



CITY OF BARABOO COMMON COUNCIL AGENDA
 Council Chambers, 101 South Blvd., Baraboo, Wisconsin
 Tuesday, February 25, 2020, 7:00 P.M.

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

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

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

1. **CALL TO ORDER.**
2. **ROLL CALL AND PLEDGE OF ALLEGIANCE.**
3. **APPROVAL OF PREVIOUS MINUTES.** (*Voice Vote*): February 11, 2020
4. **APPROVAL OF AGENDA.** (*Voice Vote*)
5. **COMPLIANCE WITH OPEN MEETING LAW NOTED.**
6. **PRESENTATIONS** – *None Scheduled*
7. **PUBLIC HEARINGS** – *None Scheduled*
8. **PUBLIC INVITED TO SPEAK.** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)
9. **MAYOR'S BUSINESS** -
 - The Mayor would like to congratulate and thank Alderperson John Alt for all his work serving on the Common Council; this is John's last meeting. Thank you John!
10. **CONSENT AGENDA** (*Roll Call*)
 CA-1...Approve the accounts payable to be paid in the amount of \$_____
11. **ORDINANCES ON 2ND READING**
 NBO-1...Approve Revisions to Chapter 5, Fire Department, of the Baraboo Municipal Code.

 NBO-2...Approve amending the Official Fee Schedule Fire Department permit fees.
12. **NEW BUSINESS – RESOLUTIONS**
 NBR-1...Authorize an increase in session rate to \$15 per session for the Baraboo Crossing Guards effective March 1, 2020.

 NBR-2...Authorize agreements for the 2020 Public Works Contracts for asphalt paving, asphalt pavement materials, asphalt patching, concrete curb and sidewalk repair, crushed aggregate base course, and concrete and asphalt crushing.
 Low bids received from the following:

a. D.L. Gasser	d. Kraemer Company
b. ABBS Paving	e. A-1 Excavating, Inc.
c. Concrete Service Company	

NBR-3...Approve purchase of a new 2020 Freightliner SD114 chassis and a 2020 Henderson Body/Universal Truck Plow Equipment at a combined cost of \$170,479.00.

13. **NEW BUSINESS – ORDINANCES**

NBO-1...Repeal and recreate City Ordinance §11.07, Solid Waste and Recyclable Collection.

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

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

- **Reports:** January 2020 Fire Dept. & Treasurer
2019 Annual Police Dept.

- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance.....	2-11-2020	UW Campus.....	1-16-2020
BEDC.....	2-6-2020	Administrative.....	2-3-2020
Public Safety.....	1-27-2020	BDAS.....	8-28-2019,
BID.....	2-19-2020		12-4-2019, 1-30-2020

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

PFC.....	1-20-2020, 2-8-2020	Library.....	11-18-2019, 1-21-2020,
			2-10-2020

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

16. **ADJOURNMENT.** *(Voice Vote)*

Brenda Zeman, City Clerk

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

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
	Public Safety	Finance Council	Ambulance	Public Arts Emergency Mgt.		

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Administrative	CDA		BEDC		
8	9	10	11	12	13	14
	Park & Rec	Finance Council				
15	16	17	18	19	20	21
	SCDC PFC	Plan Library	BID	UW Campus		
22	23	24	25	26	27	28
		Finance Council	Ambulance	Public Arts Emergency Mgt		
29	30	31	1	2	3	4
	Public Safety					

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, February 11, 2020 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent:

Others Present: Lt. LaBroschian, Clerk Zeman, Adm. Downing, Atty. Truman, T. Pinion, K. Stieve, W. Peterson, Robert Hasse, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Wedekind and carried to approve the minutes of January 28, 2020.

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

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – None Scheduled

PUBLIC HEARINGS – None Scheduled

PUBLIC INVITED TO SPEAK

MAYOR'S BUSINESS

- The Mayor congratulated Cale Good, Building & Grounds Maintenance Technician on his 20th anniversary with the City of Baraboo. Congratulations Cale!

CONSENT AGENDA

Resolution No. 19-157

THAT the Accounts Payable, in the amount of \$4,388,355.42 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-158

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

- Brittney Saxby, Baraboo Burger Company
- Vicki Weyh, Bump's

Resolution No. 19-159

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

- Styles Grant, Get N Go

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

ORDINANCES ON 2ND READING

Moved by Petty, seconded by Ellington and carried unanimously to approve the 2nd reading of **Ordinance No. 2542** approve repealing Planned Development Overlay zoning district that was approved on October 8, 2019 to convert the existing office building located at 1208 9th Street to

a Family Day Care Center and revert the zoning to its original underlying B-3 Highway Oriented Business zoning classification as requested by Karla and Josh Reinhardt, LC.

NEW BUSINESS - RESOLUTIONS

Resolution No. 19-160

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

THAT the property owner of 908 8th Street is hereby permitted to have a temporary sewer and water lateral connection with the neighboring property, located at 904 8th Street, until 8th Street is reconstructed, at which time the proper single parcel connections will be required, and

THAT the City Administrator and City Clerk shall be authorized to execute an agreement memorializing the above permissions.

Moved by Ellington, seconded by Alt and carried that **Resolution No. 19-160** be approved-9 ayes.

Resolution No. 19-161

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

That the Water Meter Reading Agreement between the City of Baraboo and the Village of West Baraboo is hereby approved and the Mayor and City Clerk are authorized to sign the same.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-161** be approved-9 ayes.

Resolution No. 19-162

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

The Common Council grants a special exemption to Robert Hasse & Elizabeth Hudson allowing them to keep three dogs in their residence until one of the three dogs passes, after which time they will be allowed to keep no more than two dogs in their residence. The exemption also requires Robert & Elizabeth to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 19-162** be approved-9 ayes.

Resolution No. 19-163

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

THAT the Common Council hereby adopts the Municipal Building – Meeting Room Reservation Policy, which shall be in full force and effective on the date of adoption.

Moved by Petty, seconded by Kent and carried that **Resolution No. 19-163** be approved-9 ayes.

NEW BUSINESS - ORDINANCES

Moved by Wedekind, seconded by Ellington and carried unanimously to approve the 1st reading of **Ordinance No. 2543** amending Chapter 5 of the Baraboo Municipal Code as follows:

5.01 AUTHORITY TO PROVIDE FIRE PROTECTION. (xxxxx) Pursuant to §62.13(8)(a), Wis. Stat., the City of Baraboo has established a Fire Department to provide fire prevention and protection services.

5.02 DEFINITIONS. (xxxxx) As used in this Chapter, the following words and terms shall have the following meanings:

- (1) "ATCP" means the Wisconsin Department of Agriculture, Trade and Consumer Protection.
- (2) "Bonfire" means a large, open fire kindled and maintained to mark a public event, celebration or similar occurrence, which only uses dry, untreated and unpainted wood as the burning material.
- (3) "Burning" mean the kindling or maintaining of a fire that has hot ashes or cinders or is giving heat, or still glowing or giving light, or a fire that is still smoldering or giving off smoke, or a fire that has not been completely extinguished.
- (4) "Code" means the Municipal Code for the City of Baraboo.
- (5) "Fire Chief" means the Fire Chief of the City of Baraboo.
- (6) "Fire Department" means the City of Baraboo Fire Department.
- (7) "Fire lane" means a part of a public or private parking lot or private driveway or private road which is designated as a fire lane and designed to provide access for fire trucks to any building or location and which lanes meet the following minimum specifications:
 - a. Not less than 24 feet wide at any point.
 - b. Curves and turnarounds shall be designed for a 40 foot turning radius.
 - c. Dead end lanes more than 300 feet long shall provide for a turn around that is T-type, hammerhead, cul-de-sac, or curved driveway at the closed end of the lane.
 - d. The surface shall be paved with bituminous or concrete or other approved similar all weather material and shall be of sufficient strength to support City firefighting equipment.
- (8) "Fire hydrant" means a hydrant satisfying the specifications contained in Subch. II, Baraboo Water Utility, of Ch. 13 of this Code
- (9) "Fire performance" means any act including, but not limited to, fire juggling, fire tossing, fire eating, fire dancing, etc., that occurs inside or outside of a building in a public or private place that use utilizes fire.
- (10) "Open burning" means burning occurring outside of a building.
- (11) "Recreational fires" and "cooking fires" both mean open burning for outdoor recreation and/or cooking purposes in an enclosure designed specifically for ember and flame containment, excluding a barrel, such as rocked-in pits, fireplaces, or barbecue grills which use only charcoal, propane gas or dry, untreated and unpainted wood as the burning material, and which satisfy the conditions set forth in Section 5.13, below.

5.03 COMPOSITION OF DEPARTMENT. (xxxxx)

(1) ORGANIZATIONAL STRUCTURE. The Fire Department shall be made up of a combination of full-time, part-time and paid-per-call firefighters. The staff levels of full-time, part-time and paid-per-call shall be reviewed at appropriate intervals by the Common Council. The Fire Chief shall make recommendations for appropriate staffing levels to maintain the mission of the Fire Department.

(2) FIRE CHIEF APPOINTMENT. Pursuant to §62.13(3), Wis. Stats., the Fire Chief shall be appointed by the Police and Fire Commission and shall hold office subject to suspension or removal by the Commission for cause.

(3) OTHER OFFICERS AND SUBORDINATES. Pursuant to §62.13(4), Wis. Stats., other Fire Department officers and subordinates shall be appointed by the Fire Chief, subject to confirmation by the Police and Fire Commission and as authorized by Common Council.

5.04 POWERS AND DUTIES OF FIRE CHIEF. (xxxxx)

(1) DISCIPLINARY ACTION. The Fire Chief shall have the power to suspend, demote, expel or otherwise discipline members of the Fire Department, subject to appeal to the Police and Fire Commission, as provided by §62.13(5), Wis. Stats.

(2) DEPARTMENT BUDGET. The Fire Chief shall file with the City's Finance Director, pursuant to the City's regular budgeting cycle, a detailed estimate of the appropriations needed for the conduct of the Fire Department during the ensuing fiscal year.

(3) GENERAL SUPERVISION. The Fire Chief shall have the general supervision of the Fire Department, which supervision shall be subject to and not conflict with this chapter, the policies, procedures, rules or regulations of the Fire Department. The Fire Chief shall be responsible for the safety of the members of the Fire Department.

(4) PRESIDING OFFICER. The Fire Chief or designee shall preside at all meetings of the Fire Department, call special meetings, preserve order, decide all points of order that may arise, and enforce a rigid observance of this chapter and the policies, procedures, rules and regulations of the Fire Department.

(5) COMMAND OF FIREFIGHTING OPERATIONS. The Fire Chief shall be present at all fires, if possible, and have complete command and entire responsibility for all firefighting, plan the control of the same, direct the action of the firefighters when they arrive at a fire, observe that every firefighter does his/her duty, grant leaves of absence at a fire when he/she may deem it proper, and see that the fire apparatus is kept in proper condition at all times.

(6) REQUIRED REPORTS.

a. The Fire Chief or designee shall keep records of all incident responses made by the Fire Department. The Fire Chief or designee shall report all fire incident responses to the National Fire Incident Reporting System (NFIRS) as required by the Wisconsin Administrative Code SPS 314. Additionally, all other reports as required by State Statute or Administrative Code shall be completed.

b. The Fire Chief shall submit a monthly written report to the Common Council listing the previous month's incident responses and fire prevention inspections/activities. Furthermore, a monthly report, whether written or verbal, shall be given to the Public Safety Committee on any pertinent information including, but not limited to, operations, membership, apparatus, equipment or training.

(7) ENFORCEMENT OF FIRE PREVENTION ORDINANCES. The Fire Chief shall enforce all Wisconsin state laws, administrative codes and city ordinances pertaining to fire protection and fire prevention. The Fire Chief shall oversee the fire prevention programs.

(8) POLICIES AND GUIDELINES. The Fire Chief shall develop policies, procedures, and other rules and regulations regarding the operation of the Fire Department that conform to the spirit of best

practice in the modern day fire service as well as in compliance with this chapter. All members of the Fire Department shall have access to policies, procedures, rules and regulations and train on same.

(9) OTHER DUTIES. The Fire Chief shall perform such other duties as are usually incumbent on the commanding officer of the Fire Department.

5.05 CONTROL AND CARE OF APPARATUS AND EQUIPMENT. (xxxxx)

(1) The Fire Chief shall have control of all apparatus and equipment used by the Fire Department and shall be responsible for its proper care and maintenance. All apparatus and equipment shall be inventoried and information kept on file. Emergency repairs may be authorized by the Fire Chief pursuant to the City's Purchasing Policy.

(2) Where required, all apparatus and equipment shall be tested at the recommended intervals and records of such tests shall be kept on file.

(3) No equipment or apparatus shall be used for any purpose except for incident response that is within the fire protection area, or in training therefore, except:

a. Pursuant to mutual or automatic aid agreements approved by the Common Council after the Fire Chief has given his/her recommendations on such use, and/or

b. With the prior written approval of the Fire Chief or designee, such apparatus may be used for nonemergency purposes within an area approved by the Fire Chief.

5.06 POLICE POWER OF DEPARTMENT. (xxxxx)

(1) POLICE AUTHORITY AT FIRES. The Fire Chief or subordinate officers in command at any fire are hereby vested with full and complete police authority at fires. Any officer of the Fire Department may cause the arrest of any person failing to give the right of way to the Fire Department in responding to a fire.

(2) CONTROL OF FIRES. The Fire Chief or subordinate officers in command at any fire may prescribe certain limits in the vicinity of any fire within which no persons excepting firefighters and police officers and those admitted by order of any officer of the Fire Department shall be permitted to enter. The Fire Chief or subordinate officers in command at any fire may cause the removal of any property whenever it shall become necessary for the preservation of such property from fire or to prevent the spreading of fire or to protect the adjoining property, and during the progress of any fire he/she may order the removal or destruction of any property necessary to prevent the further spread of the fire. He/she may also cause the removal of all wires or other facilities and the turning off of all electricity or other services where the same impedes the work of the Fire Department during the progress of a fire.

(3) ENTERING PREMISES. Any firefighter while acting under the direction of the Fire Chief or other officer in command may enter upon the premises adjacent to or in the vicinity of any building or other property for the purpose of extinguishing such fire and if any person shall hinder, resist or obstruct any firefighter in the discharge of his/her duty as is herein before provided the person so offending shall be deemed guilty of resisting firefighter in the discharge of their duties.

(4) DUTIES OF BYSTANDERS. Every person who is present at a fire shall be subject to the orders of the Fire Chief or officer in command and may be required to render assistance in fighting the fire or removing or guarding property. Such officer may cause the arrest of any person refusing to obey said orders.

(5) INJURY TO EQUIPMENT PROHIBITED. No person shall willfully injure in any manner any hose, hydrant or fire apparatus belonging to the City and no vehicle or railroad equipment shall be driven over any unprotected hose of a fire department when laid down on any street, private driveway, track or other place to be used at any fire or alarm of fire without the consent of the Fire Department official in command.

(6) DESTRUCTION OF PROPERTY TO PREVENT THE SPREAD OF FIRE. During the progress of any fire, the Fire Chief or designee(s) shall have the power to order the removal or destruction of any property necessary to prevent the further spread of fire; provided that it is inevitable that, unless such property is removed or destroyed other property is in danger of being destroyed by fire.

5.07 FIRE PREVENTION. (1727 04/27/94, XXXXX)

(1) STATE CODES ADOPTED. Except as otherwise specifically provided in this Chapter, the statutory provisions of §101.14, Fire Inspections, Prevention, Detection and Suppression, Wis. Stats., Wisconsin Administrative Code SPS 314 and the following chapters of the Wisconsin Administrative Codes are hereby adopted by reference and made a part of this Code as if fully set forth herein. Any act required to be performed or prohibited by any statute or code provision incorporated herein by reference is required or prohibited by this Code. Any future amendments, revisions or modifications of the statutes and codes incorporated herein are considered to be made a part of this Code in order to secure uniform statewide regulation:

ATCP 93 Flammable, Combustible and Hazardous Liquids
 ATCP 94 Petroleum and Other Liquid Fuel Products
 SPS 307 Explosives
 SPS 316 Wisconsin State Electrical Code
 SPS 318 Elevator Code
 SPS 328 Smoke Detectors

(2) FIRE CHIEF TO BE FIRE INSPECTOR. The Fire Chief shall hold the office of Fire Inspector with power to appoint one or more Deputy Fire Inspectors, who shall perform the same duties and shall have the same powers as the Fire Inspector.

(3) CORRECTION OF VIOLATIONS. Whenever any fire inspection reveals a violation of this Code, the Fire Inspector or Deputy Fire Inspector shall personally deliver, email, or send by certified mail, return receipt requested, a written compliance order to the owner of the property and to the occupant if the property is occupied by a person not the owner thereof, giving said persons a reasonable time, not to exceed sixty (60) calendar days, to correct all violations. If a violation is not corrected within the grace period allowed, a second written compliance order shall be personally delivered, emailed or sent by certified mail, return receipt requested, to the same persons giving said persons an additional grace period, not to exceed thirty (30) calendar days, to correct the violations. If any violation is not corrected within the grace period allowed by the second order, a citation may be issued to the owner and to the occupant of the property, or to an agent as provided for by Chapter 25 of this Code.

a. Each individual violation on a property and each day any such violation continues after the grace period allowed in the second notice shall constitute a separate offense.

b. If the compliance order is not referred to the Department of Safety and Professional Services for further action, an action to abate such nuisance may be commenced by the City as provided in §10.07 of this Code.

c. Nothing herein shall be interpreted to mean that a citation cannot be issued immediately upon the finding of a violation of this Code, subject to the discretion of the Fire Inspector or Deputy Fire Inspector, based upon the seriousness of the offense, prior similar offenses, or for other reasonable reasons.

(4) CITATION AUTHORITY. The Fire Chief, Deputy Fire Inspectors and City Police Officers shall be authorized to issue citations for violations of this Chapter using the uniform citation method set forth in §9.27 of this Code.

(5) SPECIAL CHARGES FOR INSPECTIONS FOR NON-COMPLIANCE. A special charge as provided in the City's Official Fee Schedule, §1.90, shall be imposed for the second and each subsequent inspection where the inspection reveals that the owner or occupant of the property has not corrected the violations contained in the compliance order. The owner and occupant, or agent thereof as provided for by Chapter 25 of this Code, of each property inspected shall be jointly and personally liable for the charge. If the charge is not paid within thirty (30) calendar days of the date of billing, an additional administrative collection charge of 10 percent (10%) of the charge shall be added to the amount due, plus interest shall accrue thereon at the rate 1 percent (1%) per month until paid and such charge shall be extended upon the current or next tax roll as a charge against the inspected property for current services, as provided in §66.0627, Wis. Stats.

(6) ENTERING ON PREMISES. No person shall deny a Fire Inspector or Deputy Fire Inspector free

access to any property within the City at any reasonable time for the purpose of making fire inspections. No person shall hinder or obstruct a Fire Inspector or Deputy Fire Inspector in the performance of his/her duty or refuse to observe any lawful direction given by the Inspector. The Fire Chief shall be deemed a peace officer for the purpose of applying for, obtaining and executing a special inspection warrant pursuant to §66.0119, Wis. Stats.

(7) **DISCLAIMER ON INSPECTIONS.** The purpose of the inspections under this section is to comply with the fire inspection provisions of the State codes. The inspections and the reports, findings and orders issued after such inspections are not intended as, nor are they to be construed as, a guarantee. In order to advise owners, occupants and other interested persons, a disclaimer shall be included in each inspection report as follows: "The findings of the inspection contained herein are intended to report conditions of non-compliance with Code provisions that are readily apparent at the time of inspection. The inspection does not involve a detailed examination of the mechanical systems or the closed premises. The City makes no warranty or representation, expressed or implied that its inspection of the property has discovered all fire code violations or all fire hazards or that this report contains a complete list of all fire code violations existing on the property inspected herein."

(8) **LICENSE OR PERMIT WITHHELD.** No license shall be granted or renewed for the operation of any trade, profession, business or privilege for which a license is required by any provisions of this Code nor shall any occupancy permit under Chapter 14 of this Code be issued for any property that contains any outstanding violation of this section.

(9) **VIOLATION AND PENALTY.** Any person who violates, disobeys, neglects, omits or refuses to comply with, or resists the enforcement of any of the provisions of this section shall be subject to a penalty as provided in SPS 314 Adm. Code and/or §25.04 of this Code.

5.08 GUNPOWDER. (Renumbered only XXXX) No person shall keep or store more than 10 pounds of gunpowder at any place within the City without the written permission of the Fire Chief. Any dealer permitted to keep at his place of business in excess of 10 pounds of gunpowder shall not keep more than 200 pounds at any one time, and such gunpowder shall be kept in a safely constructed box painted yellow with the word "POWDER" printed or painted thereon in black letters not less than 5 inches in height and equipped with handles so that the same may be readily moved in case of fire, and such box shall be kept in such part of the dealer's place of business as may be directed by the Fire Chief.

5.09 DYNAMITE. (Renumbered only XXXX) No person shall keep or store within the City any nitroglycerine, dynamite, giant powder or other explosives more violent than gunpowder without the written permission of the Fire Chief or otherwise than in accordance with the conditions prescribed in such permission as granted and in no case shall more than 50 pounds of any such explosive be stored or kept within 300 feet of any dwelling or other occupied building. The Fire Chief may direct the placement and the manner of keeping the same and the precautions to be observed in connection therewith.

5.10 TRAFFIC LAWS APPLY TO VOLUNTEERS. (Renumbered only xxxxx) All firefighters, when responding to an incident call in a private vehicle, shall comply with all traffic regulations.

5.11 EMERGENCY ALARM SYSTEMS. See §12.14 of this Code. (1833 09/26/95, Renumbered only XXXXX)

5.12 RESERVED (xxxx)

5.13 REGULATION OF BURNING. (1935 04/14/98, xxxxx)

(1) **OPEN BURNING PROHIBITED.**

a. Except as otherwise provided in this Section, no person shall burn or cause to be burned any leaves, grass, wood, rubbish, waste, recyclable paper products, recyclable cardboard, painted wood, pressure treated lumber, and/or any material made of in whole or in part or coated with rubber, plastic, leather or petroleum based materials, and/or products containing flammable materials or other combustible material.

b. An Open Burning Permit may be issued by the Fire Chief or designee for prescribed vegetation management purposes subject to reasonable conditions to mitigate fire hazards. The fee for an Open Burning

Permit shall be as set forth in the City's Official Fee Schedule, §1.90, as set by the Common Council. Applications for a permit must be submitted to the City Clerk at least seven (7) calendar days prior to the burning. Supervision and inspection costs shall be billed to the owner of the property upon which supervision or inspection is required. Open Burning Permits shall apply to individual parcels or occupancies and are not transferable from person to person, parcel to parcel or occupancy to occupancy; however, Open Burning Permits may encompass multiple parcels under common ownership if part of a common vegetation management project.

(2) **REGULATION OF RECREATION FIRES AND COOKING FIRES.** Recreational fires and cooking fires are permitted so long as they comply with each of the following conditions:

- a. Burning, under this subsection, shall not be kindled or maintained in a barrel.
- b. No burning shall be kindled or maintained on or within any street, sidewalk, treebank, alley, parking lot, drainage ditch or public right-of-way.
- c. No burning shall be maintained such that the flames exceed four feet in height.
- d. No burning shall be maintained so as to cause a public nuisance prohibited by Ch. 10 of the Code.
- e. Except for barbecue, gas, and charcoal grills, any other burning receptacle, enclosure or pit shall be no greater than 30 inches in diameter at its greatest width.
- f. All such burning shall be constantly supervised and personally attended by a responsible adult until the fire is completely extinguished. The person in charge of the fire shall have fire extinguishing equipment or materials available at all times and easily accessible for immediate use.
- g. Except for barbecue, gas, and charcoal grills, no burning shall be kindled or maintained during periods when either the Fire Chief or the Wisconsin Department of Natural Resources has issued a burning ban.
- h. Whenever a portable fireplace or grill is located on a combustible surface, such as a wooden patio or deck, a non-combustible material shall be placed under and around the fireplace or grill for a distance of at least 24 inches on each side thereof.
- i. In relation to one and two family dwellings, except for barbecue, gas, and charcoal grills, no such burning shall be undertaken within 15 feet of any combustible material, combustible wall or partition, exterior window opening, exit access or exit unless authorized by the Fire Chief. (2353 01/25/11)
- j. In buildings with three or more dwelling units, no burning shall be undertaken within 25 feet of any combustible material, combustible wall or partition, exterior window opening, exit access or exit unless authorized by the Fire Chief. (2118 05/27/03, 2353 01/25/11)
- k. In buildings with three or more dwelling units, regardless of type or size, no barbecue, gas, charcoal or electric grill, or any other burning receptacle shall be stored or used on balconies above the first floor, under any overhangs or within 10 feet of the structure. (2118 05/27/03, 2353 01/25/11)

(3) **BONFIRES REGULATED.** No person shall kindle or maintain any bonfire without first obtaining a Bonfire Permit from the Fire Chief or designee and each such permit shall be subject to the conditions established by the Fire Department. Applications for a permit must be submitted to the City Clerk at least seven (7) calendar days prior to the bonfire. The permit fee shall be as set forth in the City's Official Fee Schedule, §1.90, as set by the Common Council.

(4) **FIRE PERFORMANCE.** No person shall engage in any fire performance without first obtaining a Fire Performance Permit from the Fire Chief or designee, at his or her discretion, and each permit shall be subject to the conditions established by the Fire Department. Applications for a permit must be submitted to the City Clerk at least fourteen (14) calendar days prior to the performance. The permit fee shall be as set forth in the City's Official Fee Schedule, §1.90, as set by the Common Council.

(5) **EXCEPTIONS TO BURNING REGULATIONS.** The following fires for burning shall be exempt from the provisions of subs. (1) - (4), above: (2118 05/27/03)

- a. Fires conducted inside of a building including, but not limited to, fireplaces and incinerators.
- b. Fires conducted to remove frost from the ground by public utility companies, City employees, cemeteries, and building contractors.
- c. Small open flames for welding, acetylene torches, safety flares, heating tar or similar applications.
- d. Fires conducted for training or instruction of firefighters by the Fire Department or for the testing of fire equipment by the Fire Department.
- e. Any fire expressly authorized in writing by the Fire Chief. An Exception to Burning Regulations Permit issued by the Fire Chief shall be subject to the conditions established by the Fire Department. The fee for an Exception to Burning Regulations Permit shall be as set forth in the City's Official Fee Schedule, §1.90, as set by the Common Council. (2118 05/27/2003)

(6) **EMERGENCY REGULATIONS.** The Fire Chief may, when necessary, declare a "Emergency Condition of Fire Hazard" for a specified period of time and, during such time, no burning shall be permitted unless done or controlled by the Fire Department. In addition, during such declared fire emergency period, the Fire Chief may prohibit the use of the following:

- a. Fireworks as defined by §167.10(1), Wis. Stats.
- b. Any of the items included under §167.10(1)(e), (f), (i), (j), (k), (l), (m), and (n), Wis. Stats.
- c. Any other device that may pose a fire hazard.

(7) **OPEN BURNING PROHIBITED WHEN WIND EXCEEDS EIGHT (8) MILES PER HOUR.** No person shall kindle or maintain any open burning within the City whenever the wind speed exceeds eight (8) miles per hour as measured by a portable wind meter device approved by the Fire Chief. Before taking any enforcement action under this subsection, the Fire Chief or his/her designee shall first order the violator to completely extinguish the open burning. A citation shall not be issued if the open burning is immediately extinguished after the order to do so has been given. No person shall continue to maintain any open burning after being ordered to completely extinguish the burning as provided in this Section. (2146 04/13/2004)

(8) **PERMIT REQUIREMENTS.** All permits required under this Section must meet the minimum City licensing and permitting standards of §12.01 and shall require the permittee to indemnify the City of Baraboo.

(9) **ENFORCEMENT.** The Fire Chief and his/her designee(s) and Police Officers of the City shall be authorized to enforce the provisions of this Section. (Renumbered only per 2146 04/13/2004)

(10) **RECOVERY OF ABATEMENT COST.** The City has determined that a violation of this section creates a public nuisance or a hazard to the public safety. Therefore, in addition to any other penalty imposed by this code for a violation of this section, if the Fire Department is dispatched to a fire caused as a result of any act, omission, condition, or thing that constitutes a violation of this section, the person causing, permitting, or maintaining such occurrence, may be charged a fee to cover the City's cost for responding to such public nuisance. Any such fee shall be charged as set forth in the City's Official Fee Schedule, §1.90. The charge shall be collected as a debt and, if the charge is not paid within thirty (30) calendar days of the date of billing, an administrative collection charge of ten percent (10%) of the charge shall be added to the amount due, plus interest shall accrue thereon at the rate of one percent (1%) per month until paid. If the owner of the property where the public nuisance occurred caused, permitted, or maintained such public nuisance, such charge shall be extended upon the current or next tax roll, to the extent allowed by law. (2118 05/27/2003, Renumbered only per 2146 04/13/2004)

5.14 FIRE LANES AND FIRE HYDRANTS (1870 05/14/96, 2002 01/11/2000, XXXXX)

(1) **FIRE LANES AND FIRE HYDRANTS REQUIRED.** Fire lanes and fire hydrants shall be required in accordance with this section on public or private property used for assembly, commercial, educational, industrial, institutional, or multi-family dwelling purposes, and on private property containing residential developments consisting of three or more dwelling units to which access is provided from a public street by a

private road or driveway where any dwelling unit is set back more than fifty (50) feet from the paved portion of the public street. Fire lanes may also be designated on those private roads where it is found by the Fire Chief that such access is necessary for firefighting equipment and apparatus. No building permit shall be issued without compliance with the terms of this section if any part of the area being developed contains any of the uses or conditions described in this section.

(2) **LOCATION AND MAINTENANCE OF FIRE LANES AND FIRE HYDRANTS.** Fire lanes and fire hydrants shall be located where necessary to provide fire protection to all buildings and premises within the City as determined by the Fire Department. In all cases, a fire hydrant shall be located within 350 feet from each building to be served by the hydrant and all hydrants shall be accessible to fire lanes. All existing and new fire hydrants located on private property shall be routinely inspected, repaired, tested, and maintained by the owner thereof as specified in American Water Works Association Manual 17, Installation, Field Testing and Maintenance of Fire Hydrants, and all fire hydrants shall satisfy the minimum performance requirements established by the City Water Department for City fire hydrants. The City's Water Department and Fire Department personnel shall have open and free access to all fire hydrants upon public and private property within the City at any reasonable time for the purpose of inspecting, repairing, testing, and maintaining fire hydrants. The fire flow test procedures in National Fire Protection Association Ch. 291, Fire Flow Testing and Marking of Hydrants, shall be followed when performing fire hydrant fire flow tests.

(3) **SNOW REMOVAL.** Each owner and/or each occupant of any premises where a fire lane and/or a fire hydrant is required shall be responsible for the prompt removal of snow and ice from a fire lane and for the prompt removal of all snow surrounding each fire hydrant. (2002 01/11/2000)

(4) **WRITTEN RECORDS.** Written records shall be maintained by the Utility Superintendent showing the installation, inspection, field testing, repair, and maintenance of each fire hydrant within the City. Such records shall be made available for inspection and copying upon request to the City.

(5) **DISCLAIMER ON FIRE HYDRANT INSPECTING AND TESTING.** The purpose of the inspection and testing of fire hydrants authorized by this Section is to improve the quality of fire protection service within the City. Any inspections and the reports and findings issued pursuant thereto are not intended as, nor are they to be construed as, a guarantee. The findings of any inspection or testing are intended to ascertain conditions that are readily apparent at the time of such inspection or testing and do not involve a detailed examination of all mechanical systems on the entire premises. The City makes no representation or warranty, express or implied, as to the thoroughness or accuracy of any such inspection or testing. The City disclaims, and does not assume, any liability or responsibility whatsoever in the event any error or omission was made by the City as the result of an inspection and/or testing authorized by this Section, whether such errors or omissions result from negligence, accident, or other source or cause. The City shall further not be liable or responsible for damage caused to any fire hydrant while such fire hydrant is being properly tested as required by this Section.

(6) **DUTIES AND POWERS OF FIRE CHIEF.** *All building and project development plans for projects covered by this Section shall be referred to the Fire Chief for examination and approval. If the Fire Chief finds that a proposed fire lane or fire hydrant in a development project does not comply with this Section, the Fire Chief shall be authorized to specify the changes necessary to bring the proposal into compliance. Appeals from orders of the Fire Chief shall be to the Zoning Board of Appeals. The Fire Chief shall inspect the construction of any fire lanes and the placement and specifications of any fire hydrant required by this Section and no occupancy permit shall be issued for any project covered by this Section until the Fire Chief has inspected and approved the fire lanes and fire hydrants.*

(7) **DESIGNATION AND SIGNAGE FOR FIRE LANES.** The owner or occupant of any premises where a fire lane is required under this Section shall designate and mark all fire lanes and shall post appropriate signs indicating the existence of all fire lanes and indicating that no parking is permitted on fire lanes at any time, as specified and approved by the Fire Chief. Signs and markings shall be used in such locations and in such a manner as in the judgment of the Fire Chief will carry out the purposes of this Section and give adequate warning to users of the premises where the fire lanes and fire hydrants are located. Signage and markings shall meet the following minimum standards:

a. Where reasonably feasible, signs shall be erected within 5 feet of the beginning and within 5 feet of the end of the fire lane with spacing between signs not exceeding 75 feet. Each sign shall face in the direction of oncoming traffic and shall be affixed to a stationary pole or object.

b. Curb along a fire lane shall be painted yellow and if no curb exists, a 4-inch wide stripe shall be painted the full length of the fire lane. Lanes identified exclusively as fire lanes shall be identified with approved fire lane signs on each side facing forward and the pavement area between the signs shall be striped with 4-inch wide yellow strips.

(8) OBSTRUCTIONS OTHER THAN MOTOR VEHICLES. No person who is the owner or occupant of a premises required by this Section to maintain a fire lane or a fire hydrant shall place, locate, permit, or allow the placement or location of any obstruction of any fire lane or so as to block access to any fire hydrant. (2027 09/12/2000)

(9) RESTRICTED PARKING IN FIRE LANES. See §7.09 of the Code.

5.15KEY LOCK BOX SYSTEM (2394 04/23/2013, XXXX)

(1) The following structures shall be equipped with a key lock box or a component thereof at or near the main entrance or such other location required by the Fire Chief:

- a. Commercial or industrial structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
- b. Multi-family residential structures protected by an automatic alarm system, or automatic suppression system, or that have restricted access through locked doors and have a common corridor for access to the living units.
- c. Governmental structures.
- d. Any special facilities or properties that may possess restricted access by the means of a fence, gate or similar device.

(2) This ordinance shall not be construed to require a key lock box for the following structures or uses:

- a. One- and two-family dwellings.
- b. Hospitals, nursing homes, jails or other institutional use buildings when on-site staff is available at all times.
- c. Commercial or industrial structures when on-site staff is available at all times.
- d. In the event that any of the structures or uses as set forth in this paragraph install a key lock box system, it shall meet and comply with all the requirements of this ordinance.

(3) All newly constructed structures subject to this Section shall have the key lock box installed and operational prior to the issuance of a occupancy permit. All existing structures as of the effective date of this ordinance and subject to its provisions shall have one year to install an operational key lock box.

(4) The Fire Chief shall designate the type of key lock box system to be implemented within the City and shall have the authority to require all structures as set forth in section (1) of this ordinance to use the designated system.

(5) The owner or operator of a structure required to have a key lock box shall, at all times, keep current key(s) in the key lock box, each of which shall be clearly marked so as to indicate it's purposes, that will allow access to the structure. The key lock box shall contain the following keys, as applicable:

- a. Keys to locked points of ingress and egress, whether on the interior or exterior of such buildings.
- b. Keys to locked mechanical rooms.
- c. Keys to locked elevator rooms.
- d. Keys to elevator controls.
- e. Keys to any fence or secured areas.
- f. Keys to any other areas as directed by the Fire Chief or Deputy Fire Inspector.
- g. Keys required by this section shall not include keys to individual living units in a multi-family residential structure.

(6) The Fire Chief shall be authorized to implement rules and regulations for the placement and use of the key lock box system.

(7) The Fire Department is authorized to share key lock box access with other public safety departments, including the Sauk County Sheriff's Department, the Baraboo Police Department, and the Baraboo Ambulance District, under rules and policies to be established by the Fire Chief.

(8) Entry keys shall be updated as necessary and will be checked as part of the fire inspection visits.

(9) The owner or operator of a structure required to have a key lock box system shall provide to the Fire Department a list each year of the emergency contacts in case of an emergency requiring the use of the key lock box.

(10) Any person who owns or operates a structure subject to this section shall be subject to the penalties set forth in §5.30 of this Code for any violations of this section.

5.16 SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Chapter is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase or portion thereof, and to this extent, the provisions of this ordinance shall be severable. (2118 05/27/2003, Renumbered only per 2146 04/13/2004, Renumbered only XXXXX)

5.17 thru 5.29 Reserved

5.30 ENALTY. (2002 01/11/2000, 2027 09/12/2000, Renumbered only XXXXX) Any person who violates, disobeys, neglects, omits, or refuses to comply with or who resists the enforcement of any of the provisions of this chapter, or any order, rule, or regulation made hereunder shall be subject to a penalty as provided in §25.04 of this Code. In addition to the payment of a forfeiture, the City Attorney may, in addition to other remedies provided by law, institute appropriate action or proceedings to prevent or enjoin the erection, enlargement, alteration, repair, moving or occupancy of any building or structure located on any premises in violation of this chapter. In any such action, the fact that a permit was issued shall not constitute a defense and each violation and each day a violation continues or occurs shall constitute a separate offense.

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

Moved by Ellington, seconded by Kolb and carried unanimously to approve the 1st reading of **Ordinance No. 2544** amending Section 1.90, Fee Schedule, of the Baraboo Municipal Code.

1. Section 1.90, Fee Schedule, of the Baraboo Municipal Code is amended as follows:

- Bonfire Permit - \$50.00 (currently \$25.00)
- Open Burning Permit - \$50.00 (currently \$25.00)
- Fire Performance Permit - \$50.00 (this is a new permit)

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

ADMINISTRATOR AND COUNCIL COMMENTS

- Finance Director, Cynthia Haggard will be featured on 99.7fm radio to address the Baraboo Transit System on Wed. Feb. 12th.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** January, 2020 Building Inspection

- **Minutes from the Following Meetings:**

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

January 28, 2020

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, E. Truman, B. Zeman, P. Cannon, J. Bergin, Ald. Ellington, T. Pinion

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of January 14, 2020 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$481,819.67**. Motion carried unanimously.
- Review and Recommendation to Common Council for approving CDBG \$1,000,000 Grant application towards library expansion project** – Adm. Downing explained that the Library Board was interested in applying for a CDBG Grant for the Library expansion. There are a lot of requirements to apply and implement a CDBG Grant and the Library is not able to apply themselves, the City of Baraboo must apply as the head agency. Ald. Petty noted that based on the pros and cons provided to the Committee, he does not see this as a financial benefit. Ald. Kent agrees with Ald. Petty and also noted that this would tie up this grant for other projects during the 2-year window.

City Engineer T. Pinion reminded the Committee that we used a CDBG Program this year to free up some revolving loan funds. There was a large amount of administration work that had to be done in-house, much more than originally expected. It's agreed that we would definitely have to hire out for the administration of this grant.

CDA Director P. Cannon noted that it's a \$1,000,000 grant with a non-refundable \$10,000 application fee. MSA has offered to administer the grant for a fee of \$60,000-\$70,000. At that point, you are making Ninety-three cents on the dollar. Because of the changes to prevailing wage, it's going to cost another fifty to sixty cents on the dollar so all of a sudden your return on investment is not as great as what was expected. Additionally, it's hard to put a cost on the opportunity cost; regular tasks that are not getting done by staff.

Library Director J. Bergin explained that this first came up while working with their architects, MSA. The Library Board is aware of the different costs associated with the grant. She feels that the Library Board would like the Committee to consider if this is a good use of this grant. Is there another City project that might be better use of this grant? The grant application deadline is soon approaching. The Library project will be able to move forward with or without this grant.

Mayor Palm explained that on a weekly basis, you are required to monitor every person that worked on this job. You are constantly chasing contractors for this information. Because the Library does not need this money to build, some additional fundraising will be a lot less trouble in the long run. Davis-Bacon wage rates will, without a question, increase the cost of the library.

No recommendation made.

- Review and Recommendation for approving pay grade increase for Office Assistant-Accounts in the Finance Department** – C. Haggard explained that two employees hired in the Finance Department were brought in as Grade 3. Because these employees have taken on more responsibilities, with little or no supervision, she is requesting an increase to Grade 4 for both employees. The job description has been amended as well, changing their titles to be "Finance Assistant-Accountant". Former City Adm. Geick did a job factor analysis and supported the recommendation. The wage increase will be effective 1/1/2020 and is included in the 2020 budget

Ald. Kent agrees with the wage increase; making the revision on the high quality of work and advanced job duties. The work being done for the CDA is still being done; it's redefined in the new job description. C. Haggard does not feel this requires additional staff.

Motion by Kent, seconded by Thurow to recommend the Grade Increase to Council for action. Motion carried unanimously.

- Review and Recommendation to approve updates to the Employee Handbook for the City's FMLA policy and Holiday policy** – The Committee reviewed the changes to the Employee Handbook. Adm. Downing explained that most of the changes to the FMLA policy now reference the federal regulations; FMLA will now be based on a 12-month look-back period, not calendar year. The Holiday policy is amended to include Martin Luther King Jr. Day. Adm. Downing presented wage information for Police Holiday pay and explained that police officers do have the option of taking holiday as comp time. Ald. Petty feels that potential staff will look at both their hourly wages as well as the benefit packages; not only on new hires, but also retaining current staff. Motion by Kent, seconded by Thurow to recommend the updated Employee Handbook to Council for action. Motion carried unanimously.

Informational Items

- 1) Chief Schauf presented information regarding a possible rate increase for parking citations. Parking tickets are done on a bond schedule approved by Finance and Council. Chief Schauf recommends increasing the \$10 to \$15 and the \$20 to at least \$25. Atty. Truman is also going to add an appeals process to the ordinance. Ald. Petty is in favor of raising the citations but would like to see some feedback from the officers. This information will be presented at a later meeting.

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

Baraboo Economic Development Commission Meeting Minutes

January 2, 2020

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, Johnson, Palm, Ryan, White

Absent: Ayar, Caffisch, Mueller, Reppen, Taylor, Walczak, Wastlund

Other: Kennie Downing, Patrick Cannon

It was noted that quorum was not present at the meeting, therefore the meeting was cancelled

Minutes of Plan Commission Meeting

January 21, 2020

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

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

Also in attendance were Tom Pinion, Administrator Kennie Downing, Bob Vajgrt, , Shawn McNevin, Brian Hearn, Jim Lombarg, and Bridget Gore (BNR).

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 Liston, seconded by Kolb to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by Kolb, seconded by O’Neill to approve the minutes of the December 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 Hearing

- a. The request of the Baraboo School District for a Conditional Use permit to expand the existing Jack Young Middle School building in an R-1 Single-Family Residential zoning district on Lot 1 of CSM #4227, located at 1531 Draper Street, City of Baraboo, Sauk County, Wisconsin - There being no speakers, the hearing was declared closed.

New Business

- a. Consider the Baraboo School District’s request for a Conditional Use Permit to expand the existing Jack Young Middle School building in an R-1 Single-Family Residential zoning district on Lot 1 of CSM \$4227, located at 1531 Draper Street, City of Baraboo, Sauk County, Wisconsin – Bob Vajgrt, Architect for the project introduced himself to the Commission. Vajgrt presented the proposed site plan to the Commission. He stated that the addition is going over the top of the existing gymnasium and cafeteria. The addition is comprised of a new gymnasium, an expanded student commons/cafeteria, and additional learning spaces. He said that all the areas of the addition is one-story, other than within the commons there is a library that expands over the top, there is a two-story there, almost like a bridge. He said that there will also be renovations to the existing building within the project. He said that the circular parking is being removed, additional parking will be added. Vajgrt then presented erosion control, and utilities. He said that the entire building will be sprinkled. He said that the building addition, other than the academic one will be separated from the rest of the building by a fire wall. He then touched on landscaping, along with the nature trail being added, and sitting areas. Jim Lombarg then presented stormwater, saying that there would be a basin installed just south of the new parking lot. He said the basin will have landscaping included. Vajgrt then presented the lighting plan to the Commission. He then gave a detailed presentation of the floor plan. Brian Hearn spoke more of the architecture of the building to the Commission. He said that they are trying to blend some of the existing materials with the existing building. He said that the existing brick is a three-brick blend, and the new brick that will be used is a complimentary color, a slightly brighter tone. The other materials that will be used on the academic addition, commons, and the gym have a stone base, which is a lighter stone. He said a third material that will be used on the commons areas is a composite metal panel used on the commons area, similar to the high school. Liston asked if this would be conventional heat. It was stated that different options are being looked at for heating.

Kolb asked if any consideration has been given to solar heat. Sean McNevin said when the referendum was done solar wasn't included based on numbers. He said that Committee are working on solar options, the District has commissioned a study for the Jack Young Middle School, and High School, and looking at adding on and supplementing it, not only for the power savings, but also for the curriculum addition. The solar would be done as an add-on, and done through their budget. He said, ironically, they are finding out that the High School is the better investment because it is used year round. Kolb asked if they were thinking solar array, or rooftop, and McNevin said that they have settled on a rooftop. It was moved by Liston, seconded by Kolb to approve the request for a conditional use permit as presented. On roll call vote for the motion, Thurow, Franzen, Liston, O'Neill, Kolb, Marshall, and Wedekind. Nay – 0, motion carried unanimously. McNevin said that this addition is really transforming the inside of this building. He said what has been done is going from a Middle School, mixed classroom concept to a house concept, which is one of the biggest changes that will not be seen from the outside. He said that the increased size of the cafeteria will decrease the number of lunch periods down to two instead of three. The gymnasium now will be able to fit the entire school body in the bleachers.

- b. Review and approve a site plan for renovations to the Jack Young Middle School, at 1531 Draper Street, for the Baraboo School District – It was moved by Liston, seconded by Kolb to approve the site plan for renovations to the Jack Young Middle School as presented. On roll call vote for the motion, Franzen, Liston, O'Neill, Kolb, Marshall, Wedekind, and Thurow. Nay – 0, motion carried unanimously.

Adjournment - It was moved by Liston, seconded by Franzen to adjourn at 5:47 p.m. The motion carried unanimously.

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

Emergency Mgmt.....	11-21-2019	Public Arts.....	12-12-2019
Library.....	12-3-2019, 1-28-2020	Airport.....	1-7-2020, 1-29-2020
Park & Recreation....	1-6-2020, 1-13-2020		
CDA	12-3-2019, 1-7-2020		

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

ADJOURNMENT

Moved by Petty, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:21pm.

Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2019 -

Dated: February 25, 2020

The City of Baraboo, Wisconsin

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

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

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

Offered By: Consent

Approved by Mayor: _____

Motion:

Certified by City Clerk: _____

RESOLUTION NO. 2020-

Dated: February 25, 2020

The City of Baraboo, Wisconsin

Background

Adult school crossing guards are permitted by State Statute and City Code to assist in the safe crossing and protection of students and other pedestrians who are crossing a highway in the vicinity of a school. § 349.215, Wis. Stat. and §7.14(7), Baraboo Municipal Code. The City employs up to six individuals as adult school crossing guards - enduring bad weather and inattentive drivers - to ensure the safety of our kids walking to and from school. The last wage increase for this position was in 2006, setting the rate at \$10/session, two sessions per day, for a total of \$20/day.

Recruitment for this position is difficult due to the odd hours and working conditions. A check of local partners found we are also under paying the position.

West Baraboo

- \$28.12 per day at the Linn Street location (equivalent of \$14.06 per shift)
 - Incentive for busier intersection
- \$22.81 per day all other locations (Equivalent of \$11.405 per shift)
- Raise every year – approximately 3%

Portage

- \$15.00 per shift

Sun Prairie

- \$26.00 per day (equivalent of \$13.00 per shift)

Madison

- \$17.91 per regular shift and \$17.99 per shift when on call/substitute

To aid in recruitment and properly compensate these employees, staff is requesting to raise the rate to \$15/ session. This will not have a budget impact due to this wage increase being budgeted for in 2020.

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

Comments: Budged for in 2020

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

TO: Approve the wage adjustment for Adult School Crossing Guards to \$15 per session, effective March 1, 2020.

Offered by: Finance/Personnel Committee

Approved: _____

Motion:

Second:

Attest: _____

NBR – 2

RESOLUTION NO. 2020 -

Dated: February 25, 2020

The City of Baraboo, Wisconsin

Background: Bids were received on February 19, 2020 for asphalt paving, asphalt pavement materials, asphalt patching, concrete curb and sidewalk repair, crushed aggregate base course, and concrete and asphalt crushing, and associated with the Public Works Department projects for 2020. The following is a tabulation of the bids:

Proposal #1 – Asphaltic Paving, approximately 7,000 sq yds

D.L. Gasser Construction	\$ 90,420
Scott Construction	\$109,800

Proposal #2 – Asphalt Pavement Material, approximately 800 tons

D.L. Gasser Construction	\$41,200
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Proposal #3 – Asphalt Pavement Patching, approximately 1,000 sq yds

ABBS Paving	\$40,100
D.L. Gasser Construction	\$44,660
Scott Construction	\$71,150

Proposal #4 – Miscellaneous C&G and Sidewalk Replacement, approximately 8,000 sq ft

Concrete Service Company	\$ 93,400
Rennhack Construction	\$116,395

Proposal #5 – Crushed Aggregate Base Course, approximately 1,000 tons

Kraemer Company	\$6,400
D.L. Gasser Construction	\$7,100

Proposal #6 – Asphalt and Concrete Pavement Crushing, approximately 5,000 tons

A-1 Excavating, Inc	\$40,000
Kraemer Company	\$40,480
Gerke Excavating	\$41,600
Allen Steele Co, Inc.	\$44,000
D.L. Gasser Construction	\$48,000

These bids were reviewed by the Public Safety Committee at their February 24th meeting and they unanimously recommended their award to the respective low bidders.

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

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

That the low bids of:

D.L. Gasser	\$90,420	– Proposal #1 – Asphaltic Paving
D.L. Gasser	\$41,200	– Proposal #2 – Asphalt Pavement Materials
ABBS Paving	\$40,100	– Proposal #3 – Asphaltic Patching
Concrete Service Company	\$93,400	– Proposal #4 – Curb and gutter & sidewalk repair
Kraemer Company	\$ 6,400	– Proposal #5 – Crushed Aggregate Base Course
A-1 Excavating, Inc	\$40,000	– Proposal #6 – Concrete and Asphalt Crushing

Are hereby accepted and all other bids are rejected.

Offered by: Public Safety Comm. **Approved by Mayor:** _____

Motion:

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

The City of Baraboo, Wisconsin

Background: This Resolution is to request the purchase of a 2020 Freightliner SD114 plow truck to replace a 1995 Ford L-8000 plow truck using 2020 budgeted funds, as well as funds from savings on the city's 2020 Vermeer Wood Chipper purchase.

The Public Works Department solicited quotes from four different chassis vendors and four different body builders. Lakeside International (International) provided a price of \$90,024.86; Truck Country (Freightliner) provided a price of \$87,470.00; Istate Truck Center (Western Star) did not provide a quote; and Quality Truck Care Center (Western Star) did not provide a quote. The body up-fitting quotes were provided by Monroe Truck at a price of \$87,185.00; Madison Truck with a price of \$88,544.00; Universal Truck with a price of \$83,009.00; and Casper truck Equipment declined providing a quote. After review of all provided quotes, the preferred combination comprises of a 2020 Freightliner SD114 chassis and a 2020 Henderson 11' Stainless Steel Dump Body w/ Universal Plow Equipment at a cost of \$170,479.00. The DPW currently utilizes one Freightliner plow truck in its fleet and has several route trucks outfitted with Universal Truck Equipment packages.

The purchase of this new truck is being recommended due to the age and accumulated hours of our current unit scheduled for replacement. With the lower volume of use necessary at Baraboo-Delton Airport, the Ford L-8000 to be replaced will be sold to the airport for the sum of \$7,500.00 for snowplowing and anti-icing purposes. The purchase of the 2020 Freightliner SD114 will be completed utilizing \$165,000 that was budgeted in our 2020 Capital Equipment Budget and \$5,479.00 from the \$12,044.45 savings we experienced during our 2020 Vermeer Brush Chipper purchase. Once the sale of the 1995 Ford L-800 to the airport occurs, the \$7,500.00 proceeds from the sale will be placed in the Capital Equipment Fund for use on future equipment purchases.

This matter was reviewed by the Finance Committee at their February 25, 2020 meeting and they unanimously recommended the 2020 Freightliner chassis from Truck Country with the Henderson Body/ Universal Plow Equipment at a total cost of \$170,479.00

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

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

THAT the purchase of a new 2020 Freightliner SD114 chassis and a 2020 Henderson Body/Universal Truck Plow Equipment at a combined cost of \$170,479.00 is hereby approved.

Offered by:
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: The Solid Waste and Recycling Collection Ordinance was last updated in 2014 to reflect the change to fully-automated collection. Prior to that, the last update was in 2003. Considering the regulatory changes that have occurred in the meantime and the requirements imposed by the operator of the Transfer Site we use, the time has come for a wholesale revision to this Ordinance.

The revisions reflect the policies and practices that have been utilized by collection staff.

The Public Safety Committee discussed this revised Ordinance at their January 27th meeting and directed staff to finalize it and prepare it for Council Consideration.

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

Repealing and Recreating Ordinance § 11.07.

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

1. § 11.07 will be repealed and the following will be created:

11.07 SOLID WASTE AND RECYCLABLE COLLECTION.

(1) SERVICE PROVIDED.

(a) Residential Collection. The City shall cause the collection of garbage, refuse, and recyclables within the boundaries of the City from the following types of buildings:

1. Single- and Two- Family Residences. Single- and two- family residences, including any single- and two-family residences that are occupied by the owner who also operates a business on the premises, such as a home occupation, and condominiums as provided in subs. 2, below.
2. Residential Condominiums. A condominium residence located in a residential building shall be considered a residence entitled to City collection of garbage, refuse, and recyclables if the following preconditions are satisfied:
 - a. The eligible condominium residence shall be individually owned by a permanent occupant thereof. Temporary occupancy of a condominium dwelling unit by a tenant shall only be eligible for City garbage, refuse, and recyclable collection if approved by the Public Safety Committee.
 - b. The residence shall have a private entrance to the outside of the residential building.
 - c. The condominium residence shall be either a single-family condominium or located in a residential building consisting only of other residences that comply with subsections (a) and (b), above.

(b) Types of Buildings Not Receiving City Collection.

1. The City shall not collect garbage, refuse, and recyclables from the following:
 - a. All non-residential buildings, including commercial, professional, governmental, service, and industrial businesses.
 - b. All multi-family dwellings, apartments, and housing complexes containing three (3) or more dwelling units in a structure or building, except condominiums qualifying under subs. (1)(a), above.

- c. All dwelling units in the Central Business District except one- and two-family residential buildings and one- and two- family residential buildings occupied by the owner who also operates a business on the premises.
 - d. All manufactured home parks.
 - e. Any other building that does not qualify for residential collection as provided in subs. (1), above.
2. All garbage, refuse, and recyclables generated from buildings not receiving City collection shall be collected by a private solid waste and refuse firm licensed by the State of Wisconsin Department of Natural Resources. The owner(s) or occupant(s) of any such building shall arrange for garbage, refuse, and recyclable collection with a private collection firm and shall comply with all applicable provisions of this §11.07.
- (2) DEFINITIONS. Unless specifically defined herein, words or phrases used in this §11.07 shall be interpreted so as to give them the same meaning as they have at common law.
- (a) "Aluminum Container." A container used for carbonated or malt beverages or food and other non-hazardous materials that is made primarily of aluminum.
 - (b) "Approved Container." A container for storage and/or collection of recyclables, garbage, refuse, and/ or solid waste approved by the Public Safety Committee.
 - (c) "Bi-Metal Container". A container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.
 - (d) "Cardboard." That portion of corrugated cardboard commonly used as packing boxes or containers that remain substantially in their original condition at the time of disposal such that the material is suitable for commercial grade recycling. "Cardboard" does not include the cardboard used in cereal boxes, cake mix boxes, etc., which is not suitable for recycling purposes or is in a state which makes separation unreasonable or unduly expensive, for reasons which include, but are not limited to, the following:
 - 1. The cardboard has been put to another use, such as a container for other wastes, and is thus rendered unfit for commercial recycling.
 - 2. The cardboard is mixed in with commercial or municipal litter or refuse as a result of the failure of citizen or business invitees to separate cardboard from other discarded materials outdoors or in publicly accessible areas of buildings.
 - 3. The cardboard has been damaged or altered by any other means so as to make recycling impossible or unduly difficult.
 - (e) "Container Board." Corrugated paperboard used in the manufacture of shipping containers and related products.
 - (f) "Fiber Paper Product." Cardboard container board, corrugated paper, newspapers, magazines, news-print, office paper, cardboard cereal and dry goods boxes, waste paper, and other paper and card-board products.
 - (g) "Foam Polystyrene Packaging." Packaging made primarily from foam polystyrene that satisfies the following criteria:
 - 1. Is designed for serving food or beverages.
 - 2. Consists of loose particles intended to fill space and cushion the packaged article in shipping container.
 - 3. Packaging material that consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.
 - (h) "Garbage." Discarded materials resulting from the handling, processing, storage, and consumption of food. (See Ch. 289, Wis. Stats.)
 - (i) "HDPE." High-density polyethylene, labeled by the SPI code #2.
 - (j) "LDPE." Low density polyethylene, labeled by the SPI code #4.
 - (k) "Magazine." Magazine publication and other material printed on similar paper.

- (l) "Major Appliance." A residential or commercial air conditioner, clothes dryer, clothes washer, dish-washer, freezer, microwave oven, oven, refrigerator, stove, furnace, boiler, dehumidifier and water heater.
- (m) "Multiple-Family Dwelling." A property containing three or more residential units, including those which are occupied seasonally.
- (n) "Newspaper." A newspaper publication and other materials printed on newsprint.
- (o) "Newsprint." That portion of newspapers or periodicals that remain substantially in their original condition at the time of disposal, such that the material is suitable for commercial grade recycling. "Newsprint" does not include the paper commonly used in the production of magazines, books, and other physical media for written material, or paper which is not suitable for recycling purposes or is in a state which makes separation unreasonable or unduly expensive, for reasons which include, but are not limited to, the following:
 1. The paper has been put to another use, such as wrappings for other wastes, and is thus rendered unfit for commercial recycling.
 2. The paper is no longer flat and folded to the approximate dimensions of its original condition.
 3. The paper is mixed in with commercial or municipal litter or refuse as a result of the failure of citizen or business invitees to separate newspapers from other discarded materials outdoors or in publicly accessible areas of buildings.
 4. The paper has been damaged or altered by any other means so as to make recycling impossible or unduly difficult.
- (p) "Non-Residential Facilities and Properties". Commercial, retail, industrial, institutional and governmental facilities and properties. This term does not include multiple-family dwellings.
- (q) "Office Paper." High-grade printing and writing papers from offices in non-residential facilities and properties. Printed white ledger and computer printouts are examples of office paper generally accepted as high grade. This term does not include industrial process waste.
- (r) "Other Resins or Multiple Resins." Plastic resins labeled by the SPI code #7.
- (s) "Person." Includes any individual, corporation, partnership, association, local governmental unit, as defined in §66.0131, Wis. Stats., state agency or authority or federal agency.
- (t) "PETE." Polyethylene terephthalate, labeled by the SPI code #1.
- (u) "Plastic Container." An individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.
- (v) "Post-Consumer Waste." Solid waste as defined herein, other than solid waste generated in the production of goods, hazardous waste, as defined in Ch. 291, Wis. Stats., waste from construction and demolition of structures, scrap automobiles, or high-volume industrial waste, as defined in Ch. 289, Wis. Stats.
- (w) "PP." Polypropylene, labeled by the SPI code #5.
- (x) "PS." Polystyrene, labeled by the SPI code #6.
- (y) "PVC." Polyvinyl chloride, labeled by the SPI code #3.
- (z) "Recyclables or Recyclable Material." Any container, paper product, or other material or product designated for recycling by the Public Safety Committee.
- (aa) "Refuse." Means all materials produced from industrial or community life, subject to decomposition, not defined as sewage. (See Ch. 289, Wis. Stats.)
- (ab) "Residential Building or Residence." A building or structure whose primary or principal design and use is for residential dwelling purposes.
- (ac) "Sewage." The meaning specified in Ch. 289, Wis. Stats., shall apply.
- (ad) "Solid Waste." The meaning specified in Ch. 289, Wis. Stats., shall apply.
- (ae) "Solid Waste Facility." The meaning specified in Ch. 289, Wis. Stats., shall apply.

- (af) "Solid Waste Treatment." Any method, technique or process that is designed to change the physical, chemical or biological character or composition of solid waste. Treatment includes incineration.
- (ag) "Steel Container." An individual, separate, rigid steel can that is originally used to contain a product that is the subject of a retail sale.
- (ah) "Waste Paper Product." Reusable paper other than newsprint and shall include by way of example, but not by way of limitation, magazines, papers, food cartons, bags, wrapping paper.
- (ai) "Waste Tire." A tire that is no longer suitable for its original purpose because of wear, damage, or defect.
- (aj) "Yard Waste." Such material as, by way of enumeration, but not limitation, branches, tree trunks, shrubs, grass clippings, yard and garden debris and brush, and any similar vegetative material or substance.

(3) CITY COLLECTION REGULATIONS.

- (a) All buildings provided with City garbage and refuse collection shall be collected once per week at the time and place set forth in the published collection schedule. Recyclables shall be collected every other week. The Street Superintendent may schedule additional collections if he/she deems such additional collections are necessary in order to prevent a health or safety hazard. No collection shall be made on legal holidays, but shall be made on such date as designated by the Street Superintendent or Public Safety Committee. The Street Superintendent or Public Safety Committee shall have the authority to make regulations concerning the days of collection, location of garbage, refuse, and recyclable containers, and such other matters pertaining to the collection, conveyance, and disposal of garbage, refuse, and recyclables as he/she shall find necessary, and to change and modify these regulations provided that such regulations are not contrary to any other provision of §11.07. All garbage, refuse, and recyclables shall be placed as designated by the Street Superintendent or Public Safety Committee by 7AM on the scheduled collection day. The Public Works Department shall not be required to leave the public highway or alley for the purpose of making a collection unless directed to do so by the Public Safety Committee or Street Superintendent. Any person aggrieved by a regulation made by the Street Superintendent shall have the right to appeal to the Public Safety Committee who shall have the authority to confirm, modify, or revoke any such regulation. (2346 09/28/2010)
- (b) The City shall only collect garbage, refuse, and recyclables placed for collection in approved containers as required by this §11.07. An approved container should consist of a 96-gallon cart, which must be purchased from the City of Baraboo. A minimum of one cart for garbage and one cart for recyclables is required for each dwelling unit, unless other arrangements are made and approved by the Street Superintendent.
- (c) Each residential dwelling unit eligible for City collection shall utilize carts approved by the City of Baraboo for refuse and recycling collection. It shall be unlawful for any person and/or owner and/or occupant of a property to:
 1. Place any garbage, refuse, or recyclable for City collection at any location not designated or approved by the Street Superintendent.
 2. Fail to promptly clean up and remove litter and loose material that has not been collected.
 3. Place any garbage, refuse, or recyclable cart for collection on any street, alley, or other public place or upon any collection site on private property before 3 PM of the day prior to the published collection day, except upon the prior express approval of the Street Superintendent.

- (4) RESIDENTIAL ITEMS NOT COLLECTED BY THE CITY. Except as provided in subs. (7), below, no person shall place for City collection any of the following: (1684 03/29/93)
- (a) All substances and materials classified as hazardous waste as defined in Ch. NR 187 Wis. Adm. Code, flash waste and other wastes generated primarily from the combination of coal or fossil fuels, foundry wastes, sludge, domestic waste from private sewage disposal systems, infectious wastes, free liquid wastes, etc.
 - (b) Toxic wastes, chemicals, explosives, and ammunition.
 - (c) Drain or waste oil or other flammable liquids.
 - (d) Paint in liquid form.
 - (e) Tires and automobile parts.
 - (f) Yard waste.
 - (g) Demolition waste and construction debris including materials from remodeling, construction or removal of a building, roadway, or sidewalk.
 - (h) Tree trunks and stumps.
 - (i) Household appliances and household furniture.
 - (j) Dead animals.
 - (k) Undrained food waste.
 - (l) Industrial waste.
 - (m) Garbage or refuse strewn by animals or vandals prior to collection.
 - (n) Stone, rubble, earth and sod. (1684 03/29/93)
- (5) MANDATORY RECYCLING. (1778 12/13/94)
- (a) Purpose and Authority. The purpose of this Section is to promote recycling, composting, and re-source recovery through the administration of an effective recycling program, as provided in Ch. 287, Wis. Stats. and Ch. NR 544, Wis. Adm. Code. This Section is adopted as authorized under Ch. 287, Wis. Stats.
 - (b) Abrogation and Greater Restrictions. It is not intended by this Section to repeal, abrogate, annul, impair, or interfere with any existing rules, regulations, ordinances or permits previously adopted or issued pursuant to law. However, whenever this Section imposes greater restrictions, the provisions of this Section shall apply.
 - (c) Interpretation. The interpretation and application of the provisions of this Section shall be minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this Section is inconsistent or conflicts with each other, the more restrictive requirement or interpretation shall apply. Where a provision of this Section is required by Wisconsin Statutes, or by a standard in Ch. NR 544, Wis. Adm. Code, and where the Section provision is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and the Ch. NR 544 standards in effect on the date of the adoption of this Section, or in effect on the date of the most recent text amendment to this Section.
 - (d) Applicability. The requirements of this Section apply to all persons within the City of Baraboo, Wisconsin, including, but not limited to, owner(s) and occupant(s) of buildings not eligible for City collection.
 - (e) Administration. The business of this Section shall be administered by the Street Superintendent. (2047 02/13/2001)

- (f) Separation of Materials. (See Ch. 287, Stats.) Occupants of single- and two family residences, multiple-family dwellings, and non-residential facilities and properties shall separate the following materials from garbage, refuse, and post-consumer waste:
1. Lead acid batteries.
 2. Major appliances.
 3. Waste oil.
 4. Yard waste.
 5. Aluminum containers.
 6. Bi-metal containers.
 7. Corrugated paper or other container board.
 8. Foam polystyrene packaging.
 9. Glass containers.
 10. Magazines.
 11. Newspaper.
 12. Office paper.
 13. Rigid plastic containers made of PETE, HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins.
 14. Steel containers.
 15. Waste tires.
 16. All other materials designated by the Public Safety Committee as a recyclable.
- (g) Separation Requirements Exempted. The separation requirements of Subs. (f) do not apply to the following:
1. Occupants of single- and two family residences, multiple-family dwellings and non-residential facilities and properties that send their garbage, refuse, and post-consumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in subsection (f) from solid waste in as pure a form as is technically feasible.
 2. Solid waste that is burned as a supplemental fuel at a facility if less than 30% of the heat input to the facility is derived from the solid waste burned as supplemental fuel.
 3. A recyclable material specified pursuant to subsection (f) for which a variance has been granted by the Department of Natural Resources under Ch.287, Wis. Stats., or Ch. NR 544.14, Wis. Administrative Code.
- (h) Care of Separated Recyclable Material. To the greatest extent practicable, the recyclable materials separated in accordance with subsection (f) shall be clean and kept free of contaminants such as food or product residue, oil or grease, or other non-recyclable materials, including but not limited to household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner that protects them from wind, rain, and other inclement weather conditions.
- (i) Management of Lead Acid Batteries, Major Appliances, Waste Oil, Yard Waste, and Waste Tires. Occupants of single and two- family residences, multi-family dwellings and non-residential facilities and properties shall manage lead acid batteries, major appliances, waste oil and yard waste as follows:
1. Lead acid batteries shall be delivered by the owner to vendors who will accept lead acid batteries for recycling. Vendors may impose a charge for this service.
 2. Waste oil shall be delivered by the owner to an approved disposal center.
 3. Yard wastes shall not be collected by the City and shall be retained by the owner thereof except as may be authorized by §11.07(7) of this Code. (1785 01/24/95)

4. Waste tires, shall be delivered by the owner to any vendor licensed for the disposal or recycling of waste tires. Vendors may impose a charge for this service.
- (j) Preparation and Collection of Recyclable Materials. Except as otherwise directed by the Street Superintendent or the Public Safety Committee, owners or occupants of each building provided with City collection of garbage, refuse, and recyclables shall do the following for the preparation, collection, and separation of the recyclable materials specified in Subs. (f): (2047 02/13/2001)
1. All items designated as recyclable material by the Wisconsin DNR and accepted by the waste transfer facility that the City delivers these item to shall be placed loose in a designated recycling bin. All items must be placed in a City- approved container for pickup, unless previously approved by the Street Superintendent or Public Safety Committee. In the event that additional storage capacity is necessary, an additional cart is available for purchase from the City of Baraboo.
 2. Office paper may be shredded and placed loosely in recycling container in paper bags in recycling container for collection.
 3. To the greatest extent practicable, recyclable materials shall be cleaned and kept free of contaminants such as food or product residue, oil or grease, or other non-recyclable materials, including, but not limited to, household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner that protects them from wind, rain, and other inclement weather conditions.
- (k) Collection Practices. Persons who are served by the City's garbage and refuse collection service shall also place recyclable materials for pickup by the City on the same day as the scheduled day for garbage, refuse, and post-consumer waste (solid waste) collection pursuant to the every-other-week schedule for recyclable collection. To encourage proper recycling, there shall be no limit on the number of recyclables that may be placed for collection. All recyclable materials must be placed in carts approved by the City of Baraboo, unless approved otherwise by the Street Superintendent or Public Safety Committee All recycling carts shall be accessible to the collection service with a minimum of 3' spacing from all impediments, i.e. utility poles, mailboxes, street signs, other carts, structures, vehicles, etc. It shall be unlawful for any person or owner or occupant of a property to:
1. Place for collection any recyclable materials at any location not designated or approved by the Street Superintendent;
 2. Place any recyclables for collection in any street, alley, or other public place, or upon any collection site on private property before 3 p.m. on the day prior to the published collection day, except upon the prior expressed approval of the Street Superintendent.
 3. Fail to promptly clean up and remove litter and loose material that has not been collected. (1964 01/12/99, 2047 02/13/2001)
- (l) Responsibilities of Owners or Designated Agents of Multiple Family Dwellings and/or Non-Residential Facilities and Properties.
1. Owners or designated agents of multiple family dwellings and non-residential facilities and properties shall do all of the following:
 - a. Provide adequate, separate containers for recyclable materials.
 - b. Notify tenants in writing at the time of renting or leasing the dwelling or non-residential facility and property and at least semi-annually thereafter about the established recycling program.

- c. Provide for each tenant a specific placement location for collection of garbage and refuse and a separate and specific placement location for collection of recyclable materials.
 - d. Notify tenants in writing at time of renting or leasing of reasons to reduce and recycle solid waste, which materials are recyclable materials, how to prepare recyclable materials in order to meet the processing requirements, collection methods and sites for placement for collection of recyclable materials separate from garbage and refuse, locations and hours of collection, and a contact person or company, including a name, address and telephone number.
 - e. The owner of rental property shall be responsible for violations of this Section occurring on rental property.
 - 2. The requirements specified in subs. (m)(1), above, do not apply to the owners or designated agents of multiple family dwellings, or non-residential facilities and properties if the post-consumer waste generated within the dwelling or non-residential facility and property is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in subsection (f) from solid waste in as pure a form as is technically feasible.
 - (m) Prohibitions on Disposal of Recyclable Materials Separated for Recycling. No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in subs. (f), above, which have been separated for recycling, except waste tires may be burned with energy recovery in a solid waste treatment facility.
 - (n) Enforcement. For the purpose of ascertaining compliance with the provisions of this ordinance, any authorized officer, employee or representative of the City may inspect recyclable materials separated for recycling, garbage, refuse, and post-consumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas for multiple-family dwellings and non-residential facilities and properties, and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to any authorized officer, employee or authorized representative of the City who requests access for purposes of inspection and who presents appropriate credentials. No person may obstruct, hamper, or interfere with such an inspection.
 - (o) Unlawful to Remove Recyclables. It shall be unlawful for any person to collect or remove recyclables that have been placed by any person at a designated collection site for collection. This subsection shall not apply to a City employee acting within the scope of his/her employment, or to a person under contract with the City of Baraboo. (1806 04/11/95)
- (6) COLLECTION REGULATIONS FOR BUILDINGS NOT PROVIDED WITH CITY COLLECTION SERVICES.
- (a) The owner(s) and/or occupant(s) of any building that does not receive City collection of solid waste, garbage, refuse, and recyclables shall:
 - 1. Arrange for such collection by a private garbage and refuse collection firm licensed by the State of Wisconsin Department of Natural Resources.
 - 2. Arrange for private collection of garbage, refuse, and recyclables in accordance with the provisions of this §11.07. Such collection shall be at sufficient intervals to protect the environment as set forth in this §11.07 and shall specifically arrange for collection services to be made at a minimum of bi-weekly provisions to maintain bi-weekly collection when a holiday falls on a normal collection day.

3. Provide a sufficient number of approved containers for the storage of garbage and refuse generated by each building and to further see to it that all solid waste, garbage, and refuse is placed in such containers.
4. Maintain all storage areas for garbage, refuse, and recyclables to be kept in a nuisance-free and odor-free condition and litter shall not be allowed to accumulate.
5. Be responsible for cleaning up litter.
6. Be responsible for assuring that all solid waste, garbage, refuse, and recyclables that are kept stored or kept outside of a building shall be placed in a covered garbage can or dumpster, inaccessible to rats, mice, vermin, or scavenging animals or birds.
7. Except where a dumpster is required, the owner of any rental residential property shall be responsible for providing a sufficient number of covered refuse containers for all tenants. Containers shall consist of metal or plastic that are fly-tight, watertight, and rodent proof, with tight-fitting lids and suitable handles, commonly referred to as garbage cans. Metal garbage cans shall be of sufficient thickness to resist denting during normal handling by the private refuse hauler. Plastic garbage cans shall consist of plastic material not damaged by freezing and not susceptible to melting.
8. Provide bulk storage containers, commonly referred to as dumpsters, for any building or premises, including buildings used for residential purposes producing solid waste, garbage, and refuse in excess of three (3) 30-gallon plastic garbage bags per week. Bulk storage containers shall be covered containers, fly-tight, rodent proof, and watertight, but may have cleanout drain plugs, constructed of heavy gauge metal or other durable material impervious to animals, capable of being emptied without hazard, and equipped with doors or covers that are tight fitting.
9. Assure that all containers used for the storage of garbage, refuse, and recyclables are well maintained and that sharp or protruding surfaces, dents, tears, and other defects which may be hazardous to the general public are immediately repaired.
10. Assure that the private collection firm properly delivers all recyclable materials to a recycling processing facility or end user of recyclables and keeps all records, as needed, to document and otherwise comply with state and local regulations.
11. Be responsible to keep records of the disposal of all solid waste, garbage, and refuse required by state law, including the identification of the private collection firm, the amount of solid waste, garbage, and refuse collection, the amount or percentage of recyclables collected, and the disposal site.

(7) REGULATION OF YARD WASTE, LEAVES AND BRUSH. (1688 04/22/93)

- (a) Yard Waste. No person shall place yard waste, defined as shrubbery, grass clippings, leaves, brush, garden waste, etc. into containers used for or containing solid waste or recycling. Yard waste shall be disposed of in a lawful manner that will not result in such waste being deposited in a facility designated for the purpose of recycling and solid waste disposal. The City may provide a location for the disposal of such yard waste specifically for residents residing within the City of Baraboo municipal borders and may provide pick up and disposal of leaves up to two times per year. The Public Safety Committee, after consultation with the Street Superintendent, shall be authorized to establish and publish the dates of such collections. At no time may shrubbery, garden waste, or earthen material (stone, rubble, earth, sod) be placed curbside for collection with leaves as part of the semi-annual cleanup. The City reserves the right to assess property owners that are found in violation of this ordinance for accrued costs related to the clean-up. The City may also assess for damage caused by unapproved materials entering leaf disposal equipment.

- (b) Brush. See §11.08(M). The City may also provide curb side brush pickup for its residents. The Public Safety Committee, after consultation with the Street Superintendent, shall be authorized to establish and publish the dates of such collection. Curbside brush collection must adhere to standards set forth by the Public Safety Committee. Brush must be stacked in an orderly manner with cut ends facing the same direction, brush must not impede upon pedestrian walkways or city streets, brush must be free of foreign materials, including but not limited to household trash or recyclables, garden or yard waste, and lumber or other building materials. At no time may contractors place items for pickup. Brush placed curbside by contractors is the responsibility of the property owner of which work was performed. The City reserves the right to assess property owners that are found in violation of this ordinance for accrued costs related to the clean-up. The City may also assess for damage caused by unapproved materials entering the City's brush disposal equipment.
- (c) Placement of Large Items for Collection Regulated
1. Except where permitted by emergency order issued by the Mayor or City Council, no person shall place yard waste for collection by the City or large items for special cleanup collection by the City in or upon any street, sidewalk, alley, public right-of-way, park, or other property of the City.
 2. In addition to the penalty provided by §11.07(10), if the City collects any yard waste or large items placed for collection contrary to this Subsection, the actual cost of removal and disposal, together with an administrative fee equal to 10% of said cost, shall be charged to the property owner. If such charges are not paid by November 15 of the year they are billed, such charges, together with an additional administrative fee for collection equal to 10% of the total of such charges and fees, shall be extended on the next succeeding tax roll as a special charge against the property affected and collected in the same manner as are other taxes, pursuant to §66.0627, Wis. Stats.
 3. In this subsection:
 - a. "Large Item" means any substance, material, product, appliance, furniture, junk, debris, refuse, or other discarded thing that in its original state is too big to fit in a recycling container.

(8) OTHER COLLECTION REGULATIONS.

- (a) No person shall place any solid waste, garbage, refuse, or recyclables for collection on any street, alley, or other public place before 3 PM of the day prior to the regularly scheduled collection day for collection by a private refuse collection hauler.
- (b) No person shall throw, place, or deposit any solid waste, garbage, refuse, rubbish, or recyclables in any street, alley, public place, tree bank or private property within the City limits except in an approved container as provided in this §11.07.
- (c) No person shall throw, place, or deposit any solid waste, garbage, or refuse in any garbage container or dumpster not owned by such person and without the permission or authorization of the owner of such container.

(9) ENFORCEMENT.

- (a) The Public Safety Committee shall be authorized to make regulations, standards, and schedules as necessary to make effective all provisions of this Section. Periodically, the Street Superintendent or designee shall prepare notices and distribute other information to persons and entities generating solid waste, garbage, refuse, and recyclables within the

City for the purpose of informing the public about the requirements dictated by City ordinances.

- (b) In order to ensure compliance with the laws of this state and rules and regulations required in this Section, the Street Superintendent or designee is authorized to inspect at reasonable times all phases of solid waste, garbage, refuse, and recyclable management within the City. No person may refuse access to the Street Superintendent or any authorized officer, employee, or representative of the City who requests access for the purposes of inspection and who presents appropriate credentials. No person may obstruct, hamper, or interfere with such an inspection.
- (c) In all instances where such inspections reveal violations of this Section and the regulations in this Section, or the laws of this state, the Street Superintendent or designee shall issue written notice of each such violation, stating therein the violation found, the date and time of such violation, and the corrective measures to be taken, together with the time in which such correction shall be made. Time limits set for the correction of violations shall be reasonable and consistent. The Street Superintendent or designee shall consider time needed for repairs or purchases to correct deficiencies, public health, and consistent time limits for like violations. Time limits shall not be greater than ten working days nor less than 24 hours. All such notices shall be kept in a clearly marked file and shall be available for public inspection during regular business hours.
- (d) The Street Superintendent or designee shall promptly report all violations of this section to a police officer and a police officer shall be authorized to issue a citation to the violator. Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this subsection shall prevent the City from maintaining any appropriate action to prevent or remove a violation of any provision of this section. The issuance of a citation shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceedings under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this subsection. Whenever the Court finds a defendant guilty of a violation of this section, the Court shall be authorized to grant judgment as provided in §25.04 of this Code. (2047 02/13/2001)
- (e) If any person, including those not provided with garbage, refuse, and recyclable collection by the City and those receiving garbage, refuse, and recyclable collection from a private contracted firm is found in violation of the collection and storage requirements of this Section and fails to comply with a notification and/or citation, the Street Superintendent or designee shall further be authorized and empowered to order a special collection to remove such violation. In addition to the penalty provided by § 11.07(8)(a), if the City makes a special collection as a result of a violation of §11.07, the actual cost of removal and disposal, together with an administrative fee equal to 10% of said cost shall be charged to the property owner. If such charges are not paid by November 15 of the year in which they are billed, such charges, together with an additional administrative fee for collection equal to 10% of the total cost of such charges and fees shall be extended on the next succeeding tax roll as a special charge against the property affected and collected in the manner as are other taxes, pursuant to §66.0627, Wis. Stats. No person shall use the special collection provisions of this Subsection to circumvent requirements for collection by a private firm.
- (f) Any person who shall violate any of the provisions of this Section shall, upon conviction thereof, forfeit not less than \$10 nor more than \$50 for the first offense and not less than

\$25 nor more than \$100 for the second offense within one year, and not less than \$50 nor more than \$500 for the third and each subsequent offense within one year. In addition to a forfeiture there shall also be imposed the Court costs and assessments as provided by §25.04(1) of this Code. The one-year period shall be measured from the date of the first violation of this section.

(g) In addition to the foregoing penalties, the City reserves the right to refuse collection service to any property that is in violation of one or more provisions of this Section

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

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinances were duly passed by the Common Council of the City of Baraboo on March __, 2020, and is recorded on page ____.

City Clerk: _____

**Baraboo Fire Department
Monthly Report - January 2020**

Incident Responses	January 2020	Year to Date 2019	Totals 2019	Year to Date 2020	Percentage Increase/Decrease
Fire, Other	0	0	0	0	
Building Fire	1	1	12	1	2 Fire 9.09%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	6 Rescue 27.27%
Fire in Structures other than Building	0	0	0	0	1 Haz Mat 4.55%
Cooking Fire	0	0	8	0	3 Alarm 13.64%
Chimney Fire	0	0	0	0	8 Other 36.36%
Vehicle Fire	1	1	8	1	0 Mutual Aid 0.00%
Wildland Fire	0	0	5	0	
Trash or Rubbish Fire Contained	0	0	0	0	
Outside Rubbish, Trash or Waste Fire	0	0	0	0	33 Fire 8.97%
Dumpster or other Trash Receptacle Fire	0	0	0	0	108 Rescue 29.35%
Outside Storage Fire	0	0	0	0	21 Haz Mat 5.71%
Outside Gas or Vapor Combustion Explosion	0	0	0	0	62 Alarm 16.85%
Medical Assist	0	2	35	0	131 Other 35.60%
Vehicle Crash	4	0	55	4	13 Mutual Aid 3.53%
Motor vehicle/pedestrian crash	1	0	1	1	
Search for Person on Land	0	0	1	0	
Extrication of Victim(s) from Building/Structure	1	0	0	1	
Extrication from Vehicles	0	0	7	0	
Extrication, Other	0	0	0	0	
Elevator Rescue	0	0	3	0	
Water/Ice Rescue	0	0	3	0	
High Angle Rescue	0	0	3	0	
Hazardous Material	0	2	16	0	
Carbon Monoxide Incident	1	1	5	1	
Hazardous Call, Other	0	2	24	0	
Vehicle Accident - General Cleanup	2	1	10	2	
Animal Rescue	0	0	0	0	
Water Problem, Other	0	0	1	0	
Smoke or Odor Removal	0	1	2	0	
Sevice Call, Other	0	1	3	0	
Lock-out	0	0	0	0	
Assist Police	1	3	14	1	
Public Service	0	0	8	0	
Unauthorized Burning	0	0	4	0	
Authorized Burning	0	1	4	0	
Good Intent Call	0	0	23	0	
Dispatched/Cancelled	2	1	35	2	
No Incident found on arrival at dispatch address	2	0	0	2	
Wrong Location	0	0	0	0	
Smoke Scare, Odor of Smoke	0	0	1	0	
Steam, Vapor, Fog or Dust thought to be Smoke	1	0	0	1	
Malicious Alarm	0	1	2	0	
Bomb Threat	0	0	0	0	
Alarm	1	2	42	1	
Carbon Monoxide Alarm	2	4	18	2	
Lightning Strike	0	0	2	0	
Severe Weather Standby	0	0	0	0	
Mutual Aid - City	0	0	9	0	
Mutual Aid - Rural	0	0	4	0	
Mutual Aid Bx Alarms System (MABAS)	2	0	0	2	
Totals	22	24	368	22	-8.33%

Fire Department Membership

Total Members	36 *
Military Leave	<u>1</u>
Net Members	35

* Two new hires in January

Incident Responses by Municipality	Total Incidents	Percent	Totals	Percent
City of Baraboo	13	59.09%	13	59.09%
Village of West Baraboo	2	9.09%	2	9.09%
Town of Baraboo	3	13.64%	3	13.64%
Town of Fairfield	0	0.00%	0	0.00%
Town of Greenfield	2	9.09%	2	9.09%
Town of Sumpter	0	0.00%	0	0.00%
Mutual Aid - City	0	0.00%	0	0.00%
Mutual Aid - Rural	0	0.00%	0	0.00%
Mutual Aid Bx Alarms System (MABAS)	2	9.09%	2	9.09%
Totals	22	100.00%	22	100.00%

**Exposure Fires
Total Incidents**

**Baraboo Fire Department
Monthly Report - January 2020**

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	78											
Village of West Baraboo	117											
Town of Baraboo	1											
Town of Fairfield	2											
Town of Greenfield	0											
Town of Sumpter	0											
Totals	198	0	0	0	0	0	0	0	0	0	0	0
								Total Inspections Year to Date				198

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	1	9	0	9	
Fire Safety House Training	0	0	0	0	
Other (Open House)	0	0	0	0	
Grand Totals	1	9	0	9	
			Total Fire Safety Contacts Year to Date		9

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

Treasurer's Report

Bank Balance						Bank														Grand Total				
BANK INVESTMENTS	Type	Fund	Account	Term	Maturity	Rate	BNB	LGIP	WF/JB	CFB	SUM	BWD	PDS	FBB	RFB	CLARE	WCCU	ICB	CCF	BMO	FICA	SCHWAB	Grand Total	
Alma Waite Account	NOW account	820	104502957	Daily		0.49%	9,680.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,680.55
Alma Waite Trust Fund	Cert of Deposit	820	6275526	36 months	7/8/21	2.85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00
			3861228	33 months	11/21/20	2.05%	0.00	0.00	0.00	0.00	105,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,000.00
			59062-27444	30 months	8/21/20	1.99%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,006.15
			6900492354	31 months	9/22/20	2.25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00
			14890100-102	21 months	6/23/20	2.80%	0.00	0.00	0.00	0.00	152,132.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152,132.92
			40032553	30 months	10/18/20	2.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114,775.08	0.00	0.00	0.00	114,775.08
			7070300	24 months	10/16/21	2.30%	135,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135,000.00
	Investment Pool	820	856206-3	Daily		1.61%	0.00	38,566.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,566.43
	Dana Investment	820	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00
CDA-Grant Accounts	Checking	220	1000934/114639	Daily		none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
CDA-Loan Accounts	(blank)	983	(blank)	(blank)			813,041.07	169,539.66	0.00	141,528.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,124,109.07
Fire Benefit Fund	Investment	900	126696102	Daily		0.10%	0.00	0.00	0.00	0.00	650.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.23
	Cert of Deposit	900	6900470891	18 months	6/1/20	2.62%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81,740.04	0.00	0.00	81,740.04
	Investment Pool	900	856206-4	Daily		1.61%	0.00	18,795.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,795.13
Fire Equipment Fund	Cert of Deposit	420	109465199	24 months	3/23/20	2.16%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,240.00
			30087	36 months	3/28/21	2.47%	0.00	0.00	0.00	155,642.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155,642.02
			14890100-104	27 months	3/20/21	2.97%	0.00	0.00	0.00	0.00	133,589.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133,589.51
			14890100-103	21 months	6/23/20	2.80%	0.00	0.00	0.00	0.00	152,132.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152,132.92
			6380310	9 months	6/19/20	1.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
			14890100-107	25 months	10/14/21	2.33%	0.00	0.00	0.00	0.00	40,253.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,253.38
			40036181	13 months	6/17/20	2.33%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152,202.94	0.00	0.00	0.00	152,202.94
	Dana Investment	420	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350,000.00
Friends of the Library	Savings	940	103035891	Daily		0.10%	25,011.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,011.50
General Cash Account	Checking / NOW	100	1003069830	Daily		0.04%/49	2,023,877.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,023,877.55
	Deposit Placeme	100	101066015	Daily		0.49%	2,256,906.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,256,906.56
General Fund	Money Market	100	908-640	Daily		0.18%	0.00	0.00	204,782.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204,782.33
			86190136	Daily		0.90%	0.00	0.00	0.00	1,465,913.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,465,913.58
			163563	Daily		1.35%	0.00	0.00	0.00	0.00	0.00	133,806.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133,806.83
			7481010	Daily		0.25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88,013.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88,013.93
			471582	Daily		1.10%	0.00	0.00	0.00	0.00	0.00	0.00	262,945.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	262,945.57
			10080968	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241,093.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241,093.31
			525450	Daily		0.60%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,441.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,441.60
			54962-07	Daily		0.80%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,726.59	0.00	0.00	0.00	0.00	0.00	0.00	29,726.59
			5031443	Daily		0.70%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,650.75	0.00	0.00	0.00	0.00	0.00	200,650.75
			20032292	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	262,860.83	0.00	0.00	0.00	0.00	262,860.83
			2061232	Daily		0.65%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109,406.23	0.00	0.00	0.00	109,406.23
	Cert of Deposit	100	3846829	24 months	9/12/21	2.05%	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			109508099	24 months	6/08/20	2.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			40032552	24 months	4/6/20	2.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00
			1800441	24 months	9/12/20	2.40%	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			1809522	18 months	3/29/20	2.33%	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
			0100	16 months	2/22/20	2.48%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			14890100-100	27 months	5/25/21	2.97%	0.00	0.00	0.00	0.00	153,827.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,827.11
			1802640	12 months	3/28/20	2.50%	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			6375642	13 months	7/25/20	2.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00
			1386300	14 months	10/21/20	2.31%	0.00	0																

TREASURER'S INVESTMENT REPORT for January 2020

				Average Rate of Return on Current Deposits			Benchmarks:	
Total Receipts:	7,846,704.18	General Funds:		Avg Term			LGIP	1.61%
		Utility Funds:		4.6 M	1.32%		90-day T-bill:	1.58%
Total Disbursements:	6,894,060.44	Segregated Funds:		12.4 M	1.75%			
		Securities w/Dana		23.7 M	2.23%		6M CD:	1.18%
		All Funds:		4.04 years	2.44%		12M CD:	1.52%
				9.1 M	1.55%		18M CD:	1.75%
				Liquid:	67.0%			
				Term:	33.0%			

Policy Objectives:

- Safety: ▪ \$2,775,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Investing in CD's when good rates are available.
- Yield: ▪ Yields are unstable

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	OPEN	CD	General	BMO	7758001399	Auto-renew	6 mos	7/16/2020	1.65%	150,000.00	Pd to MM

Comments: Extension of the Money Market to improve return

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
(1)	BUY	FH ARM	840899	101.8750	Not rated	US12M+1.619 next reset 23 months	3.24 years 25% prepay	11/1/2045	2.23% / 2.42%	190,123.82	Monthly P&I 54 days

Comments: Regular principal payments

City of Baraboo Police Department



2019

Annual Report

The purpose of the Baraboo Police Department is to provide unbiased police services that support our community and help it to grow through the reduction of crime and the fear it causes; while promoting a safe environment.

Emergency

911

Business Office

Baraboo Police Department
101 South Boulevard
Baraboo, WI 53913
(608) 355-2720

Online

www.cityofbaraboo.com

Chief's E-mail

mschauf@cityofbaraboo.com

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Chief's Message

Thank you for reading the *2019 Baraboo Police Department Annual Report*.

It is important that as you review the data laid out on the next few pages, you remember that the numbers represent *people*. Each call for service involved citizens and visitors who needed police assistance in some way. It is with this focus that you will understand the direction we are pushing as an agency.

I am proud to report that in 2019, the Department successfully re-accredited with the Wisconsin Law Enforcement Accreditation Group (WILEAG). The evaluation consisted of an in person review by peers in the field, and again confirmed that the Department is among the best in the State! I am proud of the work and accomplishment of maintaining the WILEAG certification, but even more proud of what it means for our citizens and staff.

I recently saw a quote about looking back: "*It is okay to look back, just don't stare.*" This needs to be a mantra for us as we face the future and the challenges it will bring, both as an agency and as individuals. So I request that as you look back at the numbers represented in this report for 2019, and see the good and bad in our community represented, but that you don't get stuck staring in the rear view mirror. We must move forward and onto the next challenges.

On behalf of the men and women of the Department, thank you for the privilege to serve. To the men and women of the Department, thank you for all you did in 2019, and here is to looking to the next year and beyond!

A handwritten signature in black ink, appearing to read 'MSF'.

Mark R. Schauf
Chief of Police

Our Purpose

To provide professional unbiased police services that support our community and help it to grow through the reduction of crime and the fear it causes; while promoting a safe environment.

We recognize that to fulfill this purpose, we have an essential duty to:

Treat all people with dignity and respect;

Act honestly, ethically, and with integrity;

Be accountable for our actions;

Identify and help solve community problems that are related to our policing responsibilities;

Protect the constitutional rights to liberty, equality, and justice for all people;

Protect those who are in danger of physical harm and provide aid to those who cannot care for themselves;

Facilitate the safe movement of people and vehicles;

Act within the limits of state and federal law, and our policies;

Provide education and information to the public to help reduce the risk of victimization and foster an understanding of our police function;

Anticipate and be prepared for emergencies; and

Provide for the professional growth of our employees.



Baraboo Police Department



Oath of Honor

Baraboo police officers are sworn into office using our oath. It includes the oath required by law, but also includes a promise to uphold our code of ethics and for each employee to hold every other employee accountable to the same standard.

Our Oath

Having been appointed as a Police Officer or other employee of the City of Baraboo Police Department, I swear that I will support the Constitution of the United States of America and the Constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of my office to the best of my ability.

I swear that I will abide by the Code of Ethics adopted by the City of Baraboo Police Department.

On my honor, I will never betray my badge, my integrity, my character, or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution, my community, and the agency I serve.

So help me God.

Baraboo Police Department

Taking this oath is our declaration that we intend to provide police services that adhere to the highest ethical standards. We are proud to join law enforcement agencies across the country as an “oath of honor agency.”

City Officials

Mayor

Mike Palm

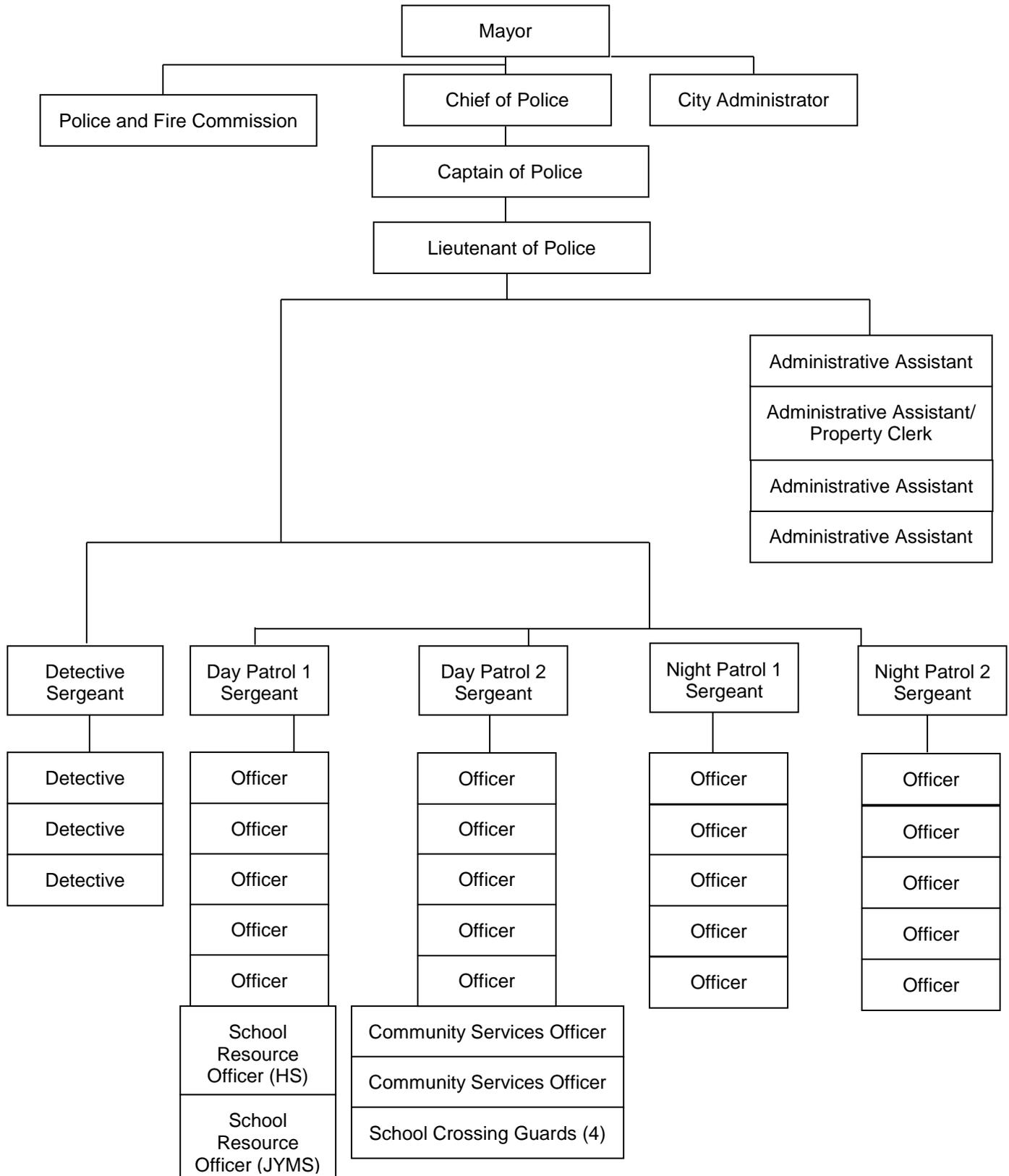
Common Council

Phil Wedekind, First District
Tom Kolb, Second District
Michael Plautz, Third District
Scott Sloan, Fourth District
Joel Petty, Fifth District
John Ellington, Sixth District
John Alt, Seventh District
Michael Zolper, Eighth District (left 2019)
Heather Kierzek, Eight District (appointed 2019)
Dennis Thurow, Ninth District

Police and Fire Commission

Paul Kujak, President
Dennis Kluge, Secretary
J. Merle Alt, Commissioner
Paul Kelly, Commissioner
Robert Madalon, Commissioner
Brian Getschman, Commissioner

Organizational Structure



Employees

Current Employees

Mark R. Schauf	Chief of Police
Rob Sinden	Captain of Police
Ryan La Broscian	Lieutenant of Police Firearms Instructor Field Training Coordinator Employee Recognition Committee Firearms Armorer
Mark Lee	Patrol Sergeant Grant Coordinator
Matthew Gilbert	Patrol Sergeant DAAT Instructor Emergency Response Team Member Mentorship Program Coordinator Fitness Coordinator Midwest Tactical Officers Association Board Member
Ryan Werner	Patrol Sergeant DAAT Instructor WILEAG Accreditation Manager Sauk County Adult Treatment Court Representative Baraboo Area Homeless Shelter Representative
Mark Wichner	Patrol Sergeant ALICE Instructor Firearms Instructor Field Training Officer Mentor Glock Armorer Remington 870 Armorer AR15/M4 Armorer
Jeff Shimon	Detective Sergeant Sauk County Triad Representative Firearms Instructor Field Training Officer Homeland Security Threat Liaison Officer Sexual Assault Response Team Member Sauk County Drug Task Force Evidence Technician ALICE Instructor Baraboo Police Department Union Vice President Glock Armorer Cellebrite Technician Child Forensic Interviewer Employee Recognition Committee Leads Online Coordinator

George Bonham	Detective Sauk County Drug Task Force Member Sexual Assault Response Team Member Narcotics Testing Instructor Property Officer Arson Investigator Evidence Technician
David Frie	Detective Child Abduction Response Team Member Sexual Assault Response Team Member Evidence Technician Internet Crimes Against Children Investigator Child Forensic Interviewer Arson Investigator
Erik Oakeson	Detective Emergency Response Team Member Evidence Technician Sauk County Drug Task Force Mentor Preliminary Breath Test Calibrator Field Training Officer Chemical Munitions Instructor Pulse Tactical Fitness Coach
Mike Pichler	School Resource Officer Emergency Response Team Leader ALICE Instructor Ballistic Shield Instructor
Amanda Sabol	School Resource Officer Child Forensic Interviewer Sexual Assault Response Team Member Field Training Officer Mentor Critical Incident Negotiator Team Member Employee Recognition Committee Critical Incident Stress Management Team Member
Nick Defiel	Patrol Officer UW-Baraboo Representative Bike Patrol Equipment Manager
Jessica Pichler	Patrol Officer Families Come First Board Member Field Training Officer Sexual Assault Response Team Member Child Forensic Interviewer Employee Recognition Committee Sauk County CCR/SART Committee Member Sauk County I Team Committee Member Hope House/Domestic Violence Representative

Jeremy Drexler	Patrol Officer Evidence Technician Cellebrite Technician
Mark Creighton	Patrol Officer Canine Handler Field Training Officer Emergency Response Team Member Drone Operator Union President
Trent Bentilla	Patrol Officer Field Training Officer Sex Offender Compliance Officer Mentor Fitness Coordinator
Nate Lund	Patrol Officer Emergency Vehicle Operations Instructor Sexual Assault Response Team Member Evidence Technician Radar/Laser Instructor TRACS Administrator & Instructor Schedule App Administrator & Instructor Mach Administrator & Instructor Union Secretary/Treasurer Narco Pouch Instructor Glock Armorer Vehicle Contact Instructor
Brandon Vrchota	Patrol Officer Field Training Officer
Jonathan Connely	Patrol Officer Field Training Officer Taser Instructor Mentor Employee Recognition Committee Preliminary Breath Test Calibrator
Brian Voltz	Patrol Officer Sexual Assault Response Team Member Critical Incident Negotiator Team Member Field Training Officer Taser Instructor Officer Suicide Prevention Instructor
Nick Burch	Patrol Officer

Carl Ustupski	Patrol Officer Drug Recognition Expert Instructor Standardized Field Sobriety Testing Instructor Active Shooter Response Instructor Tracs Administrator Sauk County Drug Task Force Field Training Officer Emergency Vehicle Operations Instructor Civilian Response to Active Shooters Event Instructor ARIDE Instructor DITEP Instructor
Megan Dorner	Patrol Officer
Brendon Meyer	Patrol Officer
Ian Carroll	Patrol Officer
Jamie Wepking	Patrol Officer
Scott Smith	Patrol Officer
Gordie Ringelstetter	Community Service Officer Weed Commissioner Humane Officer
Allison Goetz	Community Service Officer Weed Commissioner Humane Officer
John Statz	Community Service Officer Weed Commissioner Humane Officer
Linda Wiese	Administrative Assistant
Trina Cromwell	Administrative Assistant & Property Clerk Mentor
Dori Helms	Administrative Assistant
Erika Ringstad	Administrative Assistant

Significant Events

February 20 Officers executed a search warrant on 1st Street. Over one pound of marijuana as well as oxycodone and paraphernalia were seized from this location. Three subjects were charged in relation to the investigation.

March 3 Officers were dispatched to 8th Avenue for a check welfare. Reports were that the subject was going to kill someone and then kill himself. The subject barricaded himself in the residence for a period of time before being taken into custody without issue.

March 31 Officers were dispatched to Walmart for a check welfare. Upon arrival, officers encountered a subject who became uncooperative and assaulted an officer, resulting in a minor injury. The suspect then fled the scene. The suspect was later located by another officer and resisted being taken into custody, resulting in that officer being injured as well.

April 18 Officers executed two search warrants at a duplex on 2nd Avenue. Through the course of the warrant execution and investigation, several grams of methamphetamine were seized. Two subjects were charged in relation to the investigation.

May 30 Officers were dispatched to a report of a subject pointing a gun at another subject. Upon arrival, officers observed subject with a firearm in his lap. Officers were able to convince the subject to put the weapon down and he was taken into custody without issue.

July 3 Officers were dispatched to Jim's Gun Shop for the theft of two firearms. During the course of the investigation one gun was recovered in the possession of a convicted felon. Another subject was charged in the theft of the firearms.

August 10 Officers were dispatched to the Mini Warehouse Storage units on Lynn Avenue for multiple units that were broken into. After a lengthy investigation one subject was referred to the district attorney on multiple counts of burglary and theft.

August 18 Officers were dispatched to Baraboo Motors for the theft of a motor vehicle. Upon arrival, officers located a vehicle abandoned by the suspect that had also been stolen. After a lengthy investigation involving multiple jurisdictions, three subjects were referred to the district attorney for charges.

September 11 Officers were dispatched to Menards for the report of a subject who had pointed a gun at another subject. In the course of the investigation one subject was arrested for endangering safety with the use of a dangerous weapon.

Budget

Budget Summary

The 2019 police department budget from local property taxes was approximately 3.8 million dollars. With a staff of 35 employees, labor was our highest expense. The majority of our remaining costs were for equipping, training, and otherwise supplying that labor.

General Operations

Personnel (wages, salaries, and costs)	2,488,085
Equipment, supplies, other expenses	<u>292,813</u>
Total	\$2,780,898

Detectives, School Liaison

Personnel (wages, salaries, and costs)	596,658
Equipment, supplies, other expenses	<u>12,900</u>
Total	\$609,558

Records and Support

Personnel (wages, salaries, and costs)	280,574
Equipment, supplies, other expenses	<u>101,000</u>
Total	\$381,574

Animal Control

Personnel (included in general operations)	0
Equipment, supplies, other expenses	<u>2,250</u>
Total	\$2,250

Capital Expenditures

Vehicles	30,000
Equipment	<u>41,100</u>
Total	\$71,100

Total Police Budget	\$3,845,380
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Three officers were added in 2019 along with one community service officer due to departures and retirements. No other staffing increases necessitated by population changes are expected in the next five years.

Grants

The police department participated in several grant programs. The traffic grant programs are targeted towards reducing operating while intoxicated as well as distracted driving.

Type	Source	Use	Amount
Ballistic Vest	U.S. Department of Justice	Matching grant for replacement body armor	\$2,800
Seatbelt Grant	National Highway Traffic Safety Administration	Grant to increase seat belt usage	\$2,000
OWI Grant	National Highway Traffic Safety Administration	Grant to reduce OWI's	\$5,000
Bar Buddies	National Highway Traffic Safety Administration	Grant for Bar Buddies to help reduce OWI's	\$3,000
TOTAL GRANT REVENUE			\$12,800

Projects and Programs

Long-Range Plan

Our long-range plans are based on our purpose statement. That statement identifies two essential goals:

- A. Reduce crime and the opportunity to commit crime
- B. Promote a sense of safety in our community

2019 strategies

The strategies used in 2019 for achieving these goals included:

- **Continue work on traffic enforcement. Maintain or improve officer-initiated traffic to reduce traffic crashes and increase driving safety.**
- **Increase parking enforcement**
CY 2019 saw an improvement from 2018, but there needs to remain a focus on the enforcement of parking issues and issued citations. There are contributing factors, but we need to apply directed enforcement to this issue before it becomes a problem and accomplished this goal. This includes ensuring availability of machines for officers, adherence to alternate side parking issue and times of day for violations, as well as directed enforcement of parking issues that affect the city.
- **Develop Municipal Court for City of Baraboo**
The City has used Circuit Court for all non-criminal proceedings related to violations of traffic law and City Ordinance. By developing a Municipal Court in the new building, the City can retain some of the monies paid to the County, reduce the fines levied for some violations and provide more intervention and deferred prosecution options to the City Attorney with the end goal of compliance being reached. We will be working to obtain the software from Central Square to be able to support the Clerk of Court option and train staff. Work with Attorney on developing the process for court. Have an election for Judge to fill position. Work with Clerk's office for this position. This is still in development and will be a goal for CY2020.

2020 Strategies

In addition to continuing the strategies implemented in 2019, we intend to adopt the following in 2020:

- **Continue work on traffic enforcement. Maintain or improve officer-initiated traffic to reduce traffic crashes and increase driving safety.**
This includes maintaining consistent enforcement for contacts to include moving violations, traffic citations, and OWI cases. Continue work with county-wide grants for OWI and seatbelts. Patrol should identify specific enforcement opportunities with staffing to have directed patrol. Examples include crosswalk enforcement, traffic light and stop sign violations, and seatbelt use.
- **Complete hiring and promotional processes to bring department back to full staff, develop recruiting strategies for future vacancies.**
Complete hiring process to create an eligibility list for the Police & Fire Commission to make appointments with expedited process. Work to support FTOs as they train new staff. Work to develop consistent recruiting & training for officers. Review possibility of training employment contracts to sponsor an officer through the police academy.
- **Increase parking enforcement from CY 2019**
Ensure deployment of parking machines to have availability for officers. This may require addition of more systems or some type of paper back up. Continue adherence to alternate parking issues and times of day for violations. Continue working on downtown parking issues.
- **Implementation of new RMS software**
Work with the county to develop the server base to support RMS access by BPD. Develop consistency for current data entry to be prepared for digital conversion to new RMS. This is inclusive of an evidence module that will read and work with current bar code system. Train key staff to become Subject Matter Experts (SME) for the system going forward. Develop training plan for all staff. Have full conversion and use of the new RMS by second quarter of 2020. This will give shared data and true CAD.

Training

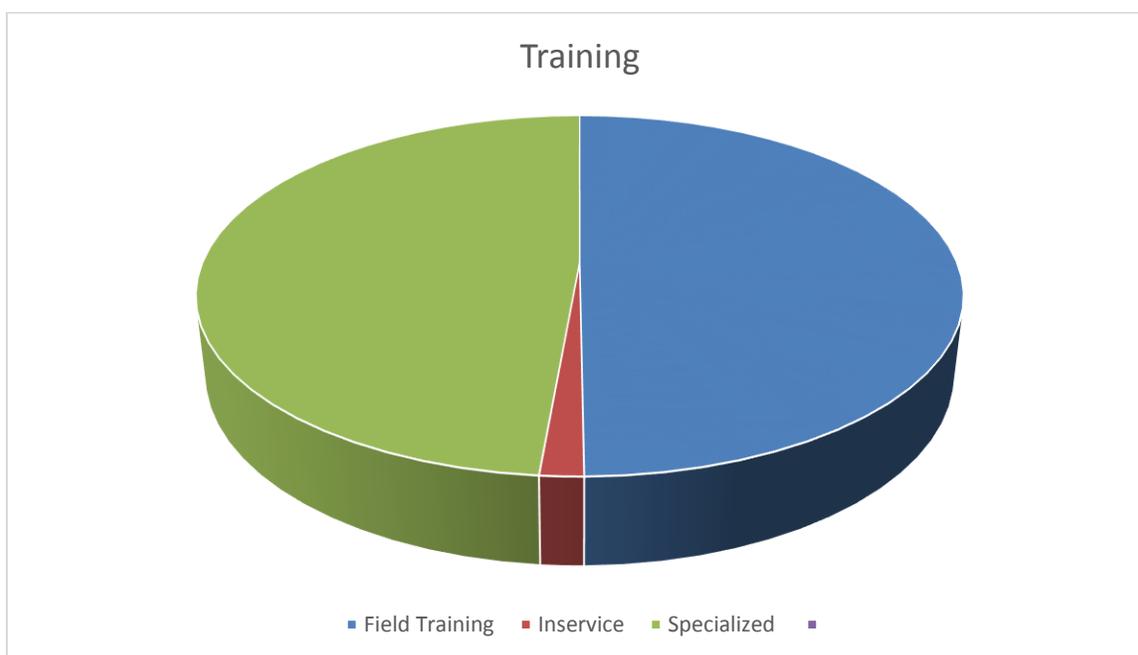
Training for police department employees in 2019 included the following:

Type	Function	Hours
Field Training	Initial training of new employees	1461
In-Service Training	Annual county-wide training Quarterly training for all employees Monthly firearms training Other periodic training, hours listed per officer	40
Specialized	Training for individual employees, based on need	1699
TOTAL HOURS		3,200

Field training is conducted by our specially trained officers. They share with new employees the knowledge and skills required to provide police services to our community. The training lasts sixteen weeks and is in addition to pre-service (Police Academy) training required by the Department of Justice Training and Standards Bureau.

In-service training sessions are held quarterly. This allows training to be offered on new concepts, laws, and equipment on a timely basis. Most of our in-service training is developed and conducted by our staff and some is provided by other trainers.

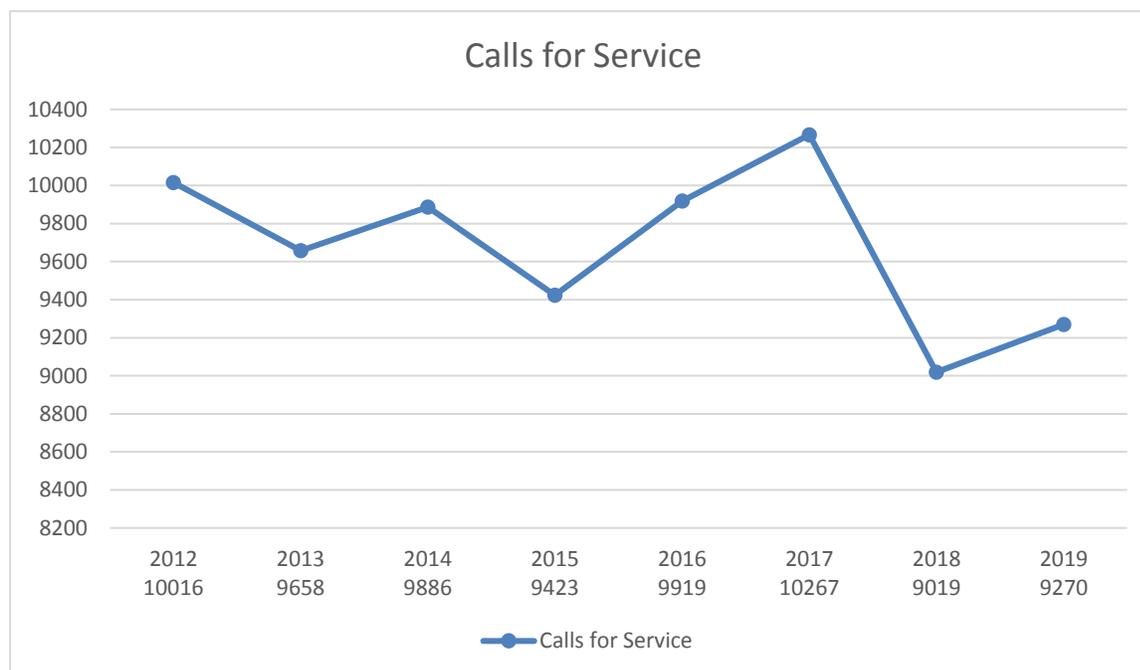
Specialized training is purchased from outside vendors. It includes general law enforcement, managements, tactical, investigative, and other training.



Statistics

Calls for Service

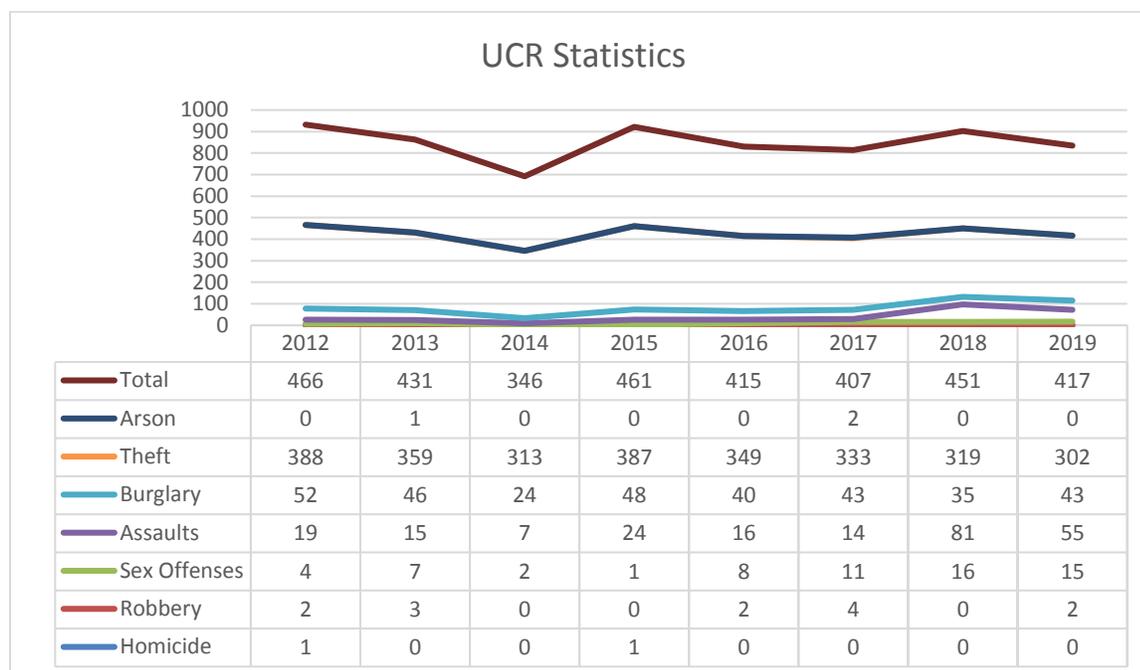
Our total calls for service reflect an aggregate number of most matters handled by our department. This includes all crime reports, arrests, citations, traffic crashes, and other calls to the police. It is used as a general measure of total “incidents” handled by the department. It does not include parking citations and it considers an event that includes multiple activities to be one incident. For example, a call to the police about a disturbance that results in several arrests is scored as one call for service. While total number of calls have fluctuated from year to year, the department has seen an overall average increase in the number of calls for service.



Uniform Crime Reports

Uniform Crime Reports are used to measure serious crimes and are submitted to the FBI on a monthly basis. These reports track specific offenses and have been collected for these same offenses since 1929. While a reflection of serious crimes, total rates are driven by theft reports because the number of thefts vastly outnumbers all other crimes. This is true in most municipalities. In addition, the UCR data does not track other types of offenses that are dangerous and frequently occurring, such as driving while impaired and other serious traffic offenses. UCR also only collects data on the most serious offense that occurs during that call.

The rate of most serious crimes other than theft has been on a generally downward trend for more than four years. Sex offense crimes have been on a generally upward trend for the last three years.



Persons Arrested

The number of individual criminal and ordinance violations cited by officers is reported here. In instances where a person was arrested and issued two or more notices of appearance for separate violations of law, each notice is counted individually.

Disorderly conduct	128
Drug offenses	79
Truancy	296
Theft	143
Obstructing or resisting an officer	42
Tobacco violations	13
Assault	19
Curfew	16
Alcohol offense	36
Bail jumping	50
Criminal damage to property	41
Animal Violations	15
Trespassing	25
Weapons violations	6
Sexual assault	4
Prowling	1
Burglary	2
Recklessly Endangering Safety	2
All other violations	113
Total notices of court appearance	1,039

Underage Alcohol Offenses

Ages 17 through 20	18
Age 16 or under	9
Procuring	1
Total Underage alcohol citations	28

Traffic Citations

Seatbelt violation	505
Speeding	241
Operating while suspended	241
Operating while intoxicated	172
Operating after revocation-criminal	30
Operating after revocation-forfeiture	116
Operating with no valid license	85
Open intoxicants in motor vehicle	4
Hit and run violations	14
Failure to yield right-of-way	23
Failure to obey sign, signal, or officer	64
Insurance violations	794
Ignition interlock violations	14
Reckless driving	0
Knowingly fleeing an officer	5
All other violations	163
Total traffic citations issued	2,471

Traffic Warnings

Speeding	548
Lighting violations	817
Failure to stop for stop sign	85
Registration Violations	295
Defective exhaust	23
Deviating from traffic lane	33
Improper turn	68
Operating left of center	6
Failure to obey sign, signal, or officer	43
Failure to yield right of way	11
Display of power	0
All other violations	960
Total traffic warnings issued	2,889

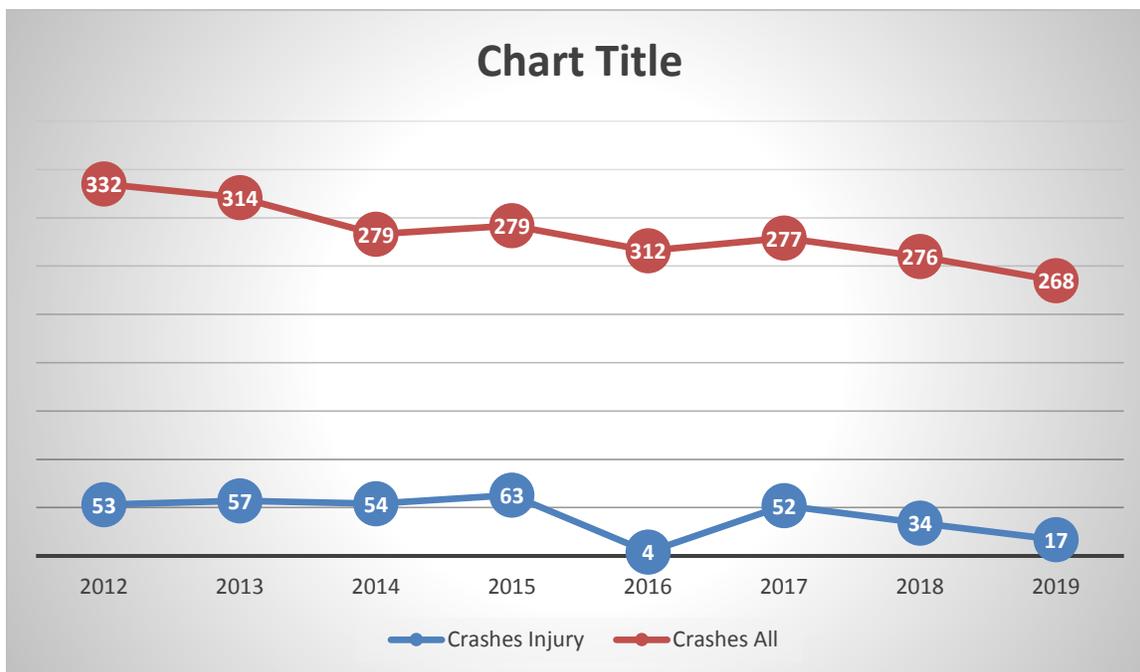
Parking Tickets

Baraboo Police Department has been utilizing Clancy software and ticket writers since 2015. This has allowed for more efficient writing and tracking of parking tickets, as well as increased revenue as more payments are collected. Since 2015, additional ticket printers have been added to aid in the efficiency of ticket writing.

Total parking tickets issued	3210
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Traffic Crashes

The rate of traffic crashes has been following a generally steady trend from 2012 through 2019. The annual rate had been about 297 from 2012-2019. There has been a general downward trend in accidents from 2016-2019. The number of injury accidents decreased 6% from 2018 to 2019.



Use of Force

We complete critical reviews of every force application whenever it is more than simply overcoming resistance. These reviews are conducted by an officer's peer who is an experienced officer and trainer in the force option used, with oversight by a Command Officer.

For example, when a patrol officer uses a Taser, the force application is evaluated by another patrol officer who is trained as a Taser instructor. It is then reviewed by the Lieutenant of Police. This helps us ensure that the reviews are valid from the eyes of a practitioner and an administrator.

Individual reviews and the annual summary are used to help identify individual and department-wide training needs, equipment shortcomings, or policy deficiencies.

The following summarizes our reportable uses of force this year. In instances where several force options were used, such as an empty-hand technique (e.g., compliance hold) and use of a Taser, the incident is reported under the higher-level option however all options are documented.

Taser	5
Empty hand techniques	19
Firearm	12
Vehicular pursuit	2
Total reportable uses of force	38

In many of these instances, an officer threatened to use force, such as pointing a Taser at a suspect, and achieved compliance without actually applying the force technique.

Threatened force	16
Applied force	22
Total reportable uses of force	38

The nature of the calls that precipitated force applications varied widely, but the most common cases were general disturbance calls.

Disturbance	15
Suicidal or other mental health	3
Operating while intoxicated	0
Warrant service	4
All other	16
Total reportable uses of force	38

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, E. Truman, B. Zeman, C. Haggard, T. Pinion, Kevin Vodak, Sean McNevin, members of the press

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of January 28, 2020 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$4,388,355.42**. Motion carried unanimously.

- b) **Review and recommendation on request for discount of building permit fee for Jack Young Middle School project** Adm. Downing explained that because of an unexpected expense to extend a fire hydrant, the project is currently \$60,000 over budget. The School Board came to the City and requested that the building permit not exceed \$25,000 of the estimated permit fee of \$34,000. Adm. Downing presented the following things to consider:
 - o The project has not been bid yet therefore it is unknown if the \$60,000 estimate will actually be \$60,000 over budget
 - o If the City approved the discounted building permit, could the City issue a receivable to the School District and ask them to budget for the remaining \$9,000 in fiscal year 2021
 - o The High School paid the full square footage permit fee, no discount was given
 - o Staff is concerned with the precedence this decision will set with other developers and their future projects

K. Vodak noted that while he appreciates the concern with the precedence being set, the School District is a quasi-governmental tax exempt agency. As for the \$9,000 as a payable, the money is from the bond and not out of the general obligation fund.

S. McNevin stated that they approached the City because the \$60,000 fire hydrant on the backside of the building, was unforeseen cost in the project estimate. They were looking for ways to adjust the budget for the construction to accommodate for this. The building project has both major and minor remodels for a total estimated project cost of \$42M. He explained that they cannot go over budget with this project, they don't have the capacity of exceeding the bond; they will have to scale down on the final classroom fixtures.

Adm. Downing noted that City Engineer T. Pinion had mentioned delay payment for the permit and he could work on authorization to proceed without payment until the bids come in. T. Pinion reminded the Committee that this has been requested in the past, typically it was more in line with impact fees. T. Pinion does not recall ever reducing the permit fee.

Ald. Kent notes that it's very worrisome that they are concerned about being over budget already at this point in the project.

Ald. Petty would consider them getting the permit and hold off on the costs; however, to reduce the permit by \$9,000, this is money that could be used by the City for various items.

S. McNevin requests that City Engineer T. Pinion sit down with the general contractor and take a look at the numbers and see if there is a way to mitigate the cost this way; not necessarily cutting the cost of the permit. T. Pinion is willing to work with the architect and refine the numbers to be charged as accurate as possible.

No action taken. The building permit will be issued and T. Pinion will work with their architect to determine the permit fee. The School District will pay the permit fee based on T. Pinion's understanding of the project.

Informational Items – None.

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:37pm.
Brenda Zeman, City Clerk

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES
UW-Baraboo/Sauk County Campus, Executive Dining Room
Baraboo, Wisconsin

Thursday, January 16, 2020

Members present: Phil Wedekind, Alene Bolin, Tom Kolb, Bryant Hazard, Cynthia Haggard, Cheryl Giese, Kennie Downing

Members Absent: Scott Von Asten

Others Present: Ed Janairo, Jesse Arias, John Christensen, Mike Compton, Peter Davis, Susan Endres, and Mike Palm.

Chair Wedekind called the meeting to order at 8:00 a.m. and Compliance with the Open Meeting Law was verified.

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

MOTION (Kolb/Hazard) to approve the minutes of the regular meeting on December 19, 2019 with addition. Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report:

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

Approve payment of \$10,640.43 for handicap door closers at the Arts Center.

MOTION (Bolin/Kolb) to approve payment of \$10,640.43 for handicap closers at the Arts Center.

Financial report and approval of vouchers.

Report given.

MOTION (Giese/Hazard) to approve the bills in the amount of \$25,044.33. Motion carried unanimously.

Consideration of establishing term of office for public member of Campus Commission.

MOTION (Hazard/Bolin) to establish term of office for public member of Campus Commission and to end term in May 2022.

Consideration of bid for main electric service cabinet for Schneider Electric.

MOTION (Kolb/Hazard) to approve bid of \$18,696 for main electric service cabinet for Schneider Electric.

Update from Student Housing Advisory Committee.

Update was given.

Deans' Report.

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

MOTION (Bolin/Kolb) to adjourn until Thursday, February 20, 2020 at 8:03 a.m. Motion carried.

Respectfully Submitted,

Alene Bolin
Administrative Coordinator

Present: Alderpersons John Alt, John Ellington and Heather Kierzek
Absent: None
Also Present: Mayor, Mike Palm; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.
Citizen Present: Styles Grant, Robert Hasse, Elizabeth Hudson and Justin Mortimer

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

Moved by Ellington to approve the minutes of January 6, 2020, seconded by Kierzek and unanimously carried.

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

Review and recommendation to the Council – Operator’s Licenses.

Chief Schauf mentioned there was nothing precluding the issuance of licenses to Brittney Saxby and Vicki Weyh and recommended approval.

Motion to recommend to approve and move on to Council the Operator’s Licenses for Brittney Saxby and Vicki Weyh by Ellington, seconded by Kierzek and unanimously carried.

In relation to Styles Grant’s Operator’s License, Chief Schauf stated in order for there to be a denial, there has to be a Nexus. The Nexus has to be very strong and compelling. This individual is on probation not allowing him to sell alcohol. He cannot violate his Department of Corrections (DOC) rules. Mr. Grant submitted a letter from his DOC Probation Officer as support for him being issued an Operator’s License. Chief Schauf took the letter and will reach out to the Probation Officer before the next Council meeting. Chief Schauf was in favor of a conditional approval.

Motion by Kierzek Motion to recommend a conditional approval to allow the Chief to complete his investigation, seconded by Ellington and unanimously carried.

Review and recommendation to Council for excessive household animals – Robert Hasse & Elizabeth Hudson.

Cynthia Haggard began by stating that letters were sent to adjacent property owners giving them notice of the meeting today. An adjacent neighbor, Justin Mortimer, stated he didn’t have a problem with the three dogs. Alderperson Alt noted that Mr. Mortimer had concerns with an aggressive dog, but that Mr. Mortimer did not have an issue with the multiple dogs.

Chief Schauf mentioned that there were two very different specific issues: One with multiple dogs and the other with dogs at large. With the later, the Police Department will address that section of the code, as needed.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend adopting a Meeting Room Reservation Policy

Chief Schauf stressed the importance of having this Policy as the demand for meeting space for this building has increased. This Policy addresses security when Civic groups are present. This policy also protects against the potential of groups preaching messages that go against City intrinsic values. In summary, this policy addresses the safety of the employees here at the City and the potential for liability.

Motion to approve and move on to Council the Meeting Room Reservation Policy by Ellington, seconded by Kierzek and unanimously carried.

Member comments

The next meeting will be Wednesday, February 26, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:16AM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director

Minutes of the Public Safety Committee Meeting – January 27, 2020

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Kennie Downing, Mayor Palm, Mark Schauf, Kevin Stieve, Emily Truman, Tom Pinion, Wade Peterson, Tony Gilman, Misty Muter, Chris Sommerfield, 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 Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the December 9, 2019 meeting. Motion carried unanimously.

New Business

- a. Review and recommend approval of the proposed Water Meter Reading Agreement with the Village of West Baraboo – Peterson said that after a few conversations, West Baraboo came back to the table with more reasonable requests. He said that their Attorney and the City Attorney have both looked at the agreement, and added a few small things, and they are waiting on one little part from Census, we have the verbal on that. Peterson said that the City is ready; West Baraboo still has quite a bit that they have to do. Attorney Truman said that she has no concerns. It was moved by Kolb, seconded by Plautz pending approval from the PFC. Motion carried unanimously.
- b. Review and possible recommendation to amend Chapter 5, Fire Department, of the Baraboo Municipal Code and to update the Official Fee Schedule for the corresponding permits – Chief Stieve said that this was brought back to the Committee for fees for opening burning. Attorney Truman said that this was recommended to move forward at the last meeting; however, in between Alderperson Plautz requested that it be brought back to the Committee for additional discussion regarding taking out the provision in Chapter 5.4 for Opening Burning. She said that the small changes that were requested have been incorporated. During further discussion, it was found that the new version was not incorporation in to the packet with the changes that were made. Plautz said that when someone makes the initial fee for the inspection, would there be a set date for the burn. Chief Stieve said that a date range could be incorporated with the permit. Plautz then asked if homeowners burn their leaves more than one time, would they have to pay \$50.00 each time. Truman said that it is currently set up to require a fee for each burn. Plautz felt that the initial fee would include the inspection, but did not feel that a second burn would require an inspection. Stieve said that the inspection would include travel time to the location and making sure that they meet the entire requirement for the current ordinance. He said that if they cannot do the burn in the range of the dates given, the bottom line would be that they would have to get another permit. He said what he would like to do it get rid of open burning all together, with the exception of recreational fires, and special circumstances. He feels that there are services available, such as compost site, and the City leaf pickup that people would not need to burn. Kolb feels that the fee should be kept at \$50.00 per burn. The process of the permit application was then explained to the Committee. Plautz moved to recommend amending Chapter 5 of the Fire Department Municipal Code to update the Official Fee Schedule to reflect \$50 for bon fires and opening burning permits. Kolb seconded, motion carried unanimously.
- c. Review and possible recommendation to amend the Official Fee Schedule for certain Fire Department responses – Chief Stieve state that in the packet there was a sample of a fee for traffic crash response. He said that currently the Department is working from of State Statute and insurance companies are having an issue with that. He said that the department is called out on crashes often for injuries, and sometimes just general cleanup. He said that he is looking for the Committee's feeling regarding building a fee for crash responses, possibly a tiered response, giving the residents a bit more of a break than non-residents. He said that he has received an inquiry from one of the funeral homes for lift assists with a deceased person. He said a second fee that he is asking for the Committee's support on is a technical rescue fee, more so for the Towns. After a lengthy discussion, Kolb moved, seconded by Plautz to recommend postponing for a later meeting and direct staff to continue working on this. Motion carried unanimously.
- d. Consideration of the Baraboo Fire Department's Apparatus Replacement Schedule – Chief Stieve presented the Committee the background. He said that Finance Director is working on laying out all capital equipment. He said that if the Committee would like to review the information and wait for Haggard to get all City capital equipment finished, it may be an easier process to go through, and the Committee may want more data than is provided. It was the consensus of the Committee to bring it back when Haggard has the citywide capital equipment finished.
- e. Review and possible recommendation of new City-owned street lighting installed as part of the DOT's upcoming STH 33 (8th St/8th Ave) reconstruction project – Pinion presented the background to the Committee. The DOT has asked if the Village or City would be interested in installing new streetlights. He said the lights would be City-owned as opposed to Alliant owned and would be 100% funded by the local share. He said that if the Committee would like to pursue this, he

could put together budgetary figures for the next meeting. It was consensus of the Committee to have Pinion consult with the DOT for a cost estimate.

- f. Review and possible recommendation to approve a request for a Shared Lateral Agreement for temporary sewer and water lateral connection for a new professional office building at 908 8th Street for Misty Muter – Pinion presented the background for this request. He said that the suggestion of staff would be to postpone the installation of the new lateral until the installation of the reconstruction project, it would still be at the property owner's expense, but for the sake of promoting economic development with a new building on the corridor, trying to find an alternative. Mister has drafted an agreement with the neighbor, American Family Insurance who has agreed to allow them to connect to their lateral on a temporary basis. Kolb moved, Plautz seconded to allow a temporary connection to the neighbor's lateral with a positive recommendation to Council until the reconstruction of Highway 33 is done. Motion carried unanimously.
- g. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for December 2019 and January 2020 – It was moved by Kolb, seconded by Plautz to approve the adjustments/Credits for December, 2019 and January 2020 as presented. Motion carried unanimously.

Information Items

- a. First draft of proposed updates to the Refuse and Recycling Ordinance to reflect current regulations – Street Superintendent Gilman presented the background to the Committee. Gilman stated in an effort to eliminate workers compensation claims and increase the efficiency, we have to start regulating and cleaning up the cart sizes and extra garbage and recycling outside of the carts. Gilman said that the 96-gallon carts would become the standard cart. Pinion said as far as an implementation date it was decided that it should be in the Spring-Summer Newsletter. Cart stickers were then discussed. Gilman said that the 35-gallon carts are too small and do not fit into the claws of the trucks correctly. It was the consensus of the Committee to eliminate the 35-gallon carts.

Reports

- a. Utility Superintendent's Report – Peterson said the department will be starting up with the River crossing and the Oak Street Booster Station. He said that he has met with the Engineers with for the Highway 33 project. He said that U.S. Cellular is looking to do a significant upgrade to their equipment on the County A Water Tower. He said that water mains, laterals, and hydrants would be replaced as part of the Mound Street project.
- b. Street Superintendent's Report – Gilman said that Travis Steinke came on board December 30 as mechanic. He said we are accepting applications for a semi-skilled position to replaced employee that left. Gilman then gave the salt inventory report. He said that the department is helping Parks Department with tree removal. The Depot Street building has been removed.
- c. Police Chief's Report – Chief Schauf said that the department is actively recruiting for officers, as there have been three officers that have left or will be leaving. He has been working closely with the City Attorney regarding deferred prosecutions for kids receiving truancy citations. He said the department has an officer that participated in the Sauk County Drug Court, as a member of CJCC for Sauk County, and their National Conference is out in California, the CJCC is picking up all the cost, we just need permission to send him. The department is looking to bump up the bond for alternative side parking.
- d. Fire Chief's Report – Chief Stieve said total members is 34, one is on military leave. One significant thing the department has done has been helping the Al Ringling Theater because they lost their fire curtain; therefore, they have been on fire watch with the big performances. He said that the wages and any other costs associated with this is charged back to Al Ringling. He said training program with the Assistant Fire Chief has improved. He said two people were hired in January and two more are in different stages of the hiring process. He said that the Department is helping the County with some training on basic office safety and fire training. Stieve said the Department is PFAS free. A short discussion regarding a River Water Rescue program.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:26 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

Meeting Minutes

February 6, 2020

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

Vice-Chair Jim Bowers 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: Bowers, Ayar, Johnson, Mueller, Palm, Reppen, Taylor, Walczak, Wastlund

Absent: Alt, Caflich, Ryan, White

Other: Kennie Downing, Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented

Johnson (1); Taylor (2)

Aye: All via voice vote

Nay: None

IV. Approve Minutes

Motion to approve the minutes for December 5, 2019 and January 2, 2020 with minor adjustments

Johnson (1); Reppen (2)

Aye: All via voice vote

Nay: None

V. Public Comment

No one from the public wished to speak

VI. Old Business

a. Updates on Development Activities

- Mayor Palm updated on the following:
 - The State DOT will be reconstruction sidewalk ramps on HWY 113 & 136 in 2020 & 2021.
 - He served on a Review Committee for State Road projects. They had more applications than funding.
 - Bike Wisconsin will be in Baraboo in June. They will be staying at the Civic Center
 - The Chamber held an update on the local economy. There are over 1235 businesses with in the zip code
 - The Mayor also attended an economic update put on by the Department of Revenue
 - The City has placed the other members of the Baraboo Ambulance District of its intention to explore other service options.
- Mr. Johnson that Ag prices are realistic and that the trade agreements will not start until later in the year.
- Mr. Taylor indicated that the banking industry is very strong at this time.
- Ms. Wastlund indicated that the CDA has granted a loan to the Al. Ringling Brewing Company.
- Ms. Mueller gave an update on the School remodeling project.
- Mr. Reppen indicated that the County has several issues that they are addressing.
- Dr. Ayar indicated that over all Higher Education is struggling with enrollment
- Mr. Bowers indicated that nothing significant has happened in the Village. He also indicated that a fundraiser was help for the homeless shelter.

VII. New Business

a. Establishing 2020 Goals for BEDC

The Mayor updated the Board on the areas of housing and what vacant parcels are available within the City.

The question of changing to bi-monthly meetings was approached and will be included on the agenda for the March meeting.

VII. Update Partner Presentation Schedule

No additional comments were provided.

VIII. Commissioner and City Staff comments

No additional comments were provided.

IX. Adjournment

Motion to adjourn the meeting was made at 6:49 pm.

Johnson (1); Taylor (2)

Aye: All via voice vote

Nay: None

Jim Bowers
Vice-Chairperson

Patrick Cannon
Recorder

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

- The December 4, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Heather Kierzek, Dave Kitkowski, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Captain Johnson, Captain Koepp, Snow, Vande Hei, and City Administrator Kennie Downing
- 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 Stieve. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the October 23, 2019 minutes was made by Kitkowski (with correction of his name spelling) seconded by Petty. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – No report.
2. Treasurer's Report – Meier reported on the Financials, and stated that all the bills were paid through the month of November (which included three payrolls) without using the Line of Credit or any Reserve funds. Though no additional reserve funds have been used, there have not been any additional funds paid back to the LGIP accounts. Meier stated that the A/R is still high, though when the 2019 write-off amounts are applied, that will bring the A/R number down. The revenue year-to-date is at \$4.9 million, which is under the estimated YTD budget. Meier stated that she reviewed a number of the policies that had been given to the Commission, and that several of the policies related to finances and the budget needed to be updated, as a couple of them are a number of years old, and need to be updated. Meier shared that she had attended the last Baraboo City council meeting, and it was stated at that meeting that the special audit report will be made public on December 17, at a special council meeting. The intent is for the report to be given to everyone at the same time. Maffei and Dahlke both stated that was not the agreement that had been agreed to, between the City of Baraboo and Baraboo EMS. Rather, an initial / preliminary report was to be sent to the Commission President, Attorney, and Chief, for them to review, with the final report to be shared at a future meeting. Dahlke stated that he had sent an email to Ed Geick regarding the release of the report, and that he has not yet heard back from him.

Minutes**Baraboo District Ambulance Commission**

3. President's Report – Dahlke stated that he publicly wanted to thank Commissioners Petty and Sloan for their support at the various City finance and council meetings, in advocating for the agreed upon \$30 per capita rate that the Commission had agreed to, and approved at the Annual Member's meeting. Dahlke questioned the rationale of the City attempting to hold back part of the tax levy, to initially only paying the equivalent of a \$27 per capita rate. Dahlke asked what the benchmark would be to release the additional \$3.00 per capita rate for their portion of the tax levy? Dahlke explained that one of the reasons that the reserve funds are low is that the City forced the hand of Baraboo EMS by dropping the per capita rate down to \$6.28 several years ago. Dahlke also stated that the memo that had been sent out by Ed Geick to the City Council the previous month was out of bounds, and was a personal attack on several of the Officers / Management team at Baraboo EMS. Dahlke reiterated that the Baraboo EMS Budget for 2020 was based on a \$30.00 per capita rate that had been agreed to and unanimously approved at the October Member's meeting. Reference to the Bylaws was made, that describes the payment of the tax levy by the municipalities to the ambulance service. Meier brought up an inter-governmental agreement on how the payment should be made. It was asked when the tax levies are paid to Baraboo EMS. Sechler stated that the Townships and the Village typically pay the full amount billed to them in January. The City has traditionally paid half of the payment in January / February, and the remaining half is then paid in July / August. Maffei reiterated that a copy of the special audit report should be sent to the Commissioners prior to the public meeting. A meeting notice should be posted by the City of Baraboo. Dahlke also noted that depending on when/if the City responds to the Commission's concerns and questions about the proposed Special Audit presentation by Baker Tilly, scheduled for December 17 at the City Council chambers, BDAS may need to hold a special Commission meeting prior to that meeting, to discuss the report.
4. Chief's Report – As presented in the written report.

Consent Agenda

1. Approve check details and online payments for October 13, 2019 – November 23, 2019 in the amount of \$156,738.99. A motion to approve as presented was made by Petty, seconded by Turnquist. Voice vote, all ayes. Motion carried.

New Business

1. Vote for new Commission Secretary. Petty nominated Stieve, seconded by Meier. Petty motioned to close nominations, seconded by Meier. Voice vote, all ayes. Motion carried. A motion was made by Petty, seconded by Otto to approve Stieve as the new Commission Secretary, for the term held by Sloan until April, 2020. Voice vote, all ayes. Motion carried.
2. Discussion on the purchase of the new AFG Bariatric ambulance. Sechler stated that that new Bariatric ambulance, being built by Demers as part of the Assistance to Firefighter's Grant (AFG) was due to be delivered in December. The total amount for the ambulance is

Baraboo District Ambulance Commission

\$230,951.00. The Federal portion of the Grant is \$219,048.00, and Baraboo EMS will be responsible for \$11,903.00. Sechler asked the Commission if they preferred to use funds from the Operations / checking account, or if they wished to move funds from the Vehicle reserve fund. Meier stated that it had been budgeted in 2019 to transfer funds from the Vehicle reserve to cover that expense. It was moved by Meier, seconded by Petty, to move the needed funds from the Vehicle reserve to the Operations / checking account, to cover the portion of the Bariatric ambulance that Baraboo EMS is responsible for. Voice vote, all ayes. Motion carried.

3. Discussion on the sale of Bariatric rig 574. Sechler explained that with the new Bariatric rig arriving, the plan was to sell the current ambulance, which is a 2003 Freightliner FL 60. He stated that the options for selling the rig included: (1) advertising sale of the unit to employees and other interested parties that might be interested, and then having a blind bidding process; (2) placing the vehicle on the Wisconsin Surplus online site; (3) offering to sell it to Beloit Fire Department, as they were potentially in need of a Bariatric rig. After discussion, it was moved by Meier, seconded by Kitkowski, to offer it to Beloit Fire Department for \$7,500, with the ability to accept a counter offer of no lower than \$5,000. If that sale does not work out, then it should be posted on Wisconsin Surplus, with a reserve of no less than \$5,000. Voice vote, all ayes. Motion carried.
4. Sechler presented the proposed policy for the Assistance to Firefighter's Grant (AFG) related to property, vehicle, and equipment management and record keeping. Stieve stated that in the first paragraph, the phrase "a reasonable assurance such" should be removed. Stieve also stated that in the second sentence of the second to last paragraph that the words "records and" should be added. It was moved by Wedekind, seconded by Stieve, to approve the AFG policy related to property, vehicle, and equipment management and record keeping, with the suggested changes. Voice vote, all ayes. Motion carried.
5. Sechler presented the proposed policy for Continuing Education and the Training Request form. The Commission directed that the following items should be changed: (1) Delete items related to Human Resources. (2) Reference the criteria needed to determine the ability to approve requested training. (3) Define management. (4) Reword the section about "eligible for reimbursement". Stieve asked if the Commission should be part of the approval process, regarding out-of-state training. Dahlke gave some examples as to how training is approved at his workplace, for in-state, and out-of-state training. Petty asked if there is capitation for an employee that might take classes all the time, versus another employee that doesn't take any classes. It was indicated that the Training Center staff would keep track of those items, in order to ensure as much training could be approved for the greatest amount of employees. It was directed to bring the policy back with the revisions, for additional review by the Commission.

Minutes**Baraboo District Ambulance Commission****Commissioner Comments & Future Agenda Items**

- Meier asked if there should be a meeting scheduled prior to 12/17. Dahlke stated that if one was needed, that a Special meeting could be called. There will be a meeting noticed for that evening, if needed.
- Dahlke wished everyone a Merry Christmas, and a Happy New Year. He also thanked the crews for their service, especially over the upcoming Holidays.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - January 22, 2020
 - February 26, 2020

Adjournment

- Motion to adjourn by Turnquist, seconded by Wedekind at 8:00 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

**Baraboo District Ambulance Service
Special Meeting of the Members**

Call to Order & Roll Call

- The August 28, 2018 Special Members meeting of the Baraboo District Ambulance Service was called to order by the Town of Baraboo at 8:56 pm.
- Members present: City of Baraboo (Petty), Town of Baraboo (Puttkamer), Town of Excelsior (Krueger), Town of Fairfield (Otto), Town of Greenfield (Turnquist), Town of Sumpter (Meier)
- Also present were: St. Clare Hospital (Kitkowski), Sloan, Stieve, Wedekind, Maffei, Sechler, J. Rago, Johnson, Koepp, Larson, N. Rago, Seefeld, Snow, Vande Hei, R. Willer
- The Town of Baraboo noted that the meeting had been posted in compliance with the Open Meeting Law.

Adoption of Agenda

- The agenda was adopted by a motion made by the City of Baraboo, seconded by the Town of Greenfield. Roll call vote, all ayes. Motion carried.

Approval of Previous Minutes

- Motion to approve the minutes from the Annual Meeting of the Members on October 24, 2018 made by the City of Baraboo, seconded by the Town of Excelsior. All ayes, Motion carried.

Public Invited to Speak

- No public comments

Reports & Correspondence

- None

New Business

- A recommendation was forwarded from the Commission, to approve a Line of Credit with Community First Bank. A motion was made by the Town of Sumpter, seconded by the Town of Greenfield, to approve a Line of Credit with Community First Bank, under the terms given, for \$500,000.00. An additional meeting of the Member’s will need to be scheduled, to approve any funds to be drawn on. The authorized signers will be the Commission President, Secretary, and/or Treasurer.

Roll call vote: City of Baraboo – Aye
 Town of Baraboo – Aye
 Town of Excelsior – Aye
 Town of Fairfield – Aye
 Town of Greenfield – Aye
 Town of Sumpter – Aye

All ayes. Motion carried.

Member Comments & Future Agenda Items

- None

Adjournment

- Motion to adjourn made by City of Baraboo, seconded by Town of Excelsior at 9:01 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Baraboo BID Meeting Minutes
2/19/20

Present: Members: Bruncker, Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb

President Fay called the meeting to order at 5:46 p.m.

Approval of December 2019 minutes: Wickus/Stelling

Adoption of Agenda: Kolb/Stelling

President: None

Secretary: None

Treasurer: Plans to meet with City Finance Director to discuss admin charges

Appearances: Garlands have been removed

Business Development: None

Finance: Will meet with City Finance Director

Parking: Mural is in progress

Promotions: Plans to meet

Old Business

Branding update: The branding committee has commissioned someone to draft articles and take pictures about our area.

New Business

1. Tabled budget amendment pending meeting with City Finance Director for more information
2. Approval of financial reports-Will discuss any future policy to approve financial reports
3. Approval of Funds for 2020 Branding Initiative \$5,000 to BACC
 - a. Motion to move funds from reserves and pay invoice Stelling/Sloan
4. Annual Report-Committee Chairs reminded to draft reports
5. Committee status update
 - a. Yount on Business Development and Parking
 - b. Kolb on Parking and Business Development
 - c. Marklein Chair Business Development
6. Discussion of open BID retailer seat-Received interest
7. Approval of Vouchers:
 - a. Baraboo Area Chamber of Commerce for Branding Initiative \$5,000

Total: \$5,000

Approved: Sloan/Yount

Motion to adjourn at 6:36 p.m. by Fay/Kolb