

AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 135 4th Street, Baraboo, Wisconsin
Tuesday, February 9, 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, *Randy Seymour, & Carol Reasa*

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): January 26, 2016

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

PRESENTATIONS

Keri Olson, Interim Director of Baraboo Area Chamber of Commerce will provide an annual report on room tax and updates with the Chamber.

PUBLIC INVITED TO SPEAK (Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)

MAYOR'S COMMENTS - The Mayor would like to congratulate the following employees on their anniversaries with the City.

- Randy Seymour, Parks Foreman, 20 years;
- Carol Reasa, Library, 5 years.

CONSENT AGENDA (roll call)

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

NEW BUSINESS RESOLUTIONS

NBR-1...Approve update to the Sanitary Sewer Service Area Plan.

NBR-2...Approve time and expense Proposal from Foundation Supportworks to repair the City Services Center.

NBR-3...Preliminary Resolution declaring intent to levy special assessments for new curb and gutter on Washington from 2nd to 3rd Streets, on 3rd Street from Washington to Jefferson, on Walnut Street from Silver Drive to Gall Road and for new sidewalk on 3rd Street from Washington to Jefferson Streets.

NBR-4...Authorize submittal of grant application for St. Mary's Ringling Manor at 1208 Oak Street for (WAM) Wisconsin Assessment Monies Contractor Services.

City of Baraboo Common Council Agenda

NBR-5...Preliminary Resolution declaring intent to levy special assessments for 2014 Sanitary Sewer and Watermain improvements on South Blvd., from Industrial Court to the west.

NEW BUSINESS ORDINANCES

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

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Report from BDAS Representative.
Report on Public Safety/Administrative Building project.

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following: **Minutes from the Following Meetings** -

Copies of these meeting minutes are included in your packet:

Finance/Personnel Comt.	1-26-16	Public Safety Comt.	1-25-16
BEDC	1-7-16	BID	1-20-16
Plan Comm.	1-19-16		

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

Petitions and Correspondence Being Referred

INFORMATION

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

ADJOURNMENT (Voice Vote)

Ceryl Giese, City Clerk-Finance Director

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

FEBRUARY 2016

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

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

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

Agenda jointly prepared by D. Munz and C. Giese, Agenda posted by DMM on 02/05/2016

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, January 26, 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, Petty, Ellington, Alt, Robkin, Thurow

Council Members Absent: Sloan

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

The Pledge of Allegiance was given.

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

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

Compliance with the Open Meeting Law was noted.

PRESENTATION

The Mayor presented the Baraboo Gem Award to Walter D. Smith for his years of community service

PUBLIC INVITED TO SPEAK –No one spoke.

MAYOR'S COMMENTS

The Mayor announced Jan Bance's 15 year service anniversary.

Joe Ward prepared a Baraboo timeline on display in the City Council Chambers.

CONSENT AGENDA

Resolution No. 15-101

THAT the Accounts Payable, in the amount of \$382,588.80 be allowed and ordered paid.

Resolution No. 15-102

THAT Laura Jelle be appointed to the Baraboo Economic Development Commission (BEDC) serving until February 28, 2019.

THAT Patrick Cannon be appointed to the Sauk County Development Corporation (SCDC) serving until April 16, 2019.

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

ORDINANCES ON 2ND READING

Moved by Petty, seconded by Alt and carried unanimously to approve the 2nd reading of Ordinance No. 2439 regulating assignment of vacant or surrendered alcohol licenses. Ald. Robkin renewed his objection to the ordinance. Roll Call: Ayes: 7, Nays: 1 – Robkin. Motion carried.

NEW BUSINESS

Resolutions:

Resolution No. 15-103

To approve a Time and Expense Contract with MSA Professional Services for the design of our 2016 Water Street Water Main Replacement Project, at a cost not to exceed \$9,200.

Moved by Wedekind, seconded by Kolb, and carried that **Resolution No. 15-103** be approved – 8 ayes.

Resolution No. 15-104

WHEREAS, the City Council approved a Resolution on November 24, 2015 authorizing staff to interview the top three firms that submitted a Proposal in response to the October 16th RFP,

AND WHEREAS, staff interviewed three firms on December 10, 2015 and recommended the team of Zimmerman Architectural Studios / MSA Professional Services be selected to provide the Planning and Design Services for a new Public Safety/Administration Building;

AND WHEREAS, the City Council approved a Resolution on December 22, 2015 authorizing the City Administrator to draft an Agreement with the selected firm for Planning and Design Services for the Public Safety/Administration Building project.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are hereby authorized to execute the attached Standard Form of Agreement Between Owner and Architect for Planning and Design Services for the Public Safety/Administration Building project.

Moved by Wedekind, seconded by Petty, and carried that **Resolution No. 15-104** be approved - 8 ayes.

Resolution No. 15-105

WHEREAS, The Final Plat for the First Addition to the Pleasant View Subdivision was approved by the Common Council on May 24, 2005;

AND WHEREAS, the Plan Commission approved a Conditional Use Permit for a 22-unit condominium development on Lot 53 of said Final Plat on February 15, 2005;

AND WHEREAS, only 12 of the original 22 declared condominium units have been constructed to date and the all of the existing condominium members have requested that the vacant land for the 10 un-built units be divided from the Condominium and to amend the condominium documents to reduce the number of declared units to 12;

NOW, THEREFORE, BE IT RESOLVED that the First Addendum to the Plat of the Pleasant View Condominium, containing 6 existing duplex buildings or 12 condominium units, is hereby granted final approval subject to the applicable provisions of Chapters 236 and 703 of the Wisconsin Statutes and Chapter 18 of the Baraboo Municipal Code of Ordinances, subject however, that the Plat shall be identical to the copy filed with the City Engineer, that the condominium documents be appropriately amended, and that all review fees be paid in full.

Moved by Kolb, seconded by Plautz, and carried that **Resolution No. 15-105** be approved - 8 ayes.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Ald. Ellington reported on the drug task force meeting and the development of the drug rehabilitation program in Baraboo.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting -October 01, 2015

Members Present: T. Wickus, L. Steffes, B. Stelling,

Member Absent: S. Fay

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:35 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by Stelling, seconded by Steffes, and unanimously carried to approve the minutes of the September 04, 2015 meeting.

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

Old Business: Motion by Steffes, seconded by Stelling and unanimously carried to use \$3,000.00 for Digital marketing ad on WIDELLS.com and \$800.00 for WPR ad campaign.

Adjournment: Moved by Steffes, seconded by Stelling and unanimously carried to adjourn at 9:00 A.M. Respectfully submitted, Todd Wickus Promotions Chairperson

Administrative Committee

January 4, 2016

Present: Robkin, Ellington and Alt

Absent: none

Also Present: Mayor Palm, Clerk Giese, Adm. Geick, Chief Schauf, and Media

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

Moved by Ellington and seconded by Alt and carried to approve the minutes of December 7, 2015. Motion by Alt, seconded by Ellington to approve the agenda and carried unanimously.

Airport Operations: Giese reported that the engineers have begun design of the runway reconstruction project and will have details concerning the possible widening in February when the owners can meet to begin discussions on widening and financing the widening.

Baraboo Country Club-noise: The Committee reviewed a request from Baraboo Country Club for beginning their mowing time at sunrise for the safety of the golfers and mowing personnel. No one representing the Country Club was present. Ald. Ellington suggested tabling the item until someone could be present. Adm. Geick was asked to contact the Country Club again to inform them of the date and time of the next meeting.

Next meeting is to be held February 1, 2016 at 12 p.m.

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

Finance/Personnel Committee – Council Chambers **January 12, 2016**

Members Present: Petty, Sloan and Thurow

Absent: none

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

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to adopt the agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of December 22, 2015. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for **\$4,915,397.23**. Motion carried unanimously.

1208 Oak Street – Adm. Geick reported that DNR has some funding available. He has also had discussions with the County exploring their interest in making the acquisition and redevelopment a joint project. The County has generally agreed to move forward with forgiving the taxes on the property. The DNR is trying to get additional money from other agencies and Ed will report back at a future meeting. No action taken.

City Attorney Job Description – The Committee reviewed the current job description with a few changes being recommended by the City Administrator. One being that the Attorney position be included on the wage scale at grade 17, and that the residency requirement be removed. Sloan questioned whether the position could be contracted for and the Committee reviewed the pros and cons of doing so. Moved by Sloan, seconded by Thurow and carried to move forward with the recruitment process of a full time City Attorney on staff.

Public Safety Building – Adm. Geick explained that the general contract for design services of the proposed Public Safety building has been reviewed and approved by the interim attorney for MSA Professional Services and Zimmerman Studios. Moved by Sloan, seconded by Thurow and carried unanimously to recommend the contract with Zimmerman Studios and MSA Professional Services.

Committee Comments: None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn. Motion carried, meeting adjourned at 6:33 p.m.

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

Library Board	12-15-15	UW Campus Comm.	12-17-15
CDA Loan Review Comt.	12-8-15	Park & Recreation Comm.	11-9-15
District Ambulance Comm.	10-28-15		

ADJOURNMENT

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

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

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

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

The City of Baraboo, Wisconsin

Background The Wisconsin Department of Natural Resources requires communities over 10,000 in population to utilize a Sanitary Sewer Service Area Plan (SSAP) to forecast growth and plan for corresponding improvements to the collection and treatment facilities. The Plan is required to be updated every five years. The City adopted the original SSAP in 2004 and it was last amended it in December 2009.

The process for Sewer Service Area Planning involves forecasting population growth (20 year) and then identifying the amount of developable land required to accommodate the growth projections. The plan then projects which parcels are most likely to develop within that time frame and those lands are delineated as "within the Sanitary Sewer Service Area". The DNR will then only approve sewer extensions to lands within the delineated area. In the event that lands outside of the sewer service area wish to develop, there is an amendment process whereby adjustments to the boundary can be made if the City chooses to do so.

MSA Professional Services worked with City Staff on the population projections and calculating the amounts of land required to accommodate future growth. City Staff has then identified the land most likely to develop or those that promote orderly growth.

A Sewer Service Area Map is included in the packet. Although the population projections changed slightly since the last update, there is no change in the SSAP boundary required for this update.

A copy of the amended plan is available for viewing in the Council Chambers.

This matter was favorably reviewed by the Public Safety Committee at their January 25th meeting with a unanimous recommendation for approval.

Fiscal Note: (one) [Not Required [Budgeted Expenditure [Not Budgeted
Comments:

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

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

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: The City Services Center was built in 2001. About 8 years ago, staff began to notice signs that the building was “settling”; doors began to “bind” against the frames, drywall started to separate at the seams, floors began to settle, etc. The situation continued for several years and by all accounts it seems to have stopped. Two years ago, we had a building foundation specialist, Foundation Supportworks of Wisconsin, come in to survey the building, establish a baseline for future measurements, and estimate the settling that has occurred. They returned last summer to re-survey the building and confirmed that no additional settling has occurred. They submitted a Proposal to install helical piles to raise the grade beam back to its original elevation and level the surrounding concrete slabs with a PolyLEVEL System. Funding was requested in the 2016 budget for this work and it was subsequently approved. We are asking that you approve the Proposal from Foundation Supportworks of Wisconsin to complete this work. This is a specialized service so I was unable to obtain any other proposals. I reviewed this Proposal with two structural engineers, one of whom was involved in the original design of the building, and they both believe this should resolve the problem.

This matter was reviewed and unanimously approved by the Public Safety Committee at their January 25th meeting.

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

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

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.

Offered by: Public Safety Committee **Approved:** _____
Motion:
Second: **Attest:** _____

The City of Baraboo, Wisconsin

Background: The City has budgeted for the reconstruction of a portion of Washington Avenue, from 2nd Street to 3rd Street, a portion of 3rd Street from Washington Avenue to Jefferson Street, and Walnut Street from Parkway to the southerly City Limits and these projects include the installation of new curb & gutter and new sidewalk where none previously existed.

The City’s policies dictate that the cost of new curb & gutter and new sidewalk be assessed against abutting properties.

The following Resolution is the first step in the Statutory process to assess the cost of these new improvements against the affected properties.

Fiscal Note: (check one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted
Comments

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

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 2nd Street to 3rd Street
- 3rd Street, from Washington Avenue to Jefferson Street
- Walnut Street, from Silver Drive to the southerly City Limits

New Sidewalk – That property on:

- 3rd 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 23rd, 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.

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: 1208 Oak Street is the site of the former St. Mary’s Ringling Memorial Hospital. The original structure was built in 1898 and was the home of Della Ringling. In 1922, the home was donated to the Sisters of St. Mary’s who converted it to a 25-bed hospital that was opened in November of 1922. In 1945, a three-story addition was built and the shortly thereafter the original Ringling Home was demolished. The Hospital remained in operation until 1963 when St. Clare Hospital was opened. In 1964, the Sisters of St. Mary’s converted the former hospital to a nursing home, St. Mary’s Ringling Manor, which was licensed for 71 residents. After the nursing home was closed, it became a convent for the Franciscan Sisters of St. Mary’s, until 1997 when the building closed for good. It remains empty today. The dilapidated condition of the building has become an attractive nuisance and an eyesore in the neighborhood. For the time being, the City has taken measures to secure the building and board up the windows in an effort to keep unwanted visitors out.

In 2007, Baraboo Luxury Apartments, LLC proposed to convert the vacant building to a senior housing complex – *Swifthaven*. That effort was unsuccessfully and in the meantime, the City has tried to locate developers who might be interested in rehabilitating the existing building in a similar fashion. Due to the lack of interest and the continued deterioration of the building, staff has concluded that the nothing will happen to the property unless the City takes the initiative to acquire the property and raze the building; however staff has some concern about the environmental condition of the property since no testing has taken place. Before the City acquires the property, an Environmental Site Assessment (ESA) should be completed to determine the potential for soil or groundwater contamination on the site. The City would like to apply for a “grant” from the WDNR to complete the ESA and this Resolution will authorize such an application.

Fiscal Note: (4 one) [X] Not Required [] Budgeted Expenditure [] Not Budgeted Comments

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

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: In June of 2014, sewer and water were extended across South Blvd in advance of its reconstruction to provide future service to vacant, developable lands without having to open cut the roadway. To preserve the City’s abilities to recoup the cost of these improvements, I am recommending that we levy special assessments for these improvements, albeit after-the-fact. New sanitary sewer and water main was stubbed south across South Blvd in two locations – one at Industrial Court and the other approximately 300’ west of Industrial Court. In addition, water main was stubbed north in two locations – one across from the Deppe Enterprises/WCCU/Dollar Tree shared driveway and the other approximately 600’ east of that driveway. The Wisconsin Administrative Code affords the Utility the opportunity to recover these costs when a new customer connects provided those customer(s) connect within 10 years of the date of installation. Since these extensions serve property that may not develop within that time frame, it is prudent to memorialize these costs as deferred special assessments in accordance with Wisconsin’s statutory procedure - a three step process that includes a Preliminary Resolution to declare the City’s intent to levy special assessments followed by a public hearing and concluded with a Final Resolution that levies the special assessments.

You may recall a similar action in 2012 when special assessments were levied for several utility projects that had been completed within the preceding decade.

This was reviewed with a unanimous recommendation to approve by the Public Safety Committee at their January 25th meeting.

Fiscal Note: (check one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted
Comments

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

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:

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

Watermain – That property on:

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

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 23rd, 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.

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

<p>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 1st meeting and recommends the license termination change to two years.</p>

<p>Fiscal Note: (check one) <input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted Comments:</p>

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: _____

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 26, 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.

Cheryl Giese, Clerk-Finance Director

Baraboo Economic Development Commission
Meeting Minutes
January 7, 2016

I. Call to Meeting to Order and Note Compliance with Open Meeting Law

Chairperson Greg Wise called the meeting to order at 6:00 PM in Room 11 of the Civic Center 124 2nd St., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call & Approve Agenda

Present: Wise, 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 5th 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.

Greg Wise
Chairperson

Patrick Cannon
Recorder

Minutes of Plan Commission Meeting January 19, 2016

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

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

Also in attendance were Tom Pinion, Richard Blakeslee, Dan Gillette, Steve Higgins, Jerome Mercer, Dave Malone, Todd Halvenslaben, Dave Leatherberry, Ryan Roberts, and Ben Bromley.

Call to Order

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. Agenda Approval: Kolb moved, Franzen seconded to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by Liston, seconded by O'Neill to approve the minutes of the November 17, 2015 meeting. Motion carried unanimously.

Kate Fitzwilliams arrive at 5:20 p.m.

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

Public Hearing

Request of Kwik Trip, Inc. for a Conditional Use Permit for a Variable Message Sign at 1330 South Blvd., Baraboo, Wisconsin – There being no testimony, the hearing was declared closed.

New Business

- a. Request of Kwik Trip, Inc. for a Conditional Use Permit for a Variable Message Sign at 1330 South Blvd., Baraboo Wisconsin – Ryan Roberts, Representative for Kwik Trip addressed the Commission for the request. Engineer Pinion said according to the Sign Ordinance, variable message signs are allowed; however, are regulated as conditional uses. The maximum size of 12 square feet is allowed. Pinion then presented a cut sheet of the monument sign that they propose to use. He said that the sign does comply with the ordinance. O'Neill asked if the sign code address the frequency which the message can be changed and Pinion answered in the affirmative. He said that he believes that it is every six seconds and when it scrolls across it can't distract traffic. Franzen said that they are the same as the DOT requires. He said that it is a static sign every six seconds and can't be flashing. Franzen moved, Liston seconded to approve the conditional use request as presented. On roll call vote for the motion, Ayes – Thurow, Franzen, Liston, O'Neill, Kolb, Fitzwilliams, and Wedekind. Nay – 0, and the motion carried.
- b. Review and approve a two-lot Certified Survey Map for the David A. and Deloris E. Leatherberry Living Trust for land in the City's Extraterritorial Plat Approval Jurisdiction, located on the west side of CTH A approximately 1/2 mile north of Crawford Street, in the NE 1/4 of the NE 1/4 and the NW 1/4 of the NE 1/4, Section 23, T12N, R6E, in the Town of Baraboo, Sauk County, Wisconsin. – Richard Blakeslee, Blakeslee Land Surveying introduced himself to the Commission. Pinion said that this is the third time the Commission has seen this survey; however, this time they have agreed that the preservation area easement would be put Lot 1 and the County has said that they would endorse that. He went on to say that Lot 2 meets the ordinances, meets a special exception number 6 for that particular purpose, since it is under the County's clustering development so it meets the City's Land Division Code. It was moved by Liston, seconded by Kolb to approve the SCM as presented. On roll call for the motion, Ayes – Franzen, Liston, O'Neill, Kolb, Fitzwilliams, Wedekind, and Thurow. Nay – 0, and the motion carried.
- c. Review and approve a one-lot Certified Survey Map for Dan Gillette for land in the City's Extraterritorial Plat Approval Jurisdiction, located on the south side of CTH W approximately 1/3rd mile east of STH 113, in the NW 1/4 of the NE 1/4 of Section 7, T11N, R7E in the Town of Greenfield, Sauk County, Wisconsin – Dan Gillette introduced himself to the Commission. Pinion said that this is the Wild Rose Ranch; Gillette is proposing to create a 2-acre lot around the second house to be able to sell it. He said that this meets the County's and the City's requirements. It was moved Liston, seconded by Kolb to approve the CSM as presented. On roll call vote for the motion, Ayes – Liston, O'Neill, Kolb, Fitzwilliams, Wedekind, Thurow, and Franzen. Nay – 0, and the motion carried unanimously.
- d. Review and approve a one lot Certified Survey Map for Expeditions Unlimited, LTD for land in the City's Extraterritorial Plat Approval Jurisdiction, located on northwest corner of CTH DL and Old Lake Road, in the NE 1/4 of the NW 1/4 of Section 13 and the SE 1/4 of the SW 1/4 of Section 12, T11N, R6E in the Town of Baraboo, Sauk County, Wisconsin – Steve Higgins introduced himself to the Commission. Pinion said that Expeditions Unlimited owns a host of contiguous tax parcels. Pinion said that he would categorize this as a housekeeping item, where they are combining all of their ownership into a single lot. It was moved by Kolb, seconded by Liston to approve the CSM as presented. On roll call vote for the motion, Aye – O'Neill, Kolb, Fitzwilliams, Wedekind, Thurow, Franzen, and Liston. Nay – 0, and the motion carried.

- e. Review and approve the First Addendum to the Plat of Pleasant View Condominium – Jerome Mercer, Cross, Jenks, Mercer, and Maffei said that this is a follow-up from previously. He said that there were 22 original units in the subdivision, only about 12 were developed, they are removing the ten. He said this request is for the Commission to approve the subdivision after the vacant land is removed and only have the 12 unit condominium development. Pinion said that there are no issues, initially the Commission looked at a two-lot CSM, Register of Deeds didn't like that configuration since it involved multiple owners on a single lot; therefore, they have changed it to a single lot CSM for the vacant piece and then a Plat of the condominium for the 12. He said it does meet the City's Land Division Code. He said it will require an amendment to the Declaration of the Condominium, which Mercer has drafted, the Acting City Attorney and he has looked at it and there are no issues. It was moved by O'Neill, seconded by Liston to approve the First Addendum to the Plat of Pleasant View Condominium as presented. On roll call vote for the motion, Aye – Kolb, Fitzwilliams, Wedekind, Thurow, Franzen, Liston, and O'Neill. Nay – 0, and motion carried.
- f. Review and Approve Preliminary Plat for Rolling Meadows North, a 92-lot subdivision located in the NE¼ of the SW¼ & a fractional part of the NW¼ of the SW¼ of Section 30, T12N, R7E in the City of Baraboo, Sauk County, Wisconsin by Legacy Housing, LLC – Dave Malone, and Todd Halvenslaben of Vierbicher introduced themselves to the Commission. Pinion said that this was in front of the Commission previously as a concept plan where they said they wanted to purchase the vacant land from the original Preliminary Plat that was approved in 2004. He said that they haven't changed anything as far as the configuration of that. This Preliminary Plat shows a minor modification to a couple of street names. He said that the piece that they will move forward on a final plat with the Commission's approve would be what was originally 24 lots is now 23 because in the 12 years the DNR has modified the stormwater management regulations so they need to convert one of the lots to an infiltration basin. Pinion said that if the Commission favorably reviews and approves this, he would suggest that the Commission impose the conditions that an approved Sub-Divider's Agreement, City Engineer's approval of plans and specs, and the payment of all fees prior to approval of the Final Plat. It was moved by Liston, seconded by O'Neill to approve the Preliminary Plat with the conditions that an approved Sub-Divider's Agreement, City Engineer's approval of plans and specs, and the payment of all fees prior to approval of the Final Plat. On roll call vote for the motion, Ayes – Fitzwilliams, Wedekind, Thurow, Franzen, Liston, O'Neill, and Kolb. Nay – 0, and the motion carried.
- g. Review and recommendation concerning proposed amendment to the Zoning Code to include a minimum time or residency in the definitions for a single-family dwelling and a two-family dwelling – referred from Common Council – Pinion said that this went to the Council in the form of an ordinance to modify the definition of a dwelling. He said that there are only two properties that advertise the use of their houses as short-term rentals. He said that he has had correspondence with both of these owners. Pursuant to the strict interpretation of other City ordinances they are required to get a permit to rent their facility and anytime they do this, they have to get a room tax permit, so if a room tax permit is issued it seems appropriate that a condition could be imposed that it be rented to single families only, defined as what the zoning code defines it as, no more than three un-related persons. He said that this seems like a reasonable way to regulate it initially since there are only two properties. He said when it was brought up, the problem doesn't exist; however, other communities have dealt with this and it became a real problem and the City may want to get ahead of it. He said that this could be done as a conditional use, or a zoning change could be done, which ever the Commission feels comfortable with. Franzen said that he is not particularly comfortable with it being single family, it seems too restrictive. Fitzwilliams agreed with Franzen, Pinion said that the difficulty is that the underlying zoning is a single-family residential zoning district, so by allowing the property to violate the zoning code, even on a short-term basis. He said that the Zoning Administrator go out on a daily, weekly, or monthly basis taking a head count of who is in what home and whether they are related or not, but since it is the zoning regulation, it would seem appropriate to impose that restriction, if the permits were to be issued. He said a conditional use could give more flexibility. Franzen would be in favor for the conditional use to give more flexibility. He said that it sounds like the City doesn't have a problem; however, it can be a problem, but the people who are renting out their houses generally have to supply references to people who are coming. Liston asked Pinion when is reached out to the owners, what type of people are they advertising for and getting. Pinion said that he didn't ask for that type of detail. He said that when one of the owners were here, he talked about renting it to families or a couple of families at a time. He said that the other owner talked about renting it most of the year, so he assumed it is a host of different categories of renters. Liston said that he agrees with Franzen regarding the conditional use permit. Kolb asked mechanically how this would work. Pinion stated that when they came in for a room tax permit, they would be told at that time they would also need to secure a conditional use permit. The Conditional use permit would be a fee of \$250 and it any conditions can be imposed on it. This would be a public notice, so property owner within 200 feet would be notified that it has been applied for. It was the consensus of the Commission that the permit should run with the owner and not the property. Franzen asked if the owner of these properties have them just for this purpose. Pinion said that one resides there and when rented stays with relatives who live in town, the other property is an absentee owner and when not rented, the property is vacant. A question was raised if this will go back to Council and Pinion said that if it is an ordinance change to add a conditional use it will go back to Council. Pinion said that he will draft an ordinance amendment with the conditions being a part of the ordinance and bring it to next month's meeting.

Adjournment - It was moved by Liston and seconded O'Neill to adjourn at 5:43 p.m. The motion carried unanimously.

Phil Wedekind,
Mayor Designee

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 2nd driveway opening at 1018 3rd 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 is 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 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 3rd 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 was 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 3rd Street. New sidewalk is going in on 3rd 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 12th 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 12th 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 12th 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, 3rd Street, and Walnut Street as presented, and also sidewalks on 3rd 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 grow 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 request for a \$555.40 credit on Oak Street that he would like to get in. He said that this one just took they owner a while to fix the problem, which is why the amount is higher than a typical ones. 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 is 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 Newscape 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 been received from the neighbors and what kind of response has he 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 14th 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 charges 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 23rd 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 1st, 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. 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.

Respectfully submitted,

Phil Wedekind, Chairman

**MINUTES of the BARABOO BUSINESS IMPROVEMENT DISTRICT (BID)
BOARD OF DIRECTOR'S MEETING**

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
	TOTAL	\$ 49.99

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

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

April 9th – 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

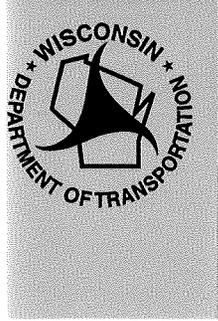
Adjournment: Moved by Cowan, seconded by Stelling, and unanimously carried to adjourn at 6:15pm

Respectfully submitted,
Edward Geick

WIS 33 Corridor Preservation Study

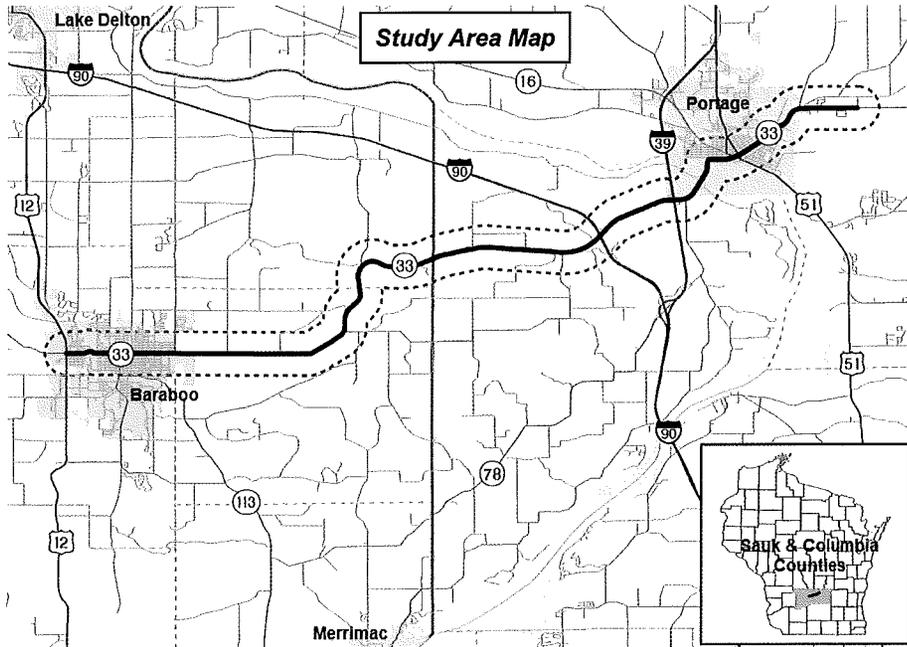
US 12 to Garrison Road (Sauk and Columbia Counties)

February 2016 Newsletter



WisDOT Begins Corridor Study of WIS 33

The Wisconsin Department of Transportation Southwest Region is conducting a study of Highway 33 between US 12 in the city of Baraboo to Garrison Road east of the city of Portage.



WIS 33 is part of the state highway network serving south central Wisconsin and is a direct link between the cities of Portage and Baraboo. WIS 33 also provides direct connections to US 12, I-39 and I-94 and is an alternate route for and between I-39 and I-94. Within the two cities, WIS 33 acts as a main route providing direct access to area businesses and services for the traveling public.

It is expected that this study will take less than 18 months to complete. The study will evaluate long-term safety and mobility needs for the corridor and identify opportunities to extend the functional life of the existing highway for as long as possible.

This study is not a capacity expansion project (adding lanes); furthermore, this study does not include bypass alternatives. There is no construction funding of any kind associated with this planning effort.

Any recommendations will be developed with an eye toward correcting existing deficiencies, improving safety, and preserving existing infrastructure investments that have been made.

For additional information, please contact:

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WisDOT Southwest Region
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La Crosse, WI 54601

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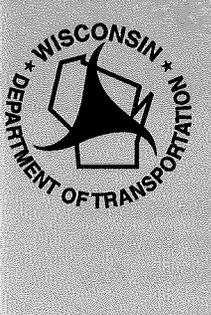
Phone: (608) 268-3912
cwade@transmartinc.com



If you know anyone who may be interested in this study, please share this newsletter with them. For additional copies or to be added to the mailing list please contact the WisDOT Project Manager.

Mission statement: **To provide leadership in the development and operation of a safe and efficient transportation system.**





WIS 33 Corridor Preservation Study

US 12 to Garrison Road (Sauk and Columbia Counties)

WisDOT Southwest Region—Project ID: 5090-04-09

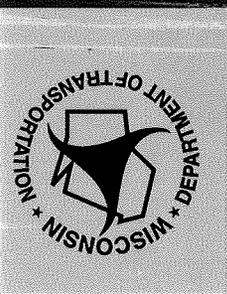
Public Involvement Meetings — February 8th & 10th

Please join us on either February 8th or 10th for the WIS 33 Corridor Preservation Study Public Involvement Meeting. Both dates will include the same information. This will be the first public meeting to kick off the study. A brief presentation will be given at 5:30 p.m., followed by an open house session for the remainder of the meeting.

In addition to introducing the study and providing background, a major goal of the meeting is to gather input from members of the public who live, work and travel the WIS 33 corridor on a daily basis. Exhibits of existing conditions within the study area will be available for use in providing comments. Study staff from the Wisconsin Department of Transportation and TranSmart Technologies, Inc. will be available to answer your questions and record your comments.

Public Information Meeting
5:00 p.m. – 7:00 p.m.
(5:30 p.m. presentation)
Date: Monday, February 8, 2016
Portage High School Commons
301 East Collins Street
Portage, WI 53901

Public Information Meeting
5:00 p.m. – 7:00 p.m.
(5:30 p.m. presentation)
Date: Wednesday, February 10, 2016
Jack Young Middle School Commons
1531 Draper Street
Baraboo, WI 53913



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WISDOT Southwest Region
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