

AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 101 South Blvd., Baraboo, Wisconsin
Tuesday, October 9, 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): September 25, 2018

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

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...Approve Trick-or-Treat hours for Wednesday, October 31st, 2018 between 4pm and 7pm in the City of Baraboo.

ORDINANCES ON 2ND READING

SRO-1...Amend ordinance regarding private swimming pools.

SRO-2...Revise parking to include no parking on Draper Street at Jack Young Middle School.

NEW BUSINESS ORDINANCES

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

COMMITTEE OF THE WHOLE

Moved by _____, seconded by _____, 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.

Moved by _____, seconded by _____, to reconvene into regular session.

OTHER ACTIONABLE ITEMS

City of Baraboo Common Council Agenda 2
MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following: **Reports from August, 2018**—Building Inspection

Minutes from the Following Meetings - Copies of these meeting minutes are included in your packet:

Finance/Personnel	09-25-18	BID Development	06-26-18
Public Safety	08-27-18	Ambulance Finance	05-23-18, 07-25-18
Ambulance Comm.	05-23-18, 07-25-18	BEDC	09-06-18
BID	09-19-18		

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

Petitions and Correspondence:

Disclosure from Finance Director Haggard.

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

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
7	8	9	10	11	12	13
	Columbus Day Park & Rec	Finance Council				
14	15	16	17	18	19	20
	SCDC PFC	Plan Library	BID	UW Campus BEDC		
21	22	23	24	25	26	27
		Finance Council		Emergency Mgt. Public Arts		
28	29	30	31	1	2	3
	Public Safety		Ambulance			

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 10/05/2018

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, September 25, 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, Atty. Truman, Chief Schauf, Clerk Zeman, M. Hardy, T. Pinion, J. Bergin, Jami Olson, 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 September 11, 2018.

Moved by Alt, seconded by Kolb 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. 18-70

THAT the Accounts Payable, in the amount of \$ 711,619.67 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

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

NEW BUSINESS

Resolutions:

Resolution No. 18-71

WHEREAS, the Common Council has reviewed the reports and recommendations of Police Chief Schauf, City Administrator Geick and the City’s Administrative Committee regarding the September 4, 2018, Tavern Operator License application filed with the City by Jami Olson, and

WHEREAS, Jami Olson was notified to appear at the September 25, 2018, Council meeting and was given an opportunity to speak to the Council on her behalf regarding her appeal request.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council approves with conditions Jami Olson’s Tavern Operator License (Conditional Operator License).

Moved by Sloan, seconded by Alt and carried that **Resolution No. 18-71** be approved-8 ayes.

Resolution No. 18-72

THAT the City Forester submit an Urban Forestry grant for 2019 funding to the Wisconsin Department of Natural Resources on behalf of the City of Baraboo for the purposes of constructing a gravel bed in the Community Gardens at Attridge Park.

Moved by Petty, seconded by Sloan and carried that **Resolution No. 18-72** be approved-8 ayes.

Resolution No. 18-73

THAT the 2019 Recommended Park and Recreation Program Fees be approved as presented for consideration by the Parks and Recreation Commission.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-73** be approved-8 ayes.

Resolution No. 18-74

THAT the 2019 Park and Recreation Seasonal Wage Rates be approved as presented for consideration by the Parks and Recreation Commission.

Moved by Sloan, seconded by Alt and carried that **Resolution No. 18-74** be approved-8 ayes.

Resolution No. 18-75

THAT the 2019 Boys and Girls Club lease for use of Civic Center rooms 20, 26, 27, 29, the auditorium and kitchen (shared) be approved at \$701 per month

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 18-75** be approved-8 ayes.

Resolution No. 18-76

THAT the 2019 Baraboo Senior Center lease for use of Civic Center rooms 21, 24 and kitchen (shared) be approved at \$163 per month

Moved by Petty, seconded by Sloan and carried that **Resolution No. 18-76** be approved-8 ayes.

Resolution No. 18-77

THAT the South Central Cyclones Hockey Association lease for use of the Pierce Park Pavilion be approved for the 6-month term of October 15, 2018-April 14, 2019.

Moved by Sloan, seconded by Wedekind and carried that **Resolution No. 18-77** be approved-8 ayes.

Resolution No. 18-78

TO: authorize the purchase of a 2018 Ford Explorer squad car from Kayser Ford in Madison for the price of \$29,400 from the Capital Equipment Account to be reimbursed in the 2019 budget cycle.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 18-78** be approved-8 ayes.

Resolution No. 18-79

That the Common Council of the City of Baraboo, Wisconsin, intends to pursue the vacation of that portion of the unimproved right-of-way of Crestview Drive (formerly Lorna Drive) lying north of 2nd Street between Lot 8 of Rehbein's Addition to the City of Baraboo and Outlot 1 of Certified Survey Map No. 4973, City of Baraboo, Sauk County, Wisconsin, pursuant to the procedures set forth in §66.1003(4), Wisconsin Statutes.

Further, that the Common Council of the City of Baraboo, Wisconsin, shall hold a public hearing in the Council Chambers of the Municipal Building located at 101 south Blvd, Baraboo, Wisconsin, on the 13th day of November, 2018, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested

persons to be heard relative to the vacation of that portion of Crestview Drive.

BE IT FURTHER RESOLVED that the City Clerk shall publish a Class III notice of this resolution to commence vacation proceedings as provided by law.

Moved by Wedekind, seconded by Alt and carried that **Resolution No. 18-79** be approved-8 ayes.

Resolution No. 18-80

WHEREAS, City staff have determined that there is a dangerous tree, as defined by §10.05(6), Baraboo Municipal Code, located on the properties of 415 6th Avenue and 712 Center Street, which must be removed; and

WHEREAS, the anticipated cost for the removal of the tree is estimated at being around \$27,000; and

WHEREAS, both property owners have informed the City of their respective willingness to have the tree removed, but given the high cost of the removal, at least one of the property owners is unable to pay for the costs of the removal.

Now therefore be it resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

Given the uniqueness of the situation - namely the need to remove a dangerous tree as soon as possible, the high costs of the removal, and the willingness of the property owners to want to comply with City code – the Common Council hereby authorizes the City Attorney to draft an agreement and corresponding documents between the City and the property owners whereby the property owners agree to reimburse the City for the City’s costs to abate upon the sale of their respective properties, and for the Mayor or City Administrator and City Clerk to execute said agreement and corresponding documents on behalf of the City of Baraboo.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-80** be approved-8 ayes.

2ND READING ORDINANCES

Moved by Sloan, seconded by Wedekind and carried unanimously to approve the 2nd reading of **Ordinance No. 2501** rezoning tax parcel 206-1096-00000 from R-1A Single-Family Residential to NRO Neighborhood Business/Office District.

NEW BUSINESS ORDINANCES

Moved by Kolb, seconded by Wedekind and carried unanimously to approve the 1st reading of **Ordinance No. 2502** amending Section 14.13(4) of the Baraboo Municipal Code as follows:

4) FENCES **AND COVERS**.

(a) All swimming pools not enclosed within a permanent building shall **comply with one or both of the following:**

(i) **Be** completely enclosed by a fence of sufficient strength to prevent access to the pool, not less than 5 feet in height and so constructed as not to have voids, holes or openings larger than 4 inches in one dimension. Gates or doors shall be constructed so as to be capable of being locked, and shall be closed and secured

so as to prevent unlatching by persons outside the pool at all times when the pool is not in actual use. (b) Above-ground pools with self-provided fencing to prevent unguarded entry shall be permitted without separate additional fencing, provided the self-provided fence is of the minimum height and design as herein specified. (c) Permanent access from grade to above-ground pools having stationary ladders, stairs or ramps shall have safeguard fencing and gates equivalent to those required herein, subject to all other applicable ordinances and subject to the following: 1. No fence shall be located, erected, constructed or maintained closer than 3 feet to a pool. 2. The wall of the house or building facing a pool may be incorporated as a portion of such fence.

(ii) While not in immediate use, be covered and remain covered by a pool safety cover that meets the standards of ASTM F1346-91(2018), Standard Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs, ASTM International.

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

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2503** revising the City of Baraboo Code of Ordinances §7.14 Traffic and Parking Regulations on and adjacent to school district grounds.

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

1. The City of Baraboo Code of Ordinances § 7.14 is revised as follows:

7.14 TRAFFIC AND PARKING REGULATIONS ON AND ADJACENT TO SCHOOL DISTRICT GROUNDS

(3) VEHICLE PARKING PROHIBITED AT SPECIFIED TIMES

(b) During the hours of 7:30 A.M. to 3:30 P.M. on school days, no person shall park, stop, or leave standing, whether attended or unattended, except school buses temporarily for the purpose of and while engaged in loading or unloading or in receiving or discharging passengers on the following streets. 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)

2. The west side of Draper Street beginning at the intersection of Draper Street and 8th Avenue and thence north to the northern most driveway leading to the Baraboo Middle School.

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

OTHER ACTIONABLE ITEMS - None.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS –

Ald. Zolper noted that the first Baraboo Young Professionals Night Market this last Friday night was a big success.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for August, 2018 - Treasurer, Fire Dept.

Minutes from the Following Meetings –

Finance/Personnel Committee – Dennis Thurow Committee Rm #205

September 11, 2018

Members Present: Petty, Sloan, Thurow

Absent:

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, K. Stieve, Chief Schauf, Ben Bromley

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 August 28, 2018. Motion carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable in the amount of \$361,219.94.**
- b) **Exemption from County Library Tax for 2019.**

Moved by Sloan, seconded by Thurow to recommend both the accounts payable and the exemption from the County Library Tax to council for approval. Motion carried unanimously.

Discussion Items

- a) **Elected Officials Compensation** – The Committee reviewed comparisons of Elected Officials for surrounding local municipalities. Staff will research the possibility of offering health insurance to Elected Officials at no cost to the City.
- b) **Discussion of FY 2019 Staffing ideas** – Information was presented to the Committee regarding staffing ideas for the following positions:
 - 1) Human Resource position or Deputy Administrator/Human Resource
 - 2) Fire Department Staffing
 - 3) IT Staffing
 - 4) Municipal Court
 - 5) Administrative Intern
- c) **City Attorney’s report on insurance claims** – Atty Truman reported that 2 claims are closed at this time. One claim is for an allegation that the City damaged a driveway. City staff will repair the driveway within the next few weeks. The other claim was for reimbursement to replace numbers on a mailbox and this claim is denied.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:44pm.

Administrative Committee

September 12, 2018

Present: Alderpersons John Alt and Michael Zolper

Absent: Alderperson John Ellington

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

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

Moved by Zolper to approve the minutes of August 10, 2018, seconded by Alt and unanimously carried.

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

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

Zolper began with stating that after reading through everything and looking at the requirements for a mechanical cover, he would only approve a pool cover that meets the designation of the standards set by American Society for Testing and Materials (ASTM). Which also includes guidelines for locking. Alt added that there was no clear direction when reviewing case law that went as far as the Court of Appeals in Minnesota. Truman stated the decision to change the City Code is truly a policy decision. The Committee can take into consideration the concerns given by the Police Chief about safety concerns in doing away with the fence. The Committee can also take into consideration the recommendations given by ASTM and how other communities have reacted. Alt sought confirmation that the current fence minimum is 5'. Truman confirmed. Alt pointed out that kids can get over 5' fences if they really wanted to, and gates can be left unlocked. Alt concluded that he had no issue with the pool cover as long as it meets the ASTM standards. Zolper added that the homeowners will be delegated by their homeowners insurance.

Truman summarized her understanding: The Committee would like the Ordinance to change to allow the homeowner the option of either a fence or a pool cover - as long as it meets the ASTM standards. Zolper inquired of Truman: If ASTM revises their standards, is there a way the Committee will be notified to see if the Committee is still in agreement with it? Zolper noted that he currently agrees with the standard. If the standard lessens in the future, he may not be in agreement with it. Truman offered to write into the revised Ordinance that it be applicable only to the current standard.

Motion to recommend to the Council to change the City Code by Zolper, seconded by Alt and unanimously carried.

Tavern Operator License Appeal for Jami Olson – Review and Recommendation to Common Council.

Chief Schauf began by stating Ms. Olson was present. The Code requires automatic denial based on a conviction 18 years ago. The conviction was for a marijuana charge – which nowadays is changing in this Country. The application was denied at the first level and is now referred to the Committee for review or conditional license. Chief Schauf added that there was nothing in her past subsequent to the conviction causing him concern. Alt added that her employer knows about the conviction and understands.

Motion by Zolper to recommend approving a Conditional Operator’s License to Jami Olson, seconded by Alt and unanimously carried.

Member comments

The next meeting will be October 1, 2018 at 12:00PM CDT. Meeting location will be 101 South Boulevard. Moved by Zolper to adjourn, seconded by Alt and unanimously carried. Meeting adjourned at 12:09PM CDT.

(BID) Promotions/Personnel Committee Meeting **September 18, 2018**

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

Member Absent: L Stanek

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:35 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Fay seconded by Steffes, and unanimously carried to approve the minutes of the May. 31, 2018 meeting.

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

Old Business:

New Business: Moved by, Fay seconded by Stelling and unanimously carried to accept the 2019 Promotions budget as listed below:

\$3,000.00	Downtown Baraboo Light Parade
\$2,000.00	Downtown Baraboo Holiday Advertising
\$3,000.00	DBI Event Coordinator Support
\$1,500.00	Devils Lake Marketing
\$2,000.00	Farmers Market
\$8,500.00	Image Adv. Campaign
Total	\$20,500.00

Moved by, Fay seconded by Stelling and unanimously carried to contract for a 5 billboard campaign for the month of November 2018 in the amount of \$3,300.00 plus design services to create the billboard as well as creating a small ad campaign with WPR in the amount of \$800.00 before the end of 2018.

It was discussed to anticipate approximately a possible 5% increase in future promotions budgets going forward after 2019.

Adjournment: Moved by Stelling, seconded by Fay and unanimously carried to adjourn at 9:30 A.M.

BID Parking Committee Meeting Minutes **September 13, 2018**

The meeting was called to order at 8:34am and noted compliance with the Open Meeting Law

Meeting Minutes:

Moved by Zolper, second by Byberg and unanimously carried to adopt the minutes from the 9-19-2017 meeting

Agenda:

Moved by Byberg, second by Zolper and unanimously carried to approve the agenda as presented

I Review final budget spending to be done in 2018. Weed control was not done in spring by Landscape Techniques. Vern has a medical condition and will no longer be doing it. Laurie is licensed to do it. Amount quoted was approximately \$945.00, a 15% increase from prior year. Discussion ensued to obtain bids from other companies to see how the price compares. Weed removal for fall has been post-poned

II Based on the increase quoted by Landscape Techniques, the committee determined the budget of \$1500.00 is not adequate. A motion was made by Zolper, second by Byberg to ask for more funds to put parking budget at \$2000.00 at the BID budget meeting on 9-19-2018

III Discussion on the receptacle badly needed at the upper civic center lot was discussed. Originally this was going to fall under the Appearance Committee budget. More discussion needed.

IIII Discussion of wayfinding signs was also presented. Appearance Committee will head up this project once the branding committee has decided on a logo

*******2019 Budget and Projected Expenses*******

	2019	2020	2021	2022	2023	2024
Spring Weed Removal	\$945	\$1039.00	\$1091.00	\$1146.00	\$1203.00	\$1323.00
Fall Weed Removal	\$945.00	\$1039.00	\$1091.00	\$1146.00	\$1203.00	\$1323.00
Other	\$110.00	\$115.50	\$121.28	\$127.33	\$133.70	\$140.39
Parking Total	\$2000.00	\$2193.50	\$2303.28	\$2419.33	\$2539.70	\$2786.39

Approval of Budget: A motion was made by Zolper to approve the 2019 proposed budget. Second by Byberg. Unanimously carried
A motion to adjourn was made by Byberg, second by Zolper. Meeting adjourned at 9:19am

Monday, January 29, 2018

Special Meeting of the Baraboo City Council, Baraboo Economic Development Commission (BEDC), Community Development Authority (CDA) and Baraboo Plan Commission

Location: Baraboo Civic Center, Room 12, 124 2nd Street, Baraboo, WI

Council Members Present: Wedekind, Kolb, Plautz, Alt, Zolper and Thurow

BEDC Members Present: Alt, Ayar, Bingle, Johnson, and Reppen

CDA Members Present: Fordham

Plan Members Present: Palm, Kolb, Thurow, Wedekind, and O’Neill

Others Present: K. Stieve, T. Pinion, B. Bromley, Jim-SCDC

Meeting is informational only.

Mayor Palm called the meeting to order at 6:00pm.

Roll call of City Council was taken.

Discussion of the following topics took place:

1. Development during last 20 years;
2. Worker housing at 80% of average income for Sauk County;
3. Current needs - What type of housing is needed;
4. TIF;

5. Credit, what is available;
6. Homelessness in area.

Adjournment:

Moved by Kolb, seconded by Palm, and carried to adjourn at 7:13pm.

Minutes of Plan Commission Meeting

August 21, 2018

Call to Order – Phil Wedekind called the meeting of the Commission to order at 5:15 PM.

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

Also in attendance were Administrator Geick, Tom Pinion, Attorney Truman, Bekah Hargraves, Jacob Kufner, and Dale Harding.

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 Franzen to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by Liston, seconded by Kolb to approve the minutes of the July 31, 2018 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. Consideration of a request to rezone the 5.3-acre parcel on the north side of South Blvd. in the SE¼ of the NW¼ of Section 3, T11N, R6E, located at 1420 South Blvd. and formerly occupied by the Honey Boy Mobile Home Park, from MH-P, Mobile Home Park to a B-3, Highway Oriented Business zoning classification by Bruce Braithwaite – Dale Harding, former manager of the mobile park introduced himself to the Commission. Engineer Pinion presented background. Harding said that demolition could not start until the end of July; it has now started and will continue until all trailers are gone. Liston moved to pass on to the Council with a positive recommendation to rezone the property to B-3 as requested. Franzen seconded the motion. Kolb asked Harding for a timeline. Harding said that by the end of the month, the west side would be cleaned out, and they would then start on the east side. He said that they would have to leave Lot 1 until the property is sold because the main water comes underneath that trailer. Pinion asked if that trailer would be occupied or unoccupied. Harding said that they would be given notice at the first of the month to be out by the end of September. O’Neill asked to add the provision that the rezoning of the property not take place until the property is vacant. Attorney Truman said that this could make things complicated. She said that if they did not comply, it could shift the burden on to the City to make sure compliance is met. She agrees with Liston that the owners have made good progress. Kolb asked if the City could take enforcement action. Truman answered in the affirmative; however, the practicality that happens with an enforcement action is that the City would end up paying out of pocket and try to collect on the back end, which would make things more complicated. O’Neill dropped with consideration. On roll call for the motion, Ayes – Franzen, Liston, O’Neill, Kolb, Fitzwilliams, and Wedekind. Nay – 0, motion carried 6-0.
- b. Consideration of a request to rezone the 2-acre parcel on the west side of Vine Street in the NE¼ of the SE¼ of Section 2, T11N, R6E, located at 729 Vine, from R-1A Single Family Residential to NRO Neighborhood Residential Office classification by Rabeka Hargraves and Jordan Darrow to allow the operation of a beauty shop in the existing single-family residence – Rabeka Hargraves, 729 Vine Street introduced herself to the Commission. Pinion said that there are two definitions in the zoning code that regulate what he will call home-based businesses. He stated one of them is a home occupation, and the other is a professional home office. When the definition of these two uses are read they describe the type of uses allowed in those definitions, but the definitions also contain a list of specific prohibited uses under either definition, either instance, barber shops, and beauty parlors are prohibited. Therefore, in a residentially zoned district there is no way to do it, unless the zoning code is changed. He said that if it rezoned to a Neighborhood Residential Office District, which is one that was a unique district created in 2000 then there is an opportunity for the homeowner to include personal or professional services as a conditional use with that NRO zoning. The definition of personal or professional services among other things includes barbershops and beauty salons. He said that Hargraves and Darrow own a home where there was a seal-coating business run out of it, so the basement is equipped for it, there is access, and off-street parking. Kolb asked if this zoning could be confined to just this one home, Pinion answered in the affirmative. Kolb asked Hargraves it would be just be one chair, and if she had any intentions of expanding. She said that she would be the only person, and she has not intentions of expanding. Kolb said that it is a big enough lot on a dead end street; he sees no problem doing this. Kolb moved to recommend rezoning this property to NRO as requested. Liston seconded the motion. On roll call vote for the motion, Ayes – Liston, O’Neill, Kolb, Fitzwilliams, Wedekind, and Franzen. Nay – 0, motion carried 6-0.

- c. Review a one lot Certified Survey Map for a fractional part of the NW¼ of the NE¼ and a fractional part of the NE¼ of the NW¼ of 2, T11N, R6E, City of Baraboo, Sauk County, Wisconsin located at 324 Lynn Avenue for Jacob Kufner – Jacob Kufner, 324 Lynn Avenue introduced himself to the Commission. Pinion said that Kufner currently owns two separate tax parcels, which neither could be sold independently. He said that the house straddles the parcel line between them. It was moved by Liston, seconded by O’Neill to approve the CSM as presented. On roll vote for the motion, Ayes – O’Neill, Kolb, Fitzwilliams, Wedekind, Franzen, and Liston. Nay – 0, motion carried 6-0.
- d. Discussion and possible recommendation to eliminate certain Conditional Uses in the Zoning Code – Liston said that he understands that the Mayor has appointed an AdHoc Committee to study this issue and is wondering why it is in front of Plan, given the fact that a Committee has already been appointed to look at the issue and make recommendations on the issue. He said it seems to him that the more people that look at an issue, the more confusing it becomes. He feels that this issue should move forward with the appointment Committee without the Commission’s involvement. Kolb feels that one of the issues on the overlay district is quite different than looking at the entire City and the zoning structure. He said that longer the City waits on a conditional use overlay district, the more requests the City will have. He prefers to get the issue moving. Liston said that he does not see the Mayor letting this move forward, without the recommendation of the AdHoc Committee, regardless of what the Commission does. Pinion believes that part of the agenda for tomorrow’s night meeting of the AdHoc Committee is to define their purpose. He said the Mayor has expressed an interest in a total rewrite of Chapter 17, entire zoning code. He said this was presented last month for informational purposes, if the Commission has a concern about the future of the overlay district, along the river corridor and South Blvd., and truly wants to prevent certain uses during the interim, this is the quickest and most effective way to do so, within the confines of that boundary. He said he does not think it runs counter to the Mayor’s effort to have the AdHoc Committee involved in providing input and advice during the rewrite of the entire zoning code. However, if the Commission is not concerned about other applications popping up and getting something that is not wanted in this corridor, then this is an exercise to be taken. Truman said that it is her understanding that the reason this is on the Commission’s agenda is for this very minute portion of the zoning code, just the conditional use overlay district, with a possible recommendation to the Council. Liston asked what the ramifications if the Commission did away with conditional uses in the overlay district. Pinion said that there might be some that the Commission would want. He said that every single use, whether it is a permitted use, or conditional use in the underlying zoning district is regulated as a conditional use. He said that is did not include anything that was listed as a permitted use, only the conditional uses in the underlying district. Pinion said the way it is drafted, the ones that would survive would be prohibited, and the ones that the Commission would take off the list would be allowed as a conditional use. The Commission then went through the list one by one, with the following result:

17.36C CONDITIONAL USE OVERLAY DISTRICT. (2252 04/10/07) A conditional use overlay district, within which all permitted and conditional uses for the underlying zoning district become conditional uses, is created with the following boundaries: (description intentionally omitted).

(1) **PROHIBITED USES** (regardless of underlying zoning classification):

- a. Agricultural chemical manufacturing or processing plants, distribution facilities handling predominantly agricultural chemicals, storage facilities handling predominantly agricultural chemicals or bulk sale facilities – **LEAVE ON LIST**
- b. Agricultural services – **Kolb asked for definition. He asked if this were allowed, he would like it defined. Pinion said that he would define it, as someone would hire, not necessarily retail sales of agricultural products. – LEAVE ON LIST (DEFINE).**
- c. Amusement and recreation services – **Pinion said it is a service, not necessarily retail sales. He said each use is not defined in the zoning code; therefore, it is up to the Zoning Administrator and staff to interpret. O’Neill asked is amusement and recreation service include a water park. Pinion said that would be lodging and a recreation facility. He would think an amusement service is one that would provide pinball games, and digital games. LEAVE ON LIST (DEFINE)**
- d. Animal shelters – **LEAVE ON LIST**
- e. Asphalt products manufacturing or processing plants – **LEAVE ON LIST**
- f. Automobile car washes – **LEAVE OF LIST**
- g. Automobile sales establishments – **Franzen said that people that want to sell cars want to be on the main entryway. Pinion asked if the Commission wants to make a distinction between used or new auto sales. The Commission did not want to make the distinction. LEAVE ON LIST, the existing ones are grandfathered.**
- h. Automobile service stations – **LEAVE ON LIST**
- i. Automotive, implement and recreation vehicle sales – **LEAVE ON LIST**
- j. Blacksmith shops – **LEAVE ON LIST (DEFINE). Geick asked if blacksmith shops would include tool and die. Truman said that it is not defined; therefore, it is the plain meaning in the dictionary then yes.**
- k. Boarding houses – **LEAVE ON LIST.**
- l. Building supplies – **LEAVE ON LIST.**
- m. Bulk building products manufacturing or processing plants involving bio-hazardous components – **LEAVE ON LIST.**
- n. Bus depots – **LEAVE ON LIST (DEFINE). Geick asked if this would prohibit trolley operations for tourism.**
- o. Campgrounds – **LEAVE ON LIST.**

- p. Cemeteries – **LEAVE ON LIST.**
- q. Communication Towers - **LEAVE ON LIST.** Truman said the Commission could leave this on the list and then add **exception for unless otherwise prohibited by State Statues.** She said also, exclude for personal use, or personal **business use.**
- r. Cultivation – **LEAVE ON LIST.**
- s. Contractors-building construction **LEAVE ON LIST.** Contractors that specialize in building construction. Truman said **the Commission is saying that they would like to keep this prohibited, with the exception of a showroom or an office, as long as it is contained internally, and nothing outside.**
- t. Dry cleaning establishments – **LEAVE ON LIST.**
- u. Electronic circuit assembly plants **LEAVE ON LIST.**
- v. Electroplating plants – **LEAVE ON LIST.**
- w. Exterminating shops – **LEAVE ON LIST.**
- x. Feed lots – **LEAVE ON LIST.**
- y. Foundries and forge plants – **LEAVE ON LIST.**
- z. Fraternities and sororities – **LEAVE ON LIST.**
- aa. Garages -- for repair and servicing of motor vehicles, including body repair, painting or engine rebuilding – **LEAVE ON LIST.**
- bb. Garden supplies – **LEAVE ON LIST (DEFINE).** Truman said that she is hearing that the Commission is saying it **would be an okay use, along as there was no outside storage.** Pinion said that garden supplies in in broadest sense **could be statutes, fountains.** Truman said that it could also be lawn mowers, small engines. Kolb said to eliminate **outside storage such as compost, mulch, etc.**
- cc. Grazing of livestock – **LEAVE ON LIST.**
- dd. Hazardous chemical manufacturing or processing plants, distribution facilities handling predominantly hazardous chemicals, storage facilities handling predominantly hazardous chemicals or bulk sale facilities **LEAVE ON LIST.**
- ee. Highway salt storage areas **LEAVE ON LIST**
- ff. Indoor Institutional – **Commission asked for definition.** Pinion said it is not defined; however, institutional sort of go **with incarceration.** **LEAVE ON LIST.** Truman said she would suggest defining this better. She said that it sounds **like everyone interprets this to be incarceration.**
- gg. Industrial liquid waste storage areas – **LEAVE ON LIST.**
- hh. Junkyards and auto graveyards – **LEAVE ON LIST.**
- ii. Landfills or facilities for the treatment, storage or disposal of waste – **LEAVE ON LIST**
- jj. Licensed Manufactured Home Parks – **LEAVE ON LIST.**
- kk. Meat and meat products manufacturers – **LEAVE ON LIST.**
- ll. Metal reduction and refinement plants – **LEAVE ON LIST.**
- mm. Mining operations (gravel pits) – **LEAVE ON LIST.**
- nn. Mobile home dealers – **LEAVE ON LIST.**
- oo. Motor and machinery service and assembly shops – **Pinion said small engine repair, etc. LEAVE ON LIST**
- pp. Non-Commercial community buildings for social gatherings, emergency shelters, laundry or similar common usage for a Manufacture Home Park community. – **LEAVE ON LIST.**
- qq. Paint products manufacturing – **LEAVE ON LIST.**
- rr. Parking lots not accessory to a principal structure – **LEAVE ON LSIT.**
- ss. Penal and correctional institutions **LEAVE ON LIST.**
- tt. Petroleum products storage or processing – **LEAVE ON LIST.**
- uu. Photography studios, including the developing of film and pictures – **REMOVE FROM LIST.**
- vv. Plastics manufacturing, other than molding operations and assembly operations – **LEAVE ON LIST.**
- ww. Printing and publishing establishments that use non-biodegradable inks and/or volatile organic compounds – **LEAVE ON LIST.**
- xx. Press Rooms – **LEAVE ON LIST.**
- yy. Pulp and paper manufacturing – **LEAVE ON LIST.**
- zz. Recreation and Utility trailer dealers – **LEAVE ON LIST.**
- aaa. Salvage Yards – **LEAVE ON LIST.**
- bbb. Selective cutting – **Pinion said that this is a thinning a plantation of pine trees, or selectively cutting, and removing trees from wooded land. – REMOVE FROM LIST.**
- ccc. Self-service storage facility – **LEAVE ON LIST.**
- ddd. Self-storage rental sheds – **LEAVE ON LIST.**
- eee. Service buildings normally accessory to the permitted use – **Pinion said that this would be an accessory building, no principal use conducted out of it. It would be a storage building. LEAVE ON LIST.**
- fff. Sexually oriented business as defined in Section 12.15. – **LEAVE ON LIST.**
- ggg. Storage buildings that serve an existing permitted use – **LEAVE ON LIST.**
- hhh. Trailer sales or rental establishments – **LEAVE ON LIST.**

- iii. Trucking terminals other than those used as on-site distribution centers – **LEAVE ON LIST.**
- jjj. Waste transfer stations – **LEAVE ON LIST.**
- kkk. Wholesale establishments – **This would be distributors selling to customers. LEAVE ON LIST.**
- lll. Any business or industry involved the above ground bulk storage of LP or propane gas – **LEAVE ON LIST.**
- mmm. All metal clad or cinder block buildings. – **LEAVE ON LIST.**
- nnn. All non-taxable or tax-exempt properties (i.e. churches, schools, day care centers, etc.) – **There was a brief discussion regarding daycare centers and churches. Commission decided to LEAVE ON LIST.**

Attorney Truman asked if there was anything not on the list that the Commission would like prohibited. It was stated that there probably is, and maybe the ADHoc Committee will find something. Pinion asked the Commission if they wanted to make a recommendation to the Council to amend the Zoning Code. It was moved by Liston, seconded by Kolb to recommend amending the Zoning Code with the Commission’s recommendations. Motion carried unanimously.

Adjournment - It was moved by Kolb, seconded by O’Neill to adjourn at 6:10 p.m. The motion carried unanimously.

BID Appearances Minutes

March 13, 2018

1. Call to Order. 8:20
2. Roll Call. Present: S. Fay, S. Byberg, and L. Steffes
3. Announce compliance with Open Meeting Law.
4. Adopt Minutes of September 18, 2017 Meeting. First: Fay Second: Byberg
5. Adopt Agenda. First Fay: Second: Byberg

NEW BUSINESS

1. Review RFP plans for downtown 2018-19.
 - Motion made by Steffes to accept the bid from Gatehouse Gardens for Planters and Hanging Baskets for the 2018 season and Landscape Techniques for the Pole Decor. Second by Fay
2. Review 2018 extra plans.
 - Contact Display Sales about replacing lightbulbs in all of the holiday wreaths with warmer color bulbs. Group will have to get together to replace and fluff bulbs in the fall.
 - Sheila discussed the trees in downtown and will keep working on this initiative.
 - Bekah to order picks for planters from Cutting Edge Craftsmen and dog waste stations.

COMMITTEE CHAIR AND MEMBER COMMENTS

- Need to talk to Ed about lightpole repairs in downtown and garbages.
- Will include the Marquee Tree on the RFP for 2019 and reminder to send it out for 2019 in January.

Motion to Adjourn: First: Fay Second: Byberg
 Meeting Concluded 9:15

BID Appearances Meeting: Meeting

9/17/18 @ 8:30 am at Bekah Kate's

*Meeting began at 8:37am

Attended by: Bekah, Sarah, and Lacey

Adopted Minutes from 3/13/18 meeting (Sarah motioned, Lacey second)

Adopt agenda (Sarah motioned, Lacey second)

1. Review final budget spending to be done in 2018

- Discussed awaiting final word from Landscape Techniques commitment to garland and DBI tree. Still have \$2500 budgeted for that project and DBI pays for tree on Ringling Marquee.
- Spent remaining money in "Other" budget area on Dog Waste Stations, Metal Art picks for planters
- Need to schedule gathering to change bulbs in wreaths and fluff bows.
- New Bike Racks still not installed, Bekah did decide on possible locations.
- Benches being repaired are still missing from downtown. Will need to repair a few more.
- Holiday Window display contest to come out of Business Development for \$250 instead of Appearances.
- Funding for BPAA for fixing up our garbage cans discussed. Will need to talk to BPAA to see where this project is at. Will need to address them next year regardless.
-

2. Budget for 2019 : Motion to Approve Budget (Lacey motion, Sarah second)

APPEARANCE/BANNERS	2019					
HANGING FLOWERS AND BASKETS					\$7,400.00	
SPRING					\$800.00	
WINTER					\$975.00	
SUMMER					\$825.00	
Fall Décor					\$700.00	
FLAGS					\$300.00	
POLE DÉCOR					\$3,500.00	
Install Labor					\$1,000.00	
OTHER					\$3,000.00	
APPEARANCE/BANNERS TOTAL						\$3,000

3. Long Range Plans:

2019

- Garbage Can in the Civic Center Parking Lot
- Parking Signs/Wayfinding Signs for Downtown Parking Lots
- Repair/Replace Garbages/Recycling Downtown

5 Year Plans:

- Trees in Downtown Baraboo
- Lights on Buildings
- Decorations for the Courthouse Lawn/Square for the Holidays.

Motion to Adjourn (Sarah motioned, Lacey second)

*Meeting concluded at 9:35am

Minutes of Zoning Ad-Hoc Committee Meeting**August 22, 2018 at 5:30PM**

Call to Order – Mayor Mike Palm called the meeting of the Commission to order at 5:30 PM.

Roll Call – Present were Nanci Caflisch, Tom Kolb, Michael Zolper, Kelsey McDermott

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

2. 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 Pinion to approve the agenda as posted. Motion carried unanimously.

3. Appearances/Presentations

- a. Mayor Palm welcomed committee. Some revisions have been made to the Zoning Ordinance over the last several years. The reason that we are looking at it right now is because of some State Legislative changes to how we can utilize Conditional Use. Tonight as part of the opening discussion you will hear from Tom and Emily how we did handle Conditional Use permits in the past with the restrictions from the State and how that has affected us. We need to review the language of the Zoning Ordinance. We appreciate that you are here and you were picked because we felt you had a lot to contribute to this Ad-Hoc Committee.
There will be two parts to this meeting:
First part will address our Conditional Use Permit process and what we need to do to our Zoning Ordinance. Secondly, down the road are there other areas of the Zoning Ordinance that we might want to take a look at. From here it goes to Plan Commission, then to Council, Public Hearing, this is the process to make any changes. With that all said I will take this to our first Action Item of selecting a Committee Chairperson and I will then hand the meeting over to that person. With that I would open the floor to anyone that wishes to nominate anyone.

4. Action Items

- a. Discussion among Members. Gil Gerdman was nominated (Gil was not present). Palm asked if there were any other nominations. Hearing no other nominations, moved by Kolb, seconded by Pinion to nominate Gil Gerdman, by unanimous consent. Secretary nomination, Palm asked if anyone is interested. Kelsey McDermott nominated herself. Moved by Kolb, seconded by Zolper hearing no other nominations and to nominate Kelsey McDermott as Secretary, by unanimous consent.
- b. Discussion on date and times lead by Palm. If the Committee would consider meeting prior to Plan Commission meetings. Kolb asked if meetings would be monthly. Palm said it would be up to the Committee. Nanci Caflisch asked how many meetings it would take to accomplish what we need to accomplish. Palm answered that 45-60 days would be good to make the necessary changes. Kolb added that looking at the entire Zoning Code would take a year to year and a half. Palm added that Committee would just be looking at the Conditional Use right now. The second part is the entire Zoning Code. City staff will give us a broad outline. Caflisch said she has a hard time believing that after just one meeting Committee could give a recommendation. A red-lined document would be important. One meeting a month. Wednesday, September 26th at 5:30PM was decided by Committee for next meeting.

5. Information Items

- a. Discussion of goals of the Committee and topics for discussion.
- b. Review of Conditional Use - Tom Pinion discussed in greater detail with Committee Members. Chief Schauf added that the Code affects possibly unwanted businesses also. Attorney Truman added that she will make

sure Committee stays on course. Staff at City are a resource for Committee's use. Chapters 17.20 to 17.36 are what need to be reviewed. Next meeting come with questions, recommendations.

Next Meeting – Wednesday, September 26, 2018 at 5:30PM

Adjournment - It was moved by Kolb, seconded by Cafilisch to adjourn at 6:18 p.m. The motion carried unanimously.

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

Park & Recreation	08-13-18	Library	08-14-18,08-21-18
UW Campus Comm.	08-16-18	PFC	08-20-18
Friends of the Library	08-14-18		

PETITIONS, AND CORRESPONDENCE

Petitions and Correspondence Being Referred -

INFORMATIONAL ITEMS

ADJOURNMENT

Moved by Kolb, seconded by Plautz, and carried on voice vote, that the meeting adjourn at 7:43pm.

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:

Certified by City Clerk: _____

Second:

RESOLUTION NO. 2018 -

Dated: October 9, 2018

The City of Baraboo, Wisconsin

Background: The Police Department is recommending that Halloween Trick or Treat be celebrated on Wednesday, October 31, 2018 between the hours of 4 PM to 7 PM.

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 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.

Offered by: Consent
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: The City of Baraboo has an ordinance prohibiting unreasonably loud noise. There is currently no way to request an exception to the ordinance. There are times, however, when an exception may be justified, such as during a special event or an event that requires sound amplification. It is therefore suggested that the Code be amended to allow a person to request an exception by receiving a Noise Permit.

It is recommended that any request for a Noise Permit be reviewed and approved or denied by the Police Chief or designee, who will consider the request based upon:

- 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 will be harmed by the noise, and
- vi. Whether the noise impact outweighs the benefit to the public.

The proposed changes to the City Code were reviewed by the Public Safety Committee and unanimously recommended for approval.

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

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

That §9.06 of the Baraboo Municipal Code be amended 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.

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 ___ day of _____, 2018, and is recorded on page ____ of volume ____.

City Clerk: _____

Memo City Administrator



To: City Council
From: Mike Palm, Mayor
Subject: FY 2019 Budget
Date: October 5, 2018
CC: City Administrator, Department Heads

I have some good news to share.... we have a draft balanced budget with no new borrowing and an unchanged mill rate from 2018. We are still waiting on a few last minute numbers from the State which may require changes to the draft. We also are proposing no increase to our sewer and water rates. Here are some highlights:

- A. Our levy limit for 2019 is down from this year but net new growth was up as is our revenues from the state.
- B. We have two planned additions to staffing: 1) a full time Training Officer in the Fire Department and 2) a Library Page.
- C. We will maintain all current municipal service levels.
- D. The road projects planned for 2019 will be a key priority. The terrible weather and flooding events of this year has caused us to push some of these projects into 2019. This work is already funded by bonds we sold this year.
- E. The City will begin the planning for a new Fire Station with the anticipation that the Baraboo District Ambulance will jointly occupy the facility.
- F. The library board is beginning its process for the library project with an on-line survey, comparable library visits, strategic planning and preliminary design work.
- G. We plan to use fund balance of \$712,667 that is slightly over the 25% benchmark in order to balance the budget.
- H. The budget includes a 2% increase in non-union wages.
- I. Health insurance premiums have gone down this year.
- J. This budget is based on general fund operating costs going up by about 1%.

Attached to my memo is a newly designed "big sheet" that summarized the General Fund budget. Along with the big sheet is a short summary of the General Fund budget. We are able to accomplish this budget because of the hard work of our department managers and staff. I want to thank all that have participated in the formulation of this budget.


Mayor Mike Palm

		2019 Budget Summary					10/3/2018				
Department	Description	Original Budget	Requested Budget	Project Amount	Revenue Source		Potential Impact on Levy				
		12/31/2018	12/31/2019		Description	Amount	Preliminary	Admin Revisions	Council Revisions	Final	
General	OP (9) Tablets @ \$300 per	2,700	97,634	113,996	Debt Service Fund	41,359	72,637	26,825	-	99,462	
	Operating Total					41,359	72,637	26,825	-	99,462	
Information Technology	OP Network monitoring software	3,300	53,993	61,065		-	61,065	-	-	61,065	
	OP Firewall software support	1,833				-	-	-	-	-	
	OP (2) Engineering workstations	4,720				-	-	-	-	-	
	Operating Total					-	61,065	-	-	61,065	
	CAP 48 port switch		26,800	16,810	7,756		-	7,756	-	7,756	
OP (2) 24 port switches (Parks, Fire Dept)				9,054		-	9,054	-	9,054		
Capital Total						-	16,810	-	-	16,810	
External Agencies	AMBULANCE OP Operating Total		276,299	288,408		-	288,408	-	-	288,408	
	AIRPORT OP Operating Total		33,313	21,700	FBA (Airport)	21,700	-	-	-	-	
	CAP Mower \$26,950 (City's 1/2)		194,613	17,642	13,475 Trade Value;FBA	13,475	-	-	-	-	
	Relocate fuel farm \$166,667 (City's 1/2 of 5%)				4,167 FBA (Airport)	4,167	-	-	-	-	
	Capital Total					17,642	-	-	-	-	
	CEMETERY OP Operating Total		29,000	29,000		-	29,000	-	-	29,000	
	LW OP Operating Total		65,000	57,500		-	57,500	-	-	57,500	
	OP Roof replacement \$75,000 (City's 1/2)		37,500	45,000	37,500		-	-	-	45,000	
	OP Air Handler Coil \$15,000 (City's 1/2)				7,500		-	-	-	-	
	Capital Total					-	45,000	-	-	45,000	
Contingency	OP COLA (\$70K) less separations (\$56,190)	13,810	48,923	38,810		-	38,810	-	-	38,810	
	OP Merit pay program	25,000				-	-	-	-	-	
	Operating Total					-	38,810	-	-	38,810	
Finance	OP Monitors for Finance Director	1,100	724,000	780,077		-	780,077	5,000	-	785,077	
	OP Move Municipal building to Fire Dept					-	-	-	-	-	
	OP Amount over goal (building contracts, training)	11,017				-	-	-	-	-	
	Operating Total					-	780,077	5,000	-	785,077	
	CAP Financial Software purchase (Year 3/3)		494,587	530,265	22,146 Capital Equip. Fund	9,200	12,946	-	-	12,946	
	OP Taxi (Local share)				5,000		-	5,000	-	5,000	
	OP Public Safety Building Lease with CDA				- FBA	503,119	(503,119)	-	-	(503,119)	
Capital Total					512,319	(485,173)	-	-	(485,173)		
Insurance	OP Operating Total		61,717	45,003		-	45,003	-	-	45,003	
Attorney	OP Operating Total		132,945	132,963		-	132,963	-	-	132,963	
Admin	OP Operating Total		230,711	222,984		-	222,984	-	-	222,984	
ED	OP Economic Development Fund	20,000	41,100	31,357	FBA	11,357	20,000	-	-	20,000	
	OP Discover Wisconsin (Year 3/3)	3,500				-	-	30,000	-	30,000	
	Operating Total					11,357	20,000	30,000	-	50,000	
Police	OP Operating Total		3,554,420	3,706,280		-	3,706,280	-	-	3,706,280	
	CAP (1) PD vehicle (replace purchase in '18)		133,100	139,100	30,000		-	30,000	-	30,000	
	OP Zuercher software				58,000		-	58,000	-	58,000	
	OP (2) MDC replacements				8,400		-	8,400	-	8,400	
	OP Arbitrator for interview room				8,000		-	8,000	-	8,000	
	OP Arbitrator Video system				5,800		-	5,800	-	5,800	
	OP Portable radios				9,900		-	9,900	-	9,900	
	OP Mobile radio				5,000		-	5,000	-	5,000	
	OP (4) Body worn cameras				4,000		-	4,000	-	4,000	
	OP New Canine & training				10,000 FBA & Donations	10,000	-	-	-	-	
	Capital Total					10,000	129,100	-	-	129,100	
	Other Total					-	-	-	-	-	
	Fire	OP Implement Duty Pay program	40,938	600,613	693,038		-	693,038	-	-	693,038
		OP Hire Training Officer \$101,676; reduce day calls \$32,235	68,381				-	-	(40,938)	-	(40,938)
OP Contract for physicals savings		(5,000)				-	-	68,381	-	68,381	
OP Move Municipal Building to Fire Dept						-	-	-	-	-	
Operating Total						-	693,038	27,443	-	720,481	
CAP Rooftop HVAC unit at Alma Vista			225,000	237,824	9,824		-	9,824	(9,824)	-	
OP Cut hole in wall at old City Hall					3,000		-	3,000	-	3,000	
OP Eqmt Replacement Fund contribution					220,000		-	220,000	(20,000)	200,000	
OP Siren maintenance fund					5,000		-	5,000	-	5,000	
Capital Total						-	237,824	(29,824)	-	208,000	
OTH Replace support vehicle			50,000	50,000 Fire Equip. Fund	50,000	-	-	-	-		
Other Total					50,000	-	-	-	-		
Fire Hydrant	OP Operating Total		289,307	289,307		-	289,307	-	-	289,307	
Inspection	OP Hire Building Inspector/Code Enforcement/Firefighter	36,233	86,074	112,856		-	112,856	-	-	112,856	
	OP Addl operating budget for new employee	1,468				-	-	-	-	-	
	Operating Total					-	112,856	-	-	112,856	
Engineer	OP Sidewalk Repair	50,000	258,747	265,675		-	265,675	-	-	265,675	
	Operating Total					-	265,675	-	-	265,675	
	CAP Street Reconstruction:		2,340,887	1,656,312			-	-	-	-	
	OP Broadway (5th - 8th)				135,000 Local Road /Debt FBA	60,450	74,550	-	-	74,550	
	OP Lake Street				849,323 Debt FBA	849,323	-	-	-	-	
	OP Washington (4th - 8th)				400,000 Debt FBA	400,000	-	-	-	-	
	OP City sidewalk				14,300 Debt FBA	14,300	-	-	-	-	
	OP City's portion - Assessable sidewalk				12,000 Debt FBA	12,000	-	-	-	-	
	OP Sidewalk & C&G (Assessable)				245,689 SA Fund	245,689	-	-	-	-	
	Capital Total					1,581,762	74,550	-	-	74,550	
Public Works	OP Repair CSC radiant tube heaters	4,500	2,224,930	2,267,277		-	2,267,277	-	-	2,267,277	
	OP Way finding signs	12,500				-	-	-	-	-	
	OP Paint historical lights	20,000				-	-	-	-	-	
	OP Replace arm recycling truck (2011)	25,000				-	-	-	-	-	
	OP Fencing, gate at compost site	10,000				-	-	-	-	-	
	OP (4) Alleys	48,000				-	-	-	-	-	
	OP 5th Ave Parking Lot (C/O 2017) or Corner Drug lot	20,000			FBA	20,000	(20,000)	-	-	(20,000)	
	Operating Total					20,000	2,247,277	-	-	2,247,277	
	CAP Building improvements at new Storage Shed		254,675	252,900	10,000 Utilities	1,391	8,609	-	-	8,609	
	OP Skid steer #27 & #28 (both w/wheels)				92,900 Trade Value	51,500	41,400	-	-	41,400	
	OP Backhoe (from Water)				25,000		-	25,000	-	25,000	
	OP Asphalt Router				25,000		-	25,000	-	25,000	

		2019 Budget Summary				10/3/2018				
Department	Description	Original Budget	Requested Budget	Project Amount	Revenue Source		Potential Impact on Levy			
		12/31/2018	12/31/2019		Description	Amount	Preliminary	Admin Revisions	Council Revisions	Final
	PW Equipment Replacement Fund			100,000		-	100,000	-	-	100,000
	Capital Total					52,891	200,009	-	-	200,009
	OTH		101,500							
	Truck #1			33,850	Sale; Capt Eqmt Fund	33,850	-	-	-	-
	Truck #2			35,150	Sale; Capt Eqmt Fund	35,150	-	-	-	-
	Truck #4			32,500	Sale; Capt Eqmt Fund	32,500	-	-	-	-
	Other Total			101,500		101,500	-	-	-	-
	OP	886,069	925,000				925,000	-	-	925,000
	Add position (Library Page)	13,280								
	Operating Total						925,000	-	-	925,000
	CAP	9,371	11,800							
	(44) reels of microfilm			3,800			3,800	-	-	3,800
	RFID tags \$48K			8,000			8,000	-	-	8,000
	Capital Total						11,800	-	-	11,800
	OTH		857,875							
	Architectural design for new library - Phase I			857,875	Lib Bldg. Fund	857,875	-	-	-	-
	Other Total			857,875		857,875	-	-	-	-
	OP	1,479,762	1,502,814				1,502,814	-	-	1,502,814
	Concrete floor for Attridge maint building	2,500								
	Operating Total						1,502,814	-	-	1,502,814
	CAP	541,075	363,400							
	Civic Center floor scrubber			7,000			7,000	-	-	7,000
	Copy machine			4,700			4,700	-	-	4,700
	Civic Center Wi-Fi			2,700			2,700	-	-	2,700
	Park office remodel			28,000			28,000	-	-	28,000
	Pickup replacement			28,000	Trade Value		28,000	-	-	28,000
	Tommy Gate for Pickup			2,500			2,500	-	-	2,500
	Skid steer w/tracks			61,000	Trade Value	28,000	33,000	-	-	33,000
	Trailer for skid steer			5,000			5,000	-	-	5,000
	Concrete floor, overhead door Ochsner maint bldg.			4,500			4,500	-	-	4,500
	Pierce Park Field 4/5 ADA path			9,000	Impact Fees	4,500	4,500	-	-	4,500
	Raze Maxwell Potter garage			12,500			12,500	-	-	12,500
	Maxwell Potter kayak launch & ADA path			128,000	ATC	128,000		-	-	
	Langer Park LED lights			5,000			5,000	-	-	5,000
	Gravel Bed @ community garden			11,000	Grant; Park Seg. Fund	11,000		-	-	
	Zoo walk-in freezer			4,500			4,500	-	-	4,500
	Zoo restroom renovations			25,000			25,000	-	-	25,000
	Pool concept redesign			20,000	Impact Fees	3,000	17,000	-	-	17,000
	Pool ladder replacement			5,000			5,000	-	-	5,000
	Capital Total			174,500		188,900		-	-	188,900
	OTH		151,500							
	Maxwell Potter parking lot			15,000	Impact Fees - Land	15,000		-	-	
	Retention curbing at Arboretum			8,500	Park Seg. Fund	8,500		-	-	
	River walk extension at Maxwell Potter bridge			18,000	Forest Sale Proceeds	18,000		-	-	
	City View restrooms			30,000	Impact Fees	30,000		-	-	
	Challenge playground @ Ochsner			20,000	Kuenzi; Donations	20,000		-	-	
	Dog Park Improvements			10,000	Park Seg. Fund	10,000		-	-	
	Skate park ramp			3,000	Donations; Park Seg	3,000		-	-	
	M-P sign			1,800	Impact Fees	1,800		-	-	
	Zoo asphalt path replacement			17,000	Park Seg; Alma Waite	17,000		-	-	
	Zoo public barrier fence			4,200	Park Seg. Fund	4,200		-	-	
	Owl exhibit renovations			16,500	Park Seg. Fund	16,500		-	-	
	Park House door & ADA path			7,500	Park House	7,500		-	-	
	Other Total			151,500				-	-	
	OP	39,784	42,098				42,098	-	-	42,098
	Operating Total						42,098	-	-	42,098
	Total	15,471,249	16,059,138			2,746,530	11,951,612	59,444	-	12,011,056
	OTH		1,160,875				1,160,875	-	-	
	OP	11,251,841	11,672,208			94,416		89,268	-	11,761,476
	CAP	4,220,108	3,226,093			2,349,114		(29,824)	-	3,196,229
	DEBT	3,145,384	3,041,253					26,825	-	3,068,078
	Total Budget	18,617,333	17,939,514					86,269	-	18,025,783

Fund Balance Applied:	
Fund Balance, October 2018	\$ 3,812,133
Uses of Fund Balance	\$ 58,000
General Fund 2018 Budget	\$ 12,219,469
% of Fund Balance	30.72%
Amount over 25% (Available to Apply to 2019 Budget)	\$ 699,266

Revenues	2018	2019
General Fund Revenues	5,019,801	4,762,106
Revenue for capital projects	-	263,150
Special Assessment Revenues	282,651	245,689
New Debt	2,000,000	-
2016 bond proceeds applied to street projects	550,000	1,310,623
2017 debt proceeds applied to 2018 lease payments	460,000	503,119
Public Safety Impact Fees	148,000	-
Fire/PW/Capital Equipment Replacement Funds	349,500	N/A
Canine Reserve applied to new dog purchase	-	7,500
Mayor's Economic Development Fund 460	17,500	11,357
UW bonds applied to Debt Service	37,500	16,850
2013 PS Land Acquisition bonds to repay \$1.545M debt	141,482	90,757
Apply Airport Operating Fund Balance to Operating	35,813	39,342
Fund Balance Applied (to projects c/o from 2017)	64,545	20,000
Fund Balance Applied (to reduce FB to 25%)	404,175	712,667
Non-Levy Revenues	9,510,967	7,983,160

Using Fund Balance	2018	2019
Fund Balance Applied to Budget	404,175	712,667
Amount transferred to Capital Savings accounts	248,566	305,000
Amount used to fund capital projects	155,609	407,667

Capital Project Funding	2018	2019
Total Capital Projects	4,690,650	3,196,229
Amount transferred to Capital Savings accounts	248,566	305,000
Issue Debt	2,000,000	-
Apply Prior Year Debt proceeds	-	1,813,742
Fund Balance Applied for Capital Projects	155,609	407,667
Other Funding Sources	1,912,684	508,839
Capital funded by Levy	373,791	160,981

Levy as Proposed				
	2017	2018		
	Levy	Levy Limit	Starting Point	Current
General Fund	7,088,135	6,974,545	7,777,150	7,007,602
Capital Fund	-	-	74,550	74,550
Debt Service	1,505,693	1,545,832	1,545,832	1,438,225
	8,593,828	8,520,377	9,397,532	8,520,377
Total Revisions			86,269	
Amount Needed to Reach Goal			9,483,801	8,520,377
				Levy Limit

Change from Prior Year: Levy Dollars (73,451)
Change from Prior Year: Levy Dollars as a Percentage (0.85)
Amount to change the Levy by: 1% \$ 85,938
Amount to change the MIL Rate by: \$ 0.01 7,647

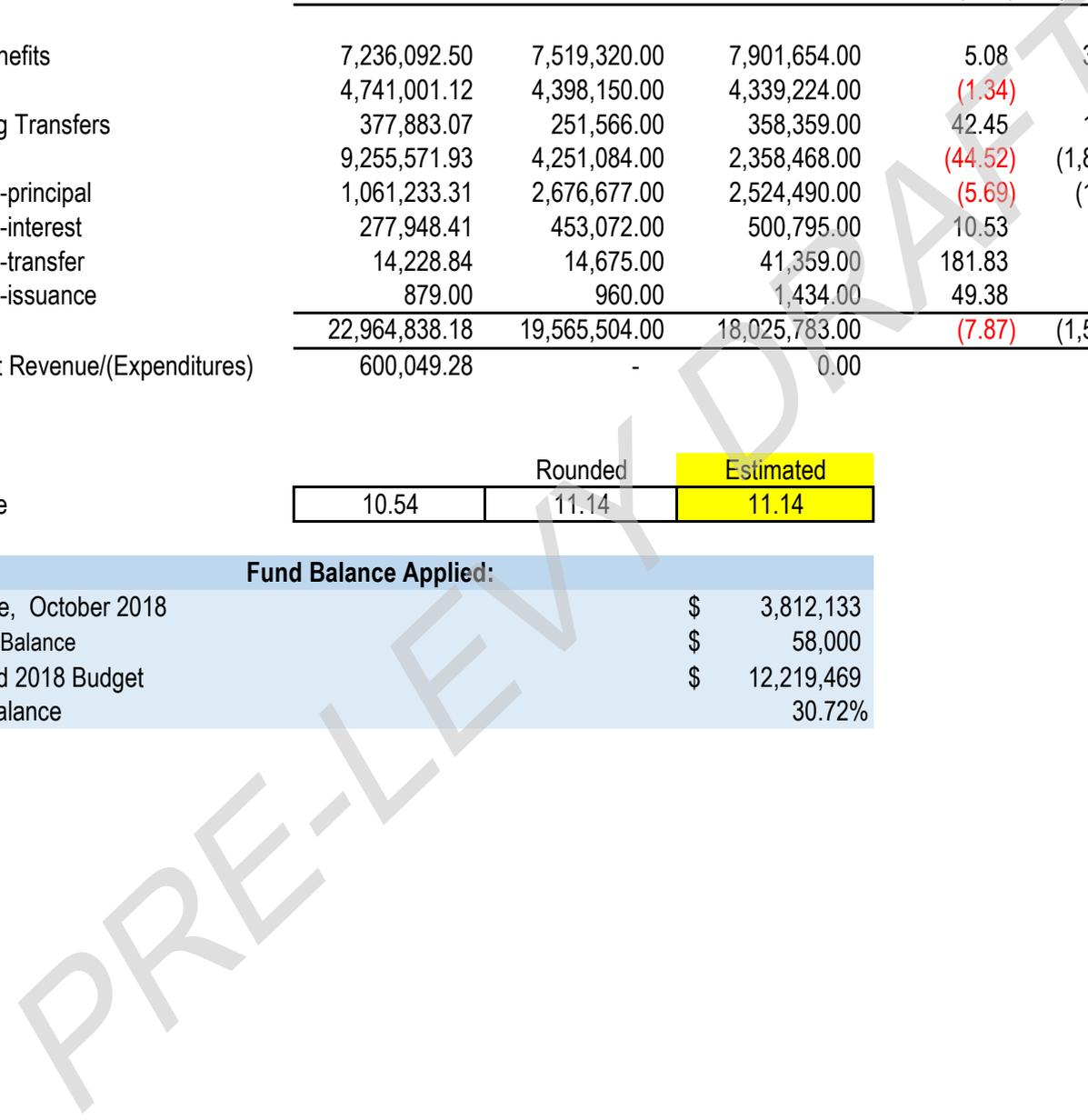
- Assumptions:**
- ▶ 2% Increase - Non-union budgeted wages, plus steps
 - ▶ (15%) and (.59%) Decrease - Retirement
 - ▶ (3.6%) Decrease - City's contribution to health insurance
 - ▶ 1% increase - Departmental operating expenses

Abbreviations/Acronyms:	
OP	Operating
CAP	Capital
OTH	Other
ED	Economic Development
C/O	Carried Over
PD	Police Department
COLA	Cost of Living
CDA	Community Development Authority
RFID	Radio-Frequency Identification
BEDC	Baraboo Economic Development Commission
UW	University of Wisconsin - Baraboo/ Sauk County
MDC	Mobile Data Computers
HVAC	Heating, Ventilation and Air Conditioning
ADA	Americans with Disabilities

	Actual	Original Budget	Projected	Percentage Change in Budget	Dollar Difference
	2017	2018	2019	2019	2019
General Revenues	14,697,316.85	4,770,556.00	4,762,106.00	(0.18)	(8,450.00)
Tax Levy	8,079,434.45	8,593,828.00	8,520,377.00	(0.85)	(73,451.00)
New Debt	590,000.00	2,000,000.00	-	(100.00)	(2,000,000.00)
Revenue for capital projects	153,680.60	1,040,826.00	508,839.00	(51.11)	(531,987.00)
Debt from others	44,455.56	1,460,709.00	1,522,246.00	4.21	61,537.00
Fund Bal Appl-General Fund	-	689,585.00	898,473.00	30.29	208,888.00
Fund Bal Appl-Capital Fund	-	1,010,000.00	1,813,742.00	79.58	803,742.00
	23,564,887.46	19,565,504.00	18,025,783.00	(7.87)	(1,539,721.00)
Wages & Benefits	7,236,092.50	7,519,320.00	7,901,654.00	5.08	382,334.00
Operating	4,741,001.12	4,398,150.00	4,339,224.00	(1.34)	(58,926.00)
Operating Transfers	377,883.07	251,566.00	358,359.00	42.45	106,793.00
Capital	9,255,571.93	4,251,084.00	2,358,468.00	(44.52)	(1,892,616.00)
Debt Service-principal	1,061,233.31	2,676,677.00	2,524,490.00	(5.69)	(152,187.00)
Debt Service-interest	277,948.41	453,072.00	500,795.00	10.53	47,723.00
Debt Service-transfer	14,228.84	14,675.00	41,359.00	181.83	26,684.00
Debt Service-issuance	879.00	960.00	1,434.00	49.38	474.00
	22,964,838.18	19,565,504.00	18,025,783.00	(7.87)	(1,539,721.00)
Net Revenue/(Expenditures)	600,049.28	-	0.00		

		Rounded	Estimated
City Tax Rate	10.54	11.14	11.14

Fund Balance Applied:	
Fund Balance, October 2018	\$ 3,812,133
Uses of Fund Balance	\$ 58,000
General Fund 2018 Budget	\$ 12,219,469
% of Fund Balance	30.72%



	2018				2019
	Original Budget	Amended Budget	YTD	Projected Ending	Budget
Revenue:					
Interest on Special Assessments	\$ 275	\$ 275	\$ 275	\$ 275	\$ 135
Interest on Investments, net of fees	14,551	14,551	9,794	17,845	24,375
Fund Balance Applied	1,880	3,380	-	-	3,687
Total Interest and FB Revenue	<u>16,706</u>	<u>18,206</u>	<u>10,069</u>	<u>18,120</u>	<u>28,197</u>
Special Assessments (non-spendable fund balance)	3,271	3,271	3,770	3,770	2,270
Total Revenues	<u>\$ 19,977</u>	<u>\$ 21,477</u>	<u>\$ 13,839</u>	<u>\$ 21,890</u>	<u>\$ 30,467</u>

	2018				2019
	Original Budget	Amended Budget	YTD	Projected Ending	Budget
Expenditures:					
Required:					
25% Annual Interest Earnings	\$ 3,706	\$ 3,706	\$ 2,517	\$ 4,530	\$ 6,128
Special assessments returned to restricted fund balance	3,271	3,271	3,770	3,770	2,270
New:					
Concerts on the Square	9,000	9,000	9,000	9,000	10,000
Tuscania Memorial (pd when they reach 90% funding, expires 12/31/18)	-	1,500	-	1,500	-
Sauk County Art Tour	500	500	-	500	-
Al Ringling Theatre Friends Event Fee Sponsorship (1/15/18)	3,500	3,500	3,500	3,500	-
Ochsner Park Zoo Sidewalk	-	-	-	-	8,500
Sauk County Tavern League Advertising Reimbursement	-	-	-	-	5,000
Teen Center Renovation-Civic Center	-	-	-	-	5,000
Total expenditures	<u>\$ 19,977</u>	<u>\$ 21,477</u>	<u>\$ 18,787</u>	<u>\$ 22,800</u>	<u>\$ 36,898</u>

	2018	2019
	Projected	Budget
Anticipated Expendable Fund Balance:		
Expendable fund balance, beginning of year	\$ 4,597	\$ 3,687
Change in expendable fund balance	(910)	(10,118)
Expendable fund balance, ending of year	<u>\$ 3,687</u>	<u>\$ (6,431)</u>
Anticipated Non-Expendable Fund Balance:		
Non-expendable fund balance, beginning of year	\$ 1,171,954	\$ 1,176,484
Change in non-expendable fund balance	4,530	6,128
Non-expendable fund balance, ending of year	<u>\$ 1,176,484</u>	<u>\$ 1,182,612</u>

Request for City Funds

Date of Application: September 27, 2018

Note: The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to **read this application form completely before filling out the requested information.**

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

SECTION I (To be completed by all applicants)

1. Your Name Christine Kenworthy
2. Your Address & Phone # 124 2nd St Baraboo WI 53913 608-355-2582
Number and Street City State Zip Code Phone Number
3. Name of Organization Making Request Boys & Girls Clubs of West-Central WI
4. Type of Organization Non-profit
5. Purpose of Organization Youth organization
6. Name of Event/Project Organizer Teen Center renovation / Kyle Crosby
7. Organizer's Address & Phone # same
Number and Street City State Zip Code Phone Number
8. Title of Event/Project same
9. Date(s) of Event/Project As soon as funds are available
10. Purpose of Event/Project Update facility for teen enrichment activities
11. Location of Event/Project Baraboo Civic Center
12. How will Funds be Used? New carpet, paint, furniture acustical panels
13. Amount of Funding Requested \$5,000
14. Date Funds Are Needed As soon as available

SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

First Priority shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

Second Priority shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

1. Describe why your request fits into the parameters described above.

We are open to all children in our community, and currently serve over 300 children.

2. What other funding sources are being used for this project?

We have a verbal commitment from Teel Plastics and The Flooring Center.

3. How will the community benefit from the use of these funds on your event/project?

We are growing our future leaders.

4. Is this an annual event? Yes No If Yes, will you be applying for funds each year? Yes No

SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)

1. What other funding sources are being used for this project?

2. Is this an annual event? Yes No If Yes, will you be applying for funds each year? Yes No

3. Additional comments you may wish to make about your event/project

FOR CITY OF BARABOO USE ONLY

Event/Project Denied for Funding from any City source. Reason for denial: _____

Event/Project Approved for Funding through Alma Waite

Event/Project Approved for Funding through _____ (identify funding source)

Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) _____

	2016 Budget Actual	2017 Budget Actual	2018 Budget Approved	2018 Budget Projected	2019 Budget Proposed	
Income						
Ambulance Fees - Baraboo	4,140,547	5,969,749	4,330,875	4,792,950	4,801,750	
Ambulance Fees - Richland Center	1,344,839	0	1,716,125	1,485,060	1,530,075	
Contracted Coverage & Standby's	19,041	15,168	18,500	15,500	15,500	
Blood Draws	20,300	22,350	22,500	22,025	21,875	
Community EMS / Paramedic	0	0	0	0	0	
Fund Balance Transfer - Vehicle Replacement	0	0	195,000	0	212,500	
Fund balance Transfer - Capital Improvement	0	0	0	0	40,000	
Funding Assistance Program (FAP) grant	6,818	6,951	0	6,371	0	See note 1
Assistance to Firefighter's Grant (AFG)	0	0	0	0	219,048	
Training Center	59,350	79,375	70,000	60,000	60,000	
Billing Services	19,850	10,845	15,000	15,000	15,000	
Interest Income	250	250	250	250	250	
Other Income	37,672	14,695	5,000	5,000	5,000	
Sale of Equipment (Loss/gain)	2,314	795	7,500	7,500	7,500	
Recovered Written Off Accounts	177,011	111,875	140,000	180,000	145,000	
Sub-Total Income / Revenue	5,827,991	6,232,053	6,520,750	6,589,656	7,073,498	
Write-offs & Contractual Allowances	2,804,153	3,263,319	3,204,910	3,327,345	3,355,867	
Total Income / Revenue	3,023,838	2,968,734	3,315,840	3,262,311	3,717,631	
Expenses						
Administrative Wages	166,028	167,172	170,294	172,405	175,403	
Coordinators & Captains wages	376,279	401,202	417,122	425,377	430,302	
Staff Wages	1,150,168	1,155,380	1,367,693	1,126,462	1,483,719	
Payroll Taxes (SS & FICA)	123,751	126,034	149,566	137,001	159,841	
Wisconsin State Retirement	141,130	168,680	207,119	177,558	217,464	
Employee Insurance Benefits	356,483	354,383	394,555	365,191	400,517	
Sub-Total Wages and Benefits	2,313,839	2,372,851	2,706,349	2,403,994	2,867,245	
Commission Fees	3,500	3,430	4,620	3,500	3,500	
Training - Staff Continuing Education	15,058	18,397	35,000	22,000	35,000	
Training Center	16,064	21,399	35,000	20,320	35,000	
Public Relations & Marketing	6,252	5,046	11,750	8,250	12,000	
Technical Rescue	6,194	6,073	21,000	16,500	18,000	
Repair & Maintenance - Vehicles	58,594	71,423	60,000	60,000	60,000	
Purchase & Refurbish - Vehicles	0	6,733	265,000	360,000	437,500	
Operating Supplies	74,585	74,258	75,000	82,000	82,500	
Employee Hire, Health, & Well-being	389	3,417	3,250	3,500	3,750	
Uniforms	8,759	11,240	13,250	9,000	12,000	
Fuel	46,221	57,431	45,000	70,000	70,000	
Building Rents & Leases	59,011	59,579	60,500	60,100	116,600	
Utilities	22,319	22,429	24,000	22,750	29,000	
Postage	2,761	2,817	2,500	2,800	3,000	
Insurance	81,312	89,261	96,775	91,875	98,400	
Other Expenses	55,126	64,215	70,300	71,300	58,300	
Service Contracts	1,686	3,202	3,500	3,250	3,250	
Office Supplies	5,422	5,597	7,000	5,000	6,000	
Other Expenses	19,878	16,882	21,000	24,500	22,801	
Information Technology	35,624	24,600	31,000	29,500	30,000	
Phones & Office Equipment	25,393	24,181	22,000	26,700	27,000	
Small Equipment	32,319	64,169	75,000	63,000	100,000	
Repair & Maintenance - Small Equipment	12,993	22,464	16,500	17,125	18,000	
Grant: FAP (LGIP)	26,791	10,675	0	0	0	See note 1
Various Studies / North Freedom payment	0	0	0	0	0	
Sub-Total Expenses	\$616,251	\$688,918	\$998,945	\$1,072,970	\$1,281,601	
Notes:						
*1 - According to the parameters of the FAP Grant, these funds can now only be used for "unbudgeted items".						

	2016 Budget Actual	2017 Budget Actual	2018 Budget Approved	2018 Budget Projected	2019 Budget Proposed
Capital					
Fund balance - Equipment replacement - LGIP	0	0	0	0	0
Fund balance - Employee obligations - LGIP	0	0	0	0	0
Fund balance - Vehicle replacement - LGIP	0	0	20,940	195,500	0
Fund balance - Capital improvements - PU	0	0	0	0	0
Fund balance - Undesignated reserves - PU	0	0	0	241	0
Sub-Total Capital Funds	\$0	\$0	\$20,940	\$195,741	\$0
Total Wages, Expenses, & Funds	\$2,930,090	\$3,061,769	\$3,726,234	\$3,672,705	\$4,148,846
Total Revenue / Income	\$3,023,838	\$2,968,734	\$3,315,840	\$3,262,311	\$3,717,631
Net Revenue / Loss	\$93,748	-\$93,035	-\$410,394	-\$410,394	-\$431,215
Tax Levy	\$ 373,793	\$ 392,196	\$ 410,395	\$ 410,395	\$ 431,216
Over / Under	\$467,541	\$299,161	\$1	\$1	\$1
Options to Consider Based on Operations Study					
	Expense Increase	Per Capita Equivalent			
Replenish reserve fund, Employee Liabilities	\$115,000	\$6.46			
Cot loading system for seven (7) ambulances	\$175,000	\$9.83			
Replenish reserve fund, Vehicles	\$200,000	\$11.23			
Replenish reserve fund, Undesignated	\$250,000	\$14.04			
	\$740,000	\$41.56			

Income

Description	2018 Budget,	2018 Budget,	2019 Budget,
	Approved	Projected	Proposed
Ambulance Fees - Baraboo	\$ 4,330,875.00	\$ 4,792,950.00	\$ 4,801,750.00
Ambulance Fees - Richland Center	\$ 1,716,125.00	\$ 1,485,060.00	\$ 1,530,075.00
Contracted Coverage & Standby's	\$ 18,500.00	\$ 15,500.00	\$ 15,500.00
Blood Draws	\$ 22,500.00	\$ 22,025.00	\$ 21,875.00
Community EMS / Paramedic	\$ -	\$ -	\$ -
Fund Balance Transfer - Vehicle Replacement	\$ 195,000.00	\$ -	\$ 212,500.00
Fund Balance Transfer - Capital Improvement	\$ -	\$ -	\$ 40,000.00
Funding Assistance Program (FAP) grant	\$ -	\$ 6,371.00	\$ -
Assistance to Firefighter's Grant (AFG)	\$ -	\$ -	\$ 219,048.00
Training Center	\$ 70,000.00	\$ 60,000.00	\$ 60,000.00
Billing Services	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Interest Income	\$ 250.00	\$ 250.00	\$ 250.00
Other Income	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Sale of Equipment (Loss/gain)	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Recovered Written Off Accounts	\$ 140,000.00	\$ 180,000.00	\$ 145,000.00
Total	6,520,750.00	6,589,656.00	7,073,498.00

*According to the parameters of the FAP Grant, these funds can now only be used for "unbudgeted items".

Write-offs & Contractual Allowances

Description	2018 Budget,	2018 Budget,	2019 Budget,
	Approved	Projected	Proposed
Ambulance Fees - Baraboo	\$ 2,295,363.75	\$ 2,540,263.50	\$ 2,544,927.50
Ambulance Fees - Richland Center	\$ 909,546.25	\$ 787,081.80	\$ 810,939.75
Total	3,204,910.00	3,327,345.30	3,355,867.25

Description	Average change per call	Actual calls			Projected calls			Projected income 2019
		2015	2016	2017	2018	2019	2018	
Baraboo 9-1-1's (billable)	\$ 1,025.00	1490	1768	1831	1896	1900	\$ 1,947,500.00	
Baraboo 9-1-1 (non-billable)	\$ -	320	320	320	315	272	\$ -	
Baraboo Long-distance Transfers	\$ 2,350.00	985	1017	1153	1153	1155	\$ 2,714,250.00	
Baraboo Local Transfers	\$ 875.00	211	177	110	180	160	\$ 140,000.00	
Blood Draws, contracted	\$ 75.00	0	0	237	227	225	\$ 16,875.00	
Blood Draws, non-contracted	\$ 100.00	180	206	50	50	50	\$ 5,000.00	
Richland Center 9-1-1	\$ 1,350.00	7	8	4	4	4	\$ 5,400.00	
Richland Center Intercepts	\$ 1,350.00	7	8	4	4	4	\$ 5,400.00	
Richland Center Long-distance Transfers	\$ 2,310.00	568	581	720	630	650	\$ 1,501,500.00	
Richland Center Local Transfers	\$ 1,185.00	14	12	15	16	15	\$ 17,775.00	
Total:		3782	4097	4444	4455	4435	\$ 6,353,700.00	

Devil's Lake Rope Rescue Contract	\$5,000.00
Sauk County Fairgrounds Standby's	\$3,000.00
Dances with Dirt Standby	\$3,000.00
Pardeeville Contracted Coverage	\$1,500.00
Other Standby's	\$3,000.00
Total:	\$15,500.00

Tax Levy				
Member Municipality	Rate	Population	2018	2019
City of Baraboo	\$24.00	12,017	\$ 275,839.00	\$ 288,408.00
Town of Baraboo	\$24.00	1,699	\$ 38,870.00	\$ 40,776.00
Town of Excelsior (part)	\$24.00	384	\$ 8,832.00	\$ 9,216.00
Town of Fairfield	\$24.00	1,083	\$ 24,679.00	\$ 25,992.00
Town of Greenfield	\$24.00	936	\$ 21,413.00	\$ 22,464.00
Town of Sumpter (part)	\$24.00	104	\$ 2,392.00	\$ 2,496.00
Village of West Baraboo	\$24.00	1,581	\$ 34,730.00	\$ 37,944.00
	sub-total	17,804	\$ 406,755.00	\$ 427,296.00
Contracted Municipality	Rate	Population	2018	2019
Town of Freedom (part)	\$28.00	140	\$ 3,640.00	\$ 3,920.00
	sub-total	140	\$3,640.00	\$3,920.00
	Total	17,944	\$ 410,395.00	\$ 431,216.00

Public Relations & Marketing

2018 Budget, 2018 Budget, 2019 Budget,
Approved Projected Proposed

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Advertising / Special events / Standbys	\$2,500.00	\$1,500.00	\$2,500.00
EMS Week - Community blood drive	\$500.00	\$500.00	\$500.00
Website design / maintenance	\$750.00	\$750.00	\$1,000.00
Appreciation - Stars of Life, pictures, etc	\$3,000.00	\$2,000.00	\$3,000.00
Government Relations, AAA, PAAW, PSOW, EMS Day on the Hill	\$5,000.00	\$3,500.00	\$5,000.00
Total	11,750.00	8,250.00	12,000.00

Training - Staff Continuing Education

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Continuing Education, Conferences & Seminars, and travel expenses	\$10,000.00	\$8,000.00	\$10,000.00
AV equipment	\$500.00	\$500.00	\$500.00
Training equipment	\$10,000.00	\$10,000.00	\$10,000.00
Management training	\$1,500.00	\$1,500.00	\$1,500.00
College reimbursement	\$5,000.00	\$0.00	\$5,000.00
Accreditation fees	\$3,000.00	\$0.00	\$3,000.00
Initial training: CAC, Paramedic, Critical Care Medic & Community Paramedic	\$5,000.00	\$2,000.00	\$5,000.00
Total	35,000.00	22,000.00	35,000.00

Training Center

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Books	\$2,000.00	\$1,420.00	\$2,000.00
Class supplies & equipment	\$26,000.00	\$10,000.00	\$23,700.00
FISDAP	\$1,600.00	\$1,600.00	\$1,600.00
Insurance	\$3,000.00	\$5,300.00	\$5,300.00
Examiner Testing fees	\$2,400.00	\$2,000.00	\$2,400.00
Total	35,000.00	20,320.00	35,000.00

Payroll

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Administrative Wages	170,294	172,405	175,403
Coordinators & Captains wages	417,122	425,377	430,302
Staff Wages	1,367,693	1,126,462	1,483,719
Payroll Taxes (SS & FICA)	149,566	137,001	159,841
Wisconsin State Retirement	207,119	177,558	217,464
Employee Insurance Benefits	394,555	365,191	400,517
Total	2,706,349.00	2,403,994.00	2,867,245

Technical Rescue

2018 Budget, 2018 Budget, 2019 Budget,
Approved Projected Proposed

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Equipment	\$1,000.00	\$1,000.00	\$1,000.00
Supplies	\$1,000.00	\$1,000.00	\$1,000.00
Rope rescue tech I & II classes	\$8,000.00	\$7,500.00	\$8,000.00
Rescue Task Force (RTF) equipment	\$3,000.00	\$2,500.00	\$3,000.00
Ice rescue class & equipment	\$8,000.00	\$4,500.00	\$5,000.00
Total	21,000.00	16,500.00	18,000.00

Repair & Maintenance - Vehicles

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Ambulances, Durangos, Jeep, Pickup, ATV & Trailers	\$60,000.00	\$60,000.00	\$60,000.00
Total	60,000.00	60,000.00	60,000.00

Purchase & Refurbish - Vehicles

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Purchase / replace ambulance	\$225,000.00	\$335,000.00	\$195,000.00
AFG grant & matching funds purchase for Bariatric rig	\$0.00	\$0.00	\$230,000.00
Purchase / replace Durango / Jeep	\$30,000.00	\$0.00	\$0.00
Body repairs, paint & stripe vehicles and equipment	\$10,000.00	\$25,000.00	\$12,500.00
Total	265,000.00	360,000.00	437,500.00

Operating Supplies

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Disposables	\$ 72,500.00	\$ 79,500.00	\$ 80,000.00
Standby supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
TEMS / Bike Medic	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Total	75,000.00	82,000.00	82,500.00

Employee Hire, Health, & Well-being

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Health & Wellness reimbursements	\$500.00	\$0.00	\$0.00
Mattresses	\$2,000.00	\$3,000.00	\$3,000.00
Hiring process	\$750.00	\$500.00	\$750.00
Total	3,250.00	3,500.00	3,750.00

Uniforms

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Class A uniforms	\$3,000.00	\$2,000.00	\$3,000.00
Duty uniforms	\$4,000.00	\$2,000.00	\$3,000.00
Boots	\$2,000.00	\$1,000.00	\$1,750.00
Jackets	\$1,000.00	\$1,000.00	\$1,000.00
Turnout gear	\$2,000.00	\$1,750.00	\$2,000.00
Badges and name tags	\$750.00	\$750.00	\$750.00
Other	\$500.00	\$500.00	\$500.00
Total	13,250.00	9,000.00	12,000.00

Fuel

	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Description			
Diesel & gasoline	\$45,000.00	\$70,000.00	\$70,000.00
Total	45,000.00	70,000.00	70,000.00

Building Rents & Leases

	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Description			
Alma Waite building	\$28,500.00	\$28,500.00	\$50,000.00
Sprinklers	\$0.00	\$0.00	\$40,000.00
Beckwith garage	\$10,000.00	\$10,000.00	\$5,000.00
Richland Center	\$22,000.00	\$21,600.00	\$21,600.00
Total	60,500.00	60,100.00	116,600.00

Utilities

	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Description			
Admin offices	\$5,500.00	\$5,000.00	\$5,500.00
Alma Waite building	\$14,000.00	\$13,500.00	\$14,000.00
Alma Waite, additional space	\$0.00	\$0.00	\$5,000.00
Richland Center	\$4,500.00	\$4,250.00	\$4,500.00
Total	24,000.00	22,750.00	29,000.00

Postage

	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Description			
Postage	\$2,500.00	\$2,800.00	\$3,000.00
Total	2,500.00	2,800.00	3,000.00

Insurance

	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Description			
Umbrella	\$36,350.00	\$33,912.00	\$40,000.00
Worker's Comp	\$58,025.00	\$55,563.00	\$56,000.00
Medical Director Insurance Coverage	\$2,400.00	\$2,400.00	\$2,400.00
Total	96,775.00	91,875.00	98,400.00

Other Expenses

Description	2018 Budget,	2018 Budget,	2019 Budget,
	Approved	Projected	Proposed
Legal - General	\$10,000.00	\$7,500.00	\$7,500.00
Legal - HR	\$15,000.00	\$20,000.00	\$7,500.00
Payroll	\$5,300.00	\$5,300.00	\$5,300.00
Accounting	\$15,000.00	\$15,000.00	\$15,000.00
Audit	\$19,000.00	\$19,000.00	\$19,000.00
Compliance services	\$2,000.00	\$2,000.00	\$0.00
AAA, PAAW, WEMSA, NAEMSE, NAEMT, NAEMSP, and other dues	\$4,000.00	\$2,500.00	\$4,000.00
Total	70,300.00	71,300.00	58,300.00

Service Contracts

Description	2018 Budget,	2018 Budget,	2019 Budget,
	Approved	Projected	Proposed
Monitor maintenance contract	\$1,500.00	\$1,500.00	\$1,500.00
Pest Control	\$1,250.00	\$1,000.00	\$1,000.00
Medical Waste Pickup	\$750.00	\$750.00	\$750.00
Total	3,500.00	3,250.00	3,250.00

Office Supplies

Description	2018 Budget,	2018 Budget,	2019 Budget,
	Approved	Projected	Proposed
Supplies	\$7,000.00	\$5,000.00	\$6,000.00
Total	7,000.00	5,000.00	6,000.00

Other Expenses

Description	2018 Budget,	2018 Budget,	2019 Budget,
	Approved	Projected	Proposed
Cleaning equipment	\$1,000.00	\$1,000.00	\$1,000.00
Building repairs & maintenance	\$10,000.00	\$10,000.00	\$10,000.00
Miscellaneous	\$10,000.00	\$13,500.00	\$11,801.00
Total	21,000.00	24,500.00	22,801.00

Information Technology

2018 Budget, 2018 Budget, 2019 Budget,
Approved Projected Proposed

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Laptops, desktops, & tablets	\$10,000.00	\$9,500.00	\$10,000.00
Software fees	\$6,000.00	\$5,500.00	\$6,000.00
Scheduling & time clock software	\$3,000.00	\$3,000.00	\$3,000.00
Training & education software	\$1,000.00	\$1,000.00	\$1,000.00
Compliance items	\$1,000.00	\$1,000.00	\$0.00
Reporting & billing software; data interchange	\$10,000.00	\$9,500.00	\$10,000.00
Total	31,000.00	29,500.00	30,000.00

Phones & Office Equipment

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Telephone, internet, & cable	\$7,000.00	\$11,000.00	\$11,000.00
Cell phones	\$8,000.00	\$8,700.00	\$9,000.00
Copier & other items	\$7,000.00	\$7,000.00	\$7,000.00
Total	22,000.00	26,700.00	27,000.00

Small Equipment

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Radios & pagers	\$20,000.00	\$20,000.00	\$5,000.00
Other equipment items - cot extensions; portable suction, etc.	\$13,000.00	\$13,000.00	\$5,000.00
Medical equipment - transport ventilators	\$15,000.00	\$15,000.00	\$15,000.00
Medical equipment - IV pumps	\$15,000.00	\$15,000.00	\$15,000.00
Medical equipment - 12-lead monitors	\$12,000.00	\$0.00	\$60,000.00
Total	75,000.00	63,000.00	100,000.00

Repair & Maintenance - Small Equipment

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
IV pump calibration	\$1,000.00	\$1,000.00	\$1,000.00
Monitor calibrations	\$1,000.00	\$1,000.00	\$1,000.00
Battery replacement	\$2,150.00	\$2,150.00	\$2,500.00
Cot maintenance	\$2,000.00	\$2,000.00	\$2,125.00
Cot rebuilds	\$10,125.00	\$10,300.00	\$10,500.00
Repairs	\$225.00	\$675.00	\$875.00
Total	16,500.00	17,125.00	18,000.00

Equipment Replacement

2018 Budget, 2018 Budget, 2019 Budget,
Approved Projected Proposed

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Equipment fund	\$0.00	\$0.00	\$0.00
<i>Total</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

Employee Obligations Fund

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Employee fund	\$0.00	\$0.00	\$0.00
<i>Total</i>	<i>0</i>	<i>0.00</i>	<i>0</i>

Vehicles Fund

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Vehicle replacement fund	\$20,940.00	\$195,500.00	\$0.00
<i>Total</i>	<i>20,940.00</i>	<i>195,500.00</i>	<i>0.00</i>

Capital Improvements Fund

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Remodel building	\$0.00	\$0.00	\$0.00
<i>Total</i>	<i>0</i>	<i>0</i>	<i>0</i>

Undesignated Reserves

Description	2018 Budget, Approved	2018 Budget, Projected	2019 Budget, Proposed
Undesignated reserves	\$0.00	\$241.00	\$0.00
<i>Total</i>	<i>0</i>	<i>241</i>	<i>0</i>

**2019 Budget Worksheet
Airport**

Account Number	Account Header	Account Title	12/31/2016 Actual	12/31/2017 Actual	12/31/2018 Original Budget	12/31/2018 Amended Budget	10/01/2018 Year to Date	12/31/2018 Estimated Year End	12/31/2019 Requested	Comments
630-35-43220-000	Airport Revenue	Federal Transportation Grant	-	-	-	-	-	-	-	
630-35-43531-000	Airport Revenue	Local Transportation Aid	-	-	-	-	-	-	-	
630-35-46330-000	Airport Revenue	Gas Sales	6,704.54	7,116.04	6,100.00	6,100.00	3,459.00	6,100.00	6,100.00	
630-35-46340-000	Airport Revenue	Landing Fee	3,975.57	4,955.44	4,000.00	4,000.00	1,996.61	4,000.00	4,000.00	
630-35-47300-000	Airport Revenue	Appropriations	4,100.00	54,244.00	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	What is this for? Ljl... This is the County appropriation and I hope we will still get it!
630-35-47300-200	Airport Revenue	Appropriations- Owners	47,500.00	-	71,626.00	107,626.00	107,626.00	107,626.00	70,350.00	TBD
630-35-48110-000	Airport Revenue	Interest on Investments	795.51	1,011.64	700.00	700.00	25.72	300.00	700.00	
630-35-48210-000	Airport Revenue	Rents and Leases	17,538.08	17,488.08	17,488.00	17,488.00	11,316.06	13,716.00	18,000.00	ljl...Who's rent are we increasing?
630-35-48211-000	Airport Revenue	Ag Land Rental	13,200.00	13,200.00	13,200.00	13,200.00	13,200.00	14,000.00	14,000.00	ljl...Are we increasing the crop land lease?
630-35-48212-000	Airport Revenue	Hangar Lot Lease	19,535.69	19,833.96	19,900.00	19,900.00	22,413.48	20,000.00	20,000.00	
630-35-48213-000	Airport Revenue	Hangar Keeper Fee	-	-	-	-	-	-	-	
630-35-48214-000	Airport Revenue	Hangar rental	-	-	-	-	-	-	-	
630-35-48300-000	Airport Revenue	Sale of Assets	-	-	-	-	-	-	5,000.00	Sale or Trade of old mower for new one.
630-35-48400-000	Airport Revenue	Insurance Recoveries	300.00	4,391.28	-	1,130.00	1,130.00	1,130.00	-	
630-35-48920-000	Airport Revenue	Refund of Prior Years Expense	-	-	-	-	-	-	-	
630-35-48990-000	Airport Revenue	Miscellaneous Income	154.87	455.44	200.00	200.00	68.34	200.00	200.00	
630-35-49120-000	Airport Revenue	Proceeds from Notes	-	-	-	-	-	-	-	
630-35-49300-000	Airport Revenue	Fund Balance Applied	-	-	-	-	-	-	-	
Total Revenues			113,804.26	122,695.88	137,314.00	174,444.00	165,335.21	171,172.00	142,450.00	Fund Balance Available (4,034.17)
630-35-__-__			-	-	-	-	-		(142,450.00)	Passed: Revenues Exceed Expenses
630-__-4-__			-	-	-	-	-		(142,450.00)	-

Account Number	Account Header	Account Title	12/31/2016 Actual	12/31/2017 Actual	12/31/2018 Original Budget	12/31/2018 Amended Budget	10/01/2018 Year to Date	12/31/2018 Estimated Year End	12/31/2019 Requested	Comments
630-35-53510-120-000	Airport	Wages	6,019.14	5,920.11	8,078.00	8,078.00	3,862.82	6,770.00	9,750.00	
630-35-53510-130-000	Airport	Social Security	430.68	423.26	595.00	595.00	282.23	518.00	726.00	
630-35-53510-131-000	Airport	Retirement	481.52	485.26	654.00	654.00	312.95	548.00	775.00	
630-35-53510-132-000	Airport	Health Insurance	1,388.21	1,266.06	1,760.00	1,760.00	823.52	1,171.00	1,528.00	
630-35-53510-133-000	Airport	Life Insurance	3.58	2.03	7.00	7.00	-	3.00	3.00	
630-35-53510-134-000	Airport	Income Continuation	-	-	20.00	20.00	-	-	18.00	
630-35-53510-200-000	Airport	Contracted Services	40,419.96	40,824.36	41,233.00	41,233.00	30,924.72	41,233.00	41,500.00	
630-35-53510-210-000	Airport	Publishing	63.58	-	-	-	-	-	-	
630-35-53510-215-000	Airport	Professional Services	-	-	20,000.00	20,000.00	841.00	3,000.00	5,000.00	Engineering/Attorney services
630-35-53510-220-000	Airport	Telephone	712.15	733.79	745.00	745.00	489.91	745.00	750.00	
630-35-53510-222-000	Airport	Electricity	7,157.72	7,340.10	6,830.00	6,830.00	3,199.48	6,700.00	6,700.00	
630-35-53510-223-000	Airport	Heat	681.65	761.65	800.00	800.00	500.05	800.00	800.00	
630-35-53510-250-000	Airport	Repair & Maint Serv-Equipment	6,973.33	9,626.96	7,000.00	7,000.00	1,911.90	7,000.00	7,000.00	
630-35-53510-251-000	Airport	Fuel Station Maintenance	2,517.88	1,256.00	1,500.00	1,500.00	1,814.93	2,000.00	2,200.00	
630-35-53510-260-000	Airport	Repair & Maint Serv-Buildings	2,556.15	5,616.70	3,500.00	3,500.00	1,048.84	3,500.00	3,500.00	
630-35-53510-270-000	Airport	Special Services	2,070.00	2,233.48	2,200.00	2,200.00	2,000.00	2,200.00	2,200.00	
630-35-53510-273-000	Airport	DOT Maintenance Agreement	-	-	-	-	-	-	-	
630-35-53510-280-000	Airport	Repair & Maint Serv-Facilities	13,592.07	3,232.88	2,800.00	3,930.00	3,898.26	3,930.00	4,000.00	
630-35-53510-281-000	Airport	Snow Removal & Mowing	-	-	-	-	-	-	-	
630-35-53510-282-000	Airport	Lighting Repairs	6,388.31	205.18	1,100.00	1,100.00	-	100.00	3,100.00	\$2K for sign light; \$1K Misc

630-35-53510-283-000	Airport	Runway & Taxi Repairs	-	500.00	5,500.00	5,500.00	-	5,000.00	5,000.00	Crack filling
630-35-53510-285-000	Airport	Road Repair	-	81.77	-	-	-	-	-	
630-35-53510-290-000	Airport	Other Contracted Services	-	-	-	-	-	-	-	
630-35-53510-310-000	Airport	Office Supplies	261.85	20.62	50.00	50.00	33.71	50.00	50.00	
630-35-53510-320-000	Airport	Publications. Training. Dues	322.00	100.00	240.00	240.00	-	-	240.00	
630-35-53510-330-000	Airport	Travel	-	-	30.00	30.00	-	-	60.00	
630-35-53510-340-000	Airport	Operating Supplies	448.56	239.08	300.00	300.00	101.69	300.00	300.00	
630-35-53510-348-000	Airport	Gas. Diesel. Oil. Grease	2,835.18	2,296.18	4,500.00	4,500.00	3,187.35	4,500.00	4,500.00	
630-35-53510-350-000	Airport	Repair & Maint Materials	2,500.56	3,459.33	2,000.00	2,000.00	646.16	1,000.00	2,000.00	
630-35-53510-360-000	Airport	Repair & Maint - Buildings	1,098.87	876.35	6,800.00	6,800.00	5,755.18	5,800.00	3,500.00	
630-35-53510-390-000	Airport	Other Supplies & Expense	-	133.09	2,500.00	2,500.00	2,558.00	2,600.00	2,500.00	
630-35-53510-392-000	Airport	Small Equipment Purchase	500.00	-	500.00	500.00	309.98	400.00	500.00	
630-35-53510-510-000	Airport	Insurance	6,737.31	6,892.88	7,300.00	7,300.00	6,705.02	6,705.00	7,300.00	
630-35-53510-530-000	Airport	Rents and Leases	-	-	3,772.00	3,772.00	-	-	-	Rent credit 2018 only
630-35-53510-540-000	Airport	Depreciation	-	-	-	-	-	-	-	
630-35-53510-742-000	Airport	Extraordinary Expense	-	-	-	36,000.00	36,000.00	36,000.00	-	I hope not!
630-35-53510-814-000	Airport	Equipment Purchases	-	14,250.00	5,000.00	5,000.00	1,000.00	1,000.00	26,950.00	Landpride AFM4522 22' Mower (McFARLANE)
630-35-53510-821-000	Airport	Land or Land Improvements	-	11,562.80	-	-	-	-	-	
630-35-53510-822-000	Airport	Building Improvements	-	-	-	-	-	-	-	
630-35-53510-861-000	Airport	Facilities Improvements	-	-	-	-	4,107.50	-	-	
630-35-53510-891-000	Airport	Equipment Replacement	-	-	-	-	-	-	-	
630-35-53510-900-000	Airport	Cost Allocation	-	-	-	-	-	-	-	
630-35-58120-610-000	Principal on Notes	Principal	-	-	-	-	-	-	-	
630-35-58220-620-000	Interest on Notes	Interest	-	-	-	-	-	-	-	
630-35-59210-900-000	Interest on Notes	Cost Reallocation	-	174,515.29	-	-	-	-	-	
630-35-59263-900-000	Transfer to Airport Capit	Cost Reallocation	-	-	-	-	-	-	-	
Airport Total Expenses			106,160.26	294,855.21	137,314.00	174,444.00	112,315.20	143,573.00	142,450.00	
630-35- - - - -			-	-	-	-	-	-	(142,450.00)	Passed: Revenues Exceed Expenses
Grouping Grand Total			106,160.26	294,855.21	137,314.00	174,444.00	112,315.20	143,573.00	142,450.00	-

Account Number	Account Header	Account Title	12/31/2016 Actual	12/31/2017 Actual	12/31/2018 Original Budget	12/31/2018 Amended Budget	10/01/2018 Year to Date	12/31/2018 Estimated Year End	12/31/2019 Requested	Comments
Expenses			106,160.26	294,855.21	137,314.00	174,444.00	112,315.20		142,450.00	
630- - - - -			-	-	-	-	-		(142,450.00)	

2019 Budget Worksheet
Airport Capital Imprvmnt Fund

Account Number	Account Header	Account Title	12/31/2016 Actual	12/31/2017 Actual	12/31/2018 Original Budget	12/31/2018 Amended Budget	10/01/2018 Year to Date	12/31/2018 Estimated Year End	12/31/2019 Requested	Comments	
632-35-43220-000	Airport	Federal Transportation Grant	175,114.00	95,147.00	-	-	-	-	150,000.00		
632-35-43531-000	Airport	Local Transportation Aid	12,588.75	2,426.35	-	-	-	-	8,333.00		
632-35-47300-000	Airport	Appropriations	-	-	-	-	-	-	-		
632-35-47300-100	Airport	Appropriations- City	7,500.00	7,500.00	-	-	-	-	-		
632-35-47300-200	Airport	Airport Appropriations-Owners	-	-	384,226.00	384,226.00	203,746.33	-	8,334.00		
632-35-48110-000	Airport	Interest on Investments	-	-	-	-	146.54	-	-		
632-35-48400-000	Airport	Insurance Recoveries	-	-	-	-	-	-	-		
632-35-48920-000	Airport	Refund of Prior Years Expense	-	-	11,115.00	11,115.00	-	-	-		
Total Revenues			195,202.75	105,073.35	395,341.00	395,341.00	203,892.87	-	166,667.00		
632-35-_____-			-	-	-	-	-		(166,667.00)	Passed: Revenues Exceed Expenses	
632-__-4-__-__			-	-	-	-	-		(166,667.00)	-	

Account Number	Account Header	Account Title	12/31/2016 Actual	12/31/2017 Actual	12/31/2018 Original Budget	12/31/2018 Amended Budget	10/01/2018 Year to Date	12/31/2018 Estimated Year End	12/31/2019 Requested	Comments	
632-10-58220-620-000	Interest on Notes	Interest	1,288.07	-	-	-	-	-	-		
632-10-59100-390-000	Capital Losses	Other Supplies & Expense	20,546.93	38,477.04	-	-	-	-	-		
Airport Total Expenses			21,835.00	38,477.04	-	-	-	-	-		
632-10-_____-										-	
632-35-53510-120-000	Airport	Wages	-	-	-	-	-	-	-		
632-35-53510-130-000	Airport	Social Security	-	-	-	-	-	-	-		
632-35-53510-131-000	Airport	Retirement	-	-	-	-	-	-	-		
632-35-53510-132-000	Airport	Health Insurance	-	-	-	-	-	-	-		
632-35-53510-814-000	Airport	Equipment Purchases	-	-	-	-	-	-	-		
632-35-53510-821-000	Airport	Land or Land Improvements	5,556.00	99,999.10	395,341.00	395,341.00	204,773.99	-	-		
632-35-53510-822-000	Airport	Building Improvements	-	-	-	-	-	-	-		
632-35-53510-861-000	Airport	Facilities Improvements	201,017.11	-	-	-	-	-	166,667.00	Relocate the fuel farm	
632-35-53510-861-900	Airport	Facilities Improvements-Contra	(15,120.86)	(1,212.88)	-	-	-	-	-		
Interest on Notes Total Expenses			191,452.25	98,786.22	395,341.00	395,341.00	204,773.99	-	166,667.00		
632-35-_____-										(166,667.00)	Passed: Revenues Exceed Expenses
Grouping Grand Total			213,287.25	137,263.26	395,341.00	395,341.00	204,773.99	-	166,667.00	-	

Account Number	Account Header	Account Title	12/31/2016 Actual	12/31/2017 Actual	12/31/2018 Original Budget	12/31/2018 Amended Budget	10/01/2018 Year to Date	12/31/2018 Estimated Year End	12/31/2019 Requested	Comments	
Expenses			213,287.25	137,263.26	395,341.00	395,341.00	204,773.99	-	166,667.00		
632-_____-										(166,667.00)	

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

PERMIT TYPE	2017						2018					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	1	\$0.00	\$9,082,700.00	\$0.00	\$0.00	0	1	\$0.00	\$800,000.00	\$0.00	\$2,272.63
Commercial Addition	1	6	\$355,000.00	\$24,741,623.00	\$295.00	\$41,985.85	1	2	\$350,000.00	\$1,057,895.00	\$310.00	\$1,342.74
Commercial, Alterations	10	27	\$1,914,129.00	\$4,146,190.00	\$7,452.26	\$15,350.26	0	15	\$0.00	\$1,372,357.00	\$0.00	\$7,955.61
Commercial, Razing	0	1	\$0.00	\$0.00	\$0.00	\$30.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, New SF	1	9	\$218,500.00	\$2,244,617.00	\$1,161.97	\$8,370.79	4	13	\$868,956.00	\$2,610,956.00	\$3,980.66	\$11,431.41
Residential, New Duplex	0	1	\$0.00	\$390,000.00	\$0.00	\$13,400.38	0	3	\$0.00	\$880,000.00	\$0.00	\$2,887.54
Residential, Additions	0	7	\$0.00	\$294,000.00	\$0.00	\$1,189.54	3	9	\$177,025.00	\$297,525.00	\$534.48	\$1,353.80
Residential Remodel	4	29	\$133,000.00	\$644,500.00	\$885.56	\$6,660.42	4	23	\$74,000.00	\$518,563.00	\$317.50	\$2,628.83
Residential, Accessory Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	2	\$0.00	\$0.00	\$0.00	\$60.00
Residential, Razing	1	1	\$0.00	\$0.00	\$30.00	\$30.00	0	1	\$0.00	\$0.00	\$0.00	\$30.00
Roofing/Siding/Windows	21	83	\$17,000.00	\$676,119.00	\$1,236.00	\$4,480.00	36	181	\$687,300.00	\$2,323,517.00	\$3,954.00	\$14,777.00
Garage/Sheds/Deck/Fence	12	57	\$93,250.00	\$211,921.00	\$945.00	\$3,780.00	10	44	\$27,415.00	\$196,061.00	\$615.00	\$2,790.00
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	3	4	\$18,432.00	\$21,932.00	\$180.00	\$240.00	2	3	\$78,445.00	\$86,067.00	\$120.00	\$180.00
Electrical Only	2	19	\$2,300.00	\$81,500.00	\$120.00	\$1,200.00	12	39	\$93,086.00	\$277,363.00	\$800.00	\$2,680.00
HVAC Only	3	8	\$9,675.00	\$35,536.00	\$180.00	\$840.00	1	4	\$8,751.00	\$25,353.00	\$60.00	\$240.00
Sign Permits	3	12	\$19,000.00	\$35,200.00	\$900.00	\$1,920.00	4	17	\$15,000.00	\$48,500.00	\$240.00	\$1,410.00
Misc. Permits	1	8	\$150,000.00	\$174,300.00	\$550.00	\$880.00	0	5	\$0.00	\$70,000.00	\$0.00	\$210.00
TOTALS	62	273	\$2,930,286.00	\$42,780,138.00	\$13,935.79	\$100,357.24	77	362	2379978	\$10,564,157.00	\$10,931.64	\$52,249.56

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.
Brenda Zeman, City Clerk

June 26, 2018 MINUTES

Baraboo Business Improvement District (BID) - Business Development Committee Meeting

Members Present: Lacey Steffes, Nicole Marklein Bacher, Laura Stanek

Members Absent: Michael Zolper, Dana Ender

Also Attending: Ed Geick

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

Meeting Minutes: Moved by Stanek, seconded by Bacher, and unanimously carried to approve the minutes of June 14, 2018.

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

Adjournment: Moved by Bacher, seconded by Stanek, and unanimously carried to adjourn at 10:15 AM.

Respectfully submitted,
Lacey Steffes

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.

Respectfully submitted,

Phil Wedekind, Chairman

Minutes

Baraboo District Ambulance Commission

May 23, 2018

The May 23, 2018 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.

Commissioners present: Dave Dahlke, Erik Larson, Darlene Otto, Robin Meier, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Phil Wedekind, and Dr. Kacey Kronenfeld via cell phone

Also present were: Nicole Marklein Bacher, Chief Sechler, DC Rago, Capt. Koepp, Vande Hei, Snow, Feine, Dekeyser, Fiebig, Wolter, and representatives from Pamasl Fire & Equipment

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 Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

1. A motion to approve the minutes from April 25, 2018 was made by Larson, seconded by Otto. 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 stated that she had sent a list of questions to staff for them to comment on regarding Billing, write-off’s, etc. Staff is in process of sending responses to those questions.
4. Chief’s Report – Sechler reviewed the written report that was submitted in the Commission packet. Rago also reported on the “Stop the Bleed” campaign, and recent donations.

Consent Agenda

1. Approve check details and online payments for April 15 – May 12, 2018 in the amount of:
\$199,928.48 – General Account
\$135,000.00 – Operational – Public Unit Deposit
2. Approve write-offs of patient accounts in the amount of \$85,109.66.
A motion to approve as presented was made by Petty, seconded by Larson. Voice vote, all ayes. Motion carried.

Old Business

1. Sechler reviewed the updated 10-year vehicle capitol purchase plan spreadsheet, as well as the Vehicle acquisition / purchase of ambulance. Discussion occurred with various questions being asked about the four available demo ambulances that were listed for sale. Meier stated that she

Minutes

Baraboo District Ambulance Commission

May 23, 2018

has some concerns with spending additional money in the first quarter, while not knowing what the future holds. She also stated that she had sent a couple of questions to staff, who answered the majority of her questions. Additional discussion also occurred regarding the option to purchase a Stryker power load system for any ambulance that might be purchased. Sechler explained the rationale for a power load system. After answering some questions, the general consensus of the Commission was not to pursue the purchase of a power load system at this point in time. A motion was then made to approve the purchase of the 2017 F450 4x4 chassis, with a Demers conversion box for \$171,864.00 (specifically to not include the Stryker power load system) by Sloan, seconded by Larson. Voice vote, all ayes. Motion carried.

New Business

1. The Election of Officers

- a. President – nomination by Puttkamer, seconded by Larson for Dahlke. Motion by Petty to close nominations, seconded by Stieve. Voice vote, all ayes. Motion carried.
- b. Vice-President - nomination by Meier, seconded by Petty for Puttkamer. Motion by Petty to close nominations, seconded by Stieve. Voice vote, all ayes. Motion carried.
- c. Secretary - nomination by Petty, seconded by Otto for Sloan. Motion by Larson to close nominations, seconded by Stieve. Voice vote, all ayes. Motion carried.
- d. Treasurer - nomination by Petty, seconded by Otto for Meier. Motion by Sloan to close nominations, seconded by Stieve. Voice vote, all ayes. Motion carried.

Motion by Sloan, seconded by Petty to approve the slate as indicated. Voice vote, all ayes. Motion carried.

2. President Dahlke appointed the following individuals to the Finance ad hoc committee: Meier, Petty, and Puttkamer
3. Sechler presented the proposed Back-up / coverage agreement with Camp Douglas Rescue, Inc. Attorney Marklein Bacher did suggest a change within the document for clarity. A motion was made to approve the Coverage Agreement, with recommended changes, by Meier, second by Larson. Voice vote, all ayes. Motion carried.
4. Sechler gave an update regarding the MSA letter and remodeling plans of the former City Hall building. He went through the details of the meeting that he had with the City of Baraboo representatives. Dahlke then voiced his concerns regarding Baraboo EMS using the Old City Hall building. Many other additional comments were made by the group, including the upfront and additional unknown costs to renovate / remodel the building; having vehicles and staff spread over several locations; flooding in the basement; the awkward layout of the offices / dayroom / training / sleeping rooms; as well as there being 5 vehicles or trailers that would still have to be located outside a building, after the changes took place. The consensus of the

Minutes

Baraboo District Ambulance Commission

May 23, 2018

Commission was not to pursue moving Baraboo EMS into the old City Hall building, but rather look into using all of the Alma Waite building for the storage needs. No additional action taken.

5. A motion was made by Petty, seconded by Wedekind for the Baraboo District Ambulance Commission to convene into Closed Session pursuant to §19.85(1)(f) Wis. Stats. to consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems. There was a Roll call vote, with all Ayes. Motion carried.

After Closed Session discussions, a motion was made by Meier, seconded by Wedekind for the Baraboo District Ambulance Commission to return to Open Session pursuant to 19.85(2) Wis. Stats. There was a Roll call vote, with all Ayes. Motion carried. No additional action was taken.

Commissioner Comments & Future Agenda Items

- It was requested that staff look into a policy regarding transfer of funds from one internal account to another.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - July 25, 2018

Adjournment

- Motion to adjourn by Larson, seconded by Petty at 8:45 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Minutes

Baraboo District Ambulance Commission

July 25, 2018

The July 25, 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, Terry Turnquist, and Phil Wedekind

Also present were: Attorney Maffei, Chief Sechler, DC Rago, Capt. Koepp, Vande Hei, Snow, Feine, Dekeyser, and Wolter

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 Sloan, seconded by Turnquist. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the minutes from May 23, 2018 was made by Sloan, seconded by Otto, with a noted correction to add Sloan as 'present' at that meeting. 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 gave a report on the financials, and compared the Year-to-Date numbers from this year, with the YTD numbers from the same time last year.
4. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet. Rago also reported on the "Stop the Bleed" campaign, and recent donations.

Consent Agenda

1. Approve check details and online payments for May 13 – July 14, 2018 in the amount of:
\$420,741.58
2. Approve write-offs in the amount of:
\$6,843.91 (patient accounts)
\$2,150.00 (non-patient accounts)
\$8,993.91 (Total)

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

Minutes

Baraboo District Ambulance Commission

July 25, 2018

Old Business

1. Sechler and Snow discussed the items associated with Retention and Longevity benefits, for consideration in the 2019 Budget. Petty asked for additional data for comparison. Meier wanted to compare all the current benefits and the wages / salaries that Baraboo EMS provides to the employees, with the proposed retention and longevity benefits. Dahlke stated that he felt a merit raise based on positive employee evaluations would be beneficial. Kronenfeld asked about the related costs associated with hiring a new employee—as compared to having an employee leave the service. Meier also suggested the possibility of considering an annual bonus for the employees. No action was taken, but direction was given to bring back additional information to a future Commission meeting.

New Business

1. Sechler announced that Baraboo EMS has been named as the recipient for the FEMA Assistance to Firefighter's Grant (AFG) award. The grant is for a Bariatric ambulance, and is for a total of \$230,000. FEMA will pay for 95%, which equals \$219,048, and Baraboo EMS service will be required to have a 5% match, which will be \$10,952. Sechler will be getting additional details over the next month, including when the specs and bids should be sent out, and if the vehicle can be purchased in 2018 or 2019. Sechler invited anyone interested in being on the vehicle committee to contact him in the next week or two. A Motion was made by Larson, seconded by Sloan to accept the FEMA / AFG award, and for Sechler to proceed forward with the process for acquiring the Bariatric ambulance. Voice vote, all ayes. Motion carried.
2. Discussion occurred regarding creating a Designation of Funds policy. Meier wanted to assure that all transfers of internal funds were reviewed and approved at both the Financial ad hoc committee, as well as the Commission meeting. Maffei stated that this item could be addressed by having a motion, instead of creating a new policy. Based on Maffei's recommendation, a motion was made by Meier, seconded by Larson, to have a separate agenda item for transfer of internal funds on both the Financial ad hoc agenda and Commission agendas, whenever that transaction would happen to occur. Voice vote, all ayes. Motion carried.
3. Discussion took place on the proposal for the Stryker Power Load system. A number of questions were asked by the group. No action was taken, but direction was given to bring back information to a future Commission meeting after researching additional options, including determining the amount of ongoing maintenance costs, as well as finding out the current company worker's comp claim modifier number.
4. Maffei presented the proposed Baraboo EMS Employee Recording Policy. After discussion, a motion was made by Larson, seconded by Meier to adopt the policy as written. Voice vote, all ayes. Motion carried.
5. Sechler presented the idea to have Baraboo EMS lease / rent the entire space in the Alma Waite building. Discussion occurred regarding construction, remodeling, sprinklers, etc. Meier asked about the possibility of a new building.

Minutes

Baraboo District Ambulance Commission

July 25, 2018

After additional discussion, direction was given to Sechler to work with the City of Baraboo Administrator, to negotiate additional space and pricing for use of the entire Alma Waite building. Sechler will bring back information as the process continues forward.

6. The Commission reviewed the document that is used as the Evaluation tool for the Chief / EMS Director's annual review. A few suggestions were made to update the template. Direction was then given to have Sechler send the final revised copy of the Evaluation template to Maffei. Maffei would then send the document out to the Commissioners, for them to fill out. The completed forms should be sent back to Maffei, who will compile them for review at the next Commission meeting. Sechler will also fill out a Personal Assessment form, which will also be reviewed at the next Commission meeting.

Commissioner Comments & Future Agenda Items

- Please mark your calendars for the next Commission meeting, which will be the following:
 - August 22, 2018

Adjournment

- Motion to adjourn by Meier, seconded by Otto at 8:40 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
July 25, 2018

The July 25, 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: Dahlke, 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 May 23, 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 May 13 – July 14, 2018 in the amount of:
\$420,741.58.
2. Approve write-offs in the amount of:
\$6,843.91 (patient accounts)
\$2,150.00 (non-patient accounts)
\$8,993.91 (Total)

A motion to approve as presented was made by Puttkamer, seconded by Petty. 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 Petty, seconded by Puttkamer. Voice vote, motion carried at 6:57 pm.

Respectfully submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Baraboo Economic Development Commission

Meeting Minutes

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, Caflisch, 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

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.

Adjournment: Moved by Steffes, seconded by Stelling to adjourn at approximately 6:56 p.m.

Respectfully submitted, Nicole Marklein Bacher



Finance Department Memorandum

To: Members of the Common Council
Ed Geick, City Administrator

From: Cynthia Haggard, Director of Finance, 

Date: October 9, 2018

Re: Disclosure per Section 1.77(5), Baraboo Municipal Code

I, Cynthia Haggard, employed by the City of Baraboo as the City's Finance Director, am hereby disclosing to the Common Council per Section 1.77(5) of the Baraboo Municipal Code, that my husband, who owns a business licensed in the state of Illinois and named Automatic Door Company No. 1, will be bidding on and possibly accepting contract(s) to do work for the City of Baraboo with a dollar amount of more than \$1,000 in aggregate for a 12-month period.

This disclosure is not required by Code or Statute because of the following:

- I do not own any portion of Automatic Door Company No. 1; and
- I will not be directly or indirectly bidding, negotiating or contracting with the City myself on behalf of Automatic Door Company No. 1

In the interest of full transparency, I am making this disclosure.