

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, May 10, 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, Thurow

Council Members Absent: Alt, Vacant District 8

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

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the minutes of April 26, 2016.

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

Compliance with the Open Meeting Law was noted.

APPOINTMENT-The Mayor announced that five people expressed interest and were interviewed for the vacant District 8 Alderperson position. The Mayor appointed Michael Zolper to fill the unexpired term of Eugene Robkin until the April, 2017 election unless an earlier election is requested. Moved by Wedekind, seconded by Sloan to confirm the Mayor's appointment and carried unanimously.

OATH OF OFFICE – Michael Zolper was sworn in as the District 8 Alderperson and immediately assumed his position.

PUBLIC HEARING –

The Mayor opened the public hearing concerning levying special assessments for sidewalk on portions of Martiny Court and 12th Street. Eng. Pinion gave an overview of the project on Martiny Court and 12th Street stating that sidewalks are installed on both sides of every street on a street reconstruction project. Martiny Court east to Jefferson Street will be part of the project footprint for installation of sidewalk. Work will be scheduled later this summer and bids for the work have been taken.

Paul Van Ert, owner of 3 properties along the project route stated he has been in contact with City Engineer for last three years asking for street replacement on Martiny Court. The street is in terrible shape and in need of repair. He was not aware of plans for sidewalk when he asked for replacement of the street. He has not had a request from tenants for sidewalks and fears that no one would use it. There is no sidewalk west of Jefferson Street. He stated that his properties make up 46% of the total estimated cost of \$34,000. He would pass the cost of the sidewalk along to the tenants through the rent and he feels the tenants would not want a rental increase due to sidewalks. If sidewalks are installed, he requests it be only on one side of the street.

No one else spoke and the Mayor closed the hearing.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S COMMENTS –The Mayor:

- Congratulated Police Officer Trenton Bentilla on his 10th anniversary with the City of Baraboo.
- Read a proclamation for National Police Week (May 15th-21st)
- Read a proclamation for National Public Works Week (May 15th-21st)

Chief Schauf presented 3 community awards to citizens for their assistance to police work: Chris Ingles, Brandon and Niki Green, Patrick Bourdeau

Clerk Giese reaffirmed the oath of office for three police officers: Carl Ustupski, Nicholas Burch,

CONSENT AGENDA

Resolution No. 16-26

THAT the Accounts Payable, in the amount of \$997,197.48 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 16-27

THAT John Alt be appointed to the Baraboo Economic Development Commission (BEDC) serving until April 18, 2017.

Moved by Petty, seconded by Sloan and carried that the Consent Agenda be approved-8 ayes.

NEW BUSINESS

Resolutions:

Resolution No. 16-28

To adopt the revised “Purchasing, Property Disposal, Cash and Claims Policies”

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 28** be approved-8 ayes.

Resolution No. 16-29

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

WHEREAS, the governing body of Baraboo, Wisconsin, noticed a public hearing to be held in the Council Chambers of the City Hall at 135 4th Street, Baraboo, WI 53913 at 7:00 p.m. on the 22nd day of March 2016, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefited properties on the proposed public improvements consisting of installation of curb and gutter.

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

ASSESSMENT DISTRICTS

New Curb and Gutter – That property on:

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

New Sidewalk – That property on:

- 3rd Street, from Jefferson Street to Washington Avenue

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

1. The 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 shall supervise the construction of the improvements in accordance with the report hereby adopted.

3. Payment for the improvements shall be made by assessing 100% of the final construction 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 shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that 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 1/5th 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 1/7th 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 1/10th 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 payment 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 shall be deemed to be delinquent and said amount shall be extended upon the current or next 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 to such special packs.

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 installment 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 Ellington and carried that **Resolution No.29** be approved- 8 ayes. Ellington spoke against removing 16 trees on the block of 3rd Street between Jefferson and Washington to accommodate sidewalk. Kolb responded quoting the sidewalk policy and in 2010 the policy was reaffirmed that curb, gutter and sidewalks were needed in all areas except for certain exceptions. This is an urban environment and eco-city and sidewalks are required. Sidewalks provide connectivity between neighborhoods and city services. Kolb is frustrated with prior Councils that did not uphold and enforce prior policies. Trees are renewable and the City will replace any removed. Plautz does not want to have trees removed. Kolb noted that neighborhoods change over time and the reliance and use of sidewalk accommodates change.

Resolution No. 16-30

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 10th day of May 2016, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefited properties on the proposed public improvements consisting of installation of curb and gutter 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

New Sidewalk – That property on:

- Martiny Court, from 12th Street north approximately 280 feet
- 12th Street, from Martiny Court east to Jefferson Street

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

6. The 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.

7. The City Engineer shall advertise for bids and supervise the construction of the improvements in accordance with the report hereby adopted.

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

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

10. 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 shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that 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 1/5th 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 1/7th 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 1/10th 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 payment 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 shall be deemed to be delinquent and said amount shall be extended upon the current or next 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 to such special packs.

8. 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 installment 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 Kolb, seconded by Wedekind and carried that **Resolution No. 30** be approved-8 ayes. Ellington spoke in favor of the sidewalk. Plautz stated that he had polled several residents in the neighborhood about putting in sidewalk and the increased cost and the cost may be passed along to the tenant. Kolb addressed the concerns of the property owners speaking in the hearing and noted that because of the reduced cost of reengineering Martiny Court, it would be cheaper for the residents on 12th Street to have sidewalk at this time. Kolb encouraged the Council to follow their policy.

Resolution No. 16-31

That the low bids of :

D.L. Gasser	\$63,555 –	Proposal #1 – Asphaltic Paving
D.L. Gasser	\$34,400 –	Proposal #2 – Asphalt Pavement Materials
Abbs Paving	\$30,300 –	Proposal #3 – Asphaltic Patching
Property Services Maint., Inc	\$46,350 –	Proposal #4 – Curb and gutter & sidewalk repair
Kraemer Company LLC	\$ 5,690 –	Proposal #5 – Crushed Aggregate Base Course
Yahara Materials	\$44,000 –	Proposal #6 – Concrete and Asphalt Crushing
D.L. Gasser	\$15,811 –	Proposal #7A – Grading & Paving for Parks Dept
D.L. Gasser	\$3,984.35	Proposal #7B – Grading & Paving for Parks Dept

Are hereby accepted and all other bids are rejected.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 31** be approved-8 ayes.

Resolution No. 16-32

That the proposal for mowing of the USH 12 median strips from Top 2 Bottom in the amount of \$50.00 per mowing and \$25 per hour for additional weed pulling and trimming is hereby accepted and all other bids are rejected.

Moved by Kolb, seconded by Sloan and carried that **Resolution No. 32** be approved-8 ayes.

Resolution No. 16-33

That the Proposal for mowing of weeds and rank growth from Sunrise Property Care in the amount of \$0.01 per square foot for mowing an improved lot, \$0.05 per square foot for vacant property less than ½-acre, \$0.006 per square foot for vacant property greater than ½-acre, and \$0.03 per square foot for weed control is hereby accepted.

Moved by Sloan, seconded by Kolb and carried that **Resolution No. 33** be approved-8 ayes.

Ordinances:

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2442** concerning granting a special exception for the Baraboo Country Club to operate mowing equipment at 5:30 a.m.

9.06 LOUD AND UNNECESSARY NOISE PROHIBITED. (4) The Baraboo Country Club is granted an exception to subsection (3) and allowed to operate lawn mowing equipment for the purpose of golf course maintenance beginning at 5:30 a.m. from May 1st until September 30th of each year.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

The Mayor announced a goal setting evening will be planned for early June. The Mayor wants to invite the Department Heads this year.

Ald. Thurow reported on viewing an ambulance mounted on a Dodge Chassis with a Cummins engine. BDAS will have to start looking at ambulance replacements since many are getting quite old. Ellington announced an open house on the 19th for the Drug Care group.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Copies of these meeting minutes are included in your packet:

Baraboo Public Arts Committee

March 31, 2016

Location: Council Chambers, 135 4th Street, Baraboo

Members present: Morgan McArthur, Mike Palm, Ed Geick, Bekah Stelling, Letha Kelsey (by phone)

Visitor: Judy Ashford, Sauk County Supervisor and chair, Arts, Humanities and Historic Preservation Committee

Call to Order @ 4:04 PM by Palm (Stelling arrived 5 mins late)

- Note compliance with Open Meeting Law.
- Approve agenda – Palm moved, Geick seconded
- Approve minutes of two long-term strategy meetings in Feb - Palm moved, McArthur seconded

- Treasurer's report – with Larry McCoy's resignation the treasurer position is vacant. Geick reported that there is approximately \$2000 in the bank. McArthur agreed to assume interim treasurer position.

- Old Business – mural update. Bob Behounek dedication plaque has been installed on the mural wall.

- New Business

- *Baraboo NewScape* newsletter is out and there is an invitation for the community to participate in a public art survey. Palm suggested that we await the results of the survey and marry them up with the long term strategic plan discussion points. End date for the survey is the end of April 2016.

- Bridge project discussion. Palm visited the Broadway trestle site with Brent Hesselberg, local sign artist (The Sign Shop, Hwy 113). Hesselberg generated two concept images showing a faux-rock finish and BARABOO lettered in period-appropriate type that would be applied to panels affixed to the metal trestle structure. A railing matching that found on Broadway near Statz-Zantow field would be attached to the trestle as well. Palm has also reached out to Bernie Poff, Prairie du Sac artist and art director of the Baraboo Public Mural project for a design opinion. Awaiting Bernie's return call. Hesselberg didn't provide a cost estimate. Geick noted that this project could be considered a civic expense because it serves as a Baraboo 'greeting card' and the community art component is minimal. This would preserve BPAA dollars for other projects. Stelling noted that the location is too far south to be considered by BID for funding support. Additional note: The new city administration building may be sited on the property directly across Broadway from St. Vincent de Paul, making this project even more significant.

Palm will follow up with WR Sauey on a conversation about monetary support for upgrading the trestle when Mr. Sauey returns to Baraboo in mid-April.

Palm requested that McArthur circulate an email to the board that contained images of other railroad trestle projects around the country as fodder for design ideas.

Beth Persche is a Baraboo mosaic artist who helped with a community art project in Reedsburg for Fermentation Fest. Stelling was going to make contact about possible involvement/consultation on future public art projects in Baraboo. McArthur cited the Sauganash mosaic mural project in North Chicago as a stellar piece of public art on a railroad trestle. McArthur loaned his documentary DVD on that project to Stelling.

- Review of by-laws. Originally suggested by Larry McCoy. Palm moved to postpone until board positions are filled. Noted that the board had discussed modifying the wording in section 4.2 to read that board members must *live in or work in Baraboo area businesses*. McArthur moved, Kelsey seconded.

- Fundraising. Palm noted that it's difficult to engage the public in fundraising without a specific project. Geick said that that is more reason to consider assembling a catalog of possible projects. This could then serve as a sales tool for expat Baraboo residents and for use at class reunions.

- A subcommittee consisting of Stelling, Kelsey and McArthur will organize a conference call to Kelly Meredith, Butternut portrait muralist, to capture her experience in organizing and funding public portrait projects in other communities. All board members are welcome to participate when it gets organized. The conference phone in the Council Chambers is available for use.

- The board should consider prospects for adding to the present board. Palm suggested that a member who could be a potential sponsor may merit some thought. He referenced Kurt Cottier of Community First Bank when the BPAA was first formed. Cottier brought seed money to get the group off the ground. Palm offered to talk with Brent at Community First Bank. Stelling suggested Arlene Began, Beth Persche, Beth or Stephanie Miller from the Al. Ringling Theatre. McArthur suggested Judy Spring. Stuart from Ringling House has indicated to Palm that he would be interested in some committee assignments. Shondell Marks and Alan Anderson were also mentioned.

- The question was asked if the Bank can serve as interim treasurer. Palm to check. McArthur offered to perform the role on an interim basis.

- The question was asked of Judy Ashford about another round of AHHP grants through Sauk County and she confirmed that applications would be due in August 2016.

Next meeting: Wednesday, 28 April 16 at 4 PM

Geick moved to adjourn @ 5PM. Seconded by Palm.

Baraboo Economic Development Commission

April 7, 2016

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

Chairperson Greg Wise called the meeting to order at 6:00 PM in Room 12 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, Alt, Bowers, Jelle, Palm, Stauffacher, Taylor

Absent: Alt, Ayar, Huffaker

Other: Ed Geick, Meg Allen, Mike Hardy, Patrick Cannon,

III. Approve Minutes

Motion to approve the minutes as presented for March 3, 2016

Jelle (1); Alt (2)

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

Nay: None

IV. Public Comment

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

V. Review and Discussion: Economic Development Partners

A. Baraboo Chamber of Commerce – Bobbie Boettcher

Ms. Boettcher was introduced as the new Chamber Director. She outlined her goals as she begins to work through the various Chamber programs. She looks forward to working with BEDC in the future.

B. Baraboo Area School District – Lori Mueller & Sean McNevin

Ms. Mueller was unable to attend. Mr. McNevin gave an overview of the forthcoming request from the School Board for a referendum. Mr. McNevin outlined the needs for the High School and the estimated costs for the remodeling and new construction. The schools estimate the cost to be \$36,000,000. He indicated that the referendum is for the building only and does not contain any operating funds request.

VI. Update on the Collaborative Baraboo River Corridor Plan

Mayor Palm gave a brief update on the Baraboo River Corridor Plan. This plan is a multi-jurisdictional plan involving Sauk County, the Village of North Freedom, Village of West Baraboo and the City of Baraboo. The plan is designed to enhance the use of the river corridor and outline improvements that can be completed in the river way to augment its use.

Upon completion of the Plan it will be submitted to the respective bodies for their consideration and approval.

VII. Update on Development Activities

The Mayor also indicated that a Phase I analysis is being completed for 1208 Oak St. If the Phase I warrants the need for additional studies, outside funding may be available.

VIII. Update on the Plan Commission and Council

Also included in the Mayor's discussion was the status of the new Public Safety/ Administration building. He indicated that the City Council has authorized staff to also look at the former Boo-Canoe site as a potential site.

The Planning Commission has approved an additional 22 lots at the intersection of Hwy T and Man Mound Road.

Kwik Trip has begun construction of their new facility located at the intersection of HWY 12 and South Blvd. Also, Pizza Ranch is purchasing property from Teel Manufacturing and will be relocating their restaurant to that site.

IX. Updates from economic development partners and collaborators

CDA Director Cannon indicated that the City has been approached about conducting a Business Walk program. The Board asked for additional information on how this program works.

The City is also considering a contract with MSA professional Services to complete the Eastside neighborhood study. This will be presented to the City Council for their approval. A future meeting including the members of BEDC will be scheduled as part of this project

X. Review of Commission Ordinance language

Chairman Wise indicated that the current city ordinance outlines the composition of the BEDC Board. He indicated that he would like the Board to consider some changes to the ordinance. He would like to include some board seats to various other groups working within the area. He provided a draft of some changes and asked that the members review this for a future meeting.

XI. Update on Economic Development Plan

The Board would like some additional information regarding the Business Walk program.

XII. Update on Partner Presentation Schedule

For the next meeting, the Board meeting will be held at Synergy Metalworks for a tour of their new facility.

The group also discussed a list of potential presenters for meetings throughout the year.

XIII. Commissioner and City Staff comments

The meeting was adjourned at 7:28 PM.

Finance/Personnel Committee – Council Chambers

April 26, 2016

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: Mayor Palm, C. Giese, E. Geick, A. Kleczek Bolin, M. Hardy, and others

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to adopt the amended agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of April 12, 2016. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Sloan to recommend Council approval of the accounts payable for \$768,871.69. Motion carried unanimously.

Civic Center Leases – Park and Recreation Director Hardy discussed the DPI lease and changes to the lease language. They are also looking for a 5 year option with a 2.5% increase in rates. The Parks Commission has reviewed and is recommending for approval. The City Attorney has reviewed and approved the lease. Moved by Sloan, seconded by Thurow and carried to recommend to Council for approval.

Driftless Glen Properties – Attorney Kleczek Bolin discussed the 2.8 acre property available in the Devil’s Lake business park. Driftless Glen is looking to purchase the property to build a facility for storage, and requests a right of first refusal. They are offering \$110 for the Right of First Refusal. Moved by Thurow, seconded by Sloan and carried to recommend to Council for approval.

Purchasing Policy – Giese explained two additions which are already policies but have not been incorporated into the master purchasing policy. The first is the Insurance Claims Committee settlement authority of \$3000 which was previously set by a Council resolution. The second is a current practice in the police department for disposing of assets such as police evidence or bicycles. They currently post these items on an internet auction site which is available to anyone to bid on. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Claims Committee Limits – Adm. Geick provided a history of the Insurance Claims Committee and approval parameters. Auto damage claims are exceeding the Committee’s authority of \$3000, and practice has been to include claim settlements with the batch of vouchers. Geick requests to increase the settlement limit to \$10,000 and continue the practice of including claim settlements with the vouchers approved by the Council. Moved by Sloan, seconded by Thurow and carried 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 6:30 p.m.

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

Friends of the Library	2-9-16	Police & Fire Comm.	3-21-16, 3-23-16
Emergency Management	4-28-16	BID	4-20-16
CDA Loan Review Comt.	4-20-16	CDA	4-5-16, 4-20-16
Plan Commission	4-19-16	BDAS & Ad Hoc Finance	3-30-16

PETITIONS, AND CORRESPONDENCE

Petitions and Correspondence Being Referred -

INFORMATIONAL ITEMS

none

ADJOURNMENT

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

Cheryl M. Giese, Clerk-Finance Director