

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, May 14, 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, C. Haggard, T. Pinion, K. Stieve, J. Bergin, C. Kipp, Brendon Meyer, Ian Carroll, Dr. M. Mendoza, Mitchell Burri, Ben Bromley, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Wedekind and carried to approve the minutes of April 23, 2019.

Mayor Palm noted that the GEM Award will be presented to Jay Smith on June 11, 2019 not tonight as indicated on the agenda. Moved by Petty, seconded by Ellington and carried to approve the amended agenda.

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

**PRESENTATION** – None.

**PUBLIC HEARING** – None.

**PUBLIC INVITED TO SPEAK** – Ben Bromley, 1009 Connie Road, West Baraboo, addressed the Council to make sure everyone knew this would be the last Council meeting he would be covering as a reporter for the Baraboo News Republic. Starting next week he will be working for the Baraboo Area Chamber of Commerce. He notes that it has been a pleasure working with everyone and appreciates the helpfulness and openness of the staff and elected officials.

**MAYOR'S COMMENTS** –

- The Mayor read the National Public Works Week Proclamation.
- The Mayor congratulated the following Police Department staff on their anniversaries:
  - Detective David Frie on his 15<sup>th</sup> Anniversary
  - Patrol Officer Brandon Vrchota on his 10<sup>th</sup> Anniversary
- The Mayor read the Police Week Proclamation
  - Chief Schauf presented a Citizen Award to Dr. M. Mendoza for his outgoing efforts in assisting on an emergency call at Walmart where a young child, who did not speak English, had gotten their arm stuck. Dr. Mendoza was able to calm the child and assist in freeing their arm.
  - Chief Schauf presented a Citizen Award to Mitchell Burri for his assistance in capturing a disruptive subject who was involved in a bar fight and had fled on foot from responding officers.
  - Chief Schauf presented a Business Award to Belco Vehicle Solutions for their outstanding customer service to the Baraboo Police Department. Their dedication has saved the Police Department both time and money
  - The Oath of Office was administered to Police Officers #232 Brendon Meyer and #204 Ian Carroll. Officer Meyer's mother, Shelly, pinned him with his badge and Officer Carroll's wife, Kortnee, pinned him with his badge.

**CONSENT AGENDA****Resolution No. 19-26**

THAT the Accounts Payable, in the amount of \$1,903,764.50 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 19-27**

THAT, Tim Stieve and Joel Petty be re-appointed to the Baraboo District Ambulance Commission serving until April 20, 2021.

THAT, Phillip Zolper be appointed to the Library Board to fill the unexpired term of Jennifer Watts serving until June 30, 2020.

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

**NEW BUSINESS****Resolutions:****Resolution No. 19-28**

The Common Council grants a special exemption to Sally Wehler allowing her to keep three dogs in her residence until one of the three dogs passes, after which time she will be allowed to keep no more than two dogs in her residence. The exemption also requires Ms. Wehler to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Moved by Alt, seconded by Ellington and carried that **Resolution No. 19-28** be approved-9 ayes.

**Resolution No. 19-29**

RESOLVED by the City Council that pursuant to the provisions of Wis. Stat. SS 40.51 (7) hereby determines to continue in the Wisconsin Public Employers (WPE) Group Health Insurance program that is offered to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144)

We will continue to participate in the program option in which we are currently enrolled. If we wish to elect a new program option for 2020 we will file a separate resolution to do so.

All participants in the WPE Group Health Insurance program need to be enrolled in a program option. Individual employees cannot choose between program options.

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 19-29** be approved-9 ayes.

**Resolution No. 19-30**

That the Proposal for Asbestos Abatement at 314 Depot Street from Dirty Ducts Cleaning and Environmental, Inc., in the amount of \$10,855.00, is hereby accepted and all other bids are rejected.

Moved by Ellington, seconded by Alt and carried that **Resolution No. 19-30** be approved-9 ayes.

**Resolution No. 19-31**

The City hereby declares the alley as described below as a public alley and hereby accepts the Quit Claim Deeds from seventeen adjoining property owners to the City.

**Legal Description for Public Alley  
(From 2<sup>nd</sup> to 4<sup>th</sup> Street between Elizabeth and Camp Streets)**

A 20-foot wide strip of land located in the SE 1/4 of the SW 1/4 of Section 36, T12N, R6E, in the City of Baraboo, Sauk County, Wisconsin, centered about the line described as follows:

Commencing 137.5 feet west of the southeast corner of Lot 12 of Block 1 of Litchfield's Addition to the City of Baraboo, thence north approximately 594 feet to a point on the north line of Lot 20 of Block 1 of Litchfield's Addition to the City of Baraboo 138 feet west of the northeast corner of said Lot 20.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-31** be approved-9 ayes.

**Resolution No. 19-32**

THAT, the Mayor and City Clerk are authorized to sign the Agreement for Automatic Assistance City of Baraboo Fire Department and Delton Fire Department.

FURTHER, the Mayor and City Clerk are authorized to sign the corresponding Memorandum of Understanding for Automatic Assistance between City of Baraboo Fire Department and Delton Fire Department.

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 19-32** be approved-9 ayes.

**Resolution No. 19-33**

**WHEREAS**, several years ago, the Baraboo Public Library ("Library") and the First United Methodist Church ("Church") of Baraboo entered into an Option Agreement allowing the Library the option of purchasing land owned by the Church for the purposes of library expansion, with the following legal description, **THE WESTERLY 30' OF LOT 10, BLOCK 21, CITY OF BARABOO, FORMERLY KNOWN AS ADAMS, SAUK COUNTY, WISCONSIN** ("Property"), and

**WHEREAS**, after recent negotiations between the Library and the Church, the Church has agreed to sell the Property to the Library for the amount of \$45,000.00, contingent only upon being allowed to continue to use the garage currently located on the Property and being allowed to store snow on the Property, and

**WHEREAS**, the Property being sold is a part of a City parcel and not an entire parcel, and therefore can only be owned by an adjacent land owner which, in this case, is the City of Baraboo, and

**WHEREAS**, the money for the purchase of the Property will come from the Library's Building Fund and will not have a fiscal impact on the City of Baraboo.

**NOW, THEREFORE**, be it resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that contingent upon the Library Board approving the Offer to Purchase the Property, the City will submit an Offer to Purchase the Property to the Church and, should the Church accept the Offer to Purchase, the payment shall come from the Library’s Building Fund and the land shall be titled in the name of the City of Baraboo.

Moved by Kolb, seconded by Plautz and carried that **Resolution No. 19-33** be approved-9 ayes.

**Resolution No. 19-34**

That a 25-foot wide x 1,013-foot (+/-) permanent Storm Sewer Easement be obtained from the Sauk County Agricultural Society, Inc. in accordance with the attached Storm Sewer Easement and Exhibit and that the Mayor and City Clerk are hereby authorized to execute the corresponding documents.

Moved by Wedekind, seconded by Plautz and carried that **Resolution No. 19-34** be approved-9 ayes.

**Resolution No. 19-35**

That the position description for the City Administrator position be amended to more accurately reflect the duties and responsibility of the position, as shown on the attached Exhibit A to this Resolution.

**EXHIBIT A**

**DRAFT** - City Administrator Position Description

**CITY OF BARABOO  
Position Description**

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<b>Class/Title:</b>	City Administrator	
<b>Grade:</b>	Contract	<b>Created</b> June 2009/ <b>Updated:</b> April 2019
<b>Department:</b>	Administration	
<b>Reports To:</b>	Mayor and Common Council	

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**GENERAL PURPOSE:** The City Administrator is the chief administrative officer of the City. This position is responsible for the administration of the ordinances, services and policies set forth by the Common Council and for the administration of all day-to-day business affairs of the City.

**SUPERVISION:**

**received:** Baraboo operates under a Mayor/Council form of government. Corporate authority to operate the City is vested in the Common Council and the Mayor. The Administrator is responsible for and works under the direction, control, and command of the Council and takes direction from the Mayor.

**Exercised:** Cooperate with and assist the Police and Fire Commission, Library Board, and Community Development Authority in areas where they are vested with authority by Wisconsin Statutes or the City’s Code of Ordinances. Work closely with and through these bodies in the administration of their departments. The Administrator will cooperate with and assist other City officers vested with authority by Statutes and the City’s Code of Ordinances to administer and manage within their departments. The Administrator has the powers that are granted pursuant to City Ordinances, resolutions, and directives of the Council.

**ESSENTIAL PURPOSE, POWERS, DUTIES AND RESPONSIBILITIES:** *(The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

1. **Perform These General Duties:**
  - a. Establish administrative procedures to increase effectiveness and efficiency of City government according to current local government practices.
  - b. Work cooperatively with City Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Mayor, or a Council member.

- c. Keep informed about federal, state, and county legislation and administrative rules affecting the City. Submit reports and recommendations to Council.
  - d. Keep Council and Mayor informed of state and federal law changes impacting the City and that concern federal, state, and county funds available for local programs. Assist Department Heads and Council in obtaining funds.
  - e. Represent the City in matters involving legislative and intergovernmental affairs.
  - f. Act as the City's public information officer.
  - g. Establish and maintain procedures to facilitate communications between citizens and City government to resolve complaints, grievances, and other matters.
  - h. Promote the public and private sectors.
  - i. Provide leadership in the development of short/long range plans; responsible for the planning and program analysis of studies, reports, and recommendations.
  - j. Develop procedures, methods, and techniques that meet the City's present and future needs and improve efficiency, effectiveness, and quality of City services and programs.
  - k. Implement the administration of day-to-day business affairs of the City.
2. **Perform These General Responsibilities For The Common Council:**
- a. Attend Council meetings and assist Mayor and Council in the performance of their duties.
    - c. Ensure that agendas and materials are readied for Council, Committee, and other meetings.
  - dc. Assist in preparing ordinances and resolutions as needed.
  - ed. Keep Mayor and Council informed of Administrator's activities by issuing oral or written reports.
  - fe. Oversee management of the Baraboo-Wisconsin Dells Regional Airport including all operations under the direct responsibility of the Airport FBO.
  - gf. Recommend appointment, promotion, and suspension/termination of Department Heads.
3. **Carry Out These General Personnel Related Duties:**
- a. Serve as City's personnel officer and delegate personnel tasks as appropriate.
  - b. Ensure complete and current personnel records, including specific job descriptions for all City employees.
  - bc. Coordinate and administer City's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Finance and Personnel Committee and Council.
  - d. Develop and coordinate implementation of high standards of performance for employees.
  - e. Ensure that City employees have proper working conditions and remain up-to-date on best practices for employee safety.
  - f. Ensure compliance with local, state, and federal laws applicable to employment practices.
  - g. Conduct labor negotiations and collective bargaining discussions and bring agreements to the Council for ratification; monitor and ensure compliance with the City's collective bargaining agreements.
  - i. Carry out directives of the Mayor and Council, except where authority is vested by statute or code in a Board, Commission, or other City office.
  - j. Organize and conduct status meetings with the Mayor and Department Heads to coordinate programs to keep everyone current on City programs and practices.
  - 4l. Evaluate, at least annually, the job performance of Department Heads, and assist Council, Boards, and Commissions in appointment, promotion, and suspension/termination of a Department Head.
  - m. Ensure City policies (Employee Handbook, Employee Safety Manual, etc.) are up-to-date and are communicated to City employees.
  - n. Assist Department Heads with regard to specific personnel matters and problem resolution:
    - ai. Provide administrative direction, supervision, and coordination for Department Heads and employees.
    - bii. With Department Head cooperation, appoint, promote, and suspend/terminate employees below Department Head level.
    - diii. Work to resolve personnel problems or grievances.
    - eiv. Work with and assist Department Heads to ensure that employees receive opportunities for job-related knowledge and skill improvements through training and approve budgeted Department Head and employee requests to attend conferences, meetings, training schools, etc.
    - fv. Assist Department Heads to recruit, train, and evaluate subordinate employees with at least annual performance evaluations.
  - go. Assist, cooperate, and work with Police and Fire Commission, Airport Commission, Park and Recreation Commission, Library Board, and the Community Development Authority with regard to personnel matters:
    - i. Coordinate and assist with the annual job performance evaluations of their Department Heads (as applicable).
    - ii. Seek advice and recommendation on personnel policy related matters before implementing material changes.
    - iii. Make final decisions on the Airport Manager's performance and on the hiring and/or termination of any airport personnel.
    - iv. Assistb. with resolution of personnel problems or grievances.
6. **Carry Out These Budgeting And Purchasing Responsibilities:**
- . In conjunction with and under the direction of the Mayor, Council, and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual City Budget.
  - b. In coordination with the Finance Director:
    - i. Prepare and administer an annual budget for the Baraboo-Wisconsin Dells Regional Airport.
    - cii. Administer the Council adopted budget.
    - diii. Perform the duties and responsibilities of Comptroller as set forth in Wisconsin Statutes.
    - eiv. Report current financial condition and City's future needs to Mayor and Council; research availability of alternate funding for local projects; advise the Mayor and Council of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.

- fv. Administer and supervise the City's accounting system and ensure that the system employs methods in accordance with current professional accounting practices.
- gvi. Monitor revenues and expenditures and maintain debt schedules.
- hvii. Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
- iviii. Serve as City's purchasing agent. Supervise purchasing and contracting for supplies and services, provided it's a budgeted expense and provided Council's procedures and limitations provided by Statutes are followed.
- kix. Coordinate, assist, and approve requests for proposals; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Council approval.
- lc. Carry out Council actions and directives in conjunction with budgeting and purchasing which require administrative implementation or where directed by the Mayor or Council.
- md. Responsible for budget and purchasing matters assigned or delegated by the Mayor or Council.
- e. Execute contracts on the City's behalf when authorized by Council directive, policy or resolution.
- 5. **Peripheral Duties:**
  - a. Perform other duties assigned by the Council, Mayor, or City Committees, Commissions, or Boards.
  - 7b. Implement ordinances, resolutions, and directives of the Mayor, Council, and its Committees. Report difficulties encountered and progress/completion to the Mayor and Council.
  - c5. Direct the activities of the Information Technologies Workgroup.
  - 6d. Represent the City on ad hoc bodies or at meetings or projects directly affecting the City.
- Desired Minimum Qualifications.** Serve as the manager of the Baraboo-Wisconsin Dells Regional Airport.
- f. Ensure any and all delegated tasks are performed to the highest caliber.

#### **DESIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

1. -year college or university, preferably in the field of public administration, Fivepolitical science or urban planning and 5 years of municipal management experience. A Master's Degree in the field of public administration, political science or urban planning is preferred.
2. Experience in municipal planning and urban design.
3. Knowledge of personal computers, computer networks and standard office equipment.
4. Accounting and budgeting experience.
5. Experience working with citizens, contractors, engineers, design firms, government officials, etc., including with a diverse (economically, socially and culturally) population and have a proven ability to foster positive and productive working relationships with others.
- . Comfortable delegating work7, accepting responsibility and working independently.
7. Extensive public speaking and presentation experience.
8. Experience with Emergency Management and ICS 100, 200, 300, 400 and 700 certificates.
9. Live within the City limits within two years of appointment.
- Necessary**10. Ability to multitask and modify priorities.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

1. **Working Knowledge Of:** Fund accounting; computers and electronic data processing, including Microsoft Office Suite; Legal descriptions and documents.
2. **nowledge Of:** State Statutes, particularly Chapter 62 of the Wisconsin State Statutes relating to cities; State Open Meetings and Records Act; Generally accepted accounting principles; Budget administration, and State and Federal Rule 114 relating to airport management.
3. **Must Have:** Excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations.

**TTOOLS AND EQUIPMENT USED:** Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and 10-key calculator. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and Outlook. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address City emergencies including when out of town or after hours.

**PPHYSICAL DEMANDS:** *(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include:

1. Clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
2. Sufficient personal mobility as to permit the employee to visit other city, county, state, and private-sector offices and work locations.
3. Able to manage a demanding schedule of early morning and late night meetings.
4. Able to pass employment physicals including drug testing.

**WORK ENVIRONMENT:** *(The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* Many meetings are off-site and require travel by automobile to locations outside the City in all manner of weather conditions.

**SELECTION GUIDELINES:** Formal application, rating of education and experience, oral interviews, reference checks, background checks, and job related testing may be required. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**THE CITY OF BARABOO IS AN EQUAL OPPORTUNITY EMPLOYER**

Moved by Ellington, seconded by Alt and carried that **Resolution No. 19-35** be approved-9 ayes.

**Ordinances:**

Moved by Alt, seconded by Ellington and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2518** revising §7.02(2)(b)2, the Official Traffic Map, to provide for designated parking stalls to be used by persons with a disability that limits or impairs the ability to walk on the north side of the 200 block of 4<sup>th</sup> Avenue.

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

1. Revise Section 7.02(2)(b)2, the Official Traffic Map, to provide that there shall be a parking stall marked for use by persons with a disability that limits or impairs the ability to walk at the following locations:

The third and fourth parking stalls on the north side of 4<sup>th</sup> Street east of Birch Street, together with an access isle between said stalls.

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

Moved by Plautz, seconded by Petty and carried to approve the 1<sup>st</sup> reading of **Ordinance No. 2519** amending Sections 7.02(2)(b) and 7.03(3) of the Municipal Code of Baraboo thereby providing that all traffic approaching the intersection of 5<sup>th</sup> & Oak come to a complete stop. 8-ayes, 1-Nay (Wedekind)

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

1. Sections 7.02(2)(b) and 7.03(3) of the Municipal Code of Baraboo are hereby amended to provide that all traffic approaching in either direction on 5<sup>th</sup> and Oak Street shall come to a complete stop at the intersection of 5<sup>th</sup> & Oak.

2. The City Engineer is directed to revise the official traffic map of the City following installation of the requisite signage

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

Moved by Ellington, seconded by Plautz and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2520** creating §7.09(3) relating to a Limited Time Parking on 4<sup>th</sup> Avenue, from Broadway to Birch Street..

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

1. Section 7.09(3)(f)1 is revised as follows:

**7.09 Parking Restrictions**

**(3) LIMITED TIME PARKING**

- (b) 30 Minutes.

3. Six stalls on the north side of 4<sup>th</sup> Avenue, immediately east of the four handicap parking stalls that are designated immediately east of Birch Street.

- (d) Two Hours except where a 15 minute or 30 minute time period is specified under subs. (3)(a) and (3)(b) above.

20. The eight parking stalls on the north side of 4<sup>th</sup> Avenue immediately west of Broadway

- (f) Eight Hours. At all hours of the day, except on Saturdays, Sundays and legal holidays, no person shall park a vehicle for any longer than eight hours upon the following streets or portions thereof:

1. The south side of 4<sup>th</sup> Avenue, from Broadway to Birch,

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

Moved by Sloan, seconded by Plautz and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2521** amending §9.03 as follows:

**9.03 THROWING OR SHOOTING OF ARROWS, STONES AND OTHER MISSILES.** (2434 09/22/15)

- (1) PROHIBITED. No person shall throw or shoot any object, arrow, stone, snowball or other missile or projectile, by hand or by any other means, at any person or at, in or into any building, street, sidewalk, alley, highway, park, playground or other public place within the City.

- (2) EXCEPTIONS.

- (a) This section shall not apply to archery ranges in City parks which are authorized and supervised by the Park and Recreation Commission.

- (b) This section shall not apply while hunting with a State of Wisconsin issued hunting license. However, while hunting with a bow or crossbow, no person shall hunt within 100 yards from a building located on another person's land, unless that person who owns the land on which the building is located allows the hunter to hunt within the specified distance. Further, all persons hunting

with a bow or crossbow shall discharge the arrow or bolt from the respective weapon toward the ground.

- (c) This section shall not apply to any state or federally permitted activities.
- (d) The Chief of Police or designee shall be authorized to grant exceptions to this section, in the sole discretion of the Chief of Police or designee, when said exception is requested no less than three (3) business days prior to the date the activity will take place. By receiving an exception to this section, the person(s) receiving the exception agree to indemnify, defend and hold the City harmless for any acts and/or omission of the indemnifying party and its officers, employees, agents, participants, partners, affiliates, representatives and volunteers, as applicable, as it may relate to activity that will be performed as the result of the exception.

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2522** amending Section 1.10 of the City of Baraboo Municipal Code.

1.10 OFFICE OF CITY ADMINISTRATOR. (1725 03/15/94, 1821 07/11/95, XXXX 5/XX/19)

(1) DEFINITIONS. As used in this section, the following terms shall have the following meanings:

(a) “City Department” means the following departments of the City: Administration Department, Finance Department, Fire Department, Parks, Recreation and Forestry Department, Police Department, Public Works/Engineering Department, Water and Sewer Utilities.

(b) “Department Head” means the City employee in charge of a City Department.

(2) PURPOSE AND POWERS CITY ADMINISTRATOR. The Common Council hereby adopts this ordinance to create the City Administrator position to administer and coordinate the day-to-day operations and activities of the City. The Administrator shall only have such powers as are expressly granted to him/her pursuant to the City Ordinances, resolutions and directives of the Council and Mayor. Subject to the foregoing and without limiting the authority and control of the Council, its committees, and the Mayor and, except where authority is vested by the Wisconsin Statutes or Municipal Code of Ordinances in Boards, Commissions or City officers, the Administrator shall be the chief administrative officer of the City. (2033 11/14/2000)

(i) Work closely with the Department Heads to promptly resolve personnel problems or grievances and provide administrative direction, supervision and coordination of each Department Head.

a. Recommend to the Council or the appointing body as provided in §1.03 of this Code, the appointment, promotion, and, when necessary for the good of the City, the suspension or termination of a Department Head and City Attorney, and evaluate the job performance of Department Heads and City Attorney not less than once per year.

- b. Act as the approving authority for requests by Department Heads and City Attorney to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
  - c. Advise and assist Department Heads in the recruiting, training and evaluation of subordinate employees; assist, as necessary, Department Heads in undertaking not less than once each calendar year a job performance evaluation of all employees in their departments; and in conjunction and cooperation with the Department Heads, be responsible for the appointment, promotion, and when necessary for the good of the City, to take disciplinary action, including suspension and termination, of employees below the Department Head. (2161 09/28/2004)
- (ii) Assist, as requested, the Library Board and Community Development Authority with any personnel related matter including, but not limited to, the appointment, promotion, job performance evaluation, suspension or termination of the head of said department or subordinate employees.
  - (iii) Organize and conduct a monthly meeting with the Mayor, City Attorney and Department Heads to coordinate practices and programs and to keep all departments current in regard to City practices and programs; ensure all practices and programs are properly implemented by the Department Heads, as applicable.
  - (iv) Be responsible for such other personnel practices and matters as shall be assigned or delegated by the Mayor or Council.
- (l) Carry out promptly, efficiently and effectively the following financial responsibilities:
    - (i) In conjunction with and under the direction of the Mayor and Council coordinate, assist and be responsible for the preparation of the annual City budget in accordance with such guidelines as may be provided by the Mayor and Council and in coordination with Department Heads and City officials and pursuant to State Statutes. Administer the budget as adopted by the Council.
    - (ii) In coordination with the Finance Director:
      - (a) Perform the duties and responsibilities of Comptroller as set forth in §62.09, Wis. Stats.;
      - (b) Administer and supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices;
      - (c) Monitor revenues and expenditures and maintain debt schedules; coordinate financial advisors, bond counsel and rating agencies on debt issues; and serve as the purchasing agent for the City, supervising all

purchasing and contracting for supplies and services, provided that the expenditure has been specifically approved in the City budget and provided that the purchasing procedures established by the Council and any limitations provided by the Wisconsin State Statutes are followed; and

- (d) Coordinate, assist and approve requests for proposals, assist Department Heads in the preparation of specifications and the scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations and analyze bids with department heads and assist in the compilation of bid recommendations for Council approval.
  - (iii) Report regularly to the Mayor and Council on the current financial condition and future needs of the City.
  - (iv) Keep the Council and Mayor informed of the availability of and changes to local, state and federal laws concerning funds for local programs and assist Department Heads and the Council in obtaining these funds under the direction of the Mayor and the Council; advise the Mayor and Council of methods of procuring such funds; analyze and prepare reports on the fiscal impact of various proposals for such funds.
  - (v) Execute contracts on behalf of the City when such execution has been expressly authorized by directive or resolution of the Council.
  - (vi) Carry out all actions and directives of the Council in conjunction with budgeting and purchasing which require administrative implementation or where the Council has so directed.
  - (vii) Be responsible for such additional budgeting and purchasing matters as shall be assigned or delegated by the Council.
- (m) All officials, City officers and employees of the City shall cooperate with and assist the Administrator and the Administrator shall similarly cooperate with and assist all officials, City officers and employees of the City so that the City government shall function effectively and efficiently.

#### **ADMINISTRATOR AND COUNCIL COMMENTS**

Ald. Wedekind noted that they will be putting flags up this Saturday. If any Veteran buried here is missed, please contact the American Legion.

#### **CLOSED SESSION**

Moved by Ellington, seconded by Sloan to go into Closed Session as per §19.85(1)(g), Wis. Stat., 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 (City Administrator to provide information on the ongoing union contract negotiations with WPPA).

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, Thurow  
Council Members Absent:  
Others Present: Chief Schauf, Adm. Geick, Att. Truman, Mayor Palm, Clerk Zeman, C. Haggard

### **OPEN SESSION**

Moved by Wedekind, seconded by Kolb and carried on a unanimous roll call vote to return to Open Session as per WI Stats 19.85(2) to address any business that may be the result of deliberations made in Closed Session. No action taken at this time.

### **REPORTS and MINUTES**

The City officially acknowledges receipt and distribution of the following:

**Reports:** 1<sup>st</sup> Qtr. 2019, Taxi Financial Statements

### **Minutes from the Following Meetings:**

**Finance/Personnel Committee – Dennis Thurow Committee Room, #205**

**April 23, 2019**

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

**Absent:** none

**Others Present:** Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, M. Hardy

**Call to Order** –Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of April 9, 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 **\$1,022,818.43**. Motion carried unanimously.
- b) **Approve budget amendment of \$1,792 for window washing at Municipal Bldg** – C. Haggard noted that the original budget included \$800 for this and therefore needs a transfer from fund balance of \$1,792. The agreement with Weyh's Window Washing is for a one-year agreement. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Authorize the Baraboo-Wisconsin Dells Regional Airport Commission to petition for State Airport Development Aid** – Adm. Geick explained that we are required to submit a petition to the Bureau of Aviation from the Airport Commission. This annual process must include recommendation by the City Council as well as the Village Board of Lake Delton. Adm. Geick reviewed the Capital Budget plan for the Airport. Moved by Sloan, seconded by Thurow to acknowledge that the Airport Commission has approved this and recommend to Council for action. Motion carried unanimously.
- d) **Authorize the First Amendment to the Intergovernmental Agreement with West Baraboo for use of the 2018/2019 Stewardship Grant Funds** – M. Hardy reminded the committee that a few years ago we co-applied for grant money for a kayak launch and river improvements. While we did not receive the full grant, the DNR did offer us some grant funds and it was decided that this money be used for the kayak launch. Because the Village of West Baraboo applied for the grant, they are responsible for the final reimbursement request. This amendment allows Mike Hardy to complete the required paperwork needed for reimbursement. He will then forward the documents to the Village of West Baraboo for submittal. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Authorize the formation of Complete Count Committees for the 2020 United States Census Bureau** –This is similar to the Committee that was formed for the 2010 Census. Moved by Sloan, seconded by Thurow to amend the resolution to be "2020" and recommend to Council for action. Motion carried unanimously.

### **Informational Items**

- a) City Attorney's report on insurance claims
  - o Claim Denial – Logan Klem requested \$211.00 for damages to vehicle due to alleged pothole
  - o Claim Denial – Sandra Gade requested \$267.00 for damages to vehicle due to alleged pothole

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:43pm.

**BARABOO BUSINESS IMPROVEMENT DISTRICT (BID), BOARD OF DIRECTOR'S MTG.**

**April 24, 2019**

**Members Present:** S. Fay, B. Stelling, T. Wickus, H. Kierzek, S. Byberg, T. Sloan, S. Bruncker

**Members Absent:** N. Marklein Bacher, L. Steffes

Also Attending: Ed Geick

**Call to Order:** Sarah Fay presided over the meeting, called it to order at 5:47 PM and noted compliance with the Open Meeting Law.

**Meeting Minutes:**

Moved by Stelling, seconded by Kierzek and unanimously carried to approve the minutes of March 20, 2019.

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

**Reports of Officers and Committies**

- President – Put Put Crawl Event
- Appearance – Gatehouse Gardens will do landscaping – 33 hanging baskets. Finalize location of new trees in downtown area.
- Promotions – Devil’s Lake products are out. Brava ad is out. Johnsen Insurance banner is new

**Old Business:**

AdHoc Parking –

- Sarah gave status report
- Ed spoke about 6<sup>th</sup> District case
- Meters have been out for over 25 years
- BID logo discussed. Sarah showed a draft

**New Business:**

1.	Vouchers	Gatehouse Gardens	\$	710.00
		Lorraine Ortner Blake		243.10
		Next Level		309.00
		American Legion		301.41
		Downtown Baraboo		205.04
		Capital Newspapers		1385.00
		City of Baraboo		484.52
		<b>TOTAL:</b>		<b>3638.07</b>

Moved by Wickus, seconded by Byberg, and unanimously carried to approve the vouchers.

2. AdHoc Branding – Todd explained purpose of committee. Discover Wisconsin Real episode.

**Correspondence & Announcements:**

Send background material to new board members: budget, committees, bylaws, map and parking lots.

3. **Next Meeting:** Wednesday, May 15, 2019 at 5:45pm, Committee Room #205 and Elect Officers at this meeting.

**Adjournment:** Moved by Kierzek, seconded by Bruner to adjourn at approximately 6:29 p.m.

**Administrative Committee**

**May 6, 2019**

Present: Alderpersons John Alt, John Ellington and Heather Kierzek

Absent: -

Also Present: Mayor, Mike Palm; Police Chief, Mark Schauf, City Attorney, Emily Truman, Finance Director, Cynthia Haggard and City Clerk, Brenda Zeman.

Citizen Present: Karen Zimmerman (1721 Birch Street)

The meeting was called to order by Chairman John Alt at 12:00PM CDT., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of February 4, 2019, seconded by Alt and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

Review and recommendation to City Council to update agreement to participate in the Wisconsin Public Employers group health insurance.

Zeman stated that the resolution needs to be updated, getting rid of some of the old handbooks.

Motion to recommend the Council consider an updated resolution by Ellington, seconded by Kierzek and unanimously carried.

Consider Request for Excessive Household Animals -Sally Wehler

Schauf mentioned the City received a request from Sally Wehler about the excessive household animal ordinance. Her mother passed leaving her with a third dog at 1801 Birch Street. One of the dogs is reported as being in poor and failing health. Schauf has spoken with the Community Service Officer who is familiar with this case. The Community Service Officer has no concerns with the Committee’s favorable recommendation.

Citizen Zimmerman requested assurance that the three dogs are not a precedence, so that once the third dog is gone, another one cannot be added.

Schauf explained the ordinance: The approval is specific to the animals that she has. If one of the animals were to pass, or finds an alternate placement, she would not be allowed to replace the dog.

Motion to recommend the Council to consider request for excessive household animals by Ellington, seconded by Kierzek and unanimously carried.

Member comments

The next meeting will be June 3, 2019 at 8:00AM CDT. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Kierzek and unanimously carried. Meeting adjourned at 12:10PM CDT.

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

Emergency Management	3-20-19	Public Arts	3-28-19
PFC	3-18-19, 4-8-19	Airport	4-16-19
Park & Recreation	4-8-19	Plan Commission	4-16-19
Library	4-10-19, 4-16-19, 4-18-19, 4-23-19		

**Petitions and Correspondence Being Referred:** None.

**ADJOURNMENT**

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

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Brenda Zeman, City Clerk