

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, June 26, 2018 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Sloan, Petty, Ellington, Alt

Council Members Absent: Kolb, Plautz, Zolper, Thurow

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Attny. Truman, C. Haggard, M. Hardy, Chief Stieve, T. Pinion, Bobbie Boettcher, Caflisch, members of the press and others.

The Pledge of Allegiance was given.

Moved by Alt, seconded by Wedekind and carried to approve the minutes of June 12, 2018.

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

Compliance with the Open Meeting Law was noted.

PRESENTATION- Bobbie Boettcher, Director of Baraboo Area Chamber of Commerce presented upcoming events for the Big Top Parade & Circus Celebration.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR’S COMMENTS –

- The Mayor read the 2018 Big Top Parade & Circus Celebration Proclamation.
- The Goal Setting that was originally scheduled for June 18th, 2018 has been rescheduled for Monday, July 2nd at 5:15pm for a potluck followed by Goal Setting at 6pm
- The Council observed a moment of silence to recognize the passing of former Alderperson Eugene Robkin

CONSENT AGENDA

Resolution No. 18-46

THAT the Accounts Payable, in the amount of \$654,379.72 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 18-47

WHEREAS, the following delinquent personal property account(s) be written off in the amount of \$28.83; and

<u>Business Name</u>	<u>Tax Year</u>	<u>Amount</u>	<u>Reason</u>
Baraboo Ink and Toner	2016	\$ 28.83	Moved to West Baraboo 2014

WHEREAS, the following account(s) receivable balance(s) be written off in the amount of \$1,431.08; and

<u>Name</u>	<u>Tax Year</u>	<u>Amount</u>	<u>Reason</u>
Martin, Kevin	2017	\$ 316.02	Bankrupt
Bracey, Jeffrey	2016	\$ 314.20	Deceased
Wiatrok, Betty	2017	\$ 222.55	Deceased
Hernandez, Rob	2017	\$ 159.93	Unable to locate
Schmidt, Sandra	2016	\$ 286.08	Deceased
Stromberg, Giner	2013	\$ 132.30	State Debt Collection determined uncollectible

WHEREAS, the following CDA account(s) receivable balance(s) be written off in the amount of \$1,015.57;

and

<u>Name</u>	<u>Tax Year</u>	<u>Amount</u>	<u>Reason</u>
Wintersteen, Carol	2017	\$1,015.57	Deceased

WHEREAS, the following allowance for doubtful accounts be created in the amount of \$5,298.58; and

<u>Name</u>	<u>Tax Year</u>	<u>Amount</u>	<u>Reason</u>
Kingsley, Casey	2016	\$5,298.58	Deemed uncollectible

NOW, THEREFORE, BE IT RESOLVED, that the above referenced delinquent accounts be written off, thus removed from or netted against receivables.

Resolution No. 18-48

THAT, Roy Franzen and Angela Witczak, be reappointed to the Park & Recreation Commission for a term beginning August 1, 2018 thru July 31, 2021.

Moved by Wedekind, seconded by Sloan and carried that the Consent Agenda be approved-5 ayes.

NEW BUSINESS

Resolutions:

Resolution No. 18-49

THAT the Mayor and City Clerk are authorized to sign the Agreement for the use of the City of Baraboo's Property, Apparatus and Equipment for the Baraboo High School Fire Academy.

THAT the Fire Chief is authorized to make equitable arrangements with the School District of Baraboo for use of Fire Department vehicle for transportation of students to and from the high school.

THAT the Fire Chief and other Fire Department personnel are authorized to work with Madison College (MATC) as instructors for the Baraboo High School Academy as long as all of the requirements of the City's policy regarding moonlighting are complied with.

Moved by Wedekind, seconded by Alt and carried that **Resolution No. 18-49** be approved with the addition to the agreement of a term of one year-5 ayes.

Resolution No. 18-50

That a permanent easement along the unimproved right-of-way of 12 Avenue, west of Oak Street, for a paved driveway not exceeding 12 feet in width is hereby granted by the City of Baraboo to Richard Manthe and Steven Ramsey as described in the attached Easement Agreement.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-50** be approved-5 ayes.

Resolution No. 18-51

THAT the City of Baraboo enter into an Inter-Governmental Agreement with the Village of West Baraboo to accept a Stewardship Grant of \$64,000 for the purpose of river access and stabilization at Maxwell-Potter Conservancy.

Moved by Ellington, seconded by Alt and carried that **Resolution No. 18-51** be approved-5 ayes.

Ordinances:

Moved by Petty, seconded by Sloan and carried unanimously to approve the 1st reading of **Ordinance No. 2494** revising the City of Baraboo Code of Ordinances §7.09 Parking Restrictions.

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

1. The City of Baraboo Code of Ordinances § 7.09 is revised as follows:

7.09 PARKING RESTRICTIONS.

(16) RESERVED PARKING FOR OFFICIALS. (1534 03/02/89)

(b) The following officials, departments, and department heads shall have a reserved parking space in the City parking lot or in the Alma Waite Annex parking lot located north of the Municipal Building: (1802 04/11/95, 2033 11/14/2000, 2321 10/27/2009)

~~Police Department ("For Police Vehicles Only") – 3 spaces~~

Fire Department ("For Fire Personnel Only") – 9 spaces (2075 02/26/2002, 2321 10/27/2009)

Baraboo District Ambulance Service – 3 spaces (2321 10/27/2009)

(e) The following parking spaces shall be reserved for the parking of fire department personnel for emergency calls on a 24-hour basis:

The west side of Ash Street between 5⁴ Street and ~~the mid-block alley south of 5th Street.~~

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

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS – None.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports from May 2018 – Treasurer, Fire Dept.

Minutes from the Following Meetings –

Finance/Personnel Committee – Committee Room #205

June 12, 2018

Members Present: Petty, Thurow, Sloan

Absent: none

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

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Petty to approve the minutes of May 22, 2018. Motion carried unanimously. Moved by Sloan, seconded by Petty to approve the agenda. Motion carried unanimously.

Action Items

Accounts Payable – Moved by Sloan, seconded by Petty to recommend to Council approval of the accounts payable for **\$231,759.20**. Motion carried unanimously.

Lease with CDA – CDA Director Pat Cannon explained that the final borrowing has been reduced from \$13,750,000. Approximately \$1.6 million that is left in cash from the original borrowing will be used to pay down and we will borrow the rest with USDA. This will lower the lease payments for the life of the borrowing from approximately \$620,000 to \$512,000. The first 10 years we will have to make a separate payment of \$52,000, \$26,000 twice a year to the CDA that will go to the Debt Service Fund. There is an annual audit requirement and they are currently working on language to include this as part of the City's lease payment. Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Public Works Purchase – Street Superintendent Tony Gilman noted that the overall cost of the equipment that they are looking to purchase came in under budget. Instead of trading the old vehicle in, they will use this vehicle and sell it at auction upon delivery of the new truck. The International came in at a slightly lower price and they were able to offer a couple other incentives to include a maintenance software. Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

FY2019 Budget Calendar – Adm. Geick explained that he has reviewed this calendar with Finance Director Haggard. This calendar meets all the required dates for public notices. This is informational only, no action taken.

Informational Items:

Atty Truman presented an update on the status of insurance claims filed against the City. The following claims have been made against the City and denied:

- \$49,000 for slip and fall at the Library
- \$1,234.01 for property damage to citizen's vehicle from snowplow

One claim against the City in the amount of \$3,592.67 for damage to an Alliant Energy light pole has been paid.

Committee Comments - None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting April 05, 2018

Members Present: T. Wickus, L. Steffes, B. Stelling

Member Absent: S. Fay, L. Stanek

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:46 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Steffes seconded by Stelling, and unanimously carried to approve the minutes of the Feb. 26, 2017 meeting.

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

Old Business:

New Business: Fred Moh (our Framer's Market Manager) reviewed the USDA/FDA Farm Food safety series information with the committee and he discussed in detail how the Farmer's market operates.

Adjournment: Moved by Steffes, seconded by Stelling and unanimously carried to adjourn at 9:35 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting May 31, 2018

Members Present: T. Wickus, L. Steffes, S. Fay, L. Stanek

Member Absent: B. Stelling

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:40 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Fay seconded by Stanek, and unanimously carried to approve the minutes of the Feb. 26, 2017 meeting.

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

Old Business:

New Business: Moved by, Fay seconded by Stanek and unanimously carried to Rent two 8X20 Billboards next to Badger Glass on HWY 136 for a duration of 12 months starting June 1st 2018 ending May 31, 2019 in the amount of \$4,000.00.

Moved by, Fay seconded by Stanek and unanimously carried to pay up to \$400.00 for design services to create the two billboards.

Adjournment: Moved by Steffes, seconded by Stanek and unanimously carried to adjourn at 9:40 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) BOARD OF DIRECTORS May 16, 2018

Members Present: S. Fay, L. Steffes, N. Marklein Bacher, S. Byberg, M. Zolper, T. Wickus, L. Stanek, D. Ender

Members Absent: B. Stelling

Also Attending: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:45PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Byberg, seconded by Zolper and unanimously carried to approve the minutes of April 18, 2018.

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

Reports:

Business Development:

- Workshop at City Hall on 5/22 on historic tax credits
- Discussion of creating an email list of property tax payers
- Pop-up shop meetings have gone well

Promotions:

- ½ Page Brava ad is in Devil’s Lake Wisconsin.com

Old Business:

- Garbage in upper lot at 2nd Street and Oak
- Fiber update – Sarah sent letter to Centurylink and Charter requesting information/bids. No word from Reedsburg Utility
- Mural project update – General discussion – Taking applications until June – Project will probably be ended after this next installment.
- Pop-up Shop update – NE corner of Ash and 4th Marty or Skip Blake for old Invictus Shop.

New Business:

1.	Vouchers	
		Dog Waste Depot 279.97
		Skillet Creek Media 465.00
		Baker Tilly Virchow Krause 1500.00
		Gatehouse Gardens 710.00
		Nei-Turner Media 1085.00
		Cutting Edge <u>1130.00</u>

TOTAL: 5169.97

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

2. Election of Officers – Sarah Fay, Pres. / Todd Wickus, Vice Pres. / Nicole Marlein Bacher, Secretary / Bekah Stelling, Treasurer. Moved by Steffes, seconded by Wickus, and unanimously carried to approve the vouchers.
3. Parking concern by Cross, Jenks – Discussed lack of parking – Ed has discussed this issue with Sauk County.
4. BID member contact – City will mail out request for email addresses of BID members.
5. Transfer of funds from reserve for bike racks that were not purchased as allocated for in 2017 to the appearance 2018 funds. Moved by Steffes, seconded by Zolper, and unanimously carried to approve the \$2,000 transfer of funds.
6. Steffes moved to keep committees the same except for: Remove Fred Kruse, add Dana Ender to Appearance Committee, seconded by Byberg, and unanimously carried to approve.

Correspondence & Announcements:

Discussed branding meeting.

Next Meeting: Wednesday, June 20, 2018 at 5:45pm, Committee Room #205.

Adjournment: Moved by Stanek, seconded by Zolper, and unanimously carried to adjourn at approximately 6:45 p.m.

Baraboo Business Improvement District (BID) - Business Development Committee Meeting March 13, 2018

Members Present: Lacey Steffes, Nicole Marklein Bacher, Michael Zolper, Dana Ender, Laura Stanek

Members Absent:

Also Attending:

Call to Order: Lacey Steffes presided over the meeting and called to order at 9:00 am and noted compliance with the Open Meeting Law.

Meeting Minutes: Moved by Stanek, seconded by Zolper, and unanimously carried to approve the minutes of September 20, 2017.

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

New Business:

1. Review 2017 Pop-Up Shop Program
2. 2018 Pop-Up Shop Recommendation – Michael motioned to continue 2018 Pop-Up program, seconded by Laura.
3. Other Business Development 2018 options.

Adjournment: Moved by Laura, seconded by Michael, and unanimously carried to adjourn at 9:30AM.

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

Police & Fire Comm.	03-19-18, 04-16-18, 05-21-18, 05-30-18	Park & Rec	05-14-18
Baraboo Public Arts Assoc.	05-24-18	Library Board	04-17-18
Plan Commission	05-15-18	UW Campus	05-17-18
Ambulance Comm. & Finance	02-28-18		

Petitions and Correspondence Being Referred –

Appeal of Devine Custom Truck and Auto’s Conditional Use Permit application. The Council set a date of July 10th at 7:00pm for the Public Hearing.

INFORMATIONAL ITEMS - None.

ADJOURNMENT

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

Brenda Zeman, City Clerk