

**AGENDA**  
**CITY OF BARABOO COMMON COUNCIL**  
**Council Chambers, 135 4<sup>th</sup> Street, Baraboo, Wisconsin**  
**Tuesday, February 23, 2016, 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:* 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, Alice Schellenberger

**CALL TO ORDER**

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

**APPROVAL OF PREVIOUS MINUTES** - (Voice Vote): February 9, 2016

**APPROVAL OF AGENDA** (Voice vote):

**COMPLIANCE WITH OPEN MEETING LAW NOTED**

**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 Alice Schellenberger on her retirement from the City of Baraboo after 26 years with the Park & Recreation Department. Congratulations Alice, and enjoy your retirement! The Friends of the Baraboo Zoo recognize Alice Schellenberger for her years of public service.

**CONSENT AGENDA** (roll call)

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

**2<sup>nd</sup> READING OF ORDINANCES**

SRO-1...Revise Chapter 9.10(3) of the Code of Ordinances changing the chicken license duration from one year to two years.

**NEW BUSINESS RESOLUTIONS**

NBR-1...Approve Intergovernmental Agreement for development and improvement of recreational facilities along the Baraboo River.

NBR-2...Approve a Policy for Public Memorial or Facility Naming and Acknowledgment.

**MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS**

**REPORTS, PETITIONS, AND CORRESPONDENCE** - The City acknowledges receipt and distribution of the following: **Monthly Reports for January, 2016 from** – Fire Dept. & Treasurer

**Minutes from the Following Meetings -**

**Copies of these meeting minutes are included in your packet:**

Finance/Personnel Comt	2-9-16	Administrative Comt	2-1-16
BID Development	11-17-15, 2-9-16	Public Art Comt	1-28-16
District Ambulance Comm.	12-16-15	UW Campus Comm.	1-21-16

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

Library Finance Comt.	9-10-15	Library Building & Grounds Cmt.	11-9-15
Library Nominating Cmt.	6-11-15		
Library Board	1-19-16	Park & Rec. Comm.	1-18-16

**Petitions and Correspondence Being Referred**

**INFORMATION**

**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. (interview potential future personnel)

**OPEN SESSION**

The Council will reconvene into open session per SS 19.85(2) to announce findings of the closed session, if any and may take action on those findings.

**ADJOURNMENT** (Voice Vote)

Cheryl Giese, City Clerk-Finance Director

*For more information about the City of Baraboo, visit our website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com).*

**FEBRUARY 2016**

SUN	MON	TUE	WED	THU	FRI	SAT
21	22 Public Safety	23 Finance Council	24 Ambulance	25 Emergency Mgt Public Art Assoc	26	27
28	29					

**MARCH 2016**

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 Library Plan	16 BID	17 UW Campus	18	19
20	21 PFC SCDC	22 Finance Council	23	24 Emergency Mgt	25	26
27	28 Public Safety	29	30 Ambulance	31 Public Arts Assoc		

**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

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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 K. Jackson & C. Giese    Agenda posted by K. Jackson on

02/19/2016

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, February 9, 2016 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent: Robkin

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

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Alt and carried to approve the minutes of January 26, 2016.

Moved by Wedekind, seconded by Ellington and carried to approve the agenda.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATION**

Keri Olson, Interim Director of Baraboo Area Chamber of Commerce provided an annual report on activities of the Chamber of Commerce including revenues and expenditures, tourism and projects.

**PUBLIC INVITED TO SPEAK** –No one spoke.

**MAYOR'S COMMENTS**

The Mayor introduced Dr. Charles Clark, Regional Dean for Rock, Richland and Sauk County UW campuses. His is a new position in response to recent budget cuts eliminating Campus Deans, moving from 13 Campus Deans to 4 Regional Deans.

The Mayor announced two public information meetings sponsored by the DOT:

- Hwy 33 corridor study from east of Portage to Hwy 12 intersection in West Baraboo.
- Hwy 12 improvements to existing from Terrytown Road to Hwy 159.

The Mayor also announced two service anniversaries: Randy Seymour for 20 years in the Parks Department, and Carol Reasa for 5 years in the Library.

**CONSENT AGENDA**

**Resolution No. 15-106**

THAT the Accounts Payable, in the amount of \$1,138,393.19 be allowed and ordered paid. Moved by Wedekind, seconded by Kolb and carried on voice vote to approve the Consent agenda.

**NEW BUSINESS**

**Resolutions:**

**Resolution No. 15-107**

THAT the update to the City of Baraboo Sanitary Sewer Service Area Plan dated January 2016, is hereby approved.

Moved by Kolb, seconded by Wedekind, and carried that **Resolution No. 15-107** be approved – 8 ayes. Eng. Pinion explained the Sewer Service Area Plan updates indicating that there have been very few.

**Resolution No. 15-108**

To approve a time and expense Proposal from Foundation Supportworks of Wisconsin to install helical piles to lift the grade beam and lift and level the adjoining concrete floor slabs, at an estimated cost of \$63,550.

**Resolution No. 15-109**

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon property in the assessment districts hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2016 Street Reconstruction Project.
2. The property to be assessed lies within the following described assessment district:

**ASSESSMENT DISTRICTS**

**New Curb and Gutter – That property on:**

- Washington Ave, from 2<sup>nd</sup> Street to 3<sup>rd</sup> Street
- 3<sup>rd</sup> Street, from Washington Avenue to Jefferson Street
- Walnut Street, from Silver Drive to the southerly City Limits

**New Sidewalk – That property on:**

- 3<sup>rd</sup> Street, from Washington Avenue to Jefferson Street

3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
4. The City Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
5. The City Engineer shall prepare a report which shall consist of:
  - (A) Final plans and specifications for the improvements.
  - (B) An estimate of the entire cost of the proposed improvements.
  - (C) A schedule of proposed assessments.
6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
7. Upon receiving the report of the City Engineer, the Clerk or her designee shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as Class 1 notice under ch. 985, Wis. Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with the reasonable diligence.
8. The hearing shall be held in the Council Chambers of the City Hall at 135 Fourth Street, Baraboo, WI 53913 on February 23<sup>rd</sup>, 2016 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.
9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

Moved by Ellington, seconded by Alt, and carried that **Resolution No. 15-109** be approved - 8 ayes.

**Resolution No. 15-110**

**A RESOLUTION authorizing the submittal of an award application for the former St. Mary's Ringling Manor at 1208 Oak Street by the City Administrator for WAM Contractor Services**

**WHEREAS**, the City of Baraboo recognizes that the environmental assessment of brownfields is an important part of protecting Wisconsin's resources; and

**WHEREAS**, the City of Baraboo will allow employees from the Department of Natural Resources access to inspect the award site or facility and award records; and

**NOW THEREFORE BE IT RESOLVED**, that the Common Council of the City of Baraboo requests services and assistance available from the Wisconsin Department of Natural Resources under the WAM Contractor Services Award program and will comply with state and federal rules for the program; and

**BE IT FURTHER RESOLVED**, the City Administrator is directed to act on the behalf of the City of Baraboo to: submit an application to the State of Wisconsin for contractor services under the WAM program, sign documents, and take necessary action to comply with approved

Moved by Petty, seconded by Wedekind, and carried that **Resolution No. 15-110** be approved - 8 ayes.

**Resolution No. 15-111**

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon property in the assessment districts hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2016 Street Reconstruction Project.
2. The property to be assessed lies within the following described assessment district:

**ASSESSMENT DISTRICTS**

**Sanitary Sewer – That property on:**

3. South Blvd., from Industrial Court to the west.

**Watermain – That property on:**

4. South Blvd., from Industrial Court to the west.
5. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
6. The City Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
7. The City Engineer shall prepare a report which shall consist of:

- a. Final plans and specifications for the improvements.
  - b. An estimate of the entire cost of the proposed improvements.
  - c. A schedule of proposed assessments.
8. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
  9. Upon receiving the report of the City Engineer, the Clerk or her designee shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as Class 1 notice under ch. 985, Wis. Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with the reasonable diligence.
  10. The hearing shall be held in the Council Chambers of the City Hall at 135 Fourth Street, Baraboo, WI 53913 on February 23<sup>rd</sup>, 2016 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.
  11. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

Moved by Ellington, seconded by Kolb, and carried that **Resolution No. 15-111** be approved  
- 8 ayes.

**Ordinances:**

Ordinance No. 2440 was introduced and read for the first time:

**Ordinance No. 2440**

1. Chapter 9.10(3) of the Baraboo Municipal Code is hereby revised as follows:  
“...Any person keeping or maintaining such poultry, pigeons, fowl, animal or livestock contrary to this subsection as of February 17, 1996, may continue to keep or maintain such poultry, pigeons, fowl, animal or livestock as a nonconforming use upon receipt of a permit from the Building Inspector in accordance with rules established by the Plan Commission as long as a public nuisance is not created in violation of the provisions of Ch. 10 of this Code. Such permit shall be issued for a term of ~~one year~~ two years to expire December 31, of odd numbered years. No permit or renewal thereof shall be issued until the premise has been inspected by the Building Inspector...”
2. This Ordinance shall take effect upon passage and publication as provided by law.  
Moved by Kolb, seconded by Ellington, and carried that the Ordinance take its regular course  
- 8 ayes.

**MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS**

Ald. Thurow had no report on BDAS.

Ald. Geick reported that a group will tour public safety/administrative facilities in other communities and that the architects have met with staff concerning needs in a new facility.

**REPORTS and MINUTES**

**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 2<sup>nd</sup> St., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

**II. Roll Call & Approve Agenda**

Present: Wise, Burgi, Umhoefer, Ayar, Bowers, Huffaker, Jelle, Palm, Stauffacher, Taylor

Absent: Alt

Other: Ed Geick, Carolyn Wastlund, Patrick Cannon, Lori Mueller, Gene Dalhoff

**III. Approve Minutes**

Motion to approve the minutes as presented for November 5, 2015

Taylor (1); Wise (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****Baraboo Area School District and MadRep****Lori Mueller****Gene Dalhoff**

Ms. Lori Mueller from The Baraboo Area School District gave an update on their partnership programs. She indicated that they have had a very good response to their working with businesses. The Schools have also prepared a brochure highlighting these successes. They are actively partnering with MadRep to implement the Inspire program.

Gene Dalhoff, representing MadRep also gave an update on their programs geared at working with students and businesses. They too have had some success in providing a conduit between these two areas. He also provided the Board with an overview of their program called "inspire". This program is being utilized throughout the MadRep region.

**VI. Update on Development Activities**

Mayor Palm presented the current short videos that were produced regarding Baraboo. These professionally done short segments highlight six different aspects in the Baraboo region. Many local businesses have also made arrangements to have a video completed on their behalf. The original six videos were done at no charge to the City.

City Administrator Geick indicated that the City has a new sub-division on the east side of the city being proposed and will begin in the spring. He also indicated that Seneca Foods has recently purchased two additional warehouse units. They had been leasing these spaces previously.

The City is looking to purchase 227 5<sup>th</sup> Ave. They would like to have the house relocated and the city will use the lot for parking in the downtown area.

The City is also looking at financial assistance to remove 208 Oak St. This former hospital site has been vacant for several years. The City would like to remove the building and then sell the lots for single family homes.

Mr. Geick also indicated that the 2016 budget has been passed.

**VII. Update on the Plan Commission and Council**

Mayor Palm indicated that the Village of West Baraboo did not include the original funding amount in their 2016 budget to help pay for the west side redevelopment study. This will leave a gap in the overall financing for this project. The City still plans on going forward on the Eastside Redevelopment plan.

**VIII. Updates from economic development partners and collaborators**

Ms. Wastlund provided a brief update on recent CDA activities. The home located on Second Ave. has been completed and is ready to be sold.

The CDA also recently completed its second Capital Catalyst Royalty loan to Parker Brothers Manufacturing, LLC.

**IX. Update on Economic Development Plan**

Chairperson Wise indicated that the City has passed a first reading of the revisions to Chapter 8 of the Comprehensive Plan. This section deals with Economic Development. He thanked everyone for all of their efforts in redrafting this section and seeking its approval.

Mayor Palm indicated as part of these changes, the CDA has begun working on a Request for Proposals (RFP) for the Eastside Redevelopment. The RFP will be to hire a third party to assist with the development and implementation of the plan anyone interested in serving on the screening committee for the RFP, was to let the Mayor know by January 22, 2016.

**X. Update on Partner Presentation Schedule**

It was noted that the previous schedule of speakers needs to be updated. Several suggestions were made for future speakers/presenters. They are as follows:

- Tourism
- Retail stores
- Teel Manufacturing
- International Companies
- Wisconsin Dells Visitors Center
- Hospital
- Arts in general
- Devil's Lake State Park

No action was taken at this time. Ms. Burgi will work with Commission on a schedule for the speakers.

**XI. Commissioner and City Staff comments**

Mayor Palm indicated that the Secretary of the State Department of Administration will be meeting with him in the near future.

City Administrator Geick indicated that the combined firms of Zimmerman and MSA Professional Services were selected as the Architects for the new Public Safety/ Administration building.

The meeting was adjourned at 7:28 PM.

**BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) January 20, 2016**

**Members Present:** S. Kessenich, D. Cowan, D. Thurow, N. Marklein Bacher, B. Stelling, L. Steffes, S. Fay

**Members Absent:** F. Kruse, T. Wickus

Also Attending: Ed Geick (Laura Stanek was present to observe)

**Call to Order:** Sandy Kessenich presided over the meeting, called it to order at 5:47PM and noted compliance with the Open Meeting Law

**Meeting Minutes:**

Moved by Cowan, seconded by Stelling, and unanimously carried to approve the minutes of December 16, 2015.

**Agenda:** Moved by Stelling, seconded by Cowan, and unanimously carried to approve the agenda as published

**Reports:**

Treasurer:

- Todd approved amendments to Revenue/Expeniture Report

Parking:

- Derek described duties

**New Business:**

1.	Vouchers	Capital Newspapers	\$ 49.99
		<b>TOTAL</b>	<b>\$ 49.99</b>

Moved by Stelling, seconded by Steffes and unanimously carried to approve the vouchers

Ed discussed the City purchasing 227 5<sup>th</sup> Avenue before end of the January, 2016.

April 9<sup>th</sup> – Presentation for building owners from Wisconsin Historical Society. We will suggest Friday morning, April 8, 2016.

Derek Cowan was thanked for his service on the Board.

**Next Meeting:** Wednesday, February 17, 2016 at 5:45pm, Room 11, Civic Center

**Adjournment:** Moved by Cowan, seconded by Stelling, and unanimously carried to adjourn at 6:15pm

**Minutes of the Public Safety Committee Meeting –**

**January 25, 2016**

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Ed Geick, Bob Koss, Wade Peterson, Kevin Stieve, Chief Schauf, Mike Palm, Gary Meeker, Ben Bromley, Tom Fitzwilliams, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 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 Plautz, seconded by Kolb to approve the minutes of the October 26, 2015 meeting. By voice vote the motion carried.

**New Business**

- a. **Request for 2<sup>nd</sup> driveway opening at 1018 3<sup>rd</sup> Street by Gary Meeker** – Meeker addressed the Committee. He said he was here previously for the same request and was denied. He said that he is trying to get a way in to the back of his property to his shop without driving over the front yard. Pinion then showed the Committee a view of Meeker's property, the dwelling, an old existing barn and a new shed that he had built. Meeker stated that this was the only place that he could put the shed and make it feasible; otherwise he would have built it out in front by the house. He said that underneath the trees is where his lot line and where he would like to place the second driveway. He said that it doesn't necessarily have to be a driveway; he is looking for easy access, such as a low curb so he doesn't have to jump the curb or driveway across his front lawn. He said the other problem he has is where the trees are in a low area and it picks up all the water from the house behind him, and if he could get the drive and layout in there he feels that he could get the water to flow down the drain like it should. Wedekind said that it was turned down the first time because it is not City policy and it would be setting precedence. Meeker said that he checked with the neighbors and got signatures and none of them care. He went on to say that in 2012 when he came before the Committee and was denied there is a property down the street that installed a second driveway and it is still there. Pinion said that the one the Meeker is talking about appears that the owner just went ahead and installed a second driveway. Kolb asked Meeker if he was planning on putting an apron in and a paved driveway and Meeker said that he wouldn't necessarily have to do that unless it was required. Pinion said that by the definition of a driveway it is a dust-free surface and a concrete apron out front. Meeker would agree to do that. Kolb said that he understands Meeker's situation; however, he is in agreement with Wedekind. Plautz agreed with Wedekind and Kolb. It was moved by Kolb, seconded by Plautz to deny the request for the second driveway. Motion carried. Meeker asked what would be done with the second driveway at 724 3<sup>rd</sup> Street. Kolb asked Pinion to follow up on this. Meeker then said that if the Committee is going to follow the ordinance he was going to take it further and some of the Town should be cleaned up also. Meeker said that if he has to take it further and write down everyone that is not following the ordinance he will do that.
- b. **Review and approve after-the-fact special assessments for the 2014 South Blvd. Utility Extensions** – Pinion said that in 2014 the City had been waiting nearly a decade to find money to get South Blvd. repaired and the Freight Program was started and the City was funded, which was relatively short notice. The announcement was made in July and once the City knew we had it Peterson and Pinion felt the extensions should be put in rather than have to dig up a new street to do so. He said that the City was forwarded the protection under Public Service Commission's Administrative Code where property owners hook on within ten years we can recover the cost. He said that this request is for an approval after-the-fact to levy special assessments just to memorialize them indefinitely. It was moved by Kolb seconded by Plautz to approve the after-the-fact special assessments for the 2014 South Blvd. Utility Extensions. Motion carried unanimously.
- c. **Review and approve levying special assessments for new sidewalk and curb & gutter as part of the 2016 Street Reconstruction projects** – Pinion said this is utilizing the States' three-step process of Statute 66 to recover special assessments for brand new curb and gutter and sidewalks. He said new curb and gutter is going in on Washington, some on 3<sup>rd</sup> Street. New sidewalk is going in on 3<sup>rd</sup> Street. There will be new curb and gutter going in on Walnut Street, part of the jurisdictional transfer for Highway 123 becoming Walnut Street. He said that this road will be redone, bids were taken two weeks ago and the City will assess for curb and gutter only from Silver Drive, south to the city limits. Wedekind said that he has been asked if sidewalks would be going in on Monroe. Pinion said that Monroe is just a mill and overlay and not a total reconstruct. Pinion said that he was not planning on sidewalk on Monroe; however, it is the Committee's decision. Pinion then discussed Martiny Court, which will be a total reconstruction. He said that cul-de-sacs are usually very low volume streets and this is a dead end street, the only people using it are the people that travel it are the ones using the two driveways. He said that there is no network of sidewalks on 12<sup>th</sup> Street, so the question is, how appropriate are they on Martiny Court? He said when he budgeted for this there was an informal discussion whether sidewalks would be installed, and it was his understanding that there wasn't a concern to install them; however, it ultimately is the Committee's choice. Kolb and Plautz said that they were not concerned about sidewalks in cul-de-sacs. Chief Schauf said that there are a lot of families that live in the two apartment complexes and there are a lot of kids in this area. He said that he would like to see sidewalks installed. Pinion said that if sidewalks were installed on Martiny, there is nothing on 12<sup>th</sup> or Tuttle; Jefferson would be the only place where there are sidewalks in that vicinity. Kolb asked where Monroe and Martiny fall on the priority list. Pinion said that out of 247 segments that still need to be done, Monroe has portions of two blocks and ranks 171 and 180 out of 242. Martiny Court ranks 193 out of 242. Pinion said if sidewalks are an importation piece they could be installed on Martiny Ct. this year and consider a Capital Sidewalk Stand Alone project on 12<sup>th</sup> for next year to provide that connection. Kolb said in deference to Chief Schauf's concerns he could live with that, although, as a rule cul-de-sacs only have a few homes and sidewalks are not installed. Wedekind said that it would be cheaper installing them now during reconstruction than later. It was moved by Kolb with install curb and gutter on Washington, 3<sup>rd</sup> Street, and Walnut Street at \$0

presented, and also sidewalks on 3<sup>rd</sup> Street, and Martiny Court. Wedekind seconded the motion. Motion carried unanimously.

- d. Review and approve contract with Foundation Supportworks of Wisconsin to install a helical pile system to stabilize and lift grade beam and concrete floor slabs at City Services Center – Pinion said that this company has been in business a long time and have handled a lot foundation stabilization projects. The company has been here on two separate occasions, once early in 2014 and again 18 months later. Wedekind questions if Kraemer came back earlier. Pinion said that they didn't do anything to stabilize the foundation. Koss said that they didn't what the problem was at that time, all that was seen cracks and that tried to give it a good control joint. Pinion said the building is 12 years old and there is a problem with the grade beam that runs along the outside wall. He said over the 18 month period that it was measured, there has been no more settling. The question of whether it has bottomed out in unknown, it could be the point that it has settled enough and the roof is starting to bind and won't let the beam to go down. It is the consensus of the original architect, Angus Young, Kraemer, the geo-technical people that worked on the project that this is a reasonable approach to take to correct the problem. Pinion then explained how the work would be done. He said that there is approximately \$62,000 of work proposed by Foundation Supportworks based on their quote and then the City would have approximately another \$15,000 - \$18,000 in it to redo the cosmetics. He said there is \$80,000 in the budget to do this, and the principal reason for bringing it back to the Committee, since it has already been included in the budget is that this is really a sole-source purchase, a relatively specialized trade, there is not 100 different companies that do it; however, he has sent this quote to Angus Young and MSA Professional Services and all agree that this would be a reasonable solution to correct the problem. Pinion said that the City has nothing invested in the building at this time. Plautz asked if the ground shifting was different than what happened at the campus. Koss said that this is a lot different because of the amount of contamination that is underground here. He said that as this building was being constructed, a guy's boots actually dissolved off his feet. Kolb said that St. Joe's School did this same thing with the school and it worked. It was moved by Kolb, seconded by Plautz to approve the contract with Foundation Supportworks of Wisconsin as presented. Motion carried unanimously.
- e. Review and approve updated Sewer Service Area Plan – Pinion said that in 2004 the State DNR adopted a new code that said communities in excess of 10,000 population have to adopt a Sewer Service Area Plan that will govern future extensions. They basically want communities to plan for their growth. He said part of the DNR code says when a plan is adopted it has to be updated every five years. MSA was hired in 2009 and updated the code and now five years later so MSA was hired with the Committee's approval to update it. Tom Fitzwilliams of MSA Professional Services said that the community is going to grow within the next 20 years and they had to forecast how much it will growth at least out to the year of 2035 and making sure that the treatment facility and conveyance systems are large enough to handle that future growth. He starts with a population projection for the year of 2035 and from there they look at housing densities of residential and multi-family, and commercial and industrial, and then they can estimate based on that growth and these densities that are expected, here is the amount of land needed to accommodate those people and businesses. He said that it was determined that about 550 acres would be needed for the future forecast and then it was future determined that about 725 would be available for future development. He said that a lot of that land is zoned Ag, so if 550 is subtracted from 725, it leaves 125 acres of surplus land, which means that the City has enough land to accommodate the future growth projection. He then said that the next step is to look at the treatment plant and what the capacity of the facility is. He said the capacity at this time is designed for 2.53 million gallons per day, and currently the City is at 1.5, which well below the capacity now, but with the future growth factored in, it would be at approximately 2.16 million gallons per day, which is still below the capacity of the wastewater plan. He then said that the City has enough land to grow, and the treatment plant has the capacity to accommodate that future growth. He said this accounts for the surrounding communities, such as West Baraboo, Sanitary District, Devil's Lake, and the Town of Baraboo. Pinion said that unlike 2009, in 2009 included some changes in the SSAP boundary; however, this year no changes are being looked at. He said there was a stakeholders meeting held with all the affected parties and they didn't have any changes to report or suggest to the City to incorporate into the plan. Kolb moved, Plautz seconded to approve the updated Sewer Service Area Plan and forward it to the Council. Motion carried unanimously.
- f. Review and approve contract for design services with MSA Professional Services for the 2016 Water Street water main bursting project – Peterson said that there have been a few water leaks on Water Street in front of CWM over the last couple of years. He said at the time they tried to put a liner on the inside of the water line; however, the DNR wouldn't allow it because of the size of the main. He said that he looked for another option to replace that main without having to do a full excavation. He last fall he went over to Richland Center where Allen Steele was doing a bunch of pipe bursting for some of the same similar reasons. He said that this is a little bit more than the City's scope of just replacement water main, so what he is looking for it to use MSA Professional Services to do the design work for the actual bursting project. He said that there are very short time frames to try and do the project in and it was thought to be best to bring an outside service that has familiarity with this type of project and help the City meet the timeline in getting it done. Plautz asked if it was done the normal way what the approximate cost would be. Peterson said that on this project it was estimated about \$200/linear foot, which is quite a bit higher already than a typical one, but this line is sitting in blue/gray clay; therefore, there would be a tremendous amount of material to haul out and bring back in, all the curb on that side of the street would have to be gone and put back in, and three or four power poles that would have to be help during the project, he would estimate the cost to be about \$250/foot or better and there would be no way to get it done in a two-week timeframe, it would more like a month to month and one-half. Plautz moved, Kolb seconded to approve contract for design services with MSA Professional Services for the 016 Water Street Water Main Bursting Project. Motion carried unanimously.
- g. Review and approve monthly billing adjustments/credits for sewer and water customers for October, November, and December, 2015 – Peterson stated that there are three months of adjustments included in the packet. Peterson presented a 11

request for a \$555.40 credit on Oak Street that he would like to get in. He said that this one just took the owner a while to fix the problem, which is why the amount is higher than a typical one. Plautz moved, Kolb seconded to approve billing adjustment/credits as presented. Motion carried unanimously.

- h. Discuss opportunities to help finance annual streets improvements using a vehicle registration fee – Pinion said that this is a carry-over from the Committee's previous meeting and he brought some information relative to the wheel tax idea. He said that it is an opportunity to generate new revenue without having a corresponding affect on the existing revenue stream through the tax base. He said like the stormwater utility it raises money for specific purposes, this would afford the City an opportunity to do that in conjunction with the vehicle registration form. He said the Committee gets to decide whether it is a good idea or bad idea, but the idea is there. He said that the timing of it is a bit sensitive, because when the stormwater utility program was started there was no corresponding affect to the general taxes; however, if one was started today, the general taxes would have to be reduced by the amount that would be collected. Therefore, he is guessing that the legislation will catch up to this and make that same restriction, if the municipality imposes something new, it will affect the general levy. If it would be imposed today it will have not affect, it would be like being grandfathered in. Wedekind said that he has a problem with this because if someone across the street lives in the Township and he in the City, they wouldn't pay the tax and he would, but they use the City roads as much as he does. He feels that a tax of this type should come from the State. Pinion said that he has the same feeling, but the State is probably not going to do something like this, and it is an opportunity for the City to use, but if the Committee choose not to that is fine. He said it generates money from a wheel tax without having to adjust the mil rate or the general property taxes. He said that at \$100/vehicle it would generate \$165,000/year. He said that this is growing in popularity as communities face the difficulties associated with having more projects than their budget can fund, they have to try to find alternative revenue sources. Plautz felt that we weren't going to saddle our taxpayers with about \$40,000,000 he wouldn't have a problem. He said that he thought after the last meeting the Committee decided to somehow let the residents know. Kolb said he thought the recommendation was to put it in the newspaper and get some feedback. Kolb said that he is not in favor of it. The Committee was not in favor of this tax; however, they would still like to have information generated to the public.
- i. Review and approve the addition of two more shipping containers to the Fire Department's live-fire training prop on City-owned property on the east side of Briar Street, south off former DPW garage – Chief Stieve said that the Department has received a substantial donation from a former firefighter, Leon Laubscher's family. He said that it was discussed with the rest of the membership, and it was decided that they would like to see the live fire training props expanded. He said that two more containers could be purchased with this donation. Kolb asked if any complaints had been received from the neighbors and what kind of response he had received from his firefighters. Stieve said that he hasn't heard anything from any neighbor and the firefighters want more. Kolb moved, Plautz seconded to approve the addition of two more shipping containers to the Fire Department's live-fire training prop as requested. Motion carried unanimously.

### Reports

- a. Utility Superintendent's Report – Peterson said that everything is going well, there was one water main break up at 14<sup>th</sup> and Birch. He said on the Wastewater side, he has been looking at some replacement equipment; he may be looking at for doing their bio-solids handling. He said that the Committee will be seeing some numbers in 2016 for replacing some of the equipment from 1994; however, he is not looking at actually replacing the equipment until 2018, but to get the outlying members, such as the Sanitary District, Devil's Lake, and West Baraboo, we need to give them a year or two heads up to give them a heads up of what cost is being looked at. Wedekind asked when sludge is started being put out. Peterson answered as soon as the ground is ready for tillable stuff, relatively in April. He said that if someone takes some winter wheat off in August or September it will be hauled, and then the last push is in late October, or early November. Wedekind asked if this is charged for. Peterson said that if it is Class B, it is free, Class A, where more lime has to be added there is a slight charge to it; however, for us, it is more of a benefit, it opens up a lot more land for us, so typically we have not been charging for it.
- b. Street Superintendent's Report – Koss said that all the equipment is in fantastic shape. At this time the crew is doing tree removals, there are approximately 50 trees to be removed, and we are going to be out heavy with trimming. He said that the Committee may be getting some complaints because people don't like the City touching their trees; however, anything that he feels there is a possibility of coming down on a vehicle or blocking a road is going. Koss said that on December 23<sup>rd</sup> an Oak Street that was 4 plus feet in diameter that would never be expected to come down, with the high winds and saturated ground came down and took out three vehicles. Kolb complimented him on the great job done during the big snowfall.
- c. Police Chief's Report – Chief Schauf said that his department has been rather business the last couple months with the drug issue and they are actively going after this problem. He said the heroin is becoming a problem, not in just Baraboo, but across the nation. He said that the department is just about to full staff, only being short one. He said that as of February 1<sup>st</sup>, Mark Wichner will be promoted to sergeant on the midnight shift. He said that some questions have been raised about how officers are spending their time and he pointed out that there seems to be a mental health crisis in this country as well. He said that in 2015 we had 49 mental commitments, which are the people that they actually took and placed in a secure mental facility for a duration of time. He said with that, they were at the hospital and assessed another 40 people, and through diversion programs with the Department of Human Services, were able to not physically place them somewhere. He said what is important about those numbers is those 80 people that the department impacted their lives is that it takes two to four hours for officers to do that. He said that he averaged approximately four/month last year, and there have already been eight in January. He said he was able to purchase a new canine vehicle from Sauk Prairie at a very good price. Kolb asked if the issue of mental health issues could be worked in to Schauf's monthly report. Schauf said that he is going to try to do that. 12

Medical transport procedures were then discussed. Wedekind asked how many drug overdoses the department averages per month. Schauf said that that the last month was above, there were 13 in Sauk County that he knows of, no lives were lost in any of them. He said that last year there were three overdose deaths in the City of Baraboo, probably five to ten in the County. He said as far as overdoses that were brought back by the use of Narcan if up in about the 15 to 20 range. He then explained the 12-hour shifts that the department recently started.

- d. Fire Chief's Report – Chief Stieve presented an apparatus replacement handout to the Committee. He said that balance is in the account in healthy. He said that there is \$50,000 in the budget for replacing two vehicles with one; however, that will not take place in 2016. He said that he will start the process of specification process for the replacement of Engine 3, which is scheduled for replacement in 2017. He said that Jeff Beckwith was promoted to Assistant Fire Chief, and Jim Carter was promoted to Captain. He said that two applicants went through training and both with offered employment, Karen Curtin accepted employment and the other turned down employment due to busy scheduled. He said the department is now staffed with 43 personnel, including the Cadet Firefighter. He said the Cadet Firefighter, Logan LaMasney intends to apply for and will be accepted as a regular firefighters once he is done with high school. Stieve then gave a detailed presentation on the Response Time Report.

Pinion said that the Committee should have received a notice in their mailbox regarding an upcoming agency local officials meeting for a DOT project, it is a Corridor Study on Highway 33. He said that the City did not receive any grants, it is not a construction project, strictly a corridor study. He said that it is on informational meeting that will be held here a week from Wednesday, 1-3 in the afternoon.

ADJOURNMENT – Kolb moved, Plautz seconded to adjourn the meeting at 2:30 p.m. Motion carried.

Finance/Personnel Committee – Council Chambers January 26, 2016

**Members Present:** Petty and Thurow

**Absent:** Sloan

**Others Present:** Mayor Palm, C. Giese, E. Geick and others

Call to Order –Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Petty to adopt the agenda and carried unanimously. Moved by Thurow, seconded by Petty to approve the minutes of January 12, 2016. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Petty to recommend Council approval of the accounts payable for **\$382,588.80**. Motion carried unanimously.

Water Street Project – Eng. Pinion explained a pipe bursting procedure for trenchless technology of laying water line he is considering on Water Street. MSA Professional Services has developed a spec for this type of procedure and he recommends contracting with MSA to create the bid specs at a cost of \$9200. The Public Safety Committee also reviewed the procedure. Moved by Thurow, seconded by Petty and carried unanimously.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Petty and carried to adjourn. Motion carried, meeting adjourned at 6:39 p.m.

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

Emergency Management Comm.	1-28-16	CDA Executive Comt.	1-5-16
CDA Finance Comt.	1-5-16	CDA	1-5-16
Police & Fire Comm.	12-21-15	SCDC	12-21-15
Plan Comm.	1-19-16		

**INFORMATIONAL ITEMS**

WisDOT Public Meeting Notice for study of Hwy 33 on Wed., Feb. 10<sup>th</sup> at 5PM – Jack Young Middle School.

**ADJOURNMENT**

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

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Cheryl M. Giese, Clerk-Finance Director

The City of Baraboo, Wisconsin

<i>Background:</i>
<b>Fiscal Note: (Check one) [ ] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted</b>
<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:** \_\_\_\_\_

SRO - 1

The City of Baraboo, Wisconsin

**Background:** The Administrative Committee reviewed the term of chicken licenses which currently expire annually. The licenses require that a coop inspection is conducted prior to each renewal. The Police Department reports that there have been no complaints about chickens since the inception of the ordinance and their coop inspections have revealed no issues either. The recommendation is to change the expiration of licenses to be every two years in order to save staff time and for the convenience of the residents applying for chicken licenses. The Administrative Committee considered this recommendation at their February 1<sup>st</sup> meeting and recommends the license termination change to two years.

**Fiscal Note:** (check one)  Not Required  Budgeted Expenditure  Not Budgeted **Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO  
ORDAIN AS FOLLOWS:

1. Chapter 9.10(3) of the Baraboo Municipal Code is hereby revised as follows:

“...Any person keeping or maintaining such poultry, pigeons, fowl, animal or livestock contrary to this subsection as of February 17, 1996, may continue to keep or maintain such poultry, pigeons, fowl, animal or livestock as a nonconforming use upon receipt of a permit from the Building Inspector in accordance with rules established by the Plan Commission as long as a public nuisance is not created in violation of the provisions of Ch. 10 of this Code. Such permit shall be issued for a term of ~~one year~~ two years to expire December 31, of odd numbered years. No permit or renewal thereof shall be issued until the premise has been inspected by the Building Inspector...”

2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor’s Approval: \_\_\_\_\_

Clerk’s Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_ day of \_\_\_\_\_, 2016, and is recorded on page \_\_\_\_ of volume 41.

City Clerk: \_\_\_\_\_

RESOLUTION NO. 2015-

Dated: February 23, 2016

The City of Baraboo, Wisconsin

**Background:** The City of Baraboo, Village of West Baraboo, Village of North Freedom and Sauk County, Wisconsin have entered into an agreement for development and improvement of recreational facilities along the Baraboo River. This has been received a positive recommendation from the Park Board.

The purpose of this resolution is to approve the Intergovernmental Agreement for Development of Baraboo Riverway Plan-Phase I.

*Note: (✓one) [ ] Not Required [ ] Budgeted Expenditure [ x ] Not Budgeted*

*Comments: The Park Department has recommended the use of segregated funds, not out of the general fund, to pay for this project.*

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

**WHEREAS,** the Finance/Personnel Committee approved the Intergovernmental Agreement for Development of Baraboo Riverway Plan-Phase I on February 9, 2016 authorizing the Mayor to execute the attached agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor is hereby authorized to execute the attached Intergovernmental Agreement for Development of Baraboo Riverway Plan-Phase I.

**Offered by:**  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_

INTERGOVERNMENTAL AGREEMENT FOR DEVELOPMENT  
OF BARABOO RIVERWAY PLAN-PHASE I

WHEREAS the Village of West Baraboo, the Village of North Freedom, the City of Baraboo and Sauk County, Wisconsin (the "Parties") encompass portions of the Baraboo River within their respective borders;

WHEREAS the Parties recognize that the development and improvement of recreational facilities along the Baraboo River will promote tourism as defined in Wis. Stats. § 66.0615(1)(fm) and will consequently benefit their local economies;

WHEREAS the Parties recognize that such development of the Baraboo River in Sauk County will also increase the opportunities for recreational use of the river for their respective residents;

WHEREAS the Parties recognize that tourism promotion and adding recreational opportunities for their residents are in the best interests of their respective residents;

WHEREAS the Parties contemplate that the development and improvements will occur in phases and that additional local governmental bodies within Sauk County may wish to participate in subsequent phases;

WHEREAS the Parties wish to develop plans for Phase I of a Baraboo Riverway Plan applicable to that portion of the river corridor from the Village of North Freedom east to the Village of West Baraboo and then to the City of Baraboo (the "Corridor").

WHEREAS MSA Professional Services, Inc. has worked with the Village of West Baraboo in the past in planning and implementing improvements to the Riverway within the Village's border and has quoted a price for preparing the Baraboo Riverway Plan-Phase I in the approximate sum of \$23,000.00 and this sum is below the threshold requiring public bidding under Wis. Stats. § 62.15 applicable to cities and as made applicable to Villages pursuant to Wis. Stats. § 61.541;

NOW THEREFOR, Sauk County, the City of Baraboo, the Village of North Freedom and the Village of West Baraboo agree as follows:

1. Subject to the agreement for joint funding laid out in this agreement, the Village of West Baraboo will contract with MSA Professional Services, Inc. for the preparation of a Baraboo Riverway Plan-Phase I (the "Plan") at a cost of up to \$23,000.00. The Plan shall include the work described in paragraph 2 of this agreement. The contract shall provide that MSA will deliver full copies of the completed Plan documents to each Party.

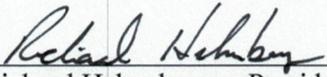
2. The Plan shall: (a) lay out the parties' goals and objectives for development of the Corridor, (b) include conceptual plans for recreational improvements, (c) include conceptual plans for specific capital improvements and implementation plans for the proposed improvements, and (d) identify opportunities for outside sources of funding that may be available to contribute to the cost of improvements in the event that the Parties may choose to make such improvements.
3. MSA will work with individual Parties in identifying their respective goals and objectives. West Baraboo shall be the primary contact with MSA for administering the contract. West Baraboo will provide the other Parties on a timely basis with information related to the administration of the contract.
4. West Baraboo shall pay the invoices of MSA when due under the contract. The other Parties shall pay West Baraboo their respective shares of the invoice amounts within thirty (30) days of receipt of notice from West Baraboo. If any dispute should arise over performance under the contract by MSA, West Baraboo shall determine the resolution of the dispute and the other Parties agree to pay West Baraboo their respective portions of any sums paid by West Baraboo to MSA in accordance with this agreement.
5. The parties agree to contribute the following sums toward the cost of preparing the Riverway Plan:
  - a. Sauk County shall contribute \$5,500.00 (23.91%).
  - b. The City of Baraboo shall contribute \$6,000.00 (26.09%).
  - c. The Village of North Freedom shall contribute \$5,500.00 (23.91%).
  - d. The Village of West Baraboo shall contribute \$6,000.00 (26.09%).If the contract price with MSA is lower than \$23,000.00, each party shall contribute their respective shares.
6. The Parties may agree to share in the cost of any change orders that might be proposed for additional work related to the Phase I Plan, but no Party is bound to approve any additional work. In the event of such changes, the cost and division of payment shall be determined by the Parties an approved as an addendum to this agreement.
7. Nothing in this agreement binds any Party to construct any of the improvements identified in the Plan for Phase I.
8. By signing this agreement the signatories certify that this contract has been approved by the governing bodies of their respective governmental entities.

9. This agreement supersedes any and all other prior agreements, either oral or in writing, between the parties with respect to the matters contained herein. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, with respect to the subject matter of this agreement have been made by any party, or anyone acting on behalf of any party, that are not embodied in this agreement, and that no other agreement, statement, or promise not contained in this agreement with respect to the matters contained in this agreement shall be valid or binding. No amendment, alteration, or modification of this agreement shall be effective unless it is in writing and signed by the party to be bound.
10. This agreement is effective upon the last approval by the governing bodies of all the Parties.

SAUK COUNTY  
By:

\_\_\_\_\_  
Marty Krueger, County Board Chair (date)

VILLAGE OF NORTH FREEDOM  
By:

 2/18/16  
\_\_\_\_\_  
Richard Hehenberger, President (date)

CITY OF BARABOO  
By:

\_\_\_\_\_  
Michael Palm, Mayor (date)

VILLAGE OF WEST BARABOO  
By:

\_\_\_\_\_  
David Dahlke, President (date)

The City of Baraboo, Wisconsin

**Background** The City has not had a formal policy for naming streets, buildings or other memorials other than parks. The Park Department had its own policy but this covered only a narrow group of items under this department’s supervision. A new policy was developed to include parks and all other City facilities and streets. The policy also covers donations that may include acknowledgements (advertising) logos or mention of the donating business’ name.

**From the Feb 1 Administrative Committee Minutes:** The Public Memorial or Facility Naming and Acknowledgement Policy – Adm. Geick reported that this item has been reviewed by the Park Commission who has made several recommendations which have already been included in the draft being reviewed by the Committee. This policy covers city structures and other agencies are required to follow city ordinances for signage. Moved by Alt, seconded by Robkin and carried unanimously to recommend the policy for approval to the Council.

*Note: (√one) [ x] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted*  
**Comments:** .

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

To adopt a policy on Public Memorial or Facility Naming and Acknowledgement.

**Offered by:** Finance/Personnel Comm.

**Motion:**

**Second:**

**Approved:** \_\_\_\_\_

**Attest:** \_\_\_\_\_

**City of Baraboo  
Public Memorial or Facility Naming and Acknowledgement Policy**

**Purpose:**

The purpose of this policy is to define the process and criteria by which the City of Baraboo shall name public memorials and/or facilities. This policy will also cover banners, scoreboards and bleacher wraps whether used for honorariums or advertising.

**Objectives**

The success and vitality of the City depends on the contribution and support from citizens, volunteers, financial donors, community leaders and officials. The City welcomes the opportunity to honor those who have demonstrated outstanding service and enhanced the community of Baraboo.

The number of facilities owned by the City is finite. As a result, a fair and impartial policy is necessary to assure that naming a facility based on an individual, group or corporation is reserved for those most deserving and appropriate, and to recognize substantial gifts. In regard to the Library Chapter 43.58 of WI Statutes, should be followed but it is the express intent of the City Council for this policy to be uniformly followed by all City boards, committees and commissions.

This policy will provide criteria for citizen input in to the process of naming facilities, public memorials and how advertising will be handled on public property of the City. Names submitted for consideration should provide some form of individual identity in relation to the following:

1. The geographic location of the facility. This includes descriptive names.
2. The outstanding feature of the facility.
3. An adjoining subdivision, street, school, or natural feature.
4. To honor a person or group:
  - 4.1. When a major donation has been made to the City for a land or facility wherein the donor stipulates a name as being a consideration of a donation, and donation is deemed suitable for public purposes, the City Council shall have the prerogative of accepting or rejecting such an offer.
  - 4.2. An organization, business, or group for whom land or facility is to be named should meet the following criteria:
    - 4.2.1. It should not be political or religious in nature unless it has had a unique and important place in the area's history.
    - 4.2.2. It should be a local organization, business, or group, unless if a nonlocal group, it has performed some outstanding service for the area.
5. The City Council shall be the final authority for naming public property or facilities.

**POLICY:**

In considering the naming of a public facility, the City Council shall adhere to the following policy:

1. Naming facilities such as streets, buildings, parks and playgrounds.
  - 1.1. A facility may be named if the City receives a gift that represents approximately 1/3 or more of the capital cost of a new or renovated facility. The City Council shall determine what qualifies as an acceptable gift.
  - 1.2. The name of an individual may be considered only if it is determined that it is in the public interest to honor the individual or the individual's family for historical or commemorative reasons.
  - 1.3. The name of an individual shall not be given consideration unless the individual portrays a positive image and is or was associated with or made a significant contribution to the public

building or facility being named or renamed or to the area in which the building, facility or street is located.

- 1.4. Names of individuals who have made contributions in the arts, entertainment and business shall be considered along with names of individuals known for outstanding careers of public service.
- 1.5. Names of individuals who have made significant contributions to the City of Baraboo shall be preferred over names of national figures.
- 1.6. In the naming of parks, health centers, libraries, fire and police stations and other facilities with specific missions or functions, preference shall be given to names of individuals who have made significant contributions in occupations related to those facilities.
- 1.7. In and of themselves, contributions of land or money for public facilities shall not be considered ample justification for naming or renaming facilities after individuals.
- 1.8. An individual's epithet, nickname or title may be used if it would provide a more appropriate, interesting or enduring name.
- 1.9. Full names shall not be considered unless use of an individual's last name only would render the building, facility or street unidentifiable or create confusion with other such buildings, facilities or streets.
- 1.10. If a person, family or organization makes a significant donation (i.e. cash, property, equipment, etc.) to the City, their wishes to have the donation recognized by naming the donation or the purpose the donation was used for (i.e. property or equipment) their wishes shall be considered favorably, except in no case shall the property be named for a living person.
- 1.11. No public street or other public property that memorializes (is named for) a person shall be renamed unless it is found that the individual's personal character is or was such that continued use of the name would not be in the best interest of the community. Only streets or public property that have generic or geographical names may be renamed.

## 2. Naming a Park

- 2.1. Naming a Park - A temporary name will be designated by the City staff for identification during acquisition and/or development of the park area or facility.
- 2.2. Working in cooperation with the Parks and Recreation Department, individuals, groups or organizations interested in proposing a name for a new, un-named park area or facility must do so in writing. This proposal shall be presented to the Parks and Recreation Director for consideration by the Parks Commission.
- 2.3. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information of an individual being recommended for a name and a narrative explaining the justification for the naming of the facility.
- 2.4. The Park Commission receives the request for naming and provides a recommendation of a proposed name for a facility to the City Council.
- 2.5. The proposal and recommendation for naming a facility will be posted in the local newspaper and comments from the public are requested within 30 days of the Park Commission recommendation.
- 2.6. Following the conclusion of the 30 day period for public comment, the recommendation and any public comments will be forwarded to the City Council for action.
- 2.7. This policy will allow naming of park contests to be held through various means that have prior approval of the Park Commission and City Council.

## 3. Renaming a Park

- 3.1. A park named for an individual may be changed if:
    - 3.1.1. because of a major donation that is deemed by the City Council to benefit the community for public purposes, or
    - 3.1.2. it is found that the individual's personal character is or was such that continued use of the name for a park would not be in the best interest of the community.
  - 3.2. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffective or inappropriate or a substantial monetary or other contribution warrants consideration of honoring with a name.
  - 3.3. The new name must follow the criteria allowed herein and must receive a recommendation from the Park Commission to the City Council.
4. Naming public streets.
- 4.1. Petitions from citizens to name a public street should be submitted to the City Clerk and should follow the criteria outlined in section 1 of this policy.
  - 4.2. No public street or other public property may be named for an individual until the person has been deceased for at least one (1) year.
  - 4.3. Renaming a public street
    - 4.3.1. No public street shall be formally renamed unless the owners of two-thirds of the linear feet of the abutting property request and agree to change the name of a street. As its primary option, the City may create an honorary name on public streets such that the existing formal street name will not be changed.
    - 4.3.2. The name of a street that is located within the Original Baraboo Center shall not be changed – except for honorary memorials.
    - 4.3.3. A public street may be re-named or an honorary name created if one of the following qualifies:
      - 4.3.3.1. The candidate gives an appropriate gift to the City designated for the specific street or immediate area.
      - 4.3.3.2. The candidate has made a substantial and/or long-term contribution to the life and spirit of the community of Baraboo.
      - 4.3.3.3. To request the renaming of a City street, by anyone other than the City Staff, Elected Official, City Board or Commission, a petition signed by at least two-thirds (66.6%) percent of all property owners along the street, with a maximum of one signature per parcel, shall be submitted to the City Clerk and follow the procedures contained in Section 1. Signatures shall be obtained by the person or persons requesting the renaming.
      - 4.3.3.4. Following the same procedures as noted in a) iii above, a petition of 51% of the properties on a street being considered for renaming who object to a renaming of the street will remove it from consideration by the City Council.
5. Costs
- 5.1. All costs to purchase and install plaques or tribute markers shall be secured by the person or group nominating the candidate, unless otherwise specified by the City Council.
  - 5.2. The City Council shall have complete and sole authority to approve the size, content, location and material of plaques and tribute markers.
6. Sponsorship and Acknowledgments
- 6.1. Purpose - The purpose of this policy is to establish standard procedures and guidelines following sponsorships to City facilities and to set guidelines for entering into sponsorship

agreements with private entities. This policy is not applicable to gifts, grants or unsolicited donations in which no benefits are granted to the benefactor and where no business relationship is created, or to events authorized by a Special Events Permit issued by the City of Baraboo.

- 6.2. Authorization - All offers for donations in City Parks must be reviewed by the Parks, Recreation and Forestry Director. If approved, Parks and Recreation Commission will be made aware of donation if terms are attached. Commission will review terms of the donation and approve or reject the request based on the review.
- 6.3. Objectives –
  - 6.4. Provide uniform expectations for sponsors, donors and staff.
  - 6.5. Provide uniform criteria for sponsorships.
  - 6.6. Insure that sponsored items receive high standard of care to protect the donor/sponsor investment. (However donors must realize that once the donation is accepted, it is property of the City of Baraboo).
  - 6.7. Policy - It is the policy of the Baraboo Parks, Recreation & Forestry Department that:
    - 6.7.1.1. Sponsorships must support the mission of the Baraboo Parks, Recreation & Forestry Department.
    - 6.7.1.2. Sponsorships will not result in any loss of City jurisdiction or authority.
    - 6.7.1.3. The following organizations are not eligible for sponsorships : religious and/or political organizations; or those organizations that derive more than 50% of gross revenues from the sale of alcohol, tobacco, firearms, pornography or other products or services that are only suitable for (or associated with) adults.
  - 6.7.2. Definitions
    - 6.7.2.1. Business Sponsorship - Display by a specific organization of its company name on Baraboo Parks, Recreation & Forestry Department property, facilities, programs or events, in exchange for financial support and/or donated goods or services.
    - 6.7.2.2. Parks and Recreation Commission - a commission created by the City Council as an advisory committee to the Director of Parks, Recreation, & Forestry, City Council and other city departments.
    - 6.7.2.3. Park Facilities - all park lands and facilities in the City of Baraboo.
  - 6.7.3. Responsibility - The Director of Parks, Recreation, & Forestry (or designee) is authorized to enter into private sponsorship agreements consistent with these policies, provided that the Parks and Recreation Commission must also recommend any agreement and the City Council must approve agreements which:
    - 6.7.3.1. Involves a sponsorship lasting more than 3 months
    - 6.7.3.2. Involves a display of sponsor recognition that will be in place longer than the program that is being sponsored (i.e. banners installed a week before an event to announce the event dates)
  - 6.7.4. Signage
    - 6.7.4.1. The type, location, size, design, content and duration of any sponsor recognition must meet current City of Baraboo sign code.
    - 6.7.4.2. All signage and other display must meet any requirements or limitations contained in the sponsorship agreement.
  - 6.7.5. Sponsored Materials: All products accepted in exchange for sponsorship recognition require the Director’s approval and must meet the specifications and standards used by the Parks, Recreation & Forestry Department in the purchase of similar materials.
7. Community Sports Teams

- 7.1.1. Any entities other than those described under Policy paragraph C. may sponsor community sports teams (soccer, baseball, etc.) and are not subject to this Sponsorship policy. The Director must approve any recognition of such sponsorships if on park property.
- 7.2. Procedures
  - 7.2.1. All proposals for sponsorships must be in writing.
  - 7.2.2. If the Director approves the sponsorship application, staff will prepare a sponsorship agreement. In cases where the agreement is subject to Commission approval, the Director shall present the agreement to the Parks and Recreation Commission for its approval. Approval must be granted prior to implementation.
- 7.3. Criteria
  - 7.3.1. Both the Director and Parks & Recreation Commission may use, but are not limited to, the following criteria when evaluating a sponsorship proposal; in all cases, the Director (or designee) will have the prerogative to accept or reject the proposal, subject to final review by Park Commission.
  - 7.3.2. The compatibility of the entity's products, customers and promotional goals with the City of Baraboo Parks, Recreation & Forestry Department's mission and image;
  - 7.3.3. The entity's past record of involvement in the community;
  - 7.3.4. The extent to which the sponsorship proposal is likely to generate public controversy;
  - 7.3.5. The operating and maintenance costs associated with the proposal;
  - 7.3.6. The entity's record of responsible environmental stewardship.
- 7.4. Term Limits - unless otherwise specified in the Sponsor Agreement Terms, all sponsorships shall have a term extending for the life of the item sponsored. The life of an item is defined as the typical life expectancy of that item under normal conditions.
- 7.5. Specific Sponsorships - Specific donated items will have the following general rules followed:
  - 7.5.1. Scoreboard Sponsorships
    - 7.5.1.1. Font. Only block font types the same size as existing panels in the park may be used.
    - 7.5.1.2. Logos. logos will be allowed on sponsor panels.
    - 7.5.1.3. Colors. All colors will be uniform with the item they are mounted on, with background colors to match the primary color of item being donated/sponsored and white lettering.
    - 7.5.1.4. Taglines/Mottos. Taglines are not allowed however sponsor applicant may request additional organization identifiers in some cases (i.e. Member FDIC or established 1857), provided that no statement of opinion that further describes the donor business (i.e. "Tastes Great!") will be allowed. Any requests for language in addition to organization's legal name must have prior approval from Parks Commission.
    - 7.5.1.5. Other Sponsored items - Other items sponsored are at the discretion of the Parks, Recreation & Forestry Director, with advisement from the Parks and Recreation Commission when possible. Any item donated becomes property of the City when made and is completely at City discretion as to future care/use/display/disposal.
8. This policy will apply to the majority of situations and is intended to maintain fairness and consistency. The City recognizes that there may be unique circumstances or events that may warrant a departure from this policy for the overall good of the City. The City Council shall consider

Final 2-23-16

such matters and shall identify any special considerations and the justification to deviate from this policy on a case-by-case basis.

Policy Established By the City of Baraboo City Council

Date:

**Baraboo Fire Department  
Monthly Report - January 2016**

<b>Incident Responses</b>	<b>January 2016</b>	<b>Year to Date 2015</b>	<b>Totals 2015</b>	<b>Year to Date 2016</b>
Fire, Other	1	0	4	1
Building Fire	1	0	14	1
Fire in Mobile Home used as a Fixed Structure	0	0	0	0
Fire in Structures other than Building	0	0	1	0
Cooking Fire	2	0	9	2
Chimney Fire	0	0	0	0
Vehicle Fire	3	0	10	3
Wildland Fire	0	0	11	0
Trash or Rubbish Fire Contained	0	0	0	0
Outside Rubbish, Trash or Waste Fire	0	0	2	0
Dumpster or other Trash Receptacle Fire	0	0	4	0
Outside Storage Fire	0	0	0	0
Outside Gas or Vapor Combustion Explosion	0	0	0	0
Medical Assist	0	0	17	0
Vehicle Crash	4	4	72	4
Motor vehicle/pedestrian crash	0	0	2	0
Search for Person on Land	2	0	0	2
Extrication of Victim(s) from Building/Structure	0	0	1	0
Extrication from Vehicles	0	0	5	0
Extrication, Other	0	0	1	0
Elevator Rescue	0	0	0	0
Water/Ice Rescue	0	0	0	0
High Angle Rescue	0	0	3	0
Hazardous Material	0	0	5	0
Carbon Monoxide Incident	3	0	1	3
Hazardous Call, Other	0	0	24	0
Vehicle Accident - General Cleanup	0	1	9	0
Animal Rescue	0	0	1	0
Water Problem, Other	1	0	2	1
Smoke or Odor Removal	0	0	1	0
Sevice Call, Other	0	0	0	0
Lock-out	0	0	0	0
Assist Police	0	0	10	0
Public Service	2	0	6	2
Unauthorized Burning	0	0	5	0
Authorized Burning	0	0	1	0
Good Intent Call	2	5	41	2
Dispatched/Cancelled	1	1	20	1
Wrong Location	0	0	0	0
Smoke Scare, Odor of Smoke	0	0	3	0
Steam, Vapor, Fog or Dust thought to be Smoke	0	0	0	0
Malicious Alarm	0	1	4	0
Bomb Threat	0	0	0	0
Alarm	4	2	41	4
Carbon Monoxide Alarm	3	1	15	3
Lightning Strike	0	0	0	0
Severe Weather Standby	0	0	0	0
Mutual Aid - City	0	0	8	0
Mutual Aid - Rural	1	0	9	1
<b>Totals</b>	<b>30</b>	<b>15</b>	<b>362</b>	<b>30</b>
			<b>-4</b>	
			<b>358</b>	

<b>Percentage Increase/Decrease</b>	
<b>2016</b>	
7 Fire	23.33%
6 Rescue	20.00%
3 Haz Mat	10.00%
7 Alarm	23.33%
6 Other	20.00%
1 Mutual Aid	3.33%
<b>2015</b>	
55 Fire	15.19%
101 Rescue	27.90%
6 Haz Mat	1.66%
60 Alarm	16.57%
123 Other	33.98%
17 Mutual Aid	4.70%

**100.00%**  
**Exposure Fires**  
**Total Incidents**

<b>Incident Responses by Municipality</b>	<b>Total Incidents</b>	<b>Percent</b>		
City of Baraboo	20	66.67%	20	66.67%
Village of West Baraboo	2	6.67%	2	6.67%
Town of Baraboo	5	16.67%	5	16.67%
Town of Fairfield	2	6.67%	2	6.67%
Town of Greenfield	0	0.00%	0	0.00%
Town of Sumpter	0	0.00%	0	0.00%
Mutual Aid - City	0	0.00%	0	0.00%
Mutual Aid - Rural	1	3.33%	1	3.33%
<b>Totals</b>	<b>30</b>	<b>100.00%</b>	<b>30</b>	<b>100.00%</b>

Baraboo Fire Department  
Monthly Report - January 2016

	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
<b>Fire Inspections</b>	17	0	0	0	0	0	0	0	0	0	0	0
City of Baraboo	42											
Village of West Baraboo	2											
Town of Baraboo	2											
Town of Fairfield	0											
Town of Greenfield	0											
Town of Sumpter	0											
<b>Totals</b>	<b>63</b>	<b>0</b>										
												<b>63</b>

**Fire Prevention Education - Current Month**

	Number of Activities	Number of Adults	Number of Children	Total Participants
Fire Extinguisher and Fire Safety Training	0	0	0	0
Fire Safety Presentations	0	0	0	0
Fire Safety House Training	0	0	0	0
Other (Open House)	0	0	0	0
<b>Grand Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>Total Fire Safety Contacts Year to Date</b>
				<b>0</b>

	Number of Smoke Alarms	Number of CO Alarms	Total
Install Smoke and Carbon Monoxide Alarms	0	0	0
			<b>0 Year to Date Total</b>

TREASURER'S INVESTMENT REPORT for January 2016

<b>Total Receipts:</b>	7,105,782.32	General Funds:	7.7 M	0.39%	<b>Benchmarks:</b>	0.33%
<b>Total Disbursements:</b>	5,924,195.28	Utility Funds:	17.9 M	0.58%	LGIP	
		Segregated Funds:	37.8 M	0.90%	90-day T-bill:	0.35%
		All Funds:	13.8 M	0.50%	6M CD:	0.25%
			Liquid:	69%	12M CD:	0.50%
			Term:	31%	18M CD:	0.60%

**Policy Objectives:**

- Safety: \$3,000,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: Investing in CD's when good rates are available.
- Yield: Yields are steady. Treasuries and LGIP are up.

**TRANSACTIONS**

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity D:	Rate	Amount	Interest

NONE

**INVESTMENT ADVISOR TRANSACTIONS**

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst	Yield - Maturity	Amount	Interest

NONE



**Members Present:** Petty and Thurow

**Absent:** Sloan

**Others Present:** Mayor Palm, C. Giese, E. Geick and others

**Call to Order** –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Petty to adopt the agenda and carried unanimously. Moved by Thurow, seconded by Petty to approve the minutes of January 26, 2016. Motion carried unanimously.

**Accounts Payable** – Moved by Thurow, seconded by Petty to recommend Council approval of the accounts payable for **\$1,138,393.19**. Motion carried unanimously.

**City Services Building** – Eng. Pinion explained that the foundation is moving on the City Services Center and the consultant's recommendation is to repair the foundation by installing helical piles and structural beams, grout and backfill to bring the foundation back to proper grade. Foundation Supportworks cost estimate is \$63,550 for making the repairs and work can be completed within a few weeks. The guarantee covers workmanship and materials. The Public Safety Committee recommends proceeding. Moved by Thurow, seconded by Petty and carried unanimously to recommend to Council for action.

**1208 Oak Street** – Eng. Pinion reported that WAM (Wisconsin Assessment Monies) is a funding program which can help pay for testing services and environmental assessment of the former hospital. A thorough site assessment will be conducted looking for soil contamination. If some is found, then the project may qualify for additional grant monies for remediation and demolition. Moved by Petty, seconded by Thurow and carried to recommend to Council for action.

Sloan arrived at 6:15 p.m..

**Capital Improvement Plan** -- The updated Capital Improvement Plan covering 2016 through 2022 was reviewed by the committee, particularly the financial indicators, trending revenues and expenditures per capita, rate of growth, debt capacity and depreciation expense. The plan, created by department heads, identifies \$53 million of projected capital projects/expenditures proposed for the next 7 years. No action taken.

**Menard Claim for Excessive Assessment**

Adm. Geick provided a status report on a claim filed by Menards for excessive property assessment resulting in excessive property taxes being charged of approximately \$39,000 dollars. The City has 90 days to respond to the claim. No action taken.

**River Recreation Planning Agreement**

Park & Recreation Director Hardy reported on a collaborative planning project with neighboring communities concerning the Baraboo River. The idea is to present the river as a regional attraction and coordinate recreational purposes. The planning proposal is \$23,000 with the City share projected to be \$6000. The plan will be mutually beneficial to all communities along the river. The cost will be paid from segregated monies. Moved by Petty, seconded by Thurow and carried unanimously.

**Committee Comments:** None.

**Adjournment** – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:37 p.m.

Cheryl Giese, Clerk-Finance Director

**Members Present:** L. Steffes, D. Thurow, S. Kessenich

**Members Absent:** F. Kruse, N. Marklein Bacher

**Call to Order:** Sandy Kessenich presided over the meeting, called it to order at 12:00PM and noted compliance with the Open Meeting Law

**Meeting Minutes:**

Moved by Thurow, seconded by Kessenich, and unanimously carried to approve the minutes of September 15, 2014 and September 29, 2015.

**Agenda:** Moved by Kessenich, seconded by Thurow, and unanimously carried to approve the agenda as published

**New Business:**

1. Review topics for Business Development Quarterly 2016 workshops.
2. Developing a brand/marketing
3. Public Art
4. History of Downtown
5. Review of BID Logo Proposal – City logo with BID text

Correspondence

**Adjournment:** Moved by Kessenich, seconded by Thurow, and unanimously carried to adjourn at 1:15p.m.

Respectfully submitted,  
Lacey Steffes

**MINUTES of the BARABOO BUSINESS IMPROVEMENT DISTRICT (BID)  
DEVELOPMENT MEETING**

**February 9, 2016**

**Members Present:** L. Steffes, D. Thurow, S. Kessenich, N. Marklein Bacher

**Members Absent:**

Also Attending: Guest – Paul Wolter (Sauk County Historical Society)

**Call to Order:** Lacey Steffes presided over the meeting, called it to order at 12:10PM and noted compliance with the Open Meeting Law

**Meeting Minutes:**

Moved by Bacher, seconded by Kessenich, and unanimously carried to approve the minutes with the exception of under Call to Order, Lacey Steffes presided over the meeting not Sandy Kessenich for November 17, 2015.

**Agenda:** Moved by Thurow, seconded by Kessenich, and unanimously carried to approve the agenda as published

**New Business:**

1. Discuss Promotion of Historical Designation and option for promote publicly Update/consolidate historical information per building to create print and digital walking tour of the BID District.
2. Plan a “Get to know Your Downtown” Week
3. Proclamation at Concert on the Square
4. Daily Guided Walking Tours
5. Period Retail events

Correspondence

**Next Meeting:** Tuesday, March 15, 2016 at NOON, at Green Vine

**Adjournment:** Moved by Bacher, seconded by Kessenich, and unanimously carried to adjourn at 1:05pm

Respectfully submitted,  
Lacey Steffes

**Minutes**  
**Baraboo District Ambulance Commission**  
December 16, 2015

The December 16, 2015 meeting of the Baraboo District Ambulance Service Commission was called to order by Thurow at 7:00pm.

Commissioners present: David Dahlke, Heather Godemann, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Dennis Thurow, and Terry Turnquist.

Also present were: Natalie Bussan, Tony Jaynes, Dana Sechler, John Rago, Troy Snow, and Amos VandeHei

Thurow noted that the meeting had been posted in compliance with the Open Meeting Law.

**Adoption of Agenda**

- The agenda was adopted by a motion made by Turnquist, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

**Approval of Previous Minutes**

- Motion to approve the minutes from October 28, 2015, made by Petty, seconded by Sloan. Voice vote, all ayes. Motion carried.

**Public Invited to Speak**

- None

**Appearances/Announcements/Correspondence**

- None

**Reports**

Legal Counsel Report – none

Treasurer's Report – none

President's Report – none

Chief's Report – Discussion was held regarding the information in the Chief's report on the Medicare pilot project that would require all Medicare non-emergency transports to receive pre-authorization, before the transfer could occur. Sechler will continue to monitor this item.

- Sechler discussed the specifics of the Family-to-Family program that had taken place earlier today. A total of seven kids were able to participate in the program this year.
- Discussion was also held regarding the various unique calls that have occurred in the District over the past 60 days.

**Consent Agenda**

- Approve the check detail and online payments as follows:
  - General Account from October 18 – December 5, 2015 in the amount of \$176,137.15
  - Operational – PUD Account from Oct. 18 – Dec. 5, 2015 in the amount of \$24,540.39
  - Capital Improvement - PUD Account from October 18 – December 5, 2015 in the amount of \$42,436.00
  - Vehicle replacement – from October 18 – December 5, 2016 in the amount of \$3,649.20
- Approve write-offs of patient accounts in the amount of \$8,518.48  
Motion to approve the items as recommended by the Ad Hoc committee by Meier, seconded by Petty.  
Voice vote, all ayes. Motion carried.

**Minutes**  
**Baraboo District Ambulance Commission**  
December 16, 2015

**New Business**

1. Discussion was held regarding pre-tax Health and Dental Insurance deductions. Troy Snow presented the specifics of the flex pay plan, and discussed the benefits towards Baraboo EMS, as well as to the staff. After discussion by the Commission, a motion was made Turnquist, seconded by Meier to adopt the pre-tax plan. Voice vote, all ayes. Motion carried.
2. Discussion was held regarding the update related to the delay in Insurance payments. Sechler reviewed the various changes that the Billing department was in process of implementing. The Commission discussed various options, including the transfer of funds from designated accounts into the Operations fund, in order to offset the delay in payments received from the insurance companies. The intent would be to replace the transferred funds, once the various insurance payments were deposited into the service checking account. A motion was made by Sloan, seconded by Turnquist to authorize the transfer of available funds into the Checking account. Voice vote, all ayes. Motion carried.
3. Discussion was held regarding the counter-proposal contract from Camp Douglas Rescue, Inc. Sechler presented the additional information that he received from Camp Douglas, such as payor mix, write-offs, and the amount of monthly income. After additional discussion, a motion was made by Dahlke, seconded by Turnquist, to present the original contract back to Camp Douglas, including two additional points that would address (1) late fees and (2) cease of service if no payment were received in a specific time frame. Voice vote, all ayes. Motion carried.

**Commissioner Comments & Future Agenda Items**

- Please mark your calendars for future Commission meetings, which will be the following:
  - January 27, 2016
  - February 24, 2016
  - March 23, 2016

**Adjournment**

- Motion to adjourn made by Meier, seconded by Petty at 8:29pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director  
Baraboo District Ambulance Service

**Minutes**  
Baraboo District Ambulance Commission  
**Finance Ad Hoc Committee**  
December 16, 2015

The October 28, 2015 meeting of the Ad Hoc Committee was called to order by Petty at 6:45pm. Petty confirmed that the meeting had been posted in compliance with the Open Meeting Law.

Committee members present: Dahlke, Petty, and Sloan. Also present: Meier, Sechler, Snow and Thurow

**Approval of Agenda**

- The agenda was adopted with a motion made by Petty, seconded by Dahlke. Voice vote, all ayes. Motion carried.

**Approval of Previous Minutes**

- A motion to approve the October 28, 2015 minutes was made by Petty seconded by Sloan. Voice vote, all ayes. Motion carried.

**Public Invited to Speak**

- No public comments

**Appearances / Announcements / Correspondence / Reports**

- None

**New Business**

1. Approve check details and online payments for:
  - a. General Account from October 18 – December 5, 2015 in the amount of \$176,137.15
    - A motion to approve as presented was made by Petty, seconded by Sloan. Voice vote, all ayes. Motion carried.
2. Approve transfers to checking account from:
  - a. Operational – PUD Account from October 18 – December 5, 2015 in the amount of \$24,540.39
  - b. Capital Improvement – PUD Account from October 18 – December 5, 2015 in the amount of \$42,436.00
  - c. Vehicle Replacement Account from October 18 – Dec. 5, 2015 in the amount of \$3,649.20
  - A motion to approve as presented was made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.
3. Approve write-offs of patient accounts in the amount of \$8,518.48
  - A motion to approve as presented was made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

**Additional Comments & Future Agenda Items**

- Sechler will be reviewing the write-off policy, and will present a revised version in the future.

**Adjournment**

There being no further business to come before the Committee, a motion to adjourn was made by Sloan, seconded by Petty. Voice vote, motion carried at 6:55 pm.

Respectfully submitted,

Dana Sechler, Chief / EMS Director  
Baraboo District Ambulance Service

Present: Robkin and Alt

Absent: Ellington

Also Present: Mayor Palm, Clerk Giese, Adm. Geick, Chief Schauf, Clint Hutchinson, Ron Cowan and media

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

Moved by Alt and seconded by Robkin and carried to approve the minutes of January 4, 2016. Motion by Alt, seconded by Robkin to approve the agenda and carried unanimously.

Airport Operations: No report since the only activity since last month has been to send the annual rent invoices.

Baraboo Country Club special exception for noise: The Committee reviewed a request from Baraboo Country Club for a special exception to Section 9.06 for Loud and Unnecessary Noise. They reported that they begin their mowing time at sunrise for the safety of the golfers and mowing personnel. Last summer they received noise complaints from a neighbor about 1000 yards away. They stated that their mufflers are in good repair and they have altered their mowing patterns in an attempt to alleviate the concern. However, only one complaint has been received and the Committee questioned the definition used in the code of “unreasonable noise” and “unreasonably disturbing a person of ordinary sensibilities”. The code goes on to prohibit noise generated by among other things, lawn mowers between 10 p.m. and 6:30 a.m. Chief Schauf explained that in enforcing the code, officers abide by the hours restriction since that is more clearly defined than deciding what unreasonable means. Robkin suggested that the Country Club consider better mufflers, changing workflow, redirecting noise or any other reasonable accommodations and report back at the next meeting.

Public Memorial or Facility Naming Policy – Adm. Geick reported that this item has been reviewed by the Park Board who has made several recommendations which have already been included in the draft being reviewed by the Committee. This policy covers city structures and other agencies are required to follow city ordinances for signage. Moved by Alt, seconded by Robkin and carried unanimously to recommend the policy for approval to the Council.

Chicken Licenses – Chief Schauf recommended on changing the chicken license to expire every other year. The current ordinance states that licenses expire annually and that the coops be inspected annually. His department has not received complaints about the coop conditions or keeping of chickens so he feels that every other year is a better use of staff time. Moved by Alt, seconded by Robkin and carried unanimously to recommend changing the code for chicken licenses to expire every other year.

Lumsden Airport Lease – William Lumsden has requested that his Airport Lot Lease for Lot 6, 206 2<sup>nd</sup> Street, be assigned to William J. Lumsden and Jacquelyn J. Lumsden Living Trust. Moved by Alt, seconded by Robkin and carried unanimously.

Next meeting is to be held March 7, 2016 at 12 p.m.

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

Cheryl M. Giese  
Clerk-Finance Director

## **Minutes for the Baraboo Public Arts Committee, Thursday, January 28, 2016**

Baraboo City Hall, 135 4th St., Baraboo, WI

Location: Council Chambers, 135 4th Street,

Members Present: Morgan McArthur, Larry McCoy, Mike Palm, Rochelle Robkin, Megan Watson, Ed Geick

Call to Order 4:01 PM, Palm presiding in Stelling's absence

- Approve agenda – Geick moved, Robkin seconded
- Approve minutes of December 17, 2015 – Geick moved, Robkin seconded

### 1. Treasurer Report –Review current financial report

McCoy created a one-page summary of BPAA finances as at 28 Jan 16.

With donations from Walt Smith (\$500) and David/Peggy Matthews (\$3500), current balance stands at \$3012.16. Business Improvement District (BID), carried BPAA 'overdraft' and has been paid in full. There may be a small expense from Baraboo Awning for construction of a frame for the dedication panel.

### 2. Old Business:

- Mural update, related expenses and wrap-up

There may be a small expense from Baraboo Awning for construction of a frame for the dedication panel. Bernie Poff has contacted BA to get this finished up.

### 3. New Business:

- Fundraising

No action taken on current AHHP grant cycle through UW Extension (deadline: 29 Jan 16). With outstanding debt (as of December 2015), a need to put a strategic plan in place, and a tight deadline, no application was filed. McArthur reports that there may be another call for applications due to low numbers of applications.

Geick provided copies of a Guide to Historic Baraboo (circa 1989?) as a document that could be reborn as a descriptive piece that offers advertising space. Advertising income would serve as a fundraising source. Palm suggested that perhaps a Good Idea Grant (\$500) could support the generation of this document.

McArthur intends to reach out to contacts in communities with (apparent) fewer intrinsic resources that have robust public art programs to benchmark their funding strategies and timeframes. Prospects are: Ashland, Beaver Dam, Ladysmith, Wittenberg in Wisconsin and Virginia, Minnesota.

- Review of current by-laws – Palm moved to postpone discussion at a later date. McCoy seconded.

- Long Term Planning Discussion

All are in agreement that a strategic planning meeting has to happen. Schedule challenges for board members preclude a weekend retreat. Two special meetings were organized for Wednesday 17 February and 24 February from 1:30-4:30 PM at City Hall. McArthur and McCoy each generated a document around general strategic concepts for discussion.

4. Public Comments: None

5. Board Member Comments

- Palm is meeting with a Wisconsin DOT representative this week to discuss the Broadway/S. Blvd. railroad trestle. It has been noted that as a gateway to Downtown Baraboo this is a prime location for some form of welcome-related public art. McArthur suggested Bill Johnsen's tagline: 'You gotta love Baraboo!' Palm noted that WR Sauey intimated he could provide monetary support for an aesthetic upgrade of the structure if Palm could gain approval. Walt Smith said same to McArthur some time ago, offering \$1K if something could be done.
- As part of long term planning, a list of possible public art projects could be generated that would be taken around the service club circuit. McCoy noted that while Baraboo is considered the Circus Town that there is scope to expand that description to an Art Town, as well.
- There was discussion of how the self-funding 'People are the Fabric of Our Community' public portrait project could be announced. Palm advocates starting with a low number of portraits so as not to overextend. A possibility was to unveil the project plan at the Annual Meeting. No date for such meeting had been established but Palm moved to postpone the Annual Meeting to a date to be determined, seconded by McCoy. McArthur will contact Butternut muralist/portrait specialist Kelly Meredith about her availability for such an event.

6. Next Meeting – two special strategic planning meetings are scheduled for February 17 and 24, 1:30-4:30 PM.

7. Adjournment 5:09 PM moved by Mike Palm, acting Chairperson, seconded by Rochelle Robkin.

Minutes by Morgan McArthur, sec'y

**Members present:** Phil Wedekind, Tom Geimer, Tom Kolb, Cheryl Giese, Andrea Lombard, Brentt Michalek, Scott VonAsten  
**Members Absent:** None  
**Others Present:** Regional Dean Charles Clark, David Armstrong, Mike Conner, Mike Palm, Ed Geick, Marty Krueger, Dundee McNair, Jim Nelson Todd Liebman

Certification of compliance with the open meeting law and Approval of Agenda – **Motion to amend the agenda by Kolb seconded by Lombard, to have the Deans' Reports moved up on the agenda. Motion carried. Motion by Kolb second by Geimer to adopt the agenda. Motion carried.**

Approval of Minute of Previous Meeting - **Motion by Kolb second by Geimer to approve the minutes of the prior meeting. Motion carried.**

Public Comment - None

Communications - None

Consideration of Science Facility Change Orders. **No new report. There was discussion on work still needed to be completed. Minor issues at this point. Consensus was to leave this on the agenda for the next couple of months.**

Facilities and Maintenance Report(s) -

- a. Discussion on garage door. **Conner distributed information on the engineering of the new garage door, cost would be between \$2,500 to \$2,600. Decision was made not to proceed.**
- b. Discussion on window bids. Conner detailed the bid sheet on the window replacement. Five bids were received. Lombard made a motion seconded by Giese to accept the bid by Glacier Glass for \$29,141 if Glacier Glass withdraws its bid the next lowest bid will be selected. Motion passed with all in favor.
- c. Discussion on Carpet for Library. Motion made by Geimer Seconded by Kolb to keep uniform color and type throughout the campus. Conner will go out for bid with this as a requirement.
- d. Discussion on 7 year Maintenance Plan. Will address further detail later on agenda.
- e. Discussion regarding dedication of science building. McNair and Clark stated that the dedication would come soon. They would like this to coincide with the 50 year anniversary of the campus.

**Conner went on to present the campus commission bills and detailed the list in the amount of \$7,383.28.**

Financial Report and approval of Vouchers - **Giese presented the report and vouchers. Giese stated that she has bills in the amount of \$798.36 and \$21,065.00. Motion by VonAsten seconded by Kolb to pay the bills totaling \$29,246.64. Motion carried with all in favor.**

Campus administrator's Report - **Dundee McNair, Associate Dean, detailed the current progress with the staff restructuring. There is quite a bit of restructuring included the creation of new positions. They are also preparing for the spring students.**

Dean's Report - Charles Clark, Regional Dean, enrollment is at 466 and this is at 96% of full enrollment. The fall enrollments are currently ahead of last year. He would like to see the Bachelor's degree program continue to grow. The campus's throughout the state are still in the hiring process as identified in McNair's report. Clark identified that even with the significant administrative changes there has been little to no effect on the students. Questions were asked about the new facilities director, this person will be part time and responsible for the ongoing maintenance of this campus on a part time basis, as he/she will be shared with the other three campuses. Questions were asked about outsourcing the custodial services, discussion on this suggestion is on hold. Questions were asked about the degrees available on campus. Dean Clark detailed the degrees.

Discussion and possible action on forming a maintenance committee - The discussion on this topic was thorough. It was agreed that this was a good idea, however discussion and a decision will be postponed until next month's meeting, as we are waiting to see who the facilities director will be. Motion to postpone decision until February was made by Lombard seconded by VonAsten. Motion passed with all in favor.

Discussion and possible action on establishing a parking fee- Rock Campus began to charge parking fees at \$20 per semester, as they currently do not have enough parking. For this campus we will need to consider that the parking lot is costly to upgrade. We should look at an analysis of other campuses, consider all the special events on campus, should look at an engineering design for parking, who will be responsible for patrolling the parking and writing tickets, and it there going to be a gate and/or booth. VonAsten, Geimer, Lombard, and Michalek, all stressed concerns about charging on the campus. Geimer moved to postpone Kolb seconded for two months and will revisit this issue in March, Motion carried all in favor.

Update and discussion on Student Housing- Lombard – At the January 6, 2016 meeting they identified a new property manager at the Villas. At the next meeting in February the lighting options will be discussed.

Set next date and time – February 18, 2016, 8:00 a.m.

At 9:20 a motion was made by Wedekind, second by Kolb to adjourn. Motion carried all in favor.

Respectfully submitted;

Brentt P. Michalek; Interim Administrative Coordinator