

**Council Chambers, Municipal Building, Baraboo, Wisconsin**  
**Tuesday, July 10, 2018 – 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, Zolper, Thurow

Council Members Absent: Alt

Others Present: Adm. Geick, Attny. Truman, Chief Schauf, Clerk Zeman, J. Bergin, T. Pinion, N. Rybarczyk, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Ellington and carried to approve the minutes of June 26, 2018.

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

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

**PUBLIC HEARING** – The Mayor announced that this is the published date and time to hear public comments concerning:

• **The appeal of Devine Custom Truck and Auto's Conditional Use Permit application**

David Deppe, 440 16<sup>th</sup> Street Baraboo, is in favor of this and feels their application should be granted for a couple of reasons. First of all, vehicles have been sold on this property in the past. The other reason is, he does not feel it is the Council's place to restrict a business operation and their desire to expand their business. What they are looking to do is be able to offer their customers a rental vehicle while their vehicle is being repaired and also be able to provide a place for customers to sell vehicles. He feels the Council should support businesses and not restrict them.

Ryan Devine, E12016 Kessler Rd Baraboo, is in favor of this. He was born and raised in Baraboo and is a professional automotive technician. He has dealt with the used car industry for many years in surrounding municipalities. He feels that with this opportunity they would be able to provide the citizens of Baraboo with quality vehicles and a better form of service when they service their vehicles.

William Devine, E12016 Kessler Rd Baraboo, is in favor of this. He is the owner of Devine Custom Truck and Auto. He agrees with David Deppe about being able to offer their customers a rental car while their vehicle is being serviced. He also agrees with Ryan Devine.

Pat Kozel, S5214 O'Neil Rd Baraboo, is in favor of this. He agrees with what has already been stated. He believes that some of the arguments from the Plan Commission were not correct in that they believed it would not fit in to the gateway of the community.

Lona Kiefer, E10212 Happy Lane Baraboo, is in favor of this. She has been here since 1990 and has known the guys almost as long. They have been hardworking, honest people that any one of us can go to and know that we are receiving fair treatment. While driving to and from Madison last year for medical appointments they not only replaced tires but they purchased them as well. They have invested in the community and the people that live here and she feels that we should invest in them and help them move their business along.

Karen Talley, N4529 Durwoods Glen Rd Baraboo, is in favor of this. She is a firm believer in them pursuing their dreams and they are. She takes her preowned vehicles to Ryan for inspection. She concurs with what everyone else has said.

Amy Orvis, S5164 Kohlmeyer Rd North Freedom, is in favor of this. She is friends and an

employee of Devine Custom Auto. She does not see any reasons to be against it and feels the location is good as the gateway to the community. She feels it would help them all out as well as the public.

Bryan DeKeyser, 425 12<sup>th</sup> St. Barboo, is in favor of this. He agrees with what everyone has said so far. He's been in Baraboo for about 8 years and feels these guys are the first trustworthy auto repair that he has found.

The Mayor declared the public hearing for Devine Custom Truck and Auto's Conditional Use permit closed.

• **Amending the PUD (Planned Unite Development) for 325 Lynn Street to allow a 70-unit apartment complex.**

Greg Held, 7601 University Ave Middleton, is in favor of this. He does not wish to speak at this time but is available to answer any questions.

Michael Carbonara, 733 Mound St. Baraboo, is in favor of this. He believes this is a great development, what he has seen is very impressive. He feels we need this along the riverfront and it's a great landmark for the area. In particular, he has family members that are looking for quality housing, smaller scale and he is excited to see this development come to Baraboo.

Mona Marks, owner of 117-123 Walnut Street, is interested in this. She notes that she is here with a few questions. Her first question is regarding the alley. Are there plans to change the alley? Greg Held advises that there will be a side entrance into the parking off of the alley; however, the alley will not change as part of this. Mona is wondering what will happen if her and her husband do extend their current building to the property line. Greg Held notes that with the apartment, they are building up to point of the alley that is allowed per building codes. He also noted that the same building codes would apply to her and thus they would be equal distances from the alley. Mona also questions the constant moving in and out of residents and if they see any issues with traffic in the alley because of this? Greg Held does not expect the alley entrance to be used by residents moving and loading/unloading furniture. He does not feel loading and unloading off the lower alley will be an issue. Mona asks about rezoning the property at 325 Lynn St and if that will change the buildings on Walnut Street? The Mayor advises that this will only change the zoning for 325 Lynn Street. Lastly, Mona questions if the construction of the new building will have any effect on her aging buildings. Greg Hold notes that her building is currently setback from the alley about 75 feet and he does not expect any issues with the construction.

The Mayor declared the public hearing for amending the PUD for 325 Lynn Street to allow a 70-unit apartment complex closed.

**PUBLIC INVITED TO SPEAK** – No one spoke.

**MAYOR'S COMMENTS** – The Mayor congratulated Nathan Rybarczyk on his 15<sup>th</sup> anniversary with the Baraboo Public Library.

**CONSENT AGENDA**

**Resolution No. 18-52**

THAT the Accounts Payable, in the amount of \$548,361.57 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Wedekind, seconded by Kolb and carried that the Consent Agenda be approved-8 ayes.

**NEW BUSINESS****Resolutions:****Resolution No. 18-53**

That the Proposal for Asbestos Abatement at 325 Lynn Street from Dirty Ducts Cleaning and Environmental, Inc., in the amount of \$15,764, is hereby accepted and all other bids are rejected.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-53** be approved-8 ayes.

**Ordinances:**

Moved by Wedekind, seconded by Sloan and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2495** amending Section 17.18(4)(d), Code of Ordinances, as follows:

**17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP****(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.**

(d) Planned Unit Developments. The following Planned Unit Development is approved and incorporated into the zoning map: 2018-04.

2. The attached General Development Plan is approved as Planned Unit Development 2018-04.
3. This Ordinance shall take effect upon passage and publication as provided by law and have an effective date commensurate with the sale of said property.

**2<sup>ND</sup> READING ORDINANCES**

Moved by Sloan, seconded by Petty and carried unanimously to approve the 2<sup>nd</sup> reading of **Ordinance No. 2494** revising the parking restrictions at the City Parking Lot located north of 135 4<sup>th</sup> Street (Baraboo Fire Station)

**OTHER ACTIONABLE ITEMS:**

Ald. Kolb made note of the City's Comprehensive Plan and while it may be outdated, he feels it is still relevant and it refers to unattractive places or features in Baraboo, one of which is South Blvd. The plan noted a fairly negative impression by visitors coming into Baraboo and suggested that higher standards be followed as sites redevelop. Additionally the plan called for consistency along the corridor. The Plan Commission has been consistent in denying existing businesses the ability to expand the sales of used vehicles because they have felt that this corridor is over represented by auto related business and they wanted to change the composition without being antibusiness. This is the gateway to the riverfront, to the downtown businesses district, to Devil's Lake State Park. When Dave Deppe first brought the concept of this property to the Plan Commission, he had planned on moving his office there and having a semi-tractor repair there. While Kolb was skeptical about this, Deppe proposed a rather attractive business with landscape. The current business does not have any of these architectural changes, no landscape plan, and the vehicles has been parked randomly over this lot. He believes that the business has already built a good relationship with the community. Kolb understands that while the current ordinance allows for car lots in this commercial area, he would like to see this changed. He would like a different look for this community's premier gateway. He is voting against this for two reasons: Protest vote against the legislature and because he does not want to turn South Blvd into a giant used car lot. He fears that if this is allowed, the applicants that were previously denied to sell used cars will return to Council. He is asking the City Attorney and City Engineer take a look at our current ordinances regarding permitting uses in various zoning districts with a view towards revising them to more accurately reflect a better vision for Baraboo.

Ald. Petty stated that he personally met with the Devine's and visited this business. They are young men, young entrepreneurs, who want to start a business and expand it. They have been in business for about a year now and Petty feels they are in this for the long haul. Their intentions are to eventually purchase some property which will take some time. He feels it is important that we keep millennials here in the community and this is an opportunity for us to do that. Ald. Petty will support this as an opportunity to support business entrepreneurs. He feels their intentions are long term and they can make a thriving business where there was not one before.

Ald. Ellington noted that empty concrete is not attractive, less so than a thriving business with automobiles filling that space.

Ald. Plautz stated that he stopped by the business as well and was very impressed with the cleanliness of the property and the building, and feels they are very trustworthy. He did question the cars sitting in back and was told that they are vehicles waiting for cleared titles. He feels it is a great place, great location, and honest men.

Ald. Wedekind stated that his biggest concern is that the other 4 businesses that will be back. While he understands that Devine Auto might have a fine operation, so will the other 4. He feels that if the Council votes this in, there is no way he can vote against the others. A vote for this business is a vote for the other 4. Ald. Wedekind does not feel he can vote for this.

Motion by Sloan, seconded by Ellington to reverse the decision made by the Plan Commission and vote for the approval of the Conditional Use Permit. Motion carried, 6-ayes, 2-Nay Wedekind and Kolb

### **MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS**

Reminder that Board of Review is July 19<sup>th</sup> at 1:00pm.

### **REPORTS and MINUTES**

The City officially acknowledges receipt and distribution of the following:

### **Minutes from the Following Meetings –**

#### **Finance/Personnel Committee – Committee Room #205**

**June 26, 2018**

**Members Present:** Petty, Sloan

**Absent:** Thurow

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

**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 June 12, 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 **\$654,379.72**. Motion carried unanimously.

**Baraboo High School Fire Academy** – Fire Chief Stieve explained that the Fire Academy class will be offered this fall with 13 high school students. The classroom portion will take place at Fire Station and the practical instruction will take place at the fire station along with any other City property to include but not limited to the Jackson property, the container base training prop, and potentially any other City owned buildings and properties. City owned apparatus and equipment will be used for the practical session. It's also estimated that there will be 5 days of travel to the MATC Campus in Madison for use of the training props there also. Fire Chief Stieve has consulted with the insurance company for the Fire Department and they have agreed to cover any liability or property damage. Transportation to and from the High School will be via Fire Department vehicle, again no insurance concerns. Attny Truman explained that the agreement includes the Baraboo School District and MATC have agreed to hold the primary insurance and thus our insurance will be secondary. There is also language that authorizes whoever is working on behalf of the Fire Department to remove students for any reason. The school is then responsible for this child, including the transportation back to the school. Moved by Sloan, seconded by Petty to amend the agreement to include a term of one year with the right to renew and recommend the amended agreement to Council for approval. Motion carried unanimously.

**Uncollectible Accounts** – Finance Director C. Haggard explained that these accounts have been determined uncollectable. The

Committee reviewed the list, which included \$28.83 personal property, \$1,431.08 accounts receivable, \$1,015.57 CDA accounts receivable, and \$5,298.58 for Utilities doubtful accounts. Moved by Sloan, seconded by Petty and carried unanimously to recommend on to Council.

**Special Event License Ordinance** – Attny. Truman explained that with the current Special Event License Ordinance, the question we receive the most is what is defined as a Special Event. Because there is no statute that defines this, it is up to the Municipality to define this. The biggest change to the ordinance is the definition of what is included as a Special Event. The revised ordinance still includes a waiver of the \$150 fee for any Government or Non-Profit and any applicant can still request a waiver of costs by coming before the Finance Committee. Moved by Sloan, seconded by Petty and carried unanimously to recommend on to Council.

**Inter-Governmental Agreement with the Village of West Baraboo** – M. Hardy explained that we previously had an Inter-Governmental Agreement with West Baraboo to apply for a Grant. While we did not receive the grant, the DNR informed us that they had \$64,000 left that needs to be spent by the end of their fiscal year, which happens to be June 30<sup>th</sup>. M. Hardy met with West Baraboo and MSA and it was decided that the kayak launch at Maxwell-Potter comes the closest to the \$128,000 with a \$64,000 match. Our \$64,000 match would be through the ATC funds, which were designated for the River. The kayak launch project would include an accessible launch, the sidewalk to get down there, and off street parking. Moved by Sloan, seconded by Petty and carried unanimously to recommend on to Council.

**Information Items** - None

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

**Minutes of the Public Safety Committee Meeting** **April 30, 2018**

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Wade Peterson, Ed Geick, Mike Palm, Mark Schauf, Tony Gilman, Tom Clark, Attorney Truman, Mike Hardy, Kevin Stieve, Robert Spencer, Pat Liston, Seamus Geoghegan, Jim O'Neill, Dana Sechler, Jeff Roemer, Jesse, Messer, Mike Carbonara, Ben Bromley, Al Symanski, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:30 P.M. at the Council Chambers, City Hall, 101 South Blvd., Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. Kolb moved, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the March 19, 2018 meeting. Motion carried unanimously.

**New Business**

- a. Consider revising posted speed limits on Taft Avenue (CTH T) north of 8<sup>th</sup> Street (STH 33) – Chief Schauf said that the goal is to cleanup due to some changes in the code that did not meet up with some of the existing signage. It was moved by Kolb, seconded by Plautz to revise posted speed limits of requested. Motion carried unanimously.
- b. Consider the proposed US Bike Route 30 through the City of Baraboo – Mike Hardy presented the background to the Committee. He said the US Bike Route 30 stretches from Milwaukee to LaCrosse and is looking to come through Baraboo. Hardy presented the recommended map to the Committee. He said that this Bike Route 30 go from the East Coast to Idaho. He said the Park Commission is recommending the route. Hardy said that there are no requirements from the City to do anything with this. He said as far as any signage, it would be at the City's cost, but that is not a requirement. He said that the Park Commission has talked about installing some signage in the future; therefore, it would more than likely be at the Parks expense. Schauf said that by approving this, it then gets on the national map. It was moved by Kolb, seconded by Plautz to approve the proposed US Bike Route 30 through the City. Motion carried unanimously.
- c. Consider Wisconsin DOT's request to detour traffic onto South Blvd., Parkway, and Walnut Street for the duration of the 2021 STH 136 bridge replacement project over Skillet Creek – Geick said that this is a follow-up on the agreement that the City worked out with the State when the City originally took over that section of highway that has now been designated as 136. It was moved by Plautz, seconded by Kolb to approve the DOT's request to detour traffic as presented. Motion carried unanimously.
- d. Discuss Baraboo Bluff's ATV Club's request for an ATV route through the City of Baraboo – Chief Schauf said that there is a movement in all of the Sauk County to try to make areas more accessible to all-terrain, or U-train utility terrain vehicles. He said that there have been quite a bit of movement in some of the local townships, and the Village of West Baraboo just enacted an ordinance allowing, or opening certain roads to UTV use. Discussion took place regarding policing of the UTVs and route, and whether insurance would be required. Wedekind asked the age for operating an ATV, Schauf said that he believes it is 16, which the proper completed ATV safety course. Mike Spencer said that by DNR standards, anyone born after January 1, 1988 is required to complete a Safety Certification Course. He said that no one under the age of 16 is allowed to drive a UTV, which is a side-by-side on any highway routes. He said that a person that is 12 years old and older could ride, by DNR rules, as long as they are within physical or vocal command of their parent. He did say that there is no mandatory insurance. Spencer said that presently in the State of Wisconsin there are 12,000 miles of paved ATV routes, in Sauk County along there is 603 miles of legal ATV routes. He said that Reedsburg just opened a route through the City and looking at expanding it. Mauston has opened all their streets and routes, including county highways, and state highways, because they have jurisdiction over 193. He said Reedsburg is the only City at this time to have a route through the City; presently there are six villages that have all roads open. Spencer then gave the death statistics involving ATVs. Attorney Truman said that anytime this type of

traffic is brought into a municipality where it has never existed before there are safety concerns. He said that he could not give an answer today, but she would be happy to look into it if the Committee so directed. Seamus Geoghegan said that he is in opposition. Pat Liston said that he is in opposition. He does not feel that the activity is compatible with City activity with all the vehicular and foot traffic. He said that the proposed route in itself is problematic because Crawford Street is a narrow street, ditched on both sides, then proceed through 9<sup>th</sup> Avenue, which is a major residential neighborhood, and then go out Washington Street, which he feels is one of the busiest streets in the City. He said that the problem would be enhanced when activities take place at the fairgrounds. He said that Effinger is a heavy used street, traffic travels too fast and there is a blind corner at 507 Effinger. Jim O'Neill addressed the Committee saying that he opposed it for the same reasons as Liston. Kolb asked if Spencer had queried residents along the route. Spencer said that he had one man who lives in Baraboo that campaigned and received 85 signatures. He said there are four businesses, Jose's, BP, Thunderbird Lanes, and 4-Star Restaurant that would like to see the route go through. Spencer said that he is at the meeting to seek information and guidance. Mayor Palm stated that the majority of citizens coming to him regarding the ATV routes coming through the City have been opposed to it. Kolb said he does not like the idea of an ATV route coming through a City of 12,000 people, and he worries about the mix of pedestrians, bikes, cars, motorcycles, and ATVs. Plautz said that he is open to the routes, thanked Spencer for the information, and invited him to come back if he had alternative routes. Kolb and Wedekind do not want to see ATV routes through the City at any time. (NOTE: The Clerk's office has 94 signatures in favor of ATV route, and one email request in opposition).

- e. Consider extending the contract with RW Management for Implementation Management Services of Operations Study Recommendations for the Baraboo Fire Department – Stieve said that the process has been controversial at times, which is expected and can be worked through. He said that he feels that it is helpful to have an outside party to provide another perspective to guide the department. Geick said that there has been some head pounding on a solid wall from time to time, and there are many younger firefighters who are very encouraged about making some changes and looking forward to the future. He said the Fire Department also has other firefighters that are dead set against any change at all, which has been a large part of the discussion. Geick said that RW Management has made a lot of headway, there is a lot that has been completed, or in the process of being done at this time. He said there are many issues that need to be sorted through to complete the project. It was moved by Plautz, Kolb seconded to extend the contract with RW Management on a month-to-month basis, and Chief Stieve will present a monthly progress report to the Committee. Motion carried unanimously. Kolb said that he had just received a letter from Mark Stewart stating that he did not think extending this contract is a good idea.
- f. Review Progress to-date on Implementation of Fire Department Operations Study – Kevin Stieve gave a detailed summary to the Committee regarding all items of the study. Jeff Roemer of RW Consultants introduced himself to the Committee. He said that this project has been a challenge there have been disagreements, and project team members that do not want to see the recommendations move forward. Chief Stieve introduced two project leaders to the Committee, Jesse Messer, and Mike Carbonara. He said that Tom Clark was also in attendance for informational purposes.
- g. Review Baraboo Fire Department's Standards to Response Coverage – Stieve gave the Committee a detailed summary of the Standards of Coverage.
- h. Consider Authorizing the Baraboo Fire Chief to initiate negotiations for Automatic Aid Agreements with surrounding Fire Departments – Stieve said that this has been talked about before and he specifically highlighted Delton because of talking with Chief Jorgenson. He said that he is requesting that the Committee authorize him to enter into discussions based on what has been determined in the Standards of Cover to talk with other fire departments. Wedekind is still against the mutual aid. He said that until a system is set up with five dedicated people instead of the call going out and the entire department goes, it is an extra burden on the firefighters and their families. Plautz said the issue for him would be the extra cost. Mr. Roemer said that he understands the concern with dedicated people and they are working on the staffing. He said at this time, the way that the department responds and the number of personnel that can be expected to show up is not enough equipment and resources to fight the fire. What Auto Aid does is that there are two sets of alarms, a still alarm, which is the first call that comes in and then a working still, these are all prior to MAVIS, so prior to that, there has to be an Auto Aid Agreement in order to get additional help. He said that this also helps the ISO rating to know that there is another engine or tender coming on the first initial alarm. He said that this also gives the department a sense of what kind of response that they are going to have, what kind of equipment and resources that they are going to have. He said that it could be cancelled before they get there if not needed. Stieve understands Wedekind as far as staffing, and he said that the department has backed down off the 25% rule and he actually sees a drop in the number of responders coming to calls. Kolb asked why they should approve this now before the Standards of Cover and staff decisions are worked out on an internal level. Roemer said that he feels that the Department needs the help now either way. He said the Standards of Cover are pretty much done, they have a good sense is needed, what kind of response is needed, so they know what resources are needed, what the risks are in the community and the entire coverage area. He went on to say that a discussion on staff took place last week and is trying to be worked out. He said based on what has been heard today both of their focus will be on completing that discussion on duty crews and putting in that we need that for these types of responses. Kolb said that he would like to see the details worked out before it is brought to the Committee and approved. It was moved by Kolb, seconded by Plautz to allow the Fire Chief to initiate negotiations with surrounding Fire Departments regarding Auto Aid Agreements. Motion carried unanimously.

- i. Review MSA's initial report on the Remodeling of Former City Hall Building at 135 4<sup>th</sup> Street for the Fire Department and BDAS as a prospective tenant – Al Szymanski, MSA Professional Services introduced himself to the Commission. He said that MSA was charged with looking at the former City Hall for expanding the Fire Department, the vacated spaces, and with the potential with bringing in BDSA as a tenant in the building. He said that the goal in going through the project with being minimalistic and cost effective. He then presented the report and drawings of the work that had been done. He said that the 1<sup>st</sup> and 2<sup>nd</sup> floor remodel would cost \$265,000. He then explained the proposed remodel of the lower level (basement) for a cost of \$475,000. Plautz feels that it would be most cost effective to leave BDAS where they are. Kolb said that BDAS would still be covered in part without remodeling the basement. It was stated that Chief Sechler gave his input to Szymanski, but Geick has not had a follow-up conversation with him at this time. It was stated that the Fire Department would like sleeping quarters as well. Chief Stieve said that currently, what is in writing in a new fire station in ten years, 2028. Szymanski stated that the sleeping quarters that are in the Alma Waite Building now do not comply with State Code because they do not have the fire rated construction required by Code, nor do they have a sprinkler system. Geick said in terms of the financings, the cost of the library building is about the same as the new fire station. Geick felt that the Committee needed this information in order to make decisions in regards to the Committee sees as policy. He said that funding this is possible, whether it is this year or next year. Dana Sechler said that he just received the plans on Friday and is still looking through it. Plautz asked if he had a preference. Sechler said to go from the most extreme to where they are, Stieve has already stated that the best idea is to have a station that everyone is under one roof. Szymanski said that the biggest shortage for both fire and BDAS is the storage of vehicles. Szymanski said that it would have been easy for the cost to be double the amount, but many things have been taken out to get the cost down as low as possible.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March & April 2018 – It was moved by Kolb, seconded by Plautz to approve monthly billing adjustments/credits as presented. Motion carried unanimously.

### Reports

- a. Utility Superintendent's Report – Peterson said they are moving forward with the lead services. He said that Well #2 is complete and back on line. The annual Utility audit went great. He said that the department is cleaning sewers, hauling biosolids, and exercising valves. He said they received quotes for the sewer cleaning truck, which will go to finance committee for approval.
- b. Street Superintendent's Report – Gilman said the departments has been grinding stumps and filling, and sadly the department has plowed snow seven times in April. He said that there are some items on the surplus auction, hopefully they will bring top dollar. He then gave a status report on items budgeted for capital equipment replacement, and the paint machine came in \$3,300 under, one-ton dump \$10,000 under, plow truck \$5,000 under. He said the key point is the preferred product being looked for as far as a garbage truck goes is going to be over the expected amount, so in the scheme of things it will be cutting it very close on cost on what was budgeted, compared to buying all the items; however, that cost does not account for the sale of any vehicles sold or trade-in.
- c. Police Chief's Report – Chief Schauf presented the report received from the Sauk County Highway Safety meeting. He said it is a snapshot of what traffic safety is in Sauk County from 2012-2017.
- d. Fire Chief's Report – Stieve said as part of the ongoing process to prepare our City staff in an event of a manmade or natural disaster, everyone one through, either a refresher or a new training on ICS 100, and Stop The Bleed. He said that working with Sauk County Emergency Management and some other community partners there has been some ALICE training done in the community.

**ADJOURNMENT** – Kolb moved, Plautz seconded to adjourn at 3:58 p.m. Motion carried.

### Minutes of the Public Safety Committee Meeting

**June 11, 2018**

**Members Present:** Phil Wedekind and Mike Plautz. Tom Kolb was absent. **Others Present:** Wade Peterson, Ed Geick, Mike Palm, Mark Schauf, Tony Gilman, Kevin Stieve, Lori Miller, Nick Karls, Mike Johnson, and Ben Bromley.

**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 Plautz, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Wedekind approve the minutes of the April 30, 2018 meeting. Motion carried unanimously.

### New Business

- k. Consider revising parking regulations in municipal parking lot on the southwest corner of Ash & 5<sup>th</sup> Streets – Engineer Pinion presented background regarding previous reserved parking in this lot. It was moved by Plautz, seconded by Wedekind to revise the parking regulations in the municipal parking lot as recommended. Motion carried unanimously.
- l. Consider a request for an easement for a private driveway on the unimproved right-of-way of 12<sup>th</sup> Avenue, west of Oak Street, for the single-family residence at 1317 Oak Street – Engineer Pinion presented the background for this request. He said that the unimproved right-of-way serves as just access for the property to their driveway, and the owners for this property would like to pave it from Oak Street out to the existing slab. It was moved by Plautz moved, Wedekind

seconded to approve an easement for a private driveway on the unimproved right-of-way of 12<sup>th</sup> Avenue, west of Oak Street as requested. Motion carried unanimously.

- m. Review and recommendation to close Oak Street between 3<sup>rd</sup> & 4<sup>th</sup> Avenues for a Special Event – “Night Markets”, on September 21<sup>st</sup> and December 21<sup>st</sup> from 5 PM to 9 PM, sponsored by Baraboo Young Professionals – Pinion said that a representative, Mike Johnson is present to discuss the group’s proposal. Pinion said that the staff thinks that this is a good idea. Johnson presented the proposal to the Committee. He said that the Baraboo Young Professionals have partners with DBI to hold “Night Markets” downtown. Chief Schauf said that the department is trying to come up with a creative solution to be able to do alcohol. He said that he feels that this event is good for the group and downtown Baraboo, and his department just has to work out some of the details. Plautz moved, Wedekind seconded to recommend the street closure for the Special Event – “Night Markets” as presented. Motion carried unanimously.
- n. Review and recommendation to levy special assessments for new sidewalk on 4<sup>th</sup> Street, 16<sup>th</sup> Street, and Vine Street and new curb & gutter on Vine Street – Pinion presented the map of the assessment area. It was moved by Plautz, seconded by Wedekind to recommend levying special assessments for new sidewalk on 4<sup>th</sup> Street, 16<sup>th</sup> Street, and Vine Street and new curb & gutter on Vine Street. Motion carried unanimously.
- o. Review Bid Tabulation and Recommend Award for 2018 Street Reconstruction Projects – Pinion presented background to the Committee. It was moved by Plautz, seconded by Wedekind to award the bid for the 2018 Street Reconstruction Projects to Dean Blum Excavating. Motion carried unanimously.
- p. Review Bid Tabulation and Recommend Award for WRRF Insulated Garage Building – Peterson presented the background to the Committee. He said there were four bidders and Brute Construction has met all requirements, and he is recommending that the bid be awarded to Brute. He said that his department would be doing all excavating, concrete, and landscaping work. It was moved by Plautz, seconded by Wedekind to recommend awarding the bid for the WRRF Insulated Garage Building to Brute Construction. Motion carried unanimously.
- q. Review Bid Tabulation and Recommend Award for DPW Pole Building – Gilman presented the background to the Committee. He said that this project was planned prior to his arrival. He said the budgeted amount at that time was in the range of \$60,000. He said that the bids have come in higher than expected; therefore, staff is exploring some options were a mid-point can be found.
- r. Review and Approve purchase of a 2019 International Plow Truck – Gilman presented background and pricing to the Committee. He said what the vendor was talking for trade-in value, staff feels that they could get a lot better price from the surplus auction. It was moved by Plautz, seconded by Wedekind to approve the purchase of a 2019 International Plow Truck as presented. Motion carried unanimously.
- s. Review and recommend approval of the WWTP’s 2017 Compliance Maintenance Annual Report – Peterson presented the report to the Committee saying that the WWTP received all As. It was moved by Plautz, seconded by Wedekind to recommend approval of the WWTP’s 2017 Compliance Maintenance Annual Report. Motion carried unanimously.
- t. Review Progress to date on Implementation of the recommendations in the Fire Department Operations Study – Chief Stieve presented a detailed progress report on the Fire Department Operations Study to the Committee. Testing of fire alarm and fire equipment was discussed. Chief Stieve said that the Building Inspection is a recommendation in the Fire Department Operations Study, and there is a staff meeting on this in the near future.
- u. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for May 2018 – It was moved by Plautz, seconded by Wedekind to approve the monthly billing adjustments/credit for May, 2018 as presented. Motion carried unanimously.

### Reports

- e. Utility Superintendent’s Report – Peterson said things are going well, the department is treatment busy both on the water and wastewater side. He said that the department is moving forward with the service replacements. He said sewer cleaning is about 70% complete. He said the project for the Treatment Plant starts the second week in July. He said the Water people are replacing hydrants, valves, services, and getting the flushing done.
- f. Street Superintendent’s Report – Gilman said that the department is busy with routine projects. Gilman thanks Ben Bromley for the article regarding the brush pickup process. He said the department is trying to get started on crack filling, and asphalt repair. He said the department is working with the Water Department repairing curb.
- g. Police Chief’s Report – Chief Schauf said that there are some drug things going on, they department just received the federal warrant for the drug seizure the department just participated in with the FBI. He said that there was several pounds of marijuana seized between Juneau and Sauk County. He said that the department is down three officers, so staffing is getting tight. He said that there are eight potential candidates. He said the PD is also preparing for the upcoming 4<sup>th</sup> of July, Fair, and Circus Parade.

- h. Fire Chief's Report – Stieve said that they are in the process of getting the High School Fire Academy implemented in the fall. He said what is needed is a written agreement between the Baraboo School District, City of Baraboo, and MATC. Stieve then discussed transportation of students, and how the training would work. Lori Miller, Baraboo School District Administrator said that they are very committed to the Fire Academy. It was stated that there are 13 students. Miller stated that Baraboo is one of three school districts in the State of Wisconsin that can have this kind of partnership with the City, so she feels it something that the City can be proud of. She said that the students would exit with work force certifications, which allows them some benefits. Nick Karls, of Baraboo School District explained the benefits for the students. Stieve then explained the requirements and cost for the students. He said the school district was going to pick the cost up; however, MATC has written a grant through the Department of Workforce Development, they are in the process, and he feels that it is promising. Steve said that he was very impressed with the preparations that the students have done. He said this week he did ALICE training at WCCU Credit Union with 15 employees attending, and yesterday St. Paul's Lutheran Church with 52 people. He said that the department attended an evening at Al Behrman School and he invited the Red Cross because they have a free smoke detector program. He said that they spent two days installing approximately 25 smoke alarms free of charge in homes.

**ADJOURNMENT** – Wedekind moved, Plautz seconded to adjourn at 1:56 p.m. Motion carried.

**Baraboo Business Improvement District (BID) - Business Development Committee Meeting** **June 14, 2018**

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

**Members Absent:**

Also Attending: Ed Geick

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

**Meeting Minutes:** Moved by Bacher, seconded by Stanek, and unanimously carried to approve the minutes of March 13, 2018.

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

**New Business:**

1. Review recommendations from the Pop-Up Shop Committee.
2. Review Social Media proposals and business development projects – Approved:
  1. Dani Bruflodt – Iphone Photography for Small Business –
    - a. Date: Tuesday, October 23, 2018 10-12
3. Don Stanley – Facebook Live and Creating Videos for your small business with your smart Phone.
4. Google Drive In's and Out's (Mary Mjelde)
5. Josh Klemons
  1. Facebook like a Ninja
  2. Instagram like a Champ

**Adjournment:** Moved by Bacher, seconded by Stanek, and unanimously carried to adjourn at 12:33 PM.

**Administrative Committee**

**July 2, 2018**

Present: Alderpersons John Alt and John Ellington

Absent: Alderperson Michael Zolper

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

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

Moved by Ellington to approve the minutes of June 4, 2018, seconded by Alt and unanimously carried.

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

**Review and recommendation to the Common Council to update the Council Member's Handbook.**

Truman informed the Committee that what was before them now is the same as what was presented to them last month: A copy of the current Council Members' Handbook and the proposed new one. As was mentioned last month, Truman stated she was getting rid of the legalese contained in original version. She emphasized her desire to make the language more user friendly. Ellington mentioned that he and others could always refer back to the ordinances, if needed. Truman concurred.

Truman mentioned she started the revision process over a year ago. The point of reference she was using was the 2001 version, which until just recently, was the handbook available online. She also mentioned she was motivated by the Library's handbook (given out to Library Board Members).

Truman presented to the committee two questions: 1) Are there any changes the Committee wanted to make to the handbook? 2) Should

the City provide this handbook and other material to newly elected officials in binders?

Ellington questioned quorums: He recited, from the handbook, that 2/3 of the members of Council is quorum. He mentioned there was a meeting with five (5) and wanted to know what that meant. Truman responded, that it's in chapter 2 of the Code of Ordinances, and that it was a very good question. She sought resolve by mentioning that Council could adopt a rule whereby less than 2/3, they can suspend the rules to allow what is considered a standard Robert's Rules Quorum – the majority. Alt asked if the Committee should recommend the change now. Truman was in favor of it.

Ellington mentioned he would like to see page numbers added to the handbook and directed the Committee to the last page. This section contained the wording about the quorum. Truman stated that if the Committee wanted to recommend to change the Ordinance, she would bring the revised Ordinance and revised handbook (which would mirror the change in the Ordinance) to the next meeting.

Mayor Palm added that if the Ordinance was going to change, he suggested a simple majority. Truman added that Chapter 2 of the Code of Ordinances may need additional changes. Truman wanted guidance on whether to revise this particular portion of Chapter 2 or look at the Ordinance in its entirety for other potential changes. Ellington responded that the entire Chapter should be reviewed. Truman concluded with asking if there were other changes to the handbook.

Ellington wanted confirmation as to his understanding about the Library Board. He stated, according to the handbook, the municipality could have a member chosen for the Library Board, but just couldn't have two (2). Truman concurred. Mayor Palm added that the makeup of the Library Board is very specific and that it will be reviewed. Truman asked if the Committee wanted a list of members serving on committees in the handbook. Ellington and Alt both responded that they like the summary of all the Boards and Committees in the handbook to include a list of who is assigned to them.

Truman asked if the Committee wanted the handbook in a binder. Both Ellington and Alt wanted the handbook in a binder.

Motion to hold this item until the August 6, 2018 meeting by Ellington, seconded by Alt and unanimously carried.

Consider recommendation to the Common Council to change the City Code Chapter 14.13, "Private Swimming Pools" for the purpose of allowing pool covers as a substitution to fences – referred to in section (4) "Fences."

Ellington wanted to hear from Chief Schauf. Schauf commented that he has seen these covers and believes it meets the insurance institute's standards. However, the problem is how easy it is to open the covers. He added that a fence is a visible barrier, as well as a physical barrier. The covers are easily seen. Truman added that pool covers are not an issue with the City's insurance carrier: If the City changes the Ordinance, there are no liability concerns. Geick interjected that there is a lot of abuse by citizens who have pools as to what they do and don't do when following the rules – there are pools with partial railings.

Motion to recommend to Council by Ellington, not seconded and does not pass for lack of second.

Review and recommendation to the Council on the proposed changes to the Special Event License Ordinance.

Truman introduced the item summary, redline version of current ordinance and the proposed ordinance. The reason this change has come about, is the City is encountering some special events and given the current definition of a special event under the City's Ordinance, it's too broad. She continued. Basically any event on public or private property, where the public is invited, is a special event. Truman is not comfortable, legally speaking, with the breadth of the meaning. She wants to better define the definition. She wants to limit it to events that take place on public property, City property and owned or managed property that's beyond the normal and ordinary use of the property. It encompasses some events on private property, if the event will affect other people's normal and ordinary use of the property. Other changes:

- Security requirements – someone from the event and during the event be reachable by phone.
- Requirements of event organizer – must be at least 18 years of age.
- Places requirements – bathroom facility and recyclable facility.
- Extending the deadline for filing a license to 30 days
- Deadline for all other costs 14 days.

Under the current and proposed special event ordinance, there is still an application fee of \$150. This fee is waived for nonprofits and government entities. Aside from the application fee, there is a cost for City services. In instances where City services are used above \$500, such as police, the City is to be reimbursed. The City is also not requiring a bond unless it's a huge event. Alt questioned Schauf on how many of these the City handles. Schauf responded that it happens daily – most are minor.

Motion to recommend to the Council on the proposed changes to the Special Event License Ordinance by Ellington, seconded by Alt and unanimously carried.

Consider applications for keeping Chickens

Alt identified five (5) new applications on the agenda. Alt asked Schauf about how many issues the City has had with chicken farmers. Schauf indicated there have been no issues. The only place there was an issue was with a fox being caught in a chicken coop - an unlicensed one.

Motion by Ellington to approve applications for keeping chickens, seconded by Alt and unanimously carried.

Member comments

The next meeting will be August 6, 2018 at 12:00PM CDT. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Alt and unanimously carried. Meeting adjourned at 12:39PM CDT.

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

Plan Commission	06-19-18	Friends of the Library	05-08-18
Library Board	05-15-18	Park & Rec Comm.	06-11-18

**INFORMATIONAL ITEMS**

**ADJOURNMENT**

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

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Brenda Zeman, City Clerk