

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, April 23, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, Thurow
Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, M. Hardy, C. Haggard, Judy Spring, Cully Shelton, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Wedekind and carried to approve the minutes of April 9 and April 16, 2019.

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

Compliance with the Open Meeting Law was noted.

PRESENTATIONS - The Mayor read the following proclamations declaring:

- April 26, 2019 as National Arbor Day
- May 11, 2019 as World Migratory Bird Day
- Week of May 11-18, 2019 as Creative Economy Week
- May, 2019 as National Senior Health & Fitness Month

PUBLIC INVITED TO SPEAK – No one spoke.

CONSENT AGENDA

Resolution No. 19-21

THAT the Accounts Payable, in the amount of \$1,022,818.43 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

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

2ND READING ORDINANCES

Moved by Sloan, seconded by Petty and carried unanimously to approve the 2nd reading of **Ordinance No. 2517** amending Section 3.15, Procedure for Competitive Bidding, of the Baraboo Municipal Code to account for the Common Council's adoption of the City's Purchasing Policy.

NEW BUSINESS

Resolutions:

Resolution No. 19-22

THAT the City approve the First Amendment to the Intergovernmental Agreement For Use of 2018/2019 Stewardship Grant Funds and direct Parks, Recreation and Forestry Director Mike Hardy to complete all documentation necessary related to the Maxwell-Potter Conservancy Kayak Launch grant project.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 19-22** be approved-9 ayes.

Resolution No. 19-23

WHEREAS, the City accept the proposal from Weyh's Window Washing to clean windows for 1 year; and

NOW, THEREFORE, BE IT RESOLVED, that a budget amendment for \$1,792 be made to increase expenditures for the Municipal Building.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 19-23** be approved-9 ayes.

Resolution No. 19-24

BE IT RESOLVED, that the Common Council of the City of Baraboo, Sauk County, Wisconsin, does hereby ratify and affirm the Baraboo-Wisconsin Dells Regional Airport Commission petition for state airport development aid dated April 16, 2019.

Moved by Wedekind, seconded by Alt and carried that **Resolution No. 19-24** be approved-9 ayes.

Resolution No. 19-25

WHEREAS, our United States Constitution requires a Census of the population of our nation every ten years, and

WHEREAS, Census information is used to determine how many members our state has in the United States House of Representatives and is also used to determine districts in our state legislature ad local governing bodies, and

WHEREAS, having an accurate and complete Census count is important to our community in determining Federal and State aids and grants, economic development, housing assistance, transportation improvements, and many other uses, and

WHEREAS, every resident of our community counts and deserves to be counted,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BARABOO, SAUK COUNTY WISCONSIN

THAT the City of Baraboo recognizes the importance of the 2020 Census and agrees to form a Complete Count Committee either in conjunction with Sauk County and for the Community with appropriate sub-committees as needed, and to promote the Census to assure that all residents of our community are counted and, further

THAT we will join with the municipalities of Reedsburg, Sauk City, and Prairie du Sac, and the Sauk County Board in the formation of said committee.

Moved by Ellington, seconded by Kolb and carried that **Resolution No. 19-25** be approved-9 ayes.

COMMITTEE OF THE WHOLE

Moved by Kolb, seconded by Alt to convene as a Committee of the Whole to discuss the City Administrator Recruitment.

Mayor Palm noted that Adm. Geick has given his upcoming retirement. The Council was given a

proposed City Administrator Recruitment Process outline. The goal is to have a new City Administrator hired by October, which will allow one month of shadowing before Adm. Geick retires. This is also an important time because we will be finalizing the budget for the following year.

We are looking at hiring a professional recruiter. Mayor Palm will establish a recruitment committee to work with the recruiter and be the oversight committee. From the applicants, we will create an interview list and we hope to start interviewing in August. Once we have established a semi-finalist list, groups made up of the City Council, Department Heads, and Community Leaders will interview them. After these interviews, we will have a finalist list and these candidates will again be interviewed by the City Council for a final selection.

Mayor Palm and members of the Council agree that hiring a professional recruiter will assist in selecting qualified candidates from the applications received.

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

OTHER ACTIONABLE ITEMS

- Moved by Kolb, seconded by Plautz to approve the City Administrator Recruitment Process Outline. Motion carried unanimously.
- Moved by Petty, seconded by Sloan to authorize the City to solicit bids for a professional recruiter. Motion carried unanimously.

ADMINISTRATOR AND COUNCIL COMMENTS

None.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for March, 2019 from – Treasurer and Fire Department

Minutes from the Following Meetings –

Finance/Personnel Committee – Dennis Thurow Committee Room, #305

April 9, 2019

Members Present: Petty, Thurow, Sloan

Absent: none

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, T. Pinion

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of March 26, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$609,013.38**. Motion carried unanimously.
- b) **Approve the Purchasing Policy** – C. Haggard noted that one significant change to the policy is the dollar amount that requires we obtain bids will increase from \$500 to \$1,000. Atty. Truman explained that the other changes to the policy were general updates. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Approve the 1st Qtr. 2019 Financial Reports** – C. Haggard explained the new layout for these reports and noted any significant budget changes. The committee reviewed the financial reports. These reports are informational only; no action taken.
- d) **Approve the 1st Qtr. 2019 Budget Amendments** – The committee reviewed the budget amendments. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Approve the Sauk County MIS Memorandum of Understanding for the Provision of Intergovernmental services to the City of Baraboo for Computer Network and Technical Services** – Adm. Geick explained that the first agreement with Sauk County was back in about 2011. There have been minor updates to the agreement since then. The update before the committee now includes approving a Technology Policy and new rates. Atty. Truman has reviewed this MOU and has no questions. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- f) **Review and recommendation to Common Council to approve the Technology Use Policy with the Sauk County MIS Department for the City's computer network and security systems.** * Adm. Geick explained that this is removing all the tech items out of our Employee Handbook and moving them into this policy; taking an expanded Tech Policy based on what the County has and creating a separate policy for the City. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- g) **Review and recommendation to Common Council to amend Section 3.15, Procedure for Competitive Bidding, of the Baraboo Municipal Code to account for the Common Council's adoption of the City's Purchasing Policy.** * - Atty. Truman noted that this is purely housekeeping. The changes to the code will allow for future adoptions of the purchasing policy without changing the Municipal Code. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

Informational Items

- a) City Attorney's report on insurance claims – None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:30pm.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting April 09, 2019

Members Present: T. Wickus, , S. Fay, B. Stelling

Member Absent: L. Steffes

Call to Order: Chairman Wickus presided over the meeting, called it to order at 9: A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Fay seconded by Stelling, and unanimously carried to approve the minutes of the Sept 18, 2018 meeting.

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

Old Business:

New Business: Moved by, Fay seconded by Stelling to approve the following marketing items

Devils Lake Guide ad \$1,250.00, Devils Lake map ad \$525.00, City Newsletter \$335.00, Brava Magazine \$1,085.00, Banner on Broadway St \$205.04

Design services for Next Level Creative & Lorriane Ortner-Blake for the projects above

Adjournment: Moved by Stelling, seconded by Fay and unanimously carried to adjourn at 9:45 A.M.

Baraboo Economic Development Commission Meeting Minutes

April 4, 2019

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

Chair Jim Bowers called the meeting to order at 5:30 PM at the Baraboo Municipal Building, 101 South Blvd, Room 205, Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call

Present: Bowers, Umhoefer (5:37), Alt, Ayar (5:40), Bingle, Palm, Platt-Gibson, Reppen, Taylor, Wastlund, White

Absent: Caffisch, White

Other: Ed Geick, Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented

Taylor (1); Alt (2)

Aye: All via voice vote

Nay: None

IV. Approve Minutes

Motion to approve the minutes for March 7, 2019.

Taylor (1); Johnson (2)

Aye: All via voice vote

Nay: None

V. Public Comment

a. Presentation by Ms. Laura Walczak, President, St. Clare Hospital

Ms. Walczak provided the Board with an overview of the rich history of St. Clare Hospital in Baraboo and the overall philosophy of SSM Health Care. She indicated that "health care is an extension of humanity" and that Baraboo has done an outstanding job in this area.

Ms. Umhoefer enters at 5:37

Ms. Walczak also gave an update on how St. Clare has responded to the overall health care needs of the area. She discussed the additional health services now being offered in the area and the new Physicians that have begun their practice in Baraboo. She discussed how they have created a strong working environment with their staff, patients and the community to strengthen the health care in the area.

Mr. Bowers asked how she felt the community welcomed her when she moved to Baraboo. She described the experience as a very welcoming community. People were very helpful to her and her family and she felt very comfortable.

VI. Old Business

a. Updates on Development Activities

Ed Geick provided an update on various activities

- The 2020 Census preparation has begun
- DEZ Arms is looking at a ground breaking and plans to be open in the fall of 2019
- The Discover Wisconsin Show will have its official airing on April 20, 2019. A preview will be held on April 8, 2019 at the Al. Ringling Theater
- A Diversity Committee is being formed as there are still several issues throughout the area.
- The High School senior class went to Skokie, IL to visit the Holocaust Museum.
- There is also a new story on BuzzFeed regarding the photo incident from last fall.

b. Updates from Plan Commission and Council

Mayor Palm spoke on the following items:

- The Planning Commission did not meet last month.
- The City did a re-zoning approval for 52 acres from Agriculture to Planned Industrial Business
- The City has been finishing the CLOSE program application
- Al. Ringling Brewing has submitted a grant application for funding.
- The Devil's Lake Interpretive Center had approximately 65 people attend their meeting

c. Update from economic development partners and collaborators

- Dr. Ayar indicated the University has been looking at 2 new programs through UW Platteville
- Ms. Platt-Gibson indicated that the cancer center has had patients from 82 different zip codes. The Hospital is looking at rural mental health issues in cooperation with the City of Reedsburg.
- Mr. Taylor indicated that the delinquency rate at the Bank is extremely low.
- Mr. Johnson indicated that the milk market is improving
- Ms. Umhoefer indicated that the Luther College Cathedral Choir will be at the AL. Ringling Theater as part of a fund raiser
- Mr. Bingle indicated that the renovations at the ICF are going well. All the trails are open at Mirror Lake and Devil's Lake State Parks. He is also resigning from the Board as he is relocating out of the area to pursue his Graduate Degree
- Mr. Reppen indicated that Servo is doing well
- Ms. Wastlund indicated that the CDA is working on its Strategic Plan
- Mayor Palm indicated that they are filming across the state on the issue of pothole and he has been asked to be part of the production
- Mr. Bowers indicated that the Village of West Baraboo Plan Commission is taking comments on a proposed homeless shelter in the village.

d. Consideration of development of a strategic plan for BEDC

i. Ad Hoc Committee on Eastside Corridor Study

Mr. Alt indicated that no comments have been received as a result of the Eastside Plan being distributed to the area residents.

ii. Ad Hoc Committee on Business Walk

No updates on the prior Business Walk

VII. New Business

a. Discussion of Business Walk for 2020.

Staff indicated that if BEDC would like to schedule a second Business Walk for 2020 that we should indicate that soon. Staff will begin to coordinate the process.

VIII. Update Partner Presentation Schedule

Speakers will be scheduled for every other month. The next speaker will be the Sauk County Sheriff. Other speakers will be regarding agriculture and water resources

IX. Commissioner and City Staff comments

Ms. Wastlund asked on how resident are being informed regarding BEDC activities.

Mr. Bowers indicated that the High School has its own Food Pantry.

X. Adjournment

Motion to adjourn the meeting was made at 7:10 pm.

Bingle (1); Wastlund (2)

Aye: All via voice vote
Nay: None

BID Parking Committee Meeting Minutes

Date: 3-14-2019

Location: The Jewelers Edge

Members in Attendance: Sarah Fay, Sheila Byberg

The meeting was called to order at 9:40am and noted compliance with the Open Meeting law

Meeting Minutes:

Moved by Byberg, seconded by Fay and unanimously carried to approve the minutes from last meeting

Agenda: Moved by Byberg, seconded by Fay and unanimously carried to approve the agenda as presented

- I. Review budget and spending to be done in 2019
- II. RFP for weed removal
 - a. Landscape Techniques
 - b. Red Shed
 - c. Gatehouse Gardens
 - d. Others?

A motion to adjourn was made by Byberg, seconded by Fay. Meeting adjourned at 10:50am

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

UW Campus Comm.	03-21-19	Baraboo District Ambulance	02-27-19
Park & Recreation	03-18-19	CDA	04-02-19
Friends of the Library	04-02-19, 04-10-19		

Petitions and Correspondence Being Referred – None.

ADJOURNMENT

Moved by Ellington, seconded by Sloan, and carried on voice vote, that the meeting adjourn at 7:26pm.

Brenda Zeman, City Clerk