



CITY OF BARABOO COMMON COUNCIL AGENDA
Council Chambers, 101 South Blvd., Baraboo, Wisconsin
Tuesday, January 14, 2020, 7:00 P.M.

Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Alt, Kierzek, and Thurow.

Notices Sent To City Staff, Media And Other Interested Parties: Admin. Downing, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *Brenda Carey-Schick, Greg Mayer*

1. **CALL TO ORDER.**
2. **ROLL CALL AND PLEDGE OF ALLEGIANCE.**
3. **APPROVAL OF PREVIOUS MINUTES.** (*Voice Vote*): December 10, 2019 & January 7, 2020
4. **APPROVAL OF AGENDA.** (*Voice Vote*)
5. **COMPLIANCE WITH OPEN MEETING LAW NOTED.**
6. **PRESENTATIONS.** – *None Scheduled*
7. **PUBLIC HEARINGS.** – The Mayor announces that this is the published date and time to hear public comment concerning the request of Karla and Josh Reinhardt, LC to repeal the Planned Development Overlay zoning district that was approved on October 8, 2019 to convert the existing office building located at 1208 9th Street to a Family Day Care Center and revert the zoning to its original underlying B-3 Highway Oriented Business zoning classification.
8. **PUBLIC INVITED TO SPEAK.** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)
9. **MAYOR'S BUSINESS:**
 - The Mayor would like to congratulate the following staff on their anniversaries:
 - Greg Mayer, Public Works Dept. 5 years
 - Brenda Carey-Schick, Library 5 years
 - The Mayor would like to congratulate Alderperson John Alt who will be resigning from his seat on the Baraboo Common Council effective February 26, 2020. Thank you John for your dedication, service, and all your hard work.
 *If any resident residing in Aldermanic District 7 is interested in serving on the Baraboo Common Council, please complete the application located on our website under the “Resident” tab by Friday, February 14, 2020. For more information or questions, please contact Mayor Palm.
10. **CONSENT AGENDA.** (*Roll Call*)
 - CA-1...Approve the accounts payable to be paid in the amount of \$_____
 - CA-2... Approve the Alcohol License applications for those listed in the attached Resolution for this item.
 - CA-3... Approve the alcohol Operator’s Licenses for those listed in the attached Resolution for this item.

11. **NEW BUSINESS – RESOLUTIONS.**

NBR-1...Approve Plat of Island Court Condominium for a two-unit condominium on Lot 1 of Certified Survey Map No. 4892.

NBR-2...Approval for Bike Wisconsin to use the Civic Center for overnight camping on the evening of June 18, 2020 and set fees at \$620.

12. **NEW BUSINESS – ORDINANCES**

NBO-1...Approve revising §7.02(2)(b)2 of the Baraboo Municipal Code to provide for No Parking Any Time on the north side of Sauk Avenue, from a point 650 west of the centerline of Industrial Court to a point 800 feet west of the centerline of Industrial Court.

NBO-2...Approve amending §8.05 of the Baraboo Municipal Code regarding Snow and Ice Removal.

NBO-3...Approve repealing Planned Development Overlay zoning district that was approved on October 8, 2019 to convert the existing office building located at 1208 9th Street to a Family Day Care Center and revert the zoning to its original underlying B-3 Highway Oriented Business zoning classification as requested by Karla and Josh Reinhardt, LC.

13. **ADMINISTRATOR AND COUNCIL COMMENTS.** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*

- Reminder of “No Smoking in City Parks” according to City Ordinance 19.03(12) adopted March 12, 2019.
- Effective January 1st, the City of Baraboo now contracts with Abby Vans for the Shared Ride Taxi Service.

14. **REPORTS, PETITIONS, AND CORRESPONDENCE.** The City acknowledges receipt and distribution of the following:

- **Reports: November, 2019 – Fire Dept. & Treasurer**
December, 2019 – Building Inspection
- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance	12-10-19	BEDC	12-5-19
UW Campus	11-21-19	BID	12-18-19
Plan	12-17-19	Public Safety	12-9-19
Airport	12-3-19	Administrative	12-3-19, 1-6-20
Ambulance	10-23-19		

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

Public Arts	10-24-19	Library	11-5-19, 12-17-19
CDA	11-5-19, 12-3-19	Park & Rec	11-11-19
Pink Lady Rail	8-6-19		

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

15. **CLOSED SESSION**

Moved by _____, seconded by _____, to go into Closed Session. If there is a majority vote to go into Closed Session, the Mayor will announce that the Council will go into Closed Session according to §19.85(1)(e), Wis. Stats, for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (deliberate the City’s investment of public funds in and contractual arrangement with the Baraboo District Ambulance Service).

16. **OPEN SESSION**

Moved by _____, seconded by _____, to go into Open Session. The Mayor announces that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

17. **ADJOURNMENT.** (*Voice Vote*)

Brenda Zeman, City Clerk

*For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com***January 2020**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15	16	17	18
	Park & Rec	Finance Council	BID	UW Campus		
19	20	21	22	23	24	25
	Martin Luther King Day – City Offices OPEN SCDC PFC	Plan Library		Emergency Mgt		
26	27	28	29	30	31	1
	Public Safety	Finance Council	Ambulance	Public Arts		

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo, WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Agenda jointly prepared by D. Munz and B. Zeman

Agenda posted on 01/10/2020

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, December 10, 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, Kent, Petty, Ellington, Alt, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Adm. Geick, Atty. Truman, T. Pinion, M. Hardy, W. Peterson, K. Stieve, Josh Hecht, Tim Luger, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the minutes of November 26, 2019.

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

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- The Mayor introduced City Administrator Kennie Downing.

PUBLIC HEARINGS – *None Scheduled.*

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- The Mayor recognized the following fire personnel on their anniversaries with the Baraboo Fire Department. Congratulations to each of you for all your contributions, dedication, and commitment to the citizens of Baraboo.

5 Years of Service

Denise Schreiner

10 Years of Service

Josh Hecht

Jerry Shipper

15 Years of Service

Tyler Greenwood

20 Years of Service

Tim Luger

- The Mayor congratulated Rob Klein on his retirement from the Water Department. Thank you Rob!
- The Mayor also congratulated Mike Hardy, Park & Recreation Director on his 10th anniversary with the City. Congratulations Mike!
- The Common Council will hold a Special Meeting on Tuesday, December 17th at **7:00** p.m. for a presentation by BakerTilly on BDAS (Baraboo District Ambulance Service) Financial Audit.
- 2020 Census Reminder

CONSENT AGENDA

Resolution No. 19-139

THAT the Accounts Payable, in the amount of \$ 492,125.55 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-140

THAT the City Clerk be authorized to issue the following Liquor Licenses:

Liquor License, as amended:

- Kwik Trip #855 (South Blvd), Change of Agent
- Baraboo Young Professionals, Night Market, 12-20-2019

Resolution No. 19-141

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Amy Bible, Sauk County Agricultural Society (NEW)
- Tara Greenwood, Sauk County Agricultural Society (NEW)
- Tammy Salaja, Casey’s (NEW)
- Nancy Meiller, Bekah Kate’s (NEW)
- Joshua Ertel, Wal-Mart (RENEWAL)

Resolution No. 19-142

THAT, Mike Yount be appointed to the Business Improvement District (BID) to fill the unexpired term of Lacey Steffes, serving until April 30, 2022.

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

NEW BUSINESS - RESOLUTIONS

Resolution No. 19-143

WHEREAS, Wisconsin Statute 7.30 requires that election inspectors be named prior to December 31st of all odd numbered years.

NOW THEREFORE BE IT RESOLVED that the following election officials are appointed for 2020-2021 elections.

Adkins	Ann	Goethel	Terry	Reith	Judith
Allen	Karen	Hendricks	Terri	Rogers	Donald
Alt	Dorothy	Jackson	Sandra	Rogers	Jean
Barrix	Tom	Jauch	Robert	Roth	Geraldine
Bobeck	Rosemary	Kaney	Gaynold	Sauvey	Bonnie
Botham	Stephen	Kasper	Virginia	Shogren	Raymonda
Briggs	Judith	Kingery	Patricia	Slinde	Cheryl
Burgess	Joyce	Kingery	Vernon	Smith	Dennis
Burton	Ann	Kluge	Marla	Spencer	Judy
Cafilisch	Craig	Kluge	Dennis	Stavnow	Marilyn
Christiansen	Stephanie	Kramer	Terry	Steiner	Patte
Clark	Sara	Krueger	Geraldine	Steiner	Duane
Crawford	Jackie	Lombard	Andrea	Sturgis	June
Dagnon	Nanette	Marking	Jeanne	Teasdale	Kathryn
Edwards	Mary	O'Keefe	Tim	Vogel	Debra
Ellington	Judy	Paape	Deb	Voltz	Marilyn
Ellis	Andy	Petrie	Mary	Weis	Donna
Ellis	Jane	Pointon	Alonna	Wick	Bonnie
Elsen	Mary Pat	Pollard	Lila	Wiegand	Victoria
Fletcher	John	Pollard	Tom	Zimprich	Laurana
Frank	Charlene	Quandt	Beverly		
Gilmore	Elsie	Rau	Judith		

Board of Canvassers

Ann Adkins
Mary Petrie
Stephanie Christiansen

Tabulator Alternates

Lori Laux
Bonnie Mecker
Jessie Atkinson
Cynthia Haggard

FURTHER, that the election worker wages be set at \$9.50 per hour for election inspectors and \$10.50 per hour for chairpersons effective January 1, 2020.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 19-143** be approved-9 ayes.

Resolution No. 19-144

To approve the contract with Donohue & Associates, Inc. for the Construction Administration services of the Oak Street Booster Station Electrical Upgrade for the not to exceed amount of \$23,255.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 19-144** be approved-9 ayes.

Resolution No. 19-145

THAT the low bid of Pieper Electric in the amount of \$247,748 is hereby accepted for the replacement of the electrical system of the booster station and all other bids are rejected, and

Moved by Wedekind, seconded by Alt and carried that **Resolution No. 19-145** be approved-9 ayes.

Resolution No. 19-146

To approve the contract with SEH Inc. for the Baraboo Utilities Design services of the WisDOT Hwy 33 reconstruction for a lump sum amount of \$99,500.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 19-146** be approved-9 ayes.

Resolution No. 19-147

To approve the contract with Allen Steele Company Inc. for the construction of the Mill Race Water Main & Sanitary Sewer River Crossing Replacement at a cost of \$245,415.40.

Moved by Ellington, seconded by Plautz and carried that **Resolution No. 19-147** be approved-9 ayes.

Resolution No. 19-148

To authorize the City Administrator and City Clerk to enter into a contract with Sunrise Property Care, LLC, for contracted snow removal in the City on private properties who do not remove snow/ ice per §8.05 of the Baraboo Municipal Code for the CY 2020/2021.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 19-148** be approved-9 ayes.

NEW BUSINESS - ORDINANCES

Moved by Ellington, seconded by Plautz and carried unanimously to approve the 1st reading of **Ordinance No. 2539** creating Ordinance §7.09(3)(d)(21) relating to a parking restriction on the south side of 4th Avenue between Broadway & Birch Street.

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

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

7.09 Parking Restrictions

(3) LIMITED TIME PARKING.

- (d) Two Hours except where a 15 minute or 30 minute time period is specified under subs. (3)(a) and (3)(b) above. (1932 02/24/98, 2520 5/28/2019)

21. The south side of 4th Avenue, from Broadway to Birch.

- (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: (2520 5/28/2019)

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

Moved by Kolb, seconded by Wedekind to Suspend §2.04(12) of the Municipal Code to not require a 2nd reading of **Ordinance No. 2539**. Motion carried unanimously.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Downing reminded residents of the holiday garbage and recycling schedule. If your regular day is December 24th, garbage and recycling will be picked up on December 23rd. If your regular day is December 25th, garbage and recycling will be picked up on December 26th.

Ald. Petty welcomed both Adm. Downing and Ald. Kent.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** Building Inspection, November 2019
Airport, November 2019

- **Minutes from the Following Meetings:**

Finance/Personnel Committee--Dennis Thurow Committee Room, #205

November 26, 2019

Members Present: Petty, Thurow, Vacant

Absent:

Others Present: Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, K. Downing, K. Stieve, W. Peterson, M. Schauf

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law.

Moved by Petty, seconded by Thurow to approve the minutes of November 12, 2019 and carried unanimously. Moved by Petty, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty seconded by Thurow to recommend to Council for approval of the accounts payable for **\$1,621,547.44**. Motion carried unanimously.
- b) **Approve the 2020 Budgets:** The Committee reviewed the following budgets:
 - o Alma Waite, \$26,313 Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
 - o Airport, \$320,401 Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
 - o Sanitary Sewer Utility, \$1,756,963 and set the User Charges W. Peterson noted that they are requesting a 2% increase in revenue for 2020; this equates to an increase of approximately \$6 per year for residential customers. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
 - o Water Utility, \$2,428,591 W. Peterson explained that the budget increase is due to the significant amount of large projects planned for next year. There will be no water rate increases. They will be using some unrestricted reserve funds to balance the budget. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
 - o Stormwater Utility, \$786,329 W. Peterson stated that there are no increases for stormwater fees. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
 - o Tax Incremental Finance (TIF) Funds for the four Tax Incremental Districts (TIDs) C. Haggard noted that the City currently has 4 TID Districts. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

- o Funds with sources of revenue other than levy: C. Haggard explained that the Street Lighting Charge, new for 2020, will have its own fund. All of these funds are self-supporting funds, outside the levy.
 - a. Taxi
 - k. Unfunded Pension Liability
 - b. Street Lighting
 - l. UW Campus
 - c. Park Impact/Development
 - m. Kuenzi Estate
 - d. Public Safety Impact Fees
 - n. Library Segregated
 - e. Lead LSL Funds
 - o. Library Building Fund
 - f. Fire Equipment Replacement
 - p. Park Segregated
 - g. Emergency Mgmt. Equipment Fund
 - q. Oschner Park House
 - h. Land Development
 - r. Firefighters Retirement Fund
 - i. Capital Equipment Fund
 - s. Friends of the Library
 - j. Liability Insurance

Moved by Petty to approve all funds, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

- o Business Improvement District budget for \$47,900 and assessments to be levied Adm. Geick noted that this budget is the same as previous years. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- o Tax levy for \$8,789,324 and adopt the 2020 City Budget for a total of \$18,847,349 C. Haggard noted that this includes the General Fund family of operating, debt service, and capital. This will establish the levy of \$8,789,324. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- c) Approve the Annual Weights and Measures Assessments for 2019 City Clerk B. Zeman explained to the committee that she has found that businesses within the City of Baraboo that have register scanners are not being treated the same. Because of this, she is proposing that all businesses that have devices, such as a timer, a scale, a liquid measuring device, etc. continue to be invoiced based on the devices they have and the inspections completed by the State. These businesses will be required to obtain the annual Weights & Measures license from the City. Those businesses with only register scanners will be invoiced solely based on the inspections completed by the State and not required to obtain the Weights & Measures license. For these businesses, any business that does not have an inspection will not receive an invoice. Any business within the City of Baraboo that has either a device or a register scanner can be inspected by the State. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- d) Approve writing off uncollectible accounts The Committee reviewed the list of uncollectible accounts indicating \$1,669.23 of medical transport fees and \$105.05 of CDA accounts receivable. Moved by Petty, seconded by Thurow and carried unanimously to write off the uncollectible accounts.
- e) Appoint CSOs John Statz and Allison Goetz as Humane Officer for the City of Baraboo Chief M. Schauf explained that per State Statues, with final approval from the Common Council, he can appoint a Humane Officer. Because this became effective December 1, 1999 and we have not had to re-certify a humane officer since 1997, we were not aware of the requirement for this official appointment. Moved by Petty, seconded by Thurow to recommend the appointment of Humane Officers to Council for approval. Motion carried unanimously.

Informational Items – None.

Adjournment – Moved by Petty, seconded by Thurow and carried to adjourn at 6:19pm.

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

Library	11-19-19	CDA	11-5-19
Emergency Mgmt.	10-24-19		
- Petitions & Correspondence Being Referred: None.

ADJOURNMENT

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:24pm.

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, January 7, 2020 –7:00 p.m.**

Mayor Palm called the special meeting of Council to order.

Roll call was taken.

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

Others Present: Adm. Downing, Atty. Truman, Clerk Zeman, Treasurer Laux, Fire Chief Stieve, EMS Director Sechler, Asst. Fire Chief Willer, members of the press and others.

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

Compliance with the Open Meeting Law was noted.

PUBLIC INVITED TO SPEAK

Kilton Holmes, 126 1st Street Apt. #3, Baraboo: He suggests that the district will probably have to look at outsourcing to some degree because things are getting more complicated and staff levels; more staffing at the EMS level and less administration. Outsourcing can be a big plus for many organizations.

Ben Wolter, 5305 Russett Rd, Madison: As a former Baraboo District Ambulance employee, along with many current employees, he is not surprised by the financial shortfall. Many issues, including issues with the billing department, were brought up by employees who had tried to present them to the chain of command as well as members of the City. The employees feel their concerns were ignored and he worries that the results of tonight's meeting might be the same. At the time he was an employee, the service was poorly and professionally bankrupt; and now it's financially as well. He feels Director Sechler will try to point the blame on other employees but these concerns were presented directly to Sechler multiple times, by multiple employees, and entirely ignored. He feels nothing will change as long as Director Sechler is in charge. The current audit is showing a loss of ½ million dollars due to mismanagement; this will have to come out of the pockets of City residents and this is not fair. He strongly encourages the Council to look at this closely; look at the history, the previous audit and realize that this is not the fault of the employees, the employees that often put their lives on the line. The proper decision is to find a new Director.

Rob Nelson, 318 Remington St, Baraboo: Spoke in favor of encouraging the Council to conduct as much of this meeting in Open Session as possible. He noted that State Statutes 19.85(1)(e) is restrictive rather than expansive when it comes to the subject of Closed Meetings. He also noted the Wisconsin Open Meeting Law Compliance Guide, "When a governmental body seeks to convene in closed session under Wis. Stat. § 19.85(1)(e), the burden is on the body to show that competitive or bargaining interests require closure...Competitive or bargaining reasons permit a closed session where the discussion will directly and substantially affect negotiations with a third party, but not where the discussions might be one of several factors that indirectly influence the outcome of those negotiations." The ambulance is a very important public service in Baraboo and he is hoping the public can be privy to tonight's discussion.

MAYOR'S BUSINESS

The purpose of today's meeting is to receive the financial audit from Baker Tilly regarding the Baraboo District Ambulance Service ("BDAS") and for the Council to discuss the report with Baker Tilly as it pertains to the City's contractual agreement with BDAS and the City's investment of public funds into BDAS.

COMMITTEE OF THE WHOLE

Moved by Ellington, seconded by Kolb, to enter into Committee of the Whole to hear and discuss the report from Baker Tilly regarding the BDAS financial audit.

CLOSED SESSION

Moved by Petty, seconded by Kierzek to go into Closed Session with the exception of Baraboo Ambulance District Commission members, as well as City of Baraboo Finance Staff, City Clerk, former Adm. Ed Geick and current Adm. Kennie Downing. Ald. Petty believes this issue will ultimately involve personnel issues, third party vendors, as well as the reputation of the Baraboo District Ambulance service. He also believes that part of the deliberations will be the expenditure of monies into BDAS, which is a contractual relationship the City has with BDAS. Motion passes, 6 ayes; 3 nays, Kolb, Plautz, Ellington. The Mayor announced that the Council will go into Closed Session according to §19.85(1)(e), Wis. Stats, for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (hear/discuss the BDAS financial audit and the City's investment of public funds in and contractual arrangement with BDAS).

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

Others Present: Mayor Palm, Admin. Downing, Clerk Zeman, Atty. Truman, Treasurer Laux, E. Geick, Timothy Voncina (Baker Tilly), Tom Garvey (Baker Tilly), Jacob Bach (Baker Tilly)

OPEN SESSION

Moved by Petty, seconded by Kolb to go into Open Session. Motion carries; 1 nay, Thurow. The Mayor announces that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

Moved by Kolb, seconded by Alt to rise and return from Committee of the Whole into regular session.

ADJOURNMENT

Moved by Ellington, seconded by Petty, and carried on voice vote, that the meeting adjourn at 10:03pm.

Brenda Zeman, City Clerk

NOTICE OF PUBLIC HEARING
City of Baraboo, Wisconsin

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, January 14, 2020, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter(s):

Request of Karla and Josh Reinhardt, LC to repeal the Planned Development Overlay zoning district that was approved on October 8, 2019 to convert the existing office building located at 1208 9th Street to a Family Day Care Center and revert the zoning to its original underlying B-3 Highway Oriented Business zoning classification.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 101 South Blvd, Baraboo, Wisconsin 53913.

PLEASE TAKE FURTHER NOTICE that the Common Council may make substantial changes in the zoning as a result of objection, debate and discussion at this hearing. For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

/s/ Brenda Zeman, City Clerk.

To be published on: **December 30, 2019 and January 06, 2020 in the legal section.**

CA – 1

RESOLUTION NO. 2019 -

Dated: January 14, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

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

Offered By: Consent

Approved by Mayor: _____

Motion:

Certified by City Clerk: _____

Second:

CA-2

RESOLUTION NO. 2019 -

Dated: January 14, 2020

The City of Baraboo, Wisconsin

Background: In order to be in full compliance with State Law, the City recently amended Chapter 12, Intoxicating Liquor and Fermented Malt Beverages. Because of this change, the Administrative Committee is now required to review all Liquor License applications and make a recommendation to Council.

Liquor License applications are reviewed by the Police Department, the Fire Inspector, and Zoning.

All Liquor Licenses will expire June 30, 2020 with the exception of the Picnic License. A Picnic License, also known as a Temporary Beer and/or Wine License, is typically issued for a one or two day event.

The Liquor Licenses listed below were recommended to Council for approval at the January 6, 2020 Administrative Committee meeting.

Fiscal Note: (check one) Not Required Budgeted Expenditure Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the City Clerk be authorized to issue the following Liquor Licenses:

Picnic License

- St. Joseph Catholic Parish, Gala of Gratitude, 1-24-20
- St. Joseph Catholic Parish, Fish Fry, 2-28-20, 03-13-20, 04-03-20
- St. Joseph Catholic Parish, Tri-Parish Trivia Night, 04-06-20

Offered by: Administrative Comm. **Approved by Mayor:** _____

Motion:

Second:

Certified by Clerk: _____

CA - 3

RESOLUTION NO. 2019 -

Dated: January 14, 2020

The City of Baraboo, Wisconsin

Background: In order to be in full compliance with State Law, the City recently amended Chapter 12, Intoxicating Liquor and Fermented Malt Beverages. Because of this change, the Administrative Committee is now required to review all Operator License applications and make a recommendation to Council.

The Police Department will complete a background check prior to the issuance of all Operators License.

An Operator License, also known as a “Bartender’s License”, is valid for no more than a 2-year period, expiring on June 30th. A Conditional Operators License is valid for a period of one year, expiring on June 30th. A Temporary Operators License is for an event and valid for no more than 14 days.

The Operator Licenses listed below were recommended to Council for approval at the January 6, 2020 Administrative Committee meeting.

Fiscal Note: (check one) Not Required Budgeted Expenditure Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the City Clerk be authorized to issue the following Operator’s Licenses:

- Dustin Nachtigal, Wal-Mart
- Tyler James Nemitz-King, Casey’s
- Mariah Deyo, Baraboo Burger Company

Offered by: Administrative Comm. **Approved by Mayor:** _____

Motion:

Second: **Certified by Clerk:** _____

The City of Baraboo, Wisconsin

Background The owner of the property at 815/817 Island Court built the existing duplex in 2002. The owner is in the process of selling that property and prefers to sell the units individually. This property does not qualify for a conversion to Side-by-Side Single Family Attached Dwellings since there is insufficient frontage to comply with the Zoning Code requirement so the owner of the duplex wants is requesting that the duplex be converted to a two-unit Condominium in accordance with our Subdivision and Platting Code and Chapter 703 of the Wisconsin State Statutes

Pursuant to Chapter 18 of the Code of Ordinances, Condominium Plats are reviewed and approved in the same manner as a subdivision. The purpose of this Resolution is to approve the Island Court Condominium Plat. This matter was favorably reviewed by the Plan Commission at their December 17th, 2019 meeting with a unanimous recommendation for approval.

Fiscal Note: (√one) [] Not Required [X] Budgeted Expenditure [] Not Budgeted
Comments:

WHEREAS, the Plan Commission has recommended approval of the Plat of Island Court Condominium for a two-unit condominium on Lot 1 of Certified Survey Map No. 4892;

NOW, THEREFORE, BE IT RESOLVED that the Plat of Island Court Condominium, containing one (1) existing duplex building or two (2) condominium units, is hereby granted final approval subject to the applicable provisions of Chapters 236 and 703 of the Wisconsin Statutes and Chapter 18 of the Baraboo Municipal Code of Ordinances, provided that the recorded version of the Condominium Instruments are identical to the copy filed with the City Engineer and that all review fees be paid in full.

Offered by: Plan Commission

Approved: _____

Motion:

Second:

Attest: _____

RESOLUTION NO. 2019 -

Dated: January 14, 2020

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of renting the Civic Center gym, kitchen, locker rooms and meeting room 12 to Bike Wisconsin for the Baraboo stop of their 2020 Wisconsin tour, which will take place the night of June 18, 2020.

Bike Wisconsin begins to arrive around 10am on June 18, parking bikes in the gym and setting up tents inside and outside the Civic Center. While in Baraboo, many venture out to downtown and visit the community. They stay overnight and leave the following day, June 19, around 7am.

The recommendation from the Parks and Recreation Commission is to charge Bike Wisconsin for those hours the Civic Center is not staffed (11pm-7am) to have staff present overnight plus normal rental rates for the gym and meeting room only during the hours the building is normally open. Total recommended fees would be \$620 for the use of the Civic Center.

Fiscal Note: Not Required Budgeted Expenditure Not Budgeted

Comments: Approval of the \$620 charge would be required to meet budgeted costs for this event

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Civic Center be permitted to extend a special rental agreement to Bike Wisconsin allowing for the use of the Civic Center gymnasium, kitchen, locker rooms and room 12 including allowing overnight camping on Civic Center grounds the night of June 18, 2020 for a total of \$620.

Offered by: Park & Rec Commission

Motion:

Second:

Approved: _____

Attest: _____

NBO - 1

The City of Baraboo, Wisconsin

Background: The Public Safety Committee considered a request to restrict parking on the north side of Sauk Avenue between Industrial Court and State Rd 136, across from HAPCO’s loading docks, at their December 9th, 2019 meeting.

Based on recommendations from the City Engineer and Chief of Police, the Committee unanimously recommended that the Common Council approve this change.

Fiscal Note: (check one) Not Required Budgeted Expenditure Not Budgeted **Comments:**

An Ordinance revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for:

No Parking Any Time on the north side of Sauk Avenue, from a point 650 west of the centerline of Industrial Court to a point 800 feet west of the centerline of Industrial Court.

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

1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for:
 - a. No Parking Any Time on the north side of Sauk Avenue, from a point 650 west of the centerline of Industrial Court to a point 800 feet west of the centerline of Industrial Court.
2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor’s Approval: _____

Clerk’s Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the 28^h day of January 2020 and is recorded on page _____ of volume _____.

City Clerk: _____

NBO - 2

The City of Baraboo, Wisconsin

Background: The City's Code requires property owners remove snow and ice from their sidewalks within 24 hours of snowfall. Failure to comply with the Code will result in the City's contractor removing the snow/ice for the property owner and the City billing the property owner for the service. Should a property owner wish to contest the charge, the only recourse available is to file an appeal with the City's Administrative Appeals Board, pursuant to Chapter 6 of the City's Code, which is a somewhat cumbersome procedure. It is therefore suggested that an appeals process be created within the Code to allow appeals to instead be heard by the Administrative Committee.

The Administrative Committee reviewed the proposed amendments to the code at their January 6, 2020 meeting and unanimously voted to recommend the Council adopt the changes.

Fiscal Note: (check one) Not Required Budgeted Expenditure Not Budgeted
Comments:

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

1. Section 8.05 of the Baraboo Municipal Code is amended as follows:

8.05 SNOW AND ICE REMOVAL. (1965 01/12/99, 2033 11/14/2000, 2180 02/08/2005, 2287 10/14/2008, ~~xxxxxxx~~)

(1) SIDEWALK SNOW AND ICE REMOVAL. The owner or lessee of every lot or parcel of land in the City in front of or abutting upon a sidewalk shall clear the entire width of such sidewalk of snow and ice no later than 24 hours after such snow or ice has accumulated thereon. The owner or lessee of a lot or parcel abutting sidewalks on two intersecting streets shall remove all snow and ice from the sidewalks of both streets, including that portion of the sidewalks bordering the crosswalk, including the entire curb ramp, if any, through the snow plow line to the cleared street, regardless of the source of the snow or ice accumulation. In the event sidewalk snow or ice shall become frozen so hard that it cannot practically be removed, the owner shall keep the sidewalk effectively sprinkled with sand, salt, or other suitable substance in such manner as to prevent the ice from being dangerous, and shall promptly clean such sidewalk as soon as weather permits. ~~Any person violating this subsection shall be subject to a forfeiture as provided in Section 25.04 of The City Code.~~

(2) SNOW NOT TO BE DEPOSITED ON PUBLIC WAYS; CREATION OF DOWNTOWN SNOW REMOVAL DISTRICT.

(a) ~~Each day any violation of this subsection continues shall constitute a separate offense. An abatement notice pursuant to Section 10.07(2)(a) of the City Code need only be served once upon a property per winter season.~~ (2) Snow not to be deposited on public ways; creation of downtown snow removal district. (a) Except in the downtown snow removal district, no person shall deposit any snow on any public street or alley in the City unless such person shall, within one hour thereafter, cause such snow to be removed from such street or alley. Sidewalk snow may be deposited within the tree bank, but shall not be deposited in the street.

(b) A downtown snow removal district is hereby created within the following perimeter: Commencing at 1st Avenue and Broadway, thence east on 1st Avenue/Street to Ash

Street; thence north on Ash Street to 3rd Street; thence east on 3rd Street to East Street; thence north on East Street to 4th Street; thence west on 4th Street to Ash Street; thence north on Ash Street to 5th Street; thence west on 5th Street/Avenue to Birch Street; thence south on Birch Street to 3rd Avenue; thence east on 3rd Avenue to Broadway; thence south on Broadway to 1st Avenue, the point of beginning. The perimeter shall be considered to run down the middle of the street. Only property inside the described perimeter shall be considered a part of the district. Within the perimeter of the downtown snow removal district, snow removed from contiguous properties may be deposited at the curb line, for later pickup and disposal by the City.

- (3) CITY ABATEMENT. In the event the owner or lessee of any lot or parcel of land fails to comply with or violates the provisions of sub (1), above, or violates sub (2), above, the Street Superintendent or designee may summarily remove such snow and ice and cause the cost of said removal to be charged to the owner of the property from which said snow or ice has been removed, after first providing the property owner with an abatement notice pursuant to §10.07(2)(a) of the City Code. An abatement notice under this §8.05 need only be served once upon a property owner per winter season. If the charge is not paid within 30 days of the date of billing, an additional administrative charge of 10% of the charge shall be added to the amount due, plus interest shall accrue thereon at the rate of 1% per month until paid, and such charge shall be extended upon the current or next tax roll as a charge for current services as provided in §66.0627, Wis. Stats. 8

(a) Appeals. A property owner may appeal the charge to the Administrative Committee by notifying the City Clerk within 14 calendar days of the date of the City's invoice to the property owner. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting, time permitting, and the decision shall be final. The Administrative Committee may consider the following when determining the merits of the appeal:

- i. Whether the snow/ice warranted an abatement pursuant to subs (1) or (2), above, and
- ii. Whether the City provided the property owner with a notice of abatement, and
- iii. Whether the property owner took reasonable steps to abate the nuisance as required by this Section, and
- iv. Whether the charge invoiced to the property owner was reasonable.

- (4) VIOLATIONS. Any person violating any of this §8.05 shall be subject to a forfeiture as provided in §25.04 of the City Code. Each day any violation of this subsection continues shall constitute a separate offense. Prosecution under sub (1) or sub (2), above, shall not bar the City from proceeding under sub (3), above, nor shall proceeding under sub (3), above, bar prosecution under sub (1) or sub (2), above.

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 20__, and is recorded on page ____ of volume _____.

City Clerk: _____

NBO - 3

The City of Baraboo, Wisconsin

Background: Karla and Josh Reinhardt have decided not to convert the property at 1208 9th Street (formerly D&S Dental Lab) to a Family Day Care Center. They are requesting that the PUD Ordinance be repealed and underlying B-3 Highway Oriented Business zoning classification be restored.

The Plan Commission considered this request at their December 17th meeting and unanimously recommended the PUD overlay be repealed.

Fiscal Note: (check one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted Comments:

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

- 1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP

(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Developments. The Planned Unit Development 2019-02 that was approved on October 19, 2019, as Ordinance 2530, and incorporated into the zoning map is hereby repealed.

- 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.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ___th day of January 2020, and is recorded on page ____ of volume ____.

City Clerk: _____

**Baraboo Fire Department
Monthly Report - November 2019**

Incident Responses	November 2019	Year to Date 2018	Totals 2018	Year to Date 2019	Percentage Increase/Decrease
Fire, Other	0	4	4	0	
Building Fire	0	12	13	12	32 Fire 9.33%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	104 Rescue 30.32%
Fire in Structures other than Building	0	0	0	0	17 Haz Mat 4.96%
Cooking Fire	0	6	6	7	57 Alarm 16.62%
Chimney Fire	0	5	5	0	121 Other 35.28%
Vehicle Fire	0	3	3	8	12 Mutual Aid 3.50%
Wildland Fire	0	6	6	5	
Trash or Rubbish Fire Contained	0	0	0	0	
Outside Rubbish, Trash or Waste Fire	0	2	2	0	41 Fire 10.88%
Dumpster or other Trash Receptacle Fire	0	1	1	0	95 Rescue 25.20%
Outside Storage Fire	0	0	0	0	20 Haz Mat 5.31%
Outside Gas or Vapor Combustion Explosion	0	1	1	0	68 Alarm 18.04%
Medical Assist	5	28	32	34	127 Other 33.69%
Vehicle Crash	9	40	43	53	26 Mutual Aid 6.90%
Motor vehicle/pedestrian crash	0	0	0	1	
Search for Person on Land	0	2	2	1	
Extrication of Victim(s) from Building/Structure	0	0	0	0	
Extrication from Vehicles	1	4	4	6	
Extrication, Other	0	2	2	0	
Elevator Rescue	0	3	3	3	
Water/Ice Rescue	0	5	5	3	
High Angle Rescue	0	4	4	3	
Hazardous Material	0	9	12	12	
Carbon Monoxide Incident	1	6	8	5	
Hazardous Call, Other	1	15	17	23	
Vehicle Accident - General Cleanup	0	10	10	9	
Animal Rescue	0	1	1	0	
Water Problem, Other	0	0	0	1	
Smoke or Odor Removal	0	1	3	2	
Service Call, Other	0	1	1	3	
Lock-out	0	0	0	0	
Assist Police	2	3	4	13	
Public Service	0	3	3	8	
Unauthorized Burning	0	2	2	3	
Authorized Burning	0	1	1	4	
Good Intent Call	2	41	44	19	
Dispatched/Cancelled	1	36	37	33	
Wrong Location	0	1	1	0	
Smoke Scare, Odor of Smoke	0	0	1	1	
Steam, Vapor, Fog or Dust thought to be Smoke	0	1	1	0	
Malicious Alarm	0	1	2	2	
Bomb Threat	0	0	0	0	
Alarm	3	53	54	40	
Carbon Monoxide Alarm	2	12	12	15	
Lighting Strike	0	0	0	2	
Severe Weather Standby	0	1	1	0	
Mutual Aid - City	2	19	20	9	
Mutual Aid - Rural	0	6	6	3	
Totals	29	351	377	343	-2.28%
			0		
			377		Exposure Fires Total Incidents

Fire Department Membership

Total Members	34
Military Leave	<u>1</u>
Net Members	33

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	18	62.07%	200	58.31%
Village of West Baraboo	3	10.34%	28	8.16%
Town of Baraboo	4	13.79%	58	16.91%
Town of Fairfield	1	3.45%	21	6.12%
Town of Greenfield	1	3.45%	19	5.54%
Town of Sumpter	0	0.00%	5	1.46%
Mutual Aid - City	2	6.90%	9	2.62%
Mutual Aid - Rural	0	0.00%	3	0.87%
Totals	29	100.00%	343	100.00%

**Baraboo Fire Department
Monthly Report - November 2019**

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	12	50	83	160	132	172	12	81	106	131	218	
Village of West Baraboo	89	39	2	1	1	0	26	62	3	2	2	
Town of Baraboo	0	0	0	2	1	14	29	1	4	1	0	
Town of Fairfield	0	0	0	2	0	0	3	1	0	1	2	
Town of Greenfield	0	0	0	0	0	2	6	1	0	0	0	
Town of Sumpter	0	0	0	0	0	0	1	0	0	0	0	
Totals	101	89	85	165	134	188	77	146	113	135	222	0
								Total Inspections Year to Date				1455

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	5	100	0	100	
Fire Safety Presentations	0	0	0	0	
Fire Safety House Training	0	0	0	0	
Other (Open House)	0	0	0	0	
Grand Totals	5	100	0	100	
			Total Fire Safety Contacts Year to Date		2800

Monthly	Number of Smoke Alarms	Number of CO Alarms	Total
Install Smoke and Carbon Monoxide Alarms	0	0	0

12 Year to Date Total

Other Fire Prevention Activities

Fire Watch Detail - Al Ringling Theater 30 hours throughout November for shows

Treasurer's Report

Bank Balance							Bank																Grand Total	
BANK INVESTMENTS	Type	Fund	Account	Term	Maturity	Rate	BNB	LGIP	WF/JB	CFB	SUM	BWD	PDS	FBB	RCB	CLARE	WCCU	ICB	CCF	BMO	FICA	SCHWAB	Grand Total	
Alma Waite Account	NOW account	820	104502957	Daily		0.49%	7,256.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,256.85
Alma Waite Trust Fund	Cert of Deposit	820	6275826	36 months	7/8/21	2.85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00
			3861228	33 months	11/21/20	2.05%	0.00	0.00	0.00	0.00	0.00	105,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,000.00
			54962-27444	30 months	8/21/20	1.99%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,006.15	0.00	0.00	0.00	0.00	0.00	103,006.15
			6900492354	31 months	9/22/20	2.25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00
			14890100-102	21 months	6/23/20	2.80%	0.00	0.00	0.00	0.00	151,328.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,328.10
			40032553	30 months	10/18/20	2.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114,070.65	0.00	0.00	0.00	114,070.65
			7070300	24 months	10/16/21	2.30%	135,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135,000.00
	Investment Pool	820	856206-3	Daily		1.71%	0.00	38,460.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,460.50
	Dana Investment	820	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00
CDA-Grant Accounts	Checking	220	1000934/114639	Daily		none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
CDA-Loan Accounts	(blank)	983	(blank)	(blank)			779,741.65	169,073.88	0.00	131,664.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,080,480.37
Fire Benefit Fund	Investment	900	126696102	Daily		0.10%	0.00	0.00	0.00	0.00	650.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.05
	Cert of Deposit	900	6900470891	18 months	6/1/20	2.62%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00	0.00	80,000.00
	Investment Pool	900	856206-4	Daily		1.71%	0.00	18,746.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,746.50
Fire Equipment Fund	Cert of Deposit	420	109465199	24 months	3/23/20	2.16%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,240.00
			30087	36 months	3/28/21	2.47%	0.00	0.00	0.00	155,642.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155,642.02
			14890100-104	27 months	3/20/21	2.97%	0.00	0.00	0.00	0.00	132,594.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,594.41
			14890100-103	21 months	6/23/20	2.80%	0.00	0.00	0.00	0.00	151,328.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,328.10
			173747	13 months	6/17/20	2.33%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,314.29	0.00	0.00	151,314.29
			6380310	9 months	6/19/20	1.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
			14890100-107	25 months	10/14/21	2.33%	0.00	0.00	0.00	0.00	40,017.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,017.88
	Dana Investment	420	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350,000.00
Friends of the Library	Savings	940	103035891	Daily		0.10%	20,343.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,343.10
General Cash Account	Checking / NOW	100	1003069830	Daily		0.04%/49	1,103,120.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,103,120.05
	Deposit Placeme	100	101066015	Daily		0.49%	195,943.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195,943.21
General Fund	Money Market	100	908-640	Daily		0.18%	0.00	0.00	204,713.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204,713.79
			86190136	Daily		1.05%	0.00	0.00	0.00	963,983.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	963,983.80
			163563	Daily		1.35%	0.00	0.00	0.00	0.00	132,730.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,730.43
			7481010	Daily		0.25%	0.00	0.00	0.00	0.00	0.00	0.00	211,297.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211,297.50
			471582	Daily		1.10%	0.00	0.00	0.00	0.00	0.00	0.00	262,455.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	262,455.30
			10080968	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	640,305.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	640,305.46
			525450	Daily		0.60%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,334.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,334.36
			54962-07	Daily		0.80%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,686.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,686.22
			5031443	Daily		0.73%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199,534.75	0.00	0.00	0.00	0.00	0.00	199,534.75
			20032292	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	261,538.91	0.00	0.00	0.00	0.00	261,538.91
			2061232	Daily		0.65%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,246.53	0.00	0.00	0.00	105,246.53
	Cert of Deposit	100	3846829	24 months	9/12/21	2.05%	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			109508099	24 months	6/08/20	2.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			109507299	18 months	12/8/19	2.36%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
			40032552	24 months	4/6/20	2.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	150,000.00
			1809441	24 months	9/12/20	2.40%	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			1800522	18 months	3/20/20	2.33%	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
			0100	16 months	2/22/20	2.48%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			775800803	12 months	12/7/19	2.65%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00
			14890100-100	27 months	5/25/21	2.97%	0.00	0.00	0.00	0.00	152,681.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152,681.27
			1802640	12 months	3/28/20	2.50%	0.00																	

TREASURER'S INVESTMENT REPORT for November 2019

		Average Rate of Return on Current Deposits			Benchmarks:	
Total Receipts:	2,954,975.63 *			Avg Term	LGIP	1.71%
		General Funds:	7.4 M	1.62%		
		Utility Funds:	12.7 M	1.73%	90-day T-bill:	1.59%
Total Disbursements:	2,851,297.26 *	Segregated Funds:	23.6 M	2.24%		
		Securities w/Dana	3.95 years	2.48%	6M CD:	1.08%
* Includes new bonds and debt repayment		All Funds:	12.1 M	1.77%	12M CD:	1.67%
			Liquid:	56%	18M CD:	1.73%
			Term:	44%		

Policy Objectives:

- Safety: ▪ \$2,775,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ May hold off on reinvesting in CDs, until rates can stabilize
- Yield: ▪ Yields are still falling

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
	NONE										

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
(1)	CALLED	FMAC	3134G76T3	98.8000	AA+	Step coupon	5 year	11/27/2020	2.58%/3.53%	148200.00	Semi annual

Comments: Called after 4 years. Held for 1.5 years. Earned 2.56%

REPORT OF BUILDING INSPECTION
Construction, Plumbing, Electrical, HVAC, Commercial
DECEMBER

PERMIT TYPE	2018						2019					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	2	3	\$950,258.00	\$1,750,258.00	\$1,800.00	\$4,072.63	0	1	\$0.00	\$960,000.00	\$0.00	\$2,806.06
Commercial Addition	0	2	\$0.00	\$1,057,895.00	\$0.00	\$1,342.74	1	5	\$2,066,000.00	\$2,287,000.00	\$1,778.64	\$3,293.64
Commercial, Alterations	1	22	\$1,800.00	\$1,701,657.00	\$75.00	\$10,660.64	1	31	\$17,000.00	\$3,276,131.00	\$75.00	\$13,105.92
Commercial, Razing	1	1	\$0.00	\$0.00	\$30.00	\$30.00	0	1	\$0.00	\$0.00	\$0.00	\$60.00
Residential, New SF	0	18	\$510,000.00	\$3,445,956.00	\$2,372.79	\$15,495.81	2	9	\$340,000.00	\$1,971,000.00	\$1,643.52	\$7,979.30
Residential, New Duplex	0	3	\$0.00	\$880,000.00	\$0.00	\$2,887.54	0	1	\$0.00	\$250,000.00	\$0.00	\$1,096.30
Residential, Additions	0	11	\$0.00	\$357,799.00	\$0.00	\$1,587.00	0	4	\$0.00	\$147,750.00	\$0.00	\$477.97
Residential Remodel	0	30	\$185,000.00	\$727,263.00	\$513.01	\$3,565.84	4	45	\$135,423.00	\$959,721.00	\$442.75	\$4,716.89
Residential, Accessory Razing	0	4	\$0.00	\$0.00	\$0.00	\$120.00	0	1	\$0.00	\$0.00	\$0.00	\$30.00
Residential Dwelling Razing	1	2	\$0.00	\$0.00	\$30.00	\$60.00	0	1	\$0.00	\$0.00	\$0.00	\$30.00
Roofing/Siding/Windows	4	278	\$56,000.00	\$4,830,393.00	\$342.00	\$24,685.00	13	181	\$143,306.00	\$2,226,133.00	\$834.00	\$13,195.00
Garage/Sheds/Deck/Fence	3	60	\$59,000.00	\$344,561.00	\$195.00	\$3,795.00	1	67	\$6,000.00	\$340,056.00	\$60.00	\$4,630.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	0	4	\$0.00	\$89,067.00	\$0.00	\$240.00	0	2	\$0.00	\$12,500.00	\$0.00	\$120.00
Electrical Only	5	58	\$8,600.00	\$355,486.00	\$340.00	\$3,980.00	5	47	\$49,000.00	\$191,814.00	\$530.00	\$2,638.00
HVAC Only	0	4	\$0.00	\$25,353.00	\$0.00	\$240.00	0	5	\$0.00	\$48,800.00	\$0.00	\$360.00
Sign Permits	2	25	\$2,000.00	\$25,100.00	\$120.00	\$1,890.00	2	22	\$8,000.00	\$87,140.00	\$120.00	\$1,950.00
Misc. Permits	0	5	\$0.00	\$70,000.00	\$0.00	\$210.00	1	8	\$0.00	\$85,500.00	\$150.00	\$960.00
TOTALS	19	530	\$1,772,658.00	\$15,660,788.00	\$5,817.80	\$74,862.20	30	451	\$2,764,729.00	\$12,843,545.00	\$5,633.91	\$57,449.08

PERMIT TYPE	FEES	YTD
Residential, Additions	0	477.97
Residential Remodel	261	4274.14
Residential, Accessory Razing	0	30
Residential Dwelling Razing	0	30
Roofing/Siding/Windows	150	12361
Garage/Sheds/Deck/Fence	60	4570
Multi-Family Units	0	0
Plumbing Only	0	120
Electrical Only	360	2108
HVAC Only	60	360
Sign Permits	240	1830
Misc. Permits	180	810
TOTALS	1516	51815.17

Residential , New SF	0	6335.78
Residential, New Duplex	0	1096.3

Members Present: Petty, Thurow, Kent

Absent:

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

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

Action Items

- a) **Accounts Payable** – Moved by Thurow, seconded by Kent to recommend to Council for approval of the accounts payable for **\$492,125.55**. Motion carried unanimously.
- b) **Approve contract with Donohue & Associates, Inc. for the construction administration services of the Oak Street Booster Station Electrical Upgrade for the not to exceed amount of \$23,255.** W. Peterson explained that because they had not previously worked with Donohue & Associates, Inc., they did this as a two-phase project. Because Donohue & Associates, Inc. did such a great job with the design and bidding phase of the project, they did not solicit other firms for the construction administration services. Their proposal is well within the market range for construction. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Approve the low bid of Pieper Electric in the amount of \$247,748 for the replacement of the electrical system of the booster station.** W. Peterson noted that 4 bids were received for this project. The bids included the Base Bid, an Alternate 1 which eliminated the generator and Alternate 2 which installs a new driveway for the generator. Because the bids received were within the estimated amounts, Alternate 1 will not be pursued. It's recommended we accept the bid from Pieper Electric for the replacement of the electrical system and the installation of a new driveway to the new generator (alternate 2) for a project total of \$247,748. Moved by Thurow, seconded by Kent to recommend the low bid of Pieper Electric to Council for action. Motion carried unanimously.
- d) **Approve the contract with SEH Inc. for the Baraboo Utilities Design services of the WisDOT Hwy 33 reconstruction in the amount of \$99,500.** W. Peterson reminded the Committee that the DOT is planning to reconstruct Hwy 33 within the next few years. Because the utilities are stand-alone under the highway, any changes we would like made with the project must have the engineering done separately. We then forward that information to the DOT to incorporate into their plans; it then becomes part of their construction plan. Six proposals were sent out, with 4 returned. Because the low bids lacked DOT experience, had weak proposals, and low availability of staff, W. Peterson is requesting that we move forward with SEH, Inc. Moved by Kent, seconded by Thurow to recommend contracting with SEH, Inc. to Council for action. Motion carried unanimously.
- e) **Approve the contract with Allen Steele Company Inc. for the construction of the Mill Race Water Main & Sanitary Sewer River Crossing Replacement at a cost of \$245,415.40.** W. Peterson explained that our current sewer and water crossing below the Manchester bridge was built in the 1930's. Because the existing sewer crossing is a single barrel and we are starting to experience some difficulties with the sewer siphon not working correctly, he is proposing we install a new dual-barrel. Because the water main lies right next to the sewer, he is proposing this be replaced at the same time. It's recommended that we accept the bid from Allen Steele Co. Inc. in the amount of \$245,415.40 for the directional drilling of an 8" dual-barrel sewer crossing, replacing the 6" water main, installing an additional 2" conduit, and replacing the additional 385' of water main east of the river. Moved by Thurow, seconded by Kent to recommend approving the contract with Allen Steele Company Inc. to Council for action. Motion carried unanimously.
- f) **Authorize Finance Director to combine the Economic Development Grant Fund 984 with the 1979 Community Development Block Grant (CDBG) Fund and name the new Fund the "Revolving ED Loan Fund 986.** C. Haggard explained that she is asking for permission to consolidate and rename these funds. Moved by Thurow, seconded by Kent to approve consolidating and renaming these funds. Motion carried unanimously.

Informational Items – Airport Financial Statements

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:19pm.
Brenda Zeman, City Clerk

Meeting Minutes

December 5, 2019

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

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

II. Roll Call

Present: Alt, Bowers (5:35), Ayar, Cafilisch, Johnson, Mueller, Palm, Reppen, Ryan, Taylor, Wastlund, White

Absent: Walczak

Other: Kenney Downing, Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented

Taylor (1); Johnson (2)

Aye: All via voice vote

Nay: None

IV. Approve Minutes

Motion to approve the minutes for October 3, 2019

Palm (1); Taylor (2)

Aye: All via voice vote

Nay: None

V. Public Comment

Mayor Palm introduced Ms. Kenney Downing. Ms. Downing is the new City Administrator.

VI. Old Business

a. Updates on Development Activities

- Mayor Palm updated on the following:
 - Paving has been completed on the City Street projects for 2019
 - The Plan Commission is looking at a zoning change for Neighborhood Zoning
 - A summary of the 2020 budget highlights was provided
 - Jason Kent will be serving as the new Alder for District #6
- Ms. Mueller indicated that the School District has added 9.5 new positions
- Ms. Ryan indicated that Powered up has created a new web site and over 60 people attended their launch
- Dr. Ayar indicated that the University will be offering two new Masters Programs
- Ms. Cafilisch indicated that the Chamber has passed their 2020 budget and they are looking at holding and Octoberfest in the fall
- Mr. Taylor indicated that the Classic Club feed over 500 meals
- Mr. White updated the group on the following
 - Annual Fall Forum
 - SCDC is working with the county on housing issues
 - The Innovation Group meeting was cancelled due to low registrations
- Mr. Bowers indicated that the Village has passed their 2020 budget with no one attending the meeting
- Mr. Johnson indicated that dairy prices are up.
- Mr. Reppen indicated that Servo is doing well and in need of employees. The County has also passed their 2020 budget

- Ms. Wastlund indicated that the CDA held its annual meeting and elected new officers for 2020

VII. New Business

a. Establishing 2020 Goals for BEDC

The Board noted that previous goals included:

- River Trail Way
- Four Lane Highway
- Workforce Housing

Members were asked to think of future goals and that a Strategic Planning session should be held.

b. Consideration and discussion of changing the January 2020 meeting date

It was noted that the January meeting is scheduled to be held on January 2, 2020. After discussion of potential new dates, it was decided to not change the date.

VII. Update Partner Presentation Schedule

Mr. Bowers indicated that he will be looking to hold a meeting at Glacier Rock in February.

VIII. Commissioner and City Staff comments

No additional comments were provided.

IX. Adjournment

Motion to adjourn the meeting was made at 7:01 pm.

Palm (1); Cafilisch (2)

Aye: All via voice vote

Nay: None

John Alt
Chairperson

Patrick Cannon
Recorder

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, November 21, 2019

Members present: Phil Wedekind, Alene Bolin, Tom Kolb, Bryant Hazard, Cynthia Haggard

Members Absent: Scott Von Asten, Ed Gieck

Others Present: Ed Janairo, Peter Vedro, Jesse Arias, John Christensen, Mike Compton, Daniel Olson, Matthew Joyce, and Mike Palm.

Chair Wedekind called the meeting to order at 8:15 a.m. and Compliance with the Open Meeting Law was verified.

MOTION (Kolb/Hazard) adopt the agenda. Motion carried unanimously.

MOTION (Hazard/Bolin) to approve the minutes of the regular meeting on October 17, 2019 with addition. Motion carried unanimously.

Public Comment: None.

Communications: None.

Selection of Tom Geimer replacement

Cheryl Geise was chosen by coin flip. Heads was flipped.

Facilities planning and maintenance report:

Arias, Facilities Director gave the committee an update on proposed projects (report attached).

Financial report and approval of vouchers.

Report given.

MOTION (Kolb/Bryant) to approve the bills in the amount of \$2,407.23. Motion carried unanimously.

Update from Student Housing Advisory Committee.

Update was given.

Deans' Report.

Janairo gave the committee a brief update (report attached).

MOTION (Bolin/Kolb) to adjourn until Thursday, December 19, 2019 at 8:15 a.m. Motion carried.

Respectfully Submitted,

Alene Bolin
Administrative Coordinator

Baraboo BID Meeting Minutes
12/18/19

Present: Members: Bruncker, Stelling, Yount, Sloan, Byberg, Marklein, Wickus
Others: Downing

Absent: Fay, Kolb

Vice President Wickus called the meeting to order at 5:56

Approval of November 2019 minutes: Byberg/Sloan

Adoption of Agenda: Stelling/Bruncker

President: None

Secretary: None

Treasurer: We need to allocate additional funds in the 2020 budget to cover additional administrative expense. We will need to amend our budget to allocate the recommend \$2,200 to this item and move money to cover the additional expense for 2019.

Appearances: Garlands are looking a little rough; Bekah will check into this, but may be due to weather.

Business Development: None

Finance: None

Parking: None

Promotions: Did a billboard campaign in conjunction with the Chamber.

New Business

1.	Vouchers:	
	a.	Franz Landscape (Appearances) \$875
	b.	Baraboo Area Chamber (Promotions) \$1,875
	c.	Lanman and Lanman (Appearances) \$107.61
	d.	Capital Newspapers \$112.06
		\$60.02
	Total:	\$3,029.69
	Approved:	Sloan/Byberg

Motion to adjourn at 6:20 p.m. by Stelling/Sloan

Minutes of Plan Commission Meeting December 17, 2019

Call to Order – Phil Wedekind called the meeting of the Commission to order at 6:00 PM.

Roll Call – Present were Phil Wedekind, Dennis Thurow, Roy Franzen, Pat Liston, Jim O’Neill, and Tom Kolb. Dee Marshall was absent.

Also in attendance were Tom Pinion, Josh & Karla Reinhardt.

Call to Order

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. Agenda Approval: It was moved by Kolb, seconded by O’Neill to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by O’Neill, seconded by Liston to approve the minutes of the October 15, 2019 meeting. Motion carried unanimously.

Public Invited to Speak (*Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.*) –There were no speakers.

New Business

- a. Request to Rezone the property at 1208 9th Street to repeal the Planned Development Overlay that was approved on October 8, 2019 to allow the existing office building on that site to be converted to a Family Day Care Center, by Karla and Josh Reinhardt, LC – Karla Reinhardt introduced herself to the Commission. Pinion presented background to the Commission. Franzen moved, Liston seconded to repeal the Planned Development Overlay at 1208 9th Street and rezone it back to its original B-3 Zoning. On roll call vote for the motion, Ayes – Thurow, Franzen, Liston, O’Neill, Kolb, and Wedekind. Nay – 0, motion carried 6-0.
- b. Review and approve the Island Court Condominium Instruments to convert the existing two-family residential dwelling (duplex) to a Two-Unit Condominium at 815/817 Island Court by Patricia Vandre – Patricia Vandre introduced herself to the Commission. Pinion presented the background for this request to the Commission. He said Vandre has an existing duplex and her end goal is to sell each one individually. Therefore, there is an opportunity to convert two family dwellings to side-by-side single-family attached dwellings. He said Dave Mitchell has done several duplexes and then converted them to side-by-side single family. He said that this is done by conditional use and there is a requisite condition that there be a minimum of 30-feet of front for each lot. Pinion said that the frontage of this lot is too narrow; it is less than 50-feet, so it does not come close to meeting the standard for two separate lots. Therefore, this does not qualify for side-by-side single-family conditional use, and The Board of Zoning Appeals cannot issue a variance for that standard. Pinion said that the only way to allow them to be sold independent unit is to do the reverse of what has been seen by condos being disbanded, she wants to turn the existing duplex into a 2-unit standalone condominium development. Pinion said that the City’s ordinance does allow that, and it is regulated under subdivisions. Pinion said that this meets all codes. It was moved by Liston, seconded by Franzen pass the request to Council with a positive recommendation to convert the existing duplex to a Two-Unit Condominium as requested. On roll call vote for the motion, Ayes – Franzen, Liston, O’Neill, Kolb, Wedekind, and Thurow. Nay – 0, motion carried 6-0.

Adjournment - It was moved by Kolb, seconded by Franzen to adjourn at 6:09 p.m. The motion carried unanimously.

Phil Wedekind, Mayor Designee

Minutes of the Public Safety Committee Meeting – December 9, 2019

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Ed Geick, Administrator Kennie Downing, Police Chief Mark Schauf, Fire Chief Kevin Stieve, Attorney Emily Truman, Wade Peterson, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. Wedekind said that Item E. to recommend approval of the proposed Water Meter Reading Agreement with the Village of West Baraboo would be deleted from the agenda. It was moved by Kolb, seconded by Plautz to approve the agenda as amended. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the October 28, 2019 meeting. Motion carried unanimously.

New Business

- a. Review Proposals for STH 33 Engineering Services and recommend award of contracts – Peterson said that the DOT is going to be doing STH 33 in 2023 or 2024 and the Utility has work that needs to be done during this project, and all engineering work needs to be submitted to the DOT by the end of 2020. Peterson explained the process for receiving RFP from different engineering firms. He said that staff is suggest to use SEH, they are not the low bidder; however, SHE is a sub to the DOT to do some of their work, and feel that they are the best fit for the project. It was moved by Kolb, seconded by Plautz to recommend award of contracts to SEH. Motion carried unanimously.
- b. Review Proposals for Oak Street Booster Station Construction Engineering Services and recommend award of contract – Peterson said that Donahue & Associates is the firm that did the design and he bidding for the Oak Street Booster Station and staff would like to continue with them for the construction portion of it. Peterson said that the firm did an outstanding job with the first part and hit all the timelines. Peterson said that the construction part is approximately \$250,000 and this is about 10%, which is about the market for doing construction engineering. It was moved by Kolb, seconded by Plautz to recommend award of contract to Donahue & Associates. Motion carried unanimously.
- c. Review Bid Tabulation for Oak Street Booster Station Electrical Upgrade project and recommend award of contract to low bidder – Peterson said that the entire electrical system will be replaced from a 240 volt system to a 480-volt. He said they want to go with BFDs, and replace the generator. He said the base bid was just doing all the electrical; Alternate 1 was if the project were too much, we would not have done the generator, but rather use the portable generator. Alternate 2 is to do the driveway to get to the new generator. He said staff is requesting to use Pieper Electric for the base bid and Alternate 2. It was moved by Kolb, seconded by Plautz to recommend awarding contract to Pieper Electric for \$247,748. Motion carried unanimously.
- d. Review Bid Tabulations for Hill Street Utility Crossings and recommend award of contract to low bidder – Peterson said just south of the bridge there is a sewer syphon and water main that was installed in the 1930s. He said at this time we are experiencing problems with the sewer syphon, it is only a single barrel, which means there is only one pipe and it is difficult to get sewage from one side of the river to the other. He said that a dual-barrel syphon would be installed. Peterson said it is a directional bore project. Peterson then explained the alternates for the project. Peterson said at this time he is requesting the \$224,800.90 base bid, and then adding 385-feet of water main (Alternate A), for an additional \$20, 614.50, for a total of \$245,415.40. It was moved by Kolb, seconded by Plautz to recommend awarding the contract to Allen Steel Company, Inc. for \$245,415.40. Motion carried unanimously.
- e. Deleted
- f. Review and recommend award of 2-year contract for removal of snow and ice to low bidder – Attorney Truman presented the background to the Committee. She stated two bids were received, Sunrise being the low bidder. She said that Sunrise does have a minimum bid of \$40.00; however, when doing the math, Sunrise is still low bidder. It was moved by Plautz, seconded by Kolb to recommend awarding the 2-year contract for removal of snow and ice to Sunrise. Motion carried unanimously.
- g. Consider a No Parking area on north side of Sauk Ave between Industrial Court and State Rd 136, across from HAPCO's Loading Docks – Pinion said that HAPCO has expressed frustrating regarding not being able to get into their loading docks due to semis being parked on both sides of Sauk Avenue. He said HAPCO is requesting a no parking zone across from the loading dock. He said that Chief Schauf and he looked at this and do not have a problem with this, and feels that there is a need. It was moved by Plautz, seconded by Kolb to approve a No Parking area on the north side of Sauk Avenue between Industrial Court and State Rd 136, across from HAPCO's loading docks. Motion carried unanimously.

- h. Review and possible recommendation to amend Chapter 5, Fire Department, of the Baraboo Municipal Code and to update the Official Fee Schedule for the corresponding permits – Attorney Truman presented the background. Truman said that the majority is cleanup to make sure it is all proper and correct. She said the two biggest changes are strictly policy decisions, one is for Fire Performers. She said that the Fire Chief and she that the best way to handle this would be a separate Fire Performer standard within the Fire Code itself felt it. The other big change is to get rid of open burning. She said that it would eliminate the ability to open burn; however, they would need the Chief's approval prior to a burn. Chief Stieve then explained the reasoning behind his request to the Committee. Stieve said that there would be a \$75.00 fee for the permit. Plautz said that he feels the \$75 fee is somewhat prohibitive, and the \$25 for a bon fire. He feels that the fees should be the same. Stieve said that if he had to go out to inspect yards, etc. for bon fires, it would be more than \$25, and more in the \$75.00 range. He said his opinion as a Fire Chief; he professionally thinks it is an equated way to do it, especially the facilities the City offers and the services offered because they are paying for them anyway with the leaf pickup, the compost site, etc. Kolb suggested making both fees \$50. Kolb stated that he feels that all keys should be clearly identified should be added in lock box section. Kolb moved to recommend all changes as suggested, with the amendments that all keys should be clearly identified should added in the lock box section, and that the fees for open burning and bon fires should both be \$50.00. Plautz seconded the motion. Motion carried unanimously.
- i. Review and approval of monthly Billing Adjustment/Credits for Sewer and Water Customers for November 2019 – It was moved by Kolb, seconded by Plautz to approve the monthly billing adjustment/credits for Sewer and Water Customers for November 2019 as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Peterson stated that the Water Foreman will be retiring on January 3, 2020. He said that the position was advertised throughout the State, four applicants were received; however, none of them were satisfactory. He said that one of the existing operators will be made an interim foreman for the next three months, if it goes well for him, he would be put into that position, if not the positions would be advertised again in the spring. He said it was difficult to get the bio-solids out, but they were fortunate to find a farmer to take it. He crews were busy with maintenance items, prepping the bills for the streetlight that is going on the water bills is complete and should be activated in January.
- b. Street Superintendent's Report – Pinion said that the Department has been busy collecting leaves, and today is the last day the department will be out. He said that the new mechanic, Travis Steinke would be starting employment on December 30th.
- c. Police Chief's Report – Chief Schauf had nothing to present to the Committee.
- d. Fire Chief's Report – Chief Stieve gave a shout out to Tim Klemm and John Morris for their interdepartmental cooperation. Stieve said that they have to continue to hit the recruiting area; they are now up to 34.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:52 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

Draft 12-6-19

Baraboo-Wisconsin Dells Airport Commission

December 3, 2019

Present: Michael Palm (Baraboo), Mark Whitfield (Village of Lake Delton). Absent: none. Also Present: Ed Geick (Airport Manager), Emily Truman (City Attorney) Brandon Scott, Bill Murphy, Ed White and Kennie Downing (new City Administrator).

The owner representatives met at the Baraboo City Hall, 101 South Blvd, Baraboo.

The meeting was called to order by Palm at 11:00 AM and roll call was noted by Geick of those present. Compliance of the Open Meeting Law was noted by Palm.

Previous Minutes

Approval of the meeting minutes of October 16, 2019. A motion was made by Whitfield, seconded by Palm and approved unanimously.

Approve Agenda

Moved by Whitfield, seconded by Palm and carried unanimously to approve the agenda.

Action Items

2. APPEARANCES/PRESENTATIONS - None

3. PUBLIC COMMENT – None

4. ACTION ITEMS

a. Discussion of new FBO for Phoenix Flight Services

Brandon Scott presented information about his proposed flight services to be in Office 3 in Hanger Lot 18. The helicopter services would be for business and tourism. Brandon proposed a start date of May 3, 2020. Bill Murphy voiced concerns about an inside the fence public operation and that TC, the mechanic, won't store the aircraft. Bill also expressed concerns for the lack of a helipad near this hanger and he added that Eric Peterson had been denied use of this same office on a previous occasion. It was the Commission's direction to ask Ed Geick to work with Kennie Downing on this in preparation for the next Commission meeting.

b. Discussion of Airport Manager position

Ed Geick discussed with the Commission his pending retirement at the end of the year and the options for the Manager's position. He currently spends 5-10 hours per month on Airport business. The estimated cost for that time is approximately \$6,000. The City Attorney and the City Engineer also allocate some cost to the Airport under professional services for their work on leases and new building plans.

Ed White, Executive Director of Sauk County Development Corporation, presented his proposal to be named the Airports next Manager. Mr. White had previously served in Platteville, WI on their airport commission for 11 years. He felt that he had sufficient experience to be considered for the position.

Draft 12-6-19

Bill Murphy also submitted his name for consideration by the Commission and provided Commissioners with details on why he would be a good manager. Mr. Whitfield provided information he had received from the last Airport Conference on how an FBO and Manager positions have potential to be in conflicting positions. Ms. Truman also expressed concerns for potential conflict of interest.

Action: Whitfield moved to continue with Kennie Downing as Airport Manager for 3 months and to reassess the Manager position in February, 2020.

Report from the Airport Manager, Ed Geick – no additional information presented.

- b. Report from Bill Murphy, FBO
No report
- c. Review of Budget Reports and Balance Sheets
The Commissioners reviewed the budget reports. No action was necessary.

5. Next Meeting Date: To be at the Airport on January 7, 2020

ADJOURNMENT: A motion was made by Whitfield, seconded by Palm and unanimously approved to adjourn at 11:46 AM.

Ed Geick
City Administrator/Airport Manager

Present: Alderpersons John Alt, John Ellington and Heather Kierzek
Absent: None
Also Present: City Administrator, Ed Geick; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf and City Clerk, Brenda Zeman.
Citizen Present: None

The meeting was called to order by Chairman John Alt at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

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

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

Review and recommendation to the Council – Liquor License.

Kierzek sought confirmation that someone can be an Agent at two locations. Chief Schauf confirmed that someone can be an agent for two locations, especially when it's a corporate retail place. He also added that an Agent is the licensed responsible party.

Motion to approve the change of Agent for Kwik Trip #855 (South Blvd.) by Ellington, seconded by Kierzek and unanimously carried.

Review and recommendation to the Council – Picnic License.

Motion to recommend to approve and move on to council the Baraboo Young Professionals, Night Market, 12-20-2019 picnic license by Kierzek, seconded by Ellington and unanimously carried.

Consider Operator's Licenses

Motion to approve and move on to Council new licenses for Amy Bible, Sauk County Agricultural Society; Tara Greenwood, Sauk county Agricultural Society; Tammy Salaja, Casey's and Nancy Meiller, Bekah Kate's by Ellington, seconded by Kierzek and unanimously carried.

Approve and move on to Council renewal license for Joshua Ertel, Walmart by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, January 6, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:21AM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director

Present: Alderpersons John Alt, John Ellington and Heather Kierzek
Absent: None
Also Present: Mayor Palm; City Administrator, Kennie Downing; Police Chief, Mark Schauf; Attorney, Emily Truman and City Clerk, Brenda Zeman
Citizen Present: None

The meeting was called to order by Chairman John Alt at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of December 3, 2019, seconded by Ellington and unanimously carried.

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

Review and recommendation to the Council – Picnic License

Ald. Ellington questioned who receives the license. Chief Schauf noted that a Picnic License must be issued to a bona fide club and anyone vending alcohol must be under the direct control of the Agent or a licensed operator.

Motion by Ellington, seconded by Kierzek to approve the following Picnic Licenses:

- a) St. Joseph Catholic Parish, Gala of Gratitude, 1-24-20
- b) St. Joseph Catholic Parish, Fish Fry, 2-28-20, 03-13-20, 04-03-20
- c) St. Joseph Catholic Parish, Tri-Parish Trivia Night, 04-06-20

Motion carried unanimously.

Review and recommendation to the Council - Operator's Licenses

Motion by Kierzek, seconded by Ellington to approve and move on to Council NEW licenses for the following applicants:

- a) Dustin Nachtigal, Wal-Mart
- b) Tyler James Nemitz-King, Casey's
- c) Mariah Deyo, Baraboo Burger Company

Motion carried unanimously.

Review and recommendation to Common Council to amend § 8.05 of the City Code regarding Snow and Ice Removal
Atty. Truman explained that the proposed change is adding an appeals process. Currently, if someone appeals their ice or snow removal bill, it would go to the Administrative Review Board. This change would allow these appeals to come before the Administrative Committee. Motion by Ellington, seconded by Kierzek to recommend to Council for action. Motion carried unanimously.

Member comments

The next meeting will be Monday, February 3, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

It's proposed that the March meeting be held on February 25th. More discussion to follow at the February 3rd meeting.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:25AM CST.

Respectfully submitted,
Brenda Zeman, City Clerk

Minutes**Baraboo District Ambulance Commission****Call to Order & Roll Call**

- The October 23, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Dave Kitkowski, Robin Meier, Darlene Otto, Joel Petty, Scott Sloan, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Captain Johnson, N. Rago, Seefeld, Snow, Vande Hei, R. Willer
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Meier, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the September 25, 2019 minutes was made by Sloan, seconded by Wedekind. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – The Line of Credit paperwork with Community First Bank has been completed. The Bank asked for a waiver of a Conflict of Interest for the CJMM law firm to represent both Baraboo EMS and Community First. That document has been signed.
2. Treasurer's Report – Meier reported on the Financials, and stated that the checking account currently has about \$100,000 in it. No funds have been paid back to the LGIP accounts, and no additional reserve funds have been used. Meier stated that the A/R is still high. She did get a spreadsheet indicating the runs that are related to the Richland Center area. The A/R specific to Richland Center is not yet determined, however the Billing Department is working on those numbers. Dahlke asked if those reports are accomplished by the billing software, or if the staff has to do it by hand. Meier indicated that it is now able to be recorded by the billing software.
3. Secretary's Report – Sloan stated that he is moving, and will no longer be on the City Council, and therefore, he is resigning from the Commission, and will not be the Secretary. Sloan did ask about the process for the Line of Credit, as he had just gone over to complete the paperwork to be an official signer. It was directed to include an agenda item at the next Commission meeting, to vote for a new Secretary. Once that position is filled, that person can go over to the bank to complete the signature paperwork.
4. President's Report – Dahlke stated that audit is on-going, and may be completed by November.
5. Chief's Report – As presented in the written report.

Baraboo District Ambulance Commission**Consent Agenda**

1. Approve check details and online payments for September 15, 2019 – October 12, 2019 in the amount of \$103,977.29. A motion to approve as presented was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

New Business

1. Cash Reserve policy. Meier explained the policy to the group. Maffei had two comments / question: 1) It was not clear if the intent is for the Financial Coordinator to be able to pull 50% from Operations only, or to include Employee obligation. The solution is to change the wording to “50% of existing balance of the joint reserve fund”. 2) Is a Members’ meeting needed to approve a draw-down, or could it be authorized at a Commission meeting? The thought process was that if it was a Special meeting, that it would be 2/3 of the majority of those in attendance, not of the entire Commission. The solution is to reword to read “2/3 of the Board Members present, if such a vote was at a Special meeting”.

At the top of page three of the document, there are currently two options. Meier asked if the Commission wanted both options, or to decide on just one option? It was stated that there appears to be more flexibility with option #1. The general consensus was to remove option #2. There was also discussion on the amount of \$750,000 that is currently indicated, as that seemed fairly high. Meier stated that she had used the number related to 20% of the annual operating expenses. The City has about three months or 25% of funds in a rainy day fund. This policy does not include the other Reserve accounts, such as the Vehicle or Equipment funds, etc. A motion to approve the Policy with the suggested changes was made by Petty, seconded by Otto. Voice vote, all ayes. Motion carried.

2. Snow presented the information on the copier lease options. After a couple of comments were made, it was moved by Turnquist, seconded by Meier, to forward an approval recommendation of the copier lease agreement to the Annual members meeting, for review / approval. Voice vote, all ayes. Motion carried.
3. 2020 Budget discussions. Sechler reviewed the various line items within the proposed 2020 budget, and the changes to the line items. Meier asked what the feedback was from the other Municipalities. Petty and Sloan stated that the City did have some issues with the increase in the per capita rate, but that they discussed the issues with them at their last meeting. Dahlke stated the same with the Village of West Baraboo, and that they were committed to the \$30.00 per capita rate. The following items were adjusted in the proposed 2020 Budget:
 1. Add \$75,000 into the Income section for debt service.
 2. Add \$75,000 into the Expenses section for debt service.
 3. Add \$2,000 into the Expenses section for interest payments.
 4. Adjust the change in Insurance to \$2,035.
 5. Increase the Alma Waite utilities \$2,500 to a total of \$10,500.

Minutes**Baraboo District Ambulance Commission**

6. Net/net the remainder of funds for the Reserve account should balance to \$130,415.
7. The \$130,415 balance was moved to the Operations reserve fund, instead of the Vehicle replacement fund.

After all comments were made, it was moved by Meier, seconded by Turnquist, to forward the recommendations of the 2020 Budget to the Annual Members meeting, for review / approval. Voice vote, all ayes. Motion carried.

Commissioner Comments & Future Agenda Items

- Petty wanted to thank Sloan for his work with Baraboo EMS over the years, in his support of the Service, and his moving to a new house.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - December 4, 2019
 - January 22, 2020

Adjournment

- Motion to adjourn by Petty, seconded by Turnquist at 7:37 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Minutes**Baraboo District Ambulance Commission
Finance Ad Hoc Committee****Call to Order & Roll Call**

- The October 23, 2019 meeting of the Ad Hoc Committee was called to order by Meier at 6:47 pm.
- Committee members present: Meier, and Petty. Also present: Dahlke, Otto, Sloan, Wedekind, Stieve, Chief Sechler, Deputy Chief Rago, Snow, Vande Hei
- Meier confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the September 25, 2019 minutes was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- No public comments.

Appearances / Announcements / Correspondence / Reports

- None

New Business

1. Approve check details and online payments for September 15, 2019 – October 12, 2019 in the amount of \$103,977.29. A motion to approve as presented was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.
2. Meier stated that the DRAFT Board-Restricted Cash Reserve policy was recommended to be forwarded to the Commission. Legal council had two questions, which she will address at the Commission meeting.

Additional Comments & Future Agenda Item

- Meier stated that several of the policies that were passed out at the last meeting should be reviewed, as some are in conflict with the Bylaws and current practice. Those policies should be reviewed and updated to current practices.

Adjournment

There being no further business to come before the Committee, a motion to adjourn was made by Petty, seconded by Meier. Voice vote, motion carried at 6:53 pm.

Respectfully submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service