000	Heat	1,200.00	1,200.00	1,272.49	311.25	0.00	-72.49	106.0
00250.000	Repair & Maint Serv-Equipment	6,500.00	6,500.00	7,082.32	5,112.02	0.00	-582.32	109.0
00251.000	Fuel Station Maintenance	1,200.00	1,200.00	1,357.18	0.00	0.00	-157.18	113.1
00260.000	Repair & Maint Serv-Buildings	4,000.00	4,000.00	4,530.04	0.00	807.00	-1,337.04	133.4
00270.000	Special Services	2,200.00	2,200.00	2,055.00	55.00	0.00	145.00	93.4
00273.000	DOT Maintenance Agreement	265.00	265.00	0.00	0.00	0.00	265.00	0.0
00280.000	Repair & Maint Serv-Facilities	3,500.00	3,500.00	1,950.00	1,950.00	0.00	1,550.00	55.7
00282.000	Lighting Repairs	1,200.00	1,200.00	6,019.37	0.00	0.00	-4,819.37	501.6
00283.000	Runway & Taxi Repairs	17,500.00	17,500.00	283.20	0.00	0.00	17,216.80	1.6
00310.000	Office Supplies	50.00	50.00	67.14	4.24	0.00	-17.14	134.3
00320.000	Publications. Training. Dues	215.00	215.00	423.88	0.00	0.00	-208.88	197.2
00330.000	Travel	0.00	0.00	92.40	0.00	0.00	-92.40	0.0
00340.000	Operating Supplies	175.00	175.00	131.62	0.00	0.00	43.38	75.2
00348.000	Gas. Diesel. Oil. Grease	5,000.00	5,000.00	3,454.00	334.49	0.00	1,546.00	69.1
00350.000	Repair & Maint Materials	2,000.00	2,000.00	270.77	0.00	0.00	1,729.23	13.5
00360.000	Repair & Maint - Buildings	1,950.00	1,950.00	1,897.89	23.55	0.00	52.11	97.3
00390.000	Other Supplies & Expense	0.00	0.00	95.70	0.00	0.00	-95.70	0.0
00392.000	Small Equipment Purchase	1,200.00	1,200.00	244.99	0.00	0.00	955.01	20.4
00510.000	Insurance	5,828.00	5,828.00	6,981.68	0.00	0.00	-1,153.68	119.8
<b>Airport</b>		<b>117,590.00</b>	<b>117,590.00</b>	<b>106,396.41</b>	<b>12,648.61</b>	<b>807.00</b>	<b>10,386.59</b>	<b>91.2</b>
Dept: 35.59263 Transfer to Airport Capital Fd								
00900.000	Cost Reallocation	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
<b>Transfer to Airport Capital Fd</b>		<b>7,500.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.0</b>
<b>Expenditures</b>								
		125,090.00	125,090.00	106,396.41	12,648.61	807.00	17,886.59	85.7

REVENUE/EXPENDITURE REPORT

City of Baraboo

For the Period: 1/1/2014 to 12/31/2014

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

Grand Total Net Effect:

0.00

0.00

18,093.99

-10,820.58

807.00

-17,286.99

November 12, 2014

*Rec'd  
11/21/14*

Baraboo-Dells Airport Commission  
Baraboo, WI

Ref: Lot # 24 land description change.

To Whom It May Concern:

I James Brown is requesting a change in land lease description on Lot # 24 301 3<sup>rd</sup> street. I have been paying for 3900 sq. ft. Now since they have put a drainage ditch in along my side of hangar I lost 3ft. along the west side of the hangar. The lot size was 52x75. I'm requesting the description of the lot size be change to 52x72. This would be 3744 sq ft.

Thank you,



James Brown

*lease rate .0393*

*3744*

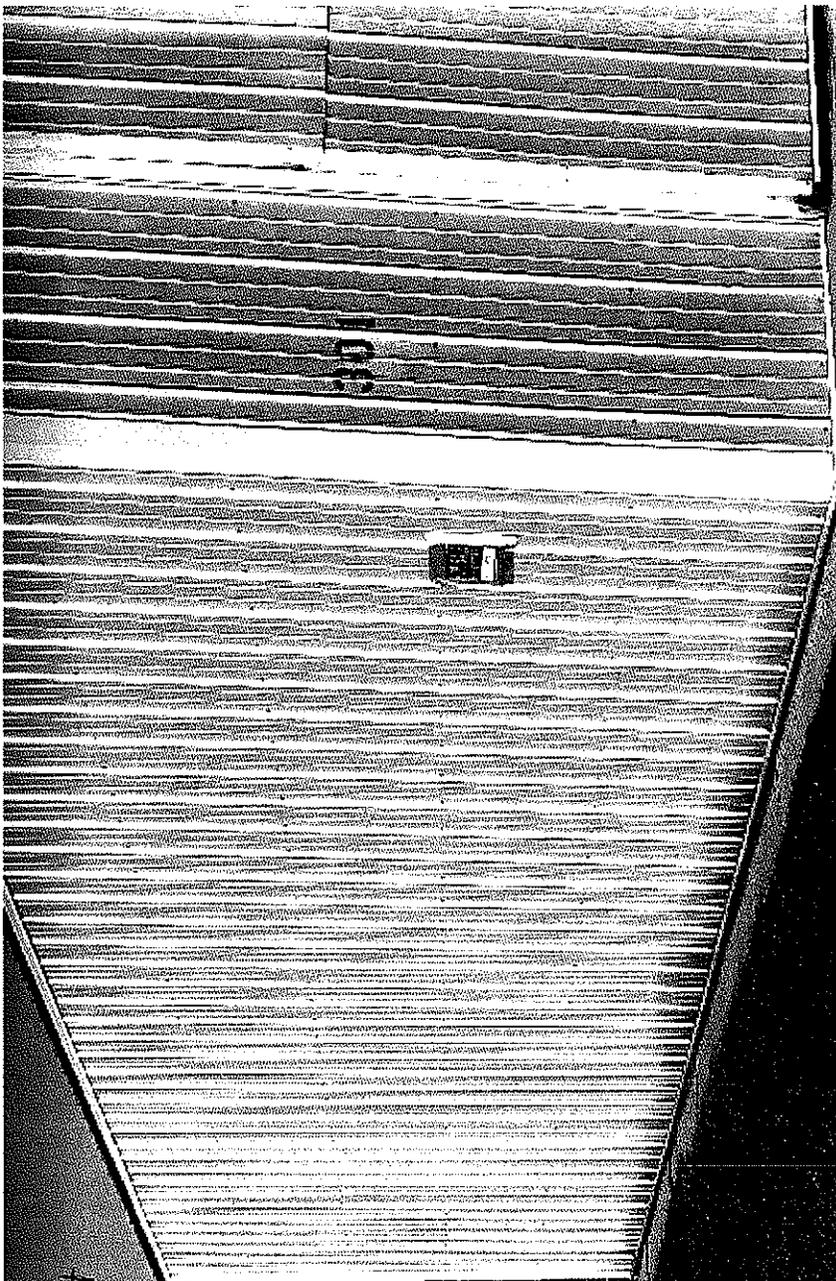
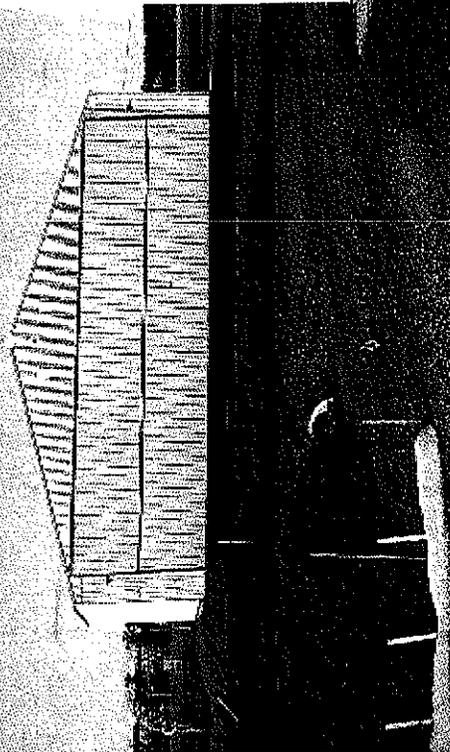
*\$147.14*

*3900*

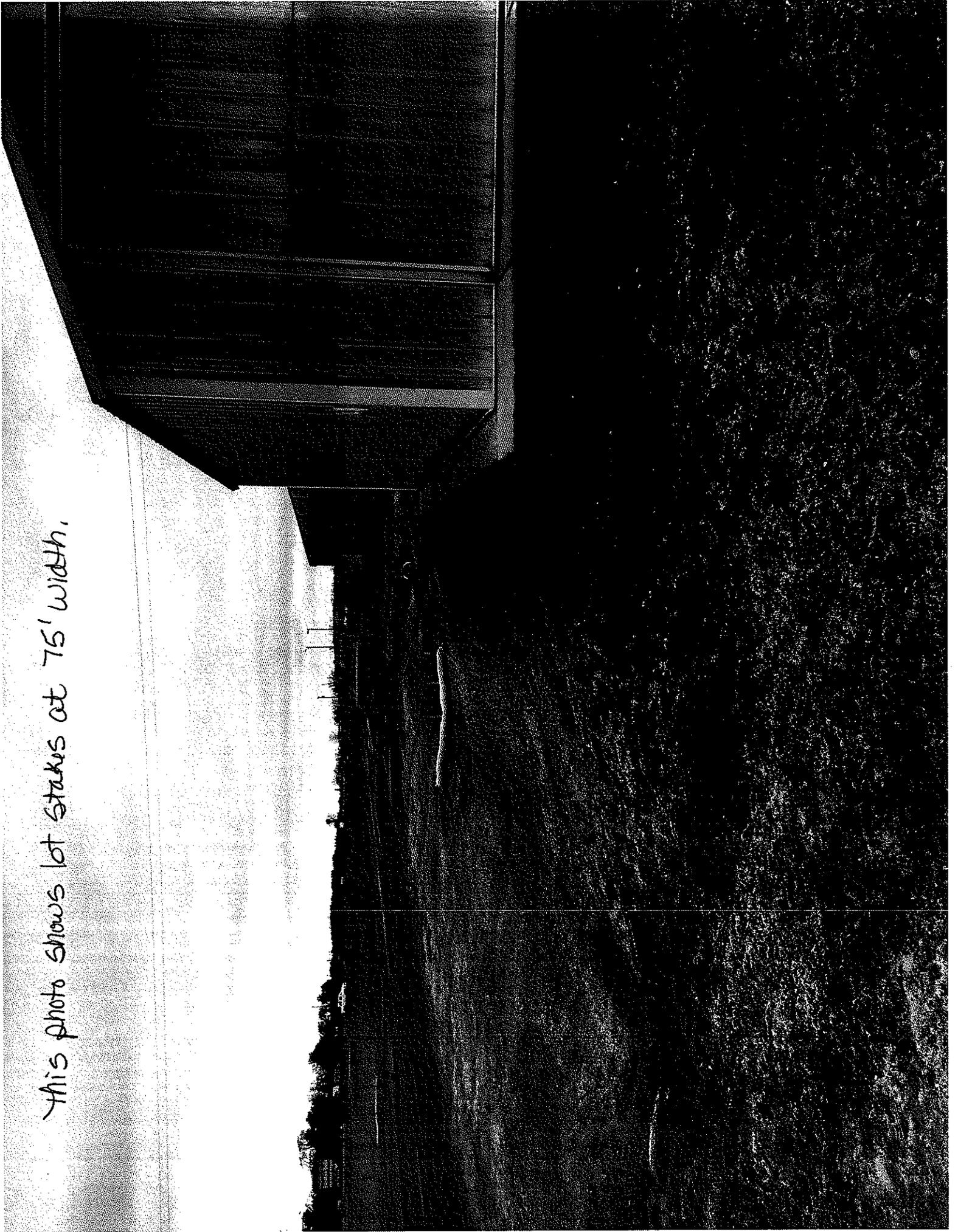
*153.27*

*6.13 difference*

This photo shows lot stakes at  
70' width that is current  
request



This photo shows lot stakes at 75' width,



**ADMINISTRATIVE COMMITTEE ITEM SUMMARY**  
February 2, 2015

**SUBJECT: DISCUSSION AND POSSIBLE ORDINANCES REVISION RELATING TO NICOTINE VAPOR PRODUCTS AND MINORS**

**SUMMARY OF ITEM:**

A relatively new product in the broad tobacco market is vaping, a device which vaporizes nicotine and water which is then inhaled. State law has recently been modified to provide that "nicotine products" (§134.66(1)(f), Stats.) shall not be sold or given to minors.

The City currently does not have any restrictions on the possession or use of nicotine products by minors. The intent of this proposed ordinance revision is to prohibit the use and possession of these products by minors.

**PROPOSED REVISION:**

**9.21 USE OF CIGARETTES AND TOBACCO PRODUCTS BY CHILDREN PROHIBITED.**

- (1) IN THIS SUBSECTION:
  - (a) "Cigarette" has the meaning given in §139.30(1), Wis. Stats.
  - (b) "Child" means a person who is less than 18 years of age.
  - (c) "Law Enforcement Officer" has the meaning given in §30.50(4s), Wis. Stats.
  - (d) "Tobacco Products" has the meaning given in §139.75(12) Wis. Stats.
  - (e) "Nicotine Product" has the meaning given in §134.66(1)(f), Wis. Stats.
- (2) EXCEPT AS PROVIDED IN SUBSECTION (3), NO CHILD MAY DO ANY OF THE FOLLOWING:
  - (a) Buy or attempt to buy any cigarette, tobacco product, or nicotine product.
  - (b) Falsely represent his or her age for the purpose of receiving any cigarette, tobacco product, or nicotine product.
  - (c) Possess any cigarette, tobacco product, or nicotine product.
- (3) A child may purchase or possess cigarettes, tobacco products, or nicotine products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer licensed under §134.65(1) Wis. Stats.
- (4) A law enforcement officer shall seize any cigarette, tobacco product, or nicotine product involved in any violation of subsection (2) committed in his or her presence.
- (5) No person may procure for, sell, dispense, furnish or give away any cigarette, tobacco products, or nicotine product to a child.

**ACTION:**

Recommend ordinance revision / do nothing.