

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, July 12, 2016 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent: Plautz

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

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Wedekind and carried to approve the minutes of June 28, 2016.

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

Compliance with the Open Meeting Law was noted.

PRESENTATION-

Carla Gogin and Dan La Haye from Baker Tilly presented the audited 2015 financial statements for the City, Utilities and CDA. They reported on the fund balance highlights, management communication and answered questions from the Council. They reported that the City is in sound financial position.

PUBLIC INVITED TO SPEAK – no one spoke

MAYOR'S COMMENTS –The Mayor recognized Kerri Olsen and Bobbi Boettcher for the 4th Annual Baraboo Big Top Parade and Circus Celebration July 23 and 24, 2016.

CONSENT AGENDA

Resolution No. 16-57

THAT the Accounts Payable, in the amount of \$ 1,430,627.50 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

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

NEW BUSINESS

Resolutions:

Resolution No. 16-58

A Resolution authorizing the Mayor and City Clerk to enter into the Second Amendment to the License Agreement with US Cellular.

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

The Mayor and City Clerk are authorized to enter into the attached Second Amendment to the License Agreement as shown upon the attached form.

Moved by Kolb, seconded by Alt and carried that **Resolution No. 58** be approved-8 ayes.

Resolution No. 16-59

That the Common Council of the City of Baraboo, Wisconsin, intends to pursue the vacation of an unimproved alley right-of-way lies west of Jefferson Street between 10th and 11th Street, pursuant to the procedures set forth in Wis. Stat. §66.1003(4).

Further, that the Common Council of the City of Baraboo, Wisconsin, shall hold a public hearing in the Council Chambers of the Municipal Building located at 135 Fourth Street, Baraboo, Wisconsin, on the 23rd day of August, 2016, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard relative to the vacation of that portion of said alley.

BE IT FURTHER RESOLVED that the City Clerk shall provide Notice of the hearing to the owners of all the lots abutting the unpaved alley.

BE IT FURTHER RESOLVED that the City Clerk shall publish a Class III Notice of this Resolution to commence vacation proceedings as provided by law.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 59** be approved-8 ayes.

Resolution No. 16-60

That the audited financial statements for 2015 as prepared by Baker Tilly Virchow Krause LLP are hereby accepted.

Moved by Petty, seconded by Sloan and carried that **Resolution No. 60** be approved-8 ayes.

Ordinances:

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2443** for providing water service to property outside the city border. (Hoppe property).

1. **13.15 OUTSIDE SERVICE LIMITED.**

A parcel of land located in Section 24, Town 12 North, Range 6 East, more particularly described as follows:

The North one-half of the South one-half of the Southwest Quarter of the Northwest Quarter (SW ¼, NW ¼), Section Twenty-Four (24), Township Twelve (12) North, Range Six (6) East, except lands conveyed to Sauk County for highway purposes.

2. This Ordinance shall take effect upon passage and publication as provided by law.

COMMITTEE OF THE WHOLE

Moved by Alt, seconded by Ellington and carried unanimously to convene as a Committee of the Whole to discuss the future Public Safety/Administrative building.

John Sabinash from Zimmerman Architects presented the proposed building plans for the future Public Safety/Administration building to be constructed on Lynn Avenue. Geick explained work on the USDA loan and that preliminary approval was received. We are doing something very different from the school district who is bonding for their project. We are offered 2.75% with a RDF 40 yr loan, repaid through general debt payments. This method of financing does not have to go to referendum and the tax rate effect is not yet known since the project has not been bid yet. \$14M is the current architect design, including FFE. The stakeholders have reviewed the project plan and offered their feedback.

Kolb questioned if there will be a formal presentation discussing other sites that have been considered and rejected. Geick explained that a combination of formal presentations, newsletter inserts and website articles are planned to help get the word out to the public.

Moved by Sloan, seconded by Petty and carried unanimously to reconvene into regular session.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Minutes of the Public Safety Committee Meeting –**June 27, 2016**

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. Others Present: Tom Pinion, Wade Peterson, Chief Stieve, Mike Palm, Ed Geick, Chief Schauf, Attorney Alene Kleczek Bolin, Kris Jackson, Craig Hoppe, Eugene Doro, and Tom Fitzwilliams.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Services Center, 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. Plautz indicated that the minutes of the May 31, 2016 needed to be corrected regarding the Special Assessment procedure for new sidewalks and consider an alternative procedure utilizing a special charge. It should state that Kolb moved to utilize the special charge procedure as long as all affected citizens are notified prior to the work being done and a public hearing being held. It was moved by Plautz, seconded by Kolb to approve the minutes of the May 31, 2016 minutes as corrected. By voice vote the motion carried.

New Business

- a. Review and recommendation to close Oak Street, between 2nd and 3rd Streets, for a Special Event – “Foo Fest”, on September 10th from Noon to Midnight, sponsored by Brothers on Oak (as a fundraiser for the Baraboo Fire Fighters’ Association) – Pinion said that Brothers on Oak were not notified of the meeting. Chief Stieve said that he has appointed another person to attend the Fire Fighters’ Association meetings and the only thing he has reported on was the date of the event and the band Madison County would be playing. He said that Madison County has a big following and it would be a good money-maker for the Department; however, the Committee sets the rules. Plautz asked if having the evening at the fairgrounds has been discussed, Stieve thought that would be a great idea, and will discuss it when meeting with Brothers on Oak. Kolb said that they are also expanding the site from last year, and asked Chief Schauf for his thoughts. Schauf said that he would be supportive of the 10:00 p.m. time limit, but as far as the expansion, as long as they could contain it he would not be opposed. He feels that any residents living in the area should have a voice in it because it would restrict any access; however, the street is where they get, not the sidewalk. Wedekind said he hopes that issues get resolved before coming back the next meeting.
- b. Consider request by Craig Hoppe to allow a connection to the City’s watermain for his 10-acre parcel located on the east side of CTH A approximately 350 feet north of Trap Shoot Road in the Town of Fairfield – Pinion said the key to this request is the proximity to the former landfill. Hoppe has an accepted off on a 10-acre parcel of land. He said this land being as far out as it is has a restriction that a private well cannot be drilled within 1200 feet of landfill, and most of this property is encumbered by the 1200 foot restriction. He then said that according to the County, a well cannot be drilled on any of this property. He said this property is well beyond the limits of the City’s 20-year Sanitary Sewer Service Area Plan. Hoppe said that he will be building a residence and a shop. He said that it would be much safer for him to tap into the City’s water supply and put his own septic in. Peterson said from the Utility standpoint that is a tremendously long run and now there are only 4 customers hooked up, the more customers that are hook up, the fresher the water is provided; therefore, he would recommend allowing this. Attorney Bolin said that if the Committee would allow this, they do not have to allow it in other places; therefore, it would not be setting precedence. Pinion said that Sauk County would issue Hoppe a permit to extend the lateral get from Point A to Point B and the Hoppe would incur the total cost. Pinion said in reviewing the Ordinance it seems that it would have to be revised to add this property to the list of outside customers. It was moved by Kolb to allow Craig Hoppe to allow a connection to the City’s watermain for his 10-acre parcel located on the east side of CTH A approximately 350 feet north of Trap Shoot Road in the Town of Fairfield. Plautz seconded, and the motion carried unanimously.
- c. Review Proposal summary and recommend awarding a contract for an Asbestos Abatement Project as 212 14th Street – Pinion said that the Council acquired this property through back taxes and asked the City if there was any interest in the property. Staff looked at it and felt that it could be appropriate to relocate the house from 227 5th Avenue to this site and put it back on the tax roll and vacant lot in the City. Bids were solicited for asbestos removal, four companies responded and it is recommended to award the Asbestos Abatement Contract to Airtite Environmental Services in the amount of \$7,240.00. Attorney Bolin explained how the City acquired the property and did not cost the City any money. It was moved by Plautz, seconded by Kolb to recommend awarding the Asbestos Abatement Contract to Airtite Environmental Services in the amount of \$7,240.00. Motion carried unanimously.
- d. Consider Proposed Amendment to Agreement with US Cellular for the CTH A Water Tower Site – Attorney Bolin said that this is an amendment to the license agreement that the City currently has with US Cellular which is a very beneficial license agreement to the City. The amendment allows them to add three RRUs and one Raycap and will be paying \$2400/year more. It was moved by Kolb, seconded by Plautz to approve the amendment to Agreement with US Cellular for the CTH A Water Tower. Motion carried unanimously.
- e. Review and recommend approval of the WWTP’s 2015 Compliance Maintenance Annual Report – This is the annual report card rating the WWTP, which all areas received A grades. It was moved by Kolb, seconded by Plautz to approval of the WWTP’s 2015 Compliance Maintenance Annual Report. Motion carried unanimously.
- f. Review Biosolids Process Upgrade Study for our WWTP with Tom Fitzwilliams of MSA Professional Services – Fitzwilliams said that they did a study where they focused on one aspect of the WWTP, the biosolids process. He explained the biosolids

process to the Committee. He said the process requires two pieces of equipment, the dewatering piece of equipment to reduce the volume, and alkaline stabilization process to treat the sludge further. He said that the current equipment is approximately 22-years old and is reaching the end of its life and are at the point of the next equipment replacement. There is a new technology to replace the dewatering equipment called a centrifuge, which is a big drum that spins fast removing the water. He said that Eugene Doro piloted three different manufacturers of this equipment, one emerged as a good fit, one for cost and its function, and it is also made in Wisconsin, the company is called Centrisys. He said that the next equipment evaluation was the Upland Stabilization Process, where two different options were looked at, one to stay with the same type of equipment that the WWTP has now, and then an alternative process which is called Bioset, a little different being more enclosed and a little cleaner process, and produces a higher quality sludge. He said that there are only two types of sludge that can be produced, Class A and Class B, the City is allowed to produce either or. Class B sludge has more strings attached when applying it, wider setbacks from homes, wells, and streets, and Class A sludge can be put in backyard and gardens. He said that the Bioset process makes Class A sludge only, the CemenTech, called the N-Viro makes A or B. He said with the Bioset system cost, it was about \$600,000 more than the CemenTech equipment. Therefore, for the purpose of this study they locked into the current standard that is being used. He said that cost estimate for everything came to approximately \$2.3 million, they looked at the cost sharing agreements that exist between West Baraboo, Sanitary District, and Devil's Lake, and they would all have a portion of this project to pay for, which would be approximately \$300,000 combined; \$265,000 – West Baraboo, \$38,000 – Sanitary District, and about \$18,000 – Devil's Lake. He said that the City would be looking at approximately a 12% increase to the Sewer Utility Budget, which could translate to a 12% sewer rate increase. Peterson said the Utility is looking at a 2018 timeframe and the reason that it is in front of the Committee so far in advance is because of the outlying communities so they can plan and have the money in 2018 when needed. The difference between Class A and Class B sludge was then discussed and the difference in cost. Fitzwilliams said that he wouldn't rule out the Bioset process, it costs more money; however, the regulations with wastewater treatment never become more relaxed, they only get stricter; therefore, it could be a possibility that only Class A may be used, even if it is not on the books at this time. He feels that the Bioset is more efficient at producing Class A sludge and less lime could be used. He went on to say that the capital cost upfront on the Bioset will cost more; however, if the City was to produce Class A sludge entirely on both systems, he feels in the long run the Bioset would become more effective over 20 years. Kolb felt that when the times come that it should be taken into consideration that it could cost \$500,000 more. He said that they will lean on the Bioset people a little more to see if the City could get better pricing. Peterson felt that maybe the City would be better off presenting the higher numbers to the outlying communities so their percentage is there. Fitzwilliams said that he will redo the estimates. Kolb moved to recommend using the Bioset cost for Biosolids Process Upgrade. Plautz seconded the motion, and motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Peterson said that they are in construction season. The annual jetting and cleaning of the sewers has just finished. The Department is still hauling out spring biosolids due to a few farmers lagging behind, and in about a month they will start hauling out fall biosolids on the winter wheat fields. He said the Wastewater has always contracted out to get manhole rehabilitation projects done; however, the sewer guys have stepped up and have been doing some of it in-house. On the Water side they have been keeping ahead of the street projects as far as replacing some fire hydrants and valves. He said they will have their significant Water Project on 4th Street that will be done after the Circus Parade.
- b. Street Superintendent's Report – Koss said that interviews will be on Friday for new personnel. He said that at this time there are two openings; but he doesn't know how many they will be filling at this time. He said that Truck 17 is back and looks like brand new. He said that Truck #18 had a portion of the floor that actually broke through so they have to more work on that; therefore, only two tri-axles will be done this year, and the third one will be done next year.
- c. Police Chief's Report – Chief Schauf said that he promoted Mike Pichler to the second school resource officer, he will be assigned to the high school; however, will not start the position until the vacant officer position is filled. He said the department is getting for the parade and the fair.
- d. Fire Chief's Report – Chief Stieve said that Jeff Beckwith was promoted to an Assistant Chief in January. Jim Carter was promoted from Lt. to Captain on one of the Engine Companies, and then there was an Assistant Chief's vacancy in March which has gone unfilled and probably will be. Mark Steward and Tyler Greenwood were promoted to Lieutenants, one to the aerial and the other to the Phoenix Company, which is an engine company. Logan LaMasney was a high school student that has been with the department from September until his graduation, and through his time with the department he was able to go through Entry Level Firefighter and also Firefighter 1, so he was hired as a probationary firefighters on June 17. He said personnel roster is at 40 people. He said that the shipping container are in place, and he thanked the Engineering Department, they got them all set and leveled out and then PW Department came when an end-loader was needed to tip them over or move them around. He said Bill's Towing came in to raise the container on the very top and he has not charged the City for his work. He said that the Department receives money and will placing a sign in this area identifying the grounds and recognize those people that have donated. He said that succession planning has been extensively talked about at the officer's level; the first step is to get a driver/operator program started, where they train in-house, and how that works is that they can do that themselves. He said if the department wanted to go through MATC-Madison and bring up a driver/operator course that they teach, which would be a generic course, at least 10 people are needed, which they tried to do that last spring and they didn't have enough people. He said that he checked with their State Training Coordinator, they have all the training resources on-line so those difference sections have been assigned out to different officers and they are going through them. Wedekind asked if they had to have CDLs, Stieve said that they have to follow all CDL laws, but do not have to hold the license. He said the majority of the officers have just finished the Emergency Service Instructor I class in April, so this will help them gain the necessary hours of witness training. He said that he is a certified instructor already and one or two others that can witness them, and then once they get 30 hours it is turned into the State and the become certified, and then they have to do so many instructor hours over a period of five years. He said Car 2 is now in service

and it came in under what was allocated. Engine 3 Committee, they have a replacement engine on the schedule for 2017, and they are in the process of doing the specifications. He said that \$500,000 is estimate; however, he feels it will probably be more than that just to be up front with the Committee and to remind everyone that the truck will be around for 25 years, so they want it built to help the department over that period of time. He attended the State Chiefs Conference and received very good training and information. He said he will strongly encourage through the budget process in the Fire Department that the City do the Fire Department Study.

Pinion said the street projects are going along well; Barker Street should be paved later this week, which means we have rebuilt Barker Street in less than three weeks. Martiny Court is scheduled for paving, but the property owner is redoing the parking lots, so he isn't sure if Gasser will pave before he does his lots. He said Monroe Street was pulverized this morning, so that will be regarded and back open to residents in a gravel state later today, so concrete will be poured and get that paved in the next couple of weeks. He said the 8th Street should be done in August, it will be milled one day and if not paved the same day, it would be the next, Ash to Lincoln Street.

ADJOURNMENT – Kolb moved, Plautz seconded to adjourn the meeting at 2:01 p.m. Motion carried.

Finance/Personnel Committee – Council Chambers **June 28, 2016**

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: Mayor Palm, C. Giese, E. Geick, A. Kleczek Bolin, Jim Mann of Ehlers & Associates, 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 Thurow, seconded by Sloan to adopt the agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of May 24, 2016. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for \$1,286,717.79. Motion carried unanimously.

Uncollectible Accounts –

The Committee reviewed the list of uncollectible accounts indicating \$217.78 of personal property accounts and \$817.97 for accounts receivable. Moved by Sloan, seconded by Thurow and carried unanimously to write off the uncollectible accounts.

Bond Resolution –

Jim Mann of Ehlers and Associates presented the sale of bonds today resulting in \$217,000 savings from the estimate and the bond sale is \$5,295,000. The refunding portion is around \$300,000 of savings. Moody's affirmed the Aa3 rating noting 3 positive items in their review: solid financial statements, solid management, fund balances. They did observe the higher than average debt burden and Ehlers encouraged maintaining the reserves at a very healthy level. Moved by Sloan, seconded by Thurow and carried unanimously to recommend selling \$5,295,000 of General Obligation Bonds.

Budget Calendar –

Ed reviewed the proposed budget calendar for 2017. The next Council meetings will include discussion of the goals for the next budget year.

Committee Comments: None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn. Motion carried, meeting adjourned at 6:37 p.m.

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

Friends of the Library 4-12-16

SCDC

4-18-16, 5-16-16

Plan Commission 6-21-16

ADJOURNMENT

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