

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, November 26, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent: Plautz

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, C. Haggard, K. Stieve, W. Peterson, T. Pinion, K. Downing, members of the press and others.

The Pledge of Allegiance was given.

Moved by Alt, seconded by Kolb and carried to approve the minutes of November 12, 2019.

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

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

**PRESENTATIONS** – *None.*

**APPOINTMENT OF ALDERPERSON TO DISTRICT 4.**

- Mayor Palm introduced Jason Kent. Moved by Kolb, seconded by Wedekind and carried unanimously to approve the appointment of Jason Kent as Alderperson for District #4, serving until April 21, 2020.
- City Clerk B. Zeman administered the Oath of Office to Jason Kent, Alderperson for District #4.

**PUBLIC HEARINGS** - The Mayor announced that this is the published date and time to hear public comment concerning the proposed assessments to be levied in the Baraboo Improvement District (BID). No one spoke and the Mayor closed the Public Hearing.

The Mayor announced that this is the published date and time to hear public comment concerning the proposed 2020 City Budget. Finance Director C. Haggard presented the budget highlights. No citizens spoke concerning the budget and the Mayor closed the Public Hearing.

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

**MAYOR'S BUSINESS**

- The Mayor and Council President J. Petty recognized City Administrator Ed Geick on his retirement from the City of Baraboo and for his 15 years of service to this community.
- The Common Council will hold a Special Meeting on Tuesday, December 17<sup>th</sup> at 7:00 p.m. for the results of the BDAS Financial Audit.
- Mayoral Appointment of Ald. Kent to the Finance/Personnel Committee, a Standing Committee of Council.

**CONSENT AGENDA**

**Resolution No. 19-125**

THAT the Accounts Payable, in the amount of \$ 1,621,547.44 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 19-126**

That the Weights and Measures Assessments for 2019 are hereby approved and that the City Clerk shall notify affected businesses of their final assessment as provided in the City Code.

**Resolution No. 19-127**

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

**WHEREAS**, for the reasons stated below, the following accounts receivable balances are written off in the amount of **\$1,669.23**:

| <u>Name</u>       | <u>Tax Year</u> | <u>Amount</u>      | <u>Reason</u>                                  |
|-------------------|-----------------|--------------------|--|
| Johnson, Nicole   | 2013            | \$ 265.36          | State Debt Collection determined uncollectible |
| Kane, Kelsey      | 2013            | \$ 251.56          | State Debt Collection determined uncollectible |
| Soerfass, Terry   | 2013            | \$ 126.34          | State Debt Collection determined uncollectible |
| Thompson, Bradley | 2015            | \$ 135.06          | State Debt Collection determined uncollectible |
| Givens, Jonathan  | 2016            | \$ 144.18          | State Debt Collection determined uncollectible |
| Meier, Craig      | 2017            | \$ 162.38          | State Debt Collection determined uncollectible |
| Funmaker, Lena    | 2017            | \$ 153.09          | Deceased                                       |
| King, Jason       | 2019            | \$ 431.26          | State Debt Collection determined uncollectible |
| Total             |                 | <u>\$ 1,669.23</u> |  |

**WHEREAS**, for the reason stated below, the following CDA accounts receivable balance is hereby written off in the amount of **\$105.05**:

| <u>Name</u>    | <u>Tax Year</u> | <u>Amount</u> | <u>Reason</u> |
|----------------|-----------------|---------------|---------------|
| Knak, Danielle | 2009            | \$ 105.05     | Deceased      |

**NOW, THEREFORE, BE IT RESOLVED**, that the above referenced delinquent accounts are hereby written off, thus removed from or netted against receivables.

**Resolution No. 19-128**

Approve the appointment of Community Service Officers Allison Goetz and John Statz as Humane Officers for the City of Baraboo pursuant to §12.13, Baraboo Municipal Code, and Ch. 173, Wis. Stats.

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

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

Moved by Kolb, seconded by Petty and carried unanimously to approve the 2<sup>nd</sup> reading of **Ordinance No. 2538** revising permitted and conditional uses in a B-2 Neighborhood Business zoning district.

**NEW BUSINESS - RESOLUTIONS**

**Resolution No. 19-129**

That the proposed 2020 BID budget in the amount of \$47,900 and attached hereto is approved, and;

That the following is made a part of the Budget.

1. A reserve, to be known as the Reserve for Public Parking, Acquisition and Infrastructure Improvement Reserve, is established to be funded as follows:  
The unspent balance, as determined by appropriate accounting methods, of the funds for each fiscal year as of December 31 of each year, shall be placed in a reserve to be used exclusively for acquisition of land for public parking purposes, lighting, marking, signing, and landscaping of municipal parking lots and sidewalks, acquisition and public placement of receptacles for trash and garbage collection. Funds may be expended for these purposes at any time upon the affirmative vote of any five Directors.  
  
Other than for the foregoing purposes, funds shall be expended from the reserve only on the affirmative vote of three quarters of all of the Directors of the BID.
2. In order to be paid, all bills must be signed by a BID Director or employee prior to being submitted to the Finance Committee.
3. All bills to be paid must be in the hands of the Treasurer no later than noon on the Friday immediately prior to the regular monthly meeting of the BID Board of Directors.
4. All Directors are to be compensated out of the General Administrative Account for the following expenses necessarily incurred: Postage, photocopies at \$.15 per page, mileage at IRS approved rates when authorized in advance by the BID Board of Directors.
5. All BID funds are to be turned in to either the BID Treasurer or the City Treasurer within 72 hours or receipt of the same. If turned in to the City Treasurer, the receipt for same shall be turned in to the BID Treasurer within 72 hours of receiving same.
6. No purchase or an obligation of the BID shall be paid in cash. All such purchases and obligations shall be paid by check issued by the City Treasurer.
7. Any non-budgeted items of income received during a fiscal year shall be placed in the contingency fund for the same year.

Moved by Petty, seconded by Kolb and carried that **Resolution No. 19-129** be approved-8 ayes.

**Resolution No. 19-130**

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

WHEREAS, the Common Council of the City of Baraboo held a public hearing in the Council Chambers at 7:00 p.m. on the 26th day of November, 2019 for the purpose of hearing all interested persons concerning the preliminary resolution and the report on the proposed assessments to be levied upon property within the District, and the estimated costs of the operating plan for the Business Improvement District, and heard all interested persons who desired to speak at the hearing;

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

The report pertaining to the proposed assessments and plans, specifications and estimated costs for the Baraboo Business Improvement District is adopted and approved. Payment of the assessments shall be made by assessing the properties benefited as indicated in the Report and that

the assessments shown on the report, representing an exercise of police power, have been determined on a reasonable basis and are hereby confirmed. The assessments are due and payable interest free on or before March 1, 2020 and assessments not paid by September 1, 2020 shall become a delinquent tax against the property as provided by Section 66.60 (15), Wis. Stats.

The City Clerk shall publish the resolution as a Class 1 notice under Chapter 985, Wis. Stats., in the assessment district and a copy of this resolution and a statement of the final assessment against the benefited property shall be mailed to every property owner whose name appears on the assessment roll, whose post office address is known or can with reasonable diligence be ascertained.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-130** be approved-8 ayes.

**Resolution No. 19-131**

That the Alma Waite Budget for 2020 be approved as shown:

**Alma Waite Budget - 2020**

|  | 2019             |                  |                  |                  | 2020             |
|--|------------------|------------------|------------------|------------------|------------------|
|  | Original Budget  | Amended Budget   | YTD              | Projected Ending | Budget           |
| <b>Revenue:</b>                                  |                  |                  |                  |                  |                  |
| Interest on Special Assessments                  | \$ 135           | \$ 135           | \$ 136           | \$ 136           | \$ 62            |
| Interest on Investments, net of fees             | 24,375           | 24,375           | 16,186           | 24,368           | 25,375           |
| Fund Balance Applied                             | 3,687            | 3,687            | -                | -                | -                |
| <b>Total Interest and FB Revenue</b>             | <b>28,197</b>    | <b>28,197</b>    | <b>16,322</b>    | <b>24,504</b>    | <b>25,437</b>    |
| Special Assessments (non-spendable fund balance) | 2,270            | 2,270            | 2,270            | 2,270            | 954              |
| <b>Total Revenues</b>                            | <b>\$ 30,467</b> | <b>\$ 30,467</b> | <b>\$ 18,592</b> | <b>\$ 26,774</b> | <b>\$ 26,391</b> |

|   | 2019             |                  |                  |                  | 2020             |
|---|------------------|------------------|------------------|------------------|------------------|
|   | Original Budget  | Amended Budget   | YTD              | Projected Ending | Budget           |
| <b>Expenditures:</b>  |                  |                  |                  |                  |                  |
| <b>Required:</b>  |                  |                  |                  |                  |                  |
| 25% Annual Interest Earnings                                    | \$ 6,128         | \$ 6,128         | \$ 4,080         | \$ 6,126         | \$ 6,359         |
| Special assessments returned to restricted fund balance         | 2,270            | 2,270            | 2,270            | 2,270            | 954              |
| <b>Total Required expenditures</b>                              | <b>8,398</b>     | <b>8,398</b>     | <b>6,350</b>     | <b>8,396</b>     | <b>7,313</b>     |
| <b>New:</b>   |                  |                  |                  |                  |                  |
| Concerts on the Square  | -                | -                | -                | -                | 10,000           |
| Baraboo Public Art Association (Elephant Sculpture Spring 2020) | -                | -                | -                | -                | 3,000            |
| Ochsner Park Zoo Sidewalk                                       | -                | -                | -                | -                | 4,500            |
| Al, Ringling Theatre Friends (Theatre for young audiences)      | -                | -                | -                | -                | 1,500            |
| <b>Prior Year:</b>  |                  |                  |                  |                  |                  |
| Concerts on the Square  | 10,000           | 10,000           | 10,000           | 10,000           | -                |
| Ochsner Park Zoo Sidewalk                                       | 8,500            | 8,500            | -                | 8,500            | -                |
| Teen Center Renovation-Civic Center                             | 3,569            | 3,569            | -                | 3,569            | -                |
| <b>Total New Requests</b>                                       | <b>\$ 22,069</b> | <b>\$ 22,069</b> | <b>\$ 10,000</b> | <b>\$ 22,069</b> | <b>\$ 19,000</b> |
| <b>Total Expenditures</b>                                       | <b>\$ 30,467</b> | <b>\$ 30,467</b> | <b>\$ 16,350</b> | <b>\$ 30,465</b> | <b>\$ 26,313</b> |

|  | 2019            | 2020            |
|--|-----------------|-----------------|
|  | Projected       | Budget          |
| <b>Anticipated Expendable Fund Balance:</b>    |                 |                 |
| Expendable fund balance, beginning of year     | \$ 5,271        | \$ 1,580        |
| Change in expendable fund balance              | (3,691)         | 78              |
| <b>Expendable fund balance, ending of year</b> | <b>\$ 1,580</b> | <b>\$ 1,658</b> |

|  | Projected                                       | Budget              |
|--|---|---------------------|
|  | <b>Anticipated Non-Expendable Fund Balance:</b> |                     |
| Non-expendable fund balance, beginning of year     | \$ 1,176,769                                    | \$ 1,182,895        |
| Change in non-expendable fund balance              | 6,126   | 6,359               |
| <b>Non-expendable fund balance, ending of year</b> | <b>\$ 1,182,895</b>                             | <b>\$ 1,189,254</b> |

Moved by Petty, seconded by Kolb and carried that **Resolution No. 19-131** be approved-8 ayes.

**Resolution No. 19-132**

That the Airport Budget for 2020 in the amount of \$320,401 is hereby approved.

Moved by Alt, seconded by Ellington and carried that **Resolution No. 19-132** be approved-8 ayes.

**Resolution No. 19-133**

**THAT**, the proposed 2020 Sanitary Sewer Budget for the City of Baraboo in the amount of **\$1,756,963** is hereby adopted; and,

**BE IT FURTHER RESOLVED**, that adoption of said budget establishes the following sewer rates effective beginning the first quarter billing of 2020:

|                              |                            |            |
|------------------------------|----------------------------|------------|
| City of Baraboo              | * <b>100 Gallons Usage</b> | \$0.402    |
| Outlying Area:               | * <b>100 Gallons Usage</b> | \$0.270    |
| Surcharge for High Strength: | BOD                        | \$ 0.45/lb |
|                              | S.S.                       | \$ 0.51/lb |
|                              | Phosphorus                 | \$ 4.00/lb |

Quarterly Fixed Meter Charge

|        |          |     |           |
|--------|----------|-----|-----------|
| 5/8"   | \$ 8.90  |     |           |
| 3/4"   | \$ 9.73  | 4"  | \$ 48.36  |
| 1"     | \$ 11.38 | 6"  | \$ 89.46  |
| 1-1/2" | \$ 15.48 | 8"  | \$ 139.20 |
| 2"     | \$ 20.41 | 10" | \$ 204.60 |
| 3"     | \$ 31.92 | 12" | \$ 270.00 |

|              |                       |
|--------------|-----------------------|
| Septage      | \$116.72/1000 gallons |
| Holding Tank | \$ 10.85/1000 gallons |

|                    |               |
|--------------------|---------------|
| Administration Fee | \$ 15.00/load |
|--------------------|---------------|

|            |                      |               |
|------------|----------------------|---------------|
| Bio Solids | Class A Utility haul | \$ 22.50/load |
|            | Customer hauls       | \$ 0.75/yd.   |

Class B FREE

|                           |                                 |
|---------------------------|---------------------------------|
| Digester Solids Treatment | \$ 50.00/100 lbs. of dry solids |
| BOD Testing               | \$ 18.00/sample                 |
| S.S. Testing              | \$ 12.00/sample                 |
| pH Testing                | \$ 7.00/sample                  |
| Phosphorus Testing        | \$ 23.00/sample                 |

Moved by Wedekind, seconded by Alt and carried that **Resolution No. 19-133** be approved-8 ayes.

**Resolution No. 19-134**

That the Water Utility Budget for 2020 in the amount of \$2,428,591 is hereby approved.

Moved by Alt, seconded by Kolb and carried that **Resolution No. 19-134** be approved-8 ayes.

**Resolution No. 19-135**

That the Stormwater Utility Budget for 2020 in the amount of \$786,329 is hereby approved.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 19-135** be approved-8 ayes.

**Resolution No. 19-136**

That the following TIF Funds' budgets for 2020 be hereby approved:

TID #6 (Fund 360): \$ 1,228,807  
 TID #7 (Fund 370): \$ 370,807  
 TID #8 (Fund 380): \$ 381,530  
 TID #9 (Fund 309): \$ 500,725

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 19-136** be approved-8 ayes.

**Resolution No. 19-137**

That the following Funds' budgets for 2020 be hereby approved:

|   |            |
|---|------------|
| Taxi (Fund 230):                                | \$ 714,297 |
| Street Lighting (Fund 240)                      | \$ 155,244 |
| Park Impact/Development (Fund 250):             | \$ 87,500  |
| Public Safety Impact Fees (Fund 252):           | \$ 25,518  |
| Lead LSL Funds (Fund 261):                      | \$ 82,580  |
| Fire Equipment Replacement (Fund 420):          | \$ 289,000 |
| Emergency Management Equipment Fund (Fund 421): | \$ 5,030   |
| Land Development (Fund 460) :                   | \$ 50      |
| Capital Equipment Fund (Fund 490):              | \$ 12,500  |
| Liability Insurance (Fund 720)                  | \$ 101,779 |
| Unfunded Pension Liability (Fund 740):          | \$ 55,070  |
| UW Campus (Fund 800)                            | \$ 120,701 |
| Kuenzi Estate (Fund 830):                       | \$ 3,200   |
| Library Segregated (Fund 850)                   | \$ 15,000  |
| Library Building Fund (Fund 851):               | \$ 272,024 |
| Park Segregated (Fund 870):                     | \$ 139,800 |
| Oschner Park House (Fund 890):                  | \$ 7,000   |
| Firefighters Retirement Fund (Fund 900):        | \$ 18,300  |
| Friends of The Library (Fund 940)               | \$ 24,850  |

Moved by Alt, seconded by Wedekind and carried that **Resolution No. 19-137** be approved-8 ayes.

**Resolution No. 19-138**

WHEREAS, the proposed 2020 Budget Document appropriates out of the receipts of the City of Baraboo for the year 2020, including monies received from the general property tax levy, to the various Funds shown below, the following amounts:

|                                 |                            |
|---------------------------------|----------------------------|
| General Fund (Fund 100):        | \$12,862,573               |
| Debt Service Fund (Fund 300):   | 3,244,373                  |
| Capital Funds (Fund 430 & 432): | <u>2,740,403</u>           |
| <b>Total of Funds with Levy</b> | <b><u>\$18,847,349</u></b> |

BE IT FURTHER RESOLVED THAT THE Common Council of the City of Baraboo hereby approves and accepts the 2020 Budget in the amount of \$18,847,349 dollars, and;

BE IT FURTHER RESOLVED that there is hereby levied a tax of \$8,789,324 on all taxable property within the City of Baraboo as returned by the assessor in the 2019 assessment roll for the uses, and purposes set forth in the 2020 budget. A detail of the levy by Fund follows:

|                               |                            |
|-------------------------------|----------------------------|
| General Fund (Fund 100):      | \$ 6,976,687               |
| Debt Service Fund (Fund 300): | 1,740,437                  |
| Capital Fund (Fund 430):      | <u>72,200</u>              |
| <b>Total Levy</b>             | <b><u>\$ 8,789,324</u></b> |

Moved by Petty, seconded by Alt and carried that **Resolution No. 19-138** be approved-8 ayes.

### **OTHER ACTIONABLE ITEMS**

Moved by Ellington, seconded by Petty and carried unanimously to cancel the December 24, 2019 Council Meeting.

### **ADMINISTRATOR AND COUNCIL COMMENTS**

Adm. Geick noted that if your regular refuse pickup is Thursday November 28th, your garbage and recycling will be picked up on Wednesday November 27<sup>th</sup>. Pickup for Friday November 29<sup>th</sup> will be Monday, December 2<sup>nd</sup>.

### **REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

- **Reports:** Treasurer – October 2019
- **Minutes from the Following Meetings:**

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

**November 12, 2019**

**Members Present:** Petty, Thurow, Vacant

**Absent:**

**Others Present:** Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, M. Hardy, K. Stieve, T. Pinion, K. Downing, Tracey Hameau

**Call to Order** –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Petty to approve the minutes of October 22, 2019 and carried unanimously. Moved by Petty, seconded by Thurow to approve the agenda and carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Petty seconded by Thurow to recommend to Council for approval of the accounts payable for **\$1,330,241.69**. Motion carried unanimously.
- b) **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 1, 2020 to December 31, 2022 at a base price of \$9,600 (60 acres x \$160 per acre)** – T. Pinion noted that this is a renewal lease. Moved by Petty, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **3<sup>rd</sup> Qtr. 2019 Budget Amendments** – C. Haggard explained that the budget amendments include both supplemental, new source of revenue, and budgetary, transfers from one expense line to another. Moved by Petty, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Approve the 2020 Business Improvement District (BID) Budget operating plan, preliminary assessment and set**

**the public hearing for November 26, 2019** – Adm. Geick explained that the total BID budget has not changed from previous years. Moved by Petty, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- e) **Approve applying for the 2019 WisDOT FTA 5339(b) grant program** – C. Haggard explained that this is a new grant opportunity and if the grant is funded Federally, we would have an opportunity to replace two of our high mileage taxis. This grant will cover 85%. Money from the taxi reserve as well as money from the sale of the two taxis will be used for the balance. Moved by Petty, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- f) **Approve applying for the 2020 WisDOT Public Transit Assistance Program** – C. Haggard stated that this is the annual grant we apply for each year and includes both operating and capital. This grant will allow for the replacement of one taxi vehicle. Moved by Petty, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- g) **Approve an additional \$3,800 be allocated from the Parks Segregated Fund for completion of the beaver exhibit at the Ochsner Park Zoo in 2019** – M. Hardy explained that \$16,500 was included in the budget for construction of the beaver exhibit. During construction, part of the existing fence had to be removed. M. Hardy is requesting an additional \$3,800 to replace this fencing. Moved by Petty, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- h) **Accept the Village of West Baraboo's transfer of the WI DNR's Outdoor Recreation Aids Grant Contract to the City** – M. Hardy explained that this grant was for the kayak launch and was co-written with West Baraboo as the owner of the grant. West Baraboo is now asking the DNR to allow the City to take over the grant contract. Moved by Petty, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- i) **Approve Lease Agreement with Tracy and Anthony Hameau for their use of the west portion of 135 4<sup>th</sup> Street as a retail establishment** – Chief Stieve explained that this lease is for the section of building that was the former Clerk's office. The state building inspector has reviewed the small space retail with one exit. This lease will allow them to work with a local business while generating some revenue for the Fire Department. Moved by Petty, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

#### **Informational Items**

- a. City Attorney's report on insurance claims – None.
- b. Discussion of proposed changes in the 2020 Budget – C. Haggard noted that the budget gap of \$31,450 has been resolved; the budget is now balanced. In addition to the \$15,283 of debt savings, we were able to pay the Utilities an extra \$3,131.
- c. 3<sup>rd</sup> Qtr 2019 Taxi Financial Statement – C. Haggard explained that this is a reimbursement type grant which typically does not have a lot of cash.
- d. 3<sup>rd</sup> Qtr. 2019 Finance Statement – C. Haggard noted that overall we are at about 60%.
- e. Review of the Fire Dept. Report, Village and Towns Budget – Fire Chief noted that this is an annual notice that is required per the Fire Protection Service agreement. Overall, the meeting was very positive and everything passed unanimously.

#### **Administrative Committee**

**November 4, 2019**

Present: Alderpersons John Ellington and Heather Kierzek

Absent: Alderperson John Alt

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 Ellington at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the amended minutes of October 7, 2019, seconded by Ellington and unanimously carried.

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

#### **Review and recommendation to the Council – Liquor Licenses.**

Ellington noted correction on Brothers on Oak dates should be 7/1/2019 to 6/30/2020. Chief Schauf stated that City Code allows for businesses within the B1 District, or downtown business district, to have outside sales, if there is sufficient room on the sidewalk

to do so. Alcohol is allowed with the consumption of food.

Motion to recommend to approve and move on to Council the Brothers on Oak liquor license by Kierzek, seconded by Ellington and unanimously carried.

Motion to recommend to approve and move on to council the Sauk County Historical Society picnic license by Kierzek, seconded by Ellington and unanimously carried.

#### Consider Operator's Licenses

Motion to approve and move on to Council new licenses for Judith Tangney, Dustin Fuller, Thomas Bowen, Charlene Flygt, Becky Young, Jennifer Thomas, Tennille O'Leary, and Garrett Sitas by Ellington, seconded by Kierzek and unanimously carried.

Motion to approve and move on to Council renewal licenses for Michelle Deyo, Delana Smith, Kiranpal Kaur, and Zackary Vanderhoof by Kierzek, seconded by Ellington and unanimously carried.

#### Member comments

The next meeting will be December 3, 2019 at 8:15AM CST. 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 8:24AM CST.

#### Minutes of the Public Safety Committee Meeting

**October 28, 2019**

**Members Present:** Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Tom Pinion, Administrator Geick, Police Chief Mark Schauf, Fire Chief Kevin Stieve, Attorney Emily Truman, Wade Peterson, Tony Gilman, Ian Crammond, 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. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the September 30, 2019 meeting. Motion carried unanimously.

#### New Business

- a. Consider proposed Agreement with Sauk County to relieve some of the parking congestion in the vicinity of the West Square Building in Downtown Baraboo – Administrator Geick said that Ian Crammond and he have been part of a parking committee regarding downtown for a year. He said that County's Property Committee are proposing to buy part of the City's lot that is part of the West Square Building lot. He 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 of the County cars out of this lot over to the 5<sup>th</sup> 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 said that his proposal to the Council is that the City does not charge them, we would give them the property owned by the City in the West Square lot, conditioned on by agreement that they make an effort to buy the corner lot where the house is now. It was stated that the goal is to make more visitor parking in the West Square lot. Schauf said downtown parking is a huge issue. Discussion took place why the green space has not been developed into parking. 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 4<sup>th</sup>, and additional parking in the City's 5<sup>th</sup> Avenue parking lot. Wedekind seconded the motion. Motion carried unanimously.
- b. Consider proposed Water Meter Reading Agreement with the Village of West Baraboo – Peterson presented the background to the Committee. Peterson said that West Baraboo has the same meter reading system as the City; however, they have to go house to house to read the meters. He said that West Baraboo has the opportunity to purchase the MSU as the City has on all houses, and the City's tower can pick up all of their signals. Peterson said the Village would be charged \$8,000, per year to provide this service. He said that it would be set up with a 3% increase per year for the 5-year contract. West Baraboo requested that the termination clause be one year. It was moved by Kolb moved to allow Staff to continue negotiating with the Village of West Baraboo concerning Water Meter Reading Agreement. Wedekind seconded the motion. Motion carried unanimously.
- c. Consider and approve the Baraboo Fire Department's updated Apparatus Replacement Schedule – Stieve presented the apparatus replacement schedule to the Commission. He said that this is just a list to formalize the process. He said the list has not been updated in a couple of years. Wedekind said that he would like to see the apparatus replacement pushed out to 30 years instead of 25. Stieve said that he would rework the replacement schedule to 30-year replacement and bring it back to the Committee next month.
- d. Consider revising Section 7.09(3)(f)(1) of the Traffic Code to convert the 8-hour parking stalls on the south side of 4<sup>th</sup> Avenue between Broadway and Birch Street to 2-hour stalls – Schauf said that this is to be consistent with the other parking

within that block. Kolb asked if a handicap stall had to be added. Pinion said that handicap stalls are completely discretionary with on-street parking. It was moved by Kolb, seconded by Wedekind to revise Section 7.09(3)(f)1) of the Traffic Code to convert the 8-hour parking stalls on the south side of 4<sup>th</sup> Avenue between Broadway and Birch Street to 2-hour stalls. Motion carried unanimously.

- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for August, September, and October 2019 – It was moved by Kolb, seconded by Wedekind approve adjustments as presented. Motion carried unanimously.

**Reports**

- a. Utility Superintendent’s Report – Peterson said water is finishing up maintenance items, they will be finishing up dead end fire hydrant flushing next week if it warms up. Wastewater is finishing jetting, and they are currently looking for a dry field to spread bio-solids. He said the brewery (old Farm Kitchen) is up and running with no problems.
- b. Street Superintendent’s Report – Gilman the department has been busy with leaf and brush pickup. He said crack sealing is done for the year. He said the department went through 22 pallet, about 66,000 pounds of crack sealer. He said the intersection of 2<sup>nd</sup> and Remington turned out very nice, and the department has gotten many compliments. Gilman said that the mechanic turned in his resignation, the employment advertisement is listed with a deadline of November 14.
- c. Police Chief’s Report – Schauf said that two weeks the Department was visited by the Wisconsin Law Enforcement Accreditation Group, and they did a full assessment of 240 homework standard, which the department met or exceeded all of them and they should be receiving an official reaccreditation certification when the board meets in December. He said he would like to thank Ryan Werner, who is the reaccreditation manager, and all the other officers and staff for all the work they did. He said that there are only about 70-some agencies in the State of Wisconsin that are accredited, so to be one of them is an honor.
- d. Fire Chief’s Report – Stieve said that there was a minor mishap in the station, one of the trucks bumped into another, probably a couple thousand dollars damage. He said insurance company has been contacted. Stieve presented and Committee with a progress report on the Fire Department Operation Study to read at their leisure. He said he is still in the progress of gather data on things that can be done with the 4<sup>th</sup> Street building within reasonable cost, exhaust removal is one of them. He said that he has had the State Building inspector in the fire station to potentially rent out some of that space, and thinks that they can reasonably do that within the codes, such as smaller businesses, and hopefully bring in some revenue. Stieve said that he was thinking the clerk’s office, that was remodeled and all walls could be removed. Kolb asked if this idea would happen, would it be necessary to have ADA compliant restrooms, and Pinion said that according to the State building inspector it would not.

Pinion presented the status on street reconstruction projects.

Discussion took place for the next meeting date; it was the consensus that the next meeting would be December 9, 2019

**AJOURNMENT** – It was moved by Kolb, seconded by Wedekind to adjourn at 1:50 p.m. Motion carried.

**Baraboo BID Meeting Minutes**

**11/20/19**

Present: Members: Stelling, Fay, Marklein, Kolb, Sloan, Wickus, Byberg

Others: Geick, Kierzek

Absent: Brunker, Steffes

President Fay called the meeting to order at 5:47

Approval of October 2019 minutes: Kolb/Stelling

Adoption of Agenda: Stelling/Sloan

President: None

Secretary: None

Treasurer: None

Appearances:

Business Development:

Finance: None

Parking: None

Promotions:

**Old Business**

1. Branding update: Committee looking to confirm funds for matching Gem grant
2. Ad Hoc Committee: City Council approved negotiating with County re: City-owned land adjacent to County parking lot
3. Approved BID Assessment: No feedback from building owners

New Business

1. Vouchers:
  - a. Countryside Refind \$569  
(Appearances) Christmas décor
  - b. DBI refund for credit card purchase \$657.14  
(Appearances) Hanging baskets
  - c. Boy Scouts \$1,889.12  
(Appearances) Garland
  - d. Lacey Steffes \$620  
\$385  
(Promotions) Social media ads for Farmer’s Market
  - e. DBI \$750  
(Promotions) Farmer’s Market Music
  - f. Fred Moh \$446.30  
(Promotions) Farmer’s Market
  - g. Don-Rick Insurance \$635

**Total: \$5,951.56**

Approved: Byberg/Sloan
2. Civic Center Wall Mural: Discussed Baraboo Public Arts call for under-21 year old submissions; BPA is looking for donations.
3. Open Board Seat Recommendation: Fay sent out an email to building owners. Mike Yount (Tin Roof Dairy) expressed interest.
4. Thank you, Ed and Lacey!

Motion to adjourn at 6:06 by Sloan/Kolb

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

|                     |                    |                              |          |
|---------------------|--------------------|------------------------------|----------|
| UW Campus Comm.     | 10-17-19           | Park & Recreation            | 10-14-19 |
| Police & Fire Comm. | 10-21-19           | Towns & Village Budget Comm. | 10-17-19 |
| Library             | 10-11-19, 11-08-19 |                              |          |

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

**ADJOURNMENT**

Moved by Kolb, seconded by Ellington, and carried on voice vote, that the meeting adjourn at 7:31.

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Brenda Zeman, City Clerk