ADMINISTRATIVE COMMITTEE AGENDA

Date and Time:	Tuesday, August 23, 2016, 6:30 p.m.
Location:	City Administrator's Office, 135 4th Street, Baraboo, WI 53913
Full Paper Notices to Members:	Alds. 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:	none

1. Call to Order.
2. A. Compliance with Open Meeting Law. B. Approve minutes of August 9, 2016.
3. Approve agenda.
4. Consider amending Ordinance 12.13(12) to allow a broader special exception to the number of dogs and cats per household.
5. Member Comments.
6. Date and time of next meeting: September 12, 2016, noon.
7. 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 l35 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 **August 9, 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 Alt and seconded by Ellington and carried to approve the minutes of June 6, 2016. Motion by Alt, seconded by Ellington to approve the agenda and carried unanimously.

Airport Operations: Giese reviewed monthly airport activities including clearing the Coolidge property. No action was taken.

Stoeckmann Living Trust Lease – Darryl Veit intends to purchase the hanger from William Stoeckmann Living Trust and is requesting that the lease be assigned to him. Moved by Alt, seconded by Ellington and carried unanimously to allow the lease transfer.

Airport Operations Seminar – The Bureau of Aeronautics announced a Land Use and Planning Seminar for Airport Owners in September. All members were encouraged to attend if they are available. No action taken.

FAA Policy on Use of Hangars – the revised FAA policy requiring an aviation use of hangers at airports was reviewed, together with the draft of a letter that will be sent to all hanger tenants. The letter asks hanger owners to self report their use of the hanger to show that the Baraboo-Dells Airport is in compliance with the federal policy. We will work with those hanger owners who are not in compliance during the next year in an effort to bring them into compliance. No action taken.

James Lutz Dog Exception – James Lutz and his wife Karen Hein were in attendance and reported that they recently moved back to Wisconsin and desire to live in Baraboo. In searching for homes in Baraboo, they discovered our local ordinance limiting to 2 dogs per household and they currently have 3. One of the dogs is fairly old and has had surgeries. They don't intend to have 3 dogs after the older one passes. They are very responsible dog owners and don't want their dogs to be a nuisance to anyone else. They will fence the yard and their dogs mostly remain in the house. They walk their dogs at Devil's Lake and stressed that they are not intending to replace a dog and can drop to 2 dogs after one dies.

Alene reviewed the dog exception rulings in Chapter 12 of the City Code, noting the need for additional animals is based on physical disabilities of persons living in the household. All members desired to change the ordinance to allow multiple animals in these situations. The committee suggested that they proceed with finding a house and notify the City when they move into city limits. They were encouraged to register their dogs when they become residents. The Committee made a distinction with people who desire to move to Baraboo rather than those who are already residents.

CARE MOU – Alene explained that this will be an internal document and does not need Committee action. No action taken.

Runway Reconstruction Video – The Committee watched a video that explained the options for reconstructing the runway in 2018. The options are reconstructing the existing footprint, or widening the runway to 100'. The widening would require a greater local cost since it is not eligible for state and federal funding at this time. The Committee asked for information on the City's return on investment and questioned if the widening would improve the local economy in any measureable way. Members were referred to the Mayor who is representing the City at the Airport Owner's meetings. No action taken.

The next meeting will be Monday, September 12 at noon.

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

Cheryl M. Giese
Clerk-Finance Director

Ordinance No.

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) [x] 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 solely upon the physical and/or mental health needs of a disabled person who resides within the household and such need shall be supported by a written report filed with the City provided by the disabled person's treating medical doctor, psychiatrist or psychologist.~~ 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.

~~(g) The excess number of such animals shall be permitted only during the period that the disabled person resides in the household.~~ 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: _____