

AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 101 South Blvd., Baraboo, Wisconsin
Tuesday, October 23, 2018, 7:00 P.M.

Regular meeting of the Common Council, Mayor Palm presiding.

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, and Thurow

Notices sent to City Staff and Media: Atty. Truman, Adm. Geick, Clerk Zeman, Finance Director Haggard, City Engineer Pinion, Utility Super. Peterson, Street Super. Gilman, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Jessica Bergin, CDA Director, the News Republic, WBDL, and 99.7FM

Notices sent to other interested parties: Citizen Agenda Group, Media Agenda Group

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): October 9, 2018

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

PRESENTATION – The Mayor will present the Baraboo GEM Award to Kandie Beckwith.

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.)

MAYOR'S COMMENTS

CONSENT AGENDA (roll call)

CA-1...Approve the accounts payable to be paid in the amount of \$_____

CA-2...Authorize 3rd Quarter, 2018 City-Wide Budget Amendment, and 3rd Quarter, 2018 Water & Sewer Utilities Amendments.

CA-3...Authorize the reappointments of;

- Stuart Koehler to CDA (Community Development Authority) for a tem beginning November 15, 2018 thru November 14, 2021 and;
- Dick Whitehurst to Pink Lady Rail Commission for a term beginning November 1, 2018 thru October 31, 2020.

ORDINANCES ON 2nd READING

SRO-1...Consider amending §9.06, Baraboo Municipal Code, Loud and Unnecessary Noise Prohibited, to allow for an exception to the ordinance.

OTHER ACTIONABLE ITEMS:

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following: **Reports from September, 2018** -Treasurer, Fire Department

Minutes from the Following Meetings –

Copies of these meeting minutes are included in your packet:

Finance/Personnel	10-09-18	Zoning Ad-Hoc	09-26-18
Ambulance Finance	08-22-18	Ambulance Comm.	08-22-18
UW Campus Comm.	09-20-18		

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

Public Arts	09-27-18	Parks & Recreation	09-10-18
CDA Exec.	08-22-18, 09-04-18	PFC	09-17-18
CDA Board	09-04-18		

Petitions and Correspondence Being Referred:

CLOSED SESSION – The Mayor will announce that the Council will go into Closed Session according to:

- (a) §19.85(1)(e), Wis. Stat., whenever competitive or bargaining reasons require a closed session (City Administrator to provide information on the ongoing union contract negotiations with WPPA).

OPEN SESSION – The Mayor announces that the Council will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

INFORMATION

The Mayor will provide a recap of the Sauk County Development Corporation’s Housing Study meeting.

ADJOURNMENT (Voice Vote)

Brenda Zeman, City Clerk

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

OCTOBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
		Finance Council		Emergency Mgt. Public Arts		
28	29	30	31	1	2	3
	Public Safety		Ambulance Trick-or-Treating 4pm-7pm			

NOVEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
	Administrative	CDA				
11	12	13	14	15	16	17
Veterans Day	Veterans Day (observed) Park & Recreation	Finance Council		UW Campus		
18	19	20	21	22	23	24
	SCDC PFC	Plan Library	BID	Thanksgiving Day City Offices CLOSED	City Offices CLOSED	
25	26	27	28	29	30	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., or phone 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 10/19/2018

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, October 9, 2018 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Alt, Zolper, Thurow

Council Members Absent: Ellington

Others Present: Adm. Geick, Attny. Truman, Chief Schauf, Clerk Zeman, C. Haggard, K. Stieve, J. Bergin, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Sloan and carried to approve the minutes of September 25, 2018.

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

Compliance with the Open Meeting Law was noted.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR’S COMMENTS – None.

CONSENT AGENDA

Resolution No. 18-81

THAT the Accounts Payable, in the amount of \$694,021.78 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 18-82

THAT Trick or Treat hours be set on Wednesday, October 31, 2018 between the hours of 4 p.m. to 7 p.m. in the City of Baraboo.

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

2ND READING ORDINANCES

Moved by Sloan, seconded by Petty and carried unanimously to approve the 2nd reading of **Ordinance No. 2502** amending the ordinance regarding private swimming pools.

Moved by Sloan, seconded by Wedekind and carried unanimously to approve the 2nd reading of **Ordinance No. 2503** revising parking to include no parking on Draper Street at Jack Young Middle School.

NEW BUSINESS

Ordinances:

Moved by Wedekind, seconded by Alt and carried unanimously to approve the 1st reading of **Ordinance No. 2504** amending §9.06 of the Baraboo Municipal Code as follows:

9.06 LOUD AND UNNECESSARY NOISE PROHIBITED.

- (1) GENERALLY. No person shall make or cause to be made any unreasonably loud, disturbing, or unnecessary sounds or noises such as may tend to annoy or unreasonably disturb a person of ordinary sensibilities in or about any

public street, alley, or park, or any private residential property. (2130 12/09/03)

(2) PUBLIC ADDRESS SYSTEMS AND AMPLIFIERS. No person shall use or operate any public address system, amplifier, or device which increases the volume of voice, music, or other sounds tending to un-reasonably disturb the public peace or the quiet and peacefulness of persons in the surrounding neighbor-hoods. (2130 12/09/03)

(3) CONSTRUCTION AND MACHINERY NOISE. (2450 09/27/2016)
Between the hours of 10:00 P.M. and 6:30 A.M. no person shall do construction work or operate any chain saw, lawn mower or any other loud machinery of a similar nature. This subsection shall not apply to equipment or machinery being used for snow removal purposes, for Public Works or Utilities maintenance and service projects, or for emergency removal of debris caused by accident, weather conditions or other Act of God.

(4) EXCEPTIONS.

(a) The Baraboo Country Club is granted an exception to subsection (3) and allowed to operate lawn mowing equipment for the purpose of golf course maintenance beginning at 5:30 a.m. from May 1st until September 30th of each year. (2442 05/24/16)

(b) A Noise Permit for an exception to this ordinance may be granted by the Police Department upon written request provided to the Police Chief or designee at least fourteen days prior to the event that will cause noise. One Noise Permit may be granted for multiple days. The Police Chief or designee shall consider granting the Noise Permit based on the following:

- i. The location of the noise
- ii. The purpose for the noise
- iii. Length of time the noise will be occurring
- iv. How many people the noise will impact
- v. Whether the public health, safety, or welfare is harmed
- vi. Whether the noise impact outweighs the benefit to the public

(c) The City of Baraboo is exempt from requiring a Noise Permit as required by subsection (b), above.

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

COMMITTEE OF THE WHOLE

Moved by Kolb, seconded by Plautz and carried to convene as a Committee of the Whole to discuss the 2019 Draft General Fund Budget including the Budget Summary, Street Projects, Alma Waite/Outside Requests, Baraboo District Ambulance, and Airport.

Adm. Geick noted that the Alma Waite budget was discussed at the Finance Committee Meeting and their recommendations were to remove the Tavern League request and reduce the Boys and Girls Club request to \$3,569 to balance with the revenues.

Fire Chief Stieve presented information on his new training position that is included in the 2019 Budget. Potentially this full time position could be someone that will service in the succession planning for when Chief Stieve moves out of the position. This new position would allow them to diversify training. As of now, their training is on Monday nights during the month. With a training officer, there would be more consistency of training because they would also be able to offer training during the day for any firefighters working different schedules. This position, along with the Fire Chief, Building Inspector, and Fire Inspector could handle the day to day calls that are minor in nature so they won't have to call out the paid-on-call, volunteer members. The Fire Department currently lacks in pre-incident planning, fire prevention and public education and this position would be able to assist with this by replacing the duty officer and duty crew. This position could also assist with citywide training.

Ald. Sloan questioned the net effect on the budget and Chief Stieve noted that this is taking into consideration the daytime calls that will no longer require paid-on-call members to respond.

Police Chief Schauf explained his request for Zuercher software. They are proposing a countywide program with this software, which would allow them to share data with surrounding communities. Because the County is going to host this system there will be a reduced cost. We will probably have to budget money to support the County but at this time those numbers are not available.

Ald. Plautz questioned the body cameras and if we are getting the cameras with a stabilizer? Chief Schauf noted that the cameras we are getting are all Panasonic systems. This means that all of the data is down loaded wirelessly and goes automatically into the server. The officer can then download the video onto a disk if it is needed for evidentiary purpose.

Library Director J. Bergin informed the Council that the Library Page position is a part-time, entry-level position with no benefits. The wages cost of this position would be approximately \$13,000 per year. This position is responsible for processing and checking in items that arrive through their courier. Interns, work study students, and higher paid library staff are currently taking care of this.

Ald. Petty asked for an update on the architectural design of the new library, phase 1. J. Bergin stated that the Library Expansion Ad-Hoc Committee has selected MSA to complete phase 1. They have started the process and should have the initial design and dollar amounts by early Spring.

Ald. Petty noted the decrease in the City's Health Insurance for 2019.

Adm. Geick noted the discussion that took place during the Finance Committee meeting regarding the Ambulance budget. Adm. Geick will be getting additional information on their budget. They also discussed the possibility of doing some joint partnering on the HR request. The City Attorney might be able to do some of this work.

Ald. Kolb commented that he was impressed with the staff and the work they have done to get this budget done. He does question using more of the Fund Balance than we have in the past and if that will have any impact on our bond rating. Adm Geick replied that it should not because we are not going below our policy of 25% and we are not using any of that funding for operations.

Moved by Petty, seconded by Kolb and carried unanimously to reconvene into regular session.

OTHER ACTIONABLE ITEMS

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS – None.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for August, 2018 from – Building Inspection

Minutes from the Following Meetings –**Finance/Personnel Committee – Dennis Thurow Committee Rm #205****September 25, 2018****Members Present:** Petty, Sloan, Thurow**Absent:****Others Present:** Mayor Palm, E. Geick, E. Truman, Chief Schauf, B. Zeman, C. Haggard, M. Hardy**Call Meeting 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 Sloan to approve the minutes of September 11, 2018. Motion carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Thurow to recommend to Council approval of the accounts payable for **\$711, 619.67**. Motion carried unanimously.

- b) **Dangerous Tree Located at 415 6th Avenue and 712 Center Street** – Adm. Geick explained that a survey was done to determine ownership of this tree. Results from this survey determined that ownership is 20/80. The removal of this tree is estimated at \$27,000 and the City is willing to take responsibility for assisting with its removal under the circumstances. The City has met with the property owners and have come to a general agreement for the tree removal in which the City will front the money for the removal of this tree and payment will be made to the City at the time the property is sold. Payments can be made at any time and there is no interest rate included in the agreement, which will be incorporated into their mortgage. Atty. Truman confirms that the City does currently have an Ordinance that requires the removal of dangerous trees. The agreement does differentiate somewhat from our Code regarding any nuisance type abatement because all parties have been more than willing to work with the City for the removal of this tree. Adm. Geick notes that this will have to be a budget amendment for 2018. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for approval.

- c) **2018 Wisconsin DNR Urban Forestry Grant in the amount of \$7,500 for the construction of a gravel bed at the Attridge Park Community Gardens** – M. Hardy explained that this will be a 2019 project. It is a 50% grant with the other half coming from Parks Segregated. A gravel bed would allow the Parks Dept. to order trees one time during the year, saving on the cost of freight, and would also allow them to order smaller, less expensive trees. The trees can then be planted in the gravel bed, which allows the root systems to grow, and can be planted when staff has time. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council.

- d) **2019 Park, Recreation and Forestry Department Fees and Charges** – M. Hardy reported that Parks Commission reviewed the current charges and recommends a slight increase of \$2 for room rental at the Civic Center, a \$5 increase for shelter rentals, and an increase for Adult Softball & Basketball League. Moved by Sloan, seconded by Thurow and carried unanimously to accept the recommendations concerning Park & Rec Fees and forward on to Council.

- e) **2019 Park, Recreation and Forestry Department Seasonal Wage Rates** – M. Hardy reported that the Parks Commission reviewed these wages as well. One change for 2019 is an increase of \$2 an hour for seasonal Parks staff. Moved by Sloan, seconded by Thurow and carried unanimously to accept the recommendations concerning Park & Rec wages and forward on to Council.

- f) **2019 Boys and Girls Club lease of the Civic Center** – M. Hardy noted that the Baraboo School District Food Service no longer rents at the Civic Center. In an attempt to make up these revenues, the Parks Commission reviewed different options and recommends the lease to the Boys & Girls Club be increased from 15% to 20%; the City will continue to subsidize 80% of rent costs. Moved by Sloan, seconded by Thurow and carried unanimously to accept the recommendations and forward on to Council.

- g) **2019 Baraboo Senior Center lease of the Civic Center** – M. Hardy explained that in an attempt to keep the leases the same, the Parks Commission recommends the lease to the Baraboo Senior Center increase from 15% to 20% as well with the City subsidizing 80% of rent costs. Moved by Sloan, seconded by Thurow and carried unanimously to accept the recommendations and forward on to Council.

- h) **Purchase of a 2018 Ford Explorer squad car from Kayser Ford in Madison for \$29,400** – Chief Schauf explained that because they will be revamping the 2019 Ford Explorer. The new design will be hybrid and will bring with it extra costs. Kayser Ford currently has a police package that meets all of our specs sitting on it's lot now. Chief Schauf is requesting that we make the purchase now using Capital Funds and include the purchase in the 2019 budget for reimbursement of these funds. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council.

Informational Items

- a) City Attorney's report on insurance claims
 There has been an offer of \$280 for a recent sewer claim. Because this is the amount they requested, Atty. Truman is expecting the release be returned.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:33pm.

Minutes of the Public Safety Committee Meeting

August 27, 2018

Members Present: Phil Wedekind and Mike Plautz, and Tom Kolb. **Others Present:** Ed Geick, Mayor Palm, Chief Schauf, Chief Stieve, Attorney Truman, Tom Pinion, Wade Peterson, Tony Gilman, Linda Luck, Buck Sweeney, Greg Slayton, and Ben Bromley.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Hall Committee Room, 101 South Blvd., Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb approve the minutes of the July 23, 2018 meeting. Motion carried unanimously.

New Business

- a. Consider revising the Official Traffic Map to prohibit parking on the east side of Walnut Street between Parkway and a point 130 feet south of Elm Street – Pinion presented the background. Linda Luck, who resides in this area, indicated people parking here create a traffic hazard inside the curb. Kolb, seconded by Plautz to prohibit parking as requested, moved it. Motion carried unanimously.
- b. Consider revising the Official Traffic Map to prohibit parking west side of Moore Street from a point 120 feet south of South Blvd. to a point 220 feet south of South Blvd. – Pinion said this is the entrance to Blackhawk Park, and the area just to the west side of the roadway is a gang mailbox for residents there. He said that it is also the bus stop for the park. It was moved by Kolb, seconded Plautz to prohibit parking as requested. Motion carried unanimously.
- c. Consider revising the Official Traffic Map to prohibit parking on both sides of Summit Street from a point 100 feet south of 10th Avenue to 10th Avenue – It was moved by Kolb, seconded by Plautz to prohibit parking on requested. Motion carried unanimously.
- d. Consider Agreement with Delton Fire Department to allow their use of the City's Container Based Training Prop on Briar Street – Chief Stieve stated that Delton Fire Department has requested to use the department's container based training prop on Briar Street to have member of their department to experience a live fire in a controlled atmosphere. He said that there is no cost to use it, with exception of making sure that they rebuild anything that is damaged inside. It was moved by Plautz contingent upon Delton's approval of the agreement. Kolb seconded the motion. Motion carried unanimously.
- e. Review and recommendation for revising the City's ordinance regulating loud and unnecessary noise – Attorney Truman said that this is being suggested to be revised given the change to the special event ordinance. She said that it allows the Police Department more flexibility in allowing what could be considered loud and unnecessary noise after what would normally be considered an end time. She said the last time it was before the Committee there were some concerns on how it might affect the fair. She said that she and Chief Schauf met with Scott Zirzow and another man to discuss it. She said that they had some concerns because at times, they tend to have later events, and they do not necessarily want to be restricted, because they are not everyday events. She said that the biggest changes from what the Committee saw last month is that the noise permit is reviewed by the Police Department, the Police Chief, or designee; there is no automatic denial of a permit after 10 p.m., so the Police Chief can issue a noise permit until midnight or 1:00 a.m. depending on the circumstances. However, the Police Chief, or designee will have to take into consideration the factors, such as the location of the noise, the purpose for the noise, etc. It was moved by Kolb, seconded by Plautz to recommendation revising the City's ordinance as presented. Motion carried unanimously.
- f. Review and recommendation to close Oak Street, between 2nd and 3rd Streets, for a Special Event – "Foo Fest", on September 8th from 2 PM to 10:30 PM, sponsored by Brothers on Oak (as a fundraiser for the Baraboo Fire Fighters' Association) – Greg Slayton addressed the Committee. He said that the started time is a later than last year, end the must at 10:00 and disperse the crowd by 10:30. He said that the picnic license has already been issued to the Fire Department for beer sales. Kolb moved to approve as long as the music ends at 10:00 p.m. Plautz seconded the motion. Motion carried unanimously.
- g. Review and recommendation of a proposed Agreement with Driftless Glen Distillery, LLC regarding metering their wastewater discharge from the Driftless Glen Distillery at 300 Water Street – Pinion said that this is result of several staff meetings, and Committee meetings concerning the disposal or discharge of Driftless Glen's wastewater. He said that one of requests made by Driftless Glen was to be able obtain what he will deem as a credit for wastewater that does not go down to the sanitary sewer system. He said as part of the process, they meter water that goes to chiller, they also send wastewater out in tankers to a third party facility, and the spirits that they produce are bottled. Therefore, that combined volume of water doesn't go into the sewer, but comes through their water meter, so rather than pay the sewer charges based on the gross amount of water used, they are looking to pay on the net amount of water discharged. He said that Attorney Truman drafted an agreement, which himself and Peterson were involved in it, and Buck Sweeney, representing Driftless Glen has taken a look at it, and everyone believes that it is a reasonable, mutual agreement for this particular portion. He said that Driftless Glen also has concerns regarding the charge for the wastewater, but pending the completion of the rate study, staff wasn't interested in negotiating that twice, let alone once. Pinion said the meter is internal to the building, and at this time, it is

their meter; however, the agreement states that the City wants it to be their meter, just as it is on every water meter. It was moved by Kolb, seconded Plautz to recommend approval of proposed agreement as presented. Motion carried unanimously.

- h. Review and recommend awarding construction contract for DPW Pole Building – Pinion said that was before the Committee in June; however, the bids came in substantially higher than the \$60,000 budgeted. He said that Gilman has worked extensively with Cleary Building Corp and has the bid down to \$60,531, and there is the ability to transfer the \$531.00 to cover the difference, which would be the budget overrun. Gilman presented the Committee a detailed overview of the proposed project. Discussion took place regarding building appearance. It was moved by Kolb, seconded by Plautz to recommend awarding construction contract from DPW Pole Building as presented. Motion carried unanimously.
- i. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for July 2018 – It was moved by Kolb, seconded by Plautz to approve billing adjustments/credits as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent’s Report – Peterson said with the end of summer the department has been busy with water main projects and sewer treatment plant. He said the lead service replacement is going well. The sewer plant construction is going well; he said the next 30 days is a huge schedule for putting things together. He said that he is opening to have this Committee meeting at the Sewer Treatment Plant in October.
- b. Street Superintendent’s Report – Gilman presented the department’s monthly activity report. The department is working on cleaning up the brush and compost site to make it look better and to try to cut down on illegal dumping. He said that next year there would be fencing installed, and cameras. The department has been working on 8th Street/Highway 33 repairs, and they will be out again within the next three or four weeks. Gilman said that there has been a 21% price increase in road salt; therefore, in the 2018/2019 season there will be a reduction in salt ordered. Gilman stated that it was stated in last newsletter that recycling is unlimited for residents with a 96-gallon cart; however, this is not done by ordinance, and maybe something that the Committee would want to consider in the future to make the pickup more efficient. He said that the entire garbage/recycling ordinance is going to be reviewed. Gilman presented the garbage/recycling violation stickers that are in the process of being made.
- c. Police Chief’s Report – Schauf said that the department has two new police officers, the City of Baraboo being both officers’ first police job. He said that the department has four officers that are involved in some type of medical leave at the time, which makes the department short staffed.
- d. Fire Chief’s Report – Stieve said that Tyler Greenwood was promoted from Lieutenant to Captain about two months ago. Brandon Green, Josh Hecht, and Mark Willer to Lieutenant; Karl Denker, Jordan LaMasney, and Aaron Diers are in the acting Lieutenant program. He said that the High School Fire Academy would begin next Wednesday. He said that two new firefighters were hired last week, one is a Dells Deputy and paramedic, and she has firefighter certification, and other female hired has no experience and has started her entry-level fire class. Stieve said that Gilman’s department helped clean up around the live fire prop, and patched brick at the fire station.

Pinion said that three of the six streets for reconstruction are finished. Fourth Street is about 40% finished and they are back on sidewalks. Vine Street will start next week, and the week after that Mill Race will be done. He said weather has not been cooperating with paving contractors.

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

Baraboo Economic Development Commission

September 6, 2018

- I. Call to Meeting to Order and Note Compliance with Open Meeting Law**
Chair Jim Bowers called the meeting to order at 5:30 PM at the Baraboo Municipal Building, 101 South Blvd., Room 205, Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.
- II. Roll Call**
Present: Bowers, Ayar, Bingle, Johnson, Palm, Platt-Gibson, Reppen, Taylor, Wastlund
Absent: Alt, Umhoefer, Cafilisch, White
Other: Ed Geick, Patrick Cannon
- III. Approve Agenda**
Motion to approve the agenda as presented
Palm (1); Platt-Gibson (2)
Aye: All via voice vote
Nay: None
- IV. Approve Minutes**
Motion to approve the minutes as presented for August 2, 2018 as presented
Taylor (1); Reppen (2)
Aye: All via voice vote

Nay: None

V. Public Comment
None

VI. Old Business

a. Updates on Development Activities

Ed Geick reported on the following:

- 325 Lynn St. building has been removed. Additional site work is underway
- MBE CPAs is relocating their 8th & Broadway St. office
- The current flooding damage is not as bad as previous flood damage.

b. Updates from Plan Commission and Council

Mayor Palm spoke on the following items:

- Governor Walker visited the area to view flooding damages
- Governor Candidate Tony Evers met with the Mayor to discuss his 2018 platform
- The Ad-Hoc Committee regarding the re-writing of the Zoning Ordinance has met
- Honey-Boo Trailers has a zoning request to change from Manufactured homes to Commercial zoning
- The City and Driftless Glen have reached an agreement of their sewer discharge amounts
- The sponsors of the area homeless shelter are moving. A discussion regarding a homeless shelter is scheduled for later this month
- The Wisconsin State Journal has indicated that they erred in their recent story regarding the flooding.

c. Update from economic development partners and collaborators

- Ms. Platt-Gibson spoke about the mental health aspects of the recent flooding.
 - a. The hospital has hired additional staffing in the area of grief assessments
 - b. 270 homes in Sauk County have been damaged due to the flooding.
 - c. All crops damaged due to the floods must be destroyed.
 - d. She noted that the suicide rate for farmers is twice the rate of military personnel
- Mr. Bingle indicated that the Crane Foundation was not damaged due to the flood
 - a. The visitors for ICF have been down since Labor Day
 - b. One Sauk Naturally is meeting next week holding their second meeting
- Mr. Taylor indicated that they had a branch office in Rock Springs. That building has been damaged with the recent flooding
 - a. Loan demand has been increasing. They are doing more in the commercial area
- Mr. Reppen indicated that Serve has hired three additional employees.
 - a. The County has also several issues that they are working on including the Nursing Home needs
- Mr. Johnson gave an update on the agriculture crisis within the state. He indicated that over 500 farms ceased operations last year. The price of milk has dropped which helps to compound this problem. He is concerned about the Farmers and their need to find employment once they cease farming. He is also concerned about the mental health of these individuals. The group offered several different ways that BEDC can help in this area.
- Dr. Ayar updated on the start of the school year. He indicated that new signage is being installed to show the connection to UW-Platteville
- Ms. Wastlund gave an update on the recent CDA actions. They will be working on a strategic plan for the CDA
- Mr. Bowers indicated that the road construction in West Baraboo is moving forward.

d. Consideration of development of a strategic plan for BEDC

i. Ad Hoc Committee on Eastside Corridor Study

Staff is preparing the document for distribution.

ii. Ad Hoc Committee on Business Walk

A draft report is being circulated for comments before it is sent out. An updated one page report on the signage is also being completed to be issued at the same time.

VII. New Business

The group agreed to hold the October and November BEDC meetings on October 18, 2018

VII. Update Partner Presentation Schedule

No action was taken

VIII. Commissioner and City Staff comments

The Mayor indicated that the County has completed a downtown parking study. He was concerned that they never contacted the City regarding this report.

IX. Adjournment

Motion to adjourn the meeting was made at 7:04 pm.

Palm (1); Johnson (2)

Aye: All via voice vote

Nay: None

BOARD OF DIRECTOR'S MEETING (BID)

September 19, 2018

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

Members Absent: D. Ender

Also Attending: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:49PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Byberg, seconded by Stelling and unanimously carried to approve the minutes of August 15, 2018.

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

Reports of Officers and Committies

Treasurer

- Will include invoice #'s in minutes for vouchers in the future

Appearance

- Fall/Winter metal art should be delivered this week

Business Development:

- Pop-up Shops opening October 1st
- October 12th is grand opening
- One more development class this quarter re: small business photography

Parking:

- City will install garbage can for upper civic center lot

Promotions

- New billboard designed for old Hwy 12
- Looking for spots for five 1-month billboards
- WPR campaign planned for November

New Business:

1.	Vouchers	Gatehouse Gardens - Inv #1813	3,394.50
		DBI – Promotions – Inv #6502	181.09
		Business Dev- Pop-up Rent – Inv #1401	450.00
		Business Dev. Google Class – Inv #1402	200.00
		Business Dev. Pop-up Rent – Inv #0001	<u>1,500.00</u>
		TOTAL:	5,725.59

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

2. 2019 BID Budget - \$47,900.00 – Moved by Wickus, seconded by Byberg, and unanimously carried to approve 2019 Budget.

Correspondence & Announcements:

Painting Light Poles

Where are benches

Next Meeting: Wednesday, October 17, 2018 at 5:45pm, Committee Room #205.

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

Library Board	09-18-18	CDA	09-17-18
CDA Finance	09-04-18	Library Finance	09-17-18
Friends of the Library	09-11-18	PFC	09-17-18
Ambulance Finance	05-23-18, 07-25-18		
Ambulance Comm.	05-23-18, 07-25-18		

PETITIONS, AND CORRESPONDENCE

Disclosure from Finance Director Haggard

CLOSED SESSION

Moved by Wedekind, seconded by Kolb and carried unanimously to adjourn to closed session per §19.85(1)(e), Wis. Stat., whenever competitive or bargaining reasons require a closed session (City Administrator to provide information on the ongoing union contract negotiations with WPPA).

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Alt, Zolper, Thurow

Council Members Absent: Ellington

Others Present: Adm. Geick, Atty. Truman, Mayor Palm, Clerk Zeman, Chief Schauf, C. Haggard

OPEN SESSION

Moved by Kolb, seconded by Wedekind and carried on a unanimous roll call vote to return to Open Session as per WI Stats 19.85(2) to address any business that may be the result of deliberations made in Closed Session.

INFORMATIONAL ITEMS**ADJOURNMENT**

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

 Brenda Zeman, City Clerk

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:

Second:

Certified by City Clerk: _____

The City of Baraboo, Wisconsin

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Therefore, the City is required to notify the citizenry through publication in the City's official newspaper about the supplemental budget amendments. The State Statute requires publication to happen within ten (10) days upon Council approval of said amendments.

The City's publication process is to identify budget amendments in the fiscal commentary section of resolutions when spending authorizations are granted. Therefore, the City Council could approve budget transfers as often as every meeting. The City satisfies the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing.

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

Comments: The 2018 City Budget provides for publishing expenditures.

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

That the following budget amendments are authorized:

- 3rd Quarter, 2018 City-Wide Amendments, and
- 3rd Quarter, 2018 Water & Sewer Utilities' Amendments

See attached memorandum and amendment schedules.

Offered by: Finance/Personnel Committee **Approved by:** _____

Mayor

Motion: _____

Second: _____

Certified by: _____

City Clerk



Finance Department Memorandum

To: Finance Committee

From: Cynthia Haggard, Director of Finance, 

Date: October 23, 2018

Re: Budget Amendments

Background:

City Ordinance 3.05, Changes in Budget states, “The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper.”

Current:

Budget amendments are typically presented to the Finance/personnel Committee which are then forwarded to the Common Council for approval the same night. This process is a quarterly process.

Recommendation:

The Finance Director will continue to closely work with Department Heads and communicate budget amendments to the City’s Finance/Personnel Committee and Common Council on a quarterly basis. The practice for the Library, Business Improvement District, Community Development, Baraboo-Dells Airport, Parks and Recreation, and UW-Baraboo/Sauk County is that their respective budget amendments will need to be presented to their Boards and/or Commissions before the amendments are presented to the City Council as part of the overall city-wide budget amendment process.

In order to make changes to the budget, a Notice and Resolution to Amend Budget must be adopted. The resolution must summarize the appropriation changes for each spending classification and identify from where the sources of funds are coming.

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

Budgetary Transfers

The budgetary transfer will have a source of funds of either 1) Reduction in Other Appropriation within Same Fund, or 2) Transfer from Other Fund.

Reduction in Other Appropriation within Same Fund - Essentially transferring budgeted and appropriated monies between spending category within same fund.

Transfer from Other Fund - A transfer consists of moving budgeted and appropriated monies from one or more spending categories in one fund to one or more spending categories in another fund.

Supplemental Budgets

A supplemental budget shall be adopted to account for revenues in excess of the budget and to authorize expenditures of additional funds. Whenever the City receives unanticipated revenues, or revenues not assured at the time of the adoption of the budget, a supplemental budget and appropriation shall be enacted to authorize the expenditure of these unanticipated funds. The supplemental budget will have a source of funds of either 1) Fund Balance Applied, or 2) New Revenue.

Fund Balance Applied – In this case, the City is utilizing available fund balance to cover actual net expenses exceeding revenues. This situation is caused by expenses coming in higher than budget, or revenues coming in lower than budget.

New Revenue – In this case, the City has received funds that were not planned and wishes to apply those funds to expenses in the current year - not in the original budget.

Attached:

1. 3rd Quarter, 2018 City-Wide Amendments, and
2. 3rd Quarter, 2018 Water & Sewer Utilities' Amendments

**City of Baraboo
3rd Quarter Budget Amendments
Supplemental Budget**

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
General Government	100-10-48400-000	Insurance Recoveries	(4,629)	(21,675)	(26,304)
				<u>\$ (21,675)</u>	
Use of Funds					
Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	20,926	21,675	42,601
				<u>\$ 21,675</u>	

To appropriate insurance proceeds for recycle truck repair

BID

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
BID	390-69-49300-000	Fund Balance Applied	(22,583)	(3,000)	(25,583)
				<u>\$ (3,000)</u>	
Use of Funds					
Community Development	390-69-56700-300-972	Promotions	20,500	3,000	23,500
				<u>\$ 3,000</u>	

To create budget to apply fund balance for House United Insurance Claim

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Library	100-51-43720-000	Sauk County Library Aid	(261,436)	(2,222)	(263,658)
				<u>\$ (2,222)</u>	
Use of Funds					
Library	100-51-55110-270-000	Special Services	53,763	1,084	54,847
Library	100-51-55110-530-000	Rents and Leases	4,350	700	5,050
Library	100-51-55110-250-000	Repair & Maint Serv-Equipment	1,000	438	1,438
				<u>\$ 2,222</u>	

To create budget for Technology grant funds

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Recreation	100-53-46750-231	Swimming Pool - Water Aerobics	(2,500)	(200)	(2,700)
				<u>\$ (200)</u>	
Use of Funds					
Pool	100-53-55420-215-231	Prof Services - Water Aerobics	1,200	200	1,400
				<u>\$ 200</u>	

To create budget revenue to cover additional program costs

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Parks	100-52-49287-000	Transfer from Park Segregated	(41,288)	(225)	(41,513)
				<u>\$ (225)</u>	
Use of Funds					
Civic Center	100-52-55130-822-000	Building Improvements	16,188	225	16,413
				<u>\$ 225</u>	
<i>To create budget revenue for Civic Center A/C</i>					

Park Segregated

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
Parks	870-52-49300-000	Fund Balance Applied	(15,380)	(1,900)	(17,280)
				<u>\$ (1,900)</u>	
Use of Funds					
Parks	870-52-55200-861-000	Facilities Improvements	6,000	1,900	7,900
				<u>\$ 1,900</u>	
<i>To create budget to apply fund balance for Oshner Park ADA</i>					

Capital Equipment Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
General Government	490-10-49300-000	Fund Balance Applied	(258,950)	(29,500)	(288,450)
				<u>\$ (29,500)</u>	
Use of Funds					
Police	490-20-52110-810-000	Vehicle Purchase	-	29,500	29,500
				<u>\$ 29,500</u>	
<i>To create budget to apply fund balance for Vehicle Purchase</i>					

**City of Baraboo
3rd Quarter Budget Amendments
Budgetary Transfers**

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-120-080	Wages-Soccer	2,330	(1,220)	1,110
				<u>\$ (1,220)</u>	
Use of Funds					
Recreation	100-53-55300-215-080	Prof Services - Soccer	-	1,220	1,220
				<u>\$ 1,220</u>	

To transfer budget for Soccer Program

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Parks	100-52-55200-810-000	Vehicle Purchase	25,000	(2,600)	22,400
				<u>\$ (2,600)</u>	
Use of Funds					
Forestry	100-52-56110-250-000	Repair & Maint Serv-Equipment	1,816	2,600	4,416
				<u>\$ 2,600</u>	

To transfer budget for Bandit Clipper Repair

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Machinery & Equipment	100-31-53240-250-000	Repair & Maint Serv-Equipment	15,000	(6,800)	8,200
				<u>\$ (6,800)</u>	
Use of Funds					
Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	35,801	6,800	42,601
				<u>\$ 6,800</u>	

To transfer budget for Packer Shoe Replacement Mack Truck

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
PS/Admin Building	100-11-51640-260-000	Repair & Maint Serv-Buildings	9,503	(1,000)	8,503
				<u>\$ (1,000)</u>	
Use of Funds					
PS/Admin Building	100-11-51640-392-000	Small Equipment Purchase	-	1,000	1,000
				<u>\$ 1,000</u>	

To transfer budget for lockout/tagout, first aid

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Municipal Building	100-11-51610-222-000	Electricity	19,000	(600)	18,400
				<u>\$ (600)</u>	

Use of Funds

Municipal Building	100-11-51610-260-000	Repair & Maint Serv-Buildings	9,589	600	10,189
				<u>\$ 600</u>	

To transfer budget for for FD garage door repair

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	21,696	(3,000)	18,696
				<u>\$ (3,000)</u>	

Use of Funds

Parks	100-52-55200-280-000	Repair & Maint Serv-Facilities	16,073	3,000	19,073
				<u>\$ 3,000</u>	

To transfer budget for Oshner Park ADA

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Storage Buildings	100-31-51630-260-000	Repair & Maint Serv-Buildings	3,000	(1,733)	1,267
				<u>\$ (1,733)</u>	

Use of Funds

Storage Buildings	100-31-51630-822-000	Building Improvements	60,000	1,733	61,733
				<u>\$ 1,733</u>	

To transfer budget for new cold storage facility

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
PW Operations	100-31-53230-910-000	Insurance Allocation	26,035	(2,050)	23,985
				<u>\$ (2,050)</u>	

Use of Funds

Police Department	100-20-52110-910-000	Insurance Allocation	73,825	900	74,725
Fire Protection	100-21-52200-910-000	Insurance Allocation	17,721	600	18,321
Mapping & Engineering S	100-30-53100-910-000	Insurance Allocation	4,150	450	4,600
Storage Buildings	100-31-51630-910-000	Insurance Allocation	1,505	100	1,605
				<u>\$ 2,050</u>	

Reallocate insurance to actual

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	19,196	(500)	18,696
				<u>\$ (500)</u>	
Use of Funds					
Parks	100-52-55200-530-000	Rents and Leases	557	500	1,057
				<u>\$ 500</u>	
<i>To transfer budget for port-a-potty rental</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-320-000	Publications, Training, Dues	759	(50)	709
				<u>\$ (50)</u>	
Use of Funds					
Parks	100-52-55200-330-000	Travel	100	50	150
				<u>\$ 50</u>	
<i>To transfer budget for travel mileage reimbursement</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-340-150	Operating - Adventure Camp	558	(160)	398
				<u>\$ (160)</u>	
Use of Funds					
Recreation	100-53-55300-340-160	Operating - Visual Arts	150	160	310
				<u>\$ 160</u>	
<i>To transfer budget for for theater camp supplies</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Machinery & Equipment	100-31-53240-350-000	Repair & Maint Materials	64,500	(8,126)	56,374
				<u>\$ (8,126)</u>	
Use of Funds					
Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	34,475	8,126	42,601
				<u>\$ 8,126</u>	
<i>To transfer budget for recycle truck repair</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Machinery & Equipment	100-31-53240-240-000	Repair & Maint Service-Vehicle	26,000	(5,100)	20,900
				<u>\$ (5,100)</u>	
Use of Funds					
Garbage & Refuse	100-31-53620-240-000	Repair & Maint Service-Vehicle	11,500	5,100	16,600
				<u>\$ 5,100</u>	
<i>To transfer budget for emergency repair to garbage truck</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Pool	100-53-55420-280-000	Repair & Maint Serv-Facilities	9,000	(236)	8,764
				<u>\$ (236)</u>	
Use of Funds					
Pool	100-53-55420-340-000	Operating Supplies	2,300	236	2,536
				<u>\$ 236</u>	
<i>To transfer budget for under budgeted expenses</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-340-150	Operating - Adventure Camp	440	(42)	398
				<u>\$ (42)</u>	
Use of Funds					
Recreation	100-53-55300-340-075	Operating - Mini Camp	120	42	162
				<u>\$ 42</u>	
<i>To transfer budget for under budgeted expenses</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-346-010	Uniforms - Teeball	1,000	(250)	750
				<u>\$ (250)</u>	
Use of Funds					
Recreation	100-53-55300-346-080	Uniforms - Soccer	750	250	1,000
				<u>\$ 250</u>	
<i>To transfer budget to cover Soccer Shirts</i>					

Park Segregated

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Parks	870-52-55200-822-000	Building Improvements	3,800	(225)	3,575
				<u>\$ (225)</u>	
Use of Funds					
Transfer to General Fund	870-10-59210-900-000	Cost Reallocation	-	225	225
				<u>\$ 225</u>	
<i>To transfer budget to General Fund for Civic Center A/C</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
City Clerk	100-11-51420-320-000	Publications, Training, Dues	2,252	(230)	2,022
10 City Clerk	100-11-51420-330-000	Travel	100	(70)	30
				<u>\$ (300)</u>	
Use of Funds					
Finance	100-11-51500-330-000	Travel	-	300	300
				<u>\$ 300</u>	
<i>To transfer budget to Finance Department for CVMIC Conferences</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Machinery & Equipment	100-31-53240-240-000	Repair & Maint Service-Vehicle	22,900	(2,000)	20,900
				<u>\$ (2,000)</u>	
Use of Funds					
Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	40,601	2,000	42,601
				<u>\$ 2,000</u>	
<i>To transfer budget to cover truck emergency repair</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Parks	100-52-55200-240-000	Repair & Maint Service-Vehicle	4,500	(1,500)	3,000
				<u>\$ (1,500)</u>	
Use of Funds					
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	17,196	1,500	18,696
				<u>\$ 1,500</u>	
<i>To transfer budget to cover maintenance on shed</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Parks	100-52-55200-340-000	Operating Supplies	8,877	(785)	8,092
				<u>\$ (785)</u>	
Use of Funds					
Parks	100-52-55200-345-000	Chemicals	3,500	785	4,285
				<u>\$ 785</u>	
<i>To transfer budget to cover additional chemicals</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-320-000	Publications. Training. Dues	959	(250)	709
				<u>\$ (250)</u>	
Use of Funds					
Recreation	100-53-55300-270-000	Special Services	1,250	250	1,500
				<u>\$ 250</u>	
<i>To transfer budget for increased online payments</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-320-000	Publications. Training. Dues	1,109	(400)	709
				<u>\$ (400)</u>	
Use of Funds					
Pool	100-53-55420-320-000	Publications. Training. Dues	750	400	1,150
				<u>\$ 400</u>	
<i>To transfer budget to cover pool training</i>					

City of Baraboo
Utilities
3rd Quarter Budget Amendments
Budgetary Transfers

Sewer Utility

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Sewer Sludge Operating Expense	960-36-82710-345-000	Chemicals	71,250.00	(300.00)	70,950.00
Sewer Mains Maintenance	960-36-83100-250-000	Repair & Maint Serv-Equipment	5,000.00	(3,500.00)	1,500.00
Sewer Mains Maintenance	960-36-83100-270-000	Special Services	5,000.00	(5,000.00)	-
				<u>\$(8,800.00)</u>	
Use of Funds					
Sewer Sludge Conditioning Chem	960-36-82500-345-000	Chemicals	20,800.00	300.00	21,100.00
Sewer Mains Maintenance	960-36-83100-236-000	Repair & Maint Serv -Mains	45,000.00	6,500.00	51,500.00
Sewer Plant Maint	960-36-83400-250-000	Repair & Maint Serv-Equipment	7,700.00	2,000.00	9,700.00
				<u>\$ 8,800.00</u>	

Transfer funds to cover budget overages

Water Utility

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Water Trans & Dist Expenses	970-37-66200-510-000	Insurance	684.00	(50.00)	634.00
				<u>\$ (50.00)</u>	
Use of Funds					
Water Property Insurance	970-37-92400-510-000	Insurance	6,650.00	50.00	6,700.00
				<u>\$ 50.00</u>	

Transfer funds to cover budget overages

RESOLUTION NO. 2018 -

Dated: October 23, 2018

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) <input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, confirms the Mayor's appointments as follows:

THAT, Stuart Koehler be re-appointed to the CDA (Community Development Authority) for a term beginning November 15, 2018 thru November 14, 2021.

THAT, Dick Whitehurst be re-appointed to the Pink Lady Rail Commission for a term beginning November 1, 2018 thru October 31, 2020.

Offered By: Consent

Motion:

Second:

Approved by Mayor: _____

Certified by City Clerk: _____

TREASURER'S INVESTMENT REPORT for September 2018

		Average Rate of Return on Current Deposits				Benchmarks:	
		Avg Term					
Total Receipts:	83,260.00	General Funds:	6.8 M	1.54%	LGIP	2.05%	
		Utility Funds:	13.6 M	1.16%			
Total Disbursements:	1,408,799.40	Segregated Funds:	25.2 M	1.76%	90-day T-bill:	2.21%	
		Securities w/Dana	3.51 years	2.02%			
		All Funds:	11.7 M	1.49%	6M CD:	1.17%	
		Liquid:	63%		12M CD:	1.60%	
		Term:	37%		18M CD:	1.91%	

Policy Objectives:

- Safety: ▪ \$3,000,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Investing in CD's when good rates are available,
- Yield: ▪ Continuing to transition money to higher yielding investments, Utilities are considering moving some \$ to LGIP

TRANSACTIONS											
#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Reinvest	CD	General Fund	CFB	29645		18 Mo	3/20/2019	1.40%	150,000.00	Pd to MM
					1800441		24 Mo	9/12/2020	2.40%	150,000.00	Pd to MM
Comments: This was a worry-free CD, so there was no penalty for early withdrawal.											
(2)	Renew	CD	General Fund	CFB	39646		12 mos	9/20/2018	1.33%	100,000.00	Pd to MM
					1800522		24 mos	3/20/2020	2.33%	100,000.00	Pd to MM

Comments:

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
(1)	NONE										

**Baraboo Fire Department
Monthly Report - September 2018**

Incident Responses	September	Year to Date	Totals	Year to Date	Percentage
	2018	2017	2017	2018	Increase/Decrease
Fire, Other	0	2	2	3	
Building Fire	2	8	12	11	35 Fire 12.28%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	74 Rescue 25.96%
Fire in Structures other than Building	0	0	0	0	12 Haz Mat 4.21%
Cooking Fire	0	5	6	6	50 Alarm 17.54%
Chimney Fire	0	1	1	4	93 Other 32.63%
Vehicle Fire	0	2	2	2	21 Mutual Aid 7.37%
Wildland Fire	0	3	3	5	
Trash or Rubbish Fire Contained	0	1	1	0	
Outside Rubbish, Trash or Waste Fire	0	2	3	2	33 Fire 8.66%
Dumpster or other Trash Receptacle Fire	0	3	3	1	125 Rescue 32.81%
Outside Storage Fire	0	0	0	0	17 Haz Mat 4.46%
Outside Gas or Vapor Combustion Explosion	0	0	0	1	60 Alarm 15.75%
Medical Assist	2	24	31	24	133 Other 34.91%
Vehicle Crash	6	65	77	32	13 Mutual Aid 3.41%
Motor vehicle/pedestrian crash	0	1	1	0	
Search for Person on Land	1	1	1	1	
Extrication of Victim(s) from Building/Structure	0	0	0	0	
Extrication from Vehicles	0	4	5	4	
Extrication, Other	1	2	2	1	
Elevator Rescue	1	1	1	3	
Water/Ice Rescue	1	0	0	5	
High Angle Rescue	0	5	7	4	
Hazardous Material	2	9	15	8	
Carbon Monoxide Incident	1	0	2	4	
Hazardous Call, Other	3	22	26	13	
Vehicle Accident - General Cleanup	0	2	3	5	
Animal Rescue	0	0	0	1	
Water Problem, Other	0	0	0	0	
Smoke or Odor Removal	0	1	1	0	
Sevice Call, Other	0	0	1	1	
Lock-out	0	0	0	0	
Assist Police	0	3	6	2	
Public Service	0	18	18	3	
Unauthorized Burning	0	2	4	2	
Authorized Burning	0	2	4	1	
Good Intent Call	2	25	34	33	
Dispatched/Cancelled	2	24	31	29	
Wrong Location	1	0	0	1	
Smoke Scare, Odor of Smoke	0	2	2	0	
Steam, Vapor, Fog or Dust thought to be Smoke	0	3	3	1	
Malicious Alarm	0	3	4	1	
Bomb Threat	0	0	0	0	
Alarm	8	31	38	41	
Carbon Monoxide Alarm	1	13	18	8	
Lightning Strike	0	0	0	0	
Severe Weather Standby	0	0	0	1	
Mutual Aid - City	0	6	10	15	
Mutual Aid - Rural	0	3	3	6	
Totals	34	299	381	285	-4.68%

**Exposure Fires
Total Incidents**

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	23	67.65%	166	58.25%
Village of West Baraboo	4	11.76%	12	4.21%
Town of Baraboo	3	8.82%	56	19.65%
Town of Fairfield	2	5.88%	9	3.16%
Town of Greenfield	1	2.94%	17	5.96%
Town of Sumpter	1	2.94%	4	1.40%
Mutual Aid - City	0	0.00%	15	5.26%
Mutual Aid - Rural	0	0.00%	6	2.11%
Totals	34	100.00%	285	100.00%

**Baraboo Fire Department
Monthly Report - September 2018**

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	38	3	1	35	113	141	36	36	16			
Village of West Baraboo	11	46	64	21	1	0	3	7	4			
Town of Baraboo	0	0	0	0	0	2	0	12	18			
Town of Fairfield	2	1	0	0	0	0	0	0	3			
Town of Greenfield	1	0	0	0	0	0	1	3	1			
Town of Sumpter	0	0	0	0	0	0	0	1	0			
Totals	52	50	65	56	114	143	40	59	42	0	0	0
								Total Inspections Year to Date				621

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	1	43	0	43	
Fire Safety House Training	0	0	0	0	
Other (Open House)	0	0	0	0	
Grand Totals	1	43	0	43	
			Total Fire Safety Contacts Year to Date		1957

	Number of Smoke Alarms	Number of CO Alarms	Total
Install Smoke and Carbon Monoxide Alarms	0	0	0
			22 Year to Date Total

Members Present: Petty, Sloan, Thurow

Absent:

Others Present: Mayor Palm, E. Geick, E. Truman, Fire Chief Stieve, B. Zeman, C. Haggard, J. Bergin, T. Pinion

Call Meeting to Order – Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of September 25, 2018. Motion carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

a) **Accounts Payable** – Moved by Sloan, seconded by Thurow to recommend to Council approval of the accounts payable for **\$694,021.78**. Motion carried unanimously.

b) **Review & Discussion of other 2019 Budget Matters**

1. 2019 Budget Summary – Adm. Geick noted that this summary includes 2 new positions, a Library Page and a training position for the Fire Department.

Fire Chief K. Stieve explained that with this new position, the Fire Chief, Fire Inspector, Building Inspector, and the Training Officer would answer any minor call during the day. This new position will be full time and will provide a level of consistency as it will allow for more flexibility for training. For example, this training officer would be able to offer training during the workday for any fire personnel working different shifts.

J. Bergin explained that the primary responsibility of the Library Page position would be to unpack, scan, and sort all returns. In the past, these tasks have been divided amongst other staff, interns, and individuals from various agencies across town.

2. Alma Waite Budget & Other Outside Budget Requests – C. Haggard explained that in order to break even with the budget we need to reduce the requested amounts by \$6,431. Moved by Sloan, seconded by Thurow to recommend to Council reducing the Sauk County Tavern League contribution from \$5,000 to \$0 and the Teen Center Renovation from \$5,000 to \$3,569. Motion carried unanimously.

3. Airport Budget – Adm. Geick noted that the Airport Commission met yesterday and did approve the budget. There are no major projects for next year except planning for the replacement of the fuel pumps and tanks. Depending on the funding, this could be a project for 2020 or 2021. Moved by Sloan to recommend the Airport Budget to Council for approval, seconded by Thurow and carried unanimously.

4. Baraboo District Ambulance Budget – Ald. Petty advised the Committee of the following significant changes to the Ambulance budget: Hiring someone for billing, hiring a HR person, and adding a full crew for transfers during peak hours. Adm. Geick suggests that there might be an opportunity for us to partner with them and for the City Attorney to do HR and attorney work for them. Ald. Petty agrees that while it makes sense to join the entities for cost savings, he does not whether or not there is commitment from the other end. Atty. Truman confirms that at this time, she is comfortable with the work and has no concerns regarding the time required to do this. Atty. Truman would track the hours she spend working for the ambulance to recover the cost of wages and benefits. Adm. Geick will contact Dana Sechler to get his thoughts on this. Ald. Sloan questioned the increase in building rents and leases. It is assumed that this expense is figuring in rental of the entire Alma Waite building; however, Ed will follow up on this as well.

Informational Items

a) City Attorney's report on insurance claims

o Nothing to report at this time

b) Disclosure from Finance Director Cynthia Haggard

o C. Haggard noted that her husband is in the business of automatic doors and could be doing work for the City of Baraboo. Presented as informational only.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:39pm.

Brenda Zeman, City Clerk

Minutes of Zoning Ad-Hoc Committee Meeting September 26, 2018 at 6:00PM

Call to Order - Gil Gerdman called the meeting of the Commission to order at 6:00 PM.

Roll Call – Present were Gil Gerdman, Nanci Caflisch, Tom Kolb, Michael Zolper, Kelsey McDermott, Melanie Platt-Gibson

Absent – Mike Carbonara

Also in attendance were Tom Pinion, Mark Schauf, Attorney Emily Truman.

1. **Call to Order**

- a. **Roll Call of Membership.**
- b. **Note compliance with the Open Meeting Law.** Palm noted compliance with the Open Meeting Law.
- c. **Agenda Approval:** It was moved by Kolb, seconded by Platt-Gibson to approve the agenda as posted. Motion carried unanimously.
- d. **Minutes Approval:** It was moved by Zolper, seconded by Kolb to approve the minutes of August 22, 2018. Motion carried unanimously.

2. **Appearances/Presentations**

Comments from Zoning Administrator, Police Chief and City Attorney. The recent legislative change to the conditional use law is the focus of this committee. For multi-dwellings parking is a commodity downtown, which need to be taken into consideration. Other potential problems could be safety and good neighbor issues, noise complaints, garbage containers, refuse collection. Atty. Truman added that we need to follow State Statute, code needs to be compliant with State Statute.

3. No Public Appeared.

4. **Action Items**

- a. Discussion on Permit – is by right, permit issued same day. Conditional Use needs to go through review and approval by Plan Commission. Discussion in detail about Accessory Uses.
- b. Red-lined items in Chapter 17 are only suggestions to the committee to strike or keep in. Items that are removed would make more work for the applicant to obtain what they want. Discussion on home occupation of what is regulated and not regulated. Our community is complaint driven. Discussed retail sales definition.
- c. Discussion on two family dwelling conversions. Kolb wants it removed. Caflisch explained 2008 situation. Hard to regulate ordinances. Truman added legality and deed restriction. Time allowance for ad hoc committee issues including having review sooner rather than later.
- d. Future date for meeting is Wednesday, October 10th at 6PM.
- e. Goal is to get through rest of marked up document, a group review and other zoning codes too.

5. **Information Items**

Next Meeting – Wednesday, October 10, 2018 at 6:00PM

Adjournment - It was moved by Gerdman, seconded by Caflisch to adjourn at 7:42 p.m. The motion carried unanimously.

Gil Gerdman

Minutes

Baraboo District Ambulance Commission
Finance Ad Hoc Committee
August 22, 2018

The August 22, 2018 meeting of the Ad Hoc Committee was called to order by Meier at 6:45 pm. Meier confirmed that the meeting had been posted in compliance with the Open Meeting Law.

Committee members present: Meier, Petty, and Puttkamer. Also present: Sloan, Turnquist, Sechler, Snow, Vande Hei, and Worden

Approval of Agenda

- The agenda was adopted with a motion made by Puttkamer, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the July 25, 2018 minutes was made by Petty, seconded by Puttkamer. 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 July 15 – August 11, 2018 in the amount of:
\$144,872.65.

A motion to approve as presented was made by Puttkamer, seconded by Petty. Voice vote, all ayes. Motion carried.

2. Approve write-offs in the amount of:
\$106,154.26

A motion to approve as presented was made by Petty, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

Additional Comments & Future Agenda Items

- None

Adjournment

There being no further business to come before the Committee, a motion to adjourn was made by Puttkamer, seconded by Petty. Voice vote, motion carried at 6:50 pm.

Respectfully submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Minutes

Baraboo District Ambulance Commission

August 22, 2018

The August 22, 2018 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.

Commissioners present: Dave Dahlke, Dr. Kacey Kronenfeld, Erik Larson, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Terry Turnquist, and Phil Wedekind
Also present were: Attorney Maffei, Chief Sechler, DC Rago, Captain. Koepp, Vande Hei, Snow, Feine, and Paul McEvelly (from Baker Tilly Virchow Krause)

Dahlke noted that the meeting had been posted in compliance with the Open Meeting Law.

Adoption of Agenda

- The agenda was adopted by a motion made by Stieve, seconded by Wedekind, to include moving the presentation by Baker Tilly Virchow Krause to after the consent agenda. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the minutes from June 25, 2018 was made by Sloan, seconded by Larson. Voice vote, all ayes. Motion carried.

Public Invited to Speak

1. None

Appearances/Announcements/Correspondence

1. None

Reports

1. Legal Counsel Report – No report.
2. President’s Report – No report.
3. Treasurer’s Report – Meier reported that revenues from billed claims are down slightly, as compared to this same time period from last year, however, Meier does not feel it is cause for concern at the moment.
4. Chief’s Report – Sechler reviewed the written report that was submitted in the Commission packet.

Consent Agenda

1. Approve check details and online payments for July 15 – August 11, 2018 in the amount of:
\$144,872.65
2. Approve write-offs in the amount of:
\$106,154.26

A motion to approve as presented was made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

Old Business

1. Sechler presented additional information regarding the Stryker power load options. Initial purchase costs of new and used power loads—along with additional maintenance costs—were reviewed by the Commission. Sechler also reported on the updated items from Worker’s comp,

Minutes

Baraboo District Ambulance Commission

August 22, 2018

pertaining to any back and ankle injuries over the past years. After further Commission discussion on the topic, no action was taken.

2. Preliminary 2019 Budget discussions took place regarding Baraboo EMS staffing an additional rig to cover anticipated increases in inter-facility transport requests, as well as covering currently missed transfer requests from the area Hospitals. Both Sloan and Meier requested that additional hard numbers be presented to the Commission, before attempting to decide about expanding the transfer service. No action taken.

New Business

1. Paul McEvelly from Baker Tilly Virchow Krause, LLP presented the Financial Statements and Letter of Internal Control from the annual audit. Various items within the documents were reviewed, and questions from the Commissioners were answered. After discussion, a motion was made by Wedekind, seconded by Petty to accept the financial statements and internal letter of control from Baker Tilly / Virchow Krause, LLP as presented. Voice vote, all ayes. Motion carried.
2. Discussion occurred regarding the proposed revisions to the Employee Complaint policy. Petty asked if there should be a time constraint listed in the policy. Other Commissioner's felt it was ok to keep the time frame open. Based on the recommendation by Maffei, a motion was made by Sloan, seconded by Larson, to accept the policy--with a spell correction of "staff" to "employee", in the last line of paragraph #1. Voice vote, all ayes. Motion carried.
3. A motion was made for the Baraboo District Ambulance Commission to go into Closed Session pursuant to §19.85(1)(c) Wis. Stats. to discuss performance review for the Chief / EMS Director, by Petty, seconded by Wedekind. Roll call vote: All ayes. After Closed Session discussions, a motion was made by Wedekind, seconded by Petty for the Baraboo District Ambulance Commission to return to Open Session pursuant to §19.85(2) Wis. Stats., and may take action as a result of closed session discussions. Roll call vote: All ayes.

A motion was made by Petty, seconded by Larson, to authorize a 3% salary increase for the Chief / EMS Director, to be effective starting January 1, 2019. Voice vote, all ayes. Motion carried.

Commissioner Comments & Future Agenda Items

- Please mark your calendars for the next Commission meeting, which will be the following:
 - September 26, 2018

Adjournment

- Motion to adjourn by Larson, seconded by Sloan at 8:40 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Members present: Phil Wedekind, Bryant Hazard, Ed Geick, Tom Kolb

Members Absent: Tom Geimer, Scott Von Asten, and Alene Bolin

Others Present: Haley Hoffman, Ed Janairo, Steve Schara, Cynthia Haggard, David Olson, Ian Crammond, Mike Palm

Chair Wedekind called the meeting to order at 8:06 a.m. and compliance with the Open Meeting Law was verified.

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

MOTION (Kolb/Geick) to approve the minutes of the regular meeting on July 19, 2018. Motion carried.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report.

Report given. See attached.

Financial report and approval of vouchers.

Motion to approve invoices in amount of \$41,243.07 by Kolb, second by Hazard.

Approval of Fine Arts Building Window Replacment Bid

Motion to approve bid from Glacier Glass of \$12,820.00 by Wedekind, second by Kolb.

Discussion of Sauk County Energy Efficiency Study

Ian Crammond (Sauk County) presented study. See attached.

Update on student housing

Report given.

Deans' Report

See attached.

MOTION (Wedekind/Kolb) to adjourn until Thursday, October 18, 2018 at 8:00 am. Motion Carried.

Respectfully Submitted,

Haley Hoffman
Administrative Specialist