

AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 135 4th Street, Baraboo, Wisconsin
Tuesday, August 23, 2016, 7:00 P.M.

Regular meeting of the Common Council, Mayor Palm presiding.

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, and Thurow

Notices sent to City Staff and Media: Atty. Bolin, Adm. Geick, Clerk Giese, City Engineer Pinion, Utility Super. Peterson, Street Super. Koss, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Allen, CDA Director, the News Republic, WBDL, and WRPQ.

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

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): August 9, 2016

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

PRESENTATIONS/PROCLAMATIONS

PUBLIC HEARINGS

The Mayor announces that this is the published date and time to hear public comment concerning amending the Official Map in Section 8.01(2) of the Code of Ordinances.

The Mayor announces that this is the published date and time to hear public comment concerning vacating an alley west of Jefferson Street between 10th and 11th Streets.

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

MAYOR'S COMMENTS -

CONSENT AGENDA (roll call)

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

CA-2...Confirm the Mayoral appointments of Jane McMahon and Lori Van Asten to the Library Board until June 30, 2019.

2nd READING OF ORDINANCES

SRO-1...Consider amending the City of Baraboo Code of Ordinances §§ 17.08, 17.29, 17.32, and 17.32A to define a Self-Service Storage Facility and Warehouse and regulate them as a conditional use in the I-3 and I-4 Industrial Zoning Districts.

SRO-2...Consider amending the City of Baraboo Code of Ordinances §§ 17.08, 17.20, 17.20A, 17.21, 17.22, 17.23, and 17.24 to restrict short-term rental uses to detached single-family dwellings and regulate them as a conditional use in all residential districts in the City of Baraboo.

SRO-3...Consider amending the City of Baraboo Code of Ordinances §7.02 to provide for no parking on the west side of Waldo Street between South Blvd and Quarry Street.

NEW BUSINESS RESOLUTIONS

NBR-1...Consider Financial Policy entitled “Donation policy for the solicitation, acceptance and distribution of monetary contributions and real or personal property.”

NBR-2...Consider approving a bicycle route through the City of Baraboo.

NBR-3... Consider vacating the unimproved alley right-of-way lying west of Jefferson Street between 10th and 11th Streets.

NBR-4...Consider a Line of Credit for Public Safety-Administration Building construction.

NBR-5...Consider selling the house at 227 5th Avenue and vacant lot at 212 14th Street to Tim & Stacy Jax per their proposal in the amount of \$1,005.

NBR-6...Consider rejecting the offer of sale of Lot 1 in the Baraboo Industrial Park Plat.

NBR-7...Consider authorizing City Forester to apply for forestry grant from the Wisconsin Dept. of Natural Resources.

NBR-8...Consider a 12-foot wide permanent easement for Wisconsin Power & Light underground electric and communication line facilities along the south side of Blackhawk Manor Community at 903 Moore Street.

NEW BUSINESS ORDINANCES

NBO-1...Consider amending Code 12.13(12) to allow a broader special exception to the number of dogs and cats per household. (Consider and possible action to suspend rules and hear a second reading.)

NBO-2...Consider amending the Official Map in Section 8.01(2) of the Code of Ordinances.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following: **Monthly Reports for July, 2016 from** – Treasurer, Fire Dept.

Minutes from the Following Meetings –

Copies of these meeting minutes are included in your packet:

Finance/Personnel Comm.	8-09-16	Administrative Comm.	8-9-16
Public Safety Comm.	7-25-16		

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

District Ambulance Comm.	6-29-16	Parks & Recreation Comm.	7-11-16
CDA Loan Review Comt.	7-21-16	Library Board	7-19-16
UW Campus Comm.	7-21-16	Public Art Comm.	7-20-16
BID Development	4-25-16		

Petitions and Correspondence Being Referred

INFORMATION

CLOSED SESSION - The Mayor will announce that the Council will go into Closed Session pursuant to Wis. Stat. §19.85(g), Council will consider convening into closed session in order to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically discuss Menards v. City of Baraboo, Case No. 16 CV 363.

And §19.85(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (City Administrator’s performance evaluation and/or wage adjustment.)

OPEN SESSION – The Mayor announces that the Council will return to Open Session as per §19.85(2) to address any business that may be the result of discussions conducted in Closed Session.

ADJOURNMENT (Voice Vote)

Cheryl Giese, City Clerk-Finance Director

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

AUGUST 2016

SUN	MON	TUE	WED	THU	FRI	SAT
21	22	23 Finance Council	24	25 Public Arts Assoc	26	27
28	29 Public Safety	30	31 Ambulance			

SEPTEMBER 2016

SUN	MON	TUE	WED	THU	FRI	SAT
				1 BEDC	2	3
4	5 Labor Day Offices Closed	6 CDA	7	8	9	10
11	12 Park & Rec Administrative	13 Finance Council	14	15 UW Campus	16	17
18	19 PFC SCDC	20 Library Plan	21 BID	22 Emergency Mgt	23	24
25	26 Public Safety	27 Finance Council	28 Ambulance	29 Public Arts Assoc	30	

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the City Clerk at 135 4th St., or phone 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission, or board identified in the caption of this notice.**

Agenda jointly prepared by D. Munz and C. Giese
Agenda posted by DMM on 08/19/2016

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, August 9, 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, Petty, Ellington, Alt, Zolper, Thurow

Council Members Absent: Sloan

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 Wedekind, seconded by Alt and carried to approve the minutes of July 26, 2016.

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

Compliance with the Open Meeting Law was noted.

PRESENTATION- The Mayor celebrated the 60th Anniversary for the Canepa School of Dance.

PUBLIC HEARING –

The Mayor opened the hearing for Chapter 26.02 concerning a revised height limitation zoning map for the Baraboo-Dells Airport. No one spoke and the Mayor closed the hearing.

The Mayor opened the hearing for definitions of self-service storage facilities and warehouses in I-3 and I-4 zoning districts. No one spoke and the Mayor closed the hearing.

The Mayor opened the hearing for restricting short term rental uses for single family dwellings and regulate them as a conditional use in all residential districts. No one spoke and the Mayor closed the hearing.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S COMMENTS – none.

CONSENT AGENDA

Resolution No. 16-63

THAT the Accounts Payable, in the amount of \$989,008.59 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 16-64

THAT Dean Skare be appointed to the Community Development Authority (CDA) serving the unexpired term until November 14, 2017.

Moved by, seconded by and carried that the Consent Agenda be approved-9 ayes.

NEW BUSINESS

Ordinances:

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2444** adopting a revised Height Limitation Zoning Map for the Baraboo-Wisconsin Dells Airport, Sauk County, Wisconsin dated April 14, 2016.

An Ordinance amending the City of Baraboo Code of Ordinances §26.02 and adopting a revised Height Limitation Zoning Map for the Baraboo-Wisconsin Dells Airport, Sauk County, Wisconsin, dated April 14, 2016.

WHEREAS, pursuant to Wis. Stat. §114.136, the City of Baraboo, as the managing owner of the Baraboo-Wisconsin Dells airport, is authorized to protect the aerial approaches of its airport by ordinance; and

WHEREAS the City of Baraboo held a public hearing on this ordinance, in compliance with the requirements of Wis. Stat. §114.136(2).

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF BARABOO DOES HEREBY ORDAIN AS FOLLOWS:

1. The revised Height Limitation Zoning Map dated April 14, 2016, as set forth on Exhibit A, attached hereto and incorporated herein by reference, is hereby adopted pursuant to Wis. Stat. §114.136.
2. The City of Baraboo Code of Ordinances is hereby amended as follows:
26.02 ZONES. All zones established by this section are as shown on the Map dated ~~February 13, 1998~~ **April 14, 2016** entitled, "Height Limitation Zoning Map, Baraboo-Wisconsin Dells Airport, Sauk County, Wisconsin" which is attached hereto and adopted as part of this ordinance.
3. This Ordinance shall take effect upon passage by all airport owners and publication as provided by law.

Moved by Kolb, seconded by Wedekind and carried by general consent to suspend the rules and go to the second reading of **Ordinance 2444**.

Moved by Wedekind, seconded by Kolb and carried unanimously to approve the 2nd reading of **Ordinance 2444** adopting a revised Height Limitation Zoning Map for the Baraboo-Wisconsin Dells Airport, Sauk County, Wisconsin dated April 14, 2016 .

Moved by Wedekind, seconded by Alt and carried unanimously to approve the 1st reading of **Ordinance No 2445** amending §17.08, 17.29, 17.32, and 17.32A concerning self-service storage facilities and warehouse and regulated them as a conditional use in the I-3 and I-4 Industrial Zoning Districts.

An Ordinance amending §17.08, 17.29, 17.32, and 17.32A.

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

1. Add the following definitions:

§7.08(86m) SELF-SERVICE STORAGE FACILITY. Real property containing individual leased spaces but does not include a warehouse or other facility if the operator of the warehouse or facility issues a warehouse receipt, bill of lading or other document of title for personal property stored in the leased spaces. The facility is rented to a person who has free access to the storage space and is responsible for the property.

§7.08(104m) WAREHOUSE. A person engaged in the business of storing goods for hire or any building, room, structure, or facility used for the storage of property.

2. Amend the following portions of the ordinance:

§17.29 B-3 HIGHWAY-ORIENTED BUSINESS DISTRICT. (2376 04/10/2012)

(4) **CONDITIONAL USES.** All uses, whether permitted or conditional, shall be considered conditional uses with the overlay zoning district as established in §17.36C of this Code of Ordinances. (2132 12/09/03, 2252 04/10/07, 2376 04/10/2012)

§17.32 I-3 INDUSTRIAL/BUSINESS DISTRICT.

- (4) **CONDITIONAL USES.**
(l) Self-service storage facility
(k) Warehouse

§17.32A I-4 PLANNED INDUSTRIAL/BUSINESS DISTRICT

- (4) **CONDITIONAL USES**
(o) Self-service storage facility (2247 02/13/2007)

(5) **PROHIBITED USES**

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

Moved by Kolb, seconded by Plautz and carried unanimously to approve the 1st reading of **Ordinance No. 2446** amending Chapter 17 of the City of Baraboo Code of Ordinances to regulate short-term rental uses and allow the use as a conditional use in residential districts.

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

1. City of Baraboo Code of Ordinances §17.08 is hereby amended to read as follows:

(31) DWELLING. A detached residential building designed and constructed for human occupancy that satisfies the following minimum requirements: (1733 05/17/94)

(c) Is firmly fastened to a solid foundation constructed on the site in compliance with Ch. 14 of this Code and the current **DSPS** One- to Two-Family Uniform Dwelling Code with the exterior covering material extending to the ground, except that when a solid concrete or masonry perimeter foundation is used, the exterior covering material need not extend below the top of the foundation.

(32) DWELLING, **SINGLE** FAMILY. A detached residential building designed for or occupied by only one (1) family.

(33A) DWELLING, TWO-FLAT. A **two story** single-family residence, which is in complete compliance with the State of Wisconsin Uniform Dwelling Code (UDC), which has been converted into a two-family residence. The two residences are both located on the same lot. (2250 04/10/07)

(89M) **SIDE-BY-SIDE SINGLE FAMILY ATTACHED DWELLINGS.** A duplex building containing two dwelling units, each having its own independent outside access, with no other

dwelling units located directly above or below it, and having a shared wall in common with one adjacent similar dwelling unit. (2257 05/22/07)

2. City of Baraboo Code of Ordinances §17.08 is hereby added as follows:

(89L) SHORT-TERM RENTAL DWELLING. Any single-family dwelling that is rented to any person on a day-to-day basis or for a period of time of less than 30 consecutive nights. Any advertising of a short term rental dwelling shall be conclusive proof that a dwelling is being used as a short-term rental dwelling. Any real property that is used for short-term rental shall no longer be considered a single-family dwelling.

3. City of Baraboo Code of Ordinances are hereby added as follows:

§17.20 R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT. (1652 09/14/92)

(4) CONDITIONAL USES.

(l) Short-term rental dwelling.

§17.20A R-1A SINGLE-FAMILY RESIDENTIAL DISTRICT. (2148 04/13/04)

(4) CONDITIONAL USES.

(s) Short-term rental dwelling.

§17.21 R-2 TWO-FAMILY RESIDENTIAL DISTRICT. (1652 01/15/92, 2250 04/10/07)

(4) CONDITIONAL USES.

(v) Short-term rental dwelling.

§17.22 R-3 THREE- AND FOUR- FAMILY RESIDENTIAL DISTRICT. (1652 09/14/92, 2250 04/10/07)

(4) CONDITIONAL USES.

(z) Short-term rental dwelling.

§17.23 R-4 FOUR- THROUGH TWELVE-FAMILY RESIDENTIAL DISTRICT. (1652 09/14/92, 1868 05/14/96, 1980 07/27/99)

(4) CONDITIONAL USES.

(z) Short-term rental dwelling.

§17.24 R-5 THIRTEEN-FAMILY AND UP RESIDENTIAL DISTRICT. (1652 09/14/92)

(3) CONDITIONAL USES.

(bb) Short-term rental dwelling.

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

Moved by Kolb, seconded by Plautz and carried unanimously to approve the 1st reading of **Ordinance No. 2447** amending the City of Baraboo Code of Ordinances revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for no parking on the west side of Waldo Street between South Blvd and Quarry Street.

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

FOLLOWS:

1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for no parking anytime on the west side of Waldo Street from South Blvd to Quarry Street
2. This Ordinance shall take effect upon passage and publication as provided by law.

Resolutions:**Resolution No. 16-65**

To approve of the attached 2016 to 2017 Room Tax agreement with the Baraboo Area Chamber of Commerce.

Moved by Wedekind, seconded by Petty and carried that **Resolution No. 16-65** be approved-8 ayes.

Resolution No. 16-66

THAT the Mayor is authorized to sign the Emergency Evacuation Agreement with the Baraboo School District utilizing the Baraboo Civic Center as specified in the attached agreement.

Moved by Ellington, seconded by Alt and carried that **Resolution No. 16-66** be approved-8 ayes.

Resolution No. 16-67

That the Utility Superintendent is hereby authorized to submit an application for a Water Utility Simplified Rate Case to the Public Service Commission for a 3% rate increase starting January 1, 2017. The projected increased revenue will be approximately \$51,500.

Moved by Thurow, seconded by Petty and carried that **Resolution No.16-67** be approved-8 ayes.

Resolution No. 16-68

THAT the Baraboo Water Utility is hereby authorized to contract for hosted software services from Sensus and HD Supply, Inc. for the initial purchase price of \$15,225 and an annual maintenance cost of \$12,230 upon approval of the contract by the City Attorney.

Moved by Kolb, seconded by Alt and carried that **Resolution No. 16-68** be approved-8 ayes.
MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS
none

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Finance/Personnel Committee – Council Chambers**July 26, 2016****Members Present:** Petty, Sloan and Thurow**Absent:** none**Others Present:** Mayor Palm, C. Giese, E. Geick, A. Kleczek Bolin

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 July 12, 2016. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for **\$3,396,612.09**. Motion carried unanimously.

Budget Amendments – The Committee reviewed the budget amendments for the 2nd quarter, 2016 for the City, CDA and Utilities. Moved by Sloan, seconded by Thurow and carried to recommend to Council for approval.

Donation Policy – Alene explained the donation policy whereby the City accepts donations. Parameters were set up based on the value of the donations. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Room Tax Agreement – Alene explained the Room Tax agreement with the Chamber of Commerce and they use the funds for local projects and operations. The revised agreement for 2016 mirrors the agreement with the Village of West Baraboo. No action taken.

Committee Comments: None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn. Motion carried, meeting adjourned at 6:35 p.m.

Minutes of the Public Safety and Administration Building Stakeholder Group Meeting

Date and Time: Tuesday, July 12, 2016 at 8:00a.m.

Location: Council Chambers, City Hall, 135 4th Street, Baraboo, WI

Members in Attendance: Bekah Stelling, Lacey Steffes, Kevin Vodak, Anthony Kujawa, Scott O'Donnell

Others Present: Ed Geick, Cheryl Giese, Tom Pinion, Mayor Mike Palm, Police Chief Schauf, Phil Wedekind, Pat Cannon, Jeff Smith

Mayor Palm called the meeting to order at 8:00AM and noted compliance with the Open Meeting Law.

Items discussed:

Tom Pinion presented to the group the latest design drawings for the proposed Public Safety/Administration building from Zimmerman Architects. These drawings included colored renderings for the building exterior. The group discussed the drawings and made the following comments:

1. Should we consider permanent public restrooms
2. Metal roof and colors are okay.
3. Should the building be named; there was no consensus on this.
4. Spire is okay.
5. Prairie style is good.
6. Do more on City Hall main entry.
7. Consider solar.

Adjournment: Kujawa moved and Kolb seconded a motion to adjourn at 8:40AM and unanimously approved.

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

UW Campus Commission	6-16-16	Public Art Committee	5-26-16, 6-30-16
CDA	7-21-16	BID	7-20-16

PETITIONS, AND CORRESPONDENCE

Petitions and Correspondence Being Referred -

INFORMATIONAL ITEMS

ADJOURNMENT

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn.

Cheryl M. Giese, Clerk-Finance Director

The City of Baraboo, Wisconsin

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

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

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

Offered By: Consent

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

RESOLUTION NO. 2016-

Dated: August 23, 2016

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) <input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, confirms the Mayor's appointments as follows:

THAT Jane McMahon and Lori Van Asten be appointed to the Library Board serving until June 30, 2019.

Offered By: Consent Approved by Mayor: _____
 Motion:
 Second: Certified by City Clerk: _____

The City of Baraboo, Wisconsin

Background: This is an amendment that adds a Donation Policy to the City’s Financial Policy. The City Council has the power to accept all donations given to the City of Baraboo. This policy gives the Department Heads and the City Administrator the ability to approve donations up to a certain monetary limit. It also requires designated donations (those that are given for a specific use or with other strings attached to the donation) to be considered only if the benefit from the donation outweighs any possible cost or other problems that may arise from acceptance of the donation. The policy requires that all real property be approved by the City Council. In addition, any new fundraising programs or activities would require City Council approval.

The Finance Committee reviewed the Policy at its July 26th and August 9th meeting and unanimously recommended approval.

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

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

To approve the attached Financial Policy entitled “Donation policy for the solicitation, acceptance and distribution of monetary contributions and real or personal property”.

Offered by:
Motion:
Second:

Approved: _____

Attest: _____

FINANCIAL POLICY

DONATION POLICY FOR THE SOLICITATION, ACCEPTANCE AND DISTRIBUTION OF MONETARY CONTRIBUTIONS AND REAL OR PERSONAL PROPERTY

Purpose: The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Baraboo. This policy supersedes other departmental policies regarding these issues. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts and fundraising activities during the performance of City business. To promote consistent and best practices by all City employees and departments, and to ensure compliance with applicable laws and accounting procedures, the following policy and guidelines are hereby established:

1. *Types of Donations.* Donations may be offered in the form of cash, real or personal property. Designated donations are those donations that the donor specifies for a particular City department, location, or purpose. Undesignated donations are those donations that are given to the City for an unspecified use. Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of the City of Baraboo.

2. *Acceptance of Donations.* All donations to the City shall immediately be submitted for consideration to the City Administrator. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.

A. Offers of donations of cash or items valued at \$5,000 or below shall be considered for acceptance by the Department Head.

B. Offers of donations of cash or items valued more than \$5,000 and up to \$50,000 shall be considered for acceptance by the City Administrator. All donations over \$10,000 shall be reported to the City Council.

C. Offers of donations of cash or items valued more than \$50,000 shall be considered for acceptance by the City Council. Donations valued at more than \$50,000 require acceptance through a written agreement consistent with these guidelines and approved by the City Council.

D. All offers of donations of real property, regardless of value, shall be considered for acceptance by the City Council.

3. *Acceptance of Designated Donations.* Prior to acceptance of designated donations, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

A. Consideration of an immediate or initial expenditure required in order to accept the donation;

B. The potential and extent of the City's obligation to maintain, match, or supplement the donation; and

C. The need for the property, including where and what type of property it is.

4. *Fundraising.* Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and City of Baraboo Code of Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officers and employees.

a. All fundraising and solicitation efforts shall be consistent with the missions, goals, and mandates of the City. Solicitation for business, commercial, or personal reasons by City employees not directly related to City operations is prohibited. All donated funds or property become public property upon acceptance and shall be used or expended for public purposes.

b. All fundraising and solicitation efforts to support City programs and projects shall be authorized by the City Council after prior review and recommendation by the appropriate oversight Committee, Commission or Board. Council authorization may include continuing authorization or authorization for a one-time only project.

5. *Accounting.* Following donation acceptance, the Department shall obtain written approval of the City Clerk/Finance Director or delegate regarding procedures to account for the donation. Said approval shall include proper accounting protocols for fundraising revenues and expenditures to be coordinated through the office of the City Clerk. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system.

6. *Status of Donated Property.* All donated property given to the City of Baraboo becomes the property of the City to oversee, maintain, and manage and may be used in the complete discretion of the City, unless the parameters of the donation specifically require otherwise. The City will decide when changes shall be made to any facility or materials, with no guarantee of donated items being retained. If personal property becomes obsolete, the City will attempt, if possible, to find another use for the property. The City is not required to maintain the property beyond its useful life.

7. *Library Donations.* All donations to the library are governed by its Gift Policy adopted November 19, 2013.

NOTE: The City of Baraboo cannot guarantee future funding for repair, maintenance, use or replacement of donated items.

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of establishing and promoting a designated bicycle route through the City of Baraboo. The route would include signage and pavement marking in some areas as needed to allow for designated safe connector routes for bicyclists.

The Parks Commission formed a special committee to address requests for safer bicycle routes from residents in 2015. The committee met with the goal of pursuing "Bicycle Friendly Community" status, to connect schools, parks and other common public areas, and to work with other trail proposals, including the Great Sauk Trail and USBR 30 which will connect with areas outside of the City.

The Bike Subcommittee has proposed a designated bike route through the City. This proposed route was reviewed and recommended for approval by both the Parks Commission and Public Safety Commission at their respective July meetings. The routes were selected that offered the easiest, uninterrupted route east to west and north to south, connecting as many schools and parks as possible, while utilizing mostly quieter streets with less traffic when available. The plan also notes that new areas should be considered with wider shoulders and bike lane pavement markings in future developments.

Future signage, installed at locations acceptable to Public Safety staff and compliant with city regulations, and marketing – including posting the route map on city website and printing of brochures – would be paid for by future Parks and Recreation funds, either through grants and donations or budgeted dollars, and would be phased in over several years.

Fiscal Note: [x] Not Required [] Budgeted Expenditure [] Not Budgeted

Comments: No immediate expense is required for this request. Future expenses would be requested in future year budget requests, and would likely include donations and grants.

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

WHEREAS, the City of Baraboo has been approached with concerns from local residents about bicycle safety and travel to various school and park facilities; and

WHEREAS, the Parks Commission has designated a committee to study and recommend a safe bicycle route, which has been approved by both the Parks Commission and Public Safety Commission.

NOW, THEREFORE, BE IT RESOLVED, that the City Bicycle Route recommended be established on designated city streets and city staff be permitted to market the route to the public.

Offered by:

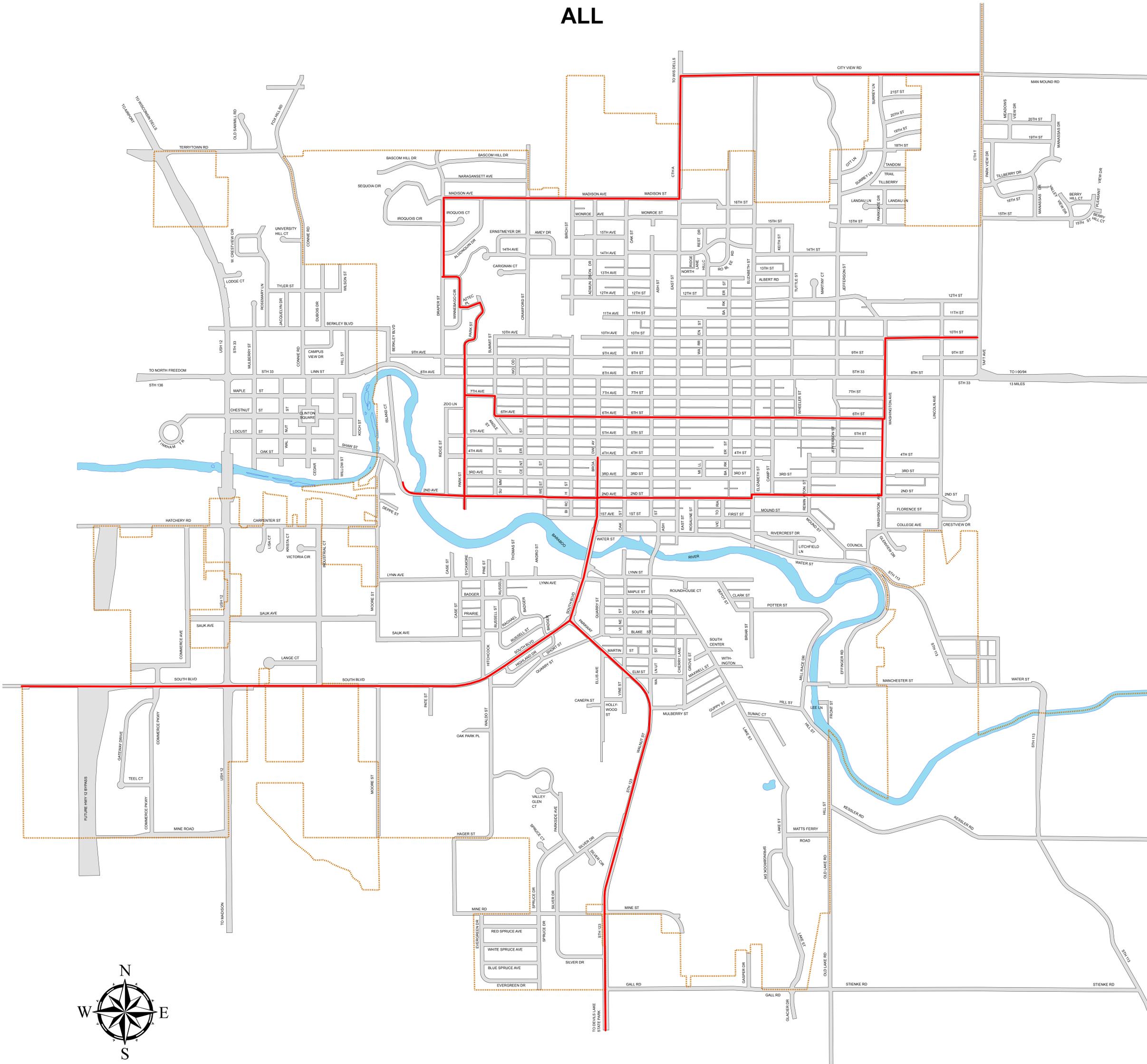
Motion:

Second:

Attest:

Approved: _____

POTENTIAL BICYCLE ROUTE ALL



The City of Baraboo, Wisconsin

Background: The City received a petition to vacate an unimproved alley right-of-way from all of the property owners abutting the unimproved alley right-of-way located west of Jefferson Street between 10th and 11th Streets, which was originally platted as part of the Plat of Hyer's Addition to the City of Baraboo in 1953.

Pursuant to Wis. Stat. §66.1003(4), the vacation process begins with a Resolution from the Common Council stating the intention to pursue the vacation of the alley. Notice was provided to adjacent property owners as well as the Secretary of Transportation, as the alley is located within one-quarter mile of a connecting highway (STH 33).

The Plan Commission reviewed the possible vacation at its April 19, 2016, meeting, and unanimously recommended the vacation of this unimproved alley.

Upon vacation of this alley, pursuant to Wis. Stat. §66.1005, title to the former alley right-of-way will revert to those property owners abutting the east side of the right-of-way since lands to the west were not included in the original Plat of Hyer's Addition to the City of Baraboo.

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

A Resolution vacating the unimproved alley right-of-way lying west of Jefferson Street between 10th Street and 11th Street.

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

Whereas the Common Council has determined that the public interest requires the vacation of said alley;

And whereas on July 12, 2016, the Common Council enacted a Resolution of Intent to pursue the vacation of this alley;

And whereas a Class III Notice was published in the Baraboo News Republic giving notice of the fact that the Common Council would consider the vacation of Quarry Street at its August 23, 2016 meeting, and that the public was invited to advise the Council as to their concerns regarding this matter;

And whereas all abutting land owners were given notice of the City's intent to vacate said alley as required by Wis. Stat. §66.1003(4)(b);

And whereas the Wisconsin Secretary of Transportation was given notice of the intent to vacate said alley and no objection or comment of the Department of Transportation has been communicated to the City;

And whereas no one has filed an objection to the vacation of said alley in accordance with Wis. Stat. §66.1003(4)(d);

Now therefore, based upon the above, IT IS HEREBY RESOLVED by the Common Council of the City of Baraboo that the unimproved alley lying west of Jefferson Street between 10th Street and 11 Street is hereby vacated.

Offered by: Plan Commission

Approved: _____

Motion:

Second:

Attest: _____

The City of Baraboo, Wisconsin

Background

The City is in the design phase for the Police Department/City Administration complex at 101 South Boulevard and the architectural fees are included in the 2016 budget. The City intended to pay for the architectural services with a combination of impact fees and new debt. The debt for the building has not been completed at this time since bids have not yet been taken for the construction. Therefore, bids were taken for a line of credit or temporary construction loan to complete the architectural phase of the project. The architectural fees will be rolled into the debt for the building when the time comes in approximately one year.

Bids were received from four local banks and the most attractive offer was received from Community First Bank at 1.16% with \$600 of fees. The Finance/Personnel Committee will review the bids and recommend an award at their August 23, 2016 meeting.

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

Comments:

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

That the City accept the bid of Community First Bank for borrowing up to \$587,500 at 1.16% interest and closing costs of \$600 for 12 months.

That the Mayor, City Clerk-Finance Director and City Treasurer be authorized to execute the necessary loan documents.

Offered by: Finance/Personnel Comt.

Motion:

Second:

Approved: _____

Attest: _____

City of Baraboo
 Public Safety-Administration Building Line of Credit
 August 12, 2016
 \$587,500 needed

Bank Name	Contact	Phone	Term	How interest calculated	Interest	Draws	Closing	Costs	Prepayment	Total Cost
River Cities Bank craigP@rivercitiesbank.com	Craig Phillip	448-2623 e-mail 7/25	1 yr	advanced interest payment	1.6500% as needed			\$250	none	\$9,943.75
Baraboo National Bank dtaylor@baraboonational.com	Dave Taylor	356-7703 e-mail 7-25	1 year note	using actual days / 360	1.75% as needed		9/10/2016	\$0	none	\$10,281.25
BMO Harris Bank jody.hansen@bmo.com	Jody Hanson	356-7771 e-mail 7-26	no bid							
Wells Fargo	Joey Neigum	608-833-3843	no bid							
Community First Bank brettschwartz@cfbank.com	Brett Schwartzer	356-2552 e-mail 7/25	12 months	interest on unpaid balance	1.16% as needed			\$600	none	\$7,415.00
Summit Credit Union jim.holden@summitcreditunion.com	Jim Holden	356-2001, 2803 e-mail 7-25	no bid							
WCCU Alshrader@wccucreditunion.coop	Art Shrader	e-mail 7-25	12 months		1.37% as needed		9/10/2016	\$587.50	none	\$8,636.25

WINNING BID 



City of Baraboo
 LOAN PROPOSAL
 7/29/2016

Purchaser/Borrower:	City of Baraboo
Purpose:	Public Safety – Administration Building
Loan Amount:	\$587,500
Rate:	1.157% fixed
Term:	12 months
Amortization:	N/A
Estimated Monthly Payment:	Accrued interest due monthly
Collateral	General Obligation
Minimum Debt Service:	N/A
Environmental Assessment:	N/A
Costs:	\$600.00 total in fees
Financial Information:	Tax Returns already posted on City website

Note: This proposal is not a commitment and is subject to final underwriting in accordance with Community First Bank underwriting guidelines. This offer will expire 30 days from the date of this correspondence.

Borrower Acceptance: _____ Date: _____

August 3, 2016

City of Baraboo
Attn: Cheryl Giese
City Clerk – Finance Director
135 4th Street
Baraboo, WI 53913

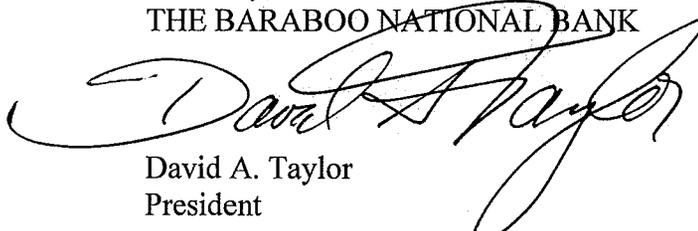
Dear Cheryl;

Thank you for your email dated July 25, 2016 regarding the City of Baraboo's borrowing needs. In response to your request, The Baraboo National Bank offers financing in the amount of \$587,500 with the following terms.

1. One year note.
2. Draws to be taken as needed during the year.
3. Interest rate of 1.75% locked for one year. Interest is calculated using actual days divided by 360 (365/360).
4. No pre-payment penalty.
5. No closing costs. No fees.
6. All loan documents will be prepared by our Bank.
7. We understand the debt is a general obligation of the City, backed by the City's taxing authority.
8. Closing on or before September 10, 2016 to accommodate first draw.

We greatly appreciate the opportunity to present this commitment to the City. Please contact me anytime with questions.

Sincerely;
THE BARABOO NATIONAL BANK



David A. Taylor
President



07/27/2016
 Interest Rate (fixed) 1.37%
 Loan Amount \$587,500

Cheryl Giese
 City Clerk-Finance Director
 135 4th Street
 Baraboo, WI 53913

Cheryl,

I want to thank the City of Baraboo for allowing WCCU Credit Union the opportunity to provide a bid for financing in the amount of \$587,500 to fund the design contract of the new Public Safety-Administration building. Per your instructions dated July 25th, please accept the following bid on behalf of WCCU;

- 1. Loan Amount \$587,500
- 2. Interest Rate (fixed) 1.37%
- 3. Term 12 months
- 4. Loan Type Draw basis construction loan, (Promissory Note).
- 5. Fees \$587.50
- 6. Prepayment Penalty None
- 7. Closing Date On or before September 10, 2016

Should you require anything further, please do not hesitate to contact me at 768-9228, I am available by e-mail 7 days a week at alshrader@wccucreditunion.coop. Again, thank you for the opportunity to provide you with this bid.

Best Regards,

Art Shrader
 MBLO

Westby, WI
 608.634.3118

Cashton, WI
 608.654.7580

Reedsburg, WI
 608.768.9228

Baraboo, WI
 608.356.5500

Viroqua, WI
 608.637.6200

Richland Center, WI
 608.647.8835

Lake Delton, WI
 608.678.4000

Coon Valley, WI
 608.452.2444



RIVER CITIES BANK

Your Community Bank

For Discussion Purposes Only

The information contained herein does not constitute a commitment to provide financing.

Financing Proposal for the City of Baraboo

Borrower:	City of Baraboo
Loan Facility:	Multiple Advanced Construction Loan
Loan Purpose:	Construction Loan for a New Municipal Building in Baraboo
Note Amount:	\$587,500
Term and Amortization:	1 Year
Interest costs:	1.65% fixed rate of interest will be assessed on principal balance advanced for the term of the loan. In addition, a prepaid interest fee equal to .50% of the maximum approved loan to be paid at closing. The prepaid interest fee will be equal to \$2937.50.
Payments:	Annual principal and interest payments due a year from the date of the loan.
Pre-payment Fee:	There will be no prepayment fee associated with this loan.
Draws:	Draws will be taken throughout the term of the loan.
Collateral:	For the prompt payment of this note with interest and the levy and collection of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.
Out-of-pocket costs:	\$250 loan administration fee to be paid by the borrower at loan closing.
Required Financial Reporting:	River Cities Bank requests a copy of the Annual Financial Statement for the City of Baraboo for the term of the loan.

The City of Baraboo, Wisconsin

Background: The City recently issued an RFP to sell the existing city-owned house at 227 5th Avenue and move it onto the vacant city-owned lot at 212 14th Street. Despite interest from several parties, the lone Proposal was submitted by Tim & Stacy Jax with a purchase price of \$1,005.00. This Proposal contains several contingencies that staff is confident can be worked out.

The RFP requires the buyers to enter into a Purchase Agreement, in a form approved by the City Attorney, incorporating all provisions determined reasonably necessary to allow the project to proceed, including but not limited to insurance, site cleanup requirements, acceptance of building "as is" and without warranty. The City will provide a title transfer for the house at 227 5th Avenue and a Quit Claim Deed for the vacant lot at 212 14th Street.

The Finance Committee reviewed this Proposal at their August 23rd meeting and recommended award of this Proposal to Tim & Stacy Jax.

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

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

That the Proposal for the sale of the existing city-owned house at 227 5th Avenue and its relocation onto the vacant city-owned lot at 212 14th Street from Tim and Stacy Jax in the amount of \$1,005.00 is hereby accepted and that the Mayor and City Clerk are authorized to execute a Purchase Agreement and corresponding documents to complete this transaction.

Offered by: Finance Committee
Motion:
Second:

Approved: _____

Attest: _____

TIM AND STACY JAX
S41335 WHISPERING PINES DRIVE
BARABOO WI 53913

FOR

SUBMISSION OF BID IN RESPONSE TO

**RFP FOR RELOCATION OF THE HOUSE AT
227 FIFTH AVENUE
BARABOO WI 53913**

August 16, 2016

The purpose of this bid submission is to specify details, contingencies and offer to purchase price for the acquisition of the home located at 227 Fifth Avenue, Baraboo Wi and the lot the city has selected to offer with this relocation project located at 212 14th Street, Baraboo Wi.

TABLE OF CONTENTS

1.	OVERVIEW AND DETAILS.....	2
2.	EXPERIENCE OF BIDDERS.....	3
3.	IMPLEMENTATION PLAN AND SCHEDULE.....	4
4.	CONTINGENCIES.....	5
5.	PURCHASE PRICE.....	6
6.	SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION.....	7

OVERVIEW AND DETAILS

In reviewing this projects' requirements, it was decided that it start by contacting a moving company. Three were given the opportunity to estimate the project. Egge Movers, LLC of Lone Rock, Wisconsin was contacted by Tim and Stacy Jax for the move of the home and had the most favorable terms. Their estimate was submitted for \$16,500 providing Tim and Stacy remove the entire chimney structure and back deck area. This is not including the cost for power lines or city services that would be necessary to successfully move the home. The estimator of Egge Movers indicated this cost to be hopefully no more than \$20,000 but no guarantees. Staging of the home would prefer to be done in the lot to the west of the home providing city approves of this request. The trees to the west of the home would have to be downed per Egge Movers, LLC specifications.

Prior to moving the home, the lot at 212 14th Street would need to be excavated and prepped with tree or limb removal. Once the house is situated safely at 212 14th Street, concrete crews would come in to form up the basement according to the exact presentation of the home and its measurements. Once the concrete has cured properly, Egge Movers, LLC would return, remove the beams and set the house. Excavators would return to the site at 227 5th Avenue and push in foundation walls, rubble and brick from chimney and front porch, creating a safe site as agreed to by City of Baraboo and Tim and Stacy Jax (see contingencies).

Once the home is set and secure on its new foundation at 212 14th Avenue, Tim and Stacy Jax will contact the City Water Department to set up services as well as contacting Alliant Energy to connect electrical. Interior remodeling will commence with sub contractors selected by Tim and Stacy Jax. Rear porch, front porch and garage (possibly using existing slab at 212 14th Avenue) will be constructed as weather permits. Chimney area of the home that had been removed will be framed up and sided with matching siding acquired from the garage remaining at the site of 227 5th Avenue. Home will then be enclosed and ultimately completed in a timely fashion.

EXPERIENCE OF BIDDERS

At age 18, Stacy Rodger moved to Baraboo from living in Waunakee since childhood. Her dad, Kirby Rodger, was given the Post Master position at the Baraboo Post Office. As a child, Stacy and her dad attended the Parade of Homes every year. This led to a lifetime passion of hers: homes and house plans. As a young girl, she would spend many days drawing house plans and rearranging furniture in the family home. This passion has never left and at a time in life when many people are determining what career path they would choose, Stacy, at age 18 and for the first time, was surrounded by the beauty and intricacies that downtown Baraboo offered with its plethora of old, historic homes. "Making old homes feel new" would be so practical, useful and fulfilling. It was from here, that her incessant interest in Baraboo homes and real estate began.

Several years pass and Tim and Stacy Jax acquire their first rental property in need of repair. Tim, being a skilled iron worker, was familiar with construction but benefited from the experienced hand of Kirby Rodger, who was more than willing to dive into another home project. Through the years, at the peak, 20 rental properties have been owned, maintained and managed by Tim and Stacy Jax. This portfolio includes extensive remodels, small improvements, complete brand new construction and construction consultation on smaller remodel projects. The minor issues are handled by Tim and Stacy with the extensive experiential knowledge that has been gained through years of owning properties. Maintaining this many homes over 15 years has given Tim and Stacy the wisdom; however, to know when to call in the more experienced tradesman.

Tim and Stacy were peripherally involved when Kirby and Egge Movers, LLC moved the home from where the Community Bank is located to a lot near Oschner Park. Tim and Stacy have gone through the building process as well. The move project for 5th Avenue presents a unique combination of new construction and remodeling – both of which Tim and Stacy have experience in.

Their commitment to a finely finished project is priority. Dealing with tenants, neighbors, landlords, city services and many subcontractors through the years, has proven that integrity matters. Maintaining a positive reputation is an asset to a community as well as its members and Tim and Stacy strive for that in every interaction. This project would be a welcomed opportunity and certainly undertaken with skilled, knowledgeable hands that desire to maintain the historic beauty of the home while making appropriate improvements as necessary. Thank you for the chance to be a part of this.

IMPLEMENTATION PLAN AND SCHEDULE

Upon Approval

Contact Egge Movers, LLC to provide/schedule details of move:

- assistance from city services (Police Department)
- downed wires (Electrical, Telephone, Cable, etc)
- State Permits
- Excavator plans and schedule
- Concrete plans and schedule
- Intended route for transfer

September 15, 2016

Remove chimney from house. Board up weather tight
Schedule excavator to prep lot on 212 14th Avenue

October 1, 2016

Prep basement for move
Remove back porch
Confirm Egge Movers, LLC time frame with the city, coordinate
tree removal from 227 5th Avenue lot (west of home only)
Remove branches over city streets that will hinder the transfer

November 1, 2016 (tentative)

Move home and set it in place at 212 14th Avenue

November 15, 2016

Excavate lot at 227 5th Avenue and leave in agreed upon
condition
Part out siding, garage doors and possibly shingles from existing
garage
Find someone to disassemble garage for useful purpose or demo
garage and request city do a controlled burn. If city will not do
a controlled burn, the garage would remain on site and become
the city's responsibility for removal.

CONTINGENCIES

The following contingencies must be agreed to or approved for this offer to purchase to be effective:

Financing Approved by WCCU no later than August 26, 2016

House moved off of 227 5th Avenue foundation no later than November 30, 2016

City of Baraboo to remove all shrubs trees to the west of the property at 227 5th Avenue that hinder access to the foundation for Egge Movers, LLC

Foundation walls, bricks and concrete remains to be pushed into basement hole by excavator at Tim and Stacy Jax's expense. Compacting and back filling to be the responsibility of the City of Baraboo.

Removal of oil burner will be the responsibility of the City of Baraboo. Tim and Stacy Jax will remove other items from the basement to include duct work, electrical or plumbing remains.

Garage materials to including, siding, garage door/s, entry door, remaining electrical, doors from the home and any other useful building materials will be available on a per need basis with the successful bid of the home. Removal of garage remains will be the responsibility of the City of Baraboo.

Permits, fees and services for the actual move of the property not to exceed \$20,000

City of Baraboo will trim limbs that would hinder the move during the transfer. This can be done prior to the move during working hours. If any other limbs need to be trimmed during the move, it will be done so at the expense of Tim and Stacy Jax

PURCHASE PRICE

Tim and Stacy agree to purchase the property at 227 5th Avenue and acquire ownership of the lot located at 212 14th Street for the price of *one thousand and five dollars and no cents. \$1,005.00* Earnest money of \$500 is due and deliverable to Tom Pinion at the City of Baraboo upon acceptance of the offer. The remaining \$505 will be payable upon fulfillment of contingencies.

The image shows two handwritten signatures in black ink. The top signature is written in a cursive style and appears to read "Tim and Stacy". The bottom signature is also in cursive and appears to read "Pinion".

ADDITIONAL INFORMATION

Tim and Stacy Jax
S4135 Whispering Pines Drive
Baraboo WI 53913

608.434.9776 c Stacy
608.963.7849 c Tim

Financial documentation available upon request
Project Expense Sheet available upon request

The City of Baraboo, Wisconsin

Background: When the City of Baraboo platted the Baraboo Industrial Park in 1980, they approved a corresponding set of Restrictive Covenants for the Plat. Those Restrictive Covenants contained the following provision:

In the event any purchaser of land in the Baraboo Industrial Park Plat elects to sell any portion thereof which is not being used in connection with the business or industry of the purchaser, or which the purchaser desires to sell separate and distinct from any sale of the business or industry being conducted by the purchaser, the same shall first be offered for sale, in writing, to the City of Baraboo at the price per acre paid for such land by the purchaser, together with the cost of any improvement thereon paid for by the purchaser, and any special assessment paid by the purchaser relating to such land, with interest at the rate of 5% per annum on the purchase price from the date of payment of the purchase price from the date of payment of the purchase price of the said land by the purchaser, and 5% per annum on the cost of the improvement from the date of payment of any cost for improvements on said lands by the purchaser and 5% per annum on the cost of any special assessments from the date of payment of any special assessments by the purchaser relating to such lands, to date of purchase by the City.

The City shall have 90 days from the date of receipt of such offer to accept or reject, unless an extension of time may be agreed upon in writing. Acceptance or rejection of such offer shall be by resolution adopted by the Council.

Lot 1 of the Baraboo Industrial Park Plat (80 feet in width) is now part of larger parcel (100 feet in width) was formerly occupied by Coughlin Excavating, Inc. and formerly owned by Jerry and Joan Coughlin and is currently occupied by JRB, LLC and currently owned by Jeffrey & Kathleen Blum. When said Lot 1 was originally sold, it was detached from the City in November of 1982. Despite the property currently being located in the Town of Baraboo and being part of a larger parcel, the Restrictive Covenants still apply since part of the property was originally part of the Baraboo Industrial Park plat. The current owners have an accepted Offer to Purchase for their property (100 feet in width) but they are obligated by the Restrictive Covenants to offer at least the easterly 80 feet of their property for sale to the City of Baraboo.

Any such sale would likely need to include the westerly 20 feet of the existing parcel since a division thereof would create a substandard 20-foot wide parcel. Furthermore, the prospective buyers of the Blums' property, Kwik Trip, Inc., also have an accepted Offer to Purchase on the parcel immediately west of Blum's and their intention is to annex the property to the City of Baraboo and expand their adjoining Kwik Trip Convenience Store development and add diesel fueling islands on the land they are purchasing.

The Finance Committee reviewed the issue at its August 23rd meeting, and recommended that the City reject the Offer of Sale of Lot 1 of the Baraboo Industrial Park Plat.

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

Comments:

A Resolution rejecting an offer of sale for property that includes Lot 1 of the Baraboo Industrial Park Plat (later renamed to the E A Madalon Industrial Park)

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

The City of Baraboo hereby reject the offer of sale for the property at E11162 County Rd W that contains Lot 1 of the Baraboo Industrial Park plat.

Offered by: Finance Committee

Motion:

Second:

Approved: _____

Attest: _____

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of submitting a grant request in the amount of \$8,000 to the Wisconsin Department of Natural Resources for the purpose of providing native plantings, interpretive signage and forestry education programs at the new Arboretum at Maxwell-Potter Conservancy.

The deadline for submitting applications for a 2017 DNR Urban Forestry grant is October 1, and requirements of grants by the DNR include a resolution adopted before an application is made. The project being sought involves planting various native tree & shrub species and installing interpretive signage to include identification and species details as well as providing education programming to include species identification, proper planting techniques, disease identification and proper maintenance/pruning techniques..

The grant is a 50% match, which would be matched using \$8,000 from past tree & arboretum donations received and currently held in the Park Segregated Fund. This resolution would authorize the City Forester to submit an application on behalf of the City and complete the work noted in the grant in order to fulfill project specifications.

Fiscal Note: [] Not Required [x] Budgeted Expenditure [] Not Budgeted

Comments: Existing funds from past donations would be used to match the grant and included in 2017 forestry budget request.

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

WHEREAS, the City of Baraboo is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in s. 23.097(1g) and (1r), Wis. Stats.; and

WHEREAS, the City of Baraboo attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the City of Baraboo requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the City of Baraboo will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the City Forester to act on its behalf to:

- 1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Offered by:

Motion:

Second:

Attest:

Approved: _____

To: Finance Committee/City Council
From: Mike Hardy, Parks, Recreation and Forestry Director
Date: August 23, 2016
Re: DNR Forestry Grant Resolution Request

The

The deadline for applications for the 2017 Urban Forestry Grant cycle is October 1. I am requesting approval of applying for a cost-share grant for the purpose of planting trees, installing interpretive signage and conduction educational workshops at the Arboretum in 2017.

This would have no effect on the City budget and makes no request from the levy, however uses previous donations received to match the grant and accomplish project goals for a total of \$16,000. Trees and shrubs selected for planting would be of various native species, with signage designed to help identify each tree/shrub and detail characteristics of the tree/shrub.

Additionally, we would use money from the grant to offer educational workshops in the areas of tree planting techniques, pest and disease identification and proper maintenance and pruning techniques. In addition to City staff working in our urban forest, local residents would be invited to participate in the workshops to gain knowledge of caring for their own trees.

Work would be completed during 2017 in accordance with grant requirements. Thanks for your consideration of this request.

The City of Baraboo, Wisconsin

Background: The City owns a 33-foot wide strip of land along the south side of the Blackhawk Manor Manufactured Home Community at 903 Moore Street. The property was originally acquired for street and utility purposes and we have a water main that runs through this property. Wisconsin Power & Light Company is requesting an easement along the northerly 12 feet of our property for electric line and underground communication line facilities. The proposed easement document and location map are attached to this Resolution. WP&L has agreed to pay \$1,587.95 for these easement rights.

The Public Safety Committee review this at their July 25th meeting and has recommended it for approval.

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

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

That a 12-foot wide permanent easement for underground electric and underground communication line facilities is hereby granted by the City of Baraboo to Wisconsin Power and Light Company as described in the attached easement document.

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

Document No.

**EASEMENT UNDERGROUND
ELECTRIC AND NATURAL GAS**

The undersigned **Grantor, City of Baraboo, a Wisconsin municipal corporation, (hereinafter called the "Grantor")**, in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto **Wisconsin Power and Light Company, a Wisconsin corporation, (hereinafter called the "Grantee")**, the Grantee's successors and assigns, the perpetual right and easement to construct, install, maintain, operate, repair, inspect, replace, add, relocate and remove the Designated Facilities, as indicated below, upon, in, over, through and across lands owned by the Grantor in the **City of Baraboo, County of Sauk, State of Wisconsin**, said Easement Area to be **twelve (12)** feet in width and described as follows:

The north twelve (12) feet of the south thirty-three (33) feet of the Southwest Quarter (SW 1/4) of the Southwest Quarter (SW 1/4) of the Southwest Quarter (SW 1/4) of Section 2, Town 11 North, Range 6 East, City of Baraboo, Sauk County, Wisconsin.

See Exhibit "A" for a depiction of the easement, attached hereto and made a part hereof.

Grantor's deed recorded on April 23, 1990, on Reel 509, Image 293, as Document Number 536806, in the office of the Register of Deeds for Sauk County, Wisconsin.

This Easement is subject to the following conditions:

1. **Designated Facilities:** This easement is for underground electric line and underground communication line facilities, including but not limited to conduit, cables, above ground electric pad-mount transformers, secondary pedestals, riser equipment and other appurtenant equipment associated with underground electric line and communication line facilities; also for underground natural gas line facilities, including but not limited to pipelines with valves, main and service laterals, and other appurtenant equipment above and underground associated with the transmission and distribution of natural gas products.
2. **Access:** The Grantee and its agents shall have the right of reasonable ingress and egress to, over and across the Grantor's land adjacent to the Easement Area.
3. **Buildings and Structures:** The Grantor agrees within the Easement Area not to construct or place buildings, structures, or other improvements, or place water, sewer or drainage facilities; all without the express written consent of the Grantee.
4. **Landscaping and Vegetation:** No plantings and landscaping are allowed within the Easement Area that will interfere with the easement rights herein granted. The Grantee has the right to trim or remove trees, bushes and brush within the Easement Area without replacement or compensation hereinafter. The Grantee may treat the stumps of any trees, bushes or brush to prevent re-growth and apply herbicides in accordance with applicable laws, rules and regulations, for tree and brush control.
5. **Elevation:** After the installation of the facilities and final grading of the Easement Area, the Grantor agrees not to alter the elevation of the existing ground surface by more than six (6) inches or place rocks or boulders more than eight (8) inches in diameter, within the Easement Area, without the express written consent of the Grantee.
6. **Restoration and Damages:** The Grantee shall restore, cause to have restored or pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than trees trimmed or cut down and removed), caused by the construction, maintenance or removal of said facilities.
7. **Rights not granted to the Grantee:** The Grantee shall not have the right to construct or place fences, buildings or any other facilities other than the above Designated Facilities.
8. **Reservation of use by the Grantor:** The right is hereby expressly reserved to the Grantor, the heirs, successors and assigns, of every use and enjoyment of said land within the Easement Area consistent with rights herein granted.
9. **Binding Effect:** This agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.

Record this document with the Register of Deeds

Name and Return Address:

Alliant Energy
Attn: Real Estate Department
4902 North Biltmore Lane
P.O. Box 77007
Madison, WI 53707-1007

Parcel Identification Number(s)

206-1083

10. **Easement Brochure:** As provided by PSC 113, the Grantor shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor hereby voluntarily waives the five day review period or acknowledges that they have had at least five days to review such materials.

WITNESS the signature(s) of the Grantor this _____ day of _____, 20_____.

City of Baraboo, a Wisconsin municipal corporation

_____(SEAL)
Signature

_____(SEAL)
Signature

Printed Name and Title

Printed Name

_____(SEAL)
Signature

_____(SEAL)
Signature

Printed Name and Title

Printed Name

ACKNOWLEDGEMENT

STATE OF WISCONSIN)
) SS
COUNTY OF SAUK)

Personally came before me this _____ day of _____, 20_____, the above named _____

_____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission Expires (is) _____

This instrument drafted by

Thomas J. Erstad

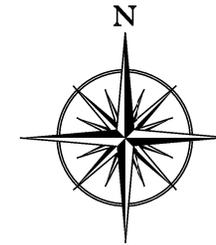
Seth J. Raasch

Checked by

Project Title:	Moore Street Mobile Home park
ERP Activity ID:	3783264
Tract No.:	1 of 3
REROW #	

"EXHIBIT A"

PART OF THE S.W. OF THE S.W. 1/4 OF THE S.W. 1/4,
SECTION 2, T.11N., R.6E.
CITY OF BARABOO, SAUK COUNTY, WISCONSIN



LEGEND

 EASEMENT AREA

MOORE ST.

LANDS BY:
BLACKHAWK MANOR LLC

LANDS BY:
OPAL E. KOHLMAYER
DOC. #965812

S.W. 1/4 - S.W. 1/4 - S.W. 1/4

S.E. 1/4 - S.W. 1/4 - S.W. 1/4

LANDS BY:
OPAL E. KOHLMAYER
DOC. #965812

LANDS BY:
SHARON E. EASTMAN

LANDS BY:
CITY OF BARABOO
DOC. #536806

SOUTH LINE S.W. 1/4 SEC. 2
NORTH LINE N.W. 1/4 SEC. 11

LANDS BY:
STEVEN J. & SANDRA L. COHOON
LOT 1
C.S.M. 4971

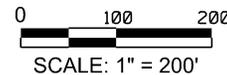
MINE RD.

66' →
← 33'
12'
← 33'



This drawing shall be used solely for easement description purposes and thus may only be relied upon for such purpose.

If this bar does not measure 1" then drawing is not to scale.



UNDERGROUND GAS & ELECTRIC EASEMENT

CITY OF BARABOO
135 4TH SREET, BARABOO, WI

Drawn: TTB	Date: 3/31/2016
Scale: 1" = 200'	SHEET 1 OF 1

The City of Baraboo, Wisconsin

Background: The Administrative Committee reviewed the City's Ordinance pertaining to the number of dogs and cats allowed per household. Currently, the Ordinance allows the City Council to grant a special exception to the number of dogs and cats allowed per household if there is a person with a documented disability. This is a very narrow exception. The desire is to allow a special exception in a broader range of circumstances when there is a change in household composition that would result in a larger number of animals or for families that desire to move to the City of Baraboo but currently own more than the allowable number of animals.

This matter was reviewed by the Administrative Committee at their August 23rd meeting and they recommended the following change to the Ordinance.

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

An Ordinance amending the City of Baraboo Code of Ordinances §12.13(12) to allow a broader special exception to the number of dogs and cats per household.

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

1. The City of Baraboo Code of Ordinance § 12.13(12) is hereby amended as follows:

NUMBER OF DOGS AND CATS PER HOUSEHOLD LIMITED. No person, except a kennel licensee, shall own, harbor or keep more than two dogs and two cats that are more than five months of age. If more than two dogs and two cats are owned, harbored or kept in or by any one household, the head of the house-hold shall be deemed the person so owning, harboring or keeping such animals, notwithstanding that the dog or cat license or licenses may be issued to other members of the household as owners of such animals. The Common Council shall be authorized to grant a special exception to this section and thereby allow a greater number of dogs and/or cats that are more than five months of age for a specific household provided the following conditions are satisfied: (1885 10/08/96)

- (a) No more than a total of five animals (dogs and cats combined) shall be owned, harbored or kept by one household.
- (b) The need for the additional animals shall be based on either a change in household circumstances or a need for an additional animal due to a disability in the household. An existing household acquiring a new animal shall not be considered a change in household circumstances.
- (c) Each permitted animal shall be neutered or spayed.
- (d) Each permitted animal shall be raised in a safe, sanitary and healthful environment and shall be properly fed and groomed at all times and all animal waste shall be disposed of in a safe and sanitary manner. If a permitted animal dies, it shall not be replaced with another animal.

- (e) Each permitted animal shall be kept or harbored inside the residence and an animal shall be allowed outside of the residence only if the animal is on a leash or in an animal crate.
- (f) The owner of the household where such animals are harbored or kept shall give his/her written consent to the granting of an exception under this subsection.

Each permitted animal shall be properly registered with the City and all license fees paid.

- (h) The Council may impose such additional conditions as the Council deems necessary for the public health, safety and general welfare.
- (i) In granting or denying a special exception, the Council shall take into consideration how and when the excess number of animals were acquired by the household, and whether such animals were acquired with knowledge of the limited number of such animals permitted by the City Codes.
- (j) City police officers, community service officers and/or the zoning administrator shall be authorized to inspect the household at any reasonable time without notice to the owner or occupants thereof for compliance with the conditions established by the Council. A single violation of any of the above conditions or of any other condition ordered by the Council or any violation of City Ordinances shall be sufficient grounds for revocation of the special exception permit. The Council shall be empowered to revoke any permit issued under this subsection.
- (k) Before considering an application for a special exception permit under this section, the Common Council shall refer the application to the Administrative Committee. If the Administrative Committee finds that a permit should not be issued, this determination shall be final and shall constitute a formal denial of the permit. If the Administrative Committee finds that the permit should be granted, this determination shall be deemed a recommendation only and the final determination to grant or deny the permit shall be made by the Council.

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

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ___ day of _____, 2016 and is recorded on page ____ of volume ____.

City Clerk: _____

The City of Baraboo, Wisconsin

Background: Pursuant to Section 62.23(6) of the Wisconsin State Statutes, the City of Baraboo first adopted an Official Map dated September 28, 1993.

Communities can amend their Official Map from time to time and since the last formal amendment occurred in 2005, the time has come to formally amend the Map with up to date information.

The Official Map plan was reviewed by the Plan Commission at their August 16th meeting and unanimously recommended it be adopted by the Common Council.

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

An Ordinance amending Section 8.01(2) of the Municipal Code of the City of Baraboo, Wisconsin to amend the Official City Map.

THE COMMON COUNCIL OF THE CITY OF BARABOO DOES HEREBY ORDAIN AS FOLLOWS:

1. **8.01 OFFICIAL CITY MAP**

(2) AMENDMENTS

The Official City Map, Baraboo, Wisconsin, dated April 14, 2016 is hereby amended to show all existing and planned streets and highways, railroad rights-of-way, historic districts, waterways, and parks.

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

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the _____ of September, 2016 and is recorded on page _____ of volume _____.

City Clerk: _____

Bank Balance			Bank																	Grand Total				
BANK INVESTMENTS	Type	Fund	Account	Term	Maturity	Rate	BNB	BMECU	LGIP	WF	CFB	SUM	BWD	PDS	FBB	RCB	CLARE	WCCU	ICB	CCF	FICA	SCHWAB	Grand Total	
Airport	Cert of Deposit	630	7068859	18 months	10/16/16	0.95%	50,952.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,952.57
Alma Waite Account	NOW account	820	104502957	Daily		0.49%	63,965.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,965.66
Alma Waite Trust Fund	Cert of Deposit	820	54962-21359	36 months	2/15/18	1.20%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202,407.20	0.00	0.00	0.00	0.00	202,407.20
			3839602	36 months	2/18/17	1.15%	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
			7069241	30 months	3/11/17	1.00%	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
			6275826	36 months	7/8/18	1.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	162,406.58
			25688	36 months	4/20/19	1.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	150,000.00
	Investment Pool	820	856206-3	Daily		0.42%	0.00	0.00	6,781.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,781.55
	Dana Investment	820	3694-7092	(blank)	(blank)	(blank)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350,000.00	350,000.00
CDA-Grant Accounts	Checking	220	1000934/1146394	Daily		none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
CDA-Loan Accounts	(blank)	983	(blank)	(blank)	(blank)	(blank)	45,260.43	0.00	211,056.53	0.00	126,669.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	382,986.01
Fire Benefit Fund	Investment	900	99	Daily		0.06%	0.00	648.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	648.23
	Cert of Deposit	900	7069601	8 months	10/29/16	0.50%	70,086.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70,086.07
	Investment Pool	900	856206-4	Daily		0.42%	0.00	0.00	30,050.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,050.10
Fire Equipment Fund	Cert of Deposit	420	27677	36 months	8/26/17	1.05%*	0.00	0.00	0.00	0.00	126,984.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126,984.55
			6267335	18 months	9/13/16	0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129,301.28
			54962-24618	36 months	3/16/18	1.20%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126,508.63	0.00	0.00	0.00	0.00	0.00	126,508.63
			19965	36 months	12/14/17	1.20%	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
			7069624	18 months	9/15/17	0.90%	100,226.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,226.85
			25689	36 months	4/20/19	1.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	125,000.00
	Dana Investment	420	3694-7092	(blank)	(blank)	(blank)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00	300,000.00
Friends of the Library	Savings	940	103035891	Daily		0.10%	17,761.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,761.46
General Cash Account	Checking / NOW	100	1000306/9830	Daily		0.04%/4.9	3,664,280.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,664,280.92
General Fund	Money Market	100	908-640	Daily		0.11%	0.00	0.00	0.00	103,221.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,221.47
			86190136	Daily		0.37%	0.00	0.00	0.00	0.00	522,754.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	522,754.47
			163563	Daily		0.15%	0.00	0.00	0.00	0.00	0.00	0.00	109,741.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109,741.73
			7481010	Daily		0.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	634,338.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	634,338.76
			202718610	Daily		0.11%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233,222.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233,222.26
			471582	Daily		0.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	251,320.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	251,320.85
			10080968	Daily		0.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	642,242.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	642,242.56
			525450	Daily		0.60%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	495,082.92	0.00	0.00	0.00	0.00	0.00	0.00	495,082.92
			54962-07	Daily		0.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	311,081.45	0.00	0.00	0.00	0.00	0.00	311,081.45
			5031443	Daily		0.40%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79,568.78	0.00	0.00	0.00	79,568.78
			20032292	Daily		0.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	445,248.25	0.00	0.00	445,248.25
	Cert of Deposit	100	54962-22811	36 months	4/22/16	1.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00
			6197574	18 months	9/20/16	0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	150,000.00
			3838853	36 months	12/12/16	1.15%	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			54962-24619	30 months	9/20/17	1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			6267661	18 months	10/16/16	0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
			3846829	27 months	9/12/17	1.00%	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			40029949	36 months	6/5/18	1.25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	150,000.00
			54962-25192	36 months	10/22/18	1.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			155424	25 months	5/26/18	1.13%	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
	Investment Pool	100	856206-1	Daily		0.42%	0.00	0.00	256,708.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,708.81
	Deposit Placeme	100	104791111271	Daily		0.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	507,315.44	0.00	507,315.44
			10090686	Daily		0.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390,565.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390,565.59
	Dana Investment	100	3694-7092	(blank)	(blank)	(blank)	0.00	0.00																

TREASURER'S INVESTMENT TRANSACTION REPORT

Jul-16

		Average Rate of Return on Current Deposits:			Benchmarks:	
		Avg Term				
Total Receipts:	1,120,524.26	General Funds:	8.0 M	0.48%	LGIP	0.42%
Total Disbursements:	2,286,362.50	Utility Funds:	14.1 M	0.64%	90-day T-bill:	0.27%
		Segregated Funds:	32.3 M	0.98%	6M CD:	0.22%
		Securities w/Dana	3.92 years	1.14%	12M CD:	0.55%
		All Funds:	13.7 M	0.61%	18M CD:	0.59%
		Liquid:		61%		
		Term:		39%		

Policy Objectives:

- Safety:
 - \$3,100,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity:
 - Nothing new to report
- Yield:
 - Yields are steady.

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Renew	CD	Kuenzi Estate	ICB		6264646	24 months	7/22/2016	0.75%	15,097.00	Reinvested
							24 months	7/22/2018	1.00%	15,000.00	Reinvested

Comments:

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
(1)	BUY	FNMA AL8440 ARM Pool	3138ETLW4	103.5000	Not Rated	Libor +1.619bps next reset 17 months	3.2 years 25% prepay	7/1/2044	1.46% / 1.98%	96399.19	Monthly P&I 54 days

Comments: Regular principal repayments

**Baraboo Fire Department
Monthly Report - July 2016**

Incident Responses	July	Year to Date	Totals	Year to Date	Percentage Increase/Decrease
	2016	2015	2015	2016	
Fire, Other	2	3	4	3	
Building Fire	1	8	14	5	
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	
Fire in Structures other than Building	0	0	1	0	
Cooking Fire	0	4	9	3	
Chimney Fire	0	0	0	0	
Vehicle Fire	1	8	10	10	
Wildland Fire	1	8	11	1	
Trash or Rubbish Fire Contained	0	0	0	0	
Outside Rubbish, Trash or Waste Fire	0	1	2	0	
Dumpster or other Trash Receptacle Fire	1	2	4	4	
Outside Storage Fire	0	0	0	0	
Outside Gas or Vapor Combustion Explosion	0	0	0	0	
Medical Assist	2	10	17	7	
Vehicle Crash	4	33	72	33	
Motor vehicle/pedestrian crash	0	1	2	2	
Search for Person on Land	0	0	0	3	
Extrication of Victim(s) from Building/Structure	0	1	1	0	
Extrication from Vehicles	1	3	5	4	
Extrication, Other	0	0	1	0	
Elevator Rescue	0	0	0	0	
Water/Ice Rescue	0	0	0	0	
High Angle Rescue	0	1	3	2	
Hazardous Material	1	2	5	8	
Carbon Monoxide Incident	0	0	1	7	
Hazardous Call, Other	0	12	24	4	
Vehicle Accident - General Cleanup	0	4	9	3	
Animal Rescue	0	1	1	1	
Water Problem, Other	0	1	2	1	
Smoke or Odor Removal	0	1	1	0	
Sevice Call, Other	0	0	0	0	
Lock-out	0	0	0	0	
Assist Police	0	1	10	0	
Public Service	0	6	6	4	
Unauthorized Burning	0	2	5	1	
Authorized Burning	0	1	1	0	
Good Intent Call	0	26	41	11	
Dispatched/Cancelled	2	8	20	14	
Wrong Location	0	0	0	0	
Smoke Scare, Odor of Smoke	1	3	3	1	
Steam, Vapor, Fog or Dust thought to be Smoke	0	0	0	0	
Malicious Alarm	1	4	4	6	
Bomb Threat	0	0	0	0	
Alarm	7	22	41	31	
Carbon Monoxide Alarm	2	8	15	12	
Lightning Strike	0	0	0	0	
Severe Weather Standby	0	0	0	0	
Mutual Aid - City	1	6	8	5	
Mutual Aid - Rural	1	5	9	5	
Totals	29	196	362	191	-1.04%
		-4	-4	-1	Exposure Fires
		192	358	190	Total Incidents
Incident Responses by Municipality	Total Incidents	Percent			
City of Baraboo	18	62.07%	112	58.64%	
Village of West Baraboo	1	3.45%	16	8.38%	
Town of Baraboo	6	20.69%	34	17.80%	
Town of Fairfield	0	0.00%	6	3.14%	
Town of Greenfield	1	3.45%	12	6.28%	
Town of Sumpter	1	3.45%	1	0.52%	
Mutual Aid - City	1	3.45%	5	2.62%	
Mutual Aid - Rural	1	3.45%	5	2.62%	
Totals	29	100.00%	191	100.00%	
			-1		Exposure Fires
			190		Total Incidents

**Baraboo Fire Department
Monthly Report - July 2016**

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	17	48	154	124	148	203	7					
Village of West Baraboo	42	85	0	2	1	0	2					
Town of Baraboo	2	0	0	0	0	26	13					
Town of Fairfield	2	0	0	0	0	3	2					
Town of Greenfield	0	0	0	0	0	2	4					
Town of Sumpter	0	0	0	0	0	0	1					
Totals	63	133	154	126	149	234	29	0	0	0	0	0
								Total Inspections Year to Date				888

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	0	0	0	0	
Fire Safety House Training	0	0	0	0	
Other (Open House)	0	0	0	0	
Grand Totals	0	0	0	0	
			Total Fire Safety Contacts Year to Date		1148

	Number of Smoke Alarms	Number of CO Alarms	Total
Install Smoke and Carbon Monoxide Alarms	0	0	0

6 Year to Date Total

Members Present: Petty and Thurow

Absent: Sloan

Others Present: Mayor Palm, C. Giese, E. Geick, A. Kleczek Bolin, W. Petersen

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Petty to adopt the agenda and carried unanimously. Moved by Thurow, seconded by Petty to approve the minutes of July 26, 2016. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Petty to recommend Council approval of the accounts payable for **\$3,396,612.09**. Motion carried unanimously.

Financial Policy regarding Donations – The Committee reviewed the revised policy concerning accepting donations. Moved by Petty, seconded by Thurow and carried to recommend to Council for action.

Room Tax Agreement – Alene explained changes to the Room Tax agreement with the Chamber of Commerce and clarified other references to the Village of West Baraboo. Moved by Thurow, seconded by Petty and carried to recommend to Council for action.

Water Rate Increase –

Wade Petersen explained that the Water Utility is requesting a simplified rate adjustment of 3% for 2017 and this is the last one available during the 5 year window they had. This will generate \$51,500 in additional revenue. Moved by Petty, seconded by Thurow to recommend to Council the water rate increase of 3%. The average residential increase is about \$5 annually.

Water Meter Software -- The Utility's customer data stored on Sensus is currently on a local server but now the company stores data in the Cloud. The water server is failing and the Utility will need to move their data for storage to the Cloud. The estimated cost is \$15,225 plus an annual license fee of \$12,230. Moved by Thurow, seconded by Petty and carried unanimously to recommend to Council for action.

2017 Budget Review – Capital and labor preliminary budgets were reviewed. The Chief of Police discussed the need for a 2nd School Liaison officer resulting in a full time officer in the middle school and also high school. Chief Stieve discussed that his department is transforming and he is succession planning for driver/operators. He is also asking for weekend scheduled staff to combat staffing shortages on the weekends. The City's equalized value has increased about 1% over last year and the City experienced .8% of net new construction.

Brian Geick Event Fee Waiver

The Committee reviewed the request for waiving a fee for the Brian Geick Memorial Softball Event. It was noted that the event organizer was likely affiliated with a tax exempt organization, but this detail was not evident on the application. The Committee suggested they would waive the fee, but to clarify with the event organizer concerning tax exempt status. Moved by Petty, seconded by Thurow and carried to waive special event fee of \$150 dollars.

Committee Comments: None.

Adjournment – Moved by Petty, seconded by Thurow and carried to adjourn. Motion carried, meeting adjourned at 6:45 p.m.

Cheryl Giese, Clerk-Finance Director

Minutes of the Public Safety Committee Meeting – July 25, 2016

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Wade Peterson, Chief Stieve, Mike Palm, Ed Geick, Attorney Alene Kleczek Bolin, Bob Koss, Mike Hardy, Greg Slayton, Scott _____, and Kris Jackson.

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. It was moved by Kolb, seconded by Plautz to approve the minutes of the June 27, 2016 minutes. 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 this month, the petitioner, Greg Slayton is present to answer any questions from the Committee. Greg Slayton then addressed the Committee. He said that this event was not held the same weekend as the Circus Parade due to the scheduling of the band that they are hiring, Madison County, a Country Band is a big following in South Central Wisconsin. He said that he is anticipating up to four times more people in attendance than last year’s event. He said that he has printed tickets already and have done some pre-selling over the weekend. He said that he is forecasting being able to do more for the Fire Department because of longer running hours, last year it started at 4:00 and this year it will start at noon, and there is a bean bag tournament held. He said that they will be having one or two different DJs and a number of raffles. He said the main thing that is being requested this year, other than more space is a variance on time; he knows that there is a special event cutoff at 10:00 p.m. He said that in a preliminary meeting with staff regarding noise, Chief Schauf expressed a number of concerns about after 10:00 because the noise traveling down the street, it seemed to be the consensus that no matter what the band would be stopped at that time because that is what provides the most decibels, and then at 10:00 they could get an extension if the Committee were in agreement it would allow people to still mill around to a later time and there wouldn’t be a noise issue. He said any time extension would be appreciated and if midnight was granted they would start dispersing people at 11:30, but they would not have a band playing. Wedekind asked if he had contacted people in the neighborhood and Slayton said that he has talked to almost all the people that he could get a hold of on his block, and there has been no negativity expressed; however, in that previous meeting it was stated that if there was any noise complaint of any kind called in to the Police Department, it would be shut down. Plautz asked Slayton if there would be music from 10 until midnight and he stated that it would be a very soft “mood music”. Kolb doesn’t like the idea of going past 10:00 p.m. Slayton asked if the reason was because of breaking protocol, Kolb answered that was part of it; however, he felt that whenever there is a large congregation of people downtown, it will be a distraction for a lot of people, not just the people in that block. He felt that the Committee is willing to give Slayton the extra space, but he is not in favor of anything past 10:00 p.m. He feels that if they want to go later, they should possibly look at going to the fairgrounds or some other venue. Slayton said that the earlier the event shuts down the more money the bar makes, and it isn’t about making money in the bar, but for the fire department. He feels that the Fire Department could make double the money by extending the event by one hour or hour and a half in beer and brat sales. Slayton asked if this law could be taken to City Council and asked to be changed. Attorney Bolin said that there is actually no law regarding special events and when they have to end; however, that has been what this body and the Police Department has said would be the time. She said that there is a Noise Ordinance that regulates noise from 10:00 until 6:30; however, when applying for a Special Events License, what this body is doing is deciding what hours within which you can have the event. Therefore, just to clarify, the Committee does have the ability to set the time, but there is not actually anything in the City’s ordinances that state an event has to stop at 10:00 p.m. Slayton said that at a previous meeting said that he did not have a problem with the event going past 10:00 p.m. as long as the band was concluded by 10:00 p.m. and he agreed that if there was a single noise complaint that it would be shut down immediately. Wedekind asked Slayton how long it took to shut it down last year and he stated 30 minutes. Geick said that Schauf had concerns for the band playing later, but with the event going on and people within the fence in area, he wasn’t as concerned about. Kolb said that he would like to see how it goes this year with a bigger following before he would be willing to go longer, with the band shutting down at 10:00, he would be willing to go until 10:30. Slayton then asked the Committee to go until 11:00 and they disperse by 11:30, and if there is a noise complaint phone in to anyone it ends at that time. Kolb said that if it can be controlled this year with the numbers he may be willing to go later next year. It was moved by Kolb, seconded by Plautz that all activities stop at 10:00 p.m. and everyone is dispersed by 10:30 p.m. Motion carried unanimously. Scott _____ then explained the insurance for the event to the Committee. Slayton said that he would have the band stop at 9:30 and feels he will have no problem getting everyone out by 10:30.
- b. Consideration of waiving the time restriction on construction and machinery noise for the Wisconsin Dept. of Transportation’s pavement improvement project on the existing USH 12 corridor in the City – Pinion said that he was contacted by the DOT, as part of the jurisdictional transfer for the existing Highway 12 corridor they will be redoing some of the pavement surface in West Baraboo primarily; however, it will extend across the river to Walmart and Menards. He said that this is 2018 project and they are just inquiring whether the City would consider allowing nighttime construction. The DOT are not saying that they need to do this to get it done, but that are saying that there is a possibility that we could include in our bidding documents. He said that there is no one person within the City that can make that decision and the City does have a construction noise ordinance that does limit it from 10:00 p.m. to 6:30 a.m. Therefore, if the Committee is interested in allowing that nighttime construction, a waiver will have to be created through the ordinance to do so. Geick said that he would like Attorney Bolin to go through the ordinance because a couple of questions came up this past weekend because PW crews were out sweeping the streets early in the mornings to get ready for the parade and there were some objections to it. He said that Tom Pinion is correct, technically the City’s own crews cannot be out doing anything except emergency repairs or snow removal, for any kind of construction work or street sweeping, except for those hours that are allowed. He said that the Attorney said that the City is in the wrong when this is being done and the ordinance needs to be changed if it is going to continue to be allowed. Koss said that it wouldn’t really be needed except for the downtown and everything around it because there is no parking in this area at that time. Pinion said that in six years he has had four or five complaints and all from the same household. Palm expressed concern at the intersection of City Rd. W and Hwy 12 and felt that the best time for work to be done there is from 10:00 p.m. to 6:00 a.m. Bolin said that if a motion were made that would not allow them to do this, she will change the ordinance to include the street sweeping and then she would like to do is some sort of waiver process for a temporary work. It was moved by Kolb, seconded by Plautz to endorse waiving the time restriction on construction and machinery noise for the Wisconsin DOT pavement improvements project on the existing USH 12 corridor in the City. Motion carried unanimously.
- c. Review and recommendation of the Baraboo School District (Off-Campus) Evacuation Agreement between the Baraboo School District and the City of Baraboo for use of the Baraboo Civic Center building at 142 2nd Street – Chief Stieve said that some time ago the Committee and City Council agreed to use the Library for an evacuation point for West School, this is the same agreement for some of the schools to use the Civic Center as an evacuation point. Plautz moved, Kolb seconded to recommend approve of the agreement. Motion carried.

- d. Consideration of Parks and Recreation Commission's proposal to designate an official Bike Route through Baraboo – Mike Hardy presented this request to the Committee. He said that the Park Commission has been trying to connect as many parks and schools as possible with a “safe route”. Kolb asked if there would be designated bike lanes on streets. Hardy said that the Commission is not suggesting that bike lanes be painted on the streets, other than possibly South Blvd. and Walnut; however, some signage along the way. He said they are also suggesting brochures or flyers for the public to make them aware of the safe routes through town. Hardy then explained the process how the Commission derived as this route. A question was asked if the Commission has discussed this with West Baraboo and Hardy said that at this time they have not. Attorney Bolin asked the meaning of a “safe route”. Hardy said that it is just a designated route that gives citizens the best route from home to school. Bolin felt that calling it a safe route may give the implication that the City is insuring that citizens will not get hit by a car. Hardy said that it is a “bike route”, and maybe shouldn't be called “safe route”. Kolb moved, Plautz seconded to move the proposed Bike Route forward to Council. Motion carried unanimously. Kolb stated that he would like to see the City engage West Baraboo more.
- e. Review and approval of purchase of de-icing salt for the 2016/2017 winter season – Kolb moved, Plautz seconded to approve the low bid from Compass Minerals in the amount of \$78.71 per ton delivered to Baraboo. Motion carried unanimously.
- f. Consideration of Alliant Energy's request for an easement for new gas and electric facilities on City-owned land on the east side of Moore Street south of that portion of the Blackhawk Manor Manufactured Home Community at 903 Moore Street – Pinion said this would be along the southern line of the Blackhawk property, which would be generally the extension of Hager Street which is a 33-foot L-shaped parcel that was originally acquired for street and utility purposes. Alliant is requesting an easement along the northerly 12 feet of the property for new gas and electric facilities. He said that the City cohabitate with Alliant on a routine basis and there is room to accommodate that if the Committee wishes. It was moved by Kolb, seconded by Plautz to approve Alliant Energy's request for an easement for new gas and electric facilities on City-owned land as presented. Motion carried unanimously.
- g. Review and recommendation concerning Simplified Rate Case submittal to the PSC for a 3% increase in Water Rates for 2017 – Peterson said that this will definitely be the City's last opportunity for the simplified rate case, which costs approximately \$200-\$300 to submit versus a full rate case which is \$5,000-\$10,000. He said the same that has been done the last two years; he shows what the rates are at, what they would be and roughly how much additional revenue would be collected with the 3% increase. It was moved by Plautz, seconded by Kolb to recommend the Simplified Rate Case submittal to the PSC for a 3% increase in Water Rates for 2017. Motion carried unanimously.
- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for the months of June and July, 2016 – Peterson explained the adjustments/credits for June and July. It was moved by Kolb, seconded by Plautz to approve the Adjustments/Credits for June and July as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Peterson said that the exterior of the Moore Street and County A towers were cleaned. He said that all utilities are in for the Golden Meadows Addition. He said that the Oak Street water main break in front of Vodak's blew out a chunk of pipe losing about 70,000 gallons of water. There were some basements that did get some mud and water, Service Master was contacted to clean up the basements. Peterson said that the Universal pipe was installed in 1963. He said that Department was been working on manhole repairs. The sewer cleaning for the year is done and all the water crew has finished up the annual hydrant maintenance. He then said that the department is starting to look at the 2017 budget.
- b. Street Superintendent's Report – Koss said that two new employees started today which brings the department back up to full staff. He said that the department is working out at Pierce Park on the new ball diamond and improving the drainage swale from Parkside through Pierce Park. He said that when finished the department will move to alleys and then crack filling for the rest of the year.
- c. Police Chief's Report – He was not in attendance; however, did communicate that the fair was busy but went well and that hopefully the parade goes well to0, but is yet to be determined. He also said that staff is working through the hiring process to fill the last opening in the department.
- d. Fire Chief's Report – Stieve said that the parade went well from his department's standpoint; they did have an engine company on standby which was parked on Broadway, south of 3rd for a quicker response if needed. He said that the department was asked to provide a water mist with the ladder truck due to the forecasted warm weather for the animals and people; however, it wasn't needed because of the rain. He said that the fair was down due to lack of events.

ADJOURNMENT – Kolb moved, Plautz seconded to adjourn the meeting at 1:59 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Tuesday, August 9, 2016, 12:00 noon
Location: City Council Chambers, 135 4th Street, Baraboo, WI 53913
Full Paper Notices to Members: Aids. Dennis Thurow, John Ellington, John Alt
Full Paper Notices to Others: Mayor Palm
Paper Notice w/o Closed: Library for Posting
Notice by E-Mail: Administrative Committee e-mail group, Citizen Council/Committee group e-mail, Media-Committee e-mail group, Media Airport meetings e-mail group, Airport e-mail group
Notice by Fax: Media-Committee Fax Group
Notice by Outlook Meeting: Adm. Geick, Chief Schauf, Atty. Kleczek Bolin
Citizens notices: Karen Hein

1. Call to Order.
2. A. Compliance with Open Meeting Law. B. Approve minutes of June 6, 2016.
3. Approve agenda.
4. Report on Airport Operations.
 - a. Monthly Report.
 - b. Consider assigning a lease for lot 45 at the airport from William Stoeckmann Living Trust to Darryl Veit.
 - c. Airport Operations & Land Use Seminar announcement—Sept 20-21, 2016 @ Stevens Point.
 - d. Review and consider revised FAA policy on use of hangars.
5. Discussion, Review and Consideration of request from James Lutz for exception to ordinance limiting number of dogs per household.
6. Consideration of the Baraboo Community Activated Recovery Enhancement (C.A.R.E.) Memorandum of Understanding.
7. Watch video on Runway Reconstruction Project and related discussion. (41 minutes)
8. Adjourn to closed session per SS 19.85(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (Operator License Application)
9. Reconvene into open session per SS 19.85(2) to announce findings of closed session, if any, and consider operator license applications.
10. Member Comments.
11. Date and time of next meeting: September ??, 2016. (Normal date is Labor Day holiday).
12. Adjournment.

Dennis Thurow, Chairman

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

Agenda prepared by Cheryl Giese, 355-2700

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk at 135 4th Street or phone 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the City of Baraboo who are not members of the above committee, commission or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the committee, commission or board identified in the caption of this notice.**

Administrative Committee

June 6, 2016

Present: Thurow, Ellington, Alt

Absent: none

Also Present: Mayor Palm, Clerk Giese, Adm. Geick, Chief Schauf, Atty Kleczek Bolin and media

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

Moved by Ellington and seconded by Alt and carried to approve the minutes of May 2, 2016. Motion by Alt, seconded by Ellington to approve the agenda and carried unanimously.

Airport Operations: Giese reviewed monthly airport activities of conducting annual hanger inspections. MSA Professional Services are in the process of completing the video explaining the runway reconstruction project which should be released in the next few weeks. The video will explain reconstruction of the existing footprint and options for widening the runway as either a federal/state or local project. Giese reported that the approach operations has finally been accomplished and lessons learned have been to stay ahead of the flight checks and monitor our own airspace actively looking for obstructions that may impact the approaches. The Bureau of Aeronautics is in the process of preparing specifications for taking bids for demolition and clearing of the Coolidge property. Plans are to clear that property later this summer.

Discussion of definitions of warehouses, self-storage rental sheds, minim storage facilities and mini warehouses – Alene explained that definitions in the code are inconsistent and different terms are used throughout the ordinance. Uses are also listed as prohibited and/or conditional which conflicts in several areas.

The Committee reviewed a draft ordinance setting definitions and setting conditional uses. Self-storage rental facility and warehouses will become standard terms throughout the ordinance with allowable conditional uses in zoning districts I-3 and I-4. Currently, self-storage facilities are allowed by conditional use in District B-3, but that will be removed with the proposed ordinance change. The changes will be reviewed also by the Plan Commission before moving along to the Council. Moved by Ellington, seconded by Alt and carried unanimously to recommend the proposed ordinance to Council for approval.

Next meeting is to be held July 1, 2016 at 12 p.m. Moved by Ellington, seconded by Alt to meet at noon for future meetings and carried unanimously.

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

Cheryl M. Giese
Clerk-Finance Director

ACCEPTANCE AND ASSUMPTION OF LEASE FOR LOT 45

For good and valuable consideration, the receipt of which is hereby acknowledged, the undersigned assignees,

DARRYL VEIT

hereby accepts the assignment as of

September 19, 2015

and assumes and agrees to perform all payments of such Lease on the part of the tenant to be kept and performed. Assignee's agreement shall be binding upon the heirs, legal representatives, successors and assigns of assignee.

IN WITNESS WHEREOF, the assignee has caused this instrument to be signed this ____ day of _____, 2016.

Darryl Veit

Current Address:
W8849 Dupless Rd.
Portage, WI 53901

State of Wisconsin)
)SS
County of Sauk)

Subscribed and sworn to before me this ____ day of _____, 2016.

Notary Public,
My commission expires _____.

ASSIGNMENT OF LEASE FOR LOT 45

For good and valuable consideration, receipt of which is hereby acknowledged, the undersigned tenant,

William Stoeckmann Living Trust

assignor, hereby assigns and exchanges to

DARRYL VEIT

assignee, all of tenants right, title and interest in and to that certain Lease, dated

September 30, 2011

a true copy of said Lease being attached hereto and made a part hereof.

This Assignment is effective as of August 1, 2016.

IN WITNESS WHEREOF, tenant has caused this instrument to be signed this ____ day of **July, 2016.**

Tenant(s):

William Stoeckmann Living Trust

State of Wisconsin)
)SS
County of Sauk)

Subscribed and sworn to before me this _____
day of _____, 2016.

Notary Public,
My commission expires _____.

**FOR TREASURER USE
ONLY**

Receipt # _____
\$50 fee
Not transferable or assignable

LANDLORD'S CONSENT TO ASSIGNMENT FOR LOT 45

The LANDLORD in the attached mentioned lease hereby consents to

DARRYL VEIT

the attached assignment effective August 1, 2016.

IN WITNESS WHEREOF landlord has caused this instrument to be
executed the ____ day of _____, 2016.

CITY OF BARABOO

BY: _____
Michael Palm, Mayor

BY: _____
Cheryl Giese, City Clerk-Finance Director

Airport Operations & Land Use Seminar

When

Tuesday, September 20th
Wednesday, September 21st

Where

Holiday Inn & Convention Center
Stevens Point, WI

Registration

Attendees may register online via the link below or may mail in the enclosed paper form.

<https://2016wisdotlanduseops.eventbrite.com>

The registration fee includes a hot breakfast, morning and afternoon breaks, lunch, and seminar materials for both days.

Registration deadline: Friday, September 9th

No refunds will be given after this date.

2016

Who Should Attend

Anyone who has a hand in managing an airport

Speakers

Bureau of Aeronautics
Federal Aviation Administration
USDA—Wildlife Service
WisDOT General Counsel
Quadrex Aviation, LLC
Aero Insurance
And More!

Tickets

\$75 Both Days (Online)

\$70 Both Days (Mail-in)

\$35 One Day (Mail-In)



Airport Operations & Land Use Seminar

2016

Lodging

Please contact the hotel at 715-344-0200 or toll free at 1-888-465-4329 by Saturday, August 20th to receive the room block rate. Please state you are with the "Wisconsin Department of Transportation—Bureau of Aeronautics."

Lodging and reservations are the responsibility of the individual participant and the rate cannot be extended past the August 20th deadline.

Tentative Topics

Tuesday, September 20th

- BOA Planning and Programming Update
- BOA Funding Update
- Real Estate Project Management 101
- Federal Aviation Administration Update
- Unmanned Aircraft Systems Panel
- 7 Steps to Achieving Self-Sustainability
- Airport Layout Plans

Wednesday, September 21st

- Off-Airport Obstruction Evaluations
- BOA Environmental Update
- Wildlife Hazard Mitigation Techniques
- Project Bidding Panel
- Airport Training for First Responders
- Airport Insurance Best Practices
- Flying for Airport Managers

Room Rates

\$82 Single

\$109 Double

For Questions

Hal Davis

608-267-2142

howard.davis@dot.wi.gov

Jean Rickman

608-266-8667

jeana.rickman@dot.wi.gov

For More Information

<http://wisconsindot.gov/>



2016 AIRPORT OPERATIONS & LAND USE SEMINAR

September 20-21, 2016

Stevens Point, WI

REGISTRATION FORM

WISCONSIN DEPARTMENT OF TRANSPORTATION

Organization/Airport	
Street Address	
City, State, ZIP Code	
Area Code- Telephone Number	E-Mail Address

ATTENDEE NAME	REGISTRATION FEE \$70.00 PER PERSON	VEGETARIAN/GLUTEN- FREE MEAL NEEDED
		<input type="checkbox"/>
TOTAL AMOUNT ENCLOSED		

Please make checks payable to: Wisconsin Department of Transportation

Return this form and payment to: Wisconsin Department of Transportation
 Bureau of Aeronautics
 PO Box 7914
 Madison WI 53707-7914
 Attn: Jean Rickman

City Clerk-Finance Director

135 4th Street, Baraboo, WI 53913

608-355-2700 • 608-356-9666 fax

June 28, 2016

«F2»

«F4» «F3»

«F5»

«F6», «F7» «F8»

HANGER USE POLICY CHANGE: INFO NEEDED FOR COMPLIANCE

«F4», the Federal Aviation Administration (FAA) and Wisconsin Bureau of Aeronautics (BOA) have provided information concerning modifications to the Airport owner assurances, terms and conditions for accepting federal aid toward airport improvements. Most recently, they have modified the assurance on hangar usage and I am sharing this with you to ask for your cooperation so that we can be found in compliance when the policy becomes effective July 1, 2017. Since the Baraboo-Wisconsin Dells airport accepts federal money toward airport improvements, this applies to all of us, including private hangars on leased lands.

As managing owner of the Airport, it is the City of Baraboo's obligation to monitor use of hangars and other airport facilities to determine that all uses are aviation related and satisfy the FAA policy requirements. Failure to do so, or willful non-compliance can cost the Airport valuable federal aid. As you know, we are in the design and planning phase for reconstruction of Runway 01/19 in 2018 and federal funding is the only way we can afford to make these improvements.

Enclosed you will find a simple, one page compliance form that I am asking you to fill out and return by September 1, 2016. Your data will help the airport owners show compliance with the federal terms and conditions. Failure to come into compliance with the hangar use policy and return this form may be considered a violation of your lease.

If you find that the use of your hangar is not compliant with the federal policy, please make the appropriate changes so that your hangar meets the standards by July 1, 2017. After that date, use of a aeronautical facility for a nonaeronautical purpose, even on a temporary basis, requires FAA approval. If you have questions, or will have difficulty meeting these standards, please contact Bill Murphy or myself and we will try to help you meet the conditions.

Cheryl M. Giese,
City Clerk-Finance Director
Airport Manager
City of Baraboo

Enclosure: FAA Policy
Compliance form

BARABOO-WISCONSIN DELLS AIRPORT HANGAR AERONAUTICAL USE COMPLIANCE

City of Baraboo
Airport Manager
135 4th St.
Baraboo, WI 53913
608-355-2700

The Baraboo-Wisconsin Dells Airport accepts federal grant funds for airport infrastructure. As a condition of accepting federal funds, the Airport owners have agreed to abide by federal grant assurances which include the obligation to use hangars and other facilities on the airport exclusively for aeronautical purposes. Airports that are found to be subsidizing non-aeronautical uses could be denied access to federal funds. Privately owned hangars are not excluded from the City's responsibility toward the federal assurances as identified in the Subordination clause of the land leases with patrons of the Baraboo-Dells Airport. To help show compliance with the federal requirements, the following information is requested from all hangar owners and tenants.

Hangar Owner Information - Update anything that is incorrect

Name:		
Airport Address		Lot #
Current address:		
City:	State:	ZIP Code:
Lease Name:		
E-Mail Address:		Cell Phone#:

Hangar Use Information

Hangar is used for the following: (Check all that apply)

- Storage of Air Worthy Aircraft R Number _____ Make/Model _____
- Shelter for maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of non-operational aircraft. Estimated time for refurbishment _____
- Non-commercial construction of amateur-built or kit-built aircraft
- Storage of aircraft handling equipment (e.g. tow bar, glider tow equipment, work benches, tools and materials used to service aircraft)
- Storage of materials related to aeronautical activity (e.g. balloon and skydiving equipment, office equipment, teaching tools)
- Other aeronautical use: _____
- Hangar is partly/wholly rented to another party.

Renter Name:	Address:
Phone #:	E-mail:

Other Information

Last Hangar Inspection Date:	County Septic ID (if lot served by water/sewer):
Insurance coverage: \$1,000,000 per occurrence for all damages arising out of bodily injury or property damage concerning leased premises.	
Current Insurance Certificate on File expires:	If expired, kindly notify your insurance agent to request a certificate of insurance be sent to the City of Baraboo, fax #608-356-9666.

SIGNATURE – I hereby certify that all information contained in this form is true and correct to the best of my knowledge.

Signature:	Date:
------------	-------

in this AD to obtain corrective actions from a manufacturer, the action must be accomplished using a method approved by the Manager, International Branch, ANM-116, Transport Airplane Directorate, FAA; or the European Aviation Safety Agency (EASA); or Saab AB, Saab Aeronautics' EASA Design Organization Approval (DOA). If approved by the DOA, the approval must include the DOA-authorized signature.

(m) Related Information

Refer to Mandatory Continuing Airworthiness Information (MCAI) European Aviation Safety Agency Airworthiness Directive 2014-0255, dated November 25, 2014, for related information. This MCAI may be found in the AD docket on the Internet at <http://www.regulations.gov> by searching for and locating Docket No. FAA-2015-7524.

(n) Material Incorporated by Reference

(1) The Director of the Federal Register approved the incorporation by reference (IBR) of the service information listed in this paragraph under 5 U.S.C. 552(a) and 1 CFR part 51.

(2) You must use this service information as applicable to do the actions required by this AD, unless this AD specifies otherwise.

(3) The following service information was approved for IBR on July 20, 2016.

(i) Saab Service Bulletin 2000-38-011, dated October 22, 2014.

(ii) Reserved.

(4) The following service information was approved for IBR on September 9, 2014 (79 FR 45337, August 5, 2014).

(i) Saab Service Bulletin 2000-38-010, dated July 12, 2013.

(ii) Saab Service Newsletter SN 2000-1304, Revision 01, dated September 10, 2013, including Attachment 1 Engineering Statement to Operator 2000PBS034334, Issue A, dated September 9, 2013.

(5) For service information identified in this AD, contact Saab AB, Saab Aeronautics, SE-581 88, Linköping, Sweden; telephone +46 13 18 5591; fax +46 13 18 4874; email saab340techsupport@saabgroup.com; Internet <http://www.saabgroup.com>.

(6) You may view this service information at the FAA, Transport Airplane Directorate, 1601 Lind Avenue SW., Renton, WA. For information on the availability of this material at the FAA, call 425-227-1221.

(7) You may view this service information that is incorporated by reference at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030, or go to: <http://www.archives.gov/federal-register/cfr/ibr-locations.html>.

Issued in Renton, Washington, on May 31, 2016.

Michael Kaszycki,

Acting Manager, Transport Airplane Directorate, Aircraft Certification Service.

[FR Doc. 2016-13740 Filed 6-14-16; 8:45 am]

BILLING CODE 4910-13-P

DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

14 CFR Chapter I

[Docket No. FAA 2014-0463]

Policy on the Non-Aeronautical Use of Airport Hangars

AGENCY: Federal Aviation Administration (FAA), Department of Transportation (DOT).

ACTION: Notice of final policy.

SUMMARY: This action clarifies the FAA's policy regarding storage of non-aeronautical items in airport facilities designated for aeronautical use. Under Federal law, airport operators that have accepted federal grants and/or those that have obligations contained in property deeds for property transferred under various Federal laws such as the Surplus Property Act generally may use airport property only for aviation-related purposes unless otherwise approved by the FAA. In some cases, airports have allowed non-aeronautical storage or uses in some hangars intended for aeronautical use, which the FAA has found to interfere with or entirely displace aeronautical use of the hangar. At the same time, the FAA recognizes that storage of some items in a hangar that is otherwise used for aircraft storage will have no effect on the aeronautical utility of the hangar. This action also amends the definition of aeronautical use to include construction of amateur-built aircraft and provides additional guidance on permissible non-aeronautical use of a hangar."

DATES: The policy described herein is effective July 1, 2017.

FOR FURTHER INFORMATION CONTACT: Kevin C. Willis, Manager, Airport Compliance Division, ACO-100, Federal Aviation Administration, 800 Independence Avenue SW., Washington, DC 20591, telephone (202) 267-3085; facsimile: (202) 267-4629.

ADDRESSES: You can get an electronic copy of this Policy and all other documents in this docket using the Internet by:

(1) Searching the Federal eRulemaking portal (<http://www.faa.gov/regulations/search>);

(2) Visiting FAA's Regulations and Policies Web page at (http://www.faa.gov/regulations_policies); or

(3) Accessing the Government Printing Office's Web page at (<http://www.gpoaccess.gov/index.html>).

You can also get a copy by sending a request to the Federal Aviation

Administration, Office of Airport Compliance and Management Analysis, 800 Independence Avenue SW., Washington, DC 20591, or by calling (202) 267-3085. Make sure to identify the docket number, notice number, or amendment number of this proceeding.

SUPPLEMENTARY INFORMATION:

Authority for the Policy: This document is published under the authority described in Title 49 of the United States Code, Subtitle VII, part B, chapter 471, section 47122(a).

Background

Airport Sponsor Obligations

In July 2014, the FAA issued a proposed statement of policy on use of airport hangars to clarify compliance requirements for airport sponsors, airport managers, airport tenants, state aviation officials, and FAA compliance staff. (79 *Federal Register* (FR) 42483, July 22, 2014).

Airport sponsors that have accepted grants under the Airport Improvement Program (AIP) have agreed to comply with certain Federal policies included in each AIP grant agreement as sponsor assurances. The Airport and Airway Improvement Act of 1982 (AAIA) (Pub. L. 97-248), as amended and recodified at 49 United States Codes (U.S.C.) 47107(a)(1), and the contractual sponsor assurances require that the airport sponsor make the airport available for aviation use. Grant Assurance 22, *Economic Nondiscrimination*, requires the sponsor to make the airport available on reasonable terms without unjust discrimination for aeronautical activities, including aviation services. Grant Assurance 19, *Operation and Maintenance*, prohibits an airport sponsor from causing or permitting any activity that would interfere with use of airport property for airport purposes. In some cases, sponsors who have received property transfers through surplus property and nonsurplus property agreements have similar federal obligations.

The sponsor may designate some areas of the airport for non-aviation use,¹ with FAA approval, but aeronautical facilities of the airport must be dedicated to use for aviation purposes. Limiting use of aeronautical facilities to aeronautical purposes ensures that airport facilities are available to meet aviation demand at the airport. Aviation tenants and aircraft owners should not be displaced by non-

¹ The terms "non-aviation" and "non-aeronautical" are used interchangeably in this Notice.

aviation commercial uses that could be conducted off airport property.

It is the longstanding policy of the FAA that airport property be available for aeronautical use and not be available for non-aeronautical purposes unless that non-aeronautical use is approved by the FAA. Use of a designated aeronautical facility for a non-aeronautical purpose, even on a temporary basis, requires FAA approval. See FAA Order 5190.6B, *Airport Compliance Manual*, paragraph 22.6, September 30, 2009. The identification of non-aeronautical use of aeronautical areas receives special attention in FAA airport land use compliance inspections. See Order 5190.6B, paragraphs 21.6(f)(5).

Areas of the airport designated for non-aeronautical use must be shown on an airport's Airport Layout Plan (ALP). The AIA, at 49 U.S.C. 47107(a)(16), requires that AIP grant agreements include an assurance by the sponsor to maintain an ALP in a manner prescribed by the FAA. Sponsor assurance 29, *Airport Layout Plan*, implements § 47107(a)(16) and provides that an ALP must designate non-aviation areas of the airport. The sponsor may not allow an alteration of the airport in a manner inconsistent with the ALP unless approved by the FAA. See Order 5190.6B, paragraph 7.18, and Advisory Circular 150/5070-6B, *Airport Master Plans*, Chapter 10.

Clearly identifying non-aeronautical facilities not only keeps aeronautical facilities available for aviation use, but also assures that the airport sponsor receives at least Fair Market Value (FMV) revenue from non-aviation uses of the airport. The AIA requires that airport revenues be used for airport purposes, and that the airport maintain a fee structure that makes the airport as self-sustaining as possible. 49 U.S.C. 47107(a)(13)(A) and (b)(1). The FAA and the Department of Transportation Office of the Inspector General have interpreted these statutory provisions to require that non-aviation activities on an airport be charged a fair market rate for use of airport facilities rather than the aeronautical rate. See *FAA Policies and Procedures Concerning the Use of Airport Revenue*, (64 FR 7696, 7721, February 16, 1999) (FAA Revenue Use Policy).

If an airport tenant pays an aeronautical rate for a hangar and then uses the hangar for a non-aeronautical purpose, the tenant may be paying a below-market rate in violation of the sponsor's obligation for a self-sustaining rate structure and FAA's Revenue Use Policy. Confining non-aeronautical activity to designated non-aviation areas

of the airport helps to ensure that the non-aeronautical use of airport property is monitored and allows the airport sponsor to clearly identify non-aeronautical fair market value lease rates, in order to meet their federal obligations. Identifying non-aeronautical uses and charging appropriate rates for these uses prevents the sponsor from subsidizing non-aviation activities with aviation revenues.

FAA Oversight

A sponsor's Grant Assurance obligations require that its aeronautical facilities be used or be available for use for aeronautical activities. If the presence of non-aeronautical items in a hangar does not interfere with these obligations, then the FAA will generally not consider the presence of those items to constitute a violation of the sponsor's obligations. When an airport has unused hangars and low aviation demand, a sponsor can request the FAA approval for interim non-aeronautical use of a hangars, until demand exists for those hangars for an aeronautical purpose. Aeronautical use must take priority and be accommodated over non-aeronautical use, even if the rental rate would be higher for the non-aeronautical use. The sponsor is required to charge a fair market commercial rental rate for any hangar rental or use for non-aeronautical purposes. (64 FR 7721).

The FAA conducts land use inspections at 18 selected airports each year, at least two in each of the nine FAA regions. See Order 5190.6B, paragraph 21.1. The inspection includes consideration of whether the airport sponsor is using designated aeronautical areas of the airport exclusively for aeronautical purposes, unless otherwise approved by the FAA. See Order 5190.6B, paragraph 21.6.

The Notice of Proposed Policy

In July 2014, the FAA issued a notice of proposed policy on use of hangars and related facilities at federally obligated airports, to provide a clear and standardized guide for airport sponsors and FAA compliance staff. (79 FR 42483, July 22, 2014). The FAA received more than 2,400 comments on the proposed policy statement, the majority from persons who have built or are in the process of building an amateur-built aircraft. The FAA also received comments from aircraft owners, tenants and owners of hangars, and airport operators. The Aircraft Owners and Pilots Association (AOPA) and the Experimental Aircraft Association (EAA) also provided comments on behalf of their membership. Most of the

comments objected to some aspect the proposed policy statement. Comments objecting to the proposal tended to fall into two general categories:

- The FAA should not regulate the use of hangars at all, especially if the hangar is privately owned.
- While the FAA should have a policy limiting use of hangars on federally obligated airports to aviation uses, the proposed policy is too restrictive in defining what activities should be allowed.

Discussion of Comments and Final Policy

The following summary of comments reflects the major issues raised and does not restate each comment received. The FAA considered all comments received even if not specifically identified and responded to in this notice. The FAA discusses revisions to the policy based on comments received. In addition, the FAA will post frequently asked Questions and Answers regarding the Hangar Use Policy on www.faa.gov/airport-compliance. These Questions and Answers will be periodically updated until FAA Order 5190.6B is revised to reflect the changes in this notice.

1. *Comment: Commenters stated that the FAA should defer to local government and leave all regulation of hangar use to the airport operator.*

Response: The FAA has a contract with the sponsor of an obligated airport, either through AIP grant agreements or a surplus property deed, to limit the use of airport property to certain aviation purposes. Each sponsor of an obligated airport has agreed to these terms. The FAA relies on each airport sponsor to comply with its obligations under this contract. To maintain a standardized national airport system and standardized practices in each of the FAA's nine regional offices, the agency issues guidance on its interpretation of the requirements of the AIP and surplus property agreements. It falls to the local airport sponsor to implement these requirements. The FAA allows airport sponsors some flexibility to adapt compliance to local conditions at each airport.

However, some airport sponsors have adopted hangar use practices that led to airport users to complain to the FAA. Some airport users have complained that sponsors are too restrictive, and fail to allow reasonable aviation-related uses of airport hangars. More commonly, aircraft owners have complained that hangar facilities are not available for aircraft storage because airport sponsors have allowed the use of hangars for purposes that are unrelated to aviation,

such as operating a non-aviation business or storing multiple vehicles. By issuing the July 2014 notice, the FAA intended to resolve both kinds of complaints by providing guidance on appropriate management of hangar use. The agency continues to believe that FAA policy guidance is appropriate and necessary to preserve reasonable access to aeronautical facilities on federally obligated airports. However, the final policy has been revised in response to comments received on the proposal.

2. *Comment: Commenters, including AOPA, stated that the FAA lacks the authority to regulate the use of privately owned hangars.*

Response: The FAA has a statutory obligation to assure that facilities on aeronautically designated land at federally obligated airports are reasonably available for aviation use. Designated aeronautical land on a federally obligated airport is a necessary part of a national system of aviation facilities. Land designated for aeronautical use offers access to the local airfield taxiway and runway system. Land designated for aeronautical use is also subject to certain conditions, including FAA policies concerning rates and charges (including rental rates) which were designed to preserve access for aeronautical users and to support aeronautical uses. A person who leases aeronautical land on the airport to build a hangar accepts conditions that come with that land in return for the special benefits of the location. The fact that the tenant pays the sponsor for use of the hangar or the land does not affect the agreement between the FAA and the sponsor that the land be used for aeronautical purposes. (In fact, most hangar owners do not have fee ownership of the property; typically airport structures revert to ownership of the airport sponsor upon expiration of the lease term). An airport sponsor may choose to apply different rules to hangars owned by the sponsor than it does to privately constructed hangars, but the obligations of the sponsor Grant Assurances and therefore the basic policies on aeronautical use stated in this notice, will apply to both.

3. *Comment: Commenters believe that a policy applying the same rules to all kinds of aeronautical structures, and to privately owned hangars as well as sponsor-owned hangars, is too general. The policy should acknowledge the differences between categories of airport facilities.*

Response: A number of commenters thought that rules for use of privately constructed and owned hangars should be less restrictive than rules for hangars

leased from the airport sponsor. The Leesburg Airport Commission commented that there are different kinds of structures on the airport, with variations in rental and ownership interests, and that the FAA's policy should reflect those differences. The FAA acknowledges that ownership or lease rights and the uses made of various aeronautical facilities at airports will vary. The agency expects that airport sponsors' agreements with tenants would reflect those differences. The form of property interest, be it a leasehold or ownership of a hangar, does not affect the obligations of the airport sponsor under the Grant Assurances. All facilities on designated aeronautical land on an obligated airport are subject to the requirement that the facilities be available for aeronautical use.

4. *Comment: Commenters agree that hangars should be used to store aircraft and not for non-aviation uses, but, they argue the proposed policy is too restrictive on the storage of non-aviation related items in a hangar along with an aircraft. A hangar with an aircraft in it still has a large amount of room for storage and other incidental uses, and that space can be used with no adverse effect on the use and storage of the aircraft.*

Response: In response to the comments, the final policy deletes the criteria of "incidental" or "de minimis" use and simply requires that non-aviation storage in a hangar not interfere with movement of aircraft in or out of the hangar, or impede access to other aeronautical contents of the hangar. The policy lists specific conditions that would be considered to interfere with aeronautical use. Stored non-aeronautical items would be considered to interfere with aviation use if they:

- Impede the movement of the aircraft in and out of the hangar;
- Displace the aeronautical contents of the hangar. (A vehicle parked at the hangar while the vehicle owner is using the aircraft will not be considered to displace the aircraft);
- Impede access to aircraft or other aeronautical contents of the hangar;
- Are used for the conduct of a non-aeronautical business or municipal agency function from the hangar (including storage of inventory); or
- Are stored in violation of airport rules and regulations, lease provisions, building codes or local ordinances.

Note: Storage of equipment associated with an aeronautical activity (e.g., skydiving, ballooning, gliding) would be considered an aeronautical use of a hangar.

5. *Comment: Commenters stated the policy should apply different rules to situations where there is no aviation demand for hangars, especially when hangars are vacant and producing no income for the sponsor.*

Response: At some airports, at some times, there will be more hangar capacity than needed to meet aeronautical demand, and as a result there will be vacant hangars. The FAA agrees that in such cases it is preferable to make use of the hangars to generate revenue for the airport, as long as the hangar capacity can be recovered on relatively short notice for aeronautical use when needed. See Order 5190.6B, paragraph 22.6. The final policy adopts a provision modeled on a leasing policy of the Los Angeles County Airport Commission, which allows month-to-month leases of vacant hangars for any purpose until a request for aeronautical use is received. The final policy requires that a sponsor request FAA approval before implementing a similar leasing plan:

- The airport sponsor may request FAA approval of a leasing plan for the lease of vacant hangars for non-aeronautical use on a month-to-month basis.
- The plan may be implemented only when there is no current aviation demand for the vacant hangars.
- Leases must require the non-aeronautical tenant to vacate the hangar on 30 days' notice, to allow aeronautical use when a request is received.
- Once the plan is approved, the sponsor may lease vacant hangars on a 30 days' notice without further FAA approval.

The agency believes this will allow airports to obtain some financial benefit from vacant hangars no, while allowing the hangars to be quickly returned to aeronautical use when needed. FAA pre-approval of a month-to-month leasing plan will minimize the burden on airport sponsors and FAA staff since it is consistent with existing interim use guidance.

6. *Comment: Commenter indicates that the terms "incidental use" and "insignificant amount of space" are too vague and restrictive.*

Response: The FAA has not used these terms in the final policy. Instead, the policy lists specific prohibited conditions that would be considered to interfere with aeronautical use of a hangar.

7. *Comment: Commenter states Glider operations require storage of items at the airport other than aircraft, such as tow vehicles and towing equipment. This should be an approved use of hangars.*

Response: Tow bars and glider tow equipment have been added to the list of examples of aeronautical equipment. Whether a vehicle is dedicated to use for glider towing is a particular fact that can be determined by the airport sponsor in each case. Otherwise the general rules for parking a vehicle in a hangar would apply.

8. *Comment:* Commenter states it should be clear that it is acceptable to park a vehicle in the hangar while the aircraft is out of the hangar being used.

Response: The final policy states that a vehicle parked in the hangar, while the vehicle owner is using the aircraft will not be considered to displace the aircraft, and therefore is not prohibited.

9. *Comment:* Commenters, including Experimental Aircraft Association (EAA), stated that aviation museums and non-profit organizations that promote aviation should not be excluded from hangars.

Response: Aviation museums and other non-profit aviation-related organizations may have access to airport property at less than fair market rent, under section VII.E of the FAA Policy and Procedures Concerning the Use of Airport Revenue. (64 FR 7710, February 16, 1999). However, there is no special reason for such activities to displace aircraft owners seeking hangar space for storage of operating aircraft, unless the activity itself involves use and storage of aircraft. Accordingly, aviation museums and non-profit organizations will continue to have the same access to vacant hangar space as other activities that do not actually require a hangar for aviation use, that is, when there is no aviation demand (aircraft storage) for those hangars and subject to the discretion of the airport operator.

10. *Comment:* Commenters suggest that the policy should allow a 'grace period' for maintaining possession of an empty hangar for a reasonable time from the sale of an aircraft to the purchase or lease of a new aircraft to be stored in the hangar.

Response: The FAA assumes that airport lease terms would include reasonable accommodation for this purpose and other reasons a hangar might be empty for some period of time, including the aircraft being in use or at another location for maintenance. The reasons for temporary hangar vacancy and appropriate "grace periods" for various events depend on local needs and lease policies, and the FAA has not included any special provision for grace periods in the final policy.

11. *Comment:* Commenters believe that the policy should allow some leisure spaces in a hangar, such as a lounge or seating area and kitchen, in

recognition of the time many aircraft owners spend at the airport, and the benefits of an airport community.

Response: The final policy does not include any special provision for lounge areas or kitchens, either specifically permitting or prohibiting these areas. The policy requires only that any non-aviation related items in a hangar not interfere in any way with the primary use of the hangar for aircraft storage and movement. The airport sponsor is expected to have lease provisions and regulations in place to assure that items located in hangars do not interfere with this primary purpose.

12. *Comment:* Commenters, including EAA, stated that all construction of an aircraft should be considered aeronautical for the purpose of hangar use, because building an aircraft is an inherently aeronautical activity. The policy should at least allow for use of a hangar at a much earlier stage of construction than final assembly.

Response: The FAA has consistently held that the need for an airport hangar in manufacturing or building aircraft arises at the time the components of the aircraft are assembled into a completed aircraft. Prior to that stage, components can be assembled off-airport in smaller spaces. This determination has been applied to both commercial aircraft manufacturing as well as homebuilding of experimental aircraft.

A large majority of the more than 2,400 public comments received on the notice argued that aircraft construction at any stage is an aeronautical activity. The FAA recognizes that the construction of amateur-built aircraft differs from large-scale, commercial aircraft manufacturing. It may be more difficult for those constructing amateur-built or kit-built aircraft to find alternative space for construction or a means to ultimately transport completed large aircraft components to the airport for final assembly, and ultimately for access to taxiways for operation.

Commenters stated that in many cases an airport hangar may be the only viable location for amateur-built or kit-built aircraft construction. Also, as noted in the July 2014 notice, many airports have vacant hangars where a lease for construction of an aircraft, even for several years, would not prevent owners of operating aircraft from having access to hangar storage.

Accordingly, the FAA will consider the construction of amateur-built or kit-built aircraft as an aeronautical activity. Airport sponsors must provide reasonable access to this class of users, subject to local ordinances and building codes. Reasonable access applies to currently available facilities; there is no

requirement for sponsors to construct special facilities or to upgrade existing facilities for aircraft construction use.

Airport sponsors are urged to consider the appropriate safety measures to accommodate aircraft construction. Airport sponsors leasing a vacant hangar for aircraft construction also are urged to incorporate progress benchmarks in the lease to ensure the construction project proceeds to completion in a reasonable time. The FAA's policy with respect to commercial aircraft manufacturing remains unchanged.

13. *Comment:* Commenter suggests that the time that an inoperable aircraft can be stored in a hangar should be clarified, because repairs can sometimes involve periods of inactivity.

Response: The term "operational aircraft" in the final policy does not necessarily mean an aircraft fueled and ready to fly. All operating aircraft experience downtime for maintenance and repair, and for other routine and exceptional reasons. The final policy does not include an arbitrary time period beyond which an aircraft is no longer considered operational. An airport operator should be able to determine whether a particular aircraft is likely to become operational in a reasonable time or not, and incorporate provisions in the hangar lease to provide for either possibility.

14. *Comment:* Commenter suggests that the FAA should limit use of hangars on an obligated airport as proposed in the July 2014 notice. Airport sponsors frequently allow non-aeronautical use of hangars now, denying the availability of hangar space to aircraft owners.

Response: Some commenters supported the relatively strict policies in the July 2014 notice, citing their experience with being denied access to hangars that were being used for non-aviation purposes. The FAA believes that the final policy adopted will allow hangar tenants greater flexibility than the proposed policy in the use of their hangars, but only to the extent that there is no impact on the primary purpose of the hangar. The intent of the final policy is to minimize the regulatory burden on hangar tenants and to simplify enforcement responsibilities for airport sponsors and the FAA, but only as is consistent with the statutory requirements for use of federally obligated airport property.

Final Policy

In accordance with the above, the FAA is adopting the following policy statement on use of hangars at federally obligated airports:

Use of Aeronautical Land and Facilities Applicability

This policy applies to all aircraft storage areas or facilities on a federally obligated airport unless designated for non-aeronautical use on an approved Airport Layout Plan or otherwise approved for non-aviation use by the FAA. This policy generally refers to the use of hangars since they are the type of aeronautical facility most often involved in issues of non-aviation use, but the policy also applies to other structures on areas of an airport designated for aeronautical use. This policy applies to all users of aircraft hangars, including airport sponsors, municipalities, and other public entities, regardless of whether a user is an owner or lessee of the hangar.

I. General

The intent of this policy is to ensure that the federal investment in federally obligated airports is protected by making aeronautical facilities available to aeronautical users, and by ensuring that airport sponsors receive fair market value for use of airport property for non-aeronautical purposes. The policy implements several Grant Assurances, including Grant Assurance 5, *Preserving Rights and Powers*; Grant Assurance 22, *Economic Nondiscrimination*; Grant Assurance 24, *Fee and Rental Structure*; and Grant Assurance 25, *Airport Revenues*.

II. Standards for Aeronautical Use of Hangars

a. Hangars located on airport property must be used for an aeronautical purpose, or be available for use for an aeronautical purpose, unless otherwise approved by the FAA Office of Airports as described in Section III.

b. Aeronautical uses for hangars include:

1. Storage of active aircraft.
2. Final assembly of aircraft under construction.
3. Non-commercial construction of amateur-built or kit-built aircraft.
4. Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.
5. Storage of aircraft handling equipment, e.g., towbars, glider tow equipment, workbenches, and tools and materials used in the servicing, maintenance, repair or outfitting of aircraft.

c. Provided the hangar is used primarily for aeronautical purposes, an airport sponsor may permit non-aeronautical items to be stored in hangars provided the items do not

interfere with the aeronautical use of the hangar.

d. While sponsors may adopt more restrictive rules for use of hangars, the FAA will generally not consider items to interfere with the aeronautical use of the hangar unless the items:

1. Impede the movement of the aircraft in and out of the hangar or impede access to aircraft or other aeronautical contents of the hangar.
2. Displace the aeronautical contents of the hangar. A vehicle parked at the hangar while the vehicle owner is using the aircraft will not be considered to displace the aircraft.
3. Impede access to aircraft or other aeronautical contents of the hangar.
4. Are used for the conduct of a non-aeronautical business or municipal agency function from the hangar (including storage of inventory).
5. Are stored in violation of airport rules and regulations, lease provisions, building codes or local ordinances.

e. Hangars may not be used as a residence, with a limited exception for sponsors providing an on-airport residence for a full-time airport manager, watchman, or airport operations staff for remotely located airports. The FAA differentiates between a typical pilot resting facility or aircrew quarters versus a hangar residence or hangar home. The former are designed to be used for overnight and/or resting periods for aircrew, and not as a permanent or even temporary residence. See FAA Order 5190.6B paragraph 20.5(b)

f. This policy applies regardless of whether the hangar occupant leases the hangar from the airport sponsor or developer, or the hangar occupant constructed the hangar at the occupant's own expense while holding a ground lease. When land designated for aeronautical use is made available for construction of hangars, the hangars built on the land are subject to the sponsor's obligations to use aeronautical facilities for aeronautical use.

III. Approval for Non-Aeronautical Use of Hangars

A sponsor will be considered to have FAA approval for non-aeronautical use of a hangar in each of the following cases:

a. *FAA advance approval of an interim use:* Where hangars are unoccupied and there is no current aviation demand for hangar space, the airport sponsor may request that FAA Office of Airports approve an interim use of a hangar for non-aeronautical purposes for a period of 3 to 5 years. The FAA will review the request in accordance with Order 5190.6B

paragraph 22.6. Interim leases of unused hangars can generate revenue for the airport and prevent deterioration of facilities. Approved interim or concurrent revenue-production uses must not interfere with safe and efficient airport operations and sponsors should only agree to lease terms that allow the hangars to be recovered on a 30 days' notice for aeronautical purposes. In each of the above cases, the airport sponsor is required to charge non-aeronautical fair market rental fees for the non-aeronautical use of airport property, even on an interim basis. (64 FR 7721).

b. *FAA approval of a month-to-month leasing plan:* An airport sponsor may obtain advance written approval month-to-month leasing plan for non-aeronautical use of vacant facilities from the local FAA Office of Airports. When there is no current aviation demand for vacant hangars, the airport sponsor may request FAA approval of a leasing plan for the lease of vacant hangars for non-aeronautical use on a month-to-month basis. The plan must provide for leases that include an enforceable provision that the tenant will vacate the hangar on a 30-day notice. Once the plan is approved, the sponsor may lease vacant hangars on a 30-day notice basis without further FAA approval. If the airport sponsor receives a request for aeronautical use of the hangar and no other suitable hangar space is available, the sponsor will notify the month-to-month tenant that it must vacate.

A sponsor's request for approval of an interim use or a month-to-month leasing plan should include or provide for (1) an inventory of aeronautical and non-aeronautical land/uses, (2) information on vacancy rates; (3) the sponsor's procedures for accepting new requests for aeronautical use; and (4) assurance that facilities can be returned to aeronautical use when there is renewed aeronautical demand for hangar space. In each of the above cases, the airport sponsor is required to charge non-aeronautical fair market rental fees for the non-aeronautical use of airport property, even on an interim basis. (64 FR 7721).

c. *Other cases:* Advance written release by the FAA for all other non-aeronautical uses of designated aeronautical facilities. Any other non-aeronautical use of a designated aeronautical facility or parcel of airport land requires advance written approval from the FAA Office of Airports in accordance with Order 5190.6B chapter 22.

IV. Use of Hangars for Construction of an Aircraft

Non-commercial construction of amateur-built or kit-built aircraft is considered an aeronautical activity. As with any aeronautical activity, an airport sponsor may lease or approve the lease of hangar space for this activity without FAA approval. Airport sponsors are not required to construct special facilities or upgrade existing facilities for construction activities. Airport sponsors are urged to consider the appropriate safety measures to accommodate these users.

Airport sponsors also should consider incorporating construction progress targets in the lease to ensure that the hangar will be used for final assembly and storage of an operational aircraft within a reasonable term after project start.

V. No Right to Non-Aeronautical Use

In the context of enforcement of the Grant Assurances, this policy allows some incidental storage of non-aeronautical items in hangars that do not interfere with aeronautical use. However, the policy neither creates nor constitutes a right to store non-aeronautical items in hangars. Airport sponsors may restrict or prohibit storage of non-aeronautical items. Sponsors should consider factors such as emergency access, fire codes, security, insurance, and the impact of vehicular traffic on their surface areas when enacting rules regarding hangar storage. In some cases, permitting certain incidental non-aeronautical items in hangars could inhibit the sponsor's ability to meet obligations associated with Grant Assurance 19, *Operations and Maintenance*. To avoid claims of discrimination, sponsors should impose consistent rules for incidental storage in all similar facilities at the airport. Sponsors should ensure that taxiways and runways are not used for the vehicular transport of such items to or from the hangars.

VI. Sponsor Compliance Actions

a. It is expected that aeronautical facilities on an airport will be available and used for aeronautical purposes in the normal course of airport business, and that non-aeronautical uses will be the exception.

b. Sponsors should have a program to routinely monitor use of hangars and take measures to eliminate and prevent unapproved non-aeronautical use of hangars.

c. Sponsors should ensure that length of time on a waiting list of those in need of a hangar for aircraft storage is minimized.

d. Sponsors should also consider including a provision in airport leases, including aeronautical leases, to adjust rental rates to FMV for any non-incidentally non-aeronautical use of the leased facilities. In other words, if a tenant uses a hangar for a non-aeronautical purpose in violation of this policy, the rental payments due to the sponsor would automatically increase to a FMV level.

e. FAA personnel conducting a land use or compliance inspection of an airport may request a copy of the sponsor's hangar use program and evidence that the sponsor has limited hangars to aeronautical use.

The FAA may disapprove an AIP grant for hangar construction if there are existing hangars at the airport being used for non-aeronautical purposes.

Issued in Washington, DC, on the 9th of June 2016.

Robin K. Hunt,

Acting Director, Office of Airport Compliance and Management Analysis.

[FR Doc. 2016-14133 Filed 6-14-16; 8:45 am]

BILLING CODE 4910-13-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

21 CFR Parts 660, 801, and 809

[Docket No. FDA-2013-N-0125]

RIN 0910-AG74

Use of Symbols in Labeling

AGENCY: Food and Drug Administration, HHS.

ACTION: Final rule.

SUMMARY: The Food and Drug Administration (FDA or the Agency) is issuing this final rule revising its medical device and certain biological product labeling regulations to explicitly allow for the optional inclusion of graphical representations of information, or symbols, in labeling (including labels) without adjacent explanatory text (referred to in this document as "stand-alone symbols") if certain requirements are met. The final rule also specifies that the use of symbols, accompanied by adjacent explanatory text continues to be permitted. FDA is also revising its prescription device labeling regulations to allow the use of the symbol statement "Rx only" or "R only" in the labeling for prescription devices.

DATES: This rule is effective September 13, 2016.

FOR FURTHER INFORMATION CONTACT: For information concerning the final rule as it relates to devices regulated by the Center for Devices and Radiological Health (CDRH): Antoinette (Tosia) Hazlett, Center for Devices and Radiological Health, Food and Drug Administration, Bldg. 66, Rm. 5424, 10903 New Hampshire Ave., Silver Spring, MD 20993-0002, 301-796-6119, email: Tosia.Hazlett@fda.hhs.gov.

For information concerning the final rule as it relates to devices regulated by the Center for Biologics Evaluation and Research: Stephen Ripley, Center for Biologics Evaluation and Research, Food and Drug Administration, 10903 New Hampshire Ave., Bldg. 71, Rm. 7301, Silver Spring, MD 20993-0002, 240-402-7911.

SUPPLEMENTARY INFORMATION:

Executive Summary

Purpose of the Regulatory Action

The final rule explicitly permits the use of symbols in medical device labeling without adjacent explanatory text if certain requirements are met. The medical device industry has requested the ability to use stand-alone symbols on domestic device labeling, consistent with their current use on devices manufactured for European and other foreign markets. The final rule seeks to harmonize the U.S. device labeling requirements for symbols with international regulatory requirements, such as the Medical Device Directive 93/42/EEC of the European Union (EU) (the European Medical Device Directive) and global adoption of International Electrotechnical Commission (IEC) standard IEC 60417 and International Organization for Standardization (ISO) standard ISO 7000-DB that govern the use of device symbols in numerous foreign markets.

Summary of the Major Provisions of the Regulatory Action in Question

FDA has generally interpreted existing regulations not to allow the use of symbols in medical device labeling, except with adjacent English-language explanatory text and/or on in vitro diagnostic (IVD) devices intended for professional use. Under the final rule, symbols established in a standard developed by a standards development organization (SDO) may be used in medical device labeling without adjacent explanatory text as long as: (1) The standard is recognized by FDA under its authority under section 514(c) of the Federal Food, Drug, and Cosmetic Act (FD&C Act) (21 U.S.C. 360d(c)) and the symbol is used according to the specifications for use of the symbol set

James A. Lutz
E9349 Happy Hill Rd.
North Freedom, WI 53951

Dear City Council President and Esteemed Aldermen,

My wife and I are writing to you to plead our case for your consideration.

We have very recently returned home to Wisconsin after living in Texas for the past 14 years. We are so very glad to be home and have spent much time over the past year deciding just where we want to buy a house, invest our resources and resume our lives once we have returned. I am born and raised south of Stevens Point and my wife, Karen is from the Columbus area. We've decided Baraboo is the place for us because of its location, size, the beautiful area surrounding it and the friendly people we meet here. We have been dreaming of buying a house and joining this community as we approach our retirement years. It is only recently we have been made aware of a City Ordinance that causes us concern - the ordinance limiting each household to two dogs.

We have three beloved dogs. Bart (named for my lifelong favorite Packer) is a year old and about 30 pounds. Samantha is two years about 40 pounds, and my precious old dog Lily is 13 years old, has two rebuilt back knees, is about 50 pounds and likely hasn't that many years left with us. All three are rescue dogs we acquired as puppies while living in Texas and they are like our children.

I give you my word and assure you that Karen and I are responsible dog owners. The dogs are all housedogs that go out into a fenced backyard to do their business, which we always clean up. They are never left outside unattended or allowed to bark excessively for any reason. We take them on walks always on leash, we make sure we are very careful with contact with strangers when out for walks and work very hard at training them. We take care of their health with all needed shots; they are all spayed or neutered. They are good dogs and we love them very much.

It is our greatest wish to live in Baraboo and are interested in buying one of the lovely older homes for sale as soon as you grant our request and we find the perfect property. In fact we had 3 or 4 home showings scheduled with our realtor that we cancelled upon finding out about the ordinance. We understand the reason for the ordinance – we agree with anything that promotes responsible pet owning. We just ask that you please consider our case and allow us to follow our dream of becoming a part of this wonderful city by granting us a waiver on this ordinance.

Thank you in advance for your consideration,

James A. Lutz

BARABOO
COMMUNITY ACTIVATED RECOVERY ENHANCEMENT (C.A.R.E.)
MEMORANDUM OF UNDERSTANDING

Vision:

To build a life worth living sober.

Mission:

Provide timely, quality, personalized care to restore individuals and lift families and communities out of opiate addiction in a non-judgmental manner, balancing treatment and prevention.

Charter:

C.A.R.E. is a broad group of agencies, organizations and individuals that assist those recovering from addictions and fostering sustainable membership in the community. Organizations and individuals work collaboratively to increase community awareness and access to treatment for Sauk County residents. Working from a medical and biopsychosocial perspective, recovery services are designed to be person-centered, team based, and promote self-sufficiency.

The continuum of community-based psychosocial services, assured by the counties for recovering clients, is an important part of the infrastructure on which all other addiction treatment services depend. Psychosocial rehabilitation services are recognized by the partnership as an essential approach to enabling and empowering consumers into self-directed care. C.A.R.E. is committed to sustaining and expanding psychosocial rehabilitation services by the addition of medication assisted treatment for opiate addiction.

Stakeholders represent a balance of countywide and local interests. Recovery requires professional guidance and occurs where people live, among families and natural supports. Recovery support may continue for as long as one to two years to ensure the transition of informal and natural supports as needed.

C.A.R.E. is committed to the establishment of local C.A.R.E. Committees to enable meaningful access and input from the four geographic centers around Sauk County; Sauk Prairie, Baraboo, Reedsburg and Spring Green. Each C.A.R.E. Committee has voice, access and ownership of the implementation of services locally and the ability to shape implementation of the C.A.R.E. grant sponsored by DHS.

I. Goals

A. Goals of C.A.R.E. include:

For Sauk County residents:

1. Network with other professionals and agencies focused on substance use/ abuse prevention and coordination of existing treatment resources.
2. Work collaboratively to enhance community awareness with respect to substance use/abuse.
3. Work collaboratively to identify gaps in community awareness, prevention, and treatment of substance use/abuse.
4. Work collaboratively and creatively on increasing service options for substance use/abuse in Sauk County. Efforts may include:
 - a. Collective grant writing as approved by membership.
 - b. Participation in research efforts as approved by membership.
 - c. Advocacy for enhancement of substance use/abuse prevention efforts and treatment resources as approved by membership.
 - d. Participation in other community projects and/or efforts as agreed upon by membership.

II. Roles

The roles of each member organization in C.A.R.E. are to consistently attend meetings and subcommittees as determined by the C.A.R.E. membership. C.A.R.E. committee members will work to contribute to the goals and projects of C.A.R.E. with approval and authorization from their respective agencies.

III. Ethical Agreement for C.A.R.E. Members

All C.A.R.E. members agree to the following:

1. Follow the ethical and professional standards of the discipline/agency to which they belong.
2. C.A.R.E. members agree to uphold confidentiality of consumers who participate in C.A.R.E.
3. C.A.R.E. members agree to treat those receiving services with respect and avoid any aspect of sexual contact or abuse to those we serve.
4. C.A.R.E. members agree to avoid behavior that would be considered a conflict of interest.
5. Violation of this ethical agreement will result in my immediate resignation from C.A.R.E.

IV. Governance /Dispute Resolution:

- A. Each member organization of C.A.R.E. will have at least one fully authorized representative present either in person or by phone at all scheduled C.A.R.E. meetings.
- B. At the first meeting following the signature of the agreement, C.A.R.E. representatives shall elect, from their membership, a chair, a vice chair, and a secretary that shall serve a one-year term. A simple majority of the representatives present shall be sufficient to elect the officers.

- C. C.A.R.E. participants agree to maintain frequent communications with each other with regard to the work to be accomplished in order to minimize disagreements. If any party to this agreement reasonably believes that any other party is not reasonably discharging an obligation or performing a duty which this agreement requires of that party, they will make a good faith attempt to resolve the issue. C.A.R.E. will strive to make all decisions by consensus. In the event that a consensus cannot be reached, and a decision needs to be made, a vote will be taken, and in order to pass, a $\frac{3}{4}$ vote of the membership of the organization shall be required to adopt the decision.
- D. Individuals that are participating in C.A.R.E. do so at the discretion of the C.A.R.E. member organizations and do not have voting privilege for decision making.

V. Fiscal:

- a. Those agencies participating in C.A.R.E. agree to do so as an in kind staff time collaborative effort and as such there are no dues or fees for participation.
- b. C.A.R.E. is not a funded entity and as such does not have fiscal responsibility for its work and efforts. In the event that C.A.R.E. receives financial donations they should be directed to _____, attention
(Community Name) _____ C.A.R.E.
- c. In the event that C.A.R.E. agencies agree to collective grant writing, there will be a designated grant receiving agency or independent entity which will apply for the grant with other C.A.R.E. agencies.
- d. Writing letters of approval as agreed upon independently by each agency. These grants must not fiscally obligate the C.A.R.E. member agencies other than in kind staff time which would be described specifically in the grant itself and letter of support.

VI. Termination of the MOU

- A. Any party can terminate participation in C.A.R.E. and this MOU, with 60 (sixty) days' notice to the other members of C.A.R.E. Should 50 (fifty) percent of organizations or more terminate their involvement in C.A.R.E., a new MOU will need to be developed between the remaining parties of this agreement.
- B. This agreement will be reviewed and if necessary amended every 3 (three) years or as needed by consensus vote of the C.A.R.E. membership.

VII. Contact Information/Designated/delegated voting members:

Sauk County:

Human Services: (608)355-4200

Dan Brattset-
Sharon Boesl -
Joyce Dumke -
Melinda Holt -
Phillip Robinson -

Public Health: (608) 355-3290

Cathy Warwick - cwarwick@co.sauk.wi.us

Sheriff's Office: (608)355- 3210

Richard Meister -
Lewis Lange -

Criminal Justice Coordinator: 355-4880

Janelle Krueger - jkrueger@co.sauk.wi.us

State of Wisconsin:

District Attorney's Office: (608) 355-3280

Linda Hoffman -

Probation and Parole: 355-3847

Kathy Laatsch -

Public Defender: 355-3184

Puck Tsai - tsai@opd.wi.gov

Division of Mental Health and Substance Abuse Services: 261-0652

Andrea Jacobson -

Elizabeth Collier - Elizabeth.Collier@dhs.wisconsin.gov

Tellurian: (608) 220-5002

Tom Engels -
Erin Tiedeman -
Stephanie Gissal -
Jennifer Linderud -
Heidi Schultz -
Andy Schmitz - aschmitz@tellurian.org

Vivitrol - (608) 628-2203

Suzanne Luttinen - Suzanne.Luttinen@alkermes.com

Local Community (Each C.A.R.E. Committee)

Baraboo Police Dept.:

Ryan LaBroschian –
Rob Sinden – rsinden@cityofbaraboo.com

Baraboo EMS: 963-7152

jrago@barabooems.com

St. Clare E.R.: 356-1443

Casi Frei –
Lori LaMasney –

St. Clare Hospital:

Scott Wysocki@ssmhc.com

Baraboo Dean: 355-3800

Jill Krueger –

Dean Clinic and St. Clare Hospital:

Dr. Dan Sessler – danny.sessler@deancare.com

Prairie Clinic –

Dr. John McAuliffe – jmeauliffe@prairieclinic.com

Baraboo City Council:

John Ellington –
Michael Plautz – plautz8@charter.net

Baraboo School District:

Lori Mueller –
Dani Scott – dscott@baraboosechools.net

Madison College, Portage/Reedsburg –

Paul Anderson –

Lutheran Social Services –

James Benkard –
Samantha Feryance –

Innervisions Counseling:

Colleen James –

St. Clare Center:

Kimberly Lohman – Kimberly_lohman@ssmhc.com

Boys and Girls Club of West Central Wis:

Karen DeSanto – karend@bgcwestcentralwi.org

Hope House: 356-9123

Ellen Allen –
Laci Pustina –

Past CASA: 477-2985

Jill Garcia-Richmond –

Leadership Group: 697-5045

Mary Schmucker – schmuckerx13@gmail.com

Community Members:

Richard Ofstun –

Deb O'Rourke –

JoEllen Waddell – Joellen51@gmail.com

Authorized Signature (one per agency):

Each party agrees to meet annually to review this document if significant staffing changes or policy and procedure changes affect the process defined in this Memorandum.

AGENCY	NAME (PRINT)	SIGNATURE	DATE
Sauk Co. Dept. of Human Services			
Sauk Co. Public Health			
Sauk Co. Sheriff's Dept.			
Criminal Justice Coordinator			
Baraboo Police Dept.			
Baraboo EMS			
St. Clare Hospital			
Baraboo -- Dean Clinic			
Dean Clinic & St. Clare Center			
Prairie Clinic			
Baraboo City Council			
Baraboo School District			
Madison College, Portage/Reeds.			
Lutheran Social Services			
Innervisions Counseling			
St. Clare Center			
Boys & Girls Club of WCWis.			
Hope House			
Past CASA			
Leadership Group			
Tellurian			
Vivitrol			
Sauk Co. District Attorney's Office			
State of WI Probation and Parole			
State of WI Public Defender			
State of WI Division of Mental Health & Substance Abuse Services			

