

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, May 12, 2015 – 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, Ellington, Alt, Robkin, Thurow

Council Members Absent: Petty

Others Present: Atty. Reitz, Chief Schauf, Clerk Giese, Adm. Geick, 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 21, 2015.

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

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

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

**MAYOR'S COMMENTS**

The Mayor presented a proclamation to Police Chief Schauf recognizing May 15 as Peace Officer's Day and the week of May 10<sup>th</sup> as National Police Week.

New Police Officer Brian Burkel was sworn into office by City Clerk Cheryl Giese.

Police Chief Schauf presented several citizens with recognition awards for their acts as follows:

- Adam Purdy for assisting a police officer during an arrest on September 20, 2014.
- Kelly Luther for providing CPR to another citizen on Thanksgiving day, 2014.
- William Haskins for extinguishing a fire in an apartment building on February 12, 2015.

The Mayor recognized Library Assistant Gretchen Roltgen on her 10<sup>th</sup> anniversary.

**CONSENT AGENDA**

**Resolution No. 15-20**

THAT the Accounts Payable, in the amount of \$1,651,518.79 be allowed and ordered paid.

**Resolution No. 15-21**

THAT Forrest Hartmann be appointed to the Library Board serving until June 30, 2017.

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

**NEW BUSINESS**

**Resolutions:**

**Resolution No. 15-22**

**WHEREAS**, the City of Baraboo and Sauk County have long enjoyed a relationship with the University of Wisconsin (UW) and the State of Wisconsin to provide post-secondary education at the UW-Baraboo/Sauk County Campus (UW-B/SC) in the City of Baraboo; and,

**WHEREAS**, that partnership has been consistent with the "Wisconsin Idea" in that the resources of the University are applied to solving problems of the region and conducting outreach activities so that more than traditional degree tracked college students are provided educational opportunity and access; and,

**WHEREAS**, the facilities of the UW-B/SC campus represent a cumulative investment

worth millions by the City of Baraboo and Sauk County taxpayers and they currently have under construction a new \$6 million Science Building, with the understanding that the State of Wisconsin and the UW System would continue to adequately support its share of a comprehensive educational program at these facilities and through the partnership arrangement for which Sauk County and the City of Baraboo have unfailingly provided its share; and,

**WHEREAS**, Governor Walker has proposed a \$300 million decrease in funding to the UW System in his biennial budget and also frozen tuition, which will almost certainly force significant program cuts and positions at UW-B/SC and throughout the system; and,

**WHEREAS**, while it is yet unknown exactly how these reductions will be distributed by the UW Board of Regents among, individual campuses and County sites, the estimated funding loss of anywhere from \$640,000 to \$1.1 million of state support to UW-B/SC will have a significant impact upon UW-B/SC; and,

**WHEREAS**, the total economic impact of UW-B/SC is 133 jobs and \$6,132,249 in total income, and every \$1 of state tax investment creates approximately \$3 in the local economy; and,

**WHEREAS**, as local government officials, we have provided the local share of financial resource needed to ensure the ongoing partnership with UW-B/SC, as we see the value of the two-year college and the resources it brings, enriching our community, growing our economy, providing employment and raising earning levels in the City of Baraboo and Sauk County; and,

**WHEREAS**, as local government officials, we are not strangers to the need to control expenses and balance budgets. We have made hard choices in the past and will continue to make them in the future, in order to meet levy limit requirements and to provide a package of public services that is affordable; and,

**WHEREAS**, it is our belief that the proposed cuts to the UW budget, if distributed as expected, will potentially harm the delivery of educational services and could affect the economy in terms of job creation and wage growth in the City of Baraboo and Sauk County; and will diminish the return on local investment in educational services and facilities for which we partner with the State of Wisconsin and the UW System.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Baraboo and County of Sauk oppose all funding cuts to the University of Wisconsin System, and strongly encourage the State Legislature to eliminate the proposed funding cuts to the University of Wisconsin; and,

**BE IT FURTHER RESOLVED**, that the agreement between the State of Wisconsin, the UW Board of Regents, and the City and the County continue by ensuring that the system has adequate resources to distribute in order to maintain the effectiveness of our educational partnership in public service to our citizens.

For consideration by the Sauk County Board of Supervisors on May 19, 2015

#### **UNIVERSITY OF WISCONSIN BARABOO-SAUK COUNTY CAMPUS COMMISSION**

PHIL WEDEKIND, CHAIR

TOM KOLB

TOM GEIMER, VICE CHAIR

ANDREA LOMBARD

SCOTT VON ASTEN

KATHRYN SCHAUF

CHERYL GIESE

#### **EXECUTIVE AND LEGISLATIVE COMMITTEE**

MARTIN KRUEGER, Chairperson

JOAN FORDHAM

JOE FISH

DENNIS POLIVKA

WALLY CZUPRYNKO

Moved by Kolb, seconded by Wedekind, and carried that **Resolution No. 15-22** be approved – 8 ayes.

Alderpersons commented on the value of the local UW campus to the community. The Mayor explained that the State is talking about regionalizing management level positions into 4 or 6

**Resolution No. 15-23**

**WHEREAS**, the resurfacing of STH 123 between South Blvd and CTH DL is scheduled for 2016; and

**WHEREAS**, the State of Wisconsin and the City of Baraboo will share the cost of this project pursuant to the term and conditions of the attached Agreement;

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Baraboo approves the attached State/Municipal Agreement for a State-Let Highway Project - ID # 5971-02-72.

**BE IT FURTHER RESOLVED**, that the City Council of the City of Baraboo authorizes the Mayor to execute said State / Municipal Agreement.

Moved by Wedekind, seconded by Kolb, and carried that **Resolution No. 15-23** be approved - 8 ayes. Pinion reported that Highway 123 will be resurfaced, widened and curb and gutter added to the city limits. The local share is \$78,950 and some cost will be recovered as special assessments to benefiting owners.

**Resolution No. 15-24**

That the low bids of :

Dean Blum Excavating	<u>\$87,517.00</u>	– Washington Ave - Proposal A
DL Gasser Construction	<u>\$60,280.00</u>	– UW-B/SC Entrance Drive - Proposal B
LASAR Construction	<u>\$55,043.00</u>	– Commerce Ct Utility Extensions - Proposal C
DL Gasser Construction	<u>\$7,201.85</u>	– City View Park Asphalt Path & BB Court - Proposal D
DL Gasser Construction	<u>\$13,964.00</u>	– Briar Street Asphalt Path - Proposal E

Are hereby accepted and all other bids are rejected.

Moved by Wedekind, seconded by Alt, and carried that **Resolution No. 15-24** be approved - 8 ayes.

**Resolution No. 15-25**

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 district hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2015 Street Reconstruction Project.
2. The property to be assessed lies within the following described assessment district:

**ASSESSMENT DISTRICT**

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

- Washington Avenue, from College Avenue to 2<sup>nd</sup> 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 June 9<sup>th</sup>, 2015 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.
9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure. Moved by Kolb, seconded by Sloan, and carried that **Resolution No. 15-25** be approved - 8 ayes.

#### **Resolution No. 15-26**

That a 25-foot wide x 430-foot (+/-) permanent easement for a future sanitary sewer and water main be obtained from DEVCO I LLC in accordance with the attached Sanitary Sewer and Water Utility Easement and the Mayor and City Clerk are hereby authorized to execute the corresponding documents.

Moved by Wedekind, seconded by Alt, and carried that **Resolution No. 15-26** be approved - 8 ayes.

#### **NEW BUSINESS ORDINANCES**

**Ordinance No. 2429** was introduced and read for the 1<sup>st</sup> time:

An ordinance revising §12.05 of the City of Baraboo Ordinances, regulating licensing of Special Events.

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

1. Section §12.05(3)(b)(8) of the Code of Ordinances, regulating the licensing of special events within the City is hereby created as follows:
  - 12.05 **SPECIAL EVENT LICENSE.**
    - (3) Fees.
      - (b) Exceptions.
        8. Events sponsored by a tax exempt organization.
2. This Ordinance shall take effect upon passage and publication as provided by law. Moved by Sloan, seconded by Kolb and carried unanimously that the ordinance take it's regular course – 8 ayes.

#### **COMMITTEE OF THE WHOLE**

Moved by Kolb, seconded by Wedekind and carried unanimously to convene as a Committee of the Whole to discuss city hall security measures and hear reports from the City Administrator, staff and MSA Professional Services.

Al Szymanski of MSA Professional Services reported that his work has confirmed that security is an extreme problem within the building with difficult resolution. The general public has access to many

areas within the building that they should not have access to. A building code review was done to learn whether additional doors could be added to lock down certain areas of the building. The result was that there was not enough space to create sufficient egress. If desired doors were added to address security concerns, then people would be trapped inside locked areas without proper egress which is a violation of the building code. Other issues represented problems with the ADA laws such as bathrooms and change in use of spaces.

Staff proposed plans to relocate the Council Chambers to the Civic Center which would then be occupied by the administrative functions of the police department.

Another problem with the current building is that there are no bathroom facilities that are fully accessible. The best solution is to remodel the first floor bathrooms. Dead end corridors were also a problem on both floors as being a violation of the building code.

A practical concern for remodeling is that a contractor would need to work around existing staff while the building is open for business. The plans for remodeling based upon the current recommendations would need to go the State for plan review and approval.

The estimated cost is \$275,000 for the remodeling. Ald. Sloan and others commented that this is not a wise use of public funds and feared the cost may be greater than estimated.

The Council did not have a concern for moving Council chambers to the Civic Center.

The group began to question other possibilities to reduce cost or resolve space needs. Ald. Robkin suggested relocating the police offices into the western side of the first floor. Szymanski stated that this would be a much more expensive option and does not recommend exploring this further.

Ald. Robkin questioned if there is a space that can be rented that would be suitable for the police department.

The general feeling was to find a project that would not trigger State approved plans to hopefully cut the project cost. The City intends to occupy the building for another several years, knowing a new public safety/administrative building is on the horizon. Ald. Robkin and others questioned whether the new building project can be accelerated.

Moved by Ellington, seconded by Wedekind and carried unanimously to reconvene into regular session.

### **MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS**

Ald. Thurow reported that BDAS received a request for proposals to provide ambulance 9-1-1 services to portions of Adams County and the proposal is due 5/22. Members expressed concern for providing services and operating at a profit. They wanted protection for local members so that they do not realize an operating deficit.

Mayor Palm announced that Parks employee Terri Fichter received the Al Dippel service award.

Chief Stieve reported on a Fire training exercise on May 18<sup>th</sup>.

### **REPORTS and MINUTES**

The City officially acknowledges receipt and distribution of the following:

**Monthly Reports for March & April 2015 from** – Police Dept., Treasurer, & Fire Dept.

**Minutes from the Following Meetings** –

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Administrator Geick, Mayor Palm, Chief Schauf, Chief Stieve, Engineer Pinion, Bob Koss, Wade Peterson, Pat Liston, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Service Building, 450 Roundhouse Court, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted and by voice vote, the motion carried. It was moved by Kolb, seconded by Plautz to approve the minutes of the February 9, 2015. By voice vote the motion carried.

### New Business

- a. Review and Approve renewal of contract with MSA for Building Inspection Services – Pinion said that the City currently contract with MSA for Building Inspection services and it is time to renew the contract. The new contract would go through 2017. The maximum increase is 3% per year. It was moved by Kolb, seconded by Plautz to approve the renewal of the contract with MSA for Building Inspection Services. Motion carried unanimously.
- b. Review and Recommendation for one-way traffic in Alley between 1<sup>st</sup> & 2<sup>nd</sup>, from Oak Street to Broadway – Pinion said that Don-Rick Insurance say that this is a constant source of concern with several near-miss accidents. He said that every alley in town is a two-way alley with a couple of minor exceptions, such as the post office alley. He said that this alley is allowable for two-way traffic; however, it is a busy alley, mainly due to the bank drive-through. He said that he has reached out to the bank to see if they had any preferences; however, they have not gotten back to him. He said traffic exiting to the west of Broadway; if they want to go southbound that is less than an ideal situation with the mid-block arrangement and that close to the intersection. He said that if it did go one-way it would make sense to mirror the post office alley and have it go away from Broadway. He said that him and Chief Schauf have talked about and don't have any real objections; it certainly would improve traffic movements on Broadway. He feels before anything is done the City should wait for feedback from the bank. It was the consensus of the Committee to bring this item back to the Committee in April.
- c. Review Bid Tabulation and Recommend award of 2015 Public Works Contracts – Pinion said that these are the annual bids taken for Public Works Contracts. Pinion went through all the proposals, and the following were the results. Proposal 1, Asphaltic Paving – Gasser \$68,785. Proposal 2, Asphaltic pavement Material – Gasser \$39,200. Proposal 3, Asphalt pavement Patching – Scott Construction \$32,500. Proposal 4, Misc. C&G, Sidewalk Replacement – Fairfield Concrete \$27,375. Proposal 5, Crushed Aggregate Base Course – Kraemer Co. \$5,450. Proposal 6, Concrete & Asphalt Crushing – Kramer \$39,900. It was moved by Kolb, seconded by Plautz to accept the low bidders on all proposals as stated. Motion carried unanimously.
- d. Review proposal Tabulations and Recommend award of 2015 Hwy. 12 Median Mowing and Noxious Weed & Rank Growth Mowing – Pinion stated that three bidders were received for the median mowing, Top 2 Bottom, Sunrise Property Care, and Breakthrough Services. He said that all three have successfully bid in the past and this year the bidder was Breakthrough Services at \$48.50 and it is recommended to award the bid to them. He then said that the Rank Growth Mowing, which is when people fail to mow their yards, one bid was received from Sunrise Property Care and it is recommended to award the bid to them. It was moved by Plautz, seconded by Kolb to award the bids to the low bidders in each category.
- e. Review and Recommendation of the West School Emergency (Off-Campus) Evacuation Agreement between the Baraboo School District, the City of Baraboo, and the Baraboo Public Library – Chief Stieve said that the School District has requested to use the Public Library as a shelter location if they would have to evacuate West School for whatever reason. He said that the Library Director has requested them to calculate the square footage for occupancy load of the basement area. He said that there is enough space to accommodate the 130-140 people, which includes children and staff. He said that staff has no problem with it and the Library Board has also approved it. He said that the next step is to do some sort of drill with the students. It was moved by Kolb, seconded by Plautz to recommend the West School Emergency Evacuation Agreement. Motion carried unanimously.
- f. Review and Approve Contract with KLM engineering for Inspection Services for the Mine Street Water Tower Repainting Project – Peterson said that it was agreement to spend \$400,000 to rehab the tower we need to have a professional services company come in and be our on-site inspector during the project. He said that two bids were received and KLM Engineering was the low bid. Peterson recommended that the low bid be accepted. It was moved by Kolb, seconded by Plautz to approve the contract with KLM engineering for Inspection Services for the Mine Street Water Tower Project. Motion carried unanimously.
- g. Review and Approval of contract with MSA to Update our Sanitary Sewer Service Area Plan – Peterson said that every five years the City is required to update the area wide plan, which includes some of the Township, West Baraboo, and the Sanitary District. He said that the last one was done in 2010, which was a very substantial one, so this year it will be more of just a couple of meetings and some tweaking. He felt that since MSA did the last one and instead of recreating the wheel, it was by easier to contract with MSA to update the plan and then submit it to the DNR. It was moved by Kolb, seconded by Plautz to approve the contract, not to exceed \$5,000. Motion carried unanimously.
- h. Review and Approval of sewer credit to Blackhawk Manor for an undetected leak in their private water main – Peterson said that one mobile home with a vacant landlord/tenant borders a field had a break underneath the trailer which drained to the field and no one saw it. It said that the City has four large meters within Blackhawk and then they have their

own billing system within that and they requested a credit. Peterson said that he told Blackhawk that the only way that they would be issued a credit is if they, in writing, verify that they are giving the same credit to that tenant. He said that the credit is for sewer. He said that the actual amount is \$1,195.26. It was moved by Kolb, seconded by Plautz to approve the credit. Motion carried unanimously.

- i. Review and Approval of monthly billing Adjustments/Credits for Sewer and Water Customers – Peterson said that the Committee will be seeing monthly adjustments, which will include anything smaller than \$500, and there are only two from last month. He then explained the two credits. It was moved by Kolb, seconded by Plautz to approve the credits as submitted. Motion carried unanimously.

### Reports

- a. Utility Superintendent's Report – Peterson said that the auditors will be here next week. He said that Well #8 rehab has been completed and has been up and running for a month and during very well, pumping has increased. The water tower painting will start around the end of June. He said that this week there is a piece of equipment at the Treatment Plant for sludge processing. He said that they are trying to see if they can find something that dewater better so we get a better percentage of solids and cut down on the lime, but also how it handles phosphorus and water and electric consumption.
- b. Street Superintendent's Report – Koss said that all three sweepers are out. Stump grinding will be starting April 6<sup>th</sup>. Leaf pickup will begin on April 13 and along with the leaves all stump grindings will be removed. Pinion said that street construction bids will be here on 23<sup>rd</sup> and will be at the meeting on the 27<sup>th</sup>. He then clarified a project from 2009, when the special assessments were levied on Manchester Street, the resolution said that those assessments would be due upon development of the property because the existing residents all had existing sewer and water and the treasurer sends out reminders to the property owners, not as a bill, but as a reminder of the deferred assessment. He said that it is only benefited if the property is subdivided or developed. Pat Liston asked if the three properties to the east of him annexed to the City would they be responsible for the assessment. Pinion asked if it extended up to them and Liston said that extended to the end of his property, which is the last property in the City. Pinion said that if they annexed, they would have to pay to have it extend it across their frontage, but not responsible for any costs that has been installed so far.
- c. Police Chief's Report – Schauf said that the department is down four officers at this time and they are working to get them replaced. He last two officers to the Sheriff's Department and one was let go during the training process. He said that they have a current list that they are working off of and they also have an interview process that they are starting for new applicants and will be testing on April 11. Schauf that explained protocol for tasers.
- d. Fire Chief's Report – Stieve said that Tim Stieve, Assistant Chief, in charge of safety and training retired after 36 years of service, thus leaving that position open. He said that after looking at that and the rest of the leadership in the department, the succession planning hasn't been done well. He said that he sent out a short questionnaire to fire department members to see where they are at, as far as what they want to do in the future. He said that he is in the process of updating the position descriptions. He said that he has heard things regarding wanting to change to requiring more education as far as instructor type training because the officers are the training officers for the department. He said that he tried to budget for Emergency Service Instructor One, which is a 40 hours course, but the money wasn't there. He said that there the CIVIC grant program, half of the course fee could be recuperated if approved through the program. He said another part of his position description requires him to become Fire Officer II certified and he is enrolled in the class through MATC-Reedsburg. He asked the Committee what direction that they want the department to go. He said that he feels that the City has a very professional department; however, he feels that it could be better. He said that training provides preparedness, professionalism, recruiting, and retention. He feels that there are a couple of options to go, one would be going to a full-time department. He said that they are looking at building a live fire training prop, which involves shipping containers. He said that this would have to be managed and researched. He said that they use a training center out of Indianapolis called Fire Department Training Network, it is on-line and they have one person going to Truck Company Operations, one going to Engine Accompany Operations, and one going to Designing Training props in April. He said as part of the full-time position there is a grant called Safer Grant, it is staffing for adequate fire and emergency response grants; however, unfortunately the deadline was March 6. Also, as part of the full-time possibility it is a succession planning for the Fire Chief's position. He said there would also be the option of part-time. The last option would be to keep the department the way it is. He said that if it stays the way it is. He said one thing is through the position description review they have to adjust the requirements based on what is in the department if it is kept the way it is. If it is kept the way it is Stieve said that he would do his best to provide the guidance and assistance as needed; however, he would like to delegate the training, which would mean more time commitment and increase in salary. Stieve said that he spoke to the Mayor after the Council approved the EMS Study and stated that he would welcome a study in the Fire Department. He said the UW-Oshkosh Public Administration Program has students, as part of their studies, they offer this service free, where a study can be done on any particular topic that is wanted. He said that he requested a study through the professor in charge and received a study of the Waterford Water Department that was based on staffing. After the lengthy discussion, Stieve asked which direction does the Committee want the Fire Department to go, what does Fire Department training provide, and what direction does the Committee want to explore further. Stieve then showed a video of the March inside air management drill that was held in the Civic Center. Stieve said he is open to any conversation regarding anything discussed today and the Committee is welcome to any of the training, which are held the 1<sup>st</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Mondays of the month. Compensation for officers and call pay was then discussed.

Kolb said that when the sidewalk issued was looked at last year, one of the complaints was that the City should stretch things out so everyone knows what sidewalks will be done. He would like to have some type of plan done when it is looked at again. Pinion said that he will have some options regarding sidewalks at the April meeting.

**ADJOURNMENT** – Kolb moved, Plautz seconded to adjourn the meeting at 2:24 pm. Motion carried.

**Administrative Committee**

**April 6, 2015**

Present: Ellington, Robkin, Alt

Absent: none

Also Present: Mayor Palm, Cheryl Giese, Jim Brown

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

Moved by Ellington, seconded by Alt and carried to approve the minutes of March 2, 2015. Motion by Alt, seconded by Ellington to approve the agenda and carried unanimously.

**Airport Operations:** Giese gave a report of airport activities for the last month, highlighting activities of tree removal and trimming, noting that the Trager tree has been removed using condemnation proceedings.

No work has occurred on the runway project since we are waiting for a funding answer on the project. Robkin and others emphasized the importance of communicating the project to airport patrons, FBO's and others who may be affected by the closing of the airport for the time of reconstruction.

Jim Brown Lease – Jim Brown presented information that his leased area was impacted by the recent drainage ditch that was installed with the last project. The grading of the ditch has impaired his ability to use the property on the west side of his lot. He asks that the lot size be reduced by 3'. Moved by Ellington, seconded by Alt and carried unanimously to grant the lease description change with the stipulation that there remains at least 10' of setback on the west wide of the lot.

**Exempting Non-Profit Organizations from Special Event Fees:** The Committee discussed the quantity of fee waivers granted by the Finance Committee to non-profit organizations. The Finance Committee has requested a change in the code so that tax exempt organizations can automatically be waived from paying the fee. Moved by Ellington, seconded by Alt and carried unanimously to authorize changes in the code to grant fee exemptions for non-profit organizations. Mayor Palm and others suggested monitoring qualifications by asking for the tax exempt number of each applicant.

Next meeting is to be held May 4, 2015 at 12 p.m.

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

**Finance/Personnel Committee – Council Chambers**

**April 14, 2015**

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

**Absent:** None

**Others Present:** M. Palm, E. Geick, M. Hardy, media and the public

**Call to Order** –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Thurow seconded by Sloan to adopt the agenda and carried unanimously. Moved by Sloan, second by Thurow to approve the minutes of March 24, 2015. Motion carried unanimously.

**Accounts Payable** – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for \$1,923,071.45. Motion carried unanimously.

**Civic Center Bond Funds** – M. Hardy reported that there is remaining bond money to be spent and desires ADA accessible entry, greenhouse replacement, phone system replacement and ADA signage. When questions arose about the longevity of the phone equipment and desire to wait until relocation of the municipal building, he suggested substituting additional ADA entrance signage. Questions about usage of the greenhouse arose and Hardy advised it would be a sun room and an extension of the weight room which is adjacent. Discussion returned on whether to use bond proceeds for a phone system. Hardy suggested substituting the project for more ADA signage or beginning work in the gymnasium bathrooms, or additional storage areas. Hardy stated problems with the existing phone equipment have been minimal. Petty suggested reallocating the funding for the phone system in favor of waiting for information about a new building when the phone systems can be combined. Moved by Sloan, seconded by Thurow to use the remaining money for greenhouse improvements, ADA entrance signage and additional exterior signage. Motion carried.

**Nanny Park fee Waiver** – Bekah Stelling requested a fee waiver for a Special event permit for use of Nanny Park during the wine walk. Moved by Sloan, seconded by Petty and carried unanimously to waive the fee.

**Concerts on the Square Fee Waiver** – The Committee noted that this should not have been a fee waiver request, but rather should have been a request for use of Alma Waite Funds. This item will appear on the next agenda since proper notice was not given according to the Open Meetings law.

**Committee Comments:** None.

**Adjournment** – Moved by Sloan second by Thurow to adjourn. Motion carried, meeting adjourned at 6:38 p.m.

**BARABOO BUSINESS IMPROVEMENT DISTRICT (BID)**

**BOARD OF DIRECTOR’S MEETING**

**April 15, 2015**

**Members Present:** S. Kessenich, D. Thurow, B. Stelling, T. Wickus, L. Steffes, S. Fay, Cowan, Kruse

**Member Absent:** N. Bacher

**Others Absent:** E. Geick

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

**Meeting Minutes:**

A revision was made to the minutes from the March 18, 2015 meeting: Nicole Bacher was absent from the meeting. Moved by Cowan, seconded by Thurow, and unanimously carried to approve the minutes with the revision.

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

**Reports:**

President – Elections will take place in May. Kruse, Fay, and Bacher are all up for re-appointment for another term on the board. All have accepted.

Appearance – Baskets will be up around the time of Faire on the Square. We saw samples of the Farmer’s Market Banners and individually voted on the one we liked best. They will be ordered soon. The actual Mandalas from Nanny Park will be auctioned off during the Wine Walk.

Parking – Cowan will be getting quotes for weed removal in the parking lots.

**New Business:**

- 1. Vouchers – Lorraine Ortner-Blake \$140.25

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

- 2. Mural – Stelling showed us the different proposals for the mural. The Arts Committee voted on the mural by Bernie Poff from Polliwog Studios. The BID will consider a donation to the project at the next meeting.

**Next Meeting:** Wednesday, May 20, 2015 at 5:45 p.m., **Room 11**, Civic Center.

**Adjournment:** Moved by Cowan, seconded by Fay, and unanimously carried to adjourn at 6:15 PM.

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

Dist Amb Service & Ad Hoc	3-25-15	Parks & Rec Comm	2-9-15, 3-9-15
Parks Sponsorship Sub-Comm	2-9-15, 2-16-15	CDA	4-7-15
Canvass Report	4-13-15	CDA Loan Review Comt	4-7-15
Friends of the Library	7-8-14, 9-25-14, 1-13-15, 2-10-15		
SCDC	2-16-15, 3-16-15	Library Board	3-17-15
Plan Commission	4-21-15	Emergency Management	4-23-15
PFC	3-16-15		

**INFORMATIONAL ITEMS**

Board of Review will be held July 29<sup>th</sup>.

**ADJOURNMENT**

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

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Cheryl M. Giese, Clerk-Finance Director