

AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 135 4th Street, Baraboo, Wisconsin
Tuesday, March 8, 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, Tom Thompson (*Teel Plastics*)

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): February 23, 2016

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

PRESENTATIONS

The Mayor will present a proclamation to Teel for winning Mid-Size Manufacturer of the Year Award.

PUBLIC HEARINGS The Mayor announces that this is the published date and time to hear public comment concerning levying special assessments for new curb and gutter on benefiting properties on portions of Washington Avenue, , 3rd Street and Walnut Street.

The Mayor announces that this is the published date and time to hear public comment concerning levying special assessments for Sanitary Sewer and Watermain Extensions on benefiting properties on portions of both City and Town of Baraboo lying along both sides of South Blvd., from Industrial Court to the west.

The Mayor announces that this is the published date and time to hear public comment concerning rezoning Lot 1, Block 3, Rolling Meadows Estates, from R-1A, Single Family Residential, to R-3, Multi-family residential.

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.)

CONSENT AGENDA (roll call)

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

CA-2...Approve 4th quarter 2015 budget amendments.

NEW BUSINESS RESOLUTIONS

NBR-1...Approve levying special assessments for sanitary sewer and watermain extensions on benefiting properties on portions of both City and Town of Baraboo lying along both sides of South Boulevard from Industrial Court to the west.

NEW BUSINESS ORDINANCES

NBO-1...Approve the 1st reading of an ordinance rezoning Lot 1, Block 3, Rolling Meadows Estates, from R-1A, Single Family Residential, to R-3, Multi-family residential.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

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	2-23-16	UW Baraboo-Sauk Co. Campus Comm	2-18-16
BID Board	2-17-16	Plan Comm.	2-16-16
BEDC	2-4-16		

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

Police & Fire Comm.	1-18-16	Emergency Management Comm.	2-25-16
Municipal Canvass Bd	2-22-16	CDA Board	2-16-16
CDA Finance Comt.	2-16-16	CDA Executive Comt.	2-16-16

Petitions and Correspondence Being Referred

INFORMATION

ADJOURNMENT (Voice Vote)

Cheryl Giese, City Clerk-Finance Director

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

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 Good Friday Offices Closed	26
27 Holiday	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 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 03/04/2016

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, February 23, 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, Robkin, Thurow

Council Members Absent: none

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

The Pledge of Allegiance was given.

Moved by Alt, seconded by Ellington and carried to approve the minutes of February 9, 2016.

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

Compliance with the Open Meeting Law was noted.

PUBLIC INVITED TO SPEAK –No one spoke.

MAYOR'S COMMENTS

The Mayor congratulated Alice Schellenberger upon her retirement after 26 years of service with the City. The Friends of the Zoo recognized Alice Schellenberger for 26 years of service to the Parks and Recreation Department by presenting her with an engraved paver that will be installed as part of the Otter exhibit.

CONSENT AGENDA

Resolution No. 15-112

THAT the Accounts Payable, in the amount of \$3,810,990.01 be allowed and ordered paid.
Moved by Wedekind, seconded by Kolb and carried on voice vote to approve the Consent agenda.

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Petty and carried unanimously to approve the 2nd reading of Ordinance No. 2440 concerning changing the termination of a chicken permit from one to two years.

NEW BUSINESS

Resolutions:

Resolution No. 15-113

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.

Moved by Wedekind, seconded by Plautz, and carried that **Resolution No. 15-113** be approved – 8 ayes, 1 absent--Robkin.

Resolution No. 15-114

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

Moved by Ellington, seconded by Alt, and carried that **Resolution No. 15-114** be approved - 9 ayes.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Adm. Geick announced that the WAM grant was received for 1208 Oak Street and the DNR is selecting a firm to complete the environmental study.

The County is holding an open house to meet the potential County Coordinator candidates and the Alderpersons are invited.

REPORTS and MINUTES

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

Minutes from the Following Meetings -**BUSINESS IMPROVEMENT DISTRICT (BID)****November 17, 2015**

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.

Baraboo Public Arts Committee**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.

Administrative Committee

February 1, 2016

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 2nd 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.

Finance/Personnel Committee – Council Chambers**February 9, 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 6:00 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.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID)**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

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	UW Campus Comm.	1-21-16
Library Board	1-19-16	Park & Rec. Comm.	1-18-16
District Ambulance Comm.	12-16-15		

CLOSED SESSION

Moved by Wedekind, seconded by Kolb and carried unanimously to convene into closed session per SS 19.85(1)(c) to consider employment, promotion, compensation or performance valuation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Present: Mayor Palm, Aids: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Robkin, Thurow

Absent: none

Others Present: Chief Schauf, Clerk Giese, Adm. Geick

The Council heard a report concerning hiring a City Attorney and met with the final candidate for the position.

OPEN SESSION

Moved by Wedekind, seconded by Kolb and carried on a unanimous roll call vote to return to Open Session as per WI Stats 19.85(2) to address any business that may be the result of deliberations made in Closed Session.

Moved by Petty, seconded by Wedekind, and carried unanimously to authorize the City Administrator to offer the City Attorney position to Alene Bolin with a salary of \$85,000 per year and other benefits as are negotiated.

ADJOURNMENT

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

Cheryl M. Giese, Clerk-Finance Director

**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR PUBLIC
IMPROVEMENTS IN BARABOO, WISCONSIN**

PLEASE TAKE NOTICE that the Common Council of the City of Baraboo, Wisconsin has declared its intention to exercise its police power in accordance with §66.0703, Wis. Stats., to levy special assessments upon property within the following described assessment district for benefits conferred upon the property by the reconstruction of Washington Ave from 2nd Street to 3rd Street and the reconstruction of 3rd Street from Washington Avenue to Jefferson Street, and the reconstruction of Walnut Street from Parkway to Gall Road, including the installation of new curb & gutter and new sidewalk.

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

A report showing final plans and specifications, estimated cost of improvements and proposed assessments is on file in the office of the City Clerk and at the Baraboo Public Library and may be inspected there during normal business hours.

You are further notified that the Common Council of the City of Baraboo will hear all interested persons, or their agents or attorneys, concerning matters contained in the Preliminary Resolution authorizing the assessments and in the above described report at 7:00 p.m. on the 8th day of March 2016, in the Council Chambers of the City Hall at 135 Fourth Street, Baraboo, WI 53913. All objections will be considered at this hearing and thereafter the amount of the assessments will be finally determined.

Cheryl Giese,
City Clerk

Date published: February 26, 2016

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS IN BARABOO, WISCONSIN

PLEASE TAKE NOTICE that the Common Council of the City of Baraboo, Wisconsin, hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon the following described property within the assessment district for benefits conferred upon the property by improvement of the following streets:

ASSESSMENT DISTRICTS

Sanitary Sewer and Watermain Extensions (2014) - That property in both the City and Town of Baraboo lying along both sides of South Blvd, from Industrial Court to the west.

A report showing final plans and specifications, estimated cost of improvements and proposed assessments is on file in the Municipal Clerk's office and may be inspected there during business hours of 7:30 a.m. to 4:30 p.m. Monday through Friday.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 135 Fourth Street, Baraboo, Wisconsin 53913.

The Common Council will hear all interested persons, or their agents or attorneys, concerning matters contained in the preliminary resolution authorizing the assessments and in the Engineer's Report at 7:00 p.m. on the 8th day of March, 2016 at 135 4th Street, 2nd floor Council Chambers, Baraboo. All objections will be considered at this hearing and thereafter the amount of the assessments will be finally determined.

Cheryl Giese,
City Clerk

Date published: February 26, 2016

NOTICE OF PUBLIC HEARING
City of Baraboo, Wisconsin

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 135 Fourth Street, Baraboo, Wisconsin, on Tuesday, March 8, 2016, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter(s):

Request to rezone Lot 1, Block 3, Rolling Meadows Estate, said parcel located at 1400 19th Street in the City of Baraboo, from its current R-1A zoning classifications to a R-3, Multi-family zoning classification.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 135 Fourth Street, Baraboo, Wisconsin 53913.

PLEASE TAKE FURTHER NOTICE that the Common Council may make substantial changes in the zoning as a result of objection, debate and discussion at this hearing. For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

/s/ Cheryl M. Giese, City Clerk.

To be published on: February 22, 2016 and February 29, 2016 in the legal section.

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

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

The City of Baraboo, Wisconsin

Background: The City is required by State Statute to notify the citizenry through publication in the official newspaper whenever budget amendments are approved within 10 days of the amendment. Our practice is to identify budget amendments in the fiscal commentary section of resolutions when spending authorizations are granted. Therefore, the City Council could approve budget transfers as often as every meeting.

To satisfy the legal requirement, we publish budget amendments after the Finance Committee and Common Council approves the listing.

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

Comments: The 2016 City Budget provides for publishing expenditures.

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

That the following budget amendments are authorized for the year end, 2015:

See attached listing.

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

Motion:

Second:

Attest: _____

2015 BUDGET AMENDMENTS
4th Quarter, 2015

	Account	Account Name	Original Budget	Amount to Amend	Added to Budget	Amended Budget	Still need
Clerk	GE Capital tax refund						
	100-11.51910-740	Illegal Taxes-Refunds	3,000	31,446		34,446	
	100-10-49300	Fund Balance Applied	331,046		31,446	362,492	
Appropriate funds to cover city portion of GE Capital refund							
Public Works	To cover purchase of parts for Street sweeper						
	950.36.81000.00350.000	SW - Sewer Street Cleaning, Repairs	8,120	2,317		10,437	
	950.36.81000.00250.000	SW - Sewer Street Cleaning, Repair Serv	5,000	(2,317)		2,683	
Transfer funds to purchase parts							
Parks	Replace sand at sand volleyball courts						
	100-52.55200-00375	Parks - Sand	1,200	8,254		9,454	781.00
	100-52.55200-00260	PK-Repair & Maint Bldgs	18,730	(7,195)		11,535	
	100-52.55200-00377	PK-Trees, Seed & Sod	2,000	(1,059)		941	
Transfer funds to purchase sand							
Data Processing	Purchase service license and user CALs						
	100-10.51450-392	GEN-Small Equipment	11,412	2,000		13,412	
	100-10.51450-250	GEN-Repair & Maint Equipment	33,638	(2,000)		31,638	
Transfer funds to make purchase							
Parks	Purchase replacement slides for Weber						
	100-52-55200-280	Parks - Repair & Maint - Facilities	13,000	2,457		15,457	
	100-52-55200-250	Parks - Repair & Maint - Equipment	8,156	(2,457)		5,699	
Transfer funds to make purchase.							
Police	Bar Buddies Grant						
	100.20.52110.270	PD - Police Department, Special Services	37,244		1,889	39,133	
	100.20.43525	PD - Police Grant	12,744	1,889		14,633	
Appropriate grant funds for Bar Buddy services							
Parks	Civic Center HVAC Unit Repairs						
	100-52.55130-250	CC-Repair & Maint-Equipment	2,500	2,000		4,500	
	100-53.55420-861	Pool-Facility Improvements	30,000	(2,000)		28,000	
Transfer funds to cover equipment repairs							
Parks	Purchase Civic Center Signs						
	100-52.55130-260	CC-Building Repair & Maint	10,750	2,000		12,750	
	100-53.55420-280	Pool-Repair & Maint-Facilities	5,000	(2,000)		3,000	
Transfer funds to cover purchase							
Police	Receive grant for child safety seats						
	100-20.52120-390	Police-Dept Serv - Other Expense	2,000		3,000	5,000	
	100-20.00000-43525	Police-Grant	19,633	3,000		22,633	
Appropriate grant funds to purchase car seats							
Fire	Purchase coats and pants with DNR grant						
	100-21.52200-346	Fire-Uniforms	20,787	795		21,582	
	100-21.52200-392	Fire -Small Equip Purchase	39,456	(795)		38,661	
Transfer funds to cover purchase							
Public Works	Purchase tires for Garbage Truck						
	100.31.53620.00341.000	PW, Garbage & Refuse, Tires	3,000	1,300		4,300	
	100.31.53620.00240.000	PW - Garbage & Refuse, Repairs	1,000	(1,000)		0	
	100.31.53620.00350.000	PW - Garbage & Refuse, Repair Materials	4,000	(300)		3,700	
Transfer funds to cover the purchases							
Public Works	Purchase Salt Tanks						
	100.31.53350.00392.000	PW-Snow & Ice, Small Equip	0	1,990		1,990	
	100.31.53350.00250.000	PW-Snow & Ice, Repair Equipment	7,000	(1,990)		5,010	
Transfer funds to cover purchase.							

2015 BUDGET AMENDMENTS

4th Quarter, 2015

	Account	Account Name	Original Budget	Amount to Amend	Added to Budget	Amended Budget	Still need
Public Works	Sandblast & Refinish #9						
	100.31.53240.00240.000	PW-Mach & Equip, Repair Vehicle	23,325	8,000		31,325	
	100.31.53240.00392.000	PW-Mach & Equip, Sm. Equipment	12,031	(6,970)		5,061	
	100.31.53240.00390.000	PW-Mach & Equip, Other Supplies	100	(100)		0	
	100.31.53240.00350.000	PW-Mach & Equip, Repair Materials	56,000	(930)		55,070	
Transfer funds to cover repairs							
Police	Purchase equipment for new K-9 squad car						
	100-20.52110-814	Police-Equipment	37,470		5,000	42,470	
	100-20.00000-43525	Police-Grant	14,633	5,000		19,633	
Appropriate equipment grant funds							
Public Works	Annual alley paving was cut from budget						
	100-31-53310-371	PW-Alleys-Bituminous	14,000	30,612		44,612	
	100-30-57330-821	Engineering - Washington Street	125,000	(24,500)		100,500	
	100-31-53350-375	PW-Snow & Ice-Sand	29,600	(6,112)		23,488	
Transfer funds to cover full year of alley paving							
Fire	Purchase Air Compressor Maintenance						
	100-21.52200-250	Fire-Repair & Maint-Equipment	13,845	2,702		16,547	
	100-21.52200-270	Fire-Special Services	10,189	(2,702)		7,487	
Transfer funds to cover purchase.							
Municipal Building	Building Maintenance						
	100-11.51610-260	Muni Bldg-Repair & Maint-services	13,000	2,113		15,113	
	100-11-51610-340	Muni Bldg-Operating Supplies	3,950	1,000		4,950	
	100-11-51610-350	Muni-Bldg-Repair & Maint materials	9,800	(3,113)		6,687	
Transfer funds to cover budget overage							
Recreation	Purchase Senior Fitness Calendars						
	100-53.55300-00210	Recreation-Publishing	3,000	485		3,485	
	100-53.55300-00340.020	Recreation-Operating-Baseball	1,400	(485)		915	
Transfer funds to cover purchase							
Public Works	Light Repairs						
	100.31.53300.00270.000	PW - Street Maintenance, Special Services	10,000	1,900		11,900	
	100.31.53300.00290.000	PW - Street Maintenance, Contracted Serv	4,100	(1,900)		2,200	
Transfer funds to cover repairs							
Public Works	Lift Inspection & Repairs						
	100.31.53270.00260.000	PW - CSC, Repairs & Maint Serv	14,226.00	206		14,432	
	100.31.53270.00340.000	PW - CSC, Operating Supplies	15,000	(206)		14,794	
Transfer funds to cover repairs							
Public Works	Purchase new plow, #8						
	100.31.53350.00392.000	PW - Snow & Ice, Small Equipment	0	5,768		5,768	
	100.31.53350.00361.000	PW - Snow & Ice, Blades & Plow Materials	10,032	(768)		9,264	
	100.31.53240.00361.000	PW - Machinery & Equip, Blades & Plow M	5,000	(5,000)		0	
Transfer funds to cover purchase							
Library	Printing not covered by SCLS and overage on subscription-based software						
	100.51.55110.00340.000	Library - Operating	6,825	(1,175)		5,650	
	100.51.55110.00250.000	Library - R & M - Equipment	600	300		900	
	100.51.55110.00311.000	Library - Automation software & supplies	3,775	875		4,650	
Transfer funds to cover overages							
Library	Distribution of technology grant						
	100.51.43720	SCLS Library aid	255,766.00	2,222		257,988	
	100.51.55110.270	Library - Special Services	49,958		591	50,549	
	100.51.55110.392	Library - Small Equipment	5,400		1,303	6,703	
	100.51.55110.340	Library - Operating Supplies	5,650		328	5,978	

2015 BUDGET AMENDMENTS

4th Quarter, 2015

	Account	Account Name	Original Budget	Amount to Amend	Added to Budget	Amended Budget	Still need
Public Works	Purchase Drain Cleaner						
	100.31.53270.00340.000	PW - City Services, Operating	14,794	731		15,525	
	100.31.53240.00350.000	PW - Machinery & Equip., Materials	55,070	(731)		54,339	
Transfer funds to cover purchase							
	General Fund	Total Additional Appropriation		43,557	43,557		
Stormwater	Purchase Clutch for Sweeper #88						
	950-36.81000-350	St W-Repair & Maint -Street cleaning	10,437	3,113.00		13,550	
	950-36.81000-340	St W - Street Cleaning-operating supplies	9,880	(1,556.00)		8,324	
	950-36.81000-341	St W - Street Cleaning-tires	4,000	(1,557.00)		2,443	
Transfer funds to cover purchase							
Stormwater	Purchase disposable gutter brooms						
	950.36.81000.00340.000	SW - Street Cleaning, Operating	2,500	3,741		6,241	
	950.36.81000.00320.000	SW - Street Cleaning, Publications & Trani	500	(500)		0	
	950.36.81000.00350.000	SW - Street Cleaning, Repair Materials	13,550	(1,000)		12,550	
	950.36.83100.00250.000	SW - Mains Maintenance, Repair Equip	2,000	(1,000)		1,000	
	950.36.83100.00320.000	SW - Mains Maintenance, Publications & T	1,500	(1,241)		259	
Transfer funds to cover purchase							

2015 BUDGET AMENDMENTS

4th Quarter, 2015

	Account	Account Name	Original Budget	Amount to Amend	Added to Budget	Amended Budget	Still need
Clerk/Treasurer	Shift personnel costs to adjust for actual % of time worked in each Department.						
	100-11-51420-120	Clerk-Wages	109,471	1,000		110,471	6561
	100-11-51420-130	Clerk-Social Sec	14,474	88		14,562	116
	100-11-51420-131	Clerk-Retirement	16,295	77		16,372	480
	100-11-51440-120	Election-Wages	14,873	-1,000		13,873	
	100-11-51440-130	Election-Social Security	370	-88		282	
	100-11-51440-131	Election-Retirement	422	-77		345	
	Transfer funds to adjust for actual hours worked in Clerk Department.						
Admin	Shift personnel costs to adjust for actual % of time worked in each Department.						
	100-11-51530-120	Assessor-Wages	2,119	-1,000		1,119	
	100-22-21400-120	Building Inspection - Wages	4,238	1,000		5,238	
	Transfer funds to adjust for actual hours worked by Administration staff						
Engineering	Shift personnel costs to adjust for actual % of time worked in each function						
	100-30-53100-120	Engineering-Wages	83,668	2,000		85,668	2303
	100-30-57343-120	Engineering - New sidewalk - Wages	4,761	-2,000		2,761	
	Transfer funds to adjust for actual hours worked by Engineering staff						
PW/Parks	Shift personnel costs to adjust for actual % of time worked in each Department.						
	100-31-53230-132	PW Operations - Health Ins	63,280	10,000		73,280	
	100-31-53300-120	PW-Streets - Wages	118,148	-18,000		100,148	
	100-31-53300-132	PW - Streets - Health Ins	40,983	-14,500		26,483	
	100-31-53310-120	PW -Alleys - Wages	22,350	-3,000		19,350	
	100-31-53350-120	PW -Snow & Ice - Wages	53,533	-16,000		37,533	
	100-31-53350-130	PW - Snow & Ice - Soc Sec	6,037	-1,000		5,037	
	100-31-53350-131	PW -Snow & Ice - Retirement	6,740	-1,300		5,440	
	100-31-53370-120	PW-Trees&Brush - Wages	48,445	-16,000		32,445	
	100-31-53370-130	PW-Trees&Brush - Soc Sec	3,508	-1,000		2,508	
	100-31-53370-131	PW-Trees&Brush - Retirement	4,058	-1,100		2,958	
	100-31-53370-132	PW-Trees&Brush - Health Ins	16,865	-6,000		10,865	
	100-31-53650-120	PW- Compost - Wages	14,533	3,000		17,533	
	100-31-53650-132	PW- Compost - Health Ins	5,060	1,000		6,060	
	100-52-55200-120	Parks - Wages	244,228	21,500		265,728	
	100-52-53370-120	Parks - ROW Trees - Wages	21,987	28,500		50,487	
	100-52-53370-130	Parks - ROW Trees - Soc Sec	1,604	2,000		3,604	
	100-52-53370-131	Parks - ROW Trees - Retirement	1,803	2,400		4,203	
	100-52-53370-132	Parks - ROW Trees - Health Ins	5,571	9,500		15,071	
	Transfer funds to adjust for actual hours worked in Public Works/Parks Department.						
Admin	Use employee separation benefits to fund employee retirements						
	100-13-51300-110	Attorney - Salaries	86,926	12,924		99,850	
	100-13-51300-130	Attorney - Soc Sec	6,662	1,080		7,742	
	100-10-59000-799	Contingency	75,513	-14,004		61,509	
	Transfer employee separation benefits from contingency to distribute to the Departments						
Police	Bicycle Safety expenditures						
	100-20-52110-392	Police - Small Equipment	27,600		564	28,164	
	100-10-00000-49300	Fund Balance Applied	360,549	564		361,113	
	Appropriate Fund Balance from Bicycle Safety reserve for Bike patrol equipment and uniforms						
Police	Police Youth/Donation program expenditures						
	100-20-52110-390	Police-Other supplies & expense	200		520	720	
	100-20-52120-390	Police-Youth program expenses	5,000		706	5,706	
	100-10-00000-49300	Fund Balance Applied	361,113	1,226		362,339	
	Appropriate Fund Balance from Police Youth/Donation Programs reserve for expenditures						
Police	Police equipment purchased from reserve account						
	100-20-52110-392	Police-Small equipment	28,164		1,172	29,336	
	100-10-00000-49300	Fund Balance Applied	362,339	1,172		363,511	
	Appropriate Fund Balance from Police equipment reserve for expenditures						
Fire	Fire donation expenditures						
	100-21-52200-390	Fire-Other supplies & expense	2,114		1,402	3,516	
	100-21-52200-320	Fire-Training	10,136		4,256	14,392	
	100-10-00000-49300	Fund Balance Applied	363,511	5,658		369,169	
	Appropriate Fund Balance from Fire donation reserve for fire expenditures						
Library	Library surplus expenditures - Building maintenance						
	100-51-55110-260	Library - R&M-Service - Buildings	8,920		2,074	10,994	
	100-51-00000-49300	Fund Balance Applied	1,943	2,074		4,017	
	Appropriate Fund Balance from Library Surplus reserve for water damage and soffit repair						
Fire	Remove fire grant we will not be receiving						
	100-21-43526	Fire Grant	22,800	-22800			0

2015 BUDGET AMENDMENTS

4th Quarter, 2015

Account	Account Name	Original Budget	Amount to Amend	Added to Budget	Amended Budget	Still need
100-21-52200-392	Fire - Small Equipment	38,661		-22800	15,861	
Unappropriate funds for equipment not purchased without grant.						
Building Inspection	Building permit revenue is more than budgeted.					
100-22-44310	Building Permits	50,000	8,294		58,294	
100-22-52400-215	Building Inspection - Prof Services	20,000		8,294	28,294	5579
Appropriate additional revenue to offset additional contracted services						
General Fund	Total Additional Appropriation		-10,819	-10,819		

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, the Public Safety Committee recommended 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.

The following Resolution is the final step in the statutory three-step process to assess the cost of public improvements against the affected properties.

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

**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND
 LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN
 BARABOO, WISCONSIN**

WHEREAS, the governing body of Baraboo, Wisconsin, held a public hearing in the Council Chambers of the City Hall at 135 4th Street, Baraboo, WI 53913 at 7:00 p.m. on the 8th day of March 2016, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and preliminary assessments against benefited properties on the proposed public improvements consisting of installation of sanitary sewer and watermain and heard all persons who desired to speak at the hearing.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT:

Sanitary Sewer and Watermain Extensions (2014): - Select properties in the City of Baraboo lying along both the north and south sides of South Blvd. from Industrial Court to the west.

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

1. The Final Report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and specifications and assessments set forth therein are adopted and approved.

2. The City Engineer supervised construction of the improvements in accordance with the report hereby adopted.

3. Payment for the improvements shall be made by assessing 100% of the City cost to the property benefited as indicated in the report.

4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments levied against the benefitting property located in the City of Baraboo shall be deferred until the property is annexed, subdivided, or otherwise improved or developed, in which case it shall be paid in full to the City Treasurer in full within 30 days from the date of invoice, except the following payment options are available:

- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments over \$1,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Community Development Block Grant for assessments over \$1,000. Applicant must be at 80% or less of median income for Sauk County and meet program qualifications. Funds are subject to availability. Application must be made to Community Development Authority and verification of application must be delivered to City Treasurer within 30 days of date of invoice. Interest will be waived during application process.
- Financial Hardship. A property owner who has a household income which is 50% or less of the medium income in Sauk County based upon the current published figures, or who is not eligible for a Community Development Block Grant loan as stated above, shall be eligible to repay the City for the assessment at the rate of \$300 per year plus annual interest of 3% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale of the property, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their current year State of Wisconsin tax return if filed, or otherwise show proof of annual household income.
- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month (APR 12%).

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option, be deemed to be delinquent and said amount shall be applied to the current or next property tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon, at the then existing rate for delinquent taxes, and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply.

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

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: The owners of this property, The Home Traders Group, LLC, have requested that the vacant lot on the southeast corner of CTH T (Taft Ave) and 19th Street, Lot 1 of Block 3 of Rolling MEadwos Estates, be rezoned from R-1A to R-3 to be more compatible with adjoining property and will allow them the flexibility to construct anything from a single-family residence to four-family residential dwelling.

The Plan Commission reviewed this matter at their February 16th meeting and recommended approval of this rezoning.

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

An Ordinance amending §17.18(4)(a) and the Zoning District Map rezoning tax parcel 206-3001-31200 from R-1A Single Family Residential District to R-3 Three and Four Family Residential District.

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

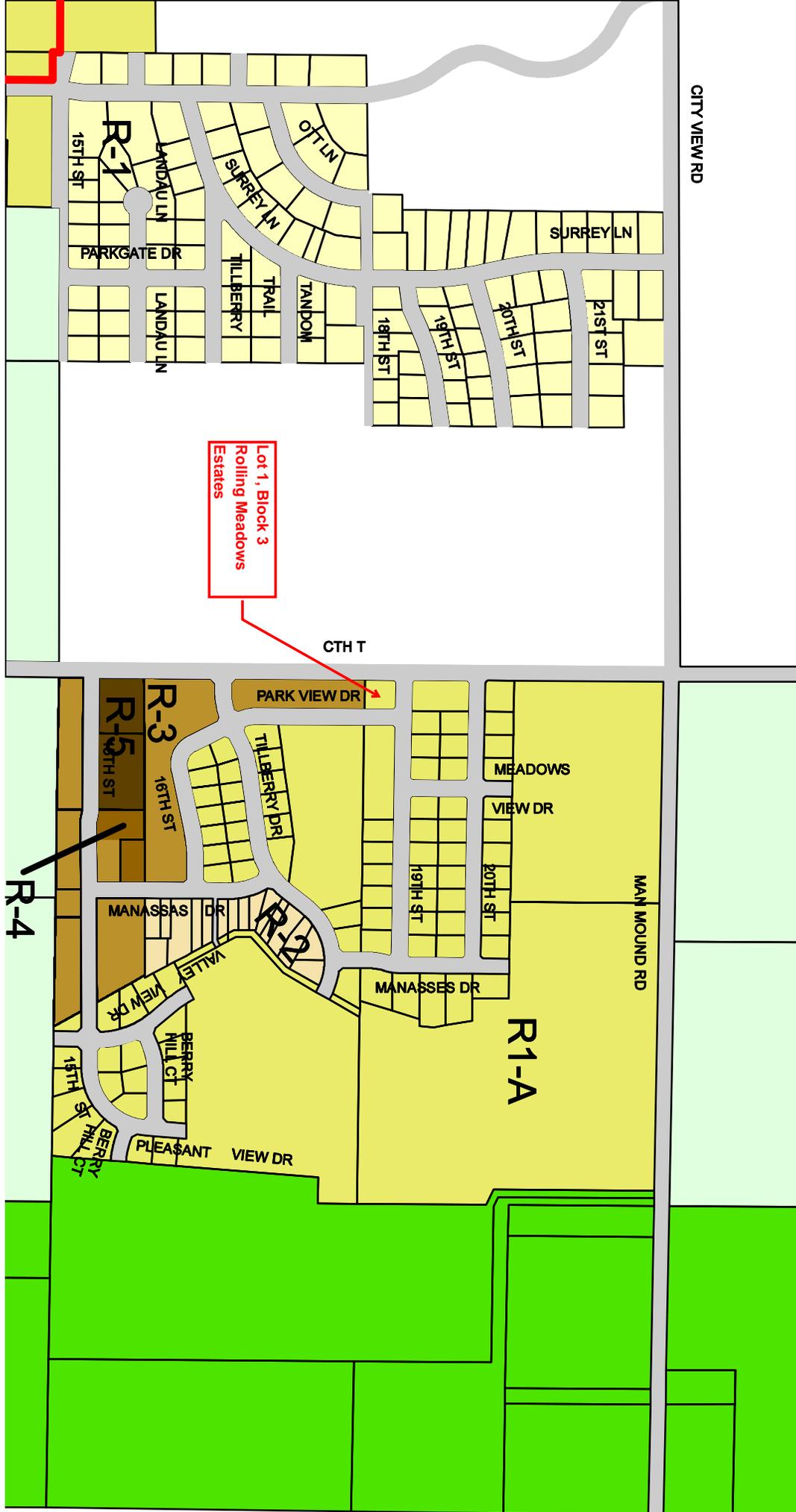
1. Section 17.18(4)(a), Ordinances is hereby revised to reflect the following changes: Tax Parcel 206-3001-31200, known as 1400 19th Street, and described as Lot 1 of Block 3 of Rolling Meadows Estates, City of Baraboo (formerly Adams), Sauk County, Wisconsin, is rezoned from R-1A Single Family Residential to R-3 Three and Four Family Residential.
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 _____, 2014 and is recorded on page ____ of volume _____.

City Clerk: _____



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 6:40 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Sloan to adopt the agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of February 9, 2016. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for **\$3,810,990.01**. Motion carried unanimously.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:42 p.m.

Cheryl Giese, Clerk-Finance Director

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

February 17, 2016

Members Present: S. Kessenich, F. Kruse, N. Marklein Bacher, L. Steffes, T. Wickus

Members Absent: D. Thurow, B. Stelling, S. Fay

Also Attending: Ed Geick

Call to Order: Sandy Kessenich presided over the meeting, called it to order at 5:55PM and noted compliance with the Open Meeting Law

Meeting Minutes:

Moved by Steffes, seconded by Bacher, and unanimously carried to approve the minutes of January 20, 2016.

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

Reports:

Business Development Committee:

- Working on brochure for historic downtown

Old Business:

1. Discussion of vacant board seat. Laura Stanek is interested and will coming to April meeting.
2. Discussion of 227 5th Avenue parking lot will be on March agenda along with discussion of past projects.
3. Report on Public Safety Building progress.
4. Wisconsin Historical Society program on tax credits will be on April 8th.

New Business:

Vouchers	City of Baraboo	\$ 851.37
	Display Sales	<u>\$ 167.50</u>
	TOTAL	\$1,018.87

Moved by Wickus, seconded by Kruse and unanimously carried to approve the vouchers

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

Adjournment: Moved by Wickus, seconded by Steffes, and unanimously carried to adjourn at 6:20pm

Respectfully submitted,
Edward Geick

Baraboo Economic Development Commission
Meeting Minutes
February 4, 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, Alt, Ayar, Jelle, Palm, Stauffacher, Taylor

Absent: Bowers, Huffaker

Other: Ed Geick, Carolyn Wastlund, Meg Allen, Keri Olson, Patrick Cannon,

III. Approve Minutes

Motion to approve the minutes as presented for January 7, 2016

Umhoefer (1); Taylor (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. Update on Development Activities

City Administrator Ed Geick gave a brief update on the following projects:

- A land purchase has been agreed to regarding a portion of the Teel property.
- Kwik Trip has submitted a new set of plans for review for their new store at Hwy 12 and South Blvd.
- A new call center has been established in the Badger Ridge shopping center.
- A study of the recreation opportunities along the Baraboo River is being completed.
- The City has hired an Architect to begin work on the plans for the new Police Station/City Hall project.

VI. Update on the Plan Commission and Council

Mayor Palm indicated that the Department of Transportation is conducting a study on the HWY 33 corridor from Portage to Hwy 12. Their initial meeting will be held on February 10, 2016 at the Jack Young Middle School. He also indicated that DOT is very interested in the City's east side project regarding the entry way on HWY 33. They would like to make sure the two projects complement each other.

The Mayor also indicated that in his opinion, 8th street will continue to deteriorate and the City may have to do some repairs before the State has the ability to fund a project.

Another meeting is being held on February 16, 2016 regarding HWY 12 from HWY 159 to Terry Town Road. This meeting will be held at the West Square building.

It was also noted that the Administration Committee has made some recommendations regarding the issuance of liquor licenses. The committee felt that the question of who can retain a license needed to be clarified.

VII. Updates from economic development partners and collaborators

Ms. Wastlund indicated that the CDA did not meet earlier this week due to the weather.

Ms. Allen indicated that the Library is looking at a start date of 2020 for their expansion project.

Keri Olson, representing the Chamber of Commerce as well as the Sauk County Economic development Commission (SCDC) gave a update on various projects. She indicated that the SCDC Task Force has completed their study and the full Board will be meeting to discuss the recommendations.

Ms. Olson also gave an update on the Millennium Task Force and how they have been working in this area. Additional meetings will be held over the next several months in an attempt to move this project forward.

The Chamber of Commerce will also be sponsoring a meeting on February 29, 2016 regarding the effects of the new by-pass. A representative from the City of Platteville will be making the presentation. They had recently completed a by-pass project in Platteville.

It was also noted that the Chamber would like to develop an action plan regarding the Inspire program. They are asking for support from BEDC to assist with this project. The Board felt this would be a worthwhile project to be involved in.

A presentation will be made to the City Council on February 9, 2016 to update them on the activities of the Chamber of Commerce. The Chamber has a concern over the potential loss of income due to changes in the room tax laws.

VIII. Update on Economic Development Plan

Mr. Geick noted that the City Council has completed its second reading of the changes to Chapter 8 of the Comprehensive Plan and with its adoption, the plan has been amended.

Staff gave a quick overview of its economic development project schedule for the next several months with the change in job duties. The Board asked for a more in-depth presentation at the March meeting.

IX. Update on Partner Presentation Schedule

The Board discussed a variety of options for future Partner Presentations. In general, they would like to complete one on a bi-monthly basis. The group also expressed an interest in visiting businesses within the community as part of its meeting schedule.

X. Commissioner and City Staff comments

Mayor Palm indicated that the Al Ringling Theater is set to reopen in February. Mr. Frank Sinatra Jr. will be the headlining act. In addition to this evening's activities, other events are also being planned for the week of the reopening. The mayor also noted that a grant of \$250,000 was also received to assist with the remodeling of the theater.

The meeting was adjourned at 7:13 PM.

Greg Wise
Chairperson

Patrick Cannon
Recorder

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, February 18, 2016

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, Dundee McNair, Mike Conner, Mike Palm, Ed Geick, Marty Krueger, Tom Pinion

Certification of compliance with the open meeting law and Approval of Agenda –**Motion by Kolb second by Geimer to adopt the agenda. Motion carried.**

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

Public Comment - None

Communications - None

Consideration of Science Facility Change Orders. Pinion detailed there are a few small items to wrap up but they are very close to completion. They are all minor issues at this point. There are some concerns from one contractor who is looking for a little over \$13,000 in additional funds. These would all be after the fact. The commission asked for a detailed breakdown of the \$13,000.

Facilities and Maintenance Report(s) - Conner stated there was an allowance for signage and detailed an invoice for partial shipment of the signage with a bill for \$8,302.83. Conner talked about the maintenance details for the month and handed out his report. Conner went on to present the campus commission bills and detailed the list in the amount of \$9,971.21, this total also includes the room signage.

Discussion and possible action on forming a maintenance committee – McNair detailed the maintenance staff plan for each campus. There was some discussion about a seven-year maintenance plan for the campus. Clark talked about the maintenance plan and that the University will be working on updating their plan this year which is a six-year plan. Discussion went on to detail the commission's desire to have County and City staff involved in the maintenance plan and to have them regularly report to this campus commission. Clark and McNair detailed that the new maintenance position will be more involved in the planning and maintenance reporting side. Clark and McNair talked about bringing in the position description to have further discussion regarding the maintenance of the campus. VonAsten expressed his concerns about not having someone on hand for the campus; he stated he was concerned about the part time nature of this investment. Commission stressed the concern over the design of the campus maintenance report and continued review of the maintenance of the facility. The commission requested that the City Engineer and the County EMBS Administrator report on a monthly basis to this commission.

Financial Report and approval of Vouchers - Giese presented the report and vouchers. Giese stated that she has bills in the amount of \$25,338.21. The Commission also agreed by general consensus to reserve an encumbrance of \$30,000 for the library carpeting replacement as identified in the 2015 budget. Motion by VonAsten seconded by Lombard to pay the bills totaling \$25,338.21, which includes the maintenance report bills totaling \$9,971.21. Motion carried with all in favor.

Update and discussion on Student Housing - Lombard – New assistant manager for the Villas was introduced, during their meeting. She detailed campus housing events and leasing for the summer.

There was discussion on the lighting issues and they are continuing to work on them. Lighting will remain on the agenda until it is completed to their satisfaction.

Campus Administrator's Report - Dundee McNair, Campus Administrator, he went on to detail the new positions that are being filled. The Director of Facilities Maintenance is being offered and will likely begin within the next couple of months.

Dean's Report - Charles Clark, Regional Dean, wanted to emphasize their support and that the UW system recognizes the investment of their local partners. The maintenance portion of the facilities will not be neglected. Enrollments across the UW system is down, however new registrations for the campus are up, as well as new freshmen enrollments. Dedication of the new science building is in the planning stage and will likely be late summer early fall.

Set next date and time – March 17, 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

Minutes of Plan Commission Meeting February 16, 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, and Jim O'Neill. Kate Fitzwilliams was absent.

Also in attendance were Tom Pinion, Ed Geick, and Ken & Mary Dressen, Gary Woolever, Roy Mjelde, Steve Cook, Scott Hewitt, Bjorn, 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, Liston seconded to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by Liston, seconded by Franzen to approve the minutes of the January 19, 2016 meeting. Motion carried unanimously.

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

Public Hearing

Public Hearing to consider request by K & M Dressen Property Management, LLC for a Conditional Use Permit for a new Pizza Ranch restaurant to be located in the W½ of the SW¼ of Section 3, T11N, R6E, City of Baraboo, Sauk County, Wisconsin at 916 Gateway Drive – There being no testimony, the hearing was declared closed. Pinion stated that he received one email correspondence representing the adjoining property owners on either side of the proposed lot in full support of the project.

New Business

- a. Review and recommendation on K & M Dressen Property Management, LLC's request for a Conditional Use Permit to allow a new Pizza Ranch restaurant at 9116 Gateway Drive, City of Baraboo, Wisconsin – Pinion said that the property is in the Gateway Business Park, which is part of the City's Conditional Use Overlay District. He said what is being proposed conforms to the underlying zoning district, as well as the regulations pertaining to all conditional uses. Gary Woolever, Vierbicher then addressed the Commission. He said that the new Pizza Ranch would be set back toward the off-ramp of the new Highway 12 corridor. He did say that since the plans were made Pizza Ranch Inc. wanted the dumpster enclosure moved. He said corporate also asked for a couple more parking stalls. Liston asked if there are any water issues and Pinion said that there are no stormwater issues in this area. He said when this entire development was platted and developed it included stormwater management for all future development. Kolb commented on the completeness of the package given to the Commission. He asked what the outside materials of the building would be. Woolever stated that the material is a composite material and looks like wood and this is Pizza Ranch's prototypes so it is what the building will look like. It was moved by Liston, seconded by Thurow to approve the conditional use permit subject to approval by the City Engineer that all code requirements have been met. On roll call vote for the motion, Ayes – Thurow, Franzen, Liston, O'Neill, Kolb, and Wedekind. Nay – 0, and the motion carried.
- b. Review and approve Site Plan for proposed Pizza Ranch restaurant at 916 Gateway Drive for K & M Dressen Property Management, LLC – Pinion said that this was a complete submittal and everything complies. It was moved by Liston, seconded by Kolb the Site Plan as presented. On roll call for the motion, Ayes – Franzen, Liston, O'Neill, Kolb, Wedekind, and Thurow. Nay – 0, and the motion carried.
- c. Review and approve a Three-Lot Certified Survey Map of a portion of Lot 2 Gateway Business Park, being a part of the W½ of the SW¼ of Section 3, T11N, R6E, City of Baraboo, Sauk County, Wisconsin, for DEVCO I, LLC – Pinion presented this CSM to the Commission. He said that the CSM meets all of the requirements contained in the land division regulations and he has no other issues or comments. It was moved by Kolb, seconded by O'Neill to approve the Three-Lot Certified Survey Map as presented. On roll call vote for the motion, Ayes – Liston, O'Neill, Kolb, Wedekind, Thurow, and Franzen. Nay – 0, and the motion carried unanimously.
- d. Request by Roy Mjelde, managing member of Roy & Pam Properties, LLC, to review a Conceptual Development Plan in accordance with Step 2 of the PUD Process to expand the existing 10-unit multi-family residential complex to a 12-unit multi-family residential complex by converting two existing storage buildings to two residential dwelling units, located on the southeast corner of 7th and Barker Streets in an R-4 Multi-Family Residential zoning district – Pinion said that this is a concept review that could lead to a PUD request, depending on the Commission's feedback and position on it. He said that Roy & Pam Properties own a host of properties within the City and are very responsible landlords and maintain their properties well. He said this particular site on the corner of the SE corner of 7th and Barker consists of three existing buildings, two 4-unit buildings, one two-unit, with two storage units. He went on to say that the request is to convert the two storage units to two more residential units. He said that there are nine off-street parking stalls for the current eight units; he would like to add three more parking stalls off the street so that ultimately there could be 12 parking stalls for 12 units. **30**

Commission feels this is a reasonable request. Pinion said because of the magnitude of the full building, this project would require State-approved plan, which would require a 2-hour fire wall separation between the existing two-unit residential and the storage facilities, and then a one-hour separation between the two new units. Mjelde said that he purchased the property about 20 years ago and it was run-down and he has essentially re-built 10 of the units from inside/out. Kolb asked Mjelde if he has contacted any of the neighbors at this time due to the fact that this will exceed the density of the area. Mjelde said that he wanted to lay it out on his own and see what it would look like before he did that. Kolb asked if the parking would be in compliance and Pinion said that the Code requires two stalls per unit, for special multi-family, the Plan Commission can reduce that to 1½. Pinion said that at this time they are below this and he asked Mjelde if there have been any parking issues or complaints. Mjelde said that all of these units are single tenants, even the two-bedroom and some don't have vehicles. The Commission liked the idea and felt it would dress up the neighborhood. Kolb asked that Mjelde check with the neighbors before going forward. Pinion said that if this progresses, there will be a public hearing at the Council level to rezone the property.

- e. Review a concept plan for a prospective 4-lot certified survey map on the 15.58-acre parcel north of the Pleasant View Subdivision, located in the SW¼ of Section 30, T12N, R7E, for Don and Karen Stanley– This issue was not discussed.
- f. Review concept plan for a prospective 4-lot certified survey map on the 4.94-acre parcel on the east side of the 1400 block, located in the NE¼ of Section 35, T12N, R6E, of Crawford Street by Steve Cook – Pinion said that Cook was unable to be in attendance; however, Scott Hewitt of Grothman is in attendance to answer any questions. Pinion said that this is a family site as the Commission has looked at it before for Garth and Jerry Scott. He said that this is a little different configuration. He said that three lots would adjoin Crawford Street, and not all would have equal frontage, but they would have more than the required frontage. He said that the lot on 13th Avenue would also have more than the required frontage. Hewitt said that Cook is looking for insurance from the Commission that if he was to go ahead and have Hewitt start the CSM process that there will be no objection to this concept. All positive comments were voiced by the Commission.
- g. Request to rezone Lot 1, Block 3 of Rolling Meadows Estates, located at 1400 19th Street, from its current R-1A Single-Family Residential to R-3 Three-and Four-Family Residential by Home Traders Group LLC – Pinion said that the property below this is zoned RF-3 and the lot in question is zoned R-1A. Mr. Cook would like to zone this lot to R-3, which would allow him to put up a 4-plex if he chose to do so. Pinion said that the concept plan that is on file for the property that is currently zoned R-3 is five 4-unit buildings, to maximize the density there would be 20 units. Therefore, in anticipation of that, Cook expressed an interest in considering, if it would be 4-plexes there, he may like to add a sixth 4-plex to make it uniform. Cook doesn't like the idea of a single-family home abutting 20 units in a single development. Kolb moved, Liston seconded to recommend rezoning Lot 1, Block 2 of Rolling Meadows Estates, located at 1401 19th Street from R-1A to R-3. On roll call vote for the motion, Ayes – O'Neill, Kolb, Wedekind, Thurow, Franzen, and Liston. Nay – 0, and the motion carried.

Adjournment - It was moved by Liston and seconded Kolb to adjourn at 5:45 p.m. The motion carried unanimously.

Phil Wedekind,
Mayor Designee