

AGENDA  
CITY OF BARABOO COMMON COUNCIL  
Council Chambers, 135 4<sup>th</sup> Street, Baraboo, Wisconsin  
Tuesday, April 12, 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:* Atty. Bolin, Adm. Geick, Clerk Giese, City Engineer Pinion, Utility Super. Peterson, Street Super. Koss, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Allen, CDA Director, the News Republic, WBDL, and WRPQ.

*Notices sent to other interested parties:* Town of Baraboo, Village of West Baraboo, Citizen Agenda Group, Media Agenda Group

**CALL TO ORDER**

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

**APPROVAL OF PREVIOUS MINUTES** - (Voice Vote): March 22, 2016

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

**COMPLIANCE WITH OPEN MEETING LAW NOTED**

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

**MAYOR'S COMMENTS** – The Mayor will read the following proclamations:

- April 29, 2016 as Arbor Day in Baraboo;
- April 10 through 16 as National Library Week;

Council Reorganizational Meeting will be on Tuesday, April 19 at 6:30PM

**CONSENT AGENDA** (roll call)

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

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

SRO-1...Consider expanding an existing 10-unit multi-family residential complex to a 12-unit multi-family unit at 500 7<sup>th</sup> Street.

**NEW BUSINESS RESOLUTIONS**

NBR-1...Consider Disallowing Claim for excessive assessment filed by Menard Inc.

NBR-2...Consider levying special assessments for new sidewalk on benefiting properties of Martiny Court, from 12<sup>th</sup> St. north approximately 280 feet and 12<sup>th</sup> St., from Martiny Court to Jefferson St.

NBR-3...Authorize acquisition of property located at 212 14<sup>th</sup> Street

NBR-4...Approve Final Plat and Agreement for Subdivision Improvements for Rolling Meadows North subdivision.

**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	3-22-16	Public Safety Comt.	3-21-16
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**Copies of these meeting minutes are on file in the Clerk's office:**

District Ambulance	1-27-16	Ad Hoc District Ambulance	1-27-16
Police & Fire Comm.	2-15-16	Outdoor Rec Plan Comm.	3-7-16
Airport Owners	3-23-16	BID	3-16-16
UW Campus Comm	2-18-16	Public Arts Comt.	2-24-16
Park & Rec Comm.	3-14-16		

**Petitions and Correspondence Being Referred**

**INFORMATION**

Friday, April 29<sup>th</sup> at 10:30AM is the Dedication of the City of Baraboo Arboretum at Maxwell-Potter Conservancy.

**ADJOURNMENT** (Voice Vote)

Cheryl Giese, City Clerk-Finance Director

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

***APRIL 2016***

SUN	MON	TUE	WED	THU	FRI	SAT
10	11 Park & Rec	12 Finance Council	13	14	15	16
17	18 PFC SCDC	19 Library Plan Council Re-Org	20 BID	21 UW Campus	22	23
24	25 Public Safety	26 Finance Council	27 Ambulance	28 Emergency Mgt Public Arts Assoc	29	30

**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 04/08/2016

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, March 22, 2016 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent: Robkin (excused)

Others Present: Adm. Geick, Attny. Kleczek-Bolin, Chief Schauf, Eng. Pinion, Park/Rec Dir. Hardy, Water Supt. Peterson, Dep. Treas. Klingemeyer, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Alt and carried to approve the minutes of March 8, 2016.

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

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

**PRESENTATION-GEM AWARDS**

The Mayor presented Stephanie Miller-Lamb, Executive Director of the Al Ringling Theater, with a Gem Award, after reading the proclamation.

The Mayor presented Charlene Flygt with a Gem Award for all of her years of service to make Baraboo a “Gem”.

**PUBLIC HEARING** – The Mayor opened the public hearing relative to levying special assessments for new curb and gutter on benefitting properties on portions of Washington Avenue, 3<sup>rd</sup> Street, and Walnut Street. Tom Pinion provided information regarding the project. He reviewed the process of Special Assessments, and the statutorily required steps in levying them. This project will be Bid in April, and final assessment costs will be known then. Information provided to homeowners to this point has been conservative estimates.

- Gene Sinner, 1000 Third Street, addressed the Council to indicate he supports the reconstruction of Third Street; the curb/gutter he installed is 48 years old. At the most, there are only 3-5 people who walk the street, and he is totally opposed to sidewalk installation.
- Violet and Willard Zimmerman, 941 Third Street, stated they built their home 62 years ago, and were promised water and sewer service. It took 2 years to get utilities extended to them. Third Street remained a “trail” for years, and they still have no curb/gutter. They were directed 20 years ago to remove a cedar tree in preparation of sidewalk installation; it was never installed. Both agreed they are in favor of the street reconstruction and curb/gutter, but 100% opposed to sidewalk, things have been fine for 62 years without sidewalk.
- Gary Lee Meeker, 1018 Third Street, is opposed to sidewalk in these times of “green” spaces. Not fair that sidewalk was not installed on a more highly used street, Washington Avenue, last year, but is being considered for low foot traffic on Third Street. He agrees the street reconstruction is necessary, just not sidewalk installation,
- Andrew Chalmers, 1006 Third Street, agrees with other testimony in opposition to sidewalk. Installing sidewalk will take away the only 2 trees in his yard. The street near him has had a huge pothole for 1 ½ years.
- Amy Lewison, 927 Third Street, noted she was not as informed as she’d like, but still wanted to testify. Her home is already very close to the right-of-way. She is concerned with the proximity of a sidewalk to her front porch. She is also concerned over the loss of trees, as her home is not air conditioned, and the value of her home may be reduced by the loss of trees and yard area.
- Charles Blystad, 1033 Third Street, would like to know who determines where sidewalk is or isn’t installed. He questions why sidewalk was not installed on Washington Ave last year with all of the foot traffic from the Fairgrounds to the River Walk, especially when the Boy Scouts are in town. He wonders why the policy would allow for exceptions to sidewalk due to cost, and his cost wouldn’t be considered too great.

**PUBLIC HEARING** – The Mayor opened the public hearing relative to levying special assessments for Sanitary Sewer and Water main Extensions on benefitting properties on portions of both City and

Town of Baraboo lying along both sides of South Blvd., from Industrial Court to the west. Tom Pinion addressed the Council regarding the project. The proposed Resolution will memorialize the project and assessments. No one testified during the hearing.

**PUBLIC HEARING** – The Mayor opened the public hearing relative to the General Development Plan/Specific Implementation Plan in accordance with the PUD process and corresponding zoning to expand an existing 10 unit multi-family residential facility to a 12 unit multi-family residential complex, on the southeast corner of 7<sup>th</sup> and Barker Streets.

- Bill Weitzel, E13735 State Road 33, owns property at 503 7<sup>th</sup> Street. He is concerned with snow removal and off-street parking. He is not opposed to the project.

**PUBLIC INVITED TO SPEAK** –

- Paul Wolter, 205 2<sup>nd</sup> Ave, spoke as a private citizen, not the Director of the SCHS. He is in favor of revisiting a site for the new Public Safety/City Hall Building. He has been concerned about the former post office (current School Admin) building. It recently became part of the Downtown’s Historical District.
- Nicol Knappen, 952 2<sup>nd</sup> St., #1, serves as Vice President of the Friends of the Library. He believes City Hall belongs in the downtown, and is too big for either Site A or Site B. With the Library scheduled for expansion and modernization in 2020, he is concerned funding will be delayed because of the City Hall building. He asks the City to re-evaluate shared space; and keep City Hall downtown, and use a vacant building on 8<sup>th</sup> Street for the Police Department.

**MAYOR’S COMMENTS** – The Mayor congratulated Police Officer James Haas on his 10<sup>th</sup> Anniversary with the City of Baraboo. In his absence, his certificate was provided to Chief Schauf.

**CONSENT AGENDA**

**Resolution No. 15-117**

THAT the Accounts Payable, in the amount of \$517,313.07 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 15-118**

That the following 4<sup>th</sup> Quarter Utility Budget Amendments are authorized for the year end, 2015:  
See attached listing.

Account	Account Name	Budget	Amend	to Budget	Budget
970-37.40800-580.100	Utility Tax to Municipality	310260	-18500		291760
970-37.62300-223	Water Pumping-Heat	1400	-700		700
970-37.63100-260	Well Buildings-Repair & Maintenance	2000	150		2150
970-37.64100-345	Water Treatment-Chemicals	30000	-7000		23000
970-37.64200-217	Water Treatment-Testing	6000	-3500		2500
970-37.64300-340	Water Treatment-Operating Supplies	2450	-600		1850
970-37.64300-343	Water Treatment-Postage	1000	50		1050
970-37.66100-280	Storage Facilities-Repair & Maintenance	2800	-600		2200
970-37.66300-310	Meter Expense-Office Supplies	200	-200		0
970-37.66400-320	Customer Installations-Training	500	-500		0
970-37.66400-340	Customer Installations-Operating Supplies	1000	-1000		0
970-37.66500-220	Transmission/Distribution Expense-Telephone	1000	-300		700
970-37.66500-223	Transmission/Distribution Expense-Heat	4750	-1000		3750
970-37.66500-340	Transmission/Distribution-Operating Supplies	4350	-1000		3350
970-37.66500-392	Transmission/Distribution-Small Equipment	1500	-1500		0
970-37.67100-260	Oak St HiLift Building-Repair & Maintenance	300	-300		0
970-37.67200-239	Tower Repair & Maintenance	268000	44500		312500

970-37.67200-250	Tower Maintenance-Repair to Equipment	500	-400	100
970-37.67300-236	Main Repair & Maintenance	41900	14700	56600
970-37.67300-270	Main Maintenance-Special Services	1875	-225	1650
970-37.67300-340	Main Maintenance-Operating Supplies	250	-175	75
970-37.67500-238	Service Repair & Maintenance	6150	5200	11350
970-37.67500-270	Service Maintenance-Special Services	1250	-1250	0
970-37.67600-340	Meter Maintenance-Operating Supplies	50	-50	0
970-37.67600-350	Meter Repair & Maintenance	1650	2300	3950
970-37.67700-241	Hydrant Repair & Maintenance	14835	6000	20835
970-37.67700-340	Hydrant Maintenance-Operating Supplies	700	-250	450
970-37.67800-250	Other T&D Equipment-Repair & Maintenance	6000	-5000	1000
970-37.90200-346	Meter Reading Expense-Uniforms	3000	-1300	1700
970-37.90300-310	Customer Records/Collections-Office Supplies	1200	-50	1150
970-37.90300-343	Customer Records/Collections-Postage	3510	50	3560
970-37.92100-392	Office Expense-Small Equipment	500	-500	0
970-37.92300-215	Outside Professional Services	43138	-2100	41038
970-37.92500-217	Injuries/Damages-Testing	500	-225	275
970-37.92500-390	Injuries/Damages-Other Supplies & Expense	375	-375	0
970-37.92500-510	Injuries/Damages-Insurance	15513	-4250	11263
970-37.93000-240	Repair & Maintenance-Vehicle (Supt)	1000	-900	100
970-37.93200-250	General Equipment-Repair & Maintenance	5500	800	6300
970-37.62300-222	Water Pumping-Electricity	166943	-20000	146943

**Cover Mine Rd Tower Repainting & Rehabilitation budget overage**

970-37.67200-239	Repair & Maintenance-Towers	312500		56500	369000
970-37-49300.000	Fund Balance Applied	0		56500	56500

**Allocate annual CREW truck REPAIRS to affected maintenance accts + transfer funds between line items**

970-37.60100-240	Source of Supply Expense-Vehicle Repairs	0	365	365
970-37.62400-240	Pumping Expense-Vehicle Repairs	0	780	780
970-37.64200-217	Treatment Expense-Testing	2500	10	2510
970-37.64200-240	Treatment Expense-Vehicle Repairs	0	185	185
970-37.66100-240	Storage Facilities Expense-Vehicle Repairs	0	295	295
970-37.66200-240	Transmission/Distribution Exp-Vehicle Repairs	4400	-3700	700
970-37.66300-240	Meter Expense-Vehicle Repairs	0	390	390
970-37.66400-240	Customer Installation Expense-Vehicle Repairs	0	175	175
970-37.67300-240	Main Maintenance Expense-Vehicle Repairs	0	1080	1080
970-37.67500-240	Service Maintenance Expense-Vehicle Repairs	0	940	940
970-37.67700-240	Hydrant Maintenance Expense-Vehicle Repairs	0	450	450
970-37.67800-250	Other T&D Equipment-Repair & Maintenance	1000	-435	565
970-37.90200-240	Meter Reading Expense-Vehicle Repairs	0	60	60
970-37.90300-240	Customer Collections Expense-Vehicle Repairs	0	55	55
970-37.93000-348	Misc Gen'l Expense-Vehicle Gas (Supt)	1420	-650	770

**Allocate annual CREW truck fuel costs to affected maintenance accts**

970-37.60100-348	Source of Supply Expense-Vehicle Gas	0	600	600
970-37.62400-348	Pumping Expense-Vehicle Gas	0	1250	1250
970-37.64200-348	Treatment Expense-Vehicle Gas	0	300	300
970-37.66100-348	Storage Facilities Expense-Vehicle Gas	0	600	600

970-37.66200-348	Transmission/Distribution Exp-Vehicle Gas	18270	-9520	8750
970-37.66300-348	Meter Expense-Vehicle Gas	0	620	620
970-37.66400-348	Customer Installation Expense-Vehicle Gas	0	300	300
970-37.67300-348	Main Maintenance Expense-Vehicle Gas	0	2850	2850
970-37.67500-348	Service Maintenance Expense-Vehicle Gas	0	1950	1950
970-37.67700-348	Hydrant Maintenance Expense-Vehicle Gas	0	850	850
970-37.90200-348	Meter Reading Expense-Vehicle Gas	0	100	100
970-37.90300-348	Customer Collections Expense-Vehicle Gas	0	100	100

**Transfer funds between Payroll/Benefit line items**

970-37.60100-120	Source of Supply Labor-Wages	6270	880	7150
970-37.60100-122	Source of Supply Labor-Overtime	150	-150	0
970-37.60100-130	Source of Supply Labor-Social Security	491	24	515
970-37.60100-131	Source of Supply Labor-Retirement	526	76	602
970-37.60100-132	Source of Supply Labor-Health Insurance	1579	320	1899
970-37.61400-120	Maintenance of Wells-Wages	5750	850	6600
970-37.61400-122	Maintenance of Wells-Overtime	225	-200	25
970-37.61400-130	Maintenance of Wells-Social Security	457	10	467
970-37.61400-131	Maintenance of Wells-Retirement	490	50	540
970-37.61400-132	Maintenance of Wells-Health Insurance	1469	290	1759
970-37.62000-110	Pumping Supervision-Salaries	365	-365	0
970-37.62000-130	Pumping Supervision-Social Security	28	-28	0
970-37.62000-131	Pumping Supervision-Retirement	30	-30	0
970-37.62000-132	Pumping Supervision-Health Insur	83	-82	1
970-37.62400-120	Pumping Labor-Wages	8000	-1150	6850
970-37.62400-122	Pumping Labor-Overtime	5500	-1700	3800
970-37.62400-130	Pumping Labor-Social Security	1032	-295	737
970-37.62400-131	Pumping Labor-Retirement	1107	-250	857
970-37.62400-132	Pumping Labor-Health Insur	3321	-275	3046
970-37.62400-134	Pumping Labor-ICI	27	-25	2
970-37.63000-110	Pumping Maint Supervision-Salaries	365	-365	0
970-37.63000-130	Pumping Maint Supervision-Social Security	28	-28	0
970-37.63000-131	Pumping Maint Supervision-Retirement	30	-30	0
970-37.63000-132	Pumping Maint Supervision-Health Insur	83	-83	0
970-37.63100-120	Pumping Structure Maint-Wages	1250	5400	6650
970-37.63100-122	Pumping Structure Maint-Overtime	150	50	200
970-37.63100-130	Pumping Structure Maint-Social Security	107	400	507
970-37.63100-131	Pumping Structure Maint-Retirement	115	450	565
970-37.63100-132	Pumping Structure Maint-Health Insur	344	2500	2844
970-37.63300-120	Pumping Equipment Maint-Wages	15050	-5100	9950
970-37.63300-122	Pumping Equipment Maint-Overtime	375	-325	50
970-37.63300-130	Pumping Equipment Maint-Social Security	1180	-475	705
970-37.63300-131	Pumping Equipment Maint-Retirement	1264	-450	814
970-37.63300-132	Pumping Equipment Maint-Health Insur	3794	-750	3044

**Transfer funds between Payroll/Benefit line items**

970-37.64200-120	Treatment Labor-Wages	6730	-1800	4930
970-37.65200-120	Treatment Equipment Labor-Wages	4057	-700	3357
970-37.65200-130	Treatment Equipment Labor-Social Security	322	-170	152

970-37.65200-131	Treatment Equipment Labor-Retirement	345	-170	175
970-37.65200-132	Treatment Equipment Labor-Health Insur	1035	-405	630
970-37.66100-120	Storage Facilities Labor-Wages	1285	1050	2335
970-37.66100-130	Storage Facilities Labor-Social Security	104	100	204
970-37.66100-131	Storage Facilities Labor-Retirement	112	85	197
970-37.66100-132	Storage Facilities Labor-Health Insurance	334	260	594
970-37.66100-133	Storage Facilities Labor-Life Insurance	0	5	5
970-37.66200-120	Transmission/Distribution Labor-Wages	87308	3600	90908
970-37.66200-122	Transmission/Dist. Labor-Overtime	5275	-3293	1982
970-37.66200-128	Transmission/Dist. Labor-Merit Pay	5192	-4127	1065
970-37.66200-130	Transmission/Dist. Labor-Social Security	7533	-740	6793
970-37.66200-131	Transmission/Dist. Labor-Retirement	8075	-700	7375
970-37.66200-132	Transmission/Distribution Labor-Health Insur	24225	1800	26025
970-37.66200-133	Transmission/Distribution Labor-Life Insur	30	10	40
970-37.66200-134	Transmission/Dist. Labor-ICI	205	-205	0
970-37.66200-136	Transmission/Dist. Labor-Cafeteria Plan	95	10	105
970-37.66300-120	Meter Expense-Wages	6500	5000	11500
970-37.66300-122	Meter Expense-Overtime	300	-300	0
970-37.66300-130	Meter Expense-Social Security	520	300	820
970-37.66300-131	Meter Expense-Retirement	558	400	958
970-37.66300-132	Meter Expense-Health Insurance	1673	1850	3523
970-37.66300-133	Meter Expense-Life Insurance	2	5	7
970-37.66300-134	Meter Expense-ICI Insurance	14	-5	9
970-37.66400-120	Customer Installations-Wages	8785	-2110	6675
970-37.66400-122	Customer Installations-Overtime	192	100	292
970-37.66500-120	Transmission/Dist. Misc Labor-Wages	13675	1100	14775
970-37.66500-131	Transmission/Dist. Misc Labor-Retirement	1148	100	1248
970-37.66500-132	Transmission/Dist. Misc Labor-Health Insur	3444	800	4244
970-37.66500-133	Transmission/Dist. Misc Labor-Life Insur	4	10	14
970-37.67000-110	Tower Maint Supervision-Salaries	2915	-1900	1015
970-37.67000-130	Tower Maint Supervision-Social Security	223	-140	83
970-37.67000-131	Tower Maint Supervision-Retirement	239	-150	89
970-37.67000-132	Tower Maint Supervision-Health Insur	660	-450	210

**Transfer funds between Payroll/Benefit line items**

970-37.67200-120	Tower Maintenance Labor-Wages	6550	950	7500
970-37.67200-122	Tower Maintenance Labor-Overtime	550	700	1250
970-37.67200-130	Tower Maintenance Labor-Social Security	543	100	643
970-37.67200-131	Tower Maintenance Labor-Retirement	582	150	732
970-37.67200-132	Tower Maintenance Labor-Health Insur	1746	750	2496
970-37.67200-133	Tower Maintenance Labor-Life Insur	2	5	7
970-37.67200-134	Tower Maintenance Labor-ICI	15	-15	0
970-37.67300-122	Mains Maintenance Labor-Overtime	8500	-5250	3250
970-37.67500-120	Service Maintenance Labor-Wages	28000	4200	32200
970-37.67500-122	Service Maintenance Labor-Overtime	3500	-1000	2500
970-37.67500-130	Service Maintenance Labor-Social Security	2409	50	2459
970-37.67500-131	Service Maintenance Labor-Retirement	2583	260	2843
970-37.67500-132	Service Maintenance Labor-Health Insur	7749	2550	10299
970-37.67500-134	Service Maintenance Labor-ICI	64	-60	4

970-37.67600-120	Meter Maintenance Labor-Wages	1350	1325	2675
970-37.67600-122	Meter Maintenance Labor-Overtime	150	-56	94
970-37.67600-130	Meter Maintenance Labor-Social Security	114	80	194
970-37.67600-131	Meter Maintenance Labor-Retirement	123	105	228
970-37.67600-132	Meter Maintenance Labor-Health Insur	369	505	874
970-37.67600-133	Meter Maintenance Labor-Life Insur	0	1	1
970-37.67700-120	Hydrant Maintenance Labor-Wages	17000	-2350	14650
970-37.67700-122	Hydrant Maintenance Labor-Overtime	3500	-1650	1850
970-37.67700-130	Hydrant Maintenance Labor-Social Security	1568	-400	1168
970-37.67700-131	Hydrant Maintenance Labor-Retirement	1680	-325	1355
970-37.67700-132	Hydrant Maintenance Labor-Health Insur	5043	100	5143
970-37.67700-134	Hydrant Maintenance Labor-ICI	42	-40	2
970-37.90200-120	Meter Reading Labor-Wages	2220	-1230	990
970-37.90200-122	Meter Reading Labor-Overtime	60	-60	0
970-37.90200-130	Meter Reading Labor-Social Security	174	-100	74
970-37.90200-131	Meter Reading Labor-Retirement	187	-105	82
970-37.90200-132	Meter Reading Labor-Health Insur	560	-235	325
970-37.90200-134	Meter Reading Labor-ICI	5	-5	0
970-37.90300-120	Customer Collections Labor-Wages	14443	1020	15463
970-37.90300-122	Customer Collections Labor-Overtime	713	-307	406
970-37.90300-128	Customer Collections Labor-Merit Pay	277	-277	0
970-37.90300-130	Customer Collections Labor-Social Security	1191	-55	1136

**Transfer funds between Payroll/Benefit line items**

970-37.90300-131	Customer Collections Labor-Retirement	1277	35	1312
970-37.90300-132	Customer Collections Labor-Health Insur	6095	-80	6015
970-37.90300-134	Customer Collections Labor-ICI	40	-40	0
970-37.92000-110	Administrative/General-Salaries	48183	3900	52083
970-37.92000-120	Administrative/General-Wages	37669	-1325	36344
970-37.92000-122	Administrative/General-Overtime	785	-550	235
970-37.92000-128	Administrative/General-Merit Pay	1124	360	1484
970-37.92000-129	Administrative/General-Longevity	266	15	281
970-37.92000-130	Administrative/General-Social Security	6734	-110	6624
970-37.92000-131	Administrative/General-Retirement	7218	190	7408
970-37.92000-132	Administrative/General-Health Insur	21938	55	21993
970-37.92000-133	Administrative/General-Life Insur	44	5	49
970-37.92000-134	Administrative/General-ICI	150	-150	0

**Transfer funds between line items**

970-37.67300-120	Mains Maintenance Labor-Wages	35000	-2400	32600
970-37.67300-236	Main Repair & Maintenance	56600	1300	57900
970-37.67500-238	Service Repair & Maintenance	11350	980	12330
970-37.67700-241	Hydrant Repair & Maintenance	20835	120	20955
970-37.92600-122	Pension/Benefits/Training-Overtime	600	-200	400
970-37.92600-132	Pension/Benefits/Training-Health Insur	1450	195	1645
970-37.92600-133	Pension/Benefits/Training-Life Insur	2	5	7

**Transfer funds between line items**

960-36.82100-222	Sewer-Pumping Electricity	83775	3200	86975
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The property to be assessed lies within the following described assessment district:

**ASSESSMENT DISTRICT:**

Sanitary Sewer and Water main 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:

- Pay in full within 30 days to avoid interest charges.
- 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. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. 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 between \$1,000 and \$5,000. Pay 1/5<sup>th</sup> down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7<sup>th</sup> down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime

lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. 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 1/10<sup>th</sup> down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures shall be eligible to repay the City for the assessment at the rate of \$100 per year plus annual interest of 1% 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.

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.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No 16-119** be approved- 8 ayes, 1 absent—Robkin.

#### **Resolution No. 15-120**

To approve the Base Bid and Alternate Bid for the Water Street Water main Replacement Project in the amount of \$165,345 and award the contract to the low bidder, J & J Underground, LLC from La Valle, Wisconsin.

Wade Peterson addressed the Council and reported there were 6 bidders. This is the first time the City will have a pipe “bursting” project. Moved by Ellington, seconded by Alt, and

**Ordinances:**

Ordinance No. 2441 was introduced and read for the first time:

**Ordinance No. 2441**

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

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:  
**17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP**
  - (4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.
    - (d) Planned Unit Developments. The following Planned Unit Developments are approved and incorporated into the zoning map: 2016-01.
2. The attached General Development Plan / Specific Implementation Plan is approved as Planned Unit Development 2016-01.
3. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Wedekind, seconded by Kolb, and carried that the Ordinance take its regular course – 8 ayes, 1 absent-Robkin.

**COMMITTEE OF THE WHOLE**

Moved by Sloan, seconded by Kolb, and carried- 8 ayes 1 absent-Robkin to convene as a Committee of the Whole.

The Mayor indicated a number of the Stakeholder Committee Members were in attendance, and the Council agreed to allow them to speak during discussions.

- Petty- likes the change to Site B. The Riverfront is meant as a mixed use area. This could be the “launch” project for the entire area. He likes the footprint of this site for a future move by the Fire Department. He also indicated the City has no interest in the School Administration Building.
- Wedekind-favors Site B because no more land will come off the tax roll. He has not had one person in the public in favor of Site A.
- Kolb-Site B is a great way to tie the Downtown and River. It would be a nice Gateway. He always questioned Site A. He has not heard any support from the public for Site A.
- Alt-concurs with the other comments. Is especially happy for the opportunity for the Baraboo Fire Department to become part of the Site B footprint.
- Thurow-reminded members that sites originally looked at were near/around the current City Hall, and that’s what lead to Site A. He is pleased with the flexibility of Site B. The Police Department is in daily contact with Administration, and it makes sense to have shared spaces.
- Ellington-likes Site B for the visual aspects. While driving the area, he could picture the new facility, and never could with Site A. He supports the other comments by Council members.
- Sloan-traffic control is a huge concern for Site B; it would possibly require a round-about.
- Kolb-asked his fellow members to think about how gifted the Stakeholders are, to consider them during design.
- Sloan-great site for a welcome point that says you’re in Baraboo.
- Gil Gerdman-the DNR will be directing Devil’s Lake traffic within 2 blocks of Site B.
- Lacey Steffes-noted St. Francis and Verona both had their buildings on the edge of the community. The communities visited during the tour that had buildings in the downtown were short on parking, and regretful.
- Bekah Stelling-the downtown has always wanted a visitor’s center, and perhaps there could be space allotted for it in a new facility.

- Palm commented it would join the downtown(s). He hopes the Stakeholders will participate in the aesthetic design of the indoor and outdoor areas.
- Steffes commented that even though Site B is not in the City Center, it could act as the Center of the City.
- Sloan inquired about the cost of the City paying the TIF for Site A. Geick and Palm indicated it would be a “wash” with funding earmarked to purchase properties for parking at Site A.
- Ellington commented he would like to see a River walk project on the south side of the Baraboo River, and Site B could be the start. Geick indicated a south shore walk has always been planned.

Moved by Ellington, seconded by Kolb and carried – 8 ayes 1 absent, Robkin-to adjourn the Committee of the Whole, and reconvene into regular session.

Moved by Petty, seconded by Wedekind to authorize staff to consider Site B for the development of a Public Safety/City Hall Building. Thurow asked if other sites become of interest and are available, that staff be authorized to consider them. Petty restated his motion to include the addition of other sites, and Wedekind restated his second. Roll call: Ayes (8) Kolb, Plautz, Sloan, Petty, Ellington, Alt, Thurow and Wedekind. Absent (1) Robkin. Motion carried.

**MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS**

No report on BDAS.

Ellington reported there is a Drug Task Force meeting March 28<sup>th</sup> at 12:15.

Kolb reminded residents there are only 3 more weeks of alternate side parking; please be patient.

The Mayor reminded electors the Spring Election is April 5<sup>th</sup>, and the only polling place is the gym in the Civic Center.

Wedekind inquired when the next Newscape will be available. Geick indicated the proof is completed, and it is hoped it will be out prior to April 1<sup>st</sup>.

Plautz reported that he had recently been part of a mission trip to the Island of Negros in the Philippines. His host family happened to include the Clerk of the City of Guihulngan, a city of 97,000. He presented the Mayor with several hand-made gifts and pictures for the City, as well as, Mrs. Palm.

**REPORTS and MINUTES**

The City officially acknowledges receipt and distribution of the following:  
Monthly Reports for February, 2016 from the Fire Department and Treasurer.

**Baraboo Economic Development Commission** **March 3, 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 2<sup>nd</sup> St., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statues regarding open meetings.

**II. Roll Call & Approve Agenda**

Present: Wise, Burgi, Alt, Bowers, Huffaker, Jelle, Palm, Stauffacher, Taylor

Absent: Ayar, Umhoefer

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

**III. Approve Minutes**

Motion to approve the minutes as presented for February 4, 2016

Jelle (1); Alt (2)

Aye: Wise, Burgi, Alt, Huffaker, Jelle, Stauffacher, Palm, Taylor (all via voice)

Nay: None

Abstain: Bowers

**IV. Public Comment**

No one from the public wished to make a comment at this time.

- V. **Update on Development Activities** CDA Executive Director Patrick Cannon provided an overview of the City’s economic development goals for 2016. Based upon the *Grow Baraboo* plan, several items were highlighted as projects for 2016. These include the Eastside Neighborhood Plan, Business Retention visits, the development of a database of businesses and business locations throughout the city.

Keri Olson, speaking on behalf of the Chamber of Commerce indicated that the Chamber has hired a new director. Bobbie Boettcher will be starting in March. Ms. Olson also gave an update on the progress being made by SCDC. She indicated that the Task Force that was created earlier in the year has completed their work and made several recommendations to the

Board. The Board has already begun to take action on amending the by-laws to increase the membership for private sector participation.

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

- The city has hired a new City Attorney. Alene Bolin will be starting in march
- The City is working on a new Room Tax Agreement with the Chamber. The recent changes in State Law have added some complexity to the discussion.
- The Baraboo Area School District is looking at a bond issue for addressing the capital needs. District Administrator Lori Mueller and School Board member Sean McNevin will be attending a next month's BEDC meeting to provide information on their referendum project.
- Kwik Trip has received a building permit for their new store at Hwy 12 and South Blvd.
- Pizza Ranch has purchased land from Teel Manufacturing. They will be building a new facility and re-locating their restaurant.
- The Architects have been working on the new Public Safety/City Hall facility. An updated space needs is expected at the next Building Committee meeting.

#### VI. Update on the Plan Commission and Council

Mayor Palm indicated that the Chamber hosted a meeting regarding the impacts of a new 4 lane highway being constructed. This meeting was attended by approximately 70 people. The Mayor indicated that one of the topics of discussion was the use of directional signage outside of the DOT Right of Way area. The Mayor also suggested that the project should be referred to as a "new highway".

The Mayor also indicated that a focus group and public meetings are being held to discuss the recreational opportunities along the Baraboo River. Representative from the communities along the river corridor will be attending. MSA professional Services are leading this project and will be releasing a report in April/May 2016 regarding their recommendations.

#### VII. Updates from economic development partners and collaborators

Keri Olson, representing the Chamber of Commerce indicated that they are working on Room Tax Agreements with the various municipalities. She also indicated that the Millennium Task Force has completed their charge and has issued a report. This information to be shared with the Commission.

Carolyn Wastlund representing the Community Development Authority indicated that the CDA has awarded a loan to Pizza Ranch to assist with their land purchase.

#### VIII. Update on Economic Development Plan

Chairperson Wise did not have any updates regarding the plan.

#### IX. Update on Partner Presentation Schedule

For the April meeting, the Board indicated that they would like to have the Eastside Consultant make a brief presentation on their expectations for BEDC. In addition, the new Chamber Director is to be invited to meet the members of BEDC. The Chair also indicated that he would be inviting the School District to make their presentation at that meeting.

#### X. Commissioner and City Staff comments

Mayor Palm indicated that the Al Ringling Theater re-opening was a major success. It was very well attended.

He also indicated that he has met with members of the Madison SCORE chapter. They will be meeting with two not for profit organizations in Baraboo to provide help.

Mr. Alt indicated that Advance Manufacturing will be holding an open house at their new facility in Portage. The event is scheduled for Tuesday March 8, 2016. Additional information will be provided to the BEDC members as the public is welcome.

Mr. Geick indicated that Driftless Glen Distillery now has a distributor. Their products will now be available through various retail outlets. The meeting was adjourned at 7:03 PM.

#### **Finance/Personnel Committee – Council Chambers**

**March 8, 2016**

**Members Present:** Petty, Sloan and Thurow

**Absent:** none

**Others Present:** Mayor Palm, C. Giese, E. Geick, T. Kolb 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 Sloan, seconded by Thurow to adopt the agenda and carried unanimously. Moved by Thurow, seconded by Sloan to approve the minutes of February 23, 2016. Motion carried unanimously.

**Accounts Payable** – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for \$622,651.78. Motion carried unanimously.

#### **Budget Amendments**

Moved by Thurow, seconded by Sloan and carried unanimously to recommend to Council for action.

**Committee Comments:** None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn. Motion carried, meeting adjourned at 6:43 p.m.

### Minutes of the Public Safety Committee Meeting

**February 29, 2016**

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Ed Geick, Wade Peterson, Kevin Stieve, Chief Schauf, Lacey Steffes, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Council Chambers, 135 4<sup>th</sup> Street, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted and by voice vote, the motion carried. It was moved by Kolb, seconded by Plautz to approve the minutes of the January 25, 2016 meeting. By voice vote the motion carried.

#### New Business

- a. Review and recommendation to close 3<sup>rd</sup> Street, between Ash and Oak Streets, for a Special Event on May 21<sup>st</sup> sponsored by Spa Serenity, featuring a Farm to Pavement Dinner with proceeds benefiting the local Boys & Girls Club and their new Kids Café program – Lacey Steffes said that Spa Serenity will be celebrating their ten-year anniversary this spring and would like to organize an event that would somehow give back to the community and they chose the Boys and Girls Club's Food Program, since they have their new kitchen that they have been working on. They have planned a dinner event with a caterer from Madison, The Harvest Tavern. She said that 125 to 150 tickets will be sold, with a cocktail hour with beer and wine, the dinner, and then entertainment after dinner on 3<sup>rd</sup> Street, with everything ending by 10:00 p.m. She said that she has talked to all neighboring businesses on 3<sup>rd</sup> that would be open during those hours and be affected to let them know what they would be doing and invited them to participate with them and there were no objections. She said that the street would open back up at 11:00 p.m. for cleanup. Pinion said that Staff has met with Lacey a couple of times and they will be maintaining a portion of the street that won't be obstructed so that the Fire Department could get through. Staff has no objections. It was moved by Kolb, seconded by Plautz to approve the Special Event on May 21<sup>st</sup> as presented. Motion carried unanimously.
- b. Review and approve \$9,000 Contract with MSA Professional Services to complete a Biosolids Study at our WWTP in 2016 – Peterson said that he is looking at their equipment used to process biosolids, which is cost \$1,000,000 to \$1,500,000 to do so. The contract with MSA is to provide the engineering and bring everything together. He said that the reason this is being done now with the project not being done for two to three years is because we need to give our outlying communities advance notice of their portion of their bill will be. It was moved by Kolb, seconded by Plautz to approve the \$9,000 Contract with MSA Professional Services to complete a Biosolids Study at WWTP in 2016. Motion carried unanimously.
- c. Review and approve monthly Billing Adjustments/Credits for Sewer and Water Customers for January and February 2016 – It was moved by Kolb, seconded by Plautz to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.
- d. Discussion on Draft Uniform Crime Report (UCR) – Schauf said that this is a draft report and anytime that the Department take and investigate calls they are required to go onto the Federal website and document everything from number of cases, number of arrests, etc. Schauf then explained the reports to the Committee. Schauf then explained why the draft UCR showed that nobody was arrested for sale of drugs, which was incorrect. He said that the possession of drug paraphernalia has a higher rating in the UCR than the delivery of cocaine or delivery of marijuana, and therefore that is what is placed in the report. He said that he is having his Clerk try to clean up the numbers. He did say that one thing that he is proud of is that it shows that the Clearance rates are up.
- e. Review and Approve Quote for Body-Worn Cameras for the Police Department – Schauf said that he doesn't necessarily need approval on this quote, but he wanted to give the Committee an update. He said that the Department was not selected for the Grant and the reason why is because he had been too proactive and had purchased some small video cameras; therefore, they said since the Department already had a program they were going to go with someone else that didn't have one. He said that he provided the quote to the Committee so that they can see how much it is going to cost. He said that this is the way of the future, and these cameras will have to be purchased for all officers. He said that the cost will be approximately \$950.00 per camera, about \$1,000 in licensing fees, and approximately \$825/year in software fees.
- f. Review and Approve revision to the Fire Department Capital Equipment Replacement Plan – Chief Stieve stated that this item and g. go together and it was the consensus that they would be discussed together. Stieve said that it was in 2012 when the Capital Equipment Plan was originally approved. He believes it was 2014 that is was added to replace the van and Car #2, which is a Crown Victorian with one vehicle, being a pickup truck. He said that was scheduled for 2016 and the money was allocated in the Capital Equipment Fund because we do have money available in the Fire Department Equipment Fund, so it wasn't put in the budget for 2016. He said during budget deliberations it was decided to hold off on the plan because the Public Works has a vehicle to borrow the Department to haul hose, etc. He said after further consideration and looking at the current car #2 and some of the issues they have had with it, he would like the Committee to reconsider a change, which would be to keep the van, not only as a Fire Department vehicle, but also as a City Fleet Vehicle. He said that he would like to replace Car with an Interceptor, like the Police Department has because it has an all-wheel drive capability and it also has a little bit more storage space. He said that starting in March they will be rotating the officers through an on-call weekend, where they would actually take the vehicle home and respond to calls. He said that the \$50,000 is there, the cost of the vehicle is \$27,500 and with new warning equipment, radio counsel and other emergency equipment, he wouldn't expect the total cost to exceed \$40,000 for the vehicle. Kolb moved that the Committee approve the revision to the Capital Equipment Replacement and approve the purchase of the 2016 Ford Interceptor, complete with all equipment, not to exceed \$50,000. Plautz seconded the motion. Motion carried unanimously.
- g. Review and Approve purchase of 2016 Ford Interceptor to replace the Fire Department's Car #2 – Discussed with Item f.

#### Reports

- a. Utility Superintendent's Report – Utility Superintendent had nothing to report.

- b. Street Superintendent's Report – Pinion said that everything is going well. Public Works is just completing the inventory of trees that were slated for removal. The stump grinder has been scheduled for April 4<sup>th</sup>, which will take approximately two weeks to finish. He said that recent repairs to the City Services Center is going well and by the end of the week the front offices should be restored and back up and running. Next week Phase 2 will begin, which is Wade's and Bob's office and hopefully the Emergency Operations Center done for their meeting in March.
- c. Police Chief's Report – Schauf said last month Kolb asked for mental commitments evaluation to be made part of his monthly report. He said that he has added that category to the report, they are a query put it together; however, it isn't working correctly. He said that he was notified today that the Sheriff's Department is going to be recognized by the National Highway Traffic Safety Administration for work that we did (we being all police departments) in a traffic enforcement, both OWI, distractive driving, it includes the Bar Buddies Program that is here in Baraboo and in Sauk. He then he presented history on a former police officer, Bob Marquardt was hired as a police officer early 1942, he was then drafted into World War II two to three months later. He was subsequently killed in the line of duty in Nancy France in 1944. He said that he was a citizen police officer and would have been a police officer when coming out of the service so he is trying to get his name added to the Law Enforcement Memorial at the Courthouse. He said that his family has given back a picture of him in his police uniform, and the baton and whistle that he carried on duty in 1942. He went on to say that today, his daughter gave him his purple heart. He said that he is going to have a display case made up for Mr. Marquardt.
- d. Fire Chief's Report – Stieve gave the Committee an update on Department members, training, promotions, etc. He then that the article that Mr. Argo, the history teacher at the High School is doing on the Baraboo 21, three of people on that ship were eventually Baraboo Firefighters, Ken Stewart, Ed Coughlin; therefore, the Department will be three bricks to memorialize those men.

**ADJOURNMENT** – Kolb moved, Plautz seconded to adjourn the meeting at 1:44 p.m. Motion carried. Pinion said that next month he would like to move the meeting up one week to March 21 due to the fact that there are some bids coming due on the Water Main Bursting Project on Water Street and he is hoping to take it to Council in the 22<sup>nd</sup>.

### **ADJOURNMENT**

Moved by Ellington, seconded by Sloan, and carried on voice vote, that the meeting adjourn. Meeting adjourned at 8:20 p.m.

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Mary K. Klingemeyer, Deputy Treasurer

The City of Baraboo, Wisconsin

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

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

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

**Offered By:** Consent

**Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by City Clerk:** \_\_\_\_\_

RESOLUTION NO. 2016-

Dated: April 12, 2016

**Disallowing Claim for Excessive Assessment filed by Menard Inc.  
The City of Baraboo, Wisconsin**

**Background** Menard Inc. is disputing the 2015 assessment of its property at 1040 USH 12, Parcel Number 2552-26000 as determined by the City of Baraboo. On January 28, 2016, the City of Baraboo received notice of a Claim for Excessive Assessment filed by Robert A. Hill, from Robert Hill Law, LTD, as representative of Menard, Inc. pursuant to Wis. Stat. §74.37. Menard Inc. claims that the fair market value of its property is no higher than \$6,100,000.00, not the final assessment of \$8,038,200.00.

On July 29, 2015, the Board of Review met to hear Menard Inc.'s objection to its assessment. The Board of Review determined that the Assessor's valuation was correct and correctly applied the *Wisconsin Property Assessment Manual* and Wisconsin Statutes in determining the fair market value of the property.

Wis. Stat. §74.37 requires a claim to be filed with the taxation district if an aggrieved person wishes to recover general property tax believed to be excessive. If the taxation district disallows the claim, the claimant has 90 days within which to file an action in circuit court.

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

**Comments:** *Because*

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

WHEREAS, Menard Inc. filed a Claim for Excessive Assessment pursuant to Wis. Stat. § 74.37 for the 2015 tax year.

NOW THEREFORE BE IT RESOLVED, that the City of Baraboo Council Members, met in regular session, that the Claim for Excessive Assessment as described herein is hereby disallowed.

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

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

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

The City of Baraboo, Wisconsin

**Background:** The City is planning for the reconstruction of Martiny Court in 2016 and this project, at the direction of the Public Safety Committee, will include the installation of new sidewalk on both sides of Martiny Court and on both sides of 12<sup>th</sup> Street, from Martiny Court east to Jefferson Street, to provide a connection to the existing sidewalk network.

The City's policies dictate that the cost of 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 Sidewalk** – That property on:

- Martiny Court, from 12<sup>th</sup> Street north approximately 280 feet.
- 12<sup>th</sup> Street, from Martiny Court 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 May February 10<sup>th</sup>, 2016 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.
9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

**Offered by:** Public Safety Committee  
**Motion:**  
**Second:**

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

RESOLUTION NO. 2015-

Dated: April 12, 2016

The City of Baraboo, Wisconsin

**Background** Sauk County has offered to transfer ownership of the property at 212 14<sup>th</sup> St. to the City of Baraboo. There is no cost to the City for receiving the property. The property has an old house and a garage on it. The house is uninhabitable and would be torn down.

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

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

To authorize the City Administrator to proceed with the acquisition of the property at 212 14<sup>th</sup> St., parcels #206-0056-1 & #206-0056-2, and for the Mayor, City Administrator and City Clerk to sign documents to carry out this acquisition.

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

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

# Memo City Administrator



To: Finance Committee  
From: Ed Geick  
Subject: Property Acquisition, 212 14<sup>th</sup> St.  
Date: April 8, 2016  
CC: Mayor and Other City Council Members, City Attorney,  
Pat Cannon, Tom Pinion

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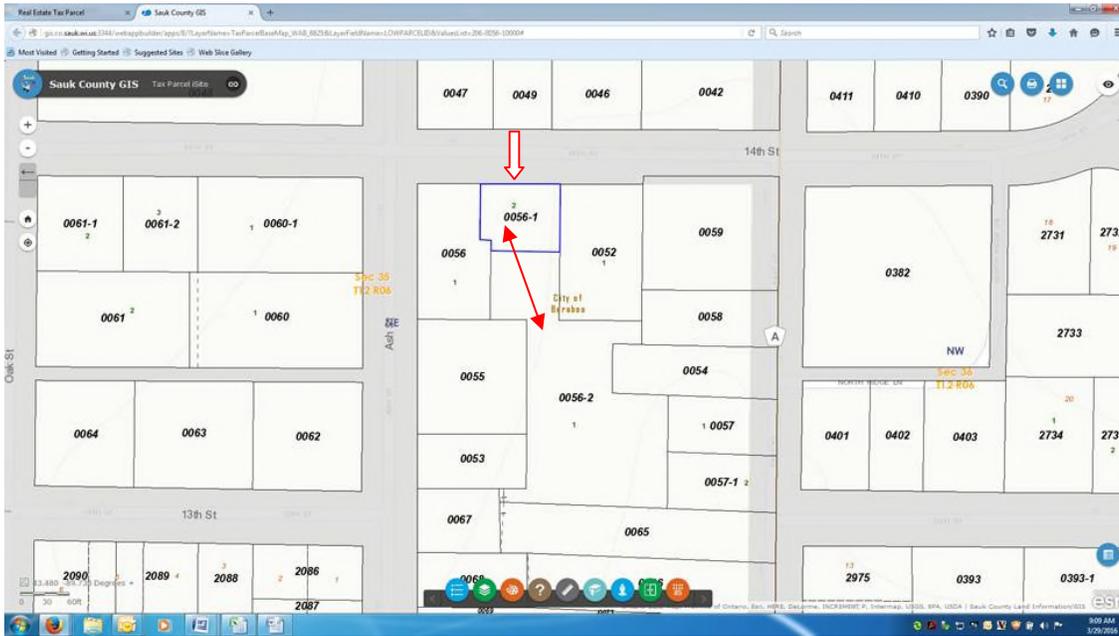
City Engineer Tom Pinion has been in contact with County Treasurer Elizabeth Geoghegan about the City taking over ownership of the property at 212 14<sup>th</sup> St. The purpose of taking over the property would be to tear down the existing dilapidated house and make this property buildable site or a site on which we could move the house from 227 5<sup>th</sup> Ave.

The old house cannot be salvaged. It was built in 1901 and hasn't had anyone living in it for a many years. The house has a 1<sup>st</sup> floor area of 944 sq ft and a partial basement of 424 sq ft. The 2-car detached garage is 24 x 30 and was built in 1972. It's in better shape than the house



There are two parcels - #206-0056-1 & #206-0056-2. Located on the south side of 14<sup>th</sup> Street between East and Ash Street. (Formerly Gene "Pinky" Higgins). The map below provides an location of the lots. The County has to complete work on their side before the property will be available to the City.

The City Staff are requesting Council's authorization to proceed with work to acquire this property from Sauk County.



Ed Geick

The City of Baraboo, Wisconsin

**Background**

This is the Final Plat for Rolling Meadows North subdivision owned by Legacy Housing, LLC. The Preliminary Plat was approved by the Plan Commission on January 19, 2016. This 23-lot Final Plat is the “first phase” of the 92-lot Preliminary Plat. The Preliminary Plat was approved conditioned upon an approved subdivider’s agreement, the City Engineer’s approval of plans and specs, and the payment of all fees prior to approval of the Final Plat.

A subdivider’s agreement is required as part of the approval of the Final Plat. The Agreement for Subdivision Improvements contains requirements that the subdivider construct certain improvements prior to the recording of the Final Plat. City staff has thoroughly reviewed this Agreement and is recommending its approval. The Final Plat and the Agreement for Subdivision Improvements are included with the Council packet.

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

**Comments:**

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

THAT the Final Plat of for Rolling Meadows North subdivision owned by Legacy Housing, LLC is hereby approved subject to the provisions of Wis. Stat. ch. 236, Baraboo Municipal Code ch. 18, and the Agreement for Subdivision Improvements; and

THAT the Agreement for Subdivision Improvements for the Final Plat of Rolling Meadows North subdivision is hereby approved; and

THAT the Mayor and City Clerk are hereby authorized to execute the Agreement for Subdivision Improvements for the Plat of Rolling Meadows North Subdivision.

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

**Approved:**  
**Attest:**

\_\_\_\_\_  
\_\_\_\_\_

**Members Present:** Petty, Sloan and Thurow

**Absent:** none

**Others Present:** Mayor Palm, M.Klingenmeyer, E. Geick, A. Kleczek-Bolin, 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 Sloan, seconded by Thurow to adopt the agenda and carried unanimously. Moved by Thurow, seconded by Sloan to approve the minutes of March 8, 2016. Motion carried unanimously.

**Accounts Payable** – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for **\$517,313.07**. Motion carried unanimously.

**Budget Amendments-Baraboo Utilities**

Wade Peterson explained the 4<sup>th</sup> quarter amendments wrap up payroll, etc for the year. Tom Pinion noted the amendments come to Council now, like they did for the Utility Commission in the past, and the same way General Fund amendments are presented. Moved by Sloan, second by Thurow and carried unanimously to recommend to Council for action.

**Water Main Replacement** –

Peterson addressed the Committee to report the low bid for the Water Street water main replacement project is \$165,345 from J&J Underground, LLC. There have been numerous breaks in this main, which serves Circus World Museum. The Alternate Bid, adding Rosaline to East Street, was able to be added because of available funds and the bid amounts. The project is slated for completion by May 20, 2016, to accommodate the opening of the Circus’ season. Peterson and Pinion reminded the Committee this is a pipe “burst” project, a first for the Baraboo Utilities.

**Committee Comments:** None.

**Adjournment** – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:43 p.m.

Mary K. Klingenmeyer, Deputy Treasurer

## Minutes of the Public Safety Committee Meeting – March 21, 2016

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Ed Geick, Wade Peterson, Chief Schauf, Mike Palm, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Council Chambers, 135 4<sup>th</sup> Street, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted and by voice vote, the motion carried. It was moved by Kolb, seconded by Plautz to approve the minutes of the February 29, 2016 meeting. By voice vote the motion carried.

### New Business

- a. Review Bid Tabulation and Recommend Award of 2016 Water Street Watermain Replacement Project – Peterson said that this projects went out for bids and six bids were received, all being fairly close in price. Peterson then gave the Committee a detailed presentation of what the base bid and alternate bids entailed. He said that doing the Alternative Bid along with this project would make a lot of sense. He said that the work is slated to be done before May 20<sup>th</sup>, which is the opening of Circus World Museum. It was moved by Kolb, seconded by Plautz to award the 20165 Water Street Watermain Replacement Project to J & J Underground LLC for both the Base Bid and the Alternate Bid. Motion carried unanimously.
- b. Review reconstruction project plan for Martiny Court and consider installation of sidewalk on the south side of 12<sup>th</sup> Street between Martiny Court and Jefferson Street – Pinion said that this is a continuation of the discussion from last month’s Committee meeting. He said that it was the wishes of the Committee to install sidewalks on both sides of Martiny Court. He said that Martiny Court will be reconstructed this year and sidewalks will be installed from the parking lot to 12<sup>th</sup> Street. He said that proposal would be to put sidewalks on one side of 12<sup>th</sup> Street, but which side is unknown. He would suggest that sidewalks would go on the south side down to Jefferson. Wedekind asked if the City would jeopardize the policy that if sidewalks were installed they would go on both sides of the street and asked Pinion if the City can justify only putting them on one side. Pinion said that this is not street reconstruction and when sidewalks were installed on Madison Avenue, it was a stand-alone project and they were only installed on one side. He said that they are going in on both sides of Martiny, which is being reconstructed. He said that no maintenance or street reconstruction is being done on 12<sup>th</sup>, we are trying to fill a gap and provide a connection to the network; therefore, he doesn’t think this would violate the policy, but it is the Committee’s call. Geick said that employees of the nursing home park on both sides of the street. Wedekind asked if there is money to do sidewalks this year. Pinion said that there is money to do sidewalks on one side; however, both sides would be pushing it. Kolb said that since it is a cul-de-sac and sidewalks are being installed for safety purposes, is it necessary to do both sides of Martiny Court. Pinion said that this was debated at length at previous Public Safety meetings; it is low on the totem pole in terms of priority, it is a cul-de-sac, which is usually very low use typically; however, because of the two apartment complexes the Police Chief cited a concern about the number of kids in the neighborhood and playing in the street, so it was decided to install sidewalk on both sides of the street on Martiny; however, it is totally up to the Committee. Plautz said that he knocked on doors in Martiny Court and he said that most tenants welcomed the idea. Plautz said that he would rather see the sidewalk on the north side of 12<sup>th</sup> Street. Wedekind asked if it would be possible to put sidewalks on one side this year and the other side next year. Pinion said that he felt the concern about parking would force people to cross at the parked full intersection, which would make them less visible than they would be mid-block at Martiny and 12<sup>th</sup>. Plautz said that when vehicles are coming down the hill by the hospital there are no cars parked on the right side; therefore, drivers would have a lot of visibility if they were going to turn onto 12<sup>th</sup>. Plautz also said that he drove Jefferson, going to the hospital and he said that as a driver that intersection can be easily seen. Kolb said that he did the same experiment as Plautz and had no visual obstructions. Schauf said that another thought was that the crossing guard was on the east side of the road and not the west; therefore, we would want people on the east side of the road going down. Pinion said that the crossing guard could get people from the west on 8<sup>th</sup>. Schauf agreed; however, the crossing guard would have to them to the east side of the intersection of Jefferson and 8<sup>th</sup> to get them across. Pinion said that the crossing guard to pick them up by Jose’s and take them across Jefferson and then across 8<sup>th</sup> safely, and he felt that this would be better than having people cross by themselves at 12<sup>th</sup> Street. Wedekind asked Schauf for his opinion. Schauf stated that as long as there was a clearly marked crosswalk his department will enforce it. Wedekind asked what the cost to the City will be. Pinion said other than any curb ramps and a small approach, otherwise it will all be assessable to the property owners. It was stated that it would be substantially cheaper if the sidewalks were installed on 12<sup>th</sup> Street along with the reconstruction of Martiny Court. Pinion said that if the Committee would like sidewalks on both sides of 12<sup>th</sup> Street, it can be forwarded to Council to see. Kolb moved to install sidewalks on both sides of Martiny Court to the driveways, and both sides of 12<sup>th</sup> Street, from Martiny Court to Jefferson Street. Plautz seconded. Motion carried unanimously.
- c. Request for a Handicap Accessible Parking Stall on south side of 3<sup>rd</sup> Avenue, between Broadway and Birch Street near Cross, Jenks, Mercer & Maffei – Pinion stated that there is a handicap stall in the municipal parking lot 150 away; however, they are requesting a handicap stall on the street and because it is already close to the curb ramp they would like to make it the same stall. Pinion said that in order to do so there has to be an eight-foot aisle next to it and that would be well into the driveway opening; therefore, it would be taking away two stalls away from a street that is parked quite heavily. Kolb asked if the parking stall in the lot could be eliminated. Pinion said it couldn’t be because it is a stand-alone off-street parking facility and we are required to have a minimum of one handicap stall regardless. Geick asked if the lot to the west of their building was their lot and Pinion answered no and said that they do not have any off-street parking. He said that there is no on-street handicap stalls because it is mitigated by the one in the lot. He said that the other blocks downtown that have on-street handicap stalls there is nothing off-street. Kolb asked if the handicap stall could be taken from where it exists and moving it to the other side of the lot. It was moved by Kolb, seconded by Plautz to move the handicap stall to the NE side of the municipal parking lot and the regular stall to NW side of the lot. Motion carried unanimously.
- d. Review and recommend accepting the conveyance of 264 feet of an existing shared private driveway, on the west end of the existing alley west of Oak Street between Oak and Birch Streets, as a public alley right-of-way – Pinion the public right-of-way extends to the first three lots and the westerly 264 feet is technically a shared driveway easement for the three single-family homes at 134, 200, and 216 9<sup>th</sup> Avenue. The City has been asked to fix the alley; however, he said that public dollars can’t be spent on private property. He said that he was asked if it could be done if the owners would convey the right-of-way so it would become a public alley. He said that for all intensive purposes it has been used as a public alley for many years, the garbage truck goes up and the City plows all the way up. Pinion said that Mr. Conway is willing to rewrite his deed and provide a Quit Claim Deed for a 16.5-foot wide alley right-of-way to the City. It was moved by Kolb, seconded by Plautz to accept the alley right-of-way. Motion carried unanimously.
- e. Review and Approval monthly Billing Adjustments/Credits for Sewer and Water Customers for March 2016 – Pinion said that this is a standing item; however, because the meeting is a week early so there are not billing adjustments/credits to discuss.

**Reports**

- a. Utility Superintendent's Report – Utility Superintendent had nothing to report.
- b. Street Superintendent's Report – Kolb asked when sweeping is going to begin. Koss said that one sweeper has been out already.
- c. Police Chief's Report – Schauf said that he has the reports; however, didn't bring copies because they members would get them as part of their Council packets, which will include the mental commitment information that was requested. He said that not only has the City been dealing with heroin, but now meth is also back. He said what is being heard on the street is that enough people are dying of heroin, so they are trying meth, which is picking a handgun for a revolver. Kolb asked what happened to the flag waving idea at crosswalks. Schauf said that the bins are still there, but the flags were never replaced when they disappeared and they were not budgeted. He went on to say that there will be a crossing light placed on 8<sup>th</sup> and Wood, so when someone pushes the button, yellow lights will start flashing. He said that there is one opening in the Department that he is working on filling and when that is done there will be a second school resource officer.
- d. Fire Chief's Report – Chief Stieve was not present

**ADJOURNMENT** – Kolb moved, Plautz seconded to adjourn the meeting at 1:44 p.m. Motion carried.

Pinion said that next month's meeting will be back to the City Service Building, it seemed to be the consensus of the Committee that they liked the meetings in the Council Chambers.

Respectfully submitted,

Phil Wedekind, Chairman

**To: City Council**  
**From: Mike Hardy, Parks, Recreation & Forestry Director**  
**Date: April 12, 2016**  
**Re: Dedication of the City of Baraboo Arboretum at Maxwell-Potter Conservancy**

Planning for phase 1 of the Arboretum is wrapping up, and we are ready to unveil the project to the public. Please mark your calendars for Friday, April 29<sup>th</sup> at 10:30am for a very special day as we formally dedicate Baraboo's first arboretum.

I began working on the concept of a City Arboretum shortly after coming to Baraboo in 2009, and with the purchase of Maxwell-Potter Conservancy finalized last year, I was able to give the arboretum a home and start work on a formal design. I assembled a committee of experts in various areas last fall, pitched my design ideas and 7 months later, the committee is ready to take the project to the public.

We decided to hold a dedication at the front end of the development of the arboretum to allow people to see the "before" picture, although we've already done a lot of clean-up work. Allowing a dedication before the project is fully completed allows residents to watch the project grow and participate in its development if they so choose.

I should point out that this project is being funded mainly by donations, park impact fees and grants, with as little tax support as possible. Even the purchase of Maxwell-Potter Conservancy itself was structured so that no tax dollars (and no park impact fees) were needed to complete the land transfer.

I am hoping that many of you can make it to the dedication, as you are the main reason this is possible – supporting our parks and forestry programs through the years.

The tentative schedule includes:

10:30am – Arbor Day celebration & planting of the inaugural arboretum tree

10:45am – Dedication of Arboretum (mayor)

11:00am – Presentation of Tree City, USA and Bird City, USA designations

In addition to myself and several members of the Parks Commission and Arboretum sub-committee, the Mayor, Chamber of Commerce Director and others; the state director of Bird City, USA and members of the International Crane Foundation will be here to celebrate our first Bird City, USA designation. Staff representing Tree City, USA may be present to award us with our second consecutive Tree Growth Award and our 24<sup>th</sup> Tree City designation if schedule allows (Arbor Day is a busy day for them). Also invited is the local newspaper and a state representative.

We hope you can join us on April 29<sup>th</sup>. I will send a reminder as we get closer. Thanks again for your support of these programs.

# CITY OF BARABOO ARBORETUM

*at Maxwell-Potter Conservancy*

