



CITY OF BARABOO COMMON COUNCIL AGENDA
 Council Chambers, 101 South Blvd., Baraboo, Wisconsin
 Tuesday, November 12, 2019, 7:00 P.M.

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

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, 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, Tracy & Anthony Hameau

1. **CALL TO ORDER**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF PREVIOUS MINUTES** (*Voice Vote*): October 22, 2019

4. **APPROVAL OF AGENDA** (*Voice Vote*):

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED**

6. **PRESENTATIONS** (*None Scheduled*)

7. **PUBLIC HEARINGS** The Mayor announces that this is the published date and time to hear public comment concerning:

- Approval of amending §17.28 of the Code of Ordinances to regulate Permitted Uses and Conditional Uses in that B-2 Neighborhood Business District;
- City of Baraboo's Community Development Block Grant CLOSE Public Facilities (CDBG CLOSE-PF) program grant funds for the reconstruction of Lake Street.

8. **PUBLIC INVITED TO SPEAK** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)

9. **MAYOR'S BUSINESS**

- The Mayor will announce the resignation of Alderperson Scott Sloan and the succession plan.

10. **CONSENT AGENDA** (*Roll Call*)

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

CA-2...Approve the 3rd Qtr. 2019 Budget Amendments.

CA-3...Approve applying for the 2020 WisDOT Public Transit Assistance Program.

CA-4...Approve applying for the 2019 WisDOT FTA 5339(b) grant program.

CA-5...Re-Appoint Carolyn Wastlund and Cliff Bobholz to the Community Development Authority, serving until November 14, 2022

CA-6...Appoint Ald. Kierzek to the Baraboo District Ambulance Commission, Ald. Kolb to the Business Improvement District (BID) Board. Both appointments serving until April 21, 2020.

CA-7...Approve the amended Liquor License application for Brother's On Oak and approve the Alcohol License applications (aka Picnic Licenses) for those listed in the attached Resolution for this item.

CA-8... Approve the alcohol Operator's Licenses for those listed in the attached Resolution for this item.

11. **COMMITTEE OF THE WHOLE**

Moved by _____, seconded by _____, to enter Committee of the Whole to discuss the Preliminary FY 2020 Budget.

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

Consider action on Preliminary FY 2020 Budget.

12. **ORDINANCES ON 2ND READING**

SRO-1...Approve Ordinance creating a Street Light System Charge.

SRO-2...Approve Ordinance creating a Vehicle Registration Fee.

SRO-3...Approve amending Section 2.08 of the Baraboo Municipal Code to create a base salary for Alderperson's of \$400/month.

13. **NEW BUSINESS - RESOLUTIONS**

NBR-1... Consider approving lease agreement with Tim Johnson, d/b/a Cedar View Farms, Inc., for the 60-acres of tillable land on the former Jackson property for the term of January 1, 2020 to December 31, 2022 at a base price of \$9,600 (60 acres x \$160 per acre).

NBR-2... Consider approving the 2020 Business Improvement District (BID) budget-operating plan and preliminary assessment and set the public hearing for November 26, 2019.

NBR-3... Consider approving lease agreement with Tracy and Anthony Hameau for their use of the west portion of 135 4th Street as a retail establishment.

NBR-4... Consider authorizing the City Administrator to enter into negotiations with Sauk County regarding the City's interest in the West Square parking lot.

NBR-5... Consider authorizing additional \$3,800 be allocated from the Parks Segregated Fund to be used for completion of the Beaver Exhibit at the Ochsner Park Zoo in 2019.

NBR-6... Consider accepting the Village of West Baraboo's transfer of the WI DNR's Outdoor Recreation Aids Grant Contract to the City.

14. **NEW BUSINESS – ORDINANCES**

NBO-1...Consider revising permitted and conditional uses in a B-2 Neighborhood Business zoning district.

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

16. **REPORTS, PETITIONS, AND CORRESPONDENCE** - The City acknowledges receipt and distribution of the following: **Reports:** Fire Dept. - September & October 2019

Airport - October 2019

Building Inspection – October 2019

Review of the Fire Dept. Report, Village and Towns Budget

- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance/Personnel	10-22-19	BID	10-16-19
Airport	10-16-19	Public Safety	9-30-19
Plan	10-15-19	Ambulance	8-21-19, 8-28-19, 9-16-19, 9-25-19

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

Public Arts	9-19-19, 10-24-19	PFC	9-16-19, 9-19-19
CDA	9-30-19	Library	10-15-19

- **Petitions and Correspondence Being Referred:**

Public Hearing Notice, 2020 Budget
Holiday Party Invitation from Sauk County Supervisors

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

Brenda Zeman, City Clerk

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

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
10	11	12	13	14	15	16
	Veterans Day City Offices OPEN Park & Rec Veterans Ceremony At 11:00am, Baraboo Civic Center	Finance Council				
17	18	19	20	21	22	23
	SCDC PFC	Plan Library	BID	UW Campus Public Arts Emergency Mgt.		
24	25	26	27	28	29	30
		Finance Council	Ambulance	Thanksgiving Day  City Offices CLOSED	Thanksgiving Holiday  City Offices CLOSED	

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

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, October 22, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Sloan, Petty, Ellington, Kierzek, Thurow

Council Members Absent: Plautz, Alt

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, M. Hardy, C. Haggard, J. Bergin, T. Pinion, K. Stieve, L. Laux, Dawn Gunderson, 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 October 8, 2019.

Mayor Palm noted that we are amending the agenda to remove Consent Agenda items CA-3 and CA-4. Moved by Ellington, seconded by Sloan and carried to approve the agenda as amended.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS - None Scheduled

PUBLIC HEARINGS – None Scheduled

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

The Mayor congratulated the following staff on their November anniversaries:

- Todd Greenwood, Public Works – 10 years
- Allison Goetz, Public Works – 20 years

CONSENT AGENDA

Resolution No. 19-105

THAT the Accounts Payable, in the amount of \$229,223.18 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-106

THAT, Shelley Mordini be appointed to the Baraboo Park & Recreation Commission to fill the unexpired term of Mary Mjelde, serving until July 31, 2020.

Moved by Kolb, seconded by Petty and carried that the Consent Agenda be approved-7 ayes.

ORDINANCES ON 2ND READING

Moved by Sloan, seconded by Petty and carried unanimously to approve the 2nd reading of **Ordinance No. 2534** revising Ordinance §25.10(i)(4) pertaining to bond amounts for Animal at Large violations.

NEW BUSINESS - RESOLUTIONS

Resolution No. 19-107

THAT the Baraboo Parks, Recreation and Forestry Department Diversity and Inclusion Policy be adopted in an effort to better promote and maintain inclusive practices in the city's park and

recreation facilities and programs.

Moved by Petty, seconded by Kolb and carried that **Resolution No. 19-107** be approved-7 ayes.

Resolution No. 19-108

THAT the proposal from Dirt Monkey, LLC to remove the old waterworks garage on Hill Street in the amount of \$19,190 be accepted with the \$6,690 budget shortfall allocated from the Park Impact Fund.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 19-108** be approved-7 ayes.

Resolution No. 19-109

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE
OF \$1,240,000 TAXABLE GENERAL OBLIGATION
REFUNDING BONDS, SERIES 2019A

WHEREAS, on September 10, 2019, the Common Council of the City of Baraboo, Sauk County, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of Taxable General Obligation Refunding Bonds, Series 2019A (the "Bonds") for the public purpose of refunding the 2020 through 2030 maturities of the Taxable General Obligation Corporate Purpose Bonds, dated December 27, 2010 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to refund the Refunded Obligations for the purpose of achieving debt service savings;

WHEREAS, the City is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance its outstanding obligations;

WHEREAS, due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue such Bonds on a taxable rather than tax-exempt basis;

WHEREAS, pursuant to the Set Sale Resolution, the City has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Bonds to pay the cost of the Refunding;

WHEREAS, Ehlers, in consultation with the officials of the City, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit ;A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on October 22, 2019;

WHEREAS, the City Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on October 22, 2019;

WHEREAS, the City has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS; it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the City. Ehlers has recommended that the City accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Ratification of the Notice of Sale and Offering Materials. The Common Council hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the City and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of ONE MILLION TWO HUNDRED FORTY THOUSAND DOLLARS (\$1,240,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. The good faith deposit of the Purchaser shall be applied in accordance with the Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "Taxable General Obligation Refunding Bonds, Series 2019A"; shall be issued in the aggregate principal amount of \$1,240,000; shall be dated November 14, 2019; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered 12-1 and upward; and shall bear interest at the rates per annum and mature on December 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2020. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on December 1, 2027 and thereafter are subject to redemption prior to maturity, at the option of the City, on December 1, 2026 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2019 through 2029 for the payments due in the years 2020 through 2030 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for Taxable General Obligation Refunding Bonds, Series 2019A, dated November 14, 2019" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the City above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account.

(C) Remaining Monies When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof; and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation

services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 9. Payment of the Bonds: Fiscal Agent. The principal of and interest on the Bonds shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 10. Persons Treated as Owners; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 11. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the Record Date.

Section 12. Utilization of The Depository Trust Company Book-Entry-Only System In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 13. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to Old National Bank at Closing for further distribution as directed by Ehlers.

Section 14. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 15. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 16. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on December 1, 2019 at a price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with Ehlers to cause timely notice of redemption, in substantially the form attached hereto as Exhibit F and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the City to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 17. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 19. Conflicting Resolutions: Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded October 22, 2019.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 19-109** be approved-7 ayes.

Resolution No. 19-110

THAT the following applications for funds from the City's Alma Waite Fund are approved for fiscal year 2020:

1. Al Ringling Theatre Friends – In the amount of \$1,500
2. Baraboo Public Arts Association – In the amount of \$3,000
3. Concerts on the Square – In the amount of \$10,000
4. Oschner Park Zoo Sidewalk – In the amount of \$4,500

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City as required by §27.01(2)(f) of the Baraboo Municipal Code.

Moved by Ellington, seconded by Wedekind and carried that **Resolution No. 19-110** be approved-7 ayes.

COMMITTEE OF THE WHOLE

Moved by Wedekind, seconded by Kolb to enter Committee of the Whole to discuss the Preliminary FY 2020 Budget.

C. Haggard noted that the 2020 budget deficit is currently \$31,450. The Finance Committee has made a recommendation to remove the Facilities Manager position and applying the overage for contracted services for maintenance. Another recommendation is using the savings in the debt payment of roughly \$15,000 to repay the Utilities for an advance to TIF #7.

Ald. Kolb questioned if we know the amount of contracted services. At this time, we are not sure what the amounts will be. This information will be provided at a later date.

Ald. Kierzek stated that she is not comfortable approving the budget based on the \$30 per capita for the ambulance; she is concerned with what the audit is going to say. She feels it is unfair for the

ambulance to request a 25% budget increase while we are asking other departments to cut costs.

Adm. Geick noted that his recommendation is to take the difference between the \$27 and \$30 and set it aside until we see the results of the audit, so that we have a better idea of how they are using these funds. We will not have the results of the audit until the end of November, after the budget has been passed. This is a way to try and find some compromise between those who are concerned about the ambulance management vs the recommendation that came about the ambulance budget. The money would be segregated and we could make a decision later on how to best deal with it.

Ald. Petty noted his concerns in regards to this and based on previous discussion with the ambulance commission, an agreeable amount of \$30. He wanted everyone to be aware that the ambulance has had to take out a line of credit out for \$500,000 just to make operational costs. It was a mutual agreement unanimous by all representatives for the City of Baraboo as well as the rural members to do the \$30 and he is extremely reluctant to go back on his word and do anything less than \$30.

Moved by Wedekind, seconded by Kolb to reconvene into regular session.

Motion by Ellington to approve the preliminary 2020 budget with the elimination of the Facilities Manager position and using these funds to balance the budget; any overage of funds used for contracted services, seconded by Wedekind and carried. 6 Ayes; 1 Nay, Kierzek

Motion by Petty to use debt savings of \$15,283 for repayment to the Utilities for a TIF #7 advance, seconded by Petty. Motion carried unanimously.

NEW BUSINESS - ORDINANCES

Moved by Wedekind, seconded by Sloan and carried unanimously to approve the 1st reading of **Ordinance No. 2535** creating Section 3.17 of the Baraboo Municipal Code of Ordinance.

1. Section 3.17 of the Baraboo Municipal Code of Ordinance is hereby adopted as follows:

3.17 STREET LIGHT SYSTEM SPECIAL CHARGE.

- (1) **PURPOSE AND AUTHORITY.** The Common Council finds that it is in the best interest of the citizens that the City have a street light system. The Council further finds that the street light system benefits each and every improved property within the City. The Council has therefore determined that it is fair, appropriate and reasonable that the costs of the street light system be paid for by all of the Improved Lots in the City through the imposition of a special charge as provided for in this ordinance. In promulgating the regulations contained in this ordinance, the City is acting pursuant to authority granted to it by Wisconsin Statutes, including, but not limited to, § 66.0627, Wis. Stats.
- (2) **DEFINITIONS.** As used in this ordinance, the following terms shall have the following meanings:
 - (a) "Improved Lot" means each tax parcel of land that has located thereon improvements such as a building, garage, shed, storage facility, or any other type of structure providing housing, storage, or any type of service of use. Improved Lots may have located thereon Residential Unit(s) and/or Non-Residential Unit(s).
 - (b) "Residential Unit(s)" means single-family and two-family dwelling units. The number of Residential Units shall equal the number of such

dwelling units located on an Improved Lot.

- (c) "Non-Residential Unit(s)" means industrial, commercial, institutional, and three- or more multifamily units located on an Improved Lot.
- (d) "Recovery Amount" means the costs for the operation and maintenance of the City's street light system for the twelve month period beginning December 1 and ending on November 30 of the following year.
- (e) "Street light system" means all street lighting facilities and equipment that produce light for the benefit of the community that are operated and maintained, or authorized to be operated and maintained, by or on behalf of the City.

(3) CHARGES AND INVOICING.

- (a) The basis for computation of the special charge for the street light system to Improved Lots within the City is established under this section. Such charges are based on the total number of Residential Units and/or Non-Residential Units located on each Improved Lot. A schedule of current charges shall be maintained and on file in the office of the City Engineer.
- (b) The Recovery Amount shall be determined for each calendar year, based on the total cost of operation and maintenance of the Street Light System for the preceding twelve month period. The total amount of the annual Recovery Amount shall be determined as of December 1st of each year insofar as practicable.
- (c) Once the total Recovery Amount has been determined as provided for in (b), above, it shall be divided by the total of (i) the number of Residential Units located on all Improved Lots in the City and (ii) the number of Non-Residential Units located on Improved Lots in the City, multiplied by a factor of 2.0. The resultant is herein referred to as the Base Charge per Unit. ($BC=RA/(R + 2NR)$).
- (d) The Base Charge to each Improved Lot shall equal (i) the sum of the Base Charge for each Residential Unit thereon and/or (ii) the sum of the Base Charge for each Non-Residential Unit thereon, multiplied by a factor of 2.0.
- (e) Base Charges shall be invoiced to the owner of the Improved Lot on a quarterly basis in conjunction with the City's utility bill, with each invoice being for one-fourth of the total Base Charge due from the Improved Lot.

(4) PAYMENT, LIEN, LATE PAYMENT PENALTY.

- (a) Street light system charges shall be payable upon receipt and shall not be payable in installments. If a charge remains unpaid for a period of

20 calendar days after it is payable, the charge shall be deemed delinquent. Such delinquent charges shall be subject to a late payment penalty, which shall be a one-time fee of 3% of the delinquent charges.

- (b) On or before the last day in October in each year, the City shall give notice to the owner of all Improved Lots if payment is in arrears at that time. The notice shall include, but not be limited to, the following information:
 - i. The amount of arrears, including any penalties assessed;
 - ii. That, if not paid in full by the stated date, a penalty of ten percent (10%) of the amount of arrears shall be added to that amount;
 - iii. That, unless paid by the stated date, the arrears with added penalty will be levied against that property and placed on the tax roll as a lien against the property.
- (c) If payment in full is not received on or prior to the stated date, the delinquent amount owed will be forwarded to the County Treasurer for placement on the tax roll.

(5) APPEAL

- (a) A street light system charge may be appealed to the City Finance/Personnel Committee. The appeal must be undertaken by filing a written appeal with the City Clerk on or prior to the due date of the charge and within 10 calendar days of payment of the charge. No appeal can be taken unless the disputed charge has been paid in full. The written appeal shall specify all grounds for challenge to the amount of the charge and shall state the amount that the appellant considers appropriate. Failure to appeal pursuant to this section shall deprive the Finance/Personnel Committee of jurisdiction to hear the appeal.
- (b) In considering an appeal, the Finance/Personnel Committee shall determine whether the charge is fair and reasonable and, in the event the appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The Finance/Personnel Committee may conduct a formal or informal hearing and obtain sufficient facts upon which to make a determination. The decision of the Finance/Personnel Committee shall be based upon the evidence presented to it. The Finance/Personnel Committee shall notify the appellant in writing of its determination and its determination shall be final.

- (6) SEVERABILITY. If any section, provisions or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.
- (7) SUNSET AND EXPIRATION OF FEE. This ordinance sunsets and repeals

at the end of the current annual charge cycle in which the following provisions have been met:

- (a) The City's adoption of a Premier Resort Area Tax, pursuant to §77.994, Wis. Stat., and
- (b) The City Treasurer or designee confirming to the Common Council that there are adequate funds distributed to the City by the Wisconsin Department of Revenue per § 77.9941, Wis. Stat., to offset the revenue that would otherwise have been collected by this special charge.

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

Moved by Wedekind, seconded by Ellington to approve the 1st reading of **Ordinance No. 2536** creating Section 3.16 of the Baraboo Municipal Code of Ordinance, effective January 1, 2020. Motion carried. 6 Ayes; 1 Nay, Sloan

1. Section 3.16 of the Baraboo Municipal Code of Ordinances is hereby created as follows:

3.16 MUNICIPAL VEHICLE REGISTRATION FEE.

- (1) **AUTHORITY.** This ordinance, creating a municipal vehicle registration fee for the City of Baraboo, is adopted pursuant to the authority granted to the City by § 341.35, Wis. Stats., as from time to time amended.
- (2) **PURPOSE.** The purpose of this ordinance is to provide the City of Baraboo a source of revenue to be used for transportation related purposes.
- (3) **DEFINITIONS.** As used in this ordinance, the following terms shall have the following meanings:
 - (a) "Vehicle registration fee" means the municipal vehicle registration fee adopted by the City of Baraboo pursuant to § 341.35, Wis. Stat.
 - (b) "Motor vehicle" means all automobile or motor trucks registered under §341.25(1)(c), Wis. Stat., at a gross weight of not more than 8,000 lbs., registered in the state of Wisconsin and customarily kept in the City of Baraboo.
- (4) **IMPOSITION OF CITY VEHICLE REGISTRATION FEE.**
 - (a) Pursuant to § 341.35, Wis. Stat., an annual flat vehicle registration fee in the amount of twenty dollars (\$20.00) is hereby imposed on all motor vehicles.
 - (b) The City vehicle registration fee shall be paid by the registration applicant at the time that a motor vehicle is first registered and at each time of registration renewal.
 - (c) The City registration fee shall be paid as provided for in §341.35(5),

Wis. Stats.

- (d) The City registration fee shall be in addition to State registration fees.
- (5) ADMINISTRATIVE COSTS. The Wisconsin Department of Transportation shall retain a portion of monies collected equal to the actual administrative costs related to the collection of the City vehicle registration fee. The method for computing the administrative costs will be reviewed annually by the Wisconsin Department of Transportation, as provided in § 341.35, Wis. Stats.
- (6) EXEMPTIONS. The following motor vehicles are exempt from the City vehicle registration fee:
 - (a) All vehicles exempted by Wisconsin Statute Chapter 341 from payment of a State vehicle registration fee.
 - (b) All vehicles registered by the State of Wisconsin under §341.26 for a fee of five dollars (\$5.00).
 - (c) No City vehicle registration fee may be imposed on a motor vehicle which is a replacement for a motor vehicle for which a current City vehicle registration fee has been paid.
- (7) DEPOSIT OF FEE REVENUES. All monies under the applicable statute and this ordinance remitted to the City by the Wisconsin Department of Transportation or other applicable agency shall be deposited into the City's general fund and shall be used solely for paying for transportation related expenses.
- (8) SEVERABILITY. If any section, provisions or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.
- (9) SUNSET AND EXPIRATION OF FEE. This ordinance sunsets and repeals on December 31 of the calendar year in which the following provisions have been met:
 - (a) The City's adoption of a Premier Resort Area Tax, pursuant to § 77.994, Wis. Stat., and
 - (b) The City Treasurer or designee confirms to the Common Council that there are adequate funds distributed to the City by the Wisconsin Department of Revenue, as provided for by § 77.9941, Wis. Stat., to offset the revenue that would otherwise have been collected by this fee.

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

Moved by Ellington, seconded by Sloan to approve the 1st reading of **Ordinance No. 2537**, Option B, amending the base salary for Alderperson's to \$400/month, effective with the start of the Alderperson's new term. Motion carried. 5 Ayes; 2 Nays, Kolb and Kierzek

1. Section 2.08(2) of the Baraboo Municipal Code is amended as follows:

2.08 SALARY FOR MAYOR AND ALDERPERSONS.

- 2) ALDERPERSON'S SALARY. Effective January 1, 2020, each Alderperson shall receive a base salary of \$400 per month. The City will budget for Alderperson's attendance at the League of Municipalities conference and other similar training sessions.. (1686 04/21/93, 1598 04/09/91, 1597 04/09/91, 1527 12/13/88, 1788 03/14/95, 2212 10/25/2005, 2537 11/12/19)

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

ADMINISTRATOR AND COUNCIL COMMENTS

Mayor Palm noted that the hours for Trick or Treating are from 4pm to 7pm on October 31st and the Veteran's Day Ceremony is at 11:00am on Monday, November 11th at the Civic Center
Ald. Ellington noted that Friday at 3:00pm we will know who donated the \$2.5M to the Library.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:**
 - September 2019 – Treasurer
 - 3rd Qtr. 2019 Taxi Financial Statement
 - 3rd Qtr. 2019 Financial Statement

- **Minutes from the Following Meetings:**

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

October 8, 2019

Members Present: Petty, Thurow, Sloan

Absent:

Others Present: Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, K. Stieve, J. Bergin, L. Laux, T. Pinion, Dana Sechler, Lacey Steffes, Tim Stieve, Forrest Hartman, Ald. Ellington, Rob Nelson

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of September 24, 2019 and 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 for approval of the accounts payable for **\$523,839.73**. Motion carried unanimously.
- b) **Approve amended contract for Taxi Service to Abby Vans, effective January 1, 2020** C. Haggard explained that the rates approved at the last meeting are adjusted by a decrease of \$.14 per hour. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Approve extending Landfill Monitoring Contract with MSA Professional Services, Inc. 2020 through 2022** T. Pinion explained that the City has owned this landfill for a long time; it was closed in 1976. Since 1983 we have been required to monitor the landfill. Historically, we have contracted with MSA for this service, the most recent contract to expire 12/31/2019. The new contract represents about an average of 3% per year increase over the last contract. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Authorize the Mayor and City Clerk to award and execute a contract for the position of City Administrator**
Presented tonight for approval is a draft agreement between the City of Baraboo and applicant Kennie Downing. Atty. Truman noted that the draft agreement includes a salary of \$110,000 per year, benefits pursuant to the Employee Handbook, and reimbursement of moving expenses not to exceed \$10,000. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Approve a gift of \$2,500,000 from an anonymous donor to the Baraboo Public Library, conditioned upon the name change of Library to the Carnegie-Memorial Public Library** J. Bergin explained that this donation was presented by Library Board member Forest Hartman with the stipulation that the library name be changed. The Library Board did accept this donation at their September 17th meeting. The stipulation also includes approval from the City Council to the name change. Atty. Truman clarifies that this is a donation given to the Library, not the City. Because there are no other conditions or terms on this, the Library does have the ability to follow their own policies. Ald. Thurow believes that with this donation, the name should stay forever. J. Bergin notes that she is pleased that the donor wants to include "Carnegie"

and honor that name. Ald. Petty notes that this is a very generous gift to the Library and will allow the library board to move forward on the expansion and renovation; he is very appreciative of the gesture and interest in improving the community. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- f) **Amend §2.08 of the City Code to increase Alderperson's monthly salary from \$300/mo to \$400/mo.** The Committee reviewed the two options for amending this Ordinance. Moved by Sloan to approve amending the ordinance to an Alderperson's salary of \$400 per month, seconded by Petty and recommended to Council for action. Motion carried unanimously.
- g) **Review the 2020 Baraboo District Ambulance Service tax levy \$360,690.00** Ald. Petty noted that the increase came about at the commission level because they have struggled with being able to place money in a reserve account; they have found themselves at the low end of a cash flow issue. The increase is two-fold: cover the cost of the Baraboo District Ambulance service and place some money in a reserve account for vehicles, and have an undesignated fund balance accessible for emergency services. Chief D. Sechler explained that the increase to \$30 per capita is a compromise of possible budget scenarios. Ald. Sloan noted that they have always tried to run a tight budget, as even as possible but this year it did not work out. The increase will allow a little cushion and not looking at the possibility of borrowing money. Mayor Palm noted that every department within the City has had to reduce their budget, some considerably. The extra \$3 per capita puts more back on the City; money they have already fought to take off the budget. He can't support the \$3 per capita while other departments are taking significant cuts. Ald. Petty noted that while he understands the Mayors concerns, the ambulance has really tried to minimize their increases but are now at a position where they are playing catch-up. All of the representatives from the City voted in favor of the increase. Chief D. Sechler noted that the following budget concerns: the average time for billing is now about 5 days, the 2020 budget includes a cost of living for the ambulance staff of 3%, and at this time, the line of credit has been established but not utilized. C. Haggard noted that based on the budget numbers provided, she believes there is room to adjust the 2020 budget numbers. Ald. Petty stated that the budget has been discussed quite a bit by the Commission and he agrees with the budget as presented. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- h) **Authorize the Mayor and City Clerk to execute a Pre-Development Agreement with Three Amigos Property Management, LLC. For a proposed 64-unit luxury apartment complex at 325 Lynn Street** T. Pinion noted that this is the second developer for this property. Because the property is located in a TID District, it's customary for the City to provide some sort of developing incentive; Three Amigos is looking for approximately 20% of the \$5M as incentive. This pre-development agreement will preserve their interest in the project while they invest real money. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

Informational Items

City Attorney's report on insurance claims:

- Denial – Jennifer Stulo filed a claim for \$500 for damage to her vehicle due to alleged improper grading of the bottom of her driveway.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:46pm.

Administrative Committee

October 7, 2019

Present: Alderpersons John Alt, John Ellington and Heather Kierzek

Absent: None

Also Present: Mayor, Mike Palm; City Attorney, Emily Truman, Finance Director, Cynthia Haggard and City Clerk, Brenda Zeman.

Citizen Present: None

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

Moved by Kierzek to approve the amended minutes of September 5, 2019, seconded by Ellington and unanimously carried.

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

Review and recommendation to the Council – Picnic Liquor Licenses.

Motion to recommend to approve and move on to Council the Downtown Baraboo, Inc. and Friends of the Baraboo Zoo liquor license by Kierzek, seconded by Ellington and unanimously carried.

Consider Operator's Licenses

Motion to approve and move on to Council new licenses for Kristin Calkins; Heather Statz; Brandy Storandt; Alyssa Lokken; Matthew Knapton; Rhiannon Wilks; James Greenwood and Donna Zant by Ellington, seconded by Kierzek and unanimously carried.

Motion to approve and move on to Council renewal licenses for Megan Miller; Lynsey Ragenoski and Jami Olson by Kierzek, seconded by Ellington and unanimously carried.

Motion to approve and move on to Council temporary licenses for Emily Edge, Rogues & Ruffians Renaissance Faire; Richard Tullis, Rogues & Ruffians Renaissance Faire; Samantha Brunner, Wine Walk; Tiffany Opperman, Wine Walk; Elizabeth Hansen, Wine Walk; Amy Millie, Wine Walk; Karmen Lindner, Wine Walk by Ellington, seconded by Kierzek and unanimously carried.

Member comments

The next meeting will be November 4, 2019 at 8:15AM. Meeting location will be 101 South Boulevard. Moved by Kierzek, seconded by Ellington and unanimously carried.

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

BID Parking Committee Meeting Minutes

9-17-2019

Location: The Jewelers Edge

Members in Attendance: Sarah Fay, Sheila Byberg

The meeting was called to order at 9:10am and noted compliance with the open meeting law

A motion was made by Byberg, seconded by Fay and unanimously carried to approve the minutes from 3-19-2019

A motion was made by Byberg, seconded by Fay to approve the agenda as presented

2020 Budget Review

The budget was presented by Fay and reviewed. The \$1500.00 budget amount was found to be satisfactory to meet the parking needs

	2020 Budget	
Spring Weed Removal	\$650.00	Williams Lawn Care
Fall Weed Removal	\$650.00	Williams Lawn Care
Reserves	\$200.00	
Total Budget	\$1500.00	

Weed Removal

Fay presented a bid from Williams Lawn Care to the committee. The bid is \$1300.00 per year for spring and fall weed removal/spraying. A motion was made by Byberg and seconded by Fay to accept the bid from Williams Lawn Care. Motion carried

A motion to adjourn was made by Byberg and seconded by Fay at 9:30am

Baraboo Economic Development Commission Meeting Minutes

October 3, 2019

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

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

II. Roll Call

Present: Alt, Bowers, Ayar, Johnson, Mueller, Palm, Reppen, Ryan, Taylor, Walczak, Wastlund, White
 Absent: Caflich,
 Other: Ed Geick, Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented by Taylor and seconded by Bowers.
 Aye: All via voice vote
 Nay: None

IV. Approve Minutes

Motion to approve the minutes for September 5, 2019 presented by Johnson and seconded by Taylor.
 Aye: All via voice vote
 Nay: None

V. Public Comment

None

VI. Old Business

- a. **Updates on Development Activities, Plan Commission and from Commission Members:**
 - Mr. Geick reported on the apartment development at 325 Lynn St. and the FY20 Budget preparations.

- Ms. Mueller reported on the Jack Young Middle School renovations. Groundbreaking is expected in mid-March.
- Mr. White that the SCDC is scheduling their Fall Forum for November 7, 2019. The Nov 7 meeting of BEDC is cancelled in order to avoid a conflict.
- Mayor Palm updated on the appointment of new City Administrator Kennie Downing, the Pierce Park donation and the Library addition project.
- Mr. Taylor said that banks headquartered in cities are a big community asset.
- Ms. Ryan updated the committee on their plans for solar panels at their facility.
- Mr. Bowers talked about the new Kwik Trip and there is no update on the old Kwik Trip site. Gander Outdoors has closed.
- Ms. Wastlund updated the committee on CDA’s review of housing programs.
- Mr. Johnson expressed concern for how the wet weather was hampering crops.
- Mr. Reppen said that business is good and the County budget process was moving forward.
- Ms. Walczak said she has completed the hospital’s budget process. There is a new orthopedic surgeon on staff now too.

VII. New Business

a. Establishing 2020 Goals

Chairman Alt talked about the need to establish 2020 Goals for the Commission. The current Goals will be sent out to commissioners. Mr. Taylor asked for recommendations from the City.

VII. Update Partner Presentation Schedule

Mr. Bowers indicated that he will be looking to hold a meeting at the Clarion Hotel to see their renovations.

VIII. Commissioner and City Staff comments

Mr. Bowers indicated the Chamber was working on the new branding and signage to go along with it in Baraboo and West Baraboo.

IX. Adjournment

A motion to adjourn the meeting was made at 6:05 pm by Johnson and seconded by Mueller.

Aye: All via voice vote

Nay: None

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

Library Building & Grounds	9-17-19	Friends of Library	10-1-19
UW Campus	9-19-19		

• **Petitions & Correspondence Being Referred: None.**

ADJOURNMENT

Moved by Petty, seconded by Kolb, and carried on voice vote, that the meeting adjourn at 8:08pm.

Brenda Zeman, City Clerk

**NOTICE OF PUBLIC HEARING
City of Baraboo, Wisconsin**

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, November 12, 2019, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter(s):

An Amendment to Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to remove Dry cleaning establishments, Automobile sales/service establishments, Boat sales, and Trailer sales/rental establishments, not including manufactured homes as Permitted Uses in Section 17.28 B-2 Neighborhood Business District; and

An Amendment to Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to revise Group Development to include Offices and Condominium Developments only; and to remove Laundromats, Convenience stores, and Automotive part stores as Conditional Uses in Section 17.28 B-2 Neighborhood Business District.

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

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

/s/ Brenda Zeman, City Clerk.

To be published on: October 28 and November 04, 2019 in the legal section.

NOTICE OF PUBLIC HEARING
City of Baraboo, Wisconsin

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, November 12, 2019, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter:

The City of Baraboo's Community Development Block Grant CLOSE Public Facilities (CDBG CLOSE – PF) program grant funds for the reconstruction of Lake Street. The public is invited to obtain information about and provide input relating to this CDBG funded project.

Residents of the City of Baraboo are encouraged to attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible.

Persons needing additional accommodations or needing additional information should contact Brenda Zeman, City Clerk at 608-355-2700 or via e-mail: bzeman@cityofbaraboo.com

/s/ Brenda Zeman, City Clerk.

To be published on: October 28 and November 04, 2019 in the legal section.

CA – 1

RESOLUTION NO. 2019 -

Dated: November 12, 2019

The City of Baraboo, Wisconsin

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

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

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

Offered By: Consent

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

RESOLUTION NO. 2019-

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background:

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

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

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

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

Comments: Budget amendments, that are budgetary transfers, are budgeted expenditures. Budget amendments, that are supplemental, are not budgeted. The 2019 City Budget provides for publishing amendments.

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

That the following budget amendments are authorized:

- 3rd Quarter, 2019 City-Wide Budget Amendments for \$390,087
- 3rd Quarter, 2019 Utility Budget Amendment for \$3,380

See attached memorandum and amendment schedules.

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

Motion: _____

Second: _____ **Certified by:** _____
City Clerk



Finance Department Memorandum

To: Finance Committee

From: Cynthia Haggard, Director of Finance, 

Date: October 22, 2019

Re: Budget Amendments

Background:

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

Current:

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

Recommendation:

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

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

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

Budgetary Transfers

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

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

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

Supplemental Budgets

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

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

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

Attached:

1. 3rd Quarter, 2019 City-Wide Amendments
2. 3rd Quarter, 2019 Utilities Amendment

**City of Baraboo
2019 3rd Quarter Budget Amendments**

Common Council approved the following 2019 Budget Amendments at their **November 12, 2019** meeting:

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Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Parks	100-52-46810-000	Timber Sales	3,330	732	4,062
				\$ 732	
ROW - Trees	100-52-53370-377-000	Trees, Seed, Sod	4,370	732	5,102
<i>To appropriate proceeds from timber sales for ROW trees</i>				\$ 732	
Fire	100-21-49310-000	Fund Balance Applied_Donations	1,542	3,400	4,942
				\$ 3,400	
Fire Protection	100-21-52200-346-400	Uniforms - Designated	5,360	3,400	8,760
<i>To appropriate restricted funds for cancer prevention hoods</i>				\$ 3,400	
General Government	430-10-49300-000	Fund Balance Applied	1,823,823	5,356	1,829,179
				\$ 5,356	
PS/Admin Building	430-11-59292-900-000	Cost Allocation	-	5,356	5,356
<i>To appropriate fund balance for display case at City Hall</i>				\$ 5,356	
Police	100-20-48500-400	Donations - Designated	-	222	222
Police	100-20-48500-480	Donations-Designate Prop/Equip	-	128	128
Police	100-20-49310-000	Fund Balance Applied-Desig	7,500	301	7,801
				\$ 651	
Police Department	100-20-52110-390-400	Other Supp & Exp - Designated	-	222	222
Police Department	100-20-52110-392-480	Small Equipment-Designated	-	429	429
<i>To appropriate restricted funds for PD supplies and small equipment</i>				\$ 651	
Fire	100-21-48500-400	Donations - Designated	3,818	1,661	5,479
Fire	100-21-49310-000	Fund Balance Applied_Donations	3,216	2,565	5,781
				\$ 4,226	
Fire Protection	100-21-52200-320-400	Pubs. Training. Dues - Designa	-	119	119
Fire Protection	100-21-52200-340-400	Operating - Designated	-	466	466
Fire Protection	100-21-52200-390-400	Other Exp - Designated	-	27	27
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	-	3,614	3,614
<i>To appropriate restricted funds for FD supplies and small equipment</i>				\$ 4,226	
CDA General Expense	988-67-49300-000	Fund Balance Applied	-	105,000	105,000
General Government	100-10-49298-800	Transfer from TIF Incentive	-	105,000	105,000
General Government	100-10-43610-630	Payment for Municipal Services	89,425	127,000	216,425
				\$ 337,000	
CDA Property Additions	988-67-91150-900-000	Transfer to Primary Government	-	105,000	105,000
New Streets - Aidable	100-30-57330-821-000	Land or Land Improvements	-	105,000	105,000
New Streets - Aidable	100-30-57330-821-000	Land or Land Improvements	-	127,000	127,000
<i>To appropriate funds for Lake Street Project and Broadway&Washington Project Overrun</i>				\$ 337,000	
Police	100-20-48500-400	Donations - Designated	222	1,978	2,200
Police	100-20-49310-000	Fund Balance Applied-Desig	7,801	2,062	9,863
				\$ 4,040	
Police Department	100-20-52110-392-400	Small Equipment-Donations	-	4,040	4,040
<i>To appropriate funds for FB ERT helmets</i>				\$ 4,040	
Recreation	100-53-46750-231	Swimming Pool - Water Aerobics	2,700	275	2,975
				\$ 275	
Pool	100-53-55420-215-231	Prof Services - Water Aerobics	1,400	275	1,675
<i>To appropriate water aerobic revenue to instructor expense</i>				\$ 275	

**City of Baraboo
2019 3rd Quarter Budget Amendments**

Common Council approved the following 2019 Budget Amendments at their **November 12, 2019** meeting:

28 of 117

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Fire	420-21-49300-000	Fund Balance Applied	-	17,000	17,000
Police	490-20-48300-000	Sale of Assets	-	17,000	17,000
				<u>\$ 34,000</u>	
Fire Protection	420-21-52200-810-000	Vehicle Purchase	50,000	17,000	67,000
Police Department	490-20-52110-810-000	Vehicle Purchase	-	17,000	17,000
<i>To appropriate restricted funds for 2014 F150 from PD for Inspector</i>				<u>\$ 34,000</u>	
General Government	100-10-48400-000	Insurance Recoveries	-	407	407
				<u>\$ 407</u>	
Fire Protection	100-21-52200-346-000	Uniforms	22,520	407	22,927
<i>To appropriate insurance proceeds for bunker pants</i>				<u>\$ 407</u>	
				<u>\$ 390,087</u>	
				<u>\$ 251,087</u>	

Published by the authority of the City of Baraboo.
Cynthia Haggard, Finance Director

City of Baraboo
3rd Quarter Budget Amendments
Supplemental Budget

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Parks	100-52-46810-000	Timber Sales	(3,330)	(732)	(4,062)
				<u>\$ (732)</u>	
Use of Funds					
ROW - Trees	100-52-53370-377-000	Trees, Seed, Sod	4,370	732	5,102
				<u>\$ 732</u>	

To appropriate proceeds from timber sales for ROW trees

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Fire	100-21-49310-000	Fund Balance Applied_Donations	(1,542)	(3,400)	(4,942)
				<u>\$ (3,400)</u>	
Use of Funds					
Fire Protection	100-21-52200-346-400	Uniforms - Designated	5,360	3,400	8,760
				<u>\$ 3,400</u>	

To appropriate restricted funds for cancer prevention hoods

Capital Projects

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
General Government	430-10-49300-000	Fund Balance Applied	(1,823,823)	(5,356)	(1,829,179)
				<u>\$ (5,356)</u>	
Use of Funds					
PS/Admin Building	430-11-59292-900-000	Cost Allocation	-	5,356	5,356
				<u>\$ 5,356</u>	

To appropriate fund balance for display case at City Hall

General Fund

Department	Account Number	Account Name	Original Budget	30 of 117 Change	Amended Budget
Source of Funds:		New Revenue			
Police	100-20-48500-400	Donations - Designated	-	(222)	(222)
Police	100-20-48500-480	Donations-Designate Prop/Equip	-	(128)	(128)
Source of Funds:		Restricted Fund Balance Applied			
Police	100-20-49310-000	Fund Balance Applied-Desig	(7,500)	(301)	(7,801)
				<u>\$ (651)</u>	
Use of Funds					
Police Department	100-20-52110-390-400	Other Supp & Exp - Designated	-	222	222
Police Department	100-20-52110-392-480	Small Equipment-Designated	-	429	429
				<u>\$ 651</u>	

To appropriate restricted funds for PD supplies and small equipment

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Fire	100-21-48500-400	Donations - Designated	(3,818)	(1,661)	(5,479)
Source of Funds:		Restricted Fund Balance Applied			
Fire	100-21-49310-000	Fund Balance Applied_Donations	(3,216)	(2,565)	(5,781)
				<u>\$ (4,226)</u>	
Use of Funds					
Fire Protection	100-21-52200-320-400	Pubs. Training. Dues - Designa	-	119	119
Fire Protection	100-21-52200-340-400	Operating - Designated	-	466	466
Fire Protection	100-21-52200-390-400	Other Exp - Designated	-	27	27
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	-	3,614	3,614
				<u>\$ 4,226</u>	

To appropriate restricted funds for FD supplies and small equipment

TIF Incentive Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
CDA General Expense	988-67-49300-000	Fund Balance Applied	-	(105,000)	(105,000)
Source of Funds:		New Revenue			
General Government	100-10-49298-800	Transfer from TIF Incentive	-	(105,000)	(105,000)
General Government	100-10-43610-630	Payment for Municipal Services	(89,425)	(127,000)	(216,425)
				<u>\$ (337,000)</u>	
Use of Funds					
CDA Property Additions	988-67-91150-900-000	Transfer to Primary Government	-	105,000	105,000
New Streets - Aidable	100-30-57330-821-000	Land or Land Improvements	-	105,000	105,000
New Streets - Aidable	100-30-57330-821-000	Land or Land Improvements	-	127,000	127,000
				<u>\$ 337,000</u>	

To appropriate funds for Lake Street Project and Broadway&Washington Project Overrun

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Police	100-20-48500-400	Donations - Designated	(222)	(1,978)	(2,200)
Source of Funds:		Restricted Fund Balance Applied			
Police	100-20-49310-000	Fund Balance Applied-Desig	(7,801)	(2,062)	(9,863)
				<u>\$ (4,040)</u>	
Use of Funds					
Police Department	100-20-52110-392-400	Small Equipment-Donations	-	4,040	4,040
				<u>\$ 4,040</u>	

To appropriate funds for FB ERT helmets

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Recreation	100-53-46750-231	Swimming Pool - Water Aerobics	(2,700)	(275)	(2,975)
				<u>\$ (275)</u>	
Use of Funds					
Pool	100-53-55420-215-231	Prof Services - Water Aerobics	1,400	275	1,675
				<u>\$ 275</u>	

To appropriate water aerobic revenue to instructor expense

Fire Equipment Replacement

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Fire	420-21-49300-000	Fund Balance Applied	-	(17,000)	(17,000.00)
Source of Funds:		New Revenue			
Police	490-20-48300-000	Sale of Assets	-	(17,000)	(17,000.00)
				<u>\$ (34,000)</u>	
Use of Funds					
Fire Protection	420-21-52200-810-000	Vehicle Purchase	50,000	17,000	67,000
Police Department	490-20-52110-810-000	Vehicle Purchase	-	17,000	17,000
				<u>\$ 34,000</u>	

To appropriate restricted funds for 2014 F150 from PD for Inspector

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
General Government	100-10-48400-000	Insurance Recoveries	-	(407)	(407)
				<u>\$ (407)</u>	
Use of Funds					
Fire Protection	100-21-52200-346-000	Uniforms	22,520	407	22,927
				<u>\$ 407</u>	

To appropriate insurance proceeds for bunker pants

City of Baraboo
3rd Quarter Budget Amendments
Budgetary Transfers

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Building Inspection	100-22-52400-215-000	Professional Services	20,000	(1,285)	18,715
				<u>\$ (1,285)</u>	
Use of Funds					
Building Inspection	100-22-52400-392-000	Small Equipment Purchase	-	1,285	1,285
				<u>\$ 1,285</u>	

To transfer for laptop workstation for inspector

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Street Maintenance	100-31-53300-376-000	Crack Filler	30,500	(8,450)	22,050
Street Maintenance	100-31-53300-379-000	Bitum. Matl - Patch	20,000	(1,550)	18,450
				<u>\$ (10,000)</u>	
Use of Funds					
Street Maintenance	100-31-53300-290-000	Other Contracted Services	-	10,000	10,000
				<u>\$ 10,000</u>	

To transfer for spray patching

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Economic Development	100-15-56710-290-000	Other Contracted Services	61,357	(3,500)	57,857
				<u>\$ (3,500)</u>	
Use of Funds					
Bridges	100-30-53330-270-000	Special Services	1,500	3,500	5,000
				<u>\$ 3,500</u>	

To transfer Economic Development funds to paint the viaduct bridge

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Police Department	100-20-52110-270-000	Special Services	35,000	(2,000)	33,000
				<u>\$ (2,000)</u>	
Use of Funds					
Police Department	100-20-52110-215-000	Professional Services	4,600	2,000	6,600
				<u>\$ 2,000</u>	

To transfer funds to cover hiring/testing expenses

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Fire Protection	100-21-52200-340-000	Operating Supplies	8,800	(800)	8,000
				<u>\$ (800)</u>	
Use of Funds					
Fire Protection	100-21-52200-310-000	Office Supplies	965	800	1,765
				<u>\$ 800</u>	

To transfer funds to cover additional office expense

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Zoo	100-52-55410-260-000	Repair & Maint Serv-Buildings	7,700	(500)	7,200
				<u>\$ (500)</u>	
Use of Funds					
Zoo	100-52-55410-211-000	Veterinary Services	4,100	500	4,600
				<u>\$ 500</u>	

To transfer fund to cover veterinary expenses

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Records & Support	100-20-52130-310-000	Office Supplies	4,000	(250)	3,750
Records & Support	100-20-52130-392-000	Small Equipment Purchase	1,050	(320)	730
				<u>\$ (570)</u>	
Use of Funds					
Records & Support	100-20-52130-250-000	Repair & Maint Serv-Equipment	33,450	570	34,020
				<u>\$ 570</u>	

To transfer funds to cover overage in software maintenance

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Municipal Building	100-11-51640-910-000	Insurance Allocation	-	(8,800)	(8,800)
Police Department	100-20-52110-910-000	Insurance Allocation	87,898	(10,000)	77,898
Fire Protection	100-21-52200-910-000	Insurance Allocation	20,390	(4,371)	16,019
PW Operations	100-31-53230-910-000	Insurance Allocation	32,321	(7,000)	25,321
Machinery & Equipment	100-31-53240-910-000	Insurance Allocation	13,468	(1,800)	11,668
Garbage & Refuse	100-31-53620-910-000	Insurance Allocation	6,923	(1,200)	5,723
Parks	100-52-55200-910-000	Insurance Allocation	49,462	(6,300)	43,162
			<u>\$ (39,471)</u>		

Use of Funds

Municipal Building	100-11-51640-510-000	Insurance	11,377	1,225	12,602
Property Insurance	100-11-51931-910-000	Insurance Allocation	(57,743)	2,000	(55,743)
Worker's Compensation	100-11-51933-910-000	Insurance Allocation	(132,019)	35,600	(96,419)
Fire Protection	100-21-52200-510-000	Insurance	10,753	371	11,124
Building Inspection	100-22-52400-910-000	Insurance Allocation	194	75	269
City Services Facility	100-31-53270-910-000	Insurance Allocation	7,320	200	7,520
			<u>\$ 39,471</u>		

*Reallocate insurance to actual***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	16,400	(550)	15,850
Zoo	100-52-55410-320-000	Publications. Training. Dues	1,130	(15)	1,115
Recreation	100-53-55300-320-000	Publications. Training. Dues	1,950	(386)	1,564
			<u>\$ (951)</u>		
Use of Funds					
Parks	100-52-55200-220-000	Telephone	550	550	1,100
Zoo	100-52-55410-321-000	License & Fees	890	15	905
Recreation	100-53-55300-220-000	Telephone	400	250	650
Recreation	100-53-55300-340-075	Operating - Mini Camp	55	18	73
Recreation	100-53-55300-340-080	Operating - Soccer	200	68	268
Recreation	100-53-55300-340-100	Operating - Tennis	55	43	98
Recreation	100-53-55300-340-160	Operating - Visual Arts	320	7	327
			<u>\$ 951</u>		

To transfer funds to cover budget overages

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
PW Operations	100-31-53230-220-000	Telephone	1,000	(800)	200
Street Maintenance	100-31-53300-371-000	Bituminous Materials	28,473	(2,500)	25,973
Solid Waste Disposal	100-31-53630-390-000	Other Supplies & Expense	4,000	(550)	3,450
Weeds	100-31-53640-210-000	Publishing	800	(66)	734
				<u>\$ (3,916)</u>	

Use of Funds					
PW Operations	100-31-53230-220-000	Telephone	500	800	1,300
Street Maintenance	100-31-53300-371-000	Bituminous Materials	15,000	2,500	17,500
Solid Waste Disposal	100-31-53630-390-000	Other Supplies & Expense	-	550	550
Weeds	100-31-53640-210-000	Publishing	-	66	66
				<u>\$ 3,916</u>	

To transfer fund to cover budget overages

UW Campus

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
UW Campus	800-80-55600-260-000	Repair & Maint Serv-Buildings	85,825	(15,000)	70,825
				<u>\$ (15,000)</u>	

Use of Funds					
UW Campus	800-80-55600-215-000	Professional Services	-	15,000	15,000
				<u>\$ 15,000</u>	

to transfer funds for Master Plan Upgrade Services

Airport

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Airport	630-35-53510-360-000	Repair & Maint - Buildings	3,500	(1,500)	2,000
Airport	630-35-53510-390-000	Other Supplies & Expense	2,500	(1,300)	1,200
Airport	630-35-53510-282-000	Lighting Repairs	3,100	(1,000)	2,100
Airport	630-35-53510-280-000	Repair & Maint Serv-Facilities	4,000	(2,000)	2,000
Airport	630-35-53510-251-000	Fuel Station Maintenance	2,200	(1,000)	1,200
Airport	630-35-53510-260-000	Repair & Maint Serv-Buildings	873	(700)	173
				<u>\$ (7,500)</u>	

Use of Funds					
Airport	630-35-53510-215-000	Professional Services	5,000	7,500	12,500
				<u>\$ 7,500</u>	

To transfer funds to cover audit services

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:				36 of 117	
Reduction in Other Appropriation within Same Fund					
Civic Center	100-52-55130-260-000	Repair & Maint Serv-Buildings	14,300	(22)	14,278
				<u>\$ (22)</u>	
Use of Funds					
Civic Center	100-52-55130-210-000	Publishing	-	22	22
				<u>\$ 22</u>	

*to transfer funds for bid publication***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:					
Reduction in Other Appropriation within Same Fund					
Street Maintenance	100-31-53300-365-000	Traffic Signal Parts	10,000	(1,648)	8,352
				<u>\$ (1,648)</u>	
Use of Funds					
Street Maintenance	100-31-53300-366-000	Barricades & Lights	152	1,648	1,800
				<u>\$ 1,648</u>	

*To transfer funds for barricade legs***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:					
Reduction in Other Appropriation within Same Fund					
Mapping & Engineering S	100-30-53100-310-000	Office Supplies	2,000	(595)	1,405
				<u>\$ (595)</u>	
Use of Funds					
Mapping & Engineering S	100-30-53100-250-000	Repair & Maint Serv-Equipment	-	275	275
Mapping & Engineering S	100-30-53100-210-000	Publishing	500	320	820
				<u>\$ 595</u>	

*To transfer funds for equipment repair and publishing***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:					
Reduction in Other Appropriation within Same Fund					
Street Maintenance	100-31-53300-392-000	Small Equipment Purchase	2,000	(147)	1,853
				<u>\$ (147)</u>	
Use of Funds					
Street Maintenance	100-31-53300-530-000	Rents and Leases	-	147	147
				<u>\$ 147</u>	

To transfer funds to rent 36" bucket & sod cutter

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Street Maintenance	100-31-53300-379-000	Bitum. Matl - Patch	18,450	(4,450)	14,000
				<u>\$ (4,450)</u>	
Use of Funds					
Street Maintenance	100-31-53300-371-000	Bituminous Materials	17,500	4,450	21,950
				<u>\$ 4,450</u>	

*To transfer funds for hot mix over budget***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Street Maintenance	100-31-53300-340-000	Operating Supplies	5,000	(225)	4,775
				<u>\$ (225)</u>	
Use of Funds					
Street Maintenance	100-31-53300-377-000	Trees. Seed & Sod	-	225	225
				<u>\$ 225</u>	

*To transfer funds for purchase of seed for Mill Race Project***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Parks	100-52-55200-340-000	Operating Supplies	9,799	(39)	9,760
				<u>\$ (39)</u>	
Use of Funds					
Parks	100-52-55200-319-000	Safety	600	39	639
				<u>\$ 39</u>	

*To transfer funds for safety boots***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Zoo	100-52-55410-340-000	Operating Supplies	7,350	(854)	6,496
				<u>\$ (854)</u>	
Use of Funds					
Zoo	100-52-55410-392-000	Small Equipment Purchase	470	854	1,324
				<u>\$ 854</u>	

To transfer fund to purchase fridge at Zoo

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Zoo	100-52-55410-342-000	Animal Feed	21,000	(300)	20,700
				<u>\$ (300)</u>	
Use of Funds					
Zoo	100-52-55410-211-000	Veterinary Services	4,600	300	4,900
				<u>\$ 300</u>	

*To transfer funds for vet bills***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Recreation	100-53-55300-320-000	Publications. Training. Dues	1,564	(140)	1,424
				<u>\$ (140)</u>	
Use of Funds					
Recreation	100-53-55300-340-160	Operating - Visual Arts	327	140	467
				<u>\$ 140</u>	

*To transfer funds for visual arts supplies***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Recreation	100-53-55300-320-000	Publications. Training. Dues	1,564	(50)	1,514
				<u>\$ (50)</u>	
Use of Funds					
Forestry	100-52-56110-320-000	Publications. Training. Dues	911	50	961
				<u>\$ 50</u>	

To transfer funds for forestry training

City of Baraboo
 Utilities
 3rd Quarter Budget Amendments
 Budgetary Transfers

Water Utility

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:			Reduction in Other Appropriation within Same Fund		
Water Injuries and Damages	970-37-92500-510-000	Insurance	19,317.00	(3,380.00)	15,937.00
				<u>\$ (3,380.00)</u>	
Use of Funds					
Water Trans & Dist Expenses	970-37-66200-510-000	Insurance	757.00	45.00	802.00
Water Maintenance of Hydrants	970-37-67700-241-000	Repair & Maint Serv-Hydrants	17,250.00	3,265.00	20,515.00
Water Property Insurance	970-37-92400-510-000	Insurance	6,516.00	70.00	6,586.00
				<u>\$ 3,380.00</u>	

Transfer funds to cover budget overages

RESOLUTION NO. 2019-

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background: The City applies for funding to operate the City's taxi program each year. The funding provides approximately 2/3 of necessary funds to operate the taxi program with the remainder coming from patron fares. The City contracts with a local operator to manage and operate the taxi service and the City serves as the agent to apply for State and Federal funding which helps keep the cost of providing the service affordable to patrons.

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

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

THAT the Mayor is hereby authorized to apply for the 2020 WisDOT Public Transit Assistance Program (PTAP) funding offered by the Federal and State for the City of Baraboo, and

THAT the Mayor is hereby authorized to apply for the 2020 Federal Section 5311 Operating and Capital (Formula Grants for Rural Areas) for the City of Baraboo, and

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City if the applications are approved.

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

Motion: _____

Second: _____ Certified by: _____ City Clerk

RESOLUTION NO. 2019-

Dated: October 21, 2019

The City of Baraboo, Wisconsin

Background: The City has an opportunity to apply for a grant through the 2019 Wisconsin Department of Transportation (WisDOT) 5339(b) program. The grant will be available upon the Federal Transit Administration funding the rural transit vehicle replacement requests in the WisDOT consolidated application. If the funding materializes, and the City is awarded the grant, the funds will be used to purchase two mini-vans. The new mini-vans will replace select Baraboo Transit fleet vehicles with miles exceeding 100K.

The grant will cover 85 percent of the cost of two new taxis (\$80K). The City’s 15 percent match of \$12K will come from the sale of two taxis and available taxi fund balance. The new taxis will be purchased during 2020 and are part of the 2020 proposed budget.

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

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

THAT the Mayor is hereby authorized to apply for the 2019 FTA Section 5339(b) Discretionary Application funding offered by WisDOT for the City of Baraboo, and

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City if the applications are approved.

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

Motion: _____

Second: _____ Certified by: _____ City Clerk

RESOLUTION NO. 2019 -

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background:

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

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

THAT, Carolyn Wastlund and Cliff Bobholz be re-appointed to the Community Development Authority serving until November 14, 2022.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____

Certified by City Clerk: _____

RESOLUTION NO. 2019 -

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background:

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

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

THAT, Ald. Heather Kierzek be appointed to the Baraboo District Ambulance Commission, serving until April 21, 2020.

THAT, Ald. Tom Kolb be appointed to the Business Improvement District (BID) Board serving until April 21, 2020.

THAT, _____ be appointed to the Finance/Personnel Committee serving until April 21, 2020.

Offered By: Consent

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

CA-7

RESOLUTION NO. 2019 -

Dated: November 12, 2019

The City of Baraboo, Wisconsin

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

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

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

Brother's On Oak has amended their Liquor License application to include in their premise description the 4' of the sidewalk directly in front on their building. They are required to follow the City's Ordinance regarding outdoor alcohol in a B-1 Business District; this will include serving only to patrons who are seated at tables and vacating the area by 10:00pm.

The Liquor Licenses listed below were recommended to Council for approval at the November 4, 2019 Administrative Committee meeting.

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

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

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

Liquor License, as amended:

- Brother's On Oak

Picnic License

- Sauk County Historical Society, 12-13-2019

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

Motion:

Second:

Certified by Clerk: _____

CA - 8

RESOLUTION NO. 2019 -

Dated: November 12, 2019

The City of Baraboo, Wisconsin

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

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

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

The Operator Licenses listed below were recommended to Council for approval at the November 4th, 2019 Administrative Committee meeting.

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

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

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

- Judith Tangney, Square Tavern (NEW)
- Dustin Fuller, Casey’s General Store (NEW)
- Thomas Bowen, Broadway Diner (NEW)
- Charlene Flygt, Al Ringling Theatre (NEW)
- Becky Young, Log Cabin (NEW)
- Jennifer Thomas, Pierce’s Express Market (NEW)
- Tennille O’Leary, Con Amici (NEW)
- Garrett Sitas, Broadway Diner (NEW)
- Michelle Deyo, Poor Richards (RENEWAL)
- Delana Smith, Get N Go (RENEWAL)
- Kiranpal Kaur, Get N Go (RENEWAL)
- Zackary Vanderhoof, Get N Go (RENEWAL)

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

Motion:

Second:

Certified by Clerk: _____



Finance Department Memorandum

To: Ed Geick, City Administrator
 From: Cynthia Haggard, Finance Director *CH*
 Date: 11/12/2019
 Re: Changes in the 2020 Budget

Here are the changes made to the budget since the October 22nd COW:

Budget gap of \$31,450 is resolved:

- Operating expenditure increases **(\$35,440)**
- Operating expenditure decreases \$66,890
\$31,450

Operating Expenditures:

Increases:

- Contingency increased **\$25,364** to account for an increase in contractual services.
- The elimination of the proposed City Facilities Manager position created a need for part-time Zoo/Civic Center staff - Resulted in an increase of **\$10,076**.

Decreases:

- The proposed Council monthly pay increase from \$300 to \$400 effective date has changed. It's now effective at the start of each individual Council member's subsequent term - Resulted in a decrease of **\$7,966**.
- Elimination of proposed City Facilities Manager position - Resulted in a decrease of **\$58,924**.

Debt:

Changes in debt have no impact on the levy.

Increases to Water Utility advance of **\$18,414**:

- \$15,283 . . . The 2019A Refunding resulted in a debt payment savings for 2020 of \$15,283. This savings must be used for the purpose of reducing debt. The amount is to be applied to the Water Utility advance to TID 7.
- \$3,131 . . . The 2019A Refunding created a reserve of \$3,131. This reserve must be used for the purpose of reducing debt. The amount is to be applied to the Water Utility advance to TID 7.

SRO - 3

The City of Baraboo, Wisconsin

Background: At the September 24, 2019 Finance Committee meeting, the Committee members directed staff to prepare an amendment to Section 2.08 of the City Code in order to reflect an increase in Alderperson’s current monthly salary of \$300/month to a proposed amount of \$400/mo. Currently, Alderperson’s salary is paid as follows:

- Base Monthly Salary \$100/Month
- Expense Allowance (for attending Special/Standing Committee Meetings) ... \$150/Month
- General Expense Allowance \$600/Year (or \$50/Month)

In addition to the above amounts, Section 2.07 of the City Code provides an “expense allowance” of \$15 for attending Special and Standing Committee meetings and \$30.00 for attending Board of Review.

At the October 8, 2019 Finance Committee meeting, the members unanimously voted to recommended eliminating the expense allowances altogether in Section 2.08 of the Code (the per meeting expense allowance found in Section 2.07 of the Code would remain the same) and instead creating a base monthly salary of \$400.

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

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

1. Section 2.08(2) of the Baraboo Municipal Code is amended as follows:

2.08 SALARY FOR MAYOR AND ALDERPERSONS.

(2) ALDERPERSON'S SALARY.

- (a) Each Alderperson shall receive a base salary of \$100 per month plus an expense allowance of \$150 per month for attending meetings of any Standing or Special Committee of the Council, regardless of the number of meetings or hours involved. In addition, where an Alderperson is a regular member of any of the Boards or Commissions enumerated in Subchapter II of Chapter 1 of this Code and attends a meeting of such Board or Commission, the Alderperson shall be paid the expense allowance provided in §2.07(1) of this Code. Each Alderperson shall further receive \$600 per year as a general expense allowance, plus such additional expenses or per diem allowances as are specifically authorized by this Code or by resolution of the Common Council. (1686 04/21/93, 1598 04/09/91, 1597 04/09/91, 1527 12/13/88, 1788 03/14/95, 2212 10/25/2005)
- (b) Effective January 1, 2020, subs. (a), above, shall cease to apply to Alderpersons upon the start of their term of office, and instead Alderpersons shall receive a base salary of \$400 per month in addition to the expense allowance provided for in §2.07(1) of this Code.

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

City Clerk: _____

NBR - 1

RESOLUTION NO. 2019-

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background: This is the renewal of the agricultural land lease for the Jackson property. Based on the terms of the Land Lease agreement (attached), the current Lessee submitted a written request for renewal of the lease. The term continues to be three years and the rental rate remains at \$160 per acre. There is an escape clause that allows the City to terminate the lease at the conclusion of any growing season and payment is required March 1st of each year rather than upon execution.

The Finance/Personnel Committee considered this matter at their November 12th meeting and has recommended approval.

Fiscal Note: (4 one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments

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

THAT the Mayor shall be hereby authorized to execute a lease with Tim Johnson, d/b/a Cedar View Farms, Inc. for the 60-acres of tillable land on the former Jackson property for the term of January 01, 2020 to December 31, 2022 at a base price of \$9,600 (60 acres x \$160 per acre) in accordance with the terms and conditions contained in the attached Land Lease agreement.

Offered by: Finance Committee
Motion:
Second:

Approved: _____
Attest: _____

LAND LEASE

This Agreement made between City of Baraboo, Wisconsin (Lessor) and Timothy E Johnson d/b/a Cedar View Farms, LLC. (Lessee).

Lessor and Lessee, in consideration of the promises and covenants set forth herein and hereby agree as follows:

1. Lessor leases to Lessee for the Term the real estate as shown on the map, attached hereto and made a part hereof (Leased Premises). The parties agree that the Leased Premises consists of 60 acres and only includes the real estate planted in 2010 and Lessee shall not work any real estate not shown as being part of the Leased Premises.
2. Except as provided for herein regarding possible early termination, the Term of this Lease shall be from January 1, 2020, to December 31, 2022.
3. Lessee shall pay Lessor rental of \$9,600 per year for leasing the 60 acres for the Term or at a rate of \$160 per acre per year, with payments to be made as hereinafter set forth.
4. Lessee, on paying the rental in the manner and form herein provided, and performing the covenants, agreements and conditions herein shall quietly and peaceably have, hold and enjoy the Leased Premises for the Term.
5. At the end of the Term of this Lease, Lessee shall quietly and promptly yield and surrender the Leased Premises to Lessor in as good condition as when taken by Lessee, reasonable wear and tear by the elements excepted.
6. If Lessee fails to promptly make the rental payments as hereinafter provided, or if Lessee fails to keep any of the covenants, agreements and conditions of this Lease, the said Lessor shall have the right to re-enter and take possession of said Leased Premises, hold, enjoy and re-rent the same, without such re-entry working a forfeiture of the rental to be paid hereunder for the full term of this Lease.
7. Lessee shall be responsible for keeping and maintaining the fences now on the Leased Premises in as good a condition of repair as when possession of the Leased Premises was taken by Lessee. If Lessee desires additional fences on the Leased Premises, Lessee shall build the same at the sole expense of Lessee.
8. Lessor shall pay when due the real estate taxes, if any, assessed against the Leased Premises during the Term of the Lease.
9. Lessee shall cultivate the Leased Premises in a thorough and careful manner using good husbandry methods.
10. Lessee shall only use the Leased Premises for the growing of crops and for no other purpose whatsoever, unless expressly authorized by Lessor in writing.
11. Lessee shall use diligence to prevent and keep the Leased Premises free from all noxious weeds and grasses, and in case any such noxious weeds appear on the Leased Premises, Lessee shall immediately destroy the same and prevent bearing seed, and comply in all respects with the Wisconsin Statutes as to the time and manner of destroying the same.

12. Lessee shall pay all crop expense incurred pursuant to the use of the Leased Premises, including, but not limited to, all expense of planting, cultivation, harvesting and hauling any crops grown on the Leased Premises. Lessee shall promptly pay any and all charges incurred in connection with the use of the Leased Premises and Lessee shall not cause, allow or permit any lien or encumbrance to attach to the Leased Premises by reason of Lessee's use thereof or by virtue of the rights granted pursuant to this lease.
13. All seeds, lime, fertilizer and chemicals spread on the Leased Premises during the Term of this Lease shall be promptly paid by Lessee. Lessee agrees to fertilize the Leased Premises as necessary to maintain the fertility of the soil in the same condition as at the commencement of this Lease. Lessee may spread barnyard manure on the Leased Premises, and Lessor shall have the right to spread DNR approved sludge from the city's treatment plant on the Leased Premises as in the past, provided, that this activity does not interfere with Lessee's use of the Leased Premises as set forth herein. Lessee shall use good stewardship practices to protect the long-term productivity of the Leased Premises.
14. Lessee shall only use farming practices that control soil erosion according to an approved conservation plan and Lessee shall keep in good repair and preserve all terraces, open ditches, and established water-courses or ditches including grassy waterways on the Leased Premises and Lessee shall refrain from any practices that will injure or damage the same.
15. Lessee shall comply with all Local, County, State, and Federal regulations pertaining to farming, air pollution, fertilizer application, pesticide application, water resources, hazardous waste disposal. A violation of this provision shall be considered a default of the terms of this Lease and Lessor may terminate this agreement.
16. Lessee shall not participate in any government program that encumbers the Leased Premises in any respect beyond the Term.
17. Lessee understands that Lessor has acquired the Leased Premises for the purpose of developing the lands for industrial and business purposes and that, therefore, Lessor reserves the right to enter upon the Leased Premises at all reasonable times for purpose of inspecting, testing, surveying and such other activities as Lessor deems necessary, provided that Lessor's activities in this regard shall not interfere with Lessee's use of the Leased Premises. Additionally, Lessor may unilaterally terminate this lease at the end of any crop year, subject to the Lessee harvesting crops already planted or sown.
18. This Lease shall not be assigned or any part of the Leased Premises sublet by Lessee without the prior written consent of Lessor.
19. Lessee shall carry Farm Liability Insurance and provide the Lessor with a signed Certificate of Insurance to verify such coverage is in effect. Lessee shall promptly deliver to the Lessor a signed Certificate of Insurance for any renewal of the original policy. Lessee shall immediately notify the Lessor in writing of any changes or cancelation of said policy.
20. Lessee shall and does hereby assume liability to any person, firm or corporation whomsoever for bodily injury or death arising from the location, condition or use of The Leased Premises or the rights granted to Lessee pursuant to this lease, and resulting from the intentional acts or negligence of the Lessee, and Lessee shall indemnify, defend and hold harmless Lessor of and from all liability, claim and demand whatsoever arising from its intentional or negligent acts.

- 21. The annual rental payment for shall be paid to Lessor no later than the first day of March of each year.
- 22. The parties agree that if Lessee complies with all the terms and conditions of this Lease, Lessee shall be entitled to all farm products raised on the Leased Premises during the Term of this Lease.
- 23. Lessor agrees that Lessee may use existing driveways for ingress and egress to the Leased Premises.
- 24. Neither party shall pledge the credit of the other party hereto for any purpose whatsoever. Neither party shall be responsible for debts or liabilities incurred by the other party or for damages caused by the other party. Nothing herein shall be construed as a partnership, joint venture or similar arrangement between Lessor and Lessee.
- 25. In further consideration of the mutual promises set forth herein, and for other good and valuable consideration, the receipt of which is acknowledged by Lessee, Lessee acknowledges and agrees that a portion of the Leased Premises may be subject to flooding, excess moisture, low water table, and the like and Lessee understands that planting crops in such area is being done at Lessee's sole risk of loss or damage. Lessee further hereby forever releases and discharges the City of Baraboo, its officers, officials, employees, and agents from any and all claims, demands, actions and causes of action of any sort for any damages whatsoever sustained by Lessee as a result of or in connection with Lessee's use of the Leased Premises, including, but not limited to, damage to crops, equipment, or any other thing due to flooding, excess moisture, low water table or the like. Lessee expressly understands and agrees that Lessor would not enter into this lease agreement with Lessee unless Lessor is fully assured that it will not be responsible for any damages or loss that Lessee might suffer or sustain to their crops from flooding or similar causes.
- 26. This Lease is binding upon the heirs, representatives, successors and assigns of the parties hereto.

Dated this ____ day of November, 2019.

CEDAR VIEW FARMS, LLC.
LESSEE

CITY OF BARABOO, WISCONSIN
LESSOR

By: _____
Timothy E Johnson, Managing Member

By: _____
Michael Palm, Mayor

The City of Baraboo, Wisconsin

Background: The City is required to give notice of the anticipated BID assessments and pass a preliminary resolution identifying the assessment. A final resolution will appear on the November 26, 2019 Council agenda. This procedure is used each time a BID assessment is proposed and is required by law.

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

Comments:

Whereas, the Common Council of the City of Baraboo has created a Business Improvement District (BID) for the City of Baraboo, and;

Whereas, the BID has submitted an operating plan for the BID for 2020 and;

Whereas, the Operating Plan for the BID proposes that the implementation of the Plan be funded through a special assessment upon all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The assessment shall be based on the equalized value of property in the BID and the proposed assessment shall be \$1.5963838 of \$1000 of assessed value.

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

That the BID operating plan is accepted.

That said Council intends to levy and collect an assessment upon all business, manufacturing and mixed business and residential property in the BID, as follows:

- The purpose of the assessment is to fund the BID Operating Plan for the calendar year 2020
- The limits of the proposed assessment district are as follows:
 “The centerline of 1st Street and 1st Avenue on the South; the centerline of Birch Street on the West, the centerline of the alley running East and West between 6th and 7th Avenue on the North; and a line running North and South through the center of Block 12,13,24,25,36 and 37 of the Plat of the City of Baraboo, formerly Adams, on the East.”
- The proposed assessment is for calendar year 2020.
- The proposed assessment shall be paid in one installment.
- The proposed assessment shall be on all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The date for determining eligibility for exemption from this BID assessment shall be January 1 of the year of the adoption of the Final Resolution by the City Council.
- The amount of the proposed assessment is \$1.60 per \$1000 of value of said property based on the 2019 tax roll assessment.
- The proposed assessments shall be due the first day of March 2020 which is the first day of the second month following adoption by the City Council of a resolution levying assessments. Those assessments not paid by that date shall become delinquent as per Section 66.60(15) of the Wis. Stats.

BE IT FURTHER RESOLVED that a public hearing to hear public comment concerning BID Assessments will be held on November 26, 2019 at 7:00 p.m. in the Council Chambers. The City Clerk is directed to properly notice all property owners within the BID of the public hearing and proposed assessment.

Offered by: Finance Comm.

Approved: _____

Motion:

Second:

Attest: _____

2020 BID BUDGET FINAL

	2020	
REVENUE		
Assessment	\$46,900.00	
Farmer's Market	\$1,000.00	
TOTAL REVENUE		\$47,900.00
EXPENSES PROMOTIONS		
Downtown Baraboo Light Parade	\$3,000.00	
Downton Baraboo Holiday Advertisng	\$2,000.00	
Advertising DBI Event Coordinate Support	\$3,000.00	
Devil's Lake Advertising	\$1,500.00	
Farmer's Market	\$2,000.00	
Image Adv Campaign	\$9,000.00	
PROMOTIONS TOTAL		\$20,500.00
PARKING LOT DEVELOPMENT		
Parking lot reserve	0	
Landscape and Maintenance	\$1,500.00	
PARKING LOT TOTAL		\$1,500.00
ADMINISTRATIVE		
Supplies	\$200.00	
Insurance	\$650.00	
Professional Services (audit)	\$2,000.00	
Accounting Services Operating	\$800.00	
Expenses	\$0.00	
ADMINISTRATIVE TOTAL		\$3,650.00
APPEARANCE/BANNERS		
Hanging Flower Baskets	\$8,000.00	
Spring	\$800.00	
Winter	\$975.00	
Summer	\$725.00	
Fall Décor	\$700.00	
Flags	\$300.00	
Pole Décor	\$3,500.00	
Install Labor	\$1,000.00	
Other	\$3,000.00	
APPEARANCE/BANNERS TOTAL		\$19,000.00
BUSINESS DEVELOPMENT	\$3,250.00	
BUSINESS DEVELOPMENT TOTAL		\$3,250.00
TOTAL EXPENSES		\$47,900.00
REVENUE OVER (UNDER) TOTAL		\$0.00

BUSINESS IMPROVEMENT DISTRICT OPERATING PLAN

BARABOO, WISCONSIN

INTRODUCTION

This document is the Operating Plan for the Business Improvement District (BID). This Operating Plan has been prepared as a general guide for the purpose goals, projects and activities of the Business Improvement District (BID) for the BID area as delineated on the attached map. The Operating Plan was developed based on the needs identified by downtown property owners, merchants and service providers and complies with the requirements of §66.06 Wis. Stats.

PURPOSE OF THE BUSINESS IMPROVEMENT DISTRICT

The purpose of the Business Improvement District is to provide an organizational and funding mechanism to support the development, improvement and promotion of the downtown area for the economic benefit of all businesses within the District as well as the general, social and economic benefit of the people of the City of Baraboo and its thousands of annual visitors.

The Baraboo Business Improvement District is also created to further the aims of the City's Master Plan. The central business district is integral to the total economic well being of the City of Baraboo. As such, it must guarantee the mix of service and retail shops necessary to meet the need of present and future residents of the City. As the governmental center for both the City and the County, and the location of numerous retail and service oriented establishments, Baraboo's BID must continue to maintain its vitality and solvency. The creation of a BID will guarantee that the additional funding necessary for focused developments, improvements, renovation, promotion and economic restructuring of the downtown are available, without depleting the present supply of funding necessary for other city-wide maintenance and improvements projects and programs.

GOALS OF THE BUSINESS IMPROVEMENT DISTRICT

The goals of the BID are to:

1. Work with the City and County for increased parking areas and better parking enforcement.
2. Carry out marketing and promotional strategies which present a unified image for the downtown Baraboo "Shopping Center" to the existing trade area and tourists.
3. Coordinate planning and development efforts for bringing new businesses and projects into the downtown area.
4. Encourage improving the appearance of the downtown by promoting private investment in buildings and working to maintain or increase expenditures on public areas of the City, County and through use of the BID funds.

5. Coordinate downtown development, promotional events, and maintenance efforts between the City, downtown merchants, service providers and land owners, Downtown Baraboo, Inc., the Baraboo Area Chamber of Commerce and the other public and private entities.
6. Activate the annual BID programs as defined in the BID Budget and maintain compliance with the strong BID Law.

DESCRIPTION OF BUSINESS IMPROVEMENT DISTRICT

All properties shown within the boundary of the attached map shall be deemed to be part of and within the Baraboo Business Improvement District to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes.

ANNUAL BUDGET AND METHOD OF FINANCING

The current year annual BID Budget as approved by the Common Council shall be deemed to be incorporated by reference and made a part of the Operating Plan. The budget shall specify the kind, number, and location of proposed expenditures. (See §66.608(1) (f) Wis. Stats).

The Operating Plan shall be funded through special assessments. The assessment will be based on the equalized value of all of the non-exempt properties in the BID properties as assessed.

All special assessments received for the BID or other monies received by the BID shall be placed in a segregated account in the City Treasury. No disbursements from that account may be made except to reimburse the City for appropriations other than special assessments, to pay the costs of audits required by the State law, or on order of the BID Board for the purpose of implementing this Operating Plan. If the BID is terminated, the City Common Council shall be authorized to continue to levy and collect special assessments against properties within the District until all contractual obligations of the BID have been paid in full. On termination of the BID, all monies collected by special assessment remaining in the BID account shall first be used to fulfill contractual obligations of the BID and any remaining balance shall be disbursed to the owners of specially assessed property in the BID in the same proportion as the last collected special assessment (See §66.608(4) Wis. Stats). The City shall obtain an additional independent certified audit upon termination of the BID.

The BID Board shall prepare and make available to the public, annual reports describing the current status of the BID, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the Operating Plan obtained by the City. (See §66.608(3) (c) Wis. Stats).

BOARD OF DIRECTORS

The Mayor shall appoint nine (9) members to the BID Board of Directors to implement this plan. This appointment of Board members shall be subject to confirmation by the Common Council and the members shall serve staggered terms as designated by the Council. A majority of the Board members shall own or occupy real property in the BID.

THE BOARD SHALL CONSIST OF THE FOLLOWING:

- 4 OWNER-OCCUPANTS
- 2 RETAIL-TENANTS
- 2 SERVICE PROVIDERS
- 1 COMMON COUNCIL MEMBER

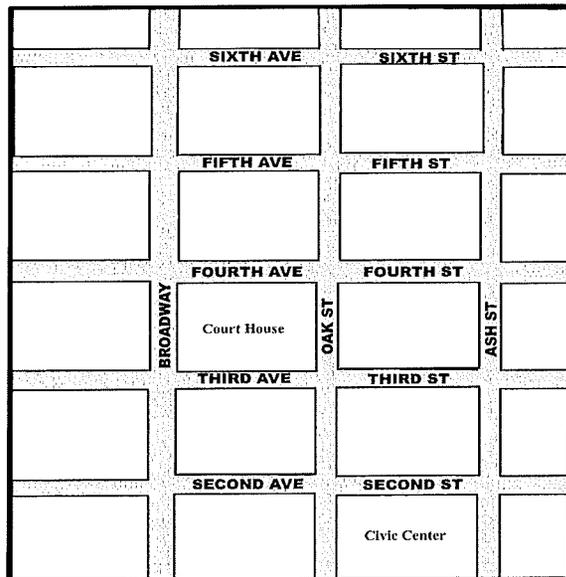
The term of office for BID Board Members shall be three (3) years, except the Common Council Member shall serve one (1) year term. Terms shall begin on May 1, of each year.

When a BID Board Member is no longer qualified for membership on the BID Board, said Board Member shall be disqualified upon the appointment of a successor by the Mayor, who shall make such an appointment within sixty (60) days after the Board Member is no longer qualified. A Board Member shall not be qualified if he/she is not an owner of property in the BID, or an owner occupant of property in the BID, or a retail tenant of property in the BID, or a service provider of property in the BID, or a Common Council Member.

SPECIAL POWERS OF THE BID BOARD

The BID Board shall have all powers necessary or convenient to implement this Operating Plan including the power to contract and to borrow money and the power to adopt By-Laws and Rules of Procedure. (See §66.608(3)(d) Wis. Stats.).

THE BOUNDARIES OF THE BUSINESS IMPROVEMENT DISTRICT are as follows:



The Boundaries of the District are as follows:

The Centerline of First Street and First Avenue on the South; the Centerline of Birch Street on the West; the Centerline of the alley running East and West between Sixth and Seventh Streets and Sixth and Seventh Avenue on the North; and a line running North and South through the enter of Bloxks 12, 13, 24, 25, 36, and 37 of the Plat of the City of Baraboo, formerly Adams, on the East.

The BID Board shall be authorized by a two-thirds vote of its members to transfer expenditures from one sub-account to another within the BID budget, except that transfers from the contingency account may be made by a majority vote of all the Board members, provided that such expenditures are for any of the same purposes itemized in the current budget. BID budgetary income received during a fiscal year shall be allocated to the contingenc fund. Any expenditures made from the contingency fund for new pruposes shall require a three-fourths vote of the members of the Board pursuant to §65.06 (7) Wis Stats.

The Board shall be authorized to establish in its annual budget a non-lapsing reserve account to be used exclusively for future capital improvements within the BID, such as, the acquisition of land for public parking purposes, lighting, marking, signage, landscaping, sidewalk construction and garbage recepraclcs. The projected carryover balance in this account at the end of each fiscal year (December 31) shall be shown in the annual BID budget. This reserve account shall further be maintained in accordance with the City's account practices and auditing requirements.

This Plan shall be effective on the date of adoption by the Baraboo Common Council.

Approved by the BID Board on _____

Approved by the Baraboo Common Council on _____

Parcel Number	House #	Address	Owner	Residential Commercial	Exempt	Non-Exempt	2019 Assessed Value	BID Assessment
1263-00000	805	Broadway	PEOPLE HELPING PEOPLE	Exempt local	Exempt	Non-Exempt	\$0.00	\$0.000
1275-00000	808	Broadway	Mark & Laura Harman-Krause	Commercial	Non-Exempt	Non-Exempt	\$148,000.00	\$236,260
1285-00000	111	6th St	Protestant Episcopal Ch	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1302-00000	720	Ash St	Hope House of South Central WI	Exempt other	Exempt	Exempt	\$0.00	\$0.000
1316-00000	702	Oak St	Kono Properties LLC	Commercial	Non-Exempt	Non-Exempt	\$218,800.00	\$349,290
1319-00000	121	5th St	Baraboo District Ambulance Service BDAS	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1321-00000	701	Ash St	Ingemund Lanman & Stephanie Shanks	Commercial	Non-Exempt	Non-Exempt	\$288,600.00	\$460,720
1327-00000	127	6th Ave	Trustees Congregational United Ch	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1328-00000	131	6th Ave	Congregational Church	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1329-00000	710	Broadway	Mathew Colby	Commercial	Non-Exempt	Non-Exempt	\$198,400.00	\$316,720
1330-00000	116	5th Ave	Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1331-00000	112	5th Ave	GB Real Estate LLC	Commercial	Non-Exempt	Non-Exempt	\$147,400.00	\$235,310
1333-00000	701	Oak St	Jgk Investments LLC	Commercial	Non-Exempt	Non-Exempt	\$278,300.00	\$444,270
1334-00000	717	Broadway	Robert W Jordan LC	Commercial	Non-Exempt	Non-Exempt	\$444,400.00	\$709,430
1346-00000	701	Broadway	Crig and Courtney Warren	Commercial	Non-Exempt	Non-Exempt	\$131,500.00	\$209,920
1393-00000	623	Broadway	Joseph Colossa Jr, Donald Horowitz c/o AI Rindling Mansion	Commercial	Non-Exempt	Non-Exempt	\$258,200.00	\$412,190
1394-00000	227	5th Ave	Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1395-00000	622	Birch St	Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1396-00000	0		Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1397-00000	222	4th Ave	Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1398-01000	214	4th Ave	First United Methodist Church	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1398-10000	214	4th ave	Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1399-00000	214	4th Ave	First United Methodist Church	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1400-00000	627	Oak St	Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1401-00000	619	Oak St	Legal F. Part	Commercial	Non-Exempt	Non-Exempt	\$617,100.00	\$985,130
1402-00000	109	5th Ave	109 Properties LLC	Commercial	Non-Exempt	Non-Exempt	\$138,400.00	\$220,940
1403-00000	124	4th ave	Califsch Properties/Square Tavern LLC	Commercial	Non-Exempt	Non-Exempt	\$29,000.00	\$46,300
1405-00000	127	5th Ave	Todd J. Frawley	Commercial	Non-Exempt	Non-Exempt	\$152,700.00	\$243,770
1406-00000	620	Broadway	David Christian	Commercial	Non-Exempt	Non-Exempt	\$106,000.00	\$169,220
1407-00000	144	4th Ave	Joseph J. Screnock	Commercial	Non-Exempt	Non-Exempt	\$431,600.00	\$689,000
1408-00000	146	4th Ave	James A. Dickey	Commercial	Non-Exempt	Non-Exempt	\$189,600.00	\$302,670
1410-00000	128	4th Ave	AI Ringling Theatre Friends Inc	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1412-00000	124	4th Ave	Square Tavern LLC	Commercial	Non-Exempt	Non-Exempt	\$157,500.00	\$251,430
1413-00000	120	4th Ave	Todd M. Wickus	Commercial	Non-Exempt	Non-Exempt	\$208,900.00	\$333,480
1414-00000	116	4th Ave	J E T Properties LLC	Commercial	Non-Exempt	Non-Exempt	\$191,700.00	\$306,030
1415-00000	112	4th Ave	J E T Properties LLC	Commercial	Non-Exempt	Non-Exempt	\$180,500.00	\$288,150
1416-00000	110	4th Ave	Tommy L. Lopez	Commercial	Non-Exempt	Non-Exempt	\$199,700.00	\$318,800
1417-00000	106	4th Ave	JRG Properties LLC	Commercial	Non-Exempt	Non-Exempt	\$149,100.00	\$238,020
1418-00000	102	4th Ave	T. T. Properties	Commercial	Non-Exempt	Non-Exempt	\$377,400.00	\$602,480
1419-00000	0		Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1420-00000	120	5th St	Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000
1421-00000	0		Baraboo, City of	Exempt local	Exempt	Exempt	\$0.00	\$0.000

Parcel Number	House #	Address	Owner	Residential Commercial	Exempt	Non-Exempt	2019 Assessed Value	BID Assessment
1422-00000	108 5th St		Baraboo, City of	Exempt local		Exempt	\$0.00	\$0.000
1423-00000	618 Oak St		Sage-Louise Holdings LLC	Commercial	Non-Exempt		\$250,200.00	\$399,420
1424-00000	616 Oak St		Cardinal Contractors Inc	Commercial	Non-Exempt		\$109,200.00	\$174,330
1425-00000	614 Oak St		Linda Cafirsch Adamske	Commercial	Non-Exempt		\$119,100.00	\$190,130
1426-00000	610 Oak St		Gary A. Nelson	Commercial	Non-Exempt		\$290,400.00	\$463,590
1427-00000	606 Oak St		John C. Ireta L Mc Nabb Living Trust	Commercial	Non-Exempt		\$132,700.00	\$211,840
1428-00000	101 4th St		Nancy Jo Dillman	Commercial	Non-Exempt		\$132,700.00	\$211,840
1429-00000	107 4th St		Alvin D. Follendorf	Commercial	Non-Exempt		\$249,700.00	\$398,620
1430-00000	111 4th St		Michael J. Nauman	Commercial	Non-Exempt		\$151,700.00	\$242,170
1431-00000	113 4th St		David L & Janice M Deppe Lvg Trust	Commercial	Non-Exempt		\$174,300.00	\$278,250
1432-00000	115 4th St		David L & Janice M Deppe Lvg Trust	Commercial	Non-Exempt		\$136,100.00	\$217,270
1433-00000	119 4th St		Mike Muscanerac & Associates LLC	Commercial	Non-Exempt		\$192,600.00	\$307,460
1433-10000	117 4th St		Mike Muscanerac & Associates LLC	Commercial	Non-Exempt		\$185,300.00	\$295,810
1434-00000	121 4th St		Jeffrey G. Hill Lc	Commercial	Non-Exempt		\$171,400.00	\$273,620
1435-00000	125 4th St		Jean L. Sandmire	Commercial	Non-Exempt		\$194,600.00	\$310,660
1436-00000	131 4th St		Iroquois Investments LLC	Commercial	Non-Exempt		\$29,200.00	\$46,610
1437-00000	127 4th St		Judy L. Weiland Trust	Commercial	Non-Exempt		\$144,900.00	\$231,320
1437-10000	129 4th St		Aces Properties LLC	Commercial	Non-Exempt		\$161,900.00	\$258,450
1438-00000	135 4th St		Baraboo, City of	Exempt local		Exempt	\$0.00	\$0.000
1448-00000	203 4th St		GKU Holdings LLC	Commercial	Non-Exempt		\$129,400.00	\$206,570
1459-00000	520 Ash St		United C. Ccp	Commercial	Non-Exempt		\$276,800.00	\$441,880
1461-00000	506 Ash St		John E. Lee	Commercial	Non-Exempt		\$95,200.00	\$151,980
1464-00000	500 Ash St		Baraboo, City of	Exempt local		Exempt	\$0.00	\$0.000
1469-00000	134 4th St		Baraboo, City of	Exempt local		Exempt	\$0.00	\$0.000
1470-00000	130 4th St		Kendall Telephone Inc	Exempt local		Exempt	\$0.00	\$0.000
1471-00000	126 4th St		Ziegler Real Estate LLC	Commercial	Non-Exempt		\$357,900.00	\$571,350
1472-00000	114 4th St		Andrew L. Hager	Commercial	Non-Exempt		\$65,800.00	\$105,040
1473-00000	116 4th St		Hebron Properties LLC	Commercial	Non-Exempt		\$96,400.00	\$153,890
1474-00000	532 Oak St		Fritsch Corner Properties LLC	Commercial	Non-Exempt		\$286,700.00	\$457,680
1475-00000	522 Oak St		Fritsch Properties LLC	Commercial	Non-Exempt		\$340,100.00	\$542,930
1475-10000	0		Baraboo, City of	Exempt local		Exempt	\$0.00	\$0.000
1476-00000	516 Oak St		Gerald & Cherie McCammond	Commercial	Non-Exempt		\$185,200.00	\$295,650
1477-00000	512 Oak St		Gerald & Cherie McCammond	Commercial	Non-Exempt		\$185,200.00	\$295,650
1478-00000	506 Oak St		Wells Fargo Bank Wisconsin	Commercial	Non-Exempt		\$0.00	\$0.000
1479-00000	502 Oak St		Wells Fargo Bank Wisconsin	Commercial	Non-Exempt		\$1,622,000.00	\$2,589,330
1481-00000	113 3rd St		Nevrus S. Cobal Family Trust	Commercial	Non-Exempt		\$132,300.00	\$211,200
1482-00000	115 3rd St		Gbd Enterprises LLC	Commercial	Non-Exempt		\$129,000.00	\$205,930
1483-00000	117 3rd St		Gbd Enterprises LLC	Commercial	Non-Exempt		\$316,300.00	\$504,940
1484-00000	127 3rd St		Peach Blossom LLC	Commercial	Non-Exempt		\$354,700.00	\$566,240
1485-00000	129 3rd St		Andrew A. Johnson Lc	Commercial	Non-Exempt		\$242,700.00	\$387,440
1486-00000	135 3rd St		421 Properties LLC	Commercial	Non-Exempt		\$127,500.00	\$203,540
1487-00000	137 3rd St		Steffes Commercial Properties LLC	Commercial	Non-Exempt		\$284,300.00	\$453,850
1489-00000	143 3rd St		Robert H. Kurz	Commercial	Non-Exempt		\$185,600.00	\$296,290

Parcel Number	House #	Address	Owner	Residential Commercial	Exempt	Non-Exempt	2019 Assessed Value	BID Assessment
1490-00000	147	3rd St	24 Brix Properties, LLC	Commercial	Non-Exempt		\$631,000.00	\$847,680
1493-00000	0		Sauk County	Exempt county	Exempt		\$0.00	\$0.000
1494-00000	515	Broadway	Kathryn K. Kruse	Commercial	Non-Exempt		\$112,000.00	\$178,790
1495-00000	515	Broadway	Frederick Kruse Jr	Commercial	Non-Exempt		\$161,200.00	\$257,340
1496-00000	513	Broadway	Sauk County	Exempt county	Exempt		\$0.00	\$0.000
1497-00000	213	4th Ave	Sauk County	Exempt county	Exempt		\$0.00	\$0.000
1497-10000	0	4th Ave	Baraboo, City of	Exempt local	Exempt		\$0.00	\$0.000
1498-00000	221	4th Ave	Baraboo, City of	Exempt local	Exempt		\$0.00	\$0.000
1499-00000	227	4th Ave	Baraboo, City of	Exempt local	Exempt		\$0.00	\$0.000
1500-00000	233	4th Ave	Cindy Kruse	Commercial	Non-Exempt		\$110,800.00	\$176,880
1501-00000	232	3rd Ave	Sauk County	Exempt county	Exempt		\$0.00	\$0.000
1502-00000	508	Birch St	Phillip T. Smith	Commercial	Non-Exempt		\$82,000.00	\$130,900
1503-00000	226	3rd Ave	Sauk County	Exempt county	Exempt		\$0.00	\$0.000
1504-00000	222	3rd Ave	Sauk County	Exempt county	Exempt		\$0.00	\$0.000
1505-00000	505	Broadway	Sauk County	Exempt county	Exempt		\$0.00	\$0.000
1553-00000	201	3rd Ave	Mc Gann Furniture Inc	Commercial	Non-Exempt		\$456,400.00	\$728,590
1554-00000	215	3rd Ave	Mc Gann Furniture Inc	Commercial	Non-Exempt		\$85,000.00	\$135,690
1554-10000	221	3rd Ave	Real Mercer & Maffei	Commercial	Non-Exempt		\$398,500.00	\$636,160
1555-00000	207	3rd Ave	Mc Gann Furniture Inc	Commercial	Non-Exempt		\$214,600.00	\$342,580
1556-00000	223	3rd Ave	Am Investment Group LLC	Commercial	Non-Exempt		\$105,500.00	\$168,420
1557-00000	227	3rd Ave	Baraboo, City of	Exempt local	Exempt		\$0.00	\$0.000
1567-00000	401	Broadway	Schwarz Baraboo Properties LLC	Commercial	Non-Exempt		\$171,300.00	\$273,460
1568-00000	409	Broadway	A EDWARDS PROPERTIES LLC LC	Commercial	Non-Exempt		\$151,200.00	\$241,370
1569-00000	101	3rd Ave	Baraboo State Bank	Commercial	Non-Exempt		\$2,720,000.00	\$3,352,410
1571-00000	113	3rd Ave	BARABOO STATE BANK	Commercial	Non-Exempt		\$128,300.00	\$204,820
1572-00000	115	3rd Ave	Endless LLC	Commercial	Non-Exempt		\$212,900.00	\$339,870
1573-00000	119	3rd Ave	Tim Ruff Dairy Inc	Commercial	Non-Exempt		\$173,600.00	\$277,130
1574-00000	123	3rd Ave	Corey & Andrea Carlson	Commercial	Non-Exempt		\$198,700.00	\$317,200
1575-00000	129	3rd Ave	Ploetz Furniture Company LLC	Commercial	Non-Exempt		\$298,800.00	\$477,000
1576-00000	133	3rd Ave	Central Agave LLC	Commercial	Non-Exempt		\$106,200.00	\$169,540
1577-00000	135	3rd Ave	Building Corp WEAC Region 5	Exempt local	Exempt		\$0.00	\$0.000
1578-00000	137	3rd Ave	Pacjels Financial Ltd	Commercial	Non-Exempt		\$232,100.00	\$370,520
1579-00000	141	3rd Ave	Pacjels Financial Ltd	Commercial	Non-Exempt		\$702,800.00	\$1,121,940
1580-00000	406	Broadway	Timothy D. Borota	Commercial	Non-Exempt		\$91,200.00	\$145,590
1581-00000	402	Broadway	William S. Johnsen LC	Commercial	Non-Exempt		\$199,800.00	\$318,960
1582-00000	124	2nd Ave	Patrick E. Weiland	Commercial	Non-Exempt		\$175,200.00	\$279,690
1585-00000	108	2nd Ave	Tr Masonic Lodge # 34	Exempt local	Exempt		\$0.00	\$0.000
1586-00000	407	Oak St	GKJ Holdings LLC	Commercial	Non-Exempt		\$196,500.00	\$313,690
1587-00000	0	Oak St	Ploetz Furniture Company LLC	Commercial	Non-Exempt		\$3,700.00	\$5,910
1588-00000	411	Oak St	Richard D. Brescia	Commercial	Non-Exempt		\$138,300.00	\$220,780
1589-00000	413	Oak St	Scott A. Didrickson	Commercial	Non-Exempt		\$124,900.00	\$199,390
1590-00000	150	3rd St	Holmen Properties LLC	Commercial	Non-Exempt		\$182,700.00	\$291,660
1591-00000	148	3rd St	Lloyd & Karen Bynbe Living Trust	Commercial	Non-Exempt		\$112,200.00	\$179,110

Parcel Number	House #	Address	Owner	Residential Commercial	Exempt	Non-Exempt	2019 Assessed Value	BID Assessment
1592-00000	144	3rd St	TDG Properties LLC	Commercial	Non-Exempt		\$182,300.00	\$291,020
1593-00000	415	Ash St	John M. Donahue	Commercial	Non-Exempt		\$81,300.00	\$129,790
1594-00000	142	3rd St	Dean L. Douglas Lc	Commercial	Non-Exempt		\$179,400.00	\$286,390
1595-00000	138	3rd St	CKP INVESTMENTS LLC	Commercial	Non-Exempt		\$163,500.00	\$261,010
1595-10000	136	3rd St	John C & Ireta L Mc Nabb Living Trust	Commercial	Non-Exempt		\$169,800.00	\$271,070
1596-00000	132	3rd St	Jamerika Properties Inc	Commercial	Non-Exempt		\$168,100.00	\$268,350
1597-00000	130	3rd St	John L. Banks	Commercial	Non-Exempt		\$190,300.00	\$303,790
1598-00000	126	3rd St	LAURAMARK PROPERTIES LLC	Commercial	Non-Exempt		\$156,700.00	\$250,150
1599-00000	124	3rd St	John C & Ireta L Mc Nabb Living Trust	Commercial	Non-Exempt		\$171,500.00	\$273,780
1600-00000	120	3rd St	Baraboo Investment Properties LLC	Commercial	Non-Exempt		\$262,500.00	\$419,050
1601-00000	116	3rd St	Ten Thirteen LLC LC	Commercial	Non-Exempt		\$158,700.00	\$253,350
1602-00000	112	3rd St	George Mueller	Commercial	Non-Exempt		\$187,100.00	\$298,680
1603-00000	110	3rd St	Samuel & Angela Kujak	Commercial	Non-Exempt		\$154,800.00	\$247,120
1604-00000	108	3rd St	B Complex LLC	Commercial	Non-Exempt		\$308,900.00	\$493,120
1605-00000	100	3rd St	B Complex LLC	Commercial	Non-Exempt		\$144,000.00	\$229,880
1606-00000	424	Oak St	Neat-O's Holdings LLC LC	Commercial	Non-Exempt		\$124,600.00	\$198,910
1607-00000	420	Oak St	Neat-O's Holdings LLC LC	Commercial	Non-Exempt		\$150,000.00	\$239,460
1608-00000	416	Oak St	SAFAY LLC	Commercial	Non-Exempt		\$125,100.00	\$199,710
1609-00000	412	Oak St	Axe Cap LLC	Commercial	Non-Exempt		\$199,800.00	\$318,960
1610-00000	410	Oak St	Vodak Enterprises LLC	Commercial	Non-Exempt		\$127,500.00	\$203,540
1611-00000	408	Oak St	Vodak Enterprises LLC	Commercial	Non-Exempt		\$196,600.00	\$313,850
1612-00000	111	2nd St	Vodak Enterprises LLC	Commercial	Non-Exempt		\$224,900.00	\$359,030
1613-00000	404	Oak St	Vodak Enterprises LLC	Commercial	Non-Exempt		\$280,000.00	\$446,990
1614-00000	400	Oak St	Vodak Enterprises LLC	Commercial	Non-Exempt		\$148,800.00	\$237,540
1615-00000	0		Baraboo American Legion Bldg Co	Exempt local	Exempt		\$0.00	\$0,000
1615-10000	0		Baraboo Foreign Serv Vet	Exempt local	Exempt		\$0.00	\$0,000
1616-00000	123	2nd St	WEGNER CPAS LLP	Commercial	Non-Exempt		\$650,000.00	\$1,356,930
1617-00000	0	2nd St	Baraboo, City of	Exempt local	Exempt		\$0.00	\$0,000
1623-00000	210	3rd St	Of Baraboo First Presbyterian Church	Exempt local	Exempt		\$0.00	\$0,000
1624-00000	416	Ash St	Presbyterian Church	Exempt local	Exempt		\$0.00	\$0,000
1627-00000	402	Ash St	Blue Charlie 2nd LLC	Commercial	Non-Exempt		\$100,900.00	\$161,080
1628-00000	406	Ash St	John D & Donna J Taapken Liv Trust	Commercial	Non-Exempt		\$175,800.00	\$280,640
1642-00000	322	Ash St	Smith Exempt Ono Marital Trust	Commercial	Non-Exempt		\$97,100.00	\$155,010
1643-00000	314	Ash St	Thyme Properties LLC	Commercial	Non-Exempt		\$134,500.00	\$214,710
1646-00000	219	1st St	Marchhare Bakery LLC	Commercial	Non-Exempt		\$74,900.00	\$119,570
1650-00000	0		Baraboo, City of	Exempt local	Exempt		\$0.00	\$0,000
1652-00000	113	2nd Ave	Baraboo State Bank	Commercial	Non-Exempt		\$203,800.00	\$325,340
1653-00000	314	Broadway	Chris Heuss	Commercial	Non-Exempt		\$239,900.00	\$382,970
1654-00000	304	Broadway	Jc's Broadway Diner LLC	Commercial	Non-Exempt		\$367,300.00	\$586,350
1660-00000	313	Oak St	Rick & Diane Lewison Living Trust	Commercial	Non-Exempt		\$325,600.00	\$519,780
1662-00000	315	Broadway	Baraboo Production Credit Assoc	Commercial	Non-Exempt		\$706,900.00	\$1,128,480
1663-00000	315	Broadway	Federal Production Credit Assoc	Commercial	Non-Exempt		\$62,000.00	\$98,980
1671-00000	303	Broadway	Ray & Kathryn Eckstein Trust	Commercial	Non-Exempt		\$344,700.00	\$550,270

Parcel Number	House #	Address	Owner	Residential Commercial	Exempt Non-Exempt	2019 Assessed Value	BID Assessment
					Total 2019 Assessed Value:	\$29,378,900.00	\$46,900.02

2020 BID Budget: \$46,900.00
 2020 Rate per \$1000: \$1.5963838
 \$0.0015963837992573

NBR - 3

RESOLUTION NO. 2019 -

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background: The Fire Department - a collection of buildings located at 135 4th Street and owned by the City - is not meeting its occupancy potential. Because the front portion of the building is two buildings joined through remodeling, relatively minor changes could facilitate the ability to lease portions of the property and become an alternate revenue source for the City.

The City has identified a potential tenant that would like to occupy the West end of the building, which is the old City Clerk portion of the building, for a retail business. The potential tenants would like occupancy as soon as possible to capitalize on the holiday season.

A draft one-year lease agreement has been reviewed by both the City Attorney and potential tenants. Included in the agreement are provisions for the City to collect rent in the amount of \$800/month, that the tenant indemnify the City, and that the City retains the right to terminate the lease with 90 days' notice to the tenant under certain circumstances.

Fiscal Note: **Not Required** **Budgeted Expenditure** **Not Budgeted**
Comments:

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

THAT the Common Council hereby authorizes the Mayor and City Clerk to execute a one-year lease agreement with Tracy and Anthony Hameau for their use of the west portion of the City-owned building located at 135 4th Street for a retail establishment that sells specialty food and gifts to the public.

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

Motion:

Second:

Attest: _____

COMMERCIAL LEASE AGREEMENT

DRAFT 11-7-19

THIS COMMERCIAL LEASE AGREEMENT ("Lease") is made this ____ day of _____, 2019, between the City of Baraboo, a Wisconsin municipal corporation with a mailing address of 101 South Blvd., Baraboo, WI 53913 ("Landlord") and Tracy and Anthony Hameau ("Tenant").

IN CONSIDERATION OF the Landlord leasing certain premises to the Tenant, the Tenant leasing those premises from the Landlord, and the mutual benefits and obligations set forth in this Lease, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties to this Lease (the "Parties") agree as follows:

1. Leased Premises. Landlord agrees to rent to the Tenant certain space located within the City owned building located at 135 Fourth Street, Baraboo, Wisconsin ("Building") more specifically described as the area located at in the old City Clerk's portion of the Building consisting of a total of 1,260 square feet ("Leased Premises"), as illustrated on Attachment A.
2. Term. The term of this Lease shall be for one calendar year, from _____, 2019 to _____, 2020 unless earlier terminated as provided for in this Lease.
3. Rent. Tenant shall pay to Landlord the sum of \$800.00 per month. Payment shall be made to the City of Baraboo, located at 101 South Blvd., Baraboo, WI 53913. If the start and/or end date for the Lease does not fall on the first of the month then the rent for said month will be prorated.
4. Security Deposit. Upon execution of this Lease, the Tenant will pay the Landlord a security deposit of \$500.00 to be held by the Landlord without interest. The Landlord will return the security deposit to the Tenant at the end of the tenancy, less such deductions as provided in this Lease, but no deduction will be made for damage due to reasonable wear and tear. The Tenant may not use the Security Deposit as payment for the Rent. Within 30 calendar days after the termination of this tenancy, the Landlord will deliver or mail the Security Deposit less any proper deductions or with further demand for payment to any such place as the Tenant advises.
5. Purpose. Tenant shall use the Leased Premises only for the purpose of operating a retail store which offers for sale to the public specialty foods and gifts. Tenant agrees that the use of the Leased Premises shall not be changed without the express written consent of the Lessor.
6. Signage. Tenant shall have the right, at its sole risk and expense and in conformity with applicable laws and ordinances, to erect and thereafter, to repair or replace, if it shall so elect, signs on any portion of the Leased Premises, providing that Tenant shall remove any such signs upon termination or expiration of this Lease, and repair all damage occasioned thereby to the Leased Premises. Tenant shall further have the right, at its sole risk and expense and in conformity with applicable laws and ordinances, to erect, maintain, place and install its usual and customary signs and fixtures in the interior of the Leased Premises.
7. Maintenance and Repairs.
 - (a) Landlord shall, at Landlord's expense, keep the Building in good tenantable condition and agrees to provide all major structural repairs and improvements to the Building, as well as to the electrical, plumbing, heating and ventilating systems; however, any repairs to the Building and/or Leased Premises necessitated by the acts and omissions

of the Tenant shall result in the Tenant being responsible for timely reimbursing to the Landlord the full and actual costs of said repairs.

- (b) Tenant shall keep the Leased Premises in a neat, clean and respectable condition and Tenant shall make such repairs on the Leased Premises as shall be necessary to keep said premises in at least as good a condition as when delivered to it by Landlord.
 - (c) Tenant shall be responsible for maintaining and keeping the Leased Premises in a safe condition for its employees, agents, representatives, invitees and customers.
 - (d) Tenant shall, at its own expense, have the right to make alterations and improvements to the Leased Premises provided; however, prior to the commencement of any such alteration or improvement, the Landlord shall, in each case and its sole reasonable discretion, give approval in writing for such alterations or improvements and the plans and specifications therefore.
 - (e) Tenant's taking of possession of the Leased Premises shall be conclusive evidence that the Leased Premises were in good order and in a safe and satisfactory condition when Tenant took possession, hidden or non-detectable defects excluded. Tenant agrees that no promise of Landlord to alter, remodel, decorate, clean or improve the Leased Premises and no representation respecting the condition of the Leased Premises has been made by Landlord to Tenant unless the same is set forth in this Agreement.
 - (f) Tenant shall be fully responsible for immediately alerting the Landlord of any unsafe condition on the Leased Premises.
 - (g) Landlord shall be responsible for snow and ice removal from the exterior of the Building.
8. Utilities. As long as this Lease is in effect, Landlord shall furnish at its sole cost and expense all heat and utilities for the Leased Premises except cable TV, internet and telephone; however, the Parties agree that the Landlord may require Tenant to pay for excess usage of utilities as reasonably determined by the Landlord. Landlord also reserves the right to separately meter the Leased Premises and, in such event, the cost of such utilities shall be at Tenant's sole expense. Tenant shall make no alteration or additions to the electrical equipment and/or appliances on the Leased Premises without the prior written consent of Landlord. Tenant agrees that at all times its use of electric current shall never exceed the capacity of the feeders to the Building or the risers or wiring installation.
9. Force Majeure. Landlord does not warrant that any of the services to be provided in this Lease will be free from interruptions caused by war, insurrection, civic commotion, riots, acts of God, governmental action, repairs, renewals, improvements, alterations, strikes, lockouts, picketing, whether legal or illegal, accidents, or any other cause or causes beyond the reasonable control of the Landlord. Any such interruption of services shall not be deemed an eviction or disturbance of the Tenant's use and possession of the Leased Premises of any part thereof, or render the Landlord liable to the Tenant for damages, or relieve the Tenant from performance of the Tenant's obligations under this Lease. Notwithstanding the foregoing, if any of the services provided for in this Lease are interrupted and such interruptions substantially impairs Tenant's use of the Leased Premises for a period in excess of 14 calendar days, the Tenant may terminate the Lease at Tenant sole discretion. Landlord shall use its best efforts to restore any of the

services so interrupted as promptly as possible.

10. Access to Leased Premises. Upon 24 hour notice to Tenant, except in an emergency in which case no notice is required, Landlord or Landlord's agents shall have the right to enter upon the Leased Premises to inspect the same and to make such repairs, alterations, improvements or additions to the Leased Premises as Landlord may deem necessary or desirable, provided that Landlord will not interrupt Tenant's retail business. If Tenant shall not be personally present to open and permit entry into the Leased Premises at any time when for any reason an entry shall be deemed necessary by Landlord or Landlord's agent, Landlord or Landlord's agent may enter the same by a key and such entry shall not in any manner affect the obligations and covenants of this Lease. Nothing contained in this Lease shall be deemed or construed to impose upon Landlord any obligation, responsibilities or liabilities whatsoever for the care, supervision or repair of the Leased Premises, other than as provided in this Lease.
11. Destruction of Leased Premises. If the Leased Premises or the Building are, in the sole judgement of Landlord, made untenable by fire or other casualty, Landlord shall elect by written notice to Tenant within 14 calendar days after the date of the fire or casualty: (a) to terminate this Lease as of the date of the fire or casualty, or (b) proceed to repair, restore or rehabilitate the building or the Leased Premises to a reasonable tenantable condition within 30 calendar days after the date of the destruction. In the event this Lease is not terminated pursuant to this section, rent shall abate on a daily basis during the period of untenability. In the event of the termination of this Lease pursuant to this section, rent shall be apportioned on a daily basis and paid to the date of the fire or other casualty.
12. Waiver of Claims and Subrogation. Tenant hereby releases Landlord from any and all liability or responsibility to Tenant or anyone claiming through or under Tenant by way of subrogation or otherwise for any loss or damage to the Building and Leased Premises, or to the contents of or personal property located in the Building or Leased Premises caused by fire, theft, water or other casualty, whether or not said loss or damage may have been the result of the negligence of Landlord, its agents or employees or the result of any other cause.
13. Indemnification. Except to the extent due to Landlord's negligence, Tenant agrees to indemnify, defend and save Landlord, its officers, directors, agents, and employees from and against any and all claims, damages, liens, suits, losses and expenses, including attorney's fees and costs, of any sort, whether for injuries to or death of any persons, for damage to property, including the property or services of Landlord, that may, allegedly may, arise out of, result from or occur in connection with the performance of this Lease, the conduct of the management of the business conducted by Tenant in the Leased Premises, Tenant's occupation of the Leased Premises, or the Building, or from any breach or default on the part of Tenant in the performance of any covenant or agreement to be performed by Tenant pursuant to the terms of this Lease, or from any act or inaction of Tenant, its agents, contractors, servants, employees or licensees in and about the Leased Premises and Building. The indemnities hereby furnished will indemnify, provide a defense for, and pay any judgment rendered against Landlord as a result of any occurrence resulting from the negligence of Tenant. In the event the foregoing indemnities are void or in any respect restricted by law, Tenant shall nevertheless indemnify, defend and save the name indemnities harmless to the maximum extent permitted by law. If Tenant fails to defend, Landlord may provide its own defense and Tenant shall pay upon demand all of Landlord's costs, charges and expenses, including attorney's fees. The covenants of this section shall survive and be enforceable and shall continue in full force and effect for the benefit of Landlord and its

subsequent transferees, successors and assigns throughout the term of this Lease, and any renewal periods thereof.

14. Assignment and Subletting. Tenant shall not, without the prior written consent of Landlord, which consent shall be in the sole and unrestricted option of Landlord: assign this Lease or any interest hereunder; permit any assignment of this Lease by operation of law; sublet the Leased Premises or any part thereof; or permit the use of these premises by any parties other than Tenant, its agents, business invitees and employees. Upon any permitted assignment or subletting, Tenant shall remain liable for the payment of rent and all obligations if Tenant in the absence of a release by Lessor.
15. Commercial General Liability Insurance and Other Insurance. Tenant is hereby advised and understands that the personal property of the Tenant is not insured by the Landlord for either damage or loss, and the Landlord assumes no liability for any such loss. Tenant agrees to obtain whatever personal property or contents of insurance is sufficient or appropriate to protect its property against all of the foregoing losses or damage, such as, but not limited to, fire insurance, with extended coverage, vandalism and malicious mischief, theft and mysterious disappearance endorsements and water and sprinkler damage insurance. Towards this end, Tenant shall purchase and maintain at minimum liability insurance in the amount of \$1,000,000 and shall provide satisfactory evidence thereof to the Landlord upon request.
16. Regulations and Laws. Tenant shall not commit waste on the Leased Premises or the Building and Tenant shall consistently and fully observe and comply with any and all laws, statutes, ordinances and regulations, federal, state, county or municipal, now or hereafter in force, applicable to the Leased Premises or the Building relating to its use and occupancy or to the making of repairs, or of changes, alterations or improvements, ordinary or extraordinary, including without limitation any applicable regulations pertaining to environmental health and safety, or imposing standards of conduct or liability for the management of hazardous substances or materials. Tenant further agrees to not engage in any behavior or practice that is discriminatory.
17. Tenant's Default. The occurrence of any of the following shall constitute an event of default:
 - (a) Any delinquency in the payment of rent due and owing under this Lease after 10 days' written notice from the Landlord to the Tenant, or delinquency in the performance of or compliance with any of the terms contained in this Lease to be performed by Tenant for a period of 14 calendar days after receipt of written notice from Landlord to the Tenant of such delinquency.
 - (b) Filing by or against Tenant in any Court pursuant to any statute, either of the United States or of any State, of a petition in bankruptcy or insolvency, or for reorganization, or for the appointment of a receiver or trustee of all or a portion of Tenant's property, or an assignment by Tenant for the benefit of creditors.

Upon the occurrence of an event of default, this Lease and all rights of Tenant shall terminate. In addition to the automatic termination of this Lease and Tenant's rights hereunder, Landlord shall have the right to recover all unpaid rent and damages for any other default by Tenant.

18. Notices. Any notice, statement or demand required or permitted under this Lease shall be deemed delivered personally or when deposited by certified mail, return receipt requested, in the U.S. Mail, postage prepaid and addressed to the party for whom intended.

19. Surrender of Premises. Upon termination of this Lease, by expiration or otherwise, Tenant shall surrender the Leased Premises to Landlord in as good condition as they were in at the beginning of the term, ordinary wear and tear accepted.
20. Waiver of Potential Relocation Benefits. Tenant acknowledges and understands that the Leased Premises is owned by the City of Baraboo, a public entity, and that it is conceivable that at some time in the future the Leased Premises and/or Building may be acquired by a third party for the purpose of undertaking a "public project," as defined in Chapter 32 of the Wisconsin Statutes, or that the Leased Premises and/or Building may be used by the City or other governmental agency. Tenant hereby knowingly, voluntarily and without any reservation whatsoever agrees that in either case, the Landlord may terminate this Lease by providing Tenant at least 90-days written notice, and Tenant waives any rights to relocation benefits or assistance, including, but not limited to, moving expense, replacement rental premises, mortgage refinancing, expenses incidental to purchase of a replacement business premises, and any other relocation services or assistance whatsoever allowed by state or federal law, without limitation.
21. Miscellaneous.
 - (a) This Lease and the attachments contains the entire agreement between Parties concerning the Leased Premises and there are no other agreements, either written or oral.
 - (b) Each provision herein shall extend to and shall, as the case may require, bind and inure to the benefit of the Parties and their respective successors and assigns.
 - (c) The captions in this Lease are inserted only as matters of convenience and for reference, and in no way define or limit the scope or intent of the various provisions, terms or conditions hereof.
 - (d) The laws of the State of Wisconsin shall govern the validity and performance and enforcement of this Lease.
 - (e) If any term, covenant or condition of this Lease shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected and each term, covenant or condition of this Lease shall be valid and be enforced to the maximum extent permitted by law.
 - (f) This Lease may not be amended unless mutually agreed to in writing by both Parties.
 - (g) Failure of the Landlord to enforce any rights or remedies to which it may be entitled hereunder shall not constitute a waiver or estoppel thereof nor prevent the exercise or enforcement of any rights or remedies at any time thereafter with respect to either a preceding or subsequent breach of any terms, conditions, covenants or agreements contained in this Lease.
 - (h) All amounts to be paid by Tenant under this Lease (including rent) shall bear interest 10 days after the due date until paid at the rate of 18% per annum.
 - (i) This Agreement may be signed in one or more counterparts, including via facsimile or email, or by electronic signature in accordance with Wisconsin law, all of which shall

be considered one and the same Lease, binding the Parties hereto. A signed facsimile or photocopy of this Lease shall be binding on the Parties to this Lease.

In witness whereof, the parties have executed this Lease effective as of _____, 2019.

(Signature Lines Intentionally Omitted on Draft)

RESOLUTION NO. 2019-

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background From the Oct 28, 2019 Public Safety Committee minutes:
 Downtown Baraboo Inc, the County, the Business Improvement District and now our own Public Safety Committee have had meetings to discuss parking in downtown Baraboo. The issue initially arose more than a year ago because of complaints from business owners that County employees were taking up some of the important parking around the Courthouse Square and customers had difficulty finding space. Out of the discussions the County appointed a “Parking Committee” with representatives of all the groups who were concerned. The County has indicated they would like to obtain control over the piece of land the City owns in the middle of the West Square Building parking lot.

The County’s Property Committee proposed buying the City’s lot (see picture 2 in Geick memo) that is part of the West Square Building lot so the County could provide better regulation of parking in the lot. Geick said that he countered with the County asking why they would want to pay money for that lot, the City would much rather see them invest in buying the corner lot and putting more parking into that area. He said in further discussions, one of the other ideas from the County would be to move some more of the County cars out of this WSB lot over to the City’s 5th Avenue parking lot, where they already have an agreement with the City. Crammond said that another problem is that there is no regulations as to businesses parking their vehicles in the west square lot at any time of the day. It was stated that this lot is currently unregulated.

Geick’s proposal to the Council is that the City does not charge the County for the property exchange, would give them the property owned by the City in the West Square lot, conditioned on by agreement that County make an effort to buy the corner lot at Birch St at 4th Ave (see picture 3 in Geick memo) where the house is now. The goal is to add about 22 more parking spaces in the West Square lot. Kolb moved to give Geick direction to have more formal negotiations with the County concerning an agreement involving the City owned land in the West Square Building parking lot and to trade that land for an agreement to construct additional parking on the southeast corner of Birch and 4th, and additional parking in the City’s 5th Avenue parking lot. Wedekind seconded the motion. Motion carried unanimously.

Note: (one) [] Not Required [] Budgeted Expenditure [] Not Budgeted

Comments:

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

To authorize the City Administrator to negotiate with Sauk Co. for exchange of City land in the West Square Building parking lot with conditions on the terms of such an exchange and to bring the results back to the City Council.

Offered by: Finance/Personnel Comt.

Approved: _____

Motion:

Second:

Attest: _____

Memo

City Administrator



To: Public Safety Committee
 From: Ed Geick
 Subject: Downtown Parking Proposal to Sauk County
 Date: October 11, 2019
 CC: Mayor, Chief Schauf, Tom Pinion

Part of this report was first written on March 29th in answer to questions from Alderman Scott Sloan in reference to discussions at the Sauk County Ad Hoc Parking Committee. I had input on these questions from City Engineer Tom Pinion and Police Chief Mark Schauf. In a meeting with County Coordinator Alene Bolin two weeks ago I was asked to lay out a bulleted proposal for a potential agreement with Sauk County to improve the parking situation downtown.

I would like the Public Safety Committee to consider the following concepts in a potential agreement with Sauk County that would help improve the parking situation around the West Square Building (WSB). This discussion with Sauk Co. started with the County's original proposal to purchase the City property in the WSB parking lot so they would have the ability to control the property.

- A. I would propose the City not sell the land to the County but to trade the property to the County as part of an agreement for the County to spend funds on creating more parking on their own block.
- B. Specifically, for the County to purchase the property at 233 4th Ave. at Birch St., the southeast corner, (approximately 22 spaces) for an addition to the existing County parking lot and the City would give its property to the County as part of an overall agreement. See the maps below.
- C. The County discussed the purchase of the Kruse Motors property and cleaning up that corner for additional parking. That would be a long term project that may or may not include participation from the City. It may also require relocation of Kruse Motors.
- D. Allow the County to move additional County vehicles to the 5th Ave. City lot. The number of vehicles would be determined in negotiations. The transfer of more County vehicles, in addition to the spaces they currently occupy, to the 5th Ave lot should be seen as a temporary measure and not a permanent one since it is just a movement of a vehicle group from one location to another and does not resolve the larger problem.
- E. The key points are to be able to put the County in a position to control parking regulations in their WSB lot and we would hope the County would give strong consideration to adding parking area to that lot.
- F. The City will be revising its parking north of Library in conjunction with the Library expansion project over the next three years. This will create more parking in a new design.

Background Information

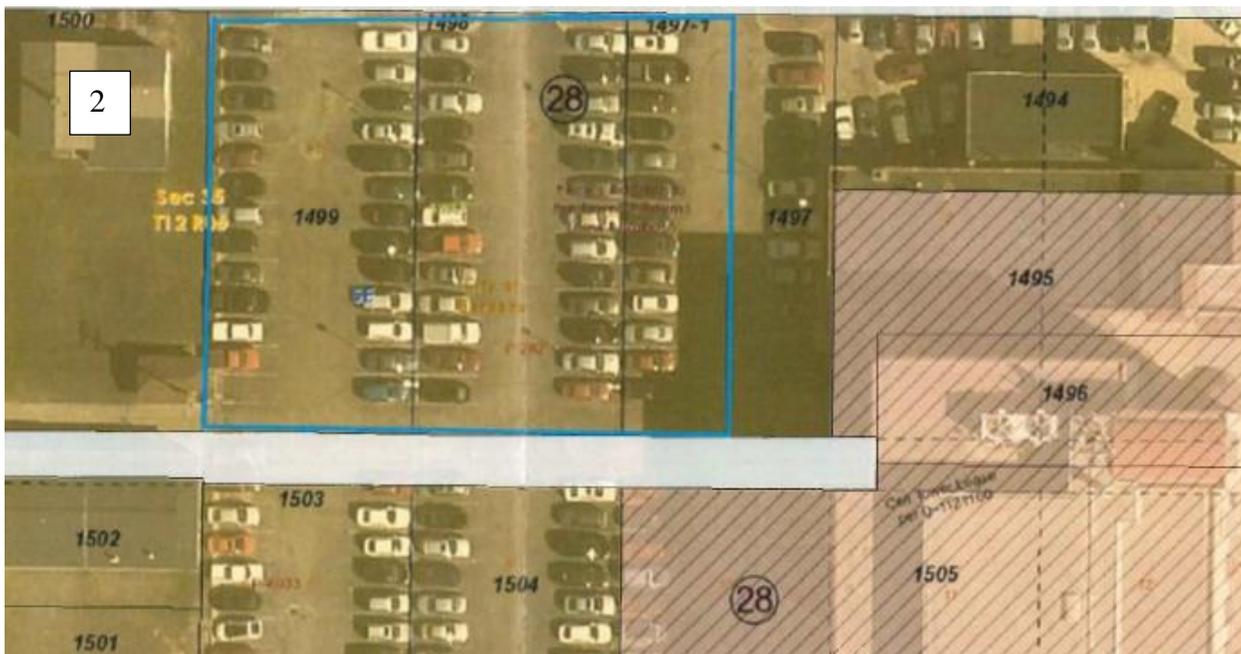
1. The County has 12 vehicles in the West Square Lot that they would like to move to another parking lot if the City had the space they could lease for them.

Answer: The 5th Ave lot is one that City and County already have an agreement for joint use. The County’s agreement allow them to park in the 9 spaces on the east side of the parking lot. There are approximately 40 other spaces in that lot and as you can see from the photo below, about 1/3 of those are regularly used.

2. The County would like to purchase land the City owns in the West Square Building Parking lot. The two pictures below will give you a better perspective on this property in relationship to the whole parking lot (picture 1).



Answer: I reviewed the original agreement made between the City and County for joint use of the City’s property in the West Square Building lot there did not appear to be any restriction on the use of that property nor any restrictions on its sale. The City basically owns the center portion of the WSB parking lot (picture 2, blue border area). The City could sell, give or trade that property with the County. The City’s land is marked by the blue boundary line.



- One other question that came up was the availability of the Ringling Mansion parking spaces during the day. Do we have permission to use that now? If so, will that change if they open the brewery/restaurant?

Answer: There is not currently an agreement between the City and the Mansion for use of their parking lot. The City and the Ringling Mansion have had meetings on the idea but until recently, there were too many unknowns regarding the Library building plans and the Mansion's building plans. The Mansion is finalizing their plans for converting to a brewery and restaurant. The owners of the Mansion have indicated they are open to a cooperative agreement once plans for both parties are more settled.

- Cindy Kruse property at 233 4th Ave. (picture 3)

The Cindy Kruse property at 233 4th Ave is .14 acres or about half the size of the Kruse property. The assessed value of this property is \$110,800. This (Birch St. at 4th Ave.) property is adjacent to the WSB parking lot. This property is about half the size of the Kruse Auto property. Depending on how the is designed you can add at least 11 additional parking spaces to the WSB lot, maybe more.



- Kruse Auto Sales Lot (picture 4)

The Kruse Motor Sales lot is approximately .28 acres of land on the corner of 4th Ave @ Broadway St. This is about the same area of land that two rows of parking takes up in the middle of the 5th Ave parking lot, approximately 22 parking spaces. The Kruse property has an assessed value of approximately \$273,000.



RESOLUTION NO. 2019 -

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of reallocating funds from the Park Segregated Account (zoo donations) to cover additional costs associated with installing fencing at the new beaver exhibit at the zoo. \$16,500 was initially budgeted for the beaver exhibit construction in 2019 (with funds coming from Park Segregated-zoo donations), however after construction began, work required the existing chain-link fence (which was planned to remain in place to be used for the west and north borders of the beaver exhibit) had to be removed to allow for pool and water treatment system infrastructure.

This change resulted in an increase in amount of new fencing needed and requires allocating an additional \$3,800 to complete the project.

The additional funds are currently available from the Parks Segregated Zoo Donation Fund and require no levy money.

Fiscal Note: Not Required Budgeted Expenditure Not Budgeted

Comments: The requested funds would come from 2019 zoo donations.

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

THAT an additional \$3,800 be allocated from the Parks Segregated Fund to be used for completion of the beaver exhibit at the Ochsner Park Zoo in 2019.

Offered by: Parks Commission

Approved: _____

Motion:

Second: Attest:

RESOLUTION NO. 2019 -

Dated: November 12, 2019

The City of Baraboo, Wisconsin

Background: In June of 2018, the Wisconsin Department of Natural Resources awarded the Village of West Baraboo a grant for developments and improvements along the Baraboo River, specifically the construction of a canoe/kayak launch and other upgrades to the City’s Maxwell Potter Conservancy. The application to the DNR was a joint effort by the Village and the City, assisted by MSA. At this time, the Village is requesting the City take over the management of the grant, which is allowable by the DNR so long as the DNR receives a letter from both the Village and the City indicating mutual willingness to assign the grant from the Village to the City.

The purpose of this resolution is for Council to:

1. Give permission to the Mayor to execute a letter approving the City’s acceptance of the grant funding, performance obligations, and future maintenance and operations requirements as under the original DNR grant contract, and
2. Give permission to the Mayor and City Clerk to execute the DNR’s corresponding grant assignment documents, and
3. Direct the City Clerk to record the fully executed assignment documents along with the original grant contract with the County Register of Deeds post construction of the kayak launch.

Fiscal Note: **Not Required** **Budgeted Expenditure** **Not Budgeted**
Comments:

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

THAT the Common Council hereby authorizes the Mayor to execute a letter giving approval for the City of Baraboo to accept grant funding, performance obligations, and future maintenance and operations requirements as stated under the Outdoor Recreation Aids Grant Contract signed by the Village of West Baraboo on July 2, 2018, and

THAT the Common Council hereby authorizes the Mayor and City Clerk to execute the DNR’s corresponding grant assignment documents, and

THAT the Common Council hereby directs the City Clerk or designee to record the fully executed assignment documents along with the original grant contract with the Sauk County Register of Deeds post construction of the kayak launch.

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

Motion:

Second:

Attest: _____

NBO - 1

The City of Baraboo, Wisconsin

Background: The Plan Commission requested an opportunity to review the Permitted Uses and Conditional Uses in the Neighborhood Business District. The Plan Commission completed their review of this matter at their October 15th meeting and forwarded the matter to the Common Council for further consideration with a favorable recommendation.

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

An Ordinance amending §17.28 of the City of Baraboo Code of Ordinances to regulate Permitted Uses and Conditional Uses in the B-2 Neighborhood Business District.

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

17.28 B-2 NEIGHBORHOOD BUSINESS DISTRICT. (2514 03/12/19)

(1) **PURPOSE.** The B-2 Neighborhood Business District is established to provide for sewered commercial activities having minimal visual and physical impacts on neighboring residences. These impacts include off-street parking, traffic flow and hazards, odors, hours of operation, and quality of life.

(2) **PRINCIPAL PERMITTED USES.**

- (a) Bed and Breakfast establishments.
- (am) Pet Grooming.
- (b) Cemeteries, crematoriums, and funeral homes.
- (c) Churches.
- (d) Colleges or universities.
- (e) Community living arrangements.
- ~~(f) Dry cleaning establishments.~~
- (g) Eating establishments (TYPE 1).
- (h) Florists.
- (i) Funeral homes.
- (j) Hospitals, nursing homes.
- (k) Libraries.
- (l) Museums.
- (m) Neighborhood community centers.
- (n) Nursery, elementary and secondary schools, whether public, private or parochial.
- (o) Parks or playgrounds.
- (p) Professional Offices.
- (q) Residential units above B-2 businesses.
- (r) Clinics.

- (s) Beauty shops, barber shops and accessory uses such as manicuring and tanning beds.
- (t) Tanning salons.
- (u) Paint, glass, wallpaper stores.
- (v) Electrical supply and repair shops.

~~(w) Automobile sales/service establishments.~~

- (x) Cabinet shops.
- (y) Glass shops.
- (z) Travel Agencies.
- (aa) Bakeries.
- (ab) Bicycle shops (sales and repairs).
- (ac) Gift shops.
- (ad) Hobby shops.
- (ae) Photographic equipment/supply stores.
- (aee) Pet Grooming.

~~(af) Boat sales.~~

- (ag) Plumbing, fixture and supply stores, not including outdoor storage.

~~(ah) Trailer sales/rental establishment, not including manufactured homes.~~

- (ai) Business offices and services.
- (aj) Photographic studios.
- (ak) Real estate offices.
- (al) Caterers.

(3) **ACCESSORY USES.**

- (a) Essential services.
- (b) Gazebos.
- (c) Parking areas directly related to the business.

- (d) Satellite dish antennas.
 - (e) Swimming pools with accessory structure.
- (4) CONDITIONAL USES.(2509 02/26/19)
- (a) Club houses or lodges.
 - (b) Commercial greenhouses.
 - (c) Copy shop.
 - (d) Gift shops.
 - (e) Group development, limited to Offices and Condominium developments only.
 - (f) Home occupations.
 - ~~(g) Laundromats.~~
 - (h) Locksmiths.
 - (i) Professional offices.
 - (j) Shoe repair shops.
 - (k) Tailors and dressmakers.
 - ~~(l) Convenience stores.~~
 - (m) Eating establishments - TYPE 1 with drive-thru and/or pickup services.
 - (n) Credit agencies.
 - (o) Credit reporting and collection establishments.
 - (p) Financial institutions.
 - (q) Public administration facilities.
 - (r) Tax return preparation establishments.
 - (s) U.S. Postal Offices.
 - (t) Antique and collector stores.
 - ~~(u) Automotive part stores.~~
 - (v) Janitorial supplies.
 - (w) Locksmiths.
 - (x) Music stores.
 - (y) Office equipment and supply stores.
 - (z) Radio/TV repair shops.
 - (aa) Sporting and athletic good stores.
 - (ab) Video rental stores.
 - (ac) Optical stores.
 - (ad) Delicatessens.
 - (ae) Civic, social and fraternal associations.
 - (af) Schools (professional, business, technical).
 - (ag) Reserved.

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 November, 2019 and is recorded on page _____ of volume _____.

City Clerk: _____

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

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Incident Responses	September	Year to Date	Totals	Year to Date	Percentage Increase/Decrease
	2019	2018	2018	2019	
Fire, Other	0	3	4	0	
Building Fire	1	11	13	11	28 Fire 9.86%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	73 Rescue 25.70%
Fire in Structures other than Building	0	0	0	0	15 Haz Mat 5.28%
Cooking Fire	1	6	6	5	49 Alarm 17.25%
Chimney Fire	0	4	5	0	109 Other 38.38%
Vehicle Fire	1	2	3	7	10 Mutual Aid 3.52%
Wildland Fire	0	5	6	5	
Trash or Rubbish Fire Contained	0	0	0	0	
Outside Rubbish, Trash or Waste Fire	0	2	2	0	41 Fire 10.88%
Dumpster or other Trash Receptacle Fire	0	1	1	0	95 Rescue 25.20%
Outside Storage Fire	0	0	0	0	20 Haz Mat 5.31%
Outside Gas or Vapor Combustion Explosion	0	1	1	0	68 Alarm 18.04%
Medical Assist	8	24	32	23	127 Other 33.69%
Vehicle Crash	4	32	43	38	26 Mutual Aid 6.90%
Motor vehicle/pedestrian crash	0	0	0	1	
Search for Person on Land	0	1	2	1	
Extrication of Victim(s) from Building/Structure	0	0	0	0	
Extrication from Vehicles	0	4	4	4	
Extrication, Other	0	1	2	0	
Elevator Rescue	0	3	3	3	
Water/Ice Rescue	0	5	5	1	
High Angle Rescue	1	4	4	2	
Hazardous Material	2	8	12	11	
Carbon Monoxide Incident	1	4	8	4	
Hazardous Call, Other	2	13	17	22	
Vehicle Accident - General Cleanup	1	5	10	9	
Animal Rescue	0	1	1	0	
Water Problem, Other	0	0	0	1	
Smoke or Odor Removal	0	0	3	2	
Sevice Call, Other	0	1	1	3	
Lock-out	0	0	0	0	
Assist Police	1	2	4	10	
Public Service	0	3	3	8	
Unauthorized Burning	0	2	2	3	
Authorized Burning	1	1	1	4	
Good Intent Call	1	33	44	14	
Dispatched/Cancelled	4	29	37	30	
Wrong Location	0	1	1	0	
Smoke Scare, Odor of Smoke	1	0	1	1	
Steam, Vapor, Fog or Dust thought to be Smoke	0	1	1	0	
Malicious Alarm	0	1	2	2	
Bomb Threat	0	0	0	0	
Alarm	2	41	54	35	
Carbon Monoxide Alarm	2	8	12	12	
Lightning Strike	0	0	0	2	
Severe Weather Standby	0	1	1	0	
Mutual Aid - City	0	15	20	7	
Mutual Aid - Rural	0	6	6	3	
Totals	34	285	377	284	-0.35%
			0		Exposure Fires
			377		Total Incidents

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	17	50.00%	164	57.75%
Village of West Baraboo	3	8.82%	23	8.10%
Town of Baraboo	9	26.47%	49	17.25%
Town of Fairfield	1	2.94%	15	5.28%
Town of Greenfield	4	11.76%	18	6.34%
Town of Sumpter	0	0.00%	5	1.76%
Mutual Aid - City	0	0.00%	7	2.46%
Mutual Aid - Rural	0	0.00%	3	1.06%
Totals	34	100.00%	284	100.00%

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

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	12	50	83	160	132	172	12	81	106			
Village of West Baraboo	89	39	2	1	1	0	26	62	3			
Town of Baraboo	0	0	0	2	1	14	29	1	4			
Town of Fairfield	0	0	0	2	0	0	3	1	0			
Town of Greenfield	0	0	0	0	0	2	6	1	0			
Town of Sumpter	0	0	0	0	0	0	1	0	0			
Totals	101	89	85	165	134	188	77	146	113	0	0	0
								Total Inspections Year to Date				1098

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	2	4	30	34	
Fire Safety House Training	0	0	0	0	
Other	0	0	0	0	
Grand Totals	2	4	30	34	
			Total Fire Safety Contacts Year to Date		1597

Monthly	Number of Smoke Alarms	Number of CO Alarms	Total
Install Smoke and Carbon Monoxide Alarms	0	1	1

12 Year to Date Total

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

Incident Responses	October 2019	Year to Date 2018	Totals 2018	Year to Date 2019	Percentage Increase/Decrease
					2019
Fire, Other	0	4	4	0	32 Fire 10.19%
Building Fire	1	12	13	12	89 Rescue 28.34%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	16 Haz Mat 5.10%
Fire in Structures other than Building	0	0	0	0	52 Alarm 16.56%
Cooking Fire	2	6	6	7	115 Other 36.62%
Chimney Fire	0	4	5	0	10 Mutual Aid 3.18%
Vehicle Fire	1	3	3	8	
Wildland Fire	0	6	6	5	
Trash or Rubbish Fire Contained	0	0	0	0	2018
Outside Rubbish, Trash or Waste Fire	0	2	2	0	41 Fire 10.88%
Dumpster or other Trash Receptacle Fire	0	1	1	0	95 Rescue 25.20%
Outside Storage Fire	0	0	0	0	20 Haz Mat 5.31%
Outside Gas or Vapor Combustion Explosion	0	1	1	0	68 Alarm 18.04%
Medical Assist	6	27	32	29	127 Other 33.69%
Vehicle Crash	6	36	43	44	26 Mutual Aid 6.90%
Motor vehicle/pedestrian crash	0	0	0	1	
Search for Person on Land	0	1	2	1	
Extrication of Victim(s) from Building/Structure	0	0	0	0	
Extrication from Vehicles	1	4	4	5	
Extrication, Other	0	2	2	0	
Elevator Rescue	0	3	3	3	
Water/Ice Rescue	2	5	5	3	
High Angle Rescue	1	4	4	3	
Hazardous Material	1	9	12	12	
Carbon Monoxide Incident	0	5	8	4	
Hazardous Call, Other	0	15	17	22	
Vehicle Accident - General Cleanup	0	8	10	9	
Animal Rescue	0	1	1	0	
Water Problem, Other	0	0	0	1	
Smoke or Odor Removal	0	1	3	2	
Sevice Call, Other	0	1	1	3	
Lock-out	0	0	0	0	
Assist Police	1	2	4	11	
Public Service	0	3	3	8	
Unauthorized Burning	0	2	2	3	
Authorized Burning	0	1	1	4	
Good Intent Call	3	35	44	17	
Dispatched/Cancelled	2	34	37	32	
Wrong Location	0	1	1	0	
Smoke Scare, Odor of Smoke	0	0	1	1	
Steam, Vapor, Fog or Dust thought to be Smoke	0	1	1	0	
Malicious Alarm	0	1	2	2	
Bomb Threat	0	0	0	0	
Alarm	2	49	54	37	
Carbon Monoxide Alarm	1	12	12	13	
Lighting Strike	0	0	0	2	
Severe Weather Standby	0	1	1	0	
Mutual Aid - City	0	17	20	7	
Mutual Aid - Rural	0	6	6	3	
Totals	30	326	377	314	-3.68%
			0		Exposure Fires
			377		Total Incidents

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	18	60.00%	182	57.96%
Village of West Baraboo	2	6.67%	25	7.96%
Town of Baraboo	5	16.67%	54	17.20%
Town of Fairfield	5	16.67%	20	6.37%
Town of Greenfield	0	0.00%	18	5.73%
Town of Sumpter	0	0.00%	5	1.59%
Mutual Aid - City	0	0.00%	7	2.23%
Mutual Aid - Rural	0	0.00%	3	0.96%
Totals	30	100.00%	314	100.00%

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

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	12	50	83	160	132	172	12	81	106	131		
Village of West Baraboo	89	39	2	1	1	0	26	62	3	2		
Town of Baraboo	0	0	0	2	1	14	29	1	4	1		
Town of Fairfield	0	0	0	2	0	0	3	1	0	1		
Town of Greenfield	0	0	0	0	0	2	6	1	0	0		
Town of Sumpter	0	0	0	0	0	0	1	0	0	0		
Totals	101	89	85	165	134	188	77	146	113	135	0	0
								Total Inspections Year to Date				1233

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	18	75	528	603	
Fire Safety House Training	0	0	0	0	
Other (Open House)	1	300	200	500	
Grand Totals	19	375	728	1103	
			Total Fire Safety Contacts Year to Date		2700

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

October 31, 2019 and December 31, 2018

Assets:	<u>October 31, 2019</u>	<u>December 31, 2018</u>
Current Assets:		
Cash	\$ 56,803.57	\$ 34,687.26
Deferred Assessment Offset	(1,721.00)	(1,721.00)
Accounts Receivable	1,801.58	3,421.63
Prepaid Expenses	-	2,471.87
Advance to Airport Captial Fd	-	-
Total Current Assets	<u>56,884.15</u>	<u>38,859.76</u>
Total Assets	<u>\$ 56,884.15</u>	<u>\$ 38,859.76</u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 5,113.81
Deferred Revenue	-	60.92
Advance from General	-	-
Total Liabilities	<u>-</u>	<u>5,174.73</u>
Fund Equity:		
Fund Balance	31,213.16	(2,471.87)
Non-Spendable Prepaid Expenses	2,471.87	2,471.87
Net Revenues/(Expenditures)	23,199.12	33,685.03
Total Fund Equity	<u>56,884.15</u>	<u>33,685.03</u>
Total Liabilities and Fund Equity	<u>\$ 56,884.15</u>	<u>\$ 38,859.76</u>

Airport Fund 630

Income Statement with Comparison to Budget
For The Ten Months Ending October 31, 2019

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ -	-
Local Transportation Aid	-	-	-	-
Gas Sales	957.72	8,277.04	6,100.00	135.69
Landing Fee	353.40	3,445.65	4,000.00	86.14
Appropriations_ County	-	4,100.00	4,100.00	100.00
Appropriations- City	-	70,350.00	70,350.00	100.00
Appropriations- Owners	-	-	70,350.00	-
Interest on Investments	-	106.09	700.00	15.16
Rents and Leases	1,457.34	14,573.40	18,000.00	80.96
Ag Land Rental	6,600.00	13,200.00	14,000.00	94.29
Hangar Lot Lease	-	25,863.34	20,000.00	129.32
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	500.00	500.00	5,000.00	10.00
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	73.96	1,637.50	200.00	818.75
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 9,942.42	\$ 142,053.02	\$ 212,800.00	66.75

Expenditures:

Airport

Wages	\$ 589.48	\$ 5,705.52	\$ 9,750.00	58.52
Social Security	43.33	418.69	726.00	57.67
Retirement	46.87	453.75	775.00	58.55
Health Insurance	89.34	951.78	1,528.00	62.29
Life Insurance	-	-	3.00	-
Income Continuation	-	-	18.00	-
Contracted Services	3,470.41	34,704.10	41,500.00	83.62
Publishing	-	37.54	-	-
Professional Services	-	10,305.00	5,000.00	206.10
Telephone	61.07	543.57	750.00	72.48
Electricity	477.71	4,973.63	6,700.00	74.23
Heat	13.27	1,054.91	800.00	131.86
Repair & Maint Serv-Equipment	-	10,254.06	9,627.00	106.51
Fuel Station Maintenance	-	493.50	2,200.00	22.43
Repair & Maint Serv-Buildings	-	-	873.00	-
Special Services	-	2,285.25	2,200.00	103.88
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	-	-	4,000.00	-
Snow Removal & Mowing	-	-	-	-

Income Statement with Comparison to Budget (Continued)
 For The Ten Months Ending October 31, 2019

Expenditures (Continued):	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>
<i>Airport (Continued)</i>				
Lighting Repairs	-	-	3,100.00	-
Runway & Taxi Repairs	-	700.00	5,000.00	14.00
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	33.07	50.00	66.14
Publications. Training. Dues	-	-	240.00	-
Travel	-	-	60.00	-
Operating Supplies	-	-	300.00	-
Gas. Diesel. Oil. Grease	257.23	3,656.59	4,500.00	81.26
Repair & Maint Materials	-	448.60	2,000.00	22.43
Repair & Maint - Buildings	-	-	3,500.00	-
Other Supplies & Expense	-	-	2,500.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	-	8,155.97	7,300.00	111.73
Rents and Leases	-	-	-	-
Depreciation	-	-	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	-	26,950.00	26,950.00	100.00
Land or Land Improvements	2,494.37	2,494.37	-	-
Building Improvements	-	-	-	-
Facilities Improvements	4,234.00	4,234.00	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
Total Airport	\$ 11,777.08	\$ 118,853.90	\$ 142,450.00	83.44
<i>Principal on Notes</i>				
Principal	\$ -	\$ -	\$ -	-
Total Principal on Notes	\$ -	\$ -	\$ -	-
<i>Interest on Notes</i>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
Total Interest on Notes	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 11,777.08	\$ 118,853.90	\$ 142,450.00	83.44
Net Revenues/(Expenditures)	\$ (1,834.66)	\$ 23,199.12	\$ 70,350.00	

City of Baraboo
 Airport Capital Imprvmnt Fund Fund 632
 Balance Sheets
 October 31, 2019 and December 31, 2018

Assets:	<u>October 31, 2019</u>	<u>December 31, 2018</u>
Current Assets:		
Cash	\$ 76,502.38	\$ 70,689.81
Due from State	56,695.26	56,695.26
Due from Other Cities. Village	-	-
Total Current Assets	<u>133,197.64</u>	<u>127,385.07</u>
Total Assets	<u><u>\$ 133,197.64</u></u>	<u><u>\$ 127,385.07</u></u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 2,616.65
Due to State	-	-
Advance from Airport Operating	-	-
Total Liabilities	<u>-</u>	<u>2,616.65</u>
 Fund Equity:		
Fund Balance	124,768.42	(210,855.99)
Net Revenues/(Expenditures)	8,429.22	335,624.41
Total Fund Equity	<u>133,197.64</u>	<u>124,768.42</u>
Total Liabilities and Fund Equity	<u><u>\$ 133,197.64</u></u>	<u><u>\$ 127,385.07</u></u>

City of Baraboo
 Airport Capital Imprvmnt Fund Fund 632
 Income Statement with Comparison to Budget
 For The Ten Months Ending October 31, 2019

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	4,167.00	-	-
Airport Appropriations-Owners	-	4,167.00	8,334.00	50.00
Interest on Investments	-	95.22	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Total Revenues	\$ -	\$ 8,429.22	\$ 166,667.00	5.06
Expenditures:				
<i>Interest on Notes</i>				
Interest	-	-	-	-
Total Interest on Notes	\$ -	\$ -	\$ -	-
<i>Capital Losses</i>				
Other Supplies & Expense	-	-	-	-
Total Capital Losses	\$ -	\$ -	\$ -	-
<i>Airport</i>				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
Total Airport	\$ -	\$ -	\$ 166,667.00	-
Total Expenditures	\$ -	\$ -	\$ 166,667.00	-
Net Revenues/(Expenditures)	\$ -	\$ 8,429.22	\$ -	-

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

PERMIT TYPE	2018						2019					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	1	\$0.00	\$800,000.00	\$0.00	\$2,272.63	0	1	\$0.00	\$960,000.00	\$0.00	\$2,806.06
Commercial Addition	0	2	\$0.00	\$1,057,895.00	\$0.00	\$1,342.74	0	4	\$0.00	\$221,000.00	\$0.00	\$1,515.00
Commercial, Alterations	0	17	\$0.00	\$1,482,357.00	\$0.00	\$9,150.61	3	30	\$36,000.00	\$3,253,131.00	\$325.00	\$12,855.92
Commercial, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	1	1	\$0.00	\$0.00	\$30.00	\$30.00
Residential, New SF	0	15	\$0.00	\$2,935,956.00	\$0.00	\$13,123.02	1	7	\$170,000.00	\$1,631,000.00	\$861.90	\$6,335.78
Residential, New Duplex	0	3	\$0.00	\$880,000.00	\$0.00	\$2,887.54	0	1	\$0.00	\$250,000.00	\$0.00	\$1,096.30
Residential, Additions	1	11	\$20,000.00	\$357,799.00	\$133.20	\$1,587.00	0	4	\$0.00	\$147,750.00	\$0.00	\$477.97
Residential Remodel	3	28	\$21,700.00	\$542,263.00	\$274.00	\$3,052.83	1	41	\$1,000.00	\$606,803.00	\$75.00	\$4,013.14
Residential, Accessory Razing	0	4	\$0.00	\$0.00	\$0.00	\$120.00	0	1	\$0.00	\$0.00	\$0.00	\$30.00
Residential Dwelling Razing	0	1	\$0.00	\$0.00	\$0.00	\$30.00	0	1	\$0.00	\$0.00	\$0.00	\$30.00
Roofing/Siding/Windows	30	249	\$1,224,200.00	\$4,078,393.00	\$2,708.00	\$20,693.00	16	168	\$158,247.00	\$2,060,327.00	\$1,008.00	\$12,211.00
Garage/Sheds/Deck/Fence	6	56	\$66,500.00	\$284,561.00	\$390.00	\$3,540.00	8	66	\$55,000.00	\$331,556.00	\$595.00	\$4,510.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	0	4	\$0.00	\$89,067.00	\$0.00	\$240.00	1	2	\$7,500.00	\$12,500.00	\$60.00	\$120.00
Electrical Only	6	46	\$32,500.00	\$310,863.00	\$440.00	\$3,180.00	7	42	\$20,640.00	\$136,269.00	\$460.00	\$1,748.00
HVAC Only	0	4	\$0.00	\$25,353.00	\$0.00	\$240.00	0	5	\$0.00	\$44,800.00	\$0.00	\$300.00
Sign Permits	1	21	\$1,000.00	\$21,100.00	\$60.00	\$1,650.00	2	20	\$20,340.00	\$54,140.00	\$180.00	\$1,590.00
Misc. Permits	0	5	\$0.00	\$70,000.00	\$0.00	\$210.00	0	7	\$0.00	\$85,500.00	\$0.00	\$630.00
TOTALS	47	467	\$1,365,900.00	\$12,935,607.00	\$4,005.20	\$63,319.37	40	401	\$468,727.00	\$9,794,776.00	\$3,594.90	\$50,299.17



BARABOO FIRE DEPARTMENT

Date: November 6, 2019
To: Personnel/Finance Committee
CC: Towns and Village Budget Committee, Mayor Palm, Remaining City Council Members and City Administrator Geick
From: Kevin G. Stieve, Fire Chief
RE: 2020 Proposed Fire Department Budget

On October 17, 2019 Mayor Palm, City Administrator Geick and I met with the Towns and Village Budget Committee to review the proposed 2019 Fire Department Budget.

I have attached a copy of the meeting minutes that shows unanimous approval of the 2020 Fire Department Budget.

In satisfaction of the terms of the Fire Protection Service Agreement, this is your official notification of the Towns and Village Budget Committee vote. This notice is to be considered the final voting results unless a veto of a specific line item is received in writing. If that does occur, I will forward that information onto this committee based on the process as set forth in the Fire Protection Services Agreement.

Present: Town of Baraboo (Randy Puttkamer), Town of Fairfield (Tim Stone), Town of Greenfield (Terry Turnquist), Town of Sumpter (Ziegler), West Baraboo (Dave Dahlke) and City of Baraboo (Mike Palm, Ed Geick and Chief Kevin Stieve)

Absent: None

Meeting called to order at 1:06 p.m. by Chief Stieve. Chief Stieve noted compliance with open meeting law. Moved by Town of Baraboo (Puttkamer) seconded by Town of Greenfield (Turnquist) to approve agenda and carried unanimously.

2020 Capital Budget – Chief Stieve summarized the 2020 Capital Budget Request, Self-Contained Breathing Apparatus (SCBA). Chief Stieve advised he failed to include this in the original budget memo. The following highlights the request:

- 32 Self Contained Breathing Apparatus (SCBA) 4500 psi operating pressure
- 64 SCBA bottles – One for each SCBA and one spare to carry on apparatus
- 45 SCBA Face pieces
- 4 Supplied Air Respirators with escape tank for confined space rescue
- 4 6000 psi cascade bottles and associated fittings and hose for Squad 2 breathing air system
- The current SCBA are ten years old and are 2216-psi models.
- A majority of our mutual aid partners are using SCBA at 4500 psi. This would provide some consistency when working with them.
- SCBA improved over the last ten years. The redesigned face pieces provide better protection for the heat we are facing in fires today.
- Extended breathing supply will allow us to work longer on one bottle. In today's environment, the byproducts of combustion are more dangerous and wearing SCBA into the overhaul process further protects the firefighter from those byproducts.
- Bottle are designed for quicker and easier for bottle change

Chief Stieve recommended funding for this purchase be from Capital Equipment Fund. All municipalities received the balance of this account prior to meeting. Chief Stieve also explained he earmarked money in the City Capital Budget requests the last several years, but certainly not enough for this purchase. The capital equipment fund has been used in the past for the capital purchase of the air compressor.

There was discussion on presenting the larger budget items earlier in the budget process. A future apparatus replacement schedule was projected on the screen and potential future costs for informational purposes. Motion by West Baraboo (Dahlke) and second by Town of Fairfield (Stone) to recommend the purchase. Carried unanimously.

2020 Operating Budget – Chief Stieve summarized the Operating Budget as follows:

- Fire Chief's wages were in excess of six percent.
- The City's Pay Plan dictates salaries. This includes step increases and cost of living increase of 2.5% based on increase of Social Security.
- Firefighter call wages were discussed and the fact that the career staff during the day, will cover the calls that they can handle as a group.
- City Finance Director Cynthia Haggard increased firefighter Longevity Fund through analysis and review. She increased funding based on age, longevity and potential separation of some of those members.
- The building use allocation is just the portion of the building that the fire department uses. The calculation uses square footage for cost allocation.
- Chief Stieve introduced the new Assistant Fire Chief and explained his duties.
- The Town of Baraboo inquired about Delton's response to fire in Wynsong. The use of mutual aid with Delton responding was explained. Chief Stieve explained the Automatic Aid Agreement that is in place with Delton Fire Department.
- Town of Baraboo also asked about response to western edge of Town and capabilities.

Moved by City of Baraboo (Palm) seconded by Town of Sumpter (Ziegler) to approve 2020 Budget. Carried unanimously

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Annual Incident Responses to Date – Chief Stieve handed out year-to-date incident responses for entire service area. He noted the incidents do not sort by incident date. Chief Stieve advised he would e-mail out the September Monthly report.

Potential Revenue Sources

Special Rescue Charge – Chief Stieve explained the desire to have a charge for special rescues specifically at Devil’s Lake and Pewit’s Nest. He was not sure on the success of collecting, but was willing to put in the time to develop and ordinance for municipalities to consider.

Incident Responses for illegal burning – Chief Stieve explained the ordinance that the Town of Fairfield has on illegal burning, using it approximately once a year and it works.

Fire Inspection Fee – This ordinance may be hard to sell for businesses. This fee requires further thought and research.

Chief Stieve will work on these and send to the appropriate information to the municipalities for consideration.

New Fire Station – Chief Stieve explained the fire department is staying put the next few years. However, the City has contracted with MSA/CR Architects to work on site selection and preliminary design. All participants in the Fire Protection Service Agreement will be informed of the results of this work.

Discussion held on a meeting closer to the end of September so the Towns can better figure budget. In addition, capital budget items need additional advance notice and an earlier meeting for consideration in the future.

Adjournment Motion by Town of Greenfield (Turnquist) and seconded by City of Baraboo (Palm) and unanimously approved to adjourn at 2:30 p.m.

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

Members Present: Petty, Thurow, Sloan

Absent:

Others Present: Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, M. Hardy, K. Stieve, T. Pinion, L. Laux, Dawn Gunderson, David Dahlke, Rob Nelson, Kilton Holmes

Call 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 October 8, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$229,223.18**. Motion carried unanimously.
- b) **Approve an Inclusion Policy for Parks, Recreation and Forestry Department Facilities and Programs** M. Hardy explained that this policy is to make sure that all community groups are involved, not only participating in our activities but also helping to ensure that we have facilities and programs that are able to be reached by all members of the community. This will include an inclusion advisory group that will be able to help us better understand what groups might be missing. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Approve a contract for \$19,100 with Dirt Monkey Excavating for the demolition of the old waterworks garage in Maxwell-Potter Conservancy, with the additional funds over budget (\$6,690) allocated from the Park Impact Land Improvement Fund** M. Hardy noted that the removal of this building was included in this year's budget; however, because the bids received were more than the expected, he is requesting to use money from the Park Impact Fund. This money was designated for the parking lot and will allow them to remove the building yet this fall. Because the Utilities has a project planned for next year that has to get across the river, under this site, the paving for this parking lot will be done next year. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Approve funds from the Alma Waite Fund for the fiscal year 2020 totaling \$19,000** The Committee reviewed the requests made for Alma Waite funds. Adm. Geick noted that the contribution for the Concerts on the Square is included again for 2020. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Approve the Vehicle Registration Fee Ordinance** Atty. Truman offered a draft ordinance as requested at the last Council meeting. The ordinance does include a sunset and expiration of fee clause. Ald. Petty questioned what the funds can be used for? What is considered transportation costs? Atty. Truman noted that while state statutes does not define transportation related purposes, case law has allowed for a very broad definition of transportation costs. The City could define what they consider transportation costs; however, she does not recommend we go that route. City Treasurer L. Laux explained that while we could make a unique revenue line, it would not be tied to unique expenditure lines. Ald. Sloan stated that this money is not going to streets; it's just going to be used to balance the budget. Motion by Sloan to recommend to Council to not approve this Ordinance. Motion fails for lack of second. Motion by Petty, seconded by Thurow to recommend to Council for action. Motion carried; 1 Nay, Sloan
- f) **Approve the Street Light System Charge Ordinance** Atty. Truman offered a draft ordinance that was modeled after the ordinance from Prairie du Sac. There are some slight changes regarding the financial aspects, how the payments are calculated. This ordinance also includes the sunset and expiration of fee clause. The goal with this ordinance is to recover of the amount charged to the City for having this light service. T. Pinion explained that this fee is similar to the Stormwater Utility charge in that all properties, including tax-exempt properties, will pay. Based on 12 months of costs to the City, all single and two family lots will pay 1x; all other improved lots will pay 2x. The costs to the City will include operational and maintenance costs for both the Alliant owned and the City owned poles. C. Haggard noted that this particular revenue source will have a separate fund and therefore matched with expenses. Motion by Sloan, seconded Thurow to recommend to Council for action. Motion carried unanimously.

- g) **Approve the Preliminary FY 2020 Budget** C. Haggard presented the preliminary budget and the changes since the last meeting. At this time, we still have a budget shortfall of \$31,450. Adm. Geick noted that the only new positions that are still in the budget are the library position and the Parks Facilities Manager, a position that would oversee the janitorial staff. Adm. Geick noted that the City currently needs additional maintenance and janitorial work. He also advised that if they decide to eliminate this position, they should consider leaving some funds available for needed contracted services. Motion by Sloan, seconded by Thurow to recommend Council approve the preliminary budget with the elimination of the Facilities Manager; all excess funds used for contracted services. It is also recommended that the debt savings of \$15,283 be paid to the Utilities. Motion carried unanimously.
- h) **Approve a Resolution Authorizing the Issuance and Sale of \$1,255,000 Taxable General Obligation Refunding Bonds, Series 2019A.** Dawn Gunderson from Ehlers presented the results of today's bond issuance sale and noted that Moody's did affirm our Aa3 rating. A total of 8 bids were received with the low bid of 2.3486% coming from Piper Jaffray & Co. The original amount of the bonds was \$1,255,000 but because the costs of issuance was lower than expected, we were able to decrease the final bond amount to \$1,240,000. Motion by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

Informational Items

City Attorney's report on insurance claims – None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:47pm.
Brenda Zeman, City Clerk

Members Present: S. Fay, N. Marklein Bacher, S. Byberg, B. Stelling, T. Sloan, H. Kierzek

Members Absent: T. Wickus, L. Steffes, S. Brunker

Others Noticed: Ed Geick

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

Meeting Minutes:

Moved by Byberg, seconded by Stelling and unanimously carried to approve the minutes of September 18, 2019.

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

Reports of Officers and Committies

President:

- Email went out to building owners to solicit interest in Lacey Steffes's soon-to-be-vacant seat. President will gauge interest and make a recommendation to the Mayor.

Appearance:

- Baskets were taken down after frost; Boy Scouts will do garland on light poles as a service activity.

Old Business:

- Subcommittees for the Branding Initiative have been meeting and proceeding with brand implementation.

New Business:

- Vouchers:

City of Baraboo - Insurance/Office Supplies	\$	636.17
Franz Landscaping – Fall Planters (Appearances)		645.00
DBI – Christmas Advertising/Light Parade & Admin Coord. Support (Promotions)		8,000.00
Willie Deppe – Watering & flower removal & delivery (Appearances)		<u>796.08</u>
TOTAL:	\$	10,077.25

Moved by Byberg, seconded by Sloan to approve vouchers and unanimously carried.

1. **Next Meeting:** Wednesday, November 20, 2019 at 5:45pm, Committee Room #205.

Adjournment: Moved by Stelling, seconded by Kierzek to adjourn at approximately 6:01 p.m.

Respectfully submitted, Nicole Marklein Bacher

Draft – Subject to Change 10-22-19

Baraboo-Wisconsin Dells Airport Commission

October 16, 2019

Present: Michael Palm (Baraboo), Mark Whitfield (Village of Lake Delton). Absent: none. Also Present: Ed Geick (Airport Manager), Brandon Scott

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

The meeting was called to order by Palm at 10:30 AM and roll call was noted by Geick of those present. Compliance of the Open Meeting Law was noted by Palm.

Previous Minutes

Approval of the meeting minutes of August 2, 2019. A motion was made by Whitfield, seconded by Palm and approved unanimously.

Approve Agenda

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

Action Items

2. APPEARANCES/PRESENTATIONS - None

3. PUBLIC COMMENT –

A. Brandon Scott presented himself to the Commission as a potential future FBO operating a helicopter service at B-WD Airport. He had no business to conduct today other than to introduce himself.

4. ACTION ITEMS

a. Discussion and approval of Gas Line Extension

Mr. Geick presented plans submitted by Alliant Energy for a gas line to service several hangers east of Voltz Rd. A plan is attached. The cost is \$4234 and part of that cost will be refunded as new customers are added. A motion was made by Palm, seconded by Whitfield and carried unanimously to approve of the expenditure.

b. Discussion and approval of FY2020 Budget

Mr. Geick presented the FY2020 budget. The proposed budget will be \$166,667. The contributions from the Village and City would increase from \$35,175 to \$39,897 in 2020.

The changes in the budget include funds for additional paving for new hangers, fuel tank for local operations, snow and ice control and the Fuel System replacement project local cost share.

c. Discussion of Airport Manager position

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

Report from the Airport Manager, Ed Geick

Draft – Subject to Change 10-22-19

New hangers that have been built or are in the process of construction are Lot 43, Lot 47, Lot 48 and Lot 42.

- b. Report from Bill Murphy, FBO
No report
 - c. Review of Budget Reports and Balance Sheets
The Commissioners reviewed the budget reports. No action was necessary.
5. **Next Meeting Date:** To be announced later.

ADJOURNMENT: A motion was made by Whitfield, seconded by Palm and unanimously approved to adjourn at 10:50 AM.

Ed Geick
City Administrator/Airport Manager

Minutes of the Public Safety Committee Meeting – September 30, 2019

Members Present: Phil Wedekind and Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Administrator Geick, Mayor Palm, Police Chief Mark Schauf, Fire Chief Kevin Stieve, Attorney Emily Truman, Wade Peterson, Tony Gilman, Peter Vedro, Brandon Beard, Brad Allen, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. Wedekind requested that Item h, the request of Brandon Beard be moved to the beginning of the agenda. It was moved by Kolb, seconded by Plautz to approve the agenda with the requested change. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the August 23, 2019 meeting. Motion carried unanimously.

New Business

- a. Review property owner's proposal to improve drainage from his property at 611 5th Street – Brandon Beard addressed the Committee saying that he is trying to get more of the water out of his yard and he cannot get answers from Tom Pinion and would like to get something done by fall. He said that he could not lower his yard to match the City sidewalk. He said that he was denied having crushed asphalt being put in his driveway. He said he was trying to figure out why. He said that the ordinance does not state that it cannot be done; he feels that the ordinance states that it can be done. He said that the ordinance states that paved asphalt, concrete, or some other track-free, dust-free material. He said that crushed asphalt is track-free, dust-free material. Beard presented a sample of crushed asphalt to the Committee saying that this was in fact dust-free. He said he is trying to use a recycled product that goes along with the ordinance, but someone is telling him he cannot use it. Kolb said that Beard called him and he told him that he was unsure how this met City standards. He said he did not know whether it was impervious or acceptable. He explained that since the last meeting, Pinion took him to Beard's property to look at it. Pinion said at the July meeting Beard attended and wanted to City to participate in helping solve his drainage problem, something that the City does not ordinarily do on private property. He said at the Committee's direction and in an effort to try to solve that we agreed to lower the sidewalk, as long as it would provide improved drainage. He said that he spent a fair amount of time there surveying to try to determine whether the \$1,200 that the City was thinking about spending would in fact solve the problem. Pinion gave a detailed presentation saying that is a total of 150 feet from street to alley. He said that drainage could be provided through here, but only if Beard's driveway is re-graded. He presented the Committee with two different proposals to regrade the driveway in an effort to improvement drainage as much as they could on private property and still shed the water the way Beard hoped it would. He said he met with Beard on September 19 and that point it seemed apparent that they were at an impasse. Beard was asking him to make sure the sidewalk was lowered and Pinion told him that it would not be lowered until he sent him a detailed description of what his was proposing to do to help solve the problem along with a schedule. Beard had asked Pinion if he could put the driveway in something other than a paved surface but he was told no because the ordinance requires a paved surface, which is either concrete, or asphalt. He then asked about crushed asphalt and he was told that this nothing other than a paved surface has been allowed in the prior 9 years. Pinion explained that the driveway ordinance is pretty clear – it requires a paved surface unless some other material is approved by the City Engineer and that he is not about to approve anything other than what has been approved in the past and set a new precedent. He said that if any property owner is unsatisfied with that City Engineer's determination there is an appeal process in that ordinance. He said that ordinance states that the appeal needs to be presented to the PSC within 10 days of the time that the decision was made. Today is day 11 and nothing was received formally in writing. Pinion said that Beard did put together something for the Mayor in an e-mail; however, he was not specific about making an appeal, so he is not sure if Beard has grounds to request any material other than a paved surface. Pinion said the water drains to the low spot in Beard's yard, so the yard could be raised by hauling in dirt and landscape to get it out toward the driveway; however, the driveway has to be regarded in order to get it to the lowered sidewalk. He said that there is no question that the driveway needs to be re-graded, which causes the need for a paved surface on that portion of it. Pinion said that he suggested that if the City were going to invest \$1,200 to lower the driveway, drain tile would be required to solve the problem in combination with the re-grading of the driveway. He said that when he met with Beard on the 19th and said if the off-site water in really the issue, then there is a way to solve that without messing with the driveway or the sidewalk. It could be solved with the addition of a very subtle berm along the alley where the ground is lower than the alley where Beard alleges that it flows onto his property. Beard then read the appeals process from the Ordinance to the Council saying that anyone wanting to appeal had to do so within 10 days to the Council. Beard then explained to the Committee what his existing driveway was and said that if he cannot put the crushed asphalt in then he would still like to get the sidewalk lowered so that he can get the water out because it comes and puddles in the middle of his yard. He said he can adjust the grass line in between that, next to it; however to meet up to the sidewalk. He said it is not the problem of if he has to do this or not, he still needs to get the water out so he will adjust his yard to get it out if needed. He said he wanted to get this done before winter to avoid mud in his yard. Plautz asked Pinion why the crushed asphalt was not allowed and he answered that it is not a paved surface. Beard asked why. Pinion said the ordinance reads, under workmanship, all driveway entrances, approaches, parking areas should be paved.

Entrances and approach paving shall be in accordance with requirements for sidewalk construction, which means concrete. Parking areas shall be paved with concrete, asphalt, (not crushed asphalt), or some other dust-free, track-free surface, approved in advance by the City Engineer. He said this requirement shall apply to new driveway construction, and driveways substantially removed and replaced after August 2009. Plautz asked Truman whether Beard could appeal this matter to the Committee. Truman stated that she is a little behind with this issue and has not read the Mayor's email, so procedurally she cannot say where the City is at with this. Kolb asked Beard if the e-mail to the Mayor was an appeal, and he answered kind of. The Mayor stated that he received the e-mail 24 hours out of a 3-1/2 hour surgery, and was not in any position to make any type of decisions. Pinion read the beginning of Section 8.09 Driveways, to put everything in context. An appeal to the Council can only be made if a Driveway Permit, which is only required for new driveways, is denied. Pinion explained that a driveway permit is not needed to rebuild a driveway. He said that it is confusing and he does not think that anyone can appeal the decision of the City Engineer or Public Safety Committee whether or not a certain material is acceptable. Kolb asked if the City is going to go along with the decision that we lower the sidewalk then Beard has to comply with the statutes. Pinion said that if he is just going to re-grade his yard and do nothing to the driveway, water is not going to get out of his yard. Pinion said that he has to re-grade the driveway to get it out of the yard, and that is a substantial alteration and what requires a paved surface, which is why Beard does not want to do it. Pinion said that it is expensive and he understands that. He said lowering the sidewalk, and only the sidewalk, does nothing to improve drainage. Beard said that if he does not adjust his driveway but adjusts his yard to meet up to it, how is that not a problem. He said he isn't even talking about the black top at this point, he is just trying to get the water out of his yard; he doesn't want to install a drain tile because he can't put gravel in his driveway which is required for drain tile to work as Pinion described since it is obviously going to freeze up. He said there is not enough angle to get a drain tile to flow decently in the wintertime and he will be back in at the same point as now. He said that there are eight properties that flood his yard from all three sides. Kolb said that Pinion said a berm could be built, Beard said that would block the other side of the alley, and only get a portion of the water. Beard said that the sidewalk was approved to be dropped; he is just trying to get it dropped so he can get his side of it done to meet up to it. Wedekind said it would require blacktop. Beard said if that is what he is made to do; however, he does not see why he cannot just adjust his yard. He said is driveway is two concrete strips. Pinion said that the City would be lowering the sidewalk 9 inches, so if that is the concrete tire tracks Beard is talking about he will not get over it, so something has to be done. Kolb asked Pinion about drain tile, Pinion said it isn't fool-proof; however, it is going to work 90-95% of the time, there is 2-1/2 feet of bury, frost will go down 4-feet in a road, but typically does not go down 4-feet in a yard. Beard said that the grass in between him could funnel it out 8 inches. Pinion said that when he met with Beard to discuss the situation, he did not say he intended to re-grade his. Pinion said that he asked Beard to follow up the meeting in an email and tell him what he was going to do and when. Pinion said that without and detailed description and a schedule of who is doing it and when, he was reluctant to lower the sidewalk. Beard said he would be doing the work personally but is waiting for the sidewalk to be lowered before he can start. Beard asked if he could at least get the sidewalk dropped as approved before. He said there were no conditions attached to the prior approval but now Pinion is coming up with more things for it. Wedekind feels a detailed description of what is being done is needed. Pinion said that maybe an agreement is needed so it is clear what each party is responsible is. Wedekind stated if Beard gets a detailed agreement to the City Engineer, and he approves it, the issue should not have to come before the Committee again. Beard asked about the blacktop. Gilman said that a granular material, like crushed asphalt, is not track-free and it still contains oil. Beard said the City might want to change their ruling on this; everyone is going to recycled materials. Truman suggested to make a motion to allow the City Engineer to enter into negotiations with Beard, and if the City Engineer is comfortable with it and gives approval. If the Engineer and Beard does not agree then we are back to where it is now, but Beard will have to follow the appeals process. It was moved by Kolb, seconded by Plautz to allow the City Engineer to enter into an agreement with Brandon Beard. Motion carried unanimously.

- b. Declare existing tin building at 314 Depot Street to be Surplus Property and authorize its sale via an online auction – Gilman presented the background to the Committee. It was moved by Kolb, seconded by Plautz to declare the building at 314 Depot Street Surplus Property and authorize its sale via on online auction. Motion carried unanimously.
- c. Consideration of proposed revision to §25.10(i)(4) of the Baraboo Municipal Code pertaining to Bond Amounts for Animal at Large violations – Truman presented the background for this issue. It was moved by Kolb, seconded by Plautz to recommend the proposed revisions to §25.10(i)(4) to Council as presented. Motion carried unanimously.
- d. Consider extending Landfill Monitoring Contract with MSA through 2022 – Pinion presented the background. He said MSA has been doing this for a number of years. It was moved by Plautz, seconded by Kolb to renew the Contract with MSA through 2022. Motion carried unanimously.

- e. Review and prioritize list of prospective Street Improvement Projects for 2020/2021– Pinion said that at this time the Capital Plan shows \$750, 00 as a placeholder for the near future on an annual basis. He said if we do that through general obligation bonds, there is a hefty bond issuance cost. He said we borrow money for street improvements there is a three-year window to spend it. Pinion said that there are two impending grant opportunities for road projects. He then gave a detailed description of those grants to the Committee. Pinion said he would like the Committee to prioritize the streets they would like to see done. Canepa Street would be brand new curb and gutter and would be assessed. Pinion said that all other streets would be street reconstruction, not new streets. Kolb said his list included Mound Street, 13th Avenue, and Elizabeth Street, westerly half being the worst, and then Tuttle Street a close 2nd. Pinion felt that Draper, Elizabeth, and Madison would be good candidates for the impending grants. Pinion said that he would put the streets in a tentative list in rough order for budget and a final decision can be made at budget time.
- f. Review and prioritize list of Alley Projects for 2020 – Pinion presented the list of prospective alley candidates. He said the alley between Elizabeth & Camp that was just dedicated to the City is a one according to PASER rating. Pinion will put the prospective alleys in a tentative list for budget and a final decision can be made at that time.
- g. Review prospective Sidewalk Projects for 2020 – Pinion said new sidewalk is assessed and there is a limited amount in that account for assessable projects and that fund was all but depleted with all the new sidewalk on Lake Street and the one block on Elizabeth. He said that new sidewalk, if included with the 13th and Tuttle Street projects, would come out of that fund and the sidewalk would be done in conjunction with the roadway reconstruction. It was Kolb and Wedekind’s preference to do the small infill projects. Wedekind would like to include Remington, from 2nd to 4th, for example.
- h. Discussion and possible recommendation to establish a local vehicle registration fee as an alternative revenue source to fund future street improvements – Pinion said that Council gave Staff a directive to initiate the process of creating a local vehicle registration fee as well as a streetlight utility. He said the local registration fee is for the Committee’s consideration today, and next month the streetlight utility will be included with some of that background. He said it has not changed much from two or three years ago when it was updated. The potential there is approximately \$250,000 and if the City chooses to initiate it, it will not start being collected until 90 thereafter; therefore if it started January 1, we would only collect ¾ of the \$250,000. Kolb was hoping to be presented with all three proposals, vehicle registration, streetlight utility, and premier resort tax. Geick said that it would take 1 or 2 years to put the premiere resort tax together just for research and everything. Pinion said that this requires state legislation action. Plautz would have also liked to have all three proposals at once. Attorney Truman said that because a recommendation concerning the vehicle registration fee is the only item on the agenda, talking about anything beyond that, other than maybe making a motion to postpone this a month is outside of the scope that is on the agenda. Plautz presented comments from his constituents regarding wheel tax. He went on to say that, everything seems to be hitting at the same time, wheel tax, library expansion, school expansion, etc. Plautz said that more funds would be generated from a resort tax rather than a wheel tax. Wedekind feels the City is responsible for the streets, not townships, etc. Kolb feels that this in more appropriate discussion for the Council, they asked the City to come up with information about the registration fee tax, he thinks it should be discussed with the full Council, not just the three members here. Kolb moved that this be moved to City Council without a positive recommendation. Wedekind seconded the motion. Plautz asked Geick if this a clearer picture could be given on resort tax at Council. Geick said that would not give him enough time, and Truman said that this would be outside the scope of the actual motion, making a motion to recommend on anything else is contrary to that. Motion carried 2 to 1, Plautz voting no.

Informational Items

- a. Discuss revising Section 7.09(3)(f)(1) of the Traffic Code to convert the 8-hour parking stalls on the south side of 4th Avenue between Broadway and Birch Street to 2-hour stalls – Truman said that Peter Vedro was in attendance on behalf of the County and they asked that this be postponed one month because they would like to participate in the discussion. It was the consensus to postpone for one month.
- b. Discussion of the creation of an ordinance prohibiting fishing from bridges within the City limits – Kolb said that if the City was looking at making the river a recreational area, would it be dangerous to be throwing hooks and such over the bridge. Schauf said based on the question asked the first question is safety versus pedestrian standing on the side of roadway. If there were a sidewalk that a person could be standing on, that would preclude any of the other safety issues, there is not a sidewalk on one portion of the bridge on Manchester, which could be a safety issue. The second portion of that is fishing hooks over the bridge with recreational. He said previously the City of Wisconsin Dells had an issue with their backwaters where all their City boat docks are, and the problem was that the fishing line was getting wrapped around propellers and

causing damage to the boats. He reached out to the DNR to see if there were any other places having problem, but he has not heard back from them. It was the consensus to postpone this discussion until more data is obtained.

- c. Discuss the need for Public Safety Committee's review of Special Event Permits for recurring annual events that contain no changes from the prior year's event – Truman said that the City updated their Special Ordinance about one year ago; however, one thing that did not change in the ordinance was the need for road closures to come to Public Safety for approval, however, there was some confusion about whether or not if it was an identical event from the years past, literally no other changes whether or not the Committee would want to review it and give approval, or whether the Committee would want it to be handled at the staff level. Wedekind and Plautz said that they would want to review them. Pinion asked if they wanted to review all of them, he said that the two Fair On The Square events have not been to the Committee in the nine years that he has been here. He said he feels that the questions came from Foo Fest and that this year was the third consecutive year for that event and the application did not make any change from last year's application. It was the consensus if there are no changes from previous years' events, staff could approve the applications administratively.

Reports

- a. Utility Superintendent's Report – Peterson said number one goal is to wrap up the budget. Both water and sewer budget have some large expenditures. He said there would be no water increase. He said he is working to put something together on the sewer side, an increase will be seen. It was stated that the budgeted will be presented at Council the 2nd meeting in October, and it will go to Public Hearing the last meeting in November.
- b. Street Superintendent's Report – Gilman said the department is winding down on storm sewers and other repairs. He said all alleys are completed; 4th Street parking lot was paved last week. He said that the department is in the 60-70% complete on catch basins; however, he has not tallied them up yet.
- c. Police Chief's Report – Schauf said his department is also working on budget. He said the Department had an incident over the weekend involving a gun, unfortunately he feels that is the kind of stuff that will be seen coming into the future.
- d. Fire Chief's Report – Stieve said the hiring process, they had seven applicants, six of them completed the physical ability test and all passed; four passed interview process, one being hired now. He said one applicant is still being considered, she is on a neighboring department, and another applicant is on hold as she completes other things in life. He said the Department did a helicopter rescue, along with Wisconsin National Guard at Devil's Lake over the weekend. He said last evening they received a call for a structure fire on Grove Street, this being the first use of Auto Aid with Delton, and the process worked great. Stieve gave accommodation to Brad Allen of the Baraboo News for the story he did on recruitment. He said that there are five student in the High School Academy. Stieve said that he is working on budget and looking at possibly renting out part of the 135 4th Street building. He said that he is working with Public Works Department working in the basement of the 4th Street building.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:31 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

Minutes of Plan Commission Meeting October 15, 2019

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

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

Also in attendance were Emily Truman, Carol Williams, Tom Turbett, Gregg Borucki, and Tim Moy.

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 Kolb, seconded by Liston to approve the minutes of the September 17, 2019 meeting. Motion carried unanimously.

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

Public Hearings:

- a. Public Hearing to consider a request from TMBD Properties, LLC (Owner), and Baraboo Area Homeless Shelter, Inc. (Applicant) for a Conditional Use Permit to allow a Community Living Arrangement in an R-4, Four-through Twelve-Family Residential District, located at 1200 Silver Circle, City of Baraboo, Wisconsin – Carol William, 1350 Terrytown, Baraboo addressed the Commission. She spoke in favor of the homeless shelter being proposed. The hearing was declared closed.

New Business

- a. Request for a Conditional Use Permit to allow a Community Living Arrangement in an R-4, Four- through Twelve-Family Residential District, located at 1200 Silver Circle, City of Baraboo, Wisconsin, by TMBT Properties, LLC (Owner), and Baraboo Area Homeless Shelter, Inc. (Applicant) – Father Dave Mowers, 115 6th Avenue, President of Baraboo Homeless Shelter introduced him to the Commission. He gave the background of the organization, which was founded in November of 2018. He said the organization has a board of nine. He said their vision is to be a place that each individual receives connections to services to help them find new housing and whatever supportive services to maintain that housing. Mowers then presented the Commission with plans that he believes are both compliant and will pass state inspection. Attorney Truman said that she met with Mowers and Pinion regarding provisional requirements that were needed. Truman also said if the Commission was inclined to move forward with this, she would encourage that it be made contingent upon the plans being approved the City Engineer and the State. Kolb congratulated Mowers and the board for their work. Kolb asked if 32 people were ambitious and manageable. Mowers said what they would like is 30 as a state of capacity number. He said based on state data there are 80-100 people that are homeless in Sauk County, and two-thirds are single men for whom there are no homeless beds in Sauk County. He said that the organization is in partnership arrangement set up with Community Action Coalition of Sauk County, and they will actually be the employees for this shelter. He said they intend to have a man and a woman in the shelter who are house managers. Kolb asked the plan for transporting people to appointments. Mowers said that they have applied for a grant from the SSM St. Clare Foundation that would fund a line in their budget specifically for transporting people to appointments. He said they also want to work on a deal with the cab company. Mowers said that clients would have a pre-screening, background check, which in most cases will be by phone. Mowers gave a detailed presentation regarding the entrance procedures. Kolb asked what the plan was to move people into permanent housing. Mowers said that they will let people stay for 30 days to begin with, and if there are situation in their individual background make it such that finding a permanent house within 30 days in not feasible, we will allow it to be extended out for a total of 90 days per calendar year. Kolb said that Baraboo is a tough community to find affordable housing. Mowers said that the lack of affordable housing to put people in would be the biggest hurdle. Therefore, Mowers said so if there is going to be longer than 90 days it if is going to be driven not by their operation, but a lack of affordable housing. It was moved by Liston to approve the Conditional Use Permit to allow a Community Living Arrangement at 1200 Silver Drive, with the condition that the City and the State approve the plans. Tom Kolb seconded the motion. On roll call for motion, Ayes – Thurow, Franzen, Liston, O’Neill, Kolb, Marshall, and Wedekind. Nay – 0. Motion carried 7-0. Mowers stated that the owners is TMBT, not TMBD as stated in the agenda.
- b. Consider request for Conditional Use Permit for an Electronic Variable Message Sign for the Sauk County Innovation Center at 201 8th Avenue, in a B-1 Central Business zoning district, by Beancounter Investments LLC – Tom Turbett, Rainbow Signs introduced himself and Tim Moy to the Commission. Turbett said that at the last meeting, this request was postponed waiting for feedback from the Police Chief, and he thinks that has been accomplished. Attorney Truman said that she spoke with Chief Schauf and his only concern was if the sign was flashing red and blue for obvious reasons. Liston moved, Franzen seconded to approve the request for an Electronic Variable Message Sign at 201 8th Avenue as requested. Kolb stated that there would be no scrolling, and Turbett confirmed that there would not be. On roll call vote for the motion, Ayes – Franzen, Liston, O’Neill, Kolb, Marshall, Wedekind, and Thurow. Nay – 0, motion carried 7-0.
- c. Consider a request to rezone a portion of the 5.3-acre parcel located on the north side of South Blvd. between State Rd 136 and Commerce Avenue (formerly occupied by the Honey Boy Mobile Home Park) from its current B-23 Highway Oriented Business zoning classification to an I-3 Industrial/Business or I-4 Planned Industrial/Business zoning classification for a Self Service Storage Facility, by Jerzy Maj, d/b/a Maj 3 LLC – Jerzy Maj introduced himself to the Commission. He said he owns the property and would like the Commission to rezone the property to I-3 or I-4. He said that it is his desire to utilize this property to build Self Service Storage units. He said that the front part of the property, approximately 1-1/2 acres would be divided and kept for Highway-Oriented Business. He said he has one party interested in it. Liston said that he is opposed to this request. Kolb also is opposed to this plan, and feels that this property should stay zoned B-3. Franzen said that in the introduction it was stated that Maj was more concerned about making this a used car lot, and he feels that the City does not need another used car lot, and would like it to be more presentable. Marshall does not want this hurting the retail establishments around the property, and to have another storage facility so close would not be appealing, and she is opposed to it. Franzed move to rezone the property to either I-3 or I-4. Truman said that rezoning the property would allow storage units and asked Franzen if he was in favor of the request, he answered no, he is opposed to the request. Truman said for clarity purposes at this time the proposed is zoned B-3, and self-storage units are not allowed, so what Maj is seeking is either an I-3 or I-4, which would allow self-storage units. Franzen said that he understood that, but he will vote against it. Greg Borucki, MSA said he put

this layout together, and asked if there is anything of the layout that could be changed, they left 1-1/2 acre commercial in the front, tucked in the sides so no one sees the storage unit, that is why they slid them all around the back side on the east side. He said there is green space, plant, and trees. Liston said that he is opposed to the use. Marshall asked what would be seen from Highway 136. Borucki said that from Highway 136 there are existing buildings on the backside of the building. Maj said that they would not be visible from Highway 136, there is the shopping plaza, which completely block them, and the property does not go past the Chinese Buffet. Maj then explained the other views. The motion died for the lack of a second.

- d. Review and recommendation to revise list of Permitted and Conditional Uses in a B-2 Neighborhood Business zoning district – Truman presented the current code addressing all the permitted and conditional uses for what is currently zoned B-2. She said that the B-2 areas are spot zoning area. She said arguably, the intent for this spot zoning is for the businesses or whatever there to be comfortably placed at what is typically a residential type area. Truman said because some of the current permitted used and conditional uses may not be so great in a primarily residential area, it was suggested that the Commission go through these and see if there are any that the Commission would like to see stricken. She said one of main reason for this coming before the Commission was that right now in a B-2 a principal permitted use includes automotive sales and services. Kolb's list to strike would be Dry Cleaning Establishments, Automobile Sales and Service, Trailer Sales and Rental, including Manufactured Homes, and Boat Sales. Kolb said he did not know about Paint, Glass, and Wallpaper Stores, and Electrical Supply and Repair Shops. Kolb then listed the Conditional Uses that he would like to be stricken: Limit Group Development to Office Development and Condos only, eliminating the strip malls, Laundromats, Convenience Stores, and Automotive Parts Stores. Kolb moved to eliminate the uses listed on his list presented by him to the Commission from permitted uses, and conditional uses in the B-2 Zoning Districts. Truman said for the record they are: 2f, 2w, 2af, 2ah, 4g, 4l, 4u, and then amending 4e to be limited to Office Developments, and Condos only. Kolb answered in the affirmative. Franzen seconded the motion. On roll call for the motion, Ayes – Liston, O'Neill, Kolb, Marshall, Wedekind, Thurow, and Franzen. Nay – 0, notion carried 7 – 0.

Adjournment - It was moved by Liston, seconded by Kolb to adjourn at 5:52 p.m. The motion carried unanimously.

Phil Wedekind, Mayor Designee

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

- The August 21, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Dave Kitkowski, Matt Krueger, Robin Meier, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Tim Stone, Terry Turnquist and Phil Wedekind
- Also present were: Attorney Maffei, Administrator Geick, Chief Sechler, Deputy Chief Rago, Koepp, Larson, Seefeld, Snow, Vande Hei, Willer
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Wedekind, seconded by Sloan. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the July 24, 2019 minutes was made by Stieve, seconded by Sloan, with the following changes: 1) Correct the spelling for Puttkamer and Stieve. 2) Stieve requested that the minutes reflect in paragraph 3.e. his displeasure with the Billing plan as it was presented. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet.

New Business

1. Update of Billing Department. Vande Hei shared that Seefeld is back to working the same schedule in the Billing office as prior to her being deployed. Bills / claims were always sent out in a timely manner, with an average of 12 – 14 days. Currently, the claims are being sent out between 5 -7 days. Vande Hei said that one of the Billers was able to follow up on some Medicare / Medicaid claims to address a missing modifier, which then resulted in getting revenue from claims that had previously been denied. Additionally, look-backs on patient accounts are being performed each week. Training and cross-training is occurring with the other part-time Billing staff. Seefeld shared that the follow-up from when she was gone in 2018 have been brought up to date. Insurance companies are paying on the various claims, as well as private pay individuals. Seefeld noted that the amount of income / revenue has steadily increased. She also explained that follow-up is a continual / on-going process that has always been pursued until the claim is either paid off or written off. For example, an insurance payment check may be sent directly to the patient, and then the Billers follow up to collect the funds from the patient. Seefeld stated that the numbers and reports from 2018 had been forwarded to the auditor, and she will send them any back-up information as it is requested. The Billing Office has begun accepting paper-style credit cards for immediate full payment. Lastly, Seefeld stated that the Billers are staying current with the 2019 accounts and payments. Petty asked if there was a time limit on submitting claims. Both Vande Hei and Seefeld responded that there are different dates for different companies. Medicare / Medicaid have a time limit of 365 days; Blue Cross /Blue Shield has a time limit of 14 months. Petty asked if any entities have a time limit of 3 months. Seefeld responded that the VA has a 90-day time limit. Both Seefeld and Vande Hei reiterated that even with a 90-day claim submission window for the VA the initial claims were sent out in an average of 12 – 14 days, which met that requirement. Meier asked if there is any revenue

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lost due to timely filing. Seefeld responded there potentially could be lost revenue, however, it would be very low, as there are avenues to pursue in getting reimbursed in the appeals process of a claim. Dahlke stated that even though the claims are being submitted in 5 – 7 days, he would like to see the Billing staff strive for a goal of 3 – 5 business days for getting the claims submitted to the respective payers.

2. Snow gave an update on the Line of Credit application. The Line of Credit with Baraboo State Bank is approved, but is on hold for completion until the 2018 audit is completed. He reached out to Community First Bank, and they are interested in offering a Line of Credit to Baraboo EMS, with similar terms as the Baraboo State Bank. Stieve asked if the last Members meeting had a quorum, in which to approve the Line of Credit. Maffei responded that on reviewing the Bylaws, there were not enough Members present, so another Members meeting should be scheduled to vote on the proposed Line of Credit. A motion was made by Krueger, seconded by Petty, to schedule a Member's meeting immediately following next week's Commission meeting, on Wednesday, August 28, 2019. All ayes, motion passed.
3. Dahlke commented on the Letter of Engagement from Wegner CPAs. Meier stated that is was standard practice for accountants to have this type of agreement with their clients. Maffei indicated he had an issue with the dates being retroactive back to January 1, 2019. He stated that he would like to contact Weger's, and have them change the dates from now to the end of the year. It was directed that this item be brought back to next week's Commission meeting.
4. A request has been made by the City of Baraboo to perform a special audit of A/R, cash, billing, and write-off's, at their expense. After discussion, a motion was made by Stieve, seconded by Sloan to approve the request. All ayes, Motion carried.

Commissioner Comments & Future Agenda Items

- Dahlke asked that the Commissioners please be cognizant about hitting "Reply to All" on emails between the Commissioners, as it could be considered a walking quorum.
- Dahlke apologized for the late notice of the meeting this evening. He won't be able to attend next week's meeting, and wanted to make sure that the Billing items were addressed right away.
- Stieve asked about a meeting that Maffei and Dahlke had and asked if information from that meeting would be distributed to the entire commission. Maffei and Dahlke both acknowledged this was a closed session item and could not be discussed.
- Meier stated that in preparation for the 2020 Budget, that the annual review of the Chief should be added to next week's agenda, in closed session. As well, Meier commented about costs to be considered, associated with an outside Billing agency, compared to current Billing staff.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - August 28, 2019

Adjournment

- Motion to adjourn by Krueger, seconded by Wedekind at 8:31 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,
Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

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

- The August 28, 2019 meeting of the Ad Hoc Committee was called to order by Meier at 6:45 pm.
- Committee members present: Meier, Petty and Puttkamer. Also present: Otto, Stieve, Turnquist, Chief Sechler, Deputy Chief Rago, Klock, Koepp, Snow, Larsen, Seefeld
- Meier confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Petty, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the July 24, 2019 minutes was made by Petty, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- No public comments.

Appearances / Announcements / Correspondence / Reports

- None

New Business

1. Approve check details and online payments for July 14, 2019 – August 17, 2019 in the amount of \$151,783.66. A motion to approve as presented was made by Petty, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

Additional Comments & Future Agenda Item

- Meier stated that she would like to work on a Policy regarding minimum fund reserves to have on hand. She will begin work on a draft document to bring back to a future meeting for discussion.

Adjournment

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

Respectfully submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

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

- The August 28, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Puttkamer at 7:00 pm.
- Commissioners present: Dave Kitkowski, Matt Krueger, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Terry Turnquist and Phil Wedekind
- Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Klock, Koepp, Larson, N. Rago, Seefeld, Snow, Vande Hei, Willer
- Puttkamer confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Wedekind, seconded by Turnquist, with the following item to be added as 2.a, "Discussion and possible action to approve the appointment of the Commission Treasurer to work with the auditors performing the Special audit." Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the August 21, 2019 minutes was made by Wedekind, seconded by Stieve, with the following changes: Stieve requested that the minutes reflect the following statement in the Commissioner Comments, "Stieve asked about a meeting that Maffei and Dahlke had and asked if information from that meeting would be distributed to the entire commission. Maffei and Dahlke both acknowledged this was a closed session item and could not be discussed." Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – No report.
2. Treasurer's Report – Meier reported that she had met with Snow, and asked for numbers regarding the wages for the Billing department staff. There were no write-offs for this time period, which Meier was going to recommend, until after the special audit is performed, to see what their recommendation will be. The cash flow has been sufficient to cover the bills for the month, but it is not enough to begin replenishing the reserves that have been used.
3. President's Report – No report.
4. Chief's Report – Sechler referenced the "Nominate a 1st Responder of the Year" form in the Commission packet. The form can be filled out, and sent back to your representative in the State Assembly. Each District is going to pick one person, based on the nominations received.

Consent Agenda

1. Approve check details and online payments for July 14, 2019 – August 17, 2019 in the amount of \$151,783.66.
A motion to approve as presented was made by Petty seconded by Meier. Voice vote, all ayes. Motion carried.

Minutes**Baraboo District Ambulance Commission****Old Business**

1. Update on the progress of the proposed new Fire/EMS building. Sechler and Stieve indicated that the agenda item for the approval of the architectural firm to be selected for the proposed new building process was taken off the agenda for the last two City council meetings. The City is working on prioritizing the proposed Fire/EMS building as well as building a new Library.
2. The Letter of Engagement from Wegner CPAs was brought back from the previous meeting. The dates had been corrected to indicate from August 1, 2019 to the end of the year. A motion to approve signing the letter was made by Meier seconded by Stieve. Voice vote, all ayes. Motion carried.

New Business

1. Preliminary 2020 Budget discussions. Sechler reviewed current and projected call volume; per capita rate options; building costs; funding reserve accounts, etc. Sechler was looking for some direction regarding preparing for the costs of a new building, and budgeting to build the needed funds slowly over the next few years. Turnquist indicated that the tax levy amounts in the past have been relatively conservative. He suggested that it might be time to increase the tax levy per capita rate. Meier commented that the Commission needs to look at the proposed expenses. She suggested starting with what items are needed, and then back into the amount for the tax levy portion. Stieve suggested that a special meeting be held just to discuss the 2020 Budget. The Commission directed that a meeting be scheduled on Monday, September 16, 2019, to discuss Budget related items only.
2. Snow discussed the terms for the Line of Credit with the Community First Bank, and reviewed the items from Wells Fargo Bank. The final paperwork from Community First Bank needs to be completed and reviewed by Maffei, but a verbal approval from the Bank has been given. Meier suggested only approving the Line of Credit from Community First Bank, instead of Wells Fargo Bank, as the interest rates were lower with Community First Bank. A motion was made by Sloan, seconded by Krueger to recommend at the Member's meeting to accept the contractual agreement with Community First Bank, for a Line of Credit of \$500,000, with the understanding that no borrowing would occur until another Member's meeting approved any requested transfers. The authorized signers will be the Commission President, Secretary, and/or Treasurer. Voice vote, all ayes. Motion carried.
- 2.a. Meier requested that she be appointed as the Commission Treasurer to work with the auditors performing the special audit. It was motioned by Turnquist seconded by Petty to approve the appointment of the Commission Treasurer to work with the auditors performing the special audit. Voice vote, all ayes. Motion carried.
3. A motion was made for the Baraboo District Ambulance Commission to go into Closed Session pursuant to §19.85(1)(c) Wis. Stats. to discuss performance review for the Chief / EMS Director

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and review administrative structure by Sloan, seconded by Wedekind. Roll call vote: All ayes. After Closed Session discussions, a motion was made by Wedekind, seconded by Petty for the Baraboo District Ambulance Commission to return to Open Session pursuant to §19.85(2) Wis. Stats., and may take action as a result of closed session discussions. Roll call vote: All ayes.

Commissioner Comments & Future Agenda Items

- Meier stated that she will be looking at some sample policies regarding Fund Reserves, to bring back for discussion at a future meeting. She would also like to look at some HR policies, to determine where the HR Director should be placed in the Chain of Command.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - September 16, 2019

Adjournment

- Motion to adjourn by Wedekind, seconded by Sloan at 8:55 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

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

- The September 16, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Robin Meier, Donna Meier, Randy Puttkamer, Scott Sloan, Tim Stieve, Terry Turnquist and Phil Wedekind
- Also present were: Administrator Geick, Chief Sechler, Deputy Chief Rago, Dekeyser, Fiebig, Koepp, N. Rago, Seefeld, Snow, Vande Hei
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Puttkamer, seconded by Sloan. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the August 28, 2019 minutes was made by Sloan, seconded by Stieve. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – No report.
2. Treasurer’s Report – Meier reported that she met with the Billing department to get reports for the Financial statements. She indicated that she was enlightened on several items, and would like to review and discuss some of those items at a future date.
3. President’s Report – Dahlke reported that the engagement letter for Baker Tilly was signed, and was sent to the auditors. He reminded everyone that the City is paying for this audit, and to allow the auditors to do their job without interference, and that there should be complete cooperation. As well, anyone working with the auditors should provide requested information or give access to data so that they can reach their own independent assessment of the Billing processes. This is not the time to offer personal opinions, speculations, or accusations.
4. Chief’s Report – Sechler reported that there had been a change in mindset at the State DHS regarding the ET3 pilot program. There is going to be a Bill introduced very soon to allow for ambulance services to be able to participate in the program. As well, the deadline for the application is going to be extended to October 1st. Sechler requested some direction regarding applying for the program. After discussion, Sloan stated that it would be worth the effort to apply, if there is time to do so.

Old Business

1. Update on the progress of the proposed new Fire/EMS building. Sechler and Stieve reported that at the last City Council meeting, it was decided to approve the building of the new Library first. Geick commented that the plan was to start construction on the Library building in 2021, to be completed in 2022. Most likely the Fire / EMS construction would then be started in 2024, to be completed in 2025. Geick also stated that it had been approved for a site study to be performed for the Fire / EMS building, and the intent was also to have a preliminary design completed, in order to better determine cost estimates of the building.

New Business

1. Preliminary 2020 Budget discussions. Sechler reviewed the various line items within the

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proposed 2020 budget, which included the current and projected call volume; per capita rate options; funding of the reserve accounts, etc. Discussion related to the current and proposed Billing rates are recorded in point #2, below. Discussion also occurred on capitol expenses including preparing for the costs of a new building; budgeting to build the reserve funds; and replacing ambulances over the next few years.

Sechler stated that requests for assistance to help a patient off the floor have been increasing. Specifically, CBRF's, nursing homes, and assisted care facilities have enacted a policy in which their staff will no longer lift a patient off the floor. Their staff now calls 9-1-1 to have the ambulance service respond, and lift the patient. The Commission directed that Sechler discuss the situation with the Administrators of the various facilities to gain more information on the situation, as well as to inform them that if there is not a resolve, that Baraboo EMS will start to bill the entity for "At Scene Assists".

Stieve stated that there were 611 calls that were not categorized as BLS, ALS, or SCT in the data points worksheet, and that he had contacted Sechler earlier to ask how they should be categorized. Sechler shared that those calls were a compilation of the following: responding with the Fire Department to standby at a scene; responding to a Rope Rescue call, and the patient refuses transport; responding to a car accident, and a person refuses transport (typically they were in a car accident, and a passerby calls 9-1-1, even though there are no injuries); responding to other types of 9-1-1 calls, and the person receives some type of medical treatment but refuses transport; as discussed above, responding to a request for service to pick a patient from off the floor. Sechler stated that staff will continue to track those numbers, and he will work on how to categorize them in the data points worksheet.

Meier stated that she had reviewed the trends from past years budgets, in order to run some of the numbers in her own sample budget. She indicated that her preference is to budget conservatively for anticipated income, as well as to budget extra for unanticipated expenses. In her budget, she had determined a per capita rate increase of \$11.00, as compared to the proposed \$3.00.

Stieve asked why there was an option in the Budget for \$7,500 to replace the phone system. It was explained that the current phone system had been in place when the Admin building was purchased, and that it was antiquated, and that the service agreement was no longer in effect, and there were no more patches to be able to fix the system. Stieve stated that we could contact the City to see if we could utilize part of their system. He suggested that we could share services with the City and use their system and piggy-back off of it using their Fiber Optic. It was explained that we don't have Fiber Optic installed to either building. Turnquist commented that it would only be a \$0.42 increase to the per capita, rate if that were added to the Budget, so he suggested a \$1.00 per capita increase to cover the phone system. Dahlke also supported replacing the current phone system.

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Stieve asked about the possibility of sharing Legal services with the City, and using their attorney instead of the current Law firm. Some of the Commissioners responded that they felt that would be a potential conflict of interest.

Sloan commented that even though a new ambulance was scheduled to arrive in December (due to the AFG grant) that there was not a replacement ambulance budgeted for 2020. He suggested that funds be set aside for future ambulance purchases, as well as set aside funds to build up the Reserve funds.

After additional discussion, the Commission directed that the proposed per capita rate increase to \$30 for Members, and \$33 for any contracted service areas / non-members. Sechler and Snow stated that a few more minor changes were needed on the line items related to wages and benefits, but that it should be a wash after the adjustments are made. It was directed that the various suggestions from the Commissioners should then be incorporated into the proposed 2020 Budget, to be reviewed again at the next Commission meeting. Any funds remaining after the adjustments should be used to build up the Reserve funds.

2. Sechler and Snow reviewed the current Billing rates and the proposed Billing rates with the Commission. It has been at least five years since the last increase. The increase in rates will not cause any additional revenue to come in from Medicare and Medicaid; however, there would be an increase in revenue for Commercial insurance and private pay accounts. It is anticipated that the increased fees for base rates and mileage would generate an additional \$100,000 annually, after accounting for write-offs / accepting assignment. After discussion, a motion was made by Sloan, seconded by Turnquist to increase the base rates and mileage as proposed, to go into effect on October 1, 2019. Voice vote, all ayes. Motion carried.

Commissioner Comments & Future Agenda Items

- Please mark your calendars for the next Commission meeting, which will be the following:
 - September 25, 2019

Adjournment

- Motion to adjourn by Turnquist, seconded by Sloan at 8:55 pm. Voice vote, all ayes. Motion carried.

Respectfully submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

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

- The September 25, 2019 meeting of the Ad Hoc Committee was called to order by Meier at 6:45 pm.
- Committee members present: Meier, Petty, and Puttkamer. Also present: Otto, Sloan, Wedekind, Chief Sechler, Deputy Chief Rago, Koepp, Snow, Seefeld
- Meier confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the August 28, 2019 minutes was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- No public comments.

Appearances / Announcements / Correspondence / Reports

- None

New Business

1. Approve check details and online payments for August 18, 2019 – September 14, 2019 in the amount of \$132,707.26. A motion to approve as presented was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.
2. Meier stated that she had sent out a DRAFT Board-Restricted Cash Reserve policy to the Finance Committee members, which would recommend the amount of restricted funds to have on hand. The recommendation would be to have about 20% of the annual operating expenses on hand. Other items in the policy would include the process of the Financial Coordinator accessing funds to transfer, with approval of the Commission Treasurer, as well as to a meeting with the Ad hoc committee. The Reserve Funds should be used first, prior to using any Line of Credit funds. There are also two options to consider, when replacing any shortfalls in the Reserve Fund. A motion was made by Puttkamer, seconded by Petty, to move the DRAFT copy of the Policy to the full Commission, after review by the Legal Council. Voice vote, all ayes. Motion carried.

Additional Comments & Future Agenda Item

- 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 6:54 pm.

Respectfully submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

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

- The September 25, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Dave Kittkowski, Matt Krueger, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Administrator Ed Geick, Attorney Maffei, Chief Sechler, Deputy Chief Rago, Dekeyser, Fiebig, Koepp, Seefeld, Snow, Vande Hei, R. Willer
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Wedekind, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the September 16, 2019 minutes was made by Otto, seconded by Petty. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – Maffei gave an update on the Line of Credit application with Community Bank. They had questions regarding the legal authority of the Commission to borrow money. Maffei has been working to educate them about the make-up of the Commission entity, in order to proceed with the application, and have it finalized
2. Treasurer's Report – Meier reported on the Financials, and stated that the A/R is currently at its highest point. The Billing department continues to follow-up on the various patient accounts, and it should take another 4 to 6 months to determine the results of the claims that have been followed up with. Meier has not heard anything from the auditors at this point in time. After the September bills have been paid for the month, the current checking account for today has about \$40,000 in it. Meier indicated that November will be the test month, as there are 3 payrolls in that month.
3. President's Report – Dahlke stated that he had received a request for the various policies related to Baraboo EMS. He asked the legal council to consolidate the policies, in order to give them to the Commission members. Maffei stated that they had consolidated and printed off the various policies, and he will pass them out at the end of the meeting. They are composed of three packets, including 1) Employee policies and procedures; 2) Commission policies; and additional policies, such as Compliance, etc.
4. Chief's Report – Sechler reported that there had been a change in mindset at the State DHS regarding the ET3 pilot program. There is going to be a Bill introduced very soon to allow for ambulance services to be able to participate in the program. As well, the deadline for the ET3 pilot program application is going to be extended to October 5th. Sechler requested some direction from the Commission, regarding applying for the pilot program. After discussion,

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Sloan stated that it would be worth the effort to apply, if there is time to do so.

Sechler also stated that he had received a request from another ambulance service to trade the two Zoll monitors that Baraboo EMS owns, for a new Bariatric cot that they owned. Sechler indicated that he felt it was a fair trade for both entities. After discussion, direction was given to proceed with making a trade on the equipment. A motion made by Kreger, seconded by Turnquist to approve the trade of the equipment. Voice vote, all ayes. Motion carried.

Consent Agenda

1. Approve check details and online payments for August 18, 2019 – September 14, 2019 in the amount of \$132,707.26. A motion to approve as presented was made by Petty, seconded by Wedekind. Voice vote, all ayes. Motion carried.

New Business

1. 2020 Budget discussions. Sechler reviewed the various line items within the proposed 2020 budget, which included the current and projected call volume; per capita rate options; funding of the reserve accounts, etc., that had been discussed at the prior Commission meeting. Meier requested that the surplus be added to the Operations reserve fund, not the Vehicle replacement fund. Meier asked if there should be a line item(s) added, to budget for any debt service expenses that might occur, if the Line of Credit would happen to be used. After discussion, the Commission directed that the following items be added in the final version of the 2020 Budget:
 1. Add \$75,000 into the Income section for debt service.
 2. Add \$75,000 into the Expenses section for debt service.
 3. Add \$2,000 into the Expenses section for interest payments.
 4. Net/net the remainder of funds for the Reserve account should balance to \$133,150.
 5. The \$133,150 should be moved to the Operations reserve fund, instead of the Vehicle replacement fund.

After all comments were made, it was moved by Meier, seconded by Sloan, to have Sechler forward a copy of the proposed 2020 Budget—along with an official letter to each of the Member municipality clerks that indicates the per capita rates (as had been done in previous years). As well, the proposed 2020 Budget should be forwarded to the next Commission and Annual members meetings, for review / approval. Voice vote, all ayes. Motion carried.

2. Discussion and possible action regarding proposals from Billing companies. Sechler stated that he had contacted a total of seven Billing companies. He asked them for quotes on performing all Billing services, as well as quotes for assisting on specific portions of the Billing, such as follow up on patient accounts. Most of the Companies asked for various pieces of information related to Billing, and after one of the companies received the information, they decided not to send in a quote. Another company got the dates mixed up, and had not sent in the proposal by the day of the Commission meeting. Thus, there are a total of five proposals that Sechler received, and that

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were forwarded to the Commissioners. Meier stated that she is the Commissioner at another ambulance service that uses LifeQuest as a Billing service, and she has not been impressed with them. Sloan expressed concern about what would happen to the current employees, if Baraboo EMS decided to go with an outside billing service. He stated that would rather that the tax money stayed in town with the current billing staff, rather than have it go out of town, with an outside billing agency. Stieve stated that with the information packets provided by the Billing companies, that it would be best for the Commission members to take some time to review each of the proposals that were provided, in order to discuss at a future Commission meeting. No action was taken.

Commissioner Comments & Future Agenda Items

- Meier stated that she plans to present a Cash Reserves policy at the next Commission meeting, for the Commissioners to review. Meier would also like to discuss separating out income and expense numbers for Richland Center.
- Stieve stated that in future years, he would like the initial Budget discussions to be performed at the August meeting.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - October 23, 2019

Adjournment

- Motion to adjourn by Krueger, seconded by Sloan at 8:05 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

A public hearing for the City of Baraboo's proposed 2020 Budget will be held on November 26, 2019 at 7:00PM in the Municipal Building Council Chambers. This hearing provides the citizenry an opportunity to express opinions prior to the adoption of the budget.

	2018 Actual	2019 Actual to Date	2019 Estimated Year- End Actual	2019 Original Budget	2020 Proposed Budget	Percentage Change in Budget
Fund 100 - General Fund						
Receipts:						
Taxes	7,576,273	7,023,891	7,412,553	7,414,727	7,472,403	0.78
Special Assessments	-	-	-	-	-	-
Intergovernmental Revenues	2,941,350	2,005,791	3,201,990	3,047,423	3,180,606	4.37
Licenses and Permits	303,469	194,847	287,311	295,310	258,172	(12.58)
Fines and Penalties	100,758	73,567	83,197	82,750	84,850	2.54
Public Charges for Services	236,839	202,231	214,765	221,780	397,435	79.20
Intergovernmental Charges for Svcs.	257,094	239,224	299,827	307,211	326,337	6.23
Miscellaneous Revenue	403,504	305,379	386,925	312,821	320,572	2.48
Other Financing Sources	91,180	26,825	956,550	776,193	822,401	5.95
Total General Fund Revenues	\$ 11,910,467	\$ 10,071,755	\$ 12,843,118	\$ 12,458,215	\$ 12,862,776	3.25
Expenditures:						
General Government	1,398,206	1,172,580	1,548,279	1,407,873	1,650,801	17.25
Public Safety	4,749,790	3,753,240	5,106,665	5,220,228	5,435,916	4.13
Public Works	2,534,744	2,024,218	2,776,199	2,692,803	2,774,634	3.04
Health and Human Services	30,123	29,614	30,700	31,250	31,250	-
Cultural, Recreation and Education	2,379,032	1,930,719	2,466,516	2,515,769	2,506,801	(0.36)
Conservation and Development	198,385	139,723	178,665	223,027	234,918	5.33
Capital Outlay	12,045	644	254,062	28,455	21,225	(25.41)
Miscellaneous Expenditures	11	-	-	-	-	-
Other Financing Uses	243,566	-	338,810	338,810	207,231	(38.84)
Total General Fund Expenditures	\$ 11,545,902	\$ 9,050,738	\$ 12,699,896	\$ 12,458,215	\$ 12,862,776	3.25
Excess (Deficit) Revenues Over Expenditures	364,565	1,021,017	143,222	-	-	-
Unassigned Fund Balance, Beginning	3,450,555	3,815,120	3,815,120	3,815,120	3,958,342	-
Fund Balance Applied					(628,504)	-
Unassigned Fund Balance, Ending	\$ 3,815,120	\$ 4,836,137	\$ 3,958,342	\$ 3,815,120	\$ 3,329,838	-

Proposed budgets for all 2020 City funds	Revenues	Expenditures	Excess (Deficit) Revenues Over Expenditures	Fund Balance, Beginning	Applied Fund Balance	Fund Balance, Ending	Contribution from Property Tax Levy
*General Fund	12,862,776	12,862,776	-	3,958,342	628,504	3,329,838	6,976,890
Debt Service (Outstanding Debt \$17.5M)	3,244,373	3,244,373	-	3,786	3,131	655	1,740,437
Capital Projects Funds	3,298,677	3,195,687	102,990	3,101,362	703,996	2,500,356	72,200
Proprietary Funds:							
Stormwater Utility	786,329	786,329	-	526,924	92,200	434,724	-
Sewer (Outstanding Debt \$3.6M)	1,756,963	1,756,963	-	3,917,275	-	3,917,275	-
Water	2,428,591	2,428,591	-	10,124,077	594,214	9,529,863	-
Liability Insurance	101,779	101,779	-	379,644	-	379,644	-
Unfunded Pension Liability	73,360	55,070	18,290	(244,903)	-	(226,613)	-
Impact Fees:							
Park Dev. Impact Fee	87,500	87,500	-	154,454	71,900	82,554	-
Library Impact Fee	10,150	-	10,150	86,355	-	96,505	-
Public Safety Imp Fee	38,818	25,518	13,300	158,576	10,518	161,358	-
Agency Funds	145,551	145,551	-	411,574	20,084	391,490	-
TIF	2,505,992	2,481,869	24,123	(86,821)	423,299	(485,997)	-
CDA Managed Funds	163,900	159,100	4,800	969,896	-	974,696	-
Component Units (CDA & BID) (Outstanding Debt \$12.2M)	1,219,522	1,167,986	51,536	166,277	-	217,813	-
Taxi	714,297	714,297	-	15,472	8,594	6,878	-
**Special Revenue Funds	801,334	789,661	11,673	2,888,864	302,449	2,598,088	-
Total All Funds	\$ 30,239,912	\$ 30,003,050	\$ 236,862	\$ 26,531,154	\$ 2,858,889	\$ 23,909,127	\$ 8,789,527

Property Tax Levy summary	2019	2020	Percentage Change	2019 Tax Rate (Rounded)	2020 Tax Rate (Rounded)	Change in Tax Rate
City of Baraboo	8,503,461	8,789,527	3.36			
TIF Increment (City)	468,984	428,241	(8.69)			
Total	\$ 8,972,445	\$ 9,217,768	2.73	11.08	11.33	0.25

* 1. New Vehicle Registration Fee imposed generating additional revenue for the General Fund of \$187,500. General Purpose: To finance, construct, service and maintain streets.

* 2. New Street Light System Charge imposed resulting in the creation of a special revenue fund. The General Fund expenditures have a net decrease of \$137,910.

** 1. New Street Light System Charge resulting in the creation of a new Special Revenue Fund with anticipated revenues of \$155,340 offset by expenditures of \$155,244. General Purpose: To aid in annual cost recovery for operating and maintenance of street lights.

The proposed 2020 City budget detail is available for inspection at the Municipal Building Finance Department and the Public Library during normal business hours. For more information, please visit the City of Baraboo's website at www.cityofbaraboo.com.

Happy Holidays!

Please join the Sauk County Board of Supervisors
for a Celebration of the Season at the

Annual Holiday Party

Friday, January 3, 2020

The Del-Bar

800 Wisconsin Dells Parkway, Lake Delton

“Signature Drink” Special & Cocktail Hour:

5:00 to 7:00 PM

Dinner following at 7:00 PM

Evening’s Fare:

Appetizer, Salad, Entrée and Dessert

(Meal choice will be made the evening of the event)

Flat Iron Steak

Choice of Mashed Potatoes, French Fries, Hash Browns or Baked Potato

Pan Fried Walleye Lightly Crumbled

Parsley Potatoes and Steamed Asparagus

Chicken Cordon Bleu

Nueske’s Ham & Gruyere Cheese, Rice Pilaf, Veloute

Pasta Carbonara

With Prosciutto, Shrimp & Scallops in a Light Cream Sauce

Vegetable Platter

Roasted & Steamed Vegetables, Bearnaise and Wild Rice Pilaf

RSVP

\$40.00 per person

RSVP to Becky Evert by Friday, December 27, 2019

Phone: (608)355-3523 or e-mail: becky.evert@saukcountywi.gov

*Please make checks payable to: Becky Evert (there will be no refunds)

After dinner there will be a drawing for a chance to win gift cards