



## CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, August 25, 2020, 7:00 P.M.

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982. The City requires anyone appearing in person to wear a mask and practice social distancing.

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

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

Notices Sent To City Staff, Media And Other Interested Parties: Interim City Admin. Geick, 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, *Tim Lawther, Sauk County Health Officer*

#### 1. **CALL TO ORDER**

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

#### 3. **APPROVAL OF PREVIOUS MINUTES** (*Roll Call*): August 11, 2020

#### 4. **APPROVAL OF AGENDA** (*Roll Call*)

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

#### 6. **PRESENTATIONS**

- Update from Sauk County Health Department.

#### 7. **PUBLIC HEARINGS**

#### 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** – None.

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

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

CA-2...Approve the appointment of Kathleen Thurow to fill the unexpired term of Michael Plautz on the Parks and Recreation Commission serving until April 20, 2021.

CA-3...Approve exemption from County Library tax for 2021.

#### 11. **NEW BUSINESS – RESOLUTIONS**

NBR-1... Consider adopting the City of Baraboo Employee COVID-19 Policy. (*Geick*)

NBR-2... Consider approving contract with Parkitecture + Planning in the amount of \$4,585 for phase 1 of the Attridge Park Splash Pad feasibility study using funds from the Kuenzi Estate recreation fund (*Hardy*)

12. **NEW BUSINESS – ORDINANCES** - None13. **CLOSED SESSION**

The Mayor will announce that the Council will go into Closed Session as per §19.85(1)(g), Wis. Stat., conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (pending Walmart litigation for excessive taxation – referred for discussion from the Finance and Personnel Committee).

14. **OPEN SESSION**

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

15. **ADMINISTRATOR AND COUNCIL COMMENTS** (*Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.*)16. **REPORTS, PETITIONS, AND CORRESPONDENCE** The City acknowledges receipt and distribution of the following:

- **Reports:** July, 2020 – Fire Dept., Building Inspection, Treasurer

- **Minutes from the Following Meetings:**

**Copies of these meeting minutes are included in your packet:**

Finance.....	8-11-2020	Administrative.....	7-6-2020
BEDC.....	7-9-2020	Ambulance.....	6-18-2020, 6-24-2020, 7-1-2020
Plan.....	6-16-2020	TIF Review Board.....	7-16-2020, 7-30-2020

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

CDA.....	6-2-2020, 7-7-2020	Park & Recreation.....	6-8-2020, 7-13-2020
Library.....	6-15-2020, 6-16-2020, 7-9-2020, 7-14-2020, 7-15-2020		

- **Petitions and Correspondence Being Referred:** Provided as information only: Letter from Dave Bretl, Sauk County Interim Administrative Coordinator.

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

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com)

## August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
		*Finance *Council	*Ambulance	*Public Arts *Emergency Mgt		
30	31	1	2	3	4	5
	*Public Safety					

## September 2020

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

**PLEASE TAKE NOTICE** - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., 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, August 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, Sloan, Kierzek, Thurow  
Council Members Absent:

Others Present: Chief Schauf, Adm. Geick, Atty. Truman, T. Pinion, M. Hardy, C. Haggard, Tim Lawther, Andrea Jansen (Baker Tilly), members of the press and others.

The Pledge of Allegiance was given.

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

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

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

**PRESENTATIONS**

- Update from Sauk County Health Department.
- Andrea Jansen from Baker Tilly Virchow Krause, LLP presented the City's 2019 Audit Report

**PUBLIC HEARINGS** – None.

**PUBLIC INVITED TO SPEAK** – None.

**MAYOR'S BUSINESS**

- The Mayor congratulated the following City employees on their anniversaries:
  - Gretchen Roltgen, Circulation Assistant, Library 15 years
  - Tom Pinion, City Engineer/Director of Public Works, 10 years
  - Mark Wichner, Patrol Sergeant, 10 years
- The Mayor requests that any Councilmember who makes a motion, seconds a motion, and/or comments on an item first identify themselves.

**CONSENT AGENDA**

**Resolution No. 20-68**

THAT the Accounts Payable, in the amount of \$681,009.41 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 20-69**

THAT, Matthew Boegner appointed to the Plan Commission to fill the unexpired term of Ed Geick serving until April 18, 2023.

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

**NEW BUSINESS - RESOLUTIONS**

**Resolution No. 20-70**

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

THAT the April and May 2020 Civic Center rent for Stage III Theater for Youth in the amount of \$720.66 be waived due to building closures during the COVID-19 stay at home order period.

Moved by Ellington, seconded by Sloan and carried that **Resolution No. 20-70** be approved-8 ayes, 1 nay (Kolb)

Moved by Kolb to amend the motion to approve pending application of the City's Small Business Loan Program. Motion fails due to lack of second.

**Resolution No. 20-71**

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

That the "Children (ages 3-12)" fare rate for the Baraboo Shared Ride Transit Service be eliminated and replaced by a "Youth/Student (youth ages 3-12 and students of any age with a valid student ID)" fare rate, to be set at \$3.00.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 20-71** be approved-9 ayes.

**Resolution No. 20-72**

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

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

**CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS C" WINE**

Las Milpas, LLC, 603A 8<sup>th</sup> Avenue

Moved by Sloan, seconded by Plautz and carried that **Resolution No. 20-72** be approved-9 ayes.

**Resolution No. 20-73**

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

The Common Council grants a special exemption to Tom & Teri Dorner 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 Tom & Teri Dorner 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 Thurow, seconded by Ellington and carried that **Resolution No. 20-73** be approved-9 ayes.

**Resolution No. 20-74**

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

That the City Administrator or his designee is directed to enter into final negotiations with Driftless Glen Distillery for the sale of a 2.1 acre vacant lot located on Lake Street ("Property") from the City to Driftless Glen Distillery for a sale price of \$10,500; and

That the City Attorney is directed to draft and have executed all necessary legal documents for the sale of the Property to Driftless Glen Distillery contingent upon the City Attorney receiving

direction from the City Administrator to do so.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 20-73** be approved-9 ayes.

### **COMMITTEE OF THE WHOLE**

Moved by Kolb, seconded by Wedekind and carried unanimously to enter Committee of the Whole to discuss:

- Item 1: An update to the 2021 Goals for the City
- Item 2: An update to the Resolution/Ordinance for wearing masks within the City as directed at the July 28, 2020 Council mtg. (*Note: City Atty will suggest postponing discussion given Gov.'s Emergency Order #1*)

Adm. Geick explained that they have calculated the 2021 goals. Some common areas for Council members and Department Heads include Budget, Road Repairs, Staffing needs, Fire/EMS Bldg, Library, Economic Development, and Technology. Mayor Palm recommended that everyone review the list of goals.

Atty. Truman has provided a draft resolution and ordinance. Because of the Governor's Emergency Order, her suggestion is to postpone any action on these. Ald. Ellington questioned no requirement for a mask while standing in line for voting? Atty. Truman noted that the Wisconsin Elections Commission (WEC) has provided guidance and in their opinion, requiring a mask is quite possibly unconstitutional and illegal. Because of this, it was included as a possible exception to the City's draft resolution and ordinance. The ordinance also includes language putting us back into an Emergency State.

Moved by Petty, seconded by Kolb and carried unanimously, to rise and report from Committee of the Whole and return to regular session.

### **ADMINISTRATOR AND COUNCIL COMMENTS** – None.

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

The City officially acknowledges receipt and distribution of the following:

- **Reports:** Airport – July 2020
- **Minutes from the Following Meetings:**

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

**July 14, 2020**

**Members Present:** Petty, Kent

**Absent:** Sloan

**Others Present:** Mayor Palm, Adm. Geick, Atty. Truman, B. Zeman, C. Haggard, P. Cannon, T. Pinion

**Call to Order** –Ald. Petty called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of June 23, 2020 and carried unanimously. Moved by Kent, seconded by Petty to approve the agenda and carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Kent, seconded by Petty to recommend to Council for approval of the accounts payable for **\$787,567.53**. Motion carried unanimously.

- b) **Uncollectible Write offs** – The Committee reviewed the list of uncollectible indicating \$93.14 of delinquent personal property, \$1,241.44 of accounts receivable, and \$20,139.68 of CDA accounts receivable. Moved by Kent, seconded by Petty and carried unanimously to write off the uncollectible accounts.
- c) **City Administrator Recruitment** – Mayor Palm advised that after negotiations with GovHR, they are willing to re-conduct the search for a new City Administrator at a cost to not exceed \$2,500, for advertising only. Ald. Petty confirmed that the \$2,500 will come out of Fund Balance as an unexpected expenditure. Moved by Petty, seconded by Kent and carried unanimously to recommend to Council for action.
- d) **Carnegie-Schadde Public Library** – P. Cannon explained that USDA requires that we have the following lease documents approved before the loan: A) The prelease agreement between the CDA and The City basically says we are going to do a lease agreement and here are the terms. B) The proposed Lease Agreement between the CDA and the City is the final lease that is enacted once we close on the property and do the final financing. C) The proposed Sublease Agreement between the City and Carnegie-Schadde Memorial Public Library, under (B) allows the City to do a sublease to the Library Board for use of the facility. Per State Statutes, Chapter 43, gives the Library Board certain powers, including control of the facility once it has been given to them. This was approved by the CDA and will be presented to the Library Board on July 21<sup>st</sup>. Moved by Kent, seconded by Petty and carried unanimously to recommend to Council for action.
- e) **TIF 7 & 8** – P. Cannon noted that TIF law allows to incur costs for 27 years. They have changed these laws to allow for an automatic standard extension for 3 years and also allows for an additional technical college 3 year extension. In summary, both of these TIDs can be extended for an additional 6 years. The projection is showing that TID 7, the Teel area, will not have ample increment to payoff existing debt. The extensions will allow the debt to be paid off, pay off the developer, and recover the City’s costs of approx. \$265,000. TID 8, the downtown area, is being held afloat by TID 6, which will no longer be able to donate to any TIDs as it will have to be closed in a few years. Moved by Kent, seconded by Petty and carried unanimously to recommend all three documents to Council for action.
- f) **CARES Act** – A) Wisconsin Election Commission (WEC) CARES Act Subgrant Agreement - Clerk Zeman explained that the WEC has awarded \$4.1M in subgrant funds that will assist in offsetting COVID related elections costs. This money can be used towards the additional costs for ballots, postage for absentees, and OT wages. In order to be eligible for the money, we are required to sign the WEC CARES Act Subgrant Agreement. B) Federal Coronavirus Aid, relief, and Economic Security (CARES) Act Funding purchasing – C. Haggard is requesting that the purchasing policy requirement that unbudgeted items be approved by Finance and Council be waived for COVID related purchases. These purchases will still require approval from the City Administrator. Moved by Petty, seconded by Kent and carried unanimously to recommend both items to Council for action.

**Information Items**

- a) Baraboo Transit service 1<sup>st</sup> & 2<sup>nd</sup> Qtr. Financial Statements
- b) Airport Financial Statement

**Adjournment** – Moved by Kent, seconded by Petty and carried to adjourn at 6:45pm.

- **Copies of these meeting minutes are on file in the Clerk’s office:**  
PFC.....06-15-2020
- **Petitions & Correspondence Being Referred:** None.

**ADJOURNMENT**

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

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Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2020 -

Dated: August 25, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
<b>Fiscal Note: (Check one) [ ] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted</b>
<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: August 25, 2020

**The City of Baraboo, Wisconsin**

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

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

THAT, Kathleen Thurow be appointed to the Parks and Recreation Commission to fill the unexpired term of Michael Plautz serving until April 20, 2021.

**Offered By:** Consent  
**Motion:**  
**Second:**

**Approved by Mayor:** \_\_\_\_\_  
**Certified by City Clerk:** \_\_\_\_\_

RESOLUTION NO. 2020 -

Dated: August 25, 2020

The City of Baraboo, Wisconsin

**Background:** The Council must take action annually declaring City taxpayers exempt from paying county library tax to avoid double taxation of city and county taxes supporting similar services.

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

WHEREAS, the Sauk County Board levies a county library tax.

WHEREAS, Section 43.64(2)(b) of the Wisconsin Statutes provides that such units of government which levy a tax for public library service and appropriate and expend for a library fund as defined by S43.52(1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the City for the current year, may apply for exemption from this tax; and

WHEREAS, the City of Baraboo does levy a library tax in excess of the amount calculated in accordance with 43.64(2)(b).

**Now Therefore be it Resolved,** THAT the City of Baraboo be exempted from the payment of any county library tax as provided in Section 43.64(2)(b) inasmuch as it will expend for its own library fund for 2021 an amount in excess of that calculated in accordance with 43.64(2)(b). Exemption from the payment of said county library tax shall not preclude the City of Baraboo’s participation in county library service in all other respects; and

**Be it Further Resolved,** THAT confirmed copies of the Resolution be forwarded by the City Clerk to the Reedsburg Public Library and to the Sauk County Clerk no later than October 1, 2020. .

**Offered by:** Finance

**Approved:** \_\_\_\_\_

**Motion:**

**Attest:** \_\_\_\_\_

**Second:**

NBR - 1

RESOLUTION NO. 2020 -

Dated: August 25, 2020

The City of Baraboo, Wisconsin

**Background:** The Finance/Personnel Committee first reviewed a draft of this COVID-19 policy on August 8, 2020. The City Administrator has discussed the policy with Department Heads and they have contributed suggestions for changes. The Finance/Personnel Committee reviewed the draft policy a second time on August 25, 2020 and is submitting it with a recommendation for the City Council's consideration.

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

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

THAT the Employee COVID-19 Policy be adopted as a standalone City personnel policy, and

THAT the Employee COVID-19 Policy be brought back to the Common Council, by way of the Finance/Personnel Committee, for a review of its applicability no later than December 31, 2020.

**Offered by:** Finance/Personnel Comm.  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_

Drafted 8-19-20

<b>CITY OF BARABOO</b>	POLICY TITLE: <b>EMPLOYEE COVID-19 POLICY</b>	
<b>TARGET AUDIENCE:</b> City Employees	<b>POLICY SOURCE:</b> Administration Department	<b>POLICY LOCATION:</b> City Website, City Clerk
<b>DATE APPROVED BY COUNCIL:</b>	<b>DATE AMENDED BY COUNCIL:</b>	<b>ATTORNEY REVIEW:</b>

## SECTION 1 - PURPOSE

The City of Baraboo is fully committed to safeguarding the health and safety of all employees. For this reason, all City employees, regardless of position or authority, must comply with the following COVID-19 Policies including:

- Wearing a mask while working (some exceptions may apply)
- Practicing good hand hygiene
- Maintaining social distancing
- ~~Following heightened cleaning and sanitizing protocols for workspaces and equipment~~
- Communicating and hold meetings virtually (by phone or TEAMS) whenever possible
- ~~Mandatory illness and exposure reporting to supervisor~~

This Policy also authorizes the creation of **Temporary Paid Leave** of up to three working days for any employee ordered home by a supervisor, Department Head or the City Administrator because of COVID-19 symptoms or because of a possible exposure to COVID-19. Because the pandemic is an evolving and dynamic situation, the City's response may change as we receive more information and understanding of the disease. The risks of the virus causing COVID-19 should be taken very seriously. The City will continue to monitor developments and may update this Policy as needed.

## SECTION II - POLICY

### **1.0 GENERAL.**

- 1.01 Term. This Policy is effective immediately upon adoption by the Common Council and shall remain in effect until amended, superseded or terminated by the Council or other applicable legislation.
- 1.02 Applicability. This Policy applies to all City employees, as defined by the City's Employee Personnel and Procedure Handbook, regardless of position or authority.
- 1.03 Amendments. The City reserves the right to revise, supplement, rescind, or deviate from any of these policies or portions hereof from time-to-time as it deems appropriate. All changes ~~beyond other than de minimus~~ minor changes, which are delegated to the City Administrator for revision, require approval by the Common Council.
- 1.04 Severability. If any provision of this Policy is held invalid under any applicable law, such invalidity shall not affect any other provision of this Policy that can be given affect without the invalid provisions and, to this end, the provisions herein are severable.
- 1.05 Preemption. ~~If any of the policies contained herein are preempted by a local, state or federal law or order, the local, state or federal law or order shall take precedent.~~
- 2.0 **PROTECTIVE MEASURES POLICIES.** Except as otherwise stated below, employees are required to comply with the following protective measures policies.

Drafted 8-19-20

- 2.01 Social Distancing. ~~Employees are required to comply with the following:~~
- a. Maintain six feet physical distancing from others whenever possible.
  - b. Not have any direct person-to-person contact (i.e., no hand shaking, no high fives, no fist bumps)
  - c. Limit in-person meetings and use other means of communications such as Microsoft TEAMS, email and the telephone whenever possible.
- 2.02 Face Coverings. ~~Employees are required to comply with the following:~~
- a. Wear face coverings whenever social distancing may not be possible, including in hallways, restrooms and meeting rooms.<sup>1</sup>
  - b. Face coverings must cover the nose and mouth. A face covering with an exhalation valve should not be used, but are not prohibited, as it allows unfiltered exhaled air to escape to others.
  - c. The City will provide one free reusable facemask to any employee upon request.
  - d. Employees are strongly encouraged, but are not required, to wash cloth facemasks daily by hand or machine using detergent. The mask should be fully dry before using. Employees are encouraged, but are not required, to have several facemasks so they can rotate for washing.
  - e. Employees are prohibited from wearing facemasks that contain words or imagery that would be in violation of the City's Employee Personnel and Procedure Handbook.
- 2.03 Exceptions.
- a. During emergencies, and while employees are engaged in the performance of emergency related job duties, employees are not required to strictly adhere to Sections 2.01 or 2.02
  - b. An employee may request ADA accommodations to Sections 2.01 and 2.02 by contacting the City's ADA Coordinator or speaking to their supervisor or Department Head
  - c. A supervisor or Department Head may waive the requirement of some or all of the requirements under Section 2.01 and/or 2.02 if strict compliance would significantly interfere with the employee's job performance.
- 3.0 PERSONAL HYGIENE POLICIES**. Except in emergencies or when significantly impractical, employees are required to comply with the following personal hygiene policies.
- 3.01 Handwashing. ~~Except in emergencies or when significantly impractical, employees are required to frequently wash their hands with soap and warm water or use hand sanitizer. Employees are responsible for letting their supervisor know when handwashing supplies or hand sanitizer is low~~ Employees must wash their hands or use hand sanitizer, at minimum:
- a. At the beginning of each work day
  - b. Before interacting with other employees or the public where the interaction involves physical contact with the employee or the public
  - c. After touching your face covering
  - d. After using the restroom
  - e. Before and after breaks
  - f. After sneezing, coughing or blowing your nose
  - g. When hands are visibly soiled, and
  - h. Prior to leaving work
- 3.02 Cough and Sneeze Etiquette. To help stop the spread of germs, employees are required to:
- a. Cover mouth and nose with a tissue when coughing or sneezing

<sup>1</sup> Gov. Evers Emergency Order #1, valid through September 28, 2020 (as of August 19, 2020), requires masks be worn indoors even if social distancing is possible whenever two or more people are in the same enclosed space, with certain exceptions. Until the Emergency Order ends or is terminated, the Emergency Order preempts this Policy.

Drafted 8-19-20

- b. Throw used tissues in the trash
- c. If you do not have a tissue, cough or sneeze into your elbow and not your hand

**4.0 CLEANING POLICY. Except in emergencies or when significantly impractical, employees are required to comply with the following personal hygiene policies.**

**4.01** ~~Employees are required to following the following cleaning protocol while at work:~~

- a. Disinfect your high-touch personal spaces, including, but not limited to, phone, keyboard, mouse and desk, on a daily basis
- b. Disinfect meeting rooms, conference rooms, kitchen areas, etc., after each use
- c. Request cleaning supplies from your supervisor when they are low
- d. Perform cleaning tasks as assigned
- e. Use proper disinfecting supplies

**5.0 ILLNESS/EXPOSURE POLICY.**

5.01 Self-Monitoring Requirement. Employees are **required** to self-monitor for symptoms of COVID-19 prior to coming to work and while at work.

5.02 Employee Reporting Requirement. Employees are **required** to report to their supervisor, Department Head or the City Administrator as soon as possible if any of the following occurs:

- a. Employee is diagnosed with or tests positive for COVID-19
- b. Employee becomes aware of a possible exposure to COVID-19
- c. Employee has or develops any of the following symptoms:
 

<ul style="list-style-type: none"> <li>• Fever of 100° F or higher</li> <li>• Unusual cough</li> <li>• Chills</li> <li>• Unusual body aches/pain</li> <li>• Shortness of breath</li> <li>• Chest tightness</li> <li>• Sore throat</li> </ul>	<ul style="list-style-type: none"> <li>• Congestion or runny nose</li> <li>• Unusual headache</li> <li>• Severe fatigue or exhaustion</li> <li>• Loss of sense of smell or taste</li> <li>• Unusual muscle pain</li> <li>• Unusual nausea, vomiting, diarrhea</li> </ul>
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5.03 Symptoms of COVID-19 or Exposure to COVID-19. If an employee reports having any of the above listed symptoms or that the employee was exposed to COVID-19, the employee **may** be ordered by their supervisor, Department Head or the City Administrator to go home/stay home. In this event:

- a. ~~a.~~ The supervisor/Department Head/City Administrator must immediately inform the City Clerk, who will provide the employee with the Federal Emergency Paid Sick Leave Benefit application and FMLA application.
- b. The supervisor/Department Head/City Administrator shall call the City's Health Department<sup>2</sup> to determine whether the employee should remain home and/or get tested for COVID-19.
  - i. If the Health Department says the employee should remain home and/or get tested for COVID-19, or if the Health Department cannot be reached or declines to provide advice:
    1. The employee will be placed on **Temporary Paid Leave** for up to three regular working days<sup>3</sup> unless:
      - a. The employee is able to work remotely or

<sup>2</sup> The Sauk County Health Department, per §11.01, City Code

<sup>3</sup> Based on the employees regular work schedule and at the employee's regular rate of pay.

Drafted 8-19-20

- b. The employee has scheduled vacation leave, in which case the employee shall use his/her vacation time.
    - 2. Except when medically unfeasible, if the employee has not returned to work within three days of being ordered to go home/stay home, the employee is **required** to either be tested for COVID-19 or seek medical care from their health care provider.
      - ii. If the Health Department or the employee's health care provider says the employee does not need to stay home or get tested for COVID-19, the employee will be paid his/her usual rate of pay for when the employee was ordered to go home/stay home, for no more than three regular working days, unless the employee was able to work remotely during the period or the employee used vacation leave.
  - c. Until permitted to return to work and after the three days of Temporary Paid ~~19~~-Leave, has been used (if applicable), ~~at the employee's option~~ the employee may use his/her accrued vacation leave, sick leave, approved Federal Emergency Paid Sick Leave or FMLA, or a combination thereof.
  - d. The employee will not be allowed to return to work until the employee:
    - i. Provides a negative COVID-19 test result,
    - ii. The Department Head/City Administrator and employee agree to modifications of the employee's work environment, which may include, but not be limited to, the employee being required to wear a mask and gloves while working, or
    - iii. The employee receives written medical clearance from a health care provider or the City's Health Department to return to work.
- 5.04 Positive COVID-19 Test/COVID-19 Diagnosis. If an employee reports testing positive for COVID-19, the employee will be **required** to go home/stay home. In this event:
- a. The supervisor/Department Head/City Administrator or designee shall immediately inform the City Clerk, who shall provide the employee with the Federal Emergency Paid Sick Leave Benefit application and FMLA application.
  - b. The employee will not be allowed to return to work until the employee:
    - i. Provides a negative COVID-19 test result,
    - ii. The Department Head/City Administrator and employee agree to modifications of the employee's work environment, which may include, but not be limited to, the employee being required to wear a mask and gloves while working, or
    - iii. The employee receives written medical clearance from a health care provider or the City's Health Department to return to work.
  - c. Until allowed to return to work, the employee, in the employee's option, may use his/her accrued vacation leave, sick leave, approved Federal Emergency Paid Sick Leave or FMLA, or a combination thereof.
- 5.05 Confidentiality. Employees with knowledge of another employee's symptoms, illness, or exposure to COVID-19 are **required** to keep the information confidential except as may be permitted by the City Administrator or as required by law.

## ~~6.0~~ FFCRA – FEDERAL EMERGENCY PAID SICK LEAVE BENEFIT

Drafted 8-19-20

~~6.01 — General Information. Through December 31, 2020, full-time employees will receive up to two weeks (80 hours) of paid sick leave benefits to be used for COVID-19 related absences. Part-time employees will receive a pro-rated paid sick leave benefit based on the number of hours worked on average over a two-week period. The full benefit for which employees are eligible is available for immediate use. Employees are not required to exhaust other forms of paid leave before using this emergency paid sick leave, and this leave is in addition to any paid leave the employee already has. An employee's ability to use emergency paid sick leave for purposes specified in the law will end upon termination of the qualifying event. Paid leave provided under this law does not carry over year to year and unused leave is not paid out.~~

~~6.02 — Application. The application for Federal Emergency Paid Sick Leave is available from the City Clerk. Applications shall be processed in accordance with Federal, State and local regulations and policy.~~

~~6.02 — Eligibility Criteria. This benefit is available to employees if the employee cannot work (in person or remotely) for any of the following reasons:~~

- ~~a. The employee is subject to a federal, state, or local Coronavirus quarantine or isolation order~~
- ~~b. The employee is advised by a health care provider to self-quarantine for COVID-19 concerns~~
- ~~c. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis~~
- ~~d. The employee is caring for an individual who is under a COVID-19 quarantine or isolation order or has been advised by a health care provider to self-quarantine~~
- ~~e. The employee is caring for a child whose school or child care provider has been closed or is unavailable because of COVID-19~~
- ~~f. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.~~

~~6.03 — Health Care Certificate. The City may require the employee to provide a certification from a health care provider confirming the applicable circumstance described above.~~

~~6.04 — Amount of Pay. If approved for emergency paid sick leave and the employee is unable to work remotely, the City will pay the employee the following amounts:~~

- ~~a. If the employee requires leave for reasons 6.02(a), (b), or (c) above, the City will pay the employee his or her regular rate of pay, up to \$511 per day and/or \$5,110 in the aggregate.~~
- ~~b. If the employee require leave for reasons under 6.02(d), (e), or (f) above, the employee will receive two-thirds of his or her regular rate of pay, up to \$200 per day and/or \$2,000 in the aggregate.~~
- ~~c. If the employee does not have a set schedule of hours, paid sick leave is based on the average number of hours the employee was scheduled per day over the six-month period prior to use of the leave.~~

## ~~7.0 — FFCRA — TEMPORARY EXPANSION OF FAMILY & MEDICAL LEAVE~~

~~7.01 — General Information. Through December 31, 2020, FMLA is temporarily expanded to include a qualifying need related to the COVID-19 public health emergency, as declared by federal, state, or local authorities (eFMLA). The conditions to be eligible are:~~

- ~~a. The employee has worked for the City for at least 30 calendar days.~~
- ~~b. The employee has a qualifying need, which is limited to circumstances where the employee cannot work (in person or remotely) because of the employee needs to care for his or her child under age 18 due to a COVID-19 related public health emergency school or child care closing/unavailability.~~

~~7.02 — Application. The application for eFMLA is available from the City Clerk. Applications shall be processed in accordance with Federal, State and local regulations and policy.~~

~~7.03 — Amount of Pay. Pay for the temporary FMLA leave will be as follows:~~

- ~~a. The first 10 days of the leave are unpaid. The Employee may elect to use the Emergency Paid Sick Leave (Section 6.0 above) or any accrued paid leave during this time if available~~
- ~~b. After the first 10 days, the City will pay the employee two-thirds of the employee's regular rate of pay, up to \$200 per day and \$10,000 aggregate.~~

Drafted 8-19-20

~~7.04 Reinstatement. Employees will be entitled to reinstatement to the same or equivalent position once your FMLA leave ends.~~

**86.0 ZERO TOLERANCE HARASSMENT POLICY.** Any employee reasonably suspected of harassing another employee for following any of the required policies contained herein shall be subject to discipline up to and including termination. Allegations of harassment will be investigated and acted on pursuant to the Employee Policy and Procedure Handbook.

DRAFT

Drafted 8-19-20

**City of Baraboo**  
**MATRIX FOR ILLNESS/EXPOSURE/CHILDCARE**

	WHAT MUST THE EMPLOYEE DO/ WHAT HAPPENS NEXT?	WHEN CAN THE EMPLOYEE RETURN TO WORK?
If you receive a <b>positive COVID-19 test result</b> <u>or</u> if you have been <b>advised or ordered to isolate or self-quarantine</b> by a medical care provider for COVID-19 reasons	<ul style="list-style-type: none"> <li>• <b>Do not come to work</b></li> <li>• <b>Inform your supervisor/Department Head/City Administrator immediately</b> <ul style="list-style-type: none"> <li>+ You will be required to stay home pursuant to any isolation/self-quarantine order or advice.</li> <li>+ If you are unable to work remotely and are not out on scheduled vacation, you may use sick leave, vacation leave, Federal Paid Sick Leave or FMLA while ordered/advised by a health care provider to stay home.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide a negative COVID-19 test result, <u>and/or</u></li> <li>• The Department Head/City Administrator and employee agree to possible modifications of the employee's work environment, <u>and/or</u></li> <li>• The employee receives medical clearance from a medical care provider or the City's Health Department to return to work</li> </ul>
If you have <b>symptoms of COVID-19</b> or a possible <b>COVID-19 exposure</b> but have not yet seen your doctor or received the results from a COVID-19 test	<ul style="list-style-type: none"> <li>• <b>Inform your supervisor/Department Head/City Administrator immediately</b></li> <li>• <b>If the City orders you to go home/stay home:</b> <ul style="list-style-type: none"> <li>+ You will be placed on temporary paid leave for up to three days unless you can work remotely or have vacation scheduled.</li> <li>+ You must be tested for COVID-19 or seek medical care within three days of being ordered to go home/stay home unless you are okay'ed to return to work.</li> <li>+ You may use sick leave, vacation leave, Federal Paid Sick Leave or FMLA after the three days if you are not cleared to return to work and if you cannot work remotely and are not on vacation.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide a negative COVID-19 test result, <u>and/or</u></li> <li>• The Department Head/City Administrator and employee agree to possible modifications of the employee's work environment, <u>and/or</u></li> <li>• The employee receives medical clearance from a medical care provider or the City's Health Department to return to work</li> </ul>
If you are home <b>caring for someone</b> who has been diagnosed with COVID-19 or if you are home <b>caring for someone</b> who is waiting for medical care and has symptoms of COVID-19 – you yourself do not have any symptoms and have had no exposure (you have taken safety precautions when caring for the person)	<ul style="list-style-type: none"> <li>• <b>Speak to your supervisor or Brenda Zeman (City Clerk)</b> <ul style="list-style-type: none"> <li>+ You may be eligible for Federal Paid Sick Leave or FMLA while caring for the person.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• If you have no symptoms and have not had an exposure (you have taken safety precautions while caring for the person) there are no restrictions on your returning to work.</li> </ul>
You have to stay home to <b>provide childcare</b> to your child because his/her childcare or school is closed or unavailable due to COVID-19	<ul style="list-style-type: none"> <li>• <b>Speak to your supervisor or Brenda Zeman (City Clerk).</b> <ul style="list-style-type: none"> <li>+ You may be eligible for Federal Paid Sick Leave or extended-FMLA .</li> </ul> </li> </ul>	

RESOLUTION NO.

Dated: August 25, 2020

**The City of Baraboo, Wisconsin**

**Background:** This resolution approves entering into a contract with Parkitecture + Planning, LLC in the amount of \$4,585 for the purposes of completing a Feasibility Study (Phase 1) for a new splash pad in Attridge Park. Funds for phase 1 were not previously budgeted, but would be used from the Kuenzi Estate Recreation Fund which was developed to fund community projects such as this and has funded past projects including the drop slides at the swimming pool, the youth tennis courts at Campbell Park and the gym renovations at the Civic Center.

Bids were received from 3 experienced aquatic architects, with total pricing included (in parenthesis) bid as follows:

Burbach Aquatics	\$2,400-\$4,300	(\$59,570-\$75,382)
MSA Professional Services	\$6,850	(\$68,800-\$73,100)
Parkitecture + Planning	\$4,585	(\$33,805-\$37,505)

The City has contracted with architects from both MSA and Parkitecture + Planning on multiple projects successfully. Staff noted that any of the 3 architects would be an asset to work with. All 3 bid on the exact same specs.

Based on total project cost of all phases, the Commission selected Parkitecture + Planning with a phase 1 cost of \$4,585.

The Parks & Recreation Commission recommended approval of this contract at their August, 2020 regular meeting on a unanimous vote.

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

**Comments:** *This project was not included in the 2020 budget, however in order to submit a 2021 grant (due May 1) a feasibility study needs to be done. The Parks Commission has the ability to use funding from the Kuenzi Estate recreation fund which exists for purposes such as this and does not affect the tax levy.*

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

THAT \$4,585 from the Kuenzi Estate recreation fund be used and a contract entered into with Parkitecture + Planning, LLC to conduct a Feasibility Study for a new splashpad at Attridge Park.

Offered by: Parks and Recreation Commission

Approved: \_\_\_\_\_

Motion:

Second: Attest: \_\_\_\_\_

To: Finance Committee/City Council  
 From: Mike Hardy, Parks, Recreation & Forestry Director  
 Date: August 25, 2020  
 Re: Attridge Park Splash Pad Feasibility Study Contract

The Parks Commission appointed 2 members of the Commission along with 5 residents to sit on the Splash Pad Advisory Adhoc Committee in 2019. That Committee met with neighborhood groups and determined Attridge Park to be the best site for a future splashpad, which is a playground featuring various water fountains and sprayers, but has no standing water.

The next step to determine if the site is suitable for a splashpad, and to develop plans and cost estimates for the construction and annual maintenance of a splashpad. This information is needed to write grants and approach donors to fund construction activities.

The Commission reviewed proposals from qualified architects for phase 1 of the Splash Pad Feasibility Study at their August 10, 2020 meeting. Three very experienced bidders submitted proposals as follows:

Burbach Aquatics (Platteville, WI)	\$2,400-\$4,300
MSA Professional Services (Baraboo, WI)	\$6,850
Parkitecture + Planning (Madison, WI)	\$4,585

Burbach included a requirement that if they were awarded a contract for phase 1, they would be contracted for future phases in the design and construction of the Splash Pad project as well. Staff asked all 3 bidders for costs of the entire project should funding become available. Results were as follows:

Burbach Aquatics (Platteville, WI)	\$59,570-\$75,382
MSA Professional Services (Baraboo, WI)	\$68,800-\$73,100
Parkitecture + Planning (Madison, WI)	\$33,805-\$37,505

After lengthy discussion, the Commission eliminated Burbach as they wanted to either contract with local or contract with cost savings for the entire project. Both MSA and Parkitecture staff have considerable experience designing splashpads. The City has had past experience working with staff from both firms in City projects with successful outcomes. All 3 bidders bid on the exact same specs.

Final recommendation from Parks Commission was to award the bid to Parkitecture + Planning for phase 1 of the project at the amount of \$4,585 using money from the Kuenzi Estate recreation fund segregated account. If approved, phase 1 would be completed this fall. Future phases would be considered as funding became available with expectations that grants and donations will drive the success of the project.



American Society of  
Landscape Architects

## STANDARD SHORT FORM CONTRACT FOR PROFESSIONAL SERVICES BETWEEN LANDSCAPE ARCHITECT AND CLIENT

### Preliminary Provisions

#### Date

This Agreement is made as of August 25, 2020, between the Client and Landscape Architect for the Landscape Architectural Services as provided herein.

#### Client

City of Baraboo

NAME

124 2nd Street, Baraboo, WI 53913

ADDRESS / CITY / STATE / ZIP

#### Owner

RELATIONSHIP TO PROJECT OWNER

#### Landscape Architect

Parkitecture + Planning, LLC.

NAME

ENTITY

SOLE PROPRIETOR  PARTNERSHIP  CORPORATION  LIMITED LIABILITY COMPANY

901 Deming Way, Suite 102

ADDRESS / CITY / STATE / ZIP

Blake Theisen

CONTACT INFORMATION

#### Project

*(general description of Project: name, purpose, baseline information)*

The project shall consist of an opportunity analysis for the existing Sunset Beach aquatic facility (supplemental recreation amenities), conceptual design and budget preparation for a new splashpad, playscape, and other associated site amenities to be located within the existing park area.

#### Compensation

Compensation for the Scope of Services performed under this Agreement shall be the Stipulated sum of \$ 4,585 - Task 1 plus Reimbursable Expenses.



# American Society of Landscape Architects

## **Article 1 Landscape Architectural Services**

### **1.1 Standard of Care**

The Landscape Architectural Services shall be performed with care and diligence in accordance with the professional standards applicable at the time and in the location of the Project and appropriate for a project of the nature and scope of this Project.

### **1.2 Scope of Services**

Landscape Architectural Services to be provided under this Agreement are:

See Exhibit A for Task descriptions and supplemental service/fee authorizations.

### **1.3 Supplemental Services**

Supplemental Services are in addition to the basic Scope of Services and, when requested in writing by the Client, shall entitle the Landscape Architect to additional compensation beyond the Compensation stated above. Supplemental Services under this Agreement expressly include but are not limited to:

Should the City elect to proceed with the remaining tasks as outlined in the RFP and proposal, approval from the OWNER shall be granted as a supplemental service and this agreement amended accordingly.

### **1.4 Changes to Approved Services**

Revisions to drawings or other documents shall constitute Supplemental Services when made necessary because of Client-requested changes to previously approved drawings or other documents, or because of Client changes to previous Project budget parameters or Project requirements.

### **1.5 Schedule of Performance**

The Client's signature on this Agreement shall be the basis for the Landscape Architect to begin providing services for the Project. The Landscape Architect shall perform the services as expeditiously as is consistent with the standard of care described in section 1.1, above.



# American Society of Landscape Architects

## **Article 2 Client's Responsibilities**

### **2.1 Information**

The Client shall provide data about the site and other information on which the design is to be based as well as Client's budget parameters for the Project. The Landscape Architect shall be entitled to rely on the accuracy and completeness of information provided by the Client.

### **2.2 Budget**

The Landscape Architect shall reasonably strive to propose designs and prepare documents consistent with the Client's budget parameters. If provided by the Landscape Architect as a part of the Scope of Services, opinions of probable construction costs are based on the Landscape Architect's familiarity with the landscape construction industry and are provided only to assist the Client's budget planning. Such opinions shall not be construed to provide a guarantee or warranty that the actual construction costs will be within the Project budget parameters at the time construction bids are solicited or construction contracts negotiated.

### **2.3 Approvals**

The Client's decisions, approvals, reviews, and responses shall be communicated to the Landscape Architect in a timely manner so as not to delay the performance of the Landscape Architectural Services.

### **2.4 Project Permit and Review Fees**

The Client shall pay all fees required to secure jurisdictional approvals for the Project.

## **Article 3 Ownership of Documents**

The Landscape Architect shall be deemed the author and owner of all documents and deliverables developed pursuant to this Agreement and provided to the Client by the Landscape Architect (collectively, the "Design Materials"). Subject to payment by the Client of all fees and Reimbursable Expenses owed to the Landscape Architect, the Landscape Architect grants to the Client an irrevocable, non-exclusive license to reproduce the Design Materials solely for the construction of the Project and for information and reference with respect to the use of the Project.

## **Article 4 Landscape Architect Compensation**



## American Society of Landscape Architects

**4.1** Compensation for the Landscape Architectural Services performed under this Agreement shall be as indicated in the Preliminary Provisions plus Reimbursable Expenses as defined below. Supplemental Services, when requested in writing by the Client, shall require additional compensation to be determined on an hourly basis or on the basis of a negotiated fee.

**4.2** Reimbursable Expenses are expenditures made by the Landscape Architect, its employees, and consultants in the interest of the Project plus an administrative fee of 0.5%. Reimbursable Expenses include but are not limited to travel expenses, costs of reproduction of documents, postage, services of professional consultants which cannot be quantified at the time of contracting, and other, similar, direct Project-related expenditures.

**4.3** Monthly payments to the Landscape Architect shall be based on (1) the percentage of the Scope of Services completed, and shall include payments for (2) Supplemental Services performed, and (3) Reimbursable Expenses incurred.

**4.4** Payments are due and payable 30 days from the date of the Landscape Architect's invoice. Invoiced amounts unpaid 45 days after the invoice date shall be deemed overdue and shall accrue 1.0 % simple interest per month. At the Landscape Architect's option, overdue payments may be grounds for termination or suspension of services.

**4.5** If through no fault of the Landscape Architect, the Scope of Services to be provided under this Agreement has not been completed within 12 months \_\_\_\_\_ (*indicate calendar days or months*) of the initial notice to proceed, the compensation for services rendered after that time period shall be equitably adjusted.

### **Article 5 Indemnification**

Client and Landscape Architect each agree to indemnify and hold harmless the other, and their respective officers, employees and representatives, from and against liability for losses, damages, and expenses, including reasonable attorney's fees, to the extent such losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event losses, damages, or expenses are caused by the joint or concurrent negligence of Client and Landscape Architect, they shall be borne by each party in proportion to its negligence.

### **Article 6 Dispute Resolution**

**6.1** If a dispute arises out of or relates to this Agreement, the parties shall endeavor to resolve their differences first through direct discussions. If the dispute has not been settled within 14 days of the initial discussions, the parties shall submit the dispute to mediation, the cost of which shall be shared equally by the parties.



## American Society of Landscape Architects

**6.2** Nothing in these provisions shall limit rights or remedies not expressly waived under applicable lien laws.

### Article 7 Termination

This Agreement may be terminated by either party on seven (7) days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, provided the defaulting party has not cured or in good faith diligently commenced to cure the breach during the 7-day notice period.

### Article 8 Other Terms and Conditions

#### 8.1 Assignment

Neither party shall assign their interest in this Agreement without the express written consent of the other, except as to the assignment of proceeds.

#### 8.2 Governing Law

The law in effect at the Landscape Architect's principal place of business shall govern this Agreement.

#### 8.3 Complete Agreement

This Agreement represents the entire understanding between the Client and the Landscape Architect and supersedes all prior negotiations, representations, or agreements, whether written or oral with respect to its subject matter. The person(s) signing this Agreement on behalf of the parties hereby individually warrant that they have full legal power to execute this Agreement on behalf of the respective parties and to bind and obligate the parties with respect to all provisions contained herein. This Agreement may be amended only in a writing signed by both the Client and the Landscape Architect.

*Landscape Architect*

---

8/25/2020

Date

*Client*

---

8/25/2020

Date



Incident Responses	July 2020	Year to Date 2019	Totals 2019	Year to Date 2020	Percentage Increase/Decrease
Fire, Other	0	0	0	0	
Building Fire	3	10	12	10	32 Fire 13.39%
Fuel burner/boiler malfunction, fire confined	0	0	0	1	68 Rescue 28.45%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	9 Haz Mat 3.77%
Fire in Structures other than Building	0	0	0	0	40 Alarm 16.74%
Cooking Fire	1	4	8	3	77 Other 32.22%
Chimney Fire	0	0	0	0	13 Mutual Aid 5.44%
Vehicle Fire	1	5	8	5	
Wildland Fire	1	5	5	5	
Trash or Rubbish Fire Contained	0	0	0	1	
Outside Rubbish, Trash or Waste Fire	0	0	0	0	33 Fire 8.97%
Dumpster or other Trash Receptacle Fire	3	0	0	4	108 Rescue 29.35%
Outside Storage Fire	0	0	0	0	21 Haz Mat 5.71%
Outside Equipment Fire	0	0	0	2	62 Alarm 16.85%
Outside Gas or Vapor Combustion Explosion	0	0	0	0	131 Other 35.60%
Overpressure rupture of steam boiler	0	0	0	1	13 Mutual Aid 3.53%
Medical Assist	11	9	35	29	
Vehicle Crash	6	30	55	26	
Motor vehicle/pedestrian crash	0	1	1	2	
Search for Person on Land	2	1	1	2	
Extrication of Victim(s) from Building/Structure	0	0	0	1	
Extrication from Vehicles	1	4	7	1	
Extrication, Other	0	0	0	0	
Elevator Rescue	0	1	3	1	
Water/Ice Rescue	3	0	3	5	
High Angle Rescue	1	0	3	1	
Hazardous Material	0	6	16	6	
Carbon Monoxide Incident	0	3	5	3	
Hazardous Call, Other	4	17	24	10	
Vehicle Accident - General Cleanup	1	8	10	3	
Animal Rescue	0	0	0	1	
Water Problem, Other	0	1	1	0	
Smoke or Odor Removal	0	2	2	2	
Sevice Call, Other	0	3	3	0	
Lock-out	0	0	0	0	
Assist Police	1	9	14	6	
Public Service	5	8	8	6	
Unauthorized Burning	0	3	4	8	
Authorized Burning	0	3	4	1	
Good Intent Call	0	13	23	0	
Dispatched/Cancelled	5	25	35	22	
HazMat release investigation w/no HazMat	0	0	0	5	
No Incident found on arrival at dispatch address	3	0	0	9	
Wrong Location	0	0	0	0	
Smoke Scare, Odor of Smoke	1	0	1	3	
Steam, Vapor, Fog or Dust thought to be Smoke	0	0	0	1	
Malicious Alarm	0	2	2	1	
Bomb Threat	0	0	0	0	
Alarm	5	28	42	26	
Carbon Monoxide Alarm	0	10	18	13	
Lightning Strike	0	2	2	0	
Severe Weather Standby	0	0	0	0	
Mutual Aid - City	0	6	9	3	
Mutual Aid - Rural	1	3	4	4	
Automatic Mutual Aid	0	0	0	2	
Mutual Aid Bx Alarms System (MABAS)	0	0	0	4	
<b>Totals</b>	<b>59</b>	<b>222</b>	<b>368</b>	<b>239</b>	<b>7.66%</b>

**Fire Department Membership**

Total Members	33
Military Leave	1
<b>Net Members</b>	<b>32</b>

**7.66%**  
**Exposure Fires**  
**Total Incidents**

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	35	59.32%	148	61.92%
Village of West Baraboo	4	6.78%	23	9.62%
Town of Baraboo	14	23.73%	33	13.81%
Town of Fairfield	3	5.08%	8	3.35%
Town of Greenfield	2	3.39%	13	5.44%
Town of Sumpter	0	0.00%	1	0.42%
Mutual Aid - City	0	0.00%	3	1.26%
Mutual Aid - Rural	1	1.69%	4	1.67%
Automatic Mutual Aid	0	0.00%	2	0.84%
Mutual Aid Bx Alarms System (MABAS)	0	0.00%	4	1.67%
<b>Totals</b>	<b>59</b>	<b>100.00%</b>	<b>239</b>	<b>100.00%</b>

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

<b>Fire Inspections</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec</b>
City of Baraboo	78	135	92	7	113	212	73					
Village of West Baraboo	117	13	1	0	2	4	68					
Town of Baraboo	1	1	0	1	23	8	4					
Town of Fairfield	2	2	0	0	3	3	1					
Town of Greenfield	0	0	0	0	1	4	1					
Town of Sumpter	0	0	0	0	1	0	0					
<b>Totals</b>	<b>198</b>	<b>151</b>	<b>93</b>	<b>8</b>	<b>143</b>	<b>231</b>	<b>147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
								<b>Total Inspections Year to Date</b>				<b>971</b>

<b>Fire Prevention Education - Current Month</b>	<b>Number of Activities</b>	<b>Number of Adults</b>	<b>Number of Children</b>	<b>Total Participants</b>	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	1	2	2	4	
Fire Safety House Training	0	0	0	0	
Other (Open House)	0	0	0	0	
Public CPR Class	0	0	0	0	
<b>Grand Totals</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>	
			<b>Total Fire Safety Contacts Year to Date</b>		<b>42</b>

	<b>Number of Smoke Alarms</b>	<b>Number of CO Alarms</b>	<b>Total</b>
<b>Install Smoke and Carbon Monoxide Alarms</b>	0	0	0

**6 Year to Date Total**

**REPORT OF BUILDING INSPECTION**  
**Construction, Plumbing, Electrical, HVAC, Commercial**  
**JULY**

PERMIT TYPE	2019						2020					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	1	\$0.00	\$960,000.00	\$0.00	\$2,806.06	1	1	\$325,000.00	\$325,000.00	\$1,483.46	\$1,483.46
Commercial Addition	0	2	\$0.00	\$122,000.00	\$0.00	\$786.20	0	3	\$0.00	\$42,824,000.00	\$0.00	\$35,177.46
Commercial, Alterations	2	19	\$1,186,829.00	\$1,997,131.00	\$2,695.68	\$8,140.92	0	14	\$0.00	\$550,000.00	\$0.00	\$5,978.64
Commercial, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, New SF	0	3	\$0.00	\$861,000.00	\$0.00	\$2,991.22	0	2	\$0.00	\$594,000.00	\$0.00	\$1,918.79
Residential, New Duplex	0	1	\$0.00	\$250,000.00	\$0.00	\$1,096.30	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, Additions	1	4	\$50,000.00	\$147,750.00	\$100.00	\$477.97	0	3	\$0.00	\$44,680.00	\$0.00	\$300.00
Residential Remodel	7	34	\$73,400.00	\$494,908.00	\$577.50	\$3,198.67	4	35	\$46,277.00	\$713,390.00	\$373.00	\$3,980.47
Residential, Accessory Razing	0	1	\$0.00	\$0.00	\$0.00	\$30.00	0	1	\$0.00	\$0.00	\$0.00	\$150.00
Residential Dwelling Razing	0	1	\$0.00	\$0.00	\$0.00	\$30.00	1	1	\$0.00	\$0.00	\$30.00	\$30.00
Roofing/Siding/Windows	14	111	\$129,500.00	\$1,421,703.00	\$804.00	\$8,188.00	11	56	\$65,781.00	\$455,977.00	\$462.00	\$2,991.00
Garage/Sheds/Deck/Fence	8	39	\$53,942.00	\$215,542.00	\$540.00	\$2,715.00	17	83	\$65,558.00	\$427,200.00	\$1,080.00	\$5,265.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	1	1	\$5,000.00	\$5,000.00	\$60.00	\$60.00	0	3	\$0.00	\$10,546.00	\$0.00	\$180.00
Electrical Only	3	26	\$13,525.00	\$63,769.00	\$260.00	\$628.00	12	41	\$178,609.00	\$312,668.00	\$880.00	\$3,135.00
HVAC Only	2	3	\$25,000.00	\$30,700.00	\$120.00	\$180.00	1	2	\$6,600.00	\$11,569.00	\$60.00	\$220.00
Sign Permits	4	15	\$9,300.00	\$25,800.00	\$360.00	\$1,170.00	3	9	\$11,400.00	\$21,800.00	\$240.00	\$540.00
Misc. Permits	2	5	\$7,500.00	\$27,500.00	\$90.00	\$360.00	1	9	\$700.00	\$141,850.00	\$120.00	\$600.00
<b>TOTALS</b>	<b>44</b>	<b>266</b>	<b>\$1,553,996.00</b>	<b>\$6,622,803.00</b>	<b>\$5,607.18</b>	<b>\$32,858.34</b>	<b>51</b>	<b>263</b>	<b>\$699,925.00</b>	<b>\$46,432,680.00</b>	<b>\$4,728.46</b>	<b>\$61,949.82</b>

Treasurer's Report

30 of 50

Bank Balance			Bank																		Grand Total		
BANK INVESTMENTS	Type	Fund	Account	Term	Maturity	Rate	BSB	LGIP	WF	CFB	SUM	BWD	PDS	FBB	PVL	CLARE	WCCU	ICB	CCF	BMO	SCHWAB	Grand Total	
Alma Waite Account	NOW account	820	104502957	Daily		0.49%	16,618.81	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	16,618.81
Alma Waite Trust Fund	Cert of Deposit	820	6275826	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	160,000.00	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	105,000.00
			54962-27444	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	104,039.79	0.00	0.00	0.00	0.00	0.00	104,039.79
			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	110,000.00	0.00	0.00	110,000.00
			14890100-102	21 months	1/23/21	2.80%	0.00	0.00	0.00	0.00	149,863.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149,863.50
			40032553	30 months	10/16/20	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	116,181.50	0.00	0.00	116,181.50
			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	135,000.00
	Investment Pool	820	856206-3	Daily		0.14%	0.00	38,684.83	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	38,684.83
	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	250,000.00	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	10.00
CDA-Loan Accounts	(blank)	983	(blank)	(blank)			732,562.21	170,060.15	0.00	55,806.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	958,428.71
Fire Benefit Fund	Investment	900	12696102	Daily		0.05%	0.00	0.00	0.00	0.00	650.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.50
	Cert of Deposit	900	6900470891	11 months	5/1/21	1.10%	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	80,000.00	0.00	0.00	80,000.00
	Investment Pool	900	856206-4	Daily		0.14%	0.00	18,852.83	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	18,852.83
Fire Equipment Fund	Cert of Deposit	420	30087	36 months	3/28/21	2.47%	0.00	0.00	0.00	157,558.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157,558.93
			14890100-104	27 months	3/20/21	2.97%	0.00	0.00	0.00	0.00	135,580.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135,580.15
			14890100-103	21 months	1/23/21	2.80%	0.00	0.00	0.00	0.00	153,772.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,772.02
			14890100-107	25 months	10/14/21	2.33%	0.00	0.00	0.00	0.00	40,723.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,723.34
			1406300	8 months	11/27/20	1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00
	Deposit Placeme	420	10090686	Daily		0.85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	275,271.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	275,271.70
	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
Friends of the Library	Savings	940	103035891	Daily		0.10%	23,380.95	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	23,380.95
General Cash Account	Checking / NOW	100	1000306/9830	Daily		0.4%/49	641,065.98	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	641,065.98
	Deposit Placeme	100	101066015	Daily		0.49%	0.01	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	0.01
General Fund	Money Market	100	908-640	Daily		0.10%	0.00	0.00	103,803.62	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	103,803.62
			86190136	Daily		0.30%	0.00	0.00	0.00	758,459.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	758,459.86
			163563	Daily		1.00%	0.00	0.00	0.00	0.00	242,720.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242,720.95
			7481010	Daily		0.05%	0.00	0.00	0.00	0.00	0.00	0.00	106,522.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,522.84
			471582	Daily		0.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	253,721.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	253,721.38
			10080968	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	410,348.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	410,348.22
			525450	Daily		0.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107,146.71	0.00	0.00	0.00	0.00	0.00	0.00	107,146.71
			54962-07	Daily		0.55%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201,016.66	0.00	0.00	0.00	0.00	0.00	201,016.66
			5031443	Daily		0.50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	321,921.72	0.00	0.00	0.00	0.00	321,921.72
			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	611,570.49	0.00	0.00	0.00	0.00	611,570.49
			2061232	Daily		0.10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104,909.24	0.00	0.00	0.00	104,909.24
	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	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	150,000.00
			14890100-100	27 months	5/25/21	2.97%	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	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	0.00	0.00	0.00	0.00
			1386300	14 months	10/21/20	2.31%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
			1805166	12 months	12/11/20	1.85%	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
			7758001399	11 months	6/16/21	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	150,000.00	0.00	0.00	150,000.00
			107070345	28 months	6/25/22	1.95%	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	0.00	0.00	150,000.00
			54962-108	12 months	4/20/21	1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00
			3873149	24 months	12/11/21	1.95%	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	150,000.00
			6387519	12 months	7/29/21	0.65%	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	150,000.00
	Investment Pool	100	856206-1	Daily		0.14%	0.00	935,289.78	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	935,289.78
	Deposit Placeme	100	10479111271	Daily																			

**TREASURER'S INVESTMENT TRANSACTION REPORT**

Jul-20

		<b>Average Rate of Return on Current Deposits:</b>			<b>Benchmarks:</b>	
			Avg Term			
<b>Total Receipts:</b>	1,372,398.25	General Funds:	6.6 M	0.97%	LGIP	0.14%
		Utility Funds:	13.2 M	0.92%		
<b>Total Disbursements:</b>	1,641,739.00	Segregated Funds:	21.3 M	1.50%	90-day T-bill:	0.10%
		Securities w/Dana	3.76 years	1.66%		
		All Funds:	11.1 M	1.06%	6M CD:	0.43%
			Liquid:	62%	12M CD:	0.50%
			Term:	38%	18M CD:	0.58%

**Policy Objectives:**

- Safety:     ▪ \$3,300,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity:   ▪ Liquidity is rising as CD rates are not very strong.
- Yield:        ▪ CD rates are extremely low while getting through the pandemic. SBA securities have dropped drastically too.

**TRANSACTIONS**

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Renew	CD	General Fund	BMO	7758001399		6 month	7/16/2020	1.65%	150,000.00	Pd to MM
							11 months	6/16/2021	0.60%	150,000.00	Pd to MM
	Comments:										
(2)	Renew	CD	Kuenzi	ICB	6264646		24 months	7/22/2020	2.65%	11,000.00	Reinvested
				ICB	6387527		12 months	7/29/2021	0.65%	11,597.78	Reinvested
	Comments:										
(3)	Renew	CD	General	ICB	6375642		13 months	7/29/2020	2.35%	150,000.00	Pd to MM
				ICB	6387519		12 months	7/29/2021	0.65%	150,000.00	Pd to MM
	Comments:										

**INVESTMENT ADVISOR TRANSACTIONS**

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
(1)	BUY	SBA	510507	105.9688	NR	Adjustable rate (quarterly)	2.85 years 8% Prepay	10/25/2026	1.24 %/ 1.24%	\$165,296.17	Monthly
	Comments: Monthly principal payments										

**Members Present:** Petty, Sloan, Kent

**Absent:**

**Others Present:** Mayor Palm, Adm. Geick, Atty. Truman, C. Haggard, M. Hardy

**Call to Order** –Ald. Petty called the meeting to order at 6:00p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of July 28, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$681,009.41**. Motion carried unanimously.
- b) **Baraboo Transit Rates** – C. Haggard noted that a request has been received to review the current taxi rates with the possibility of adding a “Student” fare. The children (ages 3-12) classification will be eliminated and replaced with a “Youth/Student” (youth ages 3-12 and students of any age with a valid student ID) fare, to be set at \$3.00. Moved by Sloan, seconded by Kent to recommend to Council for action. Motion carried unanimously.
- c) **Civic Center Rent** – M. Hardy explained that a request was made by Stage III Theater to waive April and May Civic Center rent due to building closure from COVID-19 restrictions. The Park & Rec Commission has reviewed this request and recommended waiving two months of rent, or \$720.66. They are estimating about \$5,000 short in daily rental revenues. As of now, they are estimating at \$5,000-\$7,000 short in the Civic Center revenues. Ald. Sloan asked if the current lease with Stage III Theater includes any language regarding building closure and it was noted that after review by the City Attorney, there is nothing in the current lease that states we have to give any refund; however, its standard practice to issue refunds when there is not access to the building. Moved by Sloan, seconded by Kent to recommend to Council for action. Motion carried unanimously.
- d) **Sale of Property** – Adm. Geick stated that this 2.1 acres on Lake Street is the last piece of industrial property the City had created in an old industrial TID. This TID has long since been closed. Driftless Glen plans to build storage building(s) and has offered us \$5,000 per acre, or a total purchasing price of \$10,500. Moved by Sloan, seconded by Kent to recommend to Council for action. Motion carried unanimously.
- e) **Employee COVID-19 Policy** – Adm. Geick recommends that this item be postponed because the department heads have not yet reviewed this policy. There may be some recommendations made and this policy will be brought back before the Committee at the next meeting.

### **Presentations**

- Andrea Jansen from Baker Tilly Virchow Krause, LLP presented the City’s 2019 Audit Report.
- Cynthia Haggard, Finance Director presented the 2021 Budget Planning reviewing 2021 Debt, Levy, Revenue Forecast, Positions and Wage Projections, Council Priorities and Capital Planning.

### **Information Items**

- Attorney Insurance Claims Report:
  - Denial of claim submitted by K. Dervetski for damage to motor vehicle.

**Adjournment** – Moved by Sloan, seconded by Kent and carried to adjourn.  
Brenda Zeman, City Clerk

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow  
Absent: None  
Also Present: Mayor Palm, Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Clerk, Brenda Zeman; and City Attorney, Emily Truman.  
Citizen Present: Geri Pettersen and her daughter

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Motion by Kierzek to approve the minutes of June 1, 2020 and June 18, 2020, seconded by Thurow and unanimously carried.

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

Review and possible recommendation to Council to update Section 12.01(6) of the City Code regarding the expiration date for licenses and permits.

City Attorney Truman stated that the change was simply changing the expiration date from December 30<sup>th</sup> to December 31<sup>st</sup>.

Motion to recommend to Council to update Section 12.01(6) of the City Code regarding the expiration date for licenses and permits by Thurow, seconded by Kierzek and unanimously carried.

Review and possible recommendation to Council to adopt a new Chapter in the City Code dedicated to ordinances regulating animals, and to instruct the City Attorney to:

- Update the Municipal Code to include the new Chapter
- Make the corresponding updates to §25.10, "Bond Schedule for Ordinance Violations,"
- Change all of the ordinances moved in their entirety to the proposed new Chapter to "Reserved," for future Code use, with the exception of §§12.08A and 12.13(M) which can be removed in their entirety, and
- Update all cross-references located throughout the Code (e.g., §§ 10.03(6) and 10.05(10), the City's Official Fee Schedule, etc.)

Motion to recommend to Council to adopt a new Chapter in the City Code dedicated to ordinances regulating animals, and to instruct the City Attorney to update the Municipal Code to include the new Chapter, to make the corresponding updates to §25.10, "Bond Schedule for Ordinance Violations," to change all of the ordinances moved in their entirety to the proposed new Chapter to "Reserved," for future code use, with the exception of §§12.08A and 12.13(M) which can be removed in their entirety, and to update all cross-references located throughout the Code (e.g., §§10.03(6) and 10.05(10), the City's Official Fee Schedule, etc. by Thurow, seconded by Kierzek and unanimously carried.

Review and possible recommendation to Council to amend Section 1.30, "Baraboo District Ambulance Commission" of the City Code by combining and consolidating Chapter 28, "Baraboo District Ambulance Commission" into that Section.

Motion to recommend to Council to amended Section 1.30, "Baraboo District Ambulance Commission" of the City Code by combining and consolidating Chapter 28, "Baraboo District Ambulance Commission" into that Section by Kierzek, seconded by Thurow and unanimously carried.

Consider application for keeping chickens for Michael Lutz @ 418 10<sup>th</sup> Street

Ellington referenced a letter from Lutz requesting a waiver for the placement of the coop. The waiver was received after the agenda was posted. A copy of the letter is included in the minutes of the meeting (Exhibit A)

Kierzek brought up a section in the Code that addresses the max size of a coop per chicken. Since there was an issue with the number of chickens and the size of the coop, the application was postponed.

Motion to postpone consideration of application for keeping chickens for Michael Lutz @ 418 10<sup>th</sup> Street to the August 3<sup>rd</sup> meeting by Thurow, seconded by Kierzek and unanimously carried.

Ellington mentioned that a letter was received from Dave Mowers, Pettersen's neighbor, sharing past experiences. The letter came after the agenda was posted. A copy of the letter is included in the minutes of the meeting (Exhibit B).

Motion to approve and move on to Council the request for Pettersen's Excessive Household Animals (4 dogs) by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, August 3, 2020 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:36AM CST.

Respectfully submitted,  
Cynthia Haggard, Finance Director

July 2, 2020

Dear Members of the Baraboo City Council,

We are writing in regards to the location of our chicken coop on **418 10th Street**.

The location we are proposing is to the north of our garden and adjacent to our neighbor's garage (see photo below).



This "garden" location seems most ideal for all, as it is tucked away and out of sight of all three adjacent neighbors. We understand that our neighbor to our south (across the alley) was concerned about the chickens causing her dog to get overly excited. The garden location would help alleviate these concerns. (See next photo).

Our alternate, less preferred location is near our large silver maple, in the middle of our yard (see right). This "tree" location would be in sight of our southern neighbor with the dog, as well as the neighbors to our west. This is also an almost 100 year old tree that will likely need to be taken down in the near future, which will leave little shade for the chickens.



Below are signatures from our neighbors to the East, who own the garage in the first photo, and are agreeable to this location near the garden and garage.

Michael and Aimee Lutz,

Joe and Claudia Bavlnka,

115 6<sup>th</sup> Ave.  
Baraboo, WI 53913  
July 1, 2020

Administrative Committee  
City of Baraboo  
101 South Boulevard  
Baraboo, WI 53913  
VIA E-MAIL

Re: Excessive Household Animals Request from 719 Oak Street

To whom it may concern:

We are writing to you today in response to a notice we received today about the request from Mrs. Geri Pettersen before your body on the Monday, July 6 agenda. While we ultimately support Mrs. Pettersen's request for an exemption, we felt it was important to share our experience regarding her family's dogs with you.

We purchased our home at 115 6<sup>th</sup> Avenue in March 2017, moving here so that Dave could work at Trinity Episcopal Church, which sits kitty-corner across the street from Mr. and Mrs. Pettersen's home. Dave goes back and forth to the church multiple times daily, each time walking past the Pettersen property. When we moved in, Mr. and Mrs. Pettersen had two dogs, and these dogs would bark at any person who would pass by on the sidewalk, often jumping along their side of the fence as someone walked by. In September that year, those two dogs sired a litter of approximately 10 puppies. At the time, Mrs. Pettersen offered one of the puppies to our family (we declined) but told us that their family's intention was to give all of the puppies to other homes. However, two of the puppies remained at their home, so for the last two and a half years, there have been four dogs living in Mr. and Mrs. Pettersen's home.

As Dave would walk by going back and forth to work, the two additional dogs quickly took up the behavior of their parents, barking, snarling and jumping at him and at every other person passing by while they were in the yard. After our third child was born in December 2018, the four dogs would occasionally bark loud enough to wake him from sleeping (his bedroom faces the Pettersen property). To this day, the dogs essentially bark continuously whenever anyone is visible to them. So if the dogs are outside and we are standing on our front porch, going from our front door to our cars parked on the street, or standing outside in our yard, the dogs will bark until we leave or until they are brought into the house. We have on a number of occasions thought about setting up chairs on our front porch or in our front yard to allow our children to play on the sidewalk with good supervision, but the presence of the dogs so close by has limited our ability to use our property in that way.

Additionally, there is a neighbor to the south of the Pettersens who occasionally opens his window and yells because of the noise the dogs are making. This is, of course, in no way the fault of the Pettersens, as this gentleman's responses are solely his responsibility, but we have changed our behavior at times because we have been nervous about walking by the Pettersen property, causing the dogs to bark, and then having the gentleman yell (sometimes vulgar, profane things) in the presence of our children.

As we stated at the beginning, notwithstanding these concerns, we support Mrs. Pettersen's request to retain these dogs. We know that animals become part of our families. That is why we resolved, even though we knew that having four dogs was contrary to city ordinance, and even though these dogs are annoying to us, that we would never contact the city to report the violation of the animal ordinance. However, since these proceedings have started independently of us, we felt it was important to share our experience. Our hoped-for outcome in this case would be for the Pettersens to work with their dogs to help them to bark less, and be less intrusive to people who are passing by their property, and to have this exemption approved with that condition in place.

Please let us know if further details or information would be helpful.

Sincerely yours,

The Rev. Dave and Elizabeth Mowers

**The Rev. Dave Mowers**  
**Rector**

Trinity Episcopal Church  
111 Sixth St.  
Baraboo, WI 53913

St. John the Baptist Episcopal Church  
211 W. Pleasant St.  
Portage, WI 53901

Baraboo Area Homeless Shelter  
President, Board of Directors

**Meeting Minutes**

**July 9, 2020**

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

Vice-Chair Jim Bowers called the meeting to order at 5:30 PM in Room 12, Baraboo Civic Center, Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

**II. Roll Call of Membership**

Present: Bowers, Johnson, Palm, Ryan, White

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

Other: Patrick Cannon

At 5:40 PM, the Vice Chair excused the members present and the meeting was not conducted due to lack of quorum.

Jim Bowers  
Vice-Chairperson

Patrick Cannon  
Recorder

Baraboo District Ambulance Commission  
AD HOC Transition Committee  
June 18<sup>th</sup>, 2020 Virtual Meeting  
APPROVED Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow, Joel Petty

Others Present: None

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on June 18<sup>th</sup>, 2020 at 9:05 am, Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Joel Petty, 2<sup>nd</sup> by Tim Stieve to adopt agenda with one change to item 3. to approve minutes of **May 19<sup>th</sup>, 2020** meeting. Motion carried.
- 3) Approve Minutes of May 19<sup>th</sup>, 2020 meeting: Motion by Tim Stieve, 2<sup>nd</sup> by Caleb Johnson to approve the minutes of the May 19<sup>th</sup>, 2020 committee meeting. Motion carried.
- 4) Public Invited to speak: Steve Woodstock was asked to provide the following comments from BDAS Employees: What is the Chain of Command for contacting Transition Committee, can staff get regular updates from the Transition Committee, can messages be sent on what happened at each transition committee meeting and questions as to what the role of the one person still working in billing is and who are they reporting to.
- 5) Old Business
  - a) Review and possible action on Staff Performance Appraisals – Betsy reviewed the performance appraisals sent. Discussion followed and there were a few minor changes additions suggested such as having multiple raters on Management Positions. Motion was made by Tim Stieve to approve the appraisals with the changes suggested and forward them to the full Commission for Commission approval, 2<sup>nd</sup> by Troy Snow. Motion carried.
  - b) Update on conversion to AMB Billing Service – Troy noted it is going well with AMB just a bit slow but he expected that but it also means there still could be a cash flow issue. It is a small sample size but happy with the services thus far. There has been no response from Camp Douglas regarding the billing for them ending as of June 13<sup>th</sup>.
  - c) Review of cost comparison on utilizing the vacant Space in the Old City Hall – Caleb noted that he and Tim had met with Sauk County MIS to get some Options on IT if BDAS were to move into the old City hall. Sauk County MIS still working on those options. Joel Petty noted the discussion at City Council was favorable to utilizing the space and possible costs savings. Tim noted still a work in progress.
  - d) Update on BDAS Legal Services – Robin Meier noted we have already exceeded 2020 budget on legal services. Troy Snow was concerned that maybe this seemed to be a higher priority but seems not to be as much now. Robin noted that responses from other firms has been minimal which has contributed to the lack of movement on this issue. It was suggested that we have an agenda item on the next BDAS Commission meeting to address whether or not Legal is needed at each meeting due to the budget concerns.
  - e) Review Medical Direction Services duties – Steve Woodstock noted that Dr. Mendoza reviewed the draft and was OK with the content but was planning on doing more review and made add some items. Hopefully Dr. Mendoza full review will be completed and ready for review by the Committee at their next meeting.

6) New Business

- a) Discuss hiring process for new Chief/EMS Director – possible action/recommendation to Commission.  
Discussed the need to move forward with this process and reviewed the draft AD for hiring a new chief. Motion by Troy Snow that we have the BDAS Commission move forward with starting the hiring process for a new Chief, 2<sup>nd</sup> by Joel Petty. Motion Carried.
  - b) Discuss & possible action on resuming in person meetings. Each Committee member provided their thoughts and we will resume with meeting face to face for those who wish to do so but we will also maintain the ability for members that do not feel comfortable with the face to face meetings to attend virtually.
- 7) Next meeting was set for a both in-person and virtual meeting on July 14<sup>th</sup>, 2020 @ 9:00 am
- 8) Adjourn. Move by Joel Petty, 2<sup>nd</sup> by Tim Stieve to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Kennie Downing, Local Media

*The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic. Commission Members who will be participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Any vote taken by the Commission will be by roll call vote.*

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 Conference ID: 130 434 112# (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President Tim Stieve at [dstieve@charter.net](mailto:dstieve@charter.net) These comments will be distributed to other Commission Members and may be read during the "public invited to speak" section of the agenda.

### **Call to Order & Roll Call**

Call to order by Commission President T. Stieve at 7:00 p.m. Present highlighted above. D. Dahlke absent.

1. Note compliance with the Open Meeting Law  
Acknowledged by J. Rago
2. Adoption of agenda Motion to adopt the Agenda made by R. Meier with second by J. Petty.  
Voice vote. Motion passed unanimously.
3. Approval of previous minutes Motion to adopt the previous minutes made by P. Wedekind with second by T. Stone. Voice vote. Motion passed unanimously.

Posted by: \_\_\_\_\_

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 business office of the Baraboo District Ambulance Service at 121 5<sup>th</sup> Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

**Public Comments** – In lieu of voiced public comments, correspondence received from the public may be read by Commission President Tim Stieve. No public comments reported.

### **Reports**

- Legal Counsel Report - N. Marklien reported that Camp Douglas sent letter on June 4, 2020 outlining the Commission stance on the June 13, 2020 termination of service.
- President's Report – None
- Treasurer/Financial Report - R. Meier reported financial statements are not out of order. T. Stone asked about undesignated line on statements and its meaning. R. Meier explained. Voice vote. Motion passed unanimously.
- HR Report – Report by B. Larsen that the draft for Medical Direction and Job Description for the Medical Director is complete. While be discussed at a later meeting.
- Interim Chief's Report – See attached Report
- Transition Committee – T. Turnquist reported that use of the old City Hall is moving forward. It is a work in progress and will have to meet our budget.

### **Consent Agenda**

1. Approve check details and online payments for May 17 to June 13, 2020 in the amount of \$99,668.08
2. Approve write offs in the amount of \$405,891.81 per AMB recommendations.

Motion made by J. Petty to approve Consent Agenda as noted, second by T. Turnquist. Voice vote. Motion passed unanimously.

### **New Business**

1. Discussion and possible action regarding amended 2020 BDAS Budget.-  
Motion was made to recommend that the amended BDAS budget be presented to a BDAS Special Members Meeting for approval by R. Meier, second by J. Petty. General discussion ensued. Voice vote. Motion passes unanimously.

Posted by: \_\_\_\_\_

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2. Approve transfer of CARES funds from reserve accounts if needed. – Motion made to allow T. Snow, Financial Director to access funds with a capitation of 90 days from the CARES account with approval of the Commission Treasurer as needed by J. Petty with second by T. Turnquist. Short discussion. Voice vote. Passed unanimously.
3. Discussion and possible action/approval to have the BDAS Treasurer work with staff to complete all reports required to finalize the 2018 & 2019 Audits. - Motion to approve BDAS Treasurer to work with staff to finalize the 2018 & 2019 Audits made by J. Petty, second by R. Puttkamer. General discussion Passed unanimously.
4. Discussion and possible action on resuming in person meetings. – Motion was made to resume in person meetings develop a policy for attendance of Commission Members and staff by R. Meier with second by T. Stone. Discussion ensued. Voice vote. Passed unanimously.
5. Recommendations from Transition Committee
  - a. Discussion and possible action to approve Staff Appraisal Forms – Motion to approve Staff Appraisal Forms and implement them as presented by the Transition Committee made by T. Stone, second by T. Turnquist. B. Larsen explained the basis for the appraisal forms. Discussion ensued. Voice Vote. Approved unanimously.
  - b. Discussion and possible action to approve Job Description and Posting for Chief/EMS Director - Motion to approve Job Description and Posting for Chief/EMS Director with applications to be submitted by July 31, 2020 by J. Petty, with second by R. Puttkamer. Voice vote. Passed unanimously.
6. Discussion and possible action regarding legal representation at Commission Meetings

Motion was made by R. Puttkamer to have Agenda reviewed by Legal prior to posting to determine whether Legal should attend the BDAS Commission Meeting for representation, seconded by T. Turnquist. Voice vote. Seven (7) ayes, two (2) nays. motion passes.

Posted by: \_\_\_\_\_

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**Commissioner Comments & Future Agenda Items**

R. Meier will call a meeting for the Finance/Personnel Committee for an issue that has arisen. It will be in closed session.

R. Puttkamer asked to be replaced on the Finance/Personnel Committee due to new obligations he has with the Baraboo Town Board.

President T. Stieve asked if there was someone on the Commission that would be willing to serve on the Finance/Personnel Committee.

Heather Kierzek volunteered to serve and was appointed by President T. Stieve to replace R. Puttkamer on the Finance/Personnel Committee.

Next meeting to be July 22, 2020 at 7:00 p.m.

**Adjournment**

Motion to adjourn Regular BDAS Commission Meeting at 8:26 p.m. was made by T. Turnquist with second by T. Stieve. Motion passed unanimously by voice vote.

Posted by: \_\_\_\_\_

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**Minutes**  
Baraboo District Ambulance Commission  
**Finance/Personnel Ad Hoc Committee**  
Wednesday, July 1, 2020

The meeting was called to order at 9:00 am. by Chair Robin Meier. Committee Members Present: Robin Meier, Joel Petty, Heather Kierzek, and Betsy Larsen. Also in attendance, Tim Stieve.

Chair R Meier confirmed the meeting was in compliance with the Open Meeting Law.

Motion was made by J Petty to adopt the agenda. Seconded by H Kierzek. Motion passed unanimously.

Motion by J Petty to enter into closed session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to address a formal employee complaint. Second by H Kierzek. Motion passed unanimously on a roll call vote.

Motion by J Petty to return to open session. Second by H Kierzek. Motion passed unanimously on a roll call vote.

Motion by J Petty for the management team take action as discussed in closed session and for the chair of the committee to send an email to the employee in regard to this matter. The management team should be copied on the email. Second by H Kierzek. Motion passed unanimously.

Motion to adjourn at 10:25 am by J Petty, second by H Kierzek. Motion passed unanimously.

Respectfully submitted,  
Robin L. Meier, Chair  
Finance & Personnel Committee

## Minutes of Plan Commission Meeting June 16, 2020

**Call to Order** – Mayor Palm called the meeting of the Commission to order at 5:15 PM.

**Roll Call** – Present were Mayor Palm, Phil Wedekind, Roy Franzen, Jim O’Neill, Tom Kolb, Dee Marshall, and Ed Geick.

Also in attendance were Engineer Tom Pinion, Kennie Downing, Pat Cannon, Glenn Hovde, Scott Truel, Jake Buswell, Misty Muter, Chris Sommerfield, Joe Colossa, Jill (Martin), Gary Wegner, Ken & Mary Dressen, Linda Kohlmeyer, Keith & Jennifer Kohlmeyer

### **Call to Order**

- a. Note compliance with the Open Meeting Law. Mayor Palm noted compliance with the Open Meeting Law.
- b. Agenda Approval: It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by O’Neill, seconded by Kolb to approve the minutes of the May 19, 2020 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.*) – Pinion said that there was one person registered as Olivia Kohlmeyer, She was there to represent the Kohlmeyer family and to answer any questions if necessary. There were no speakers.

### **Public Hearings**

- a. The request of Hovde Development Corp. for a Conditional Use Permit to allow the construction of a hotel to be located in the W1/2 of the SW1/4 of Section 3, T11N, R6E, on the northerly 3 acres of Lot 3 of CSM No. 6411, City of Baraboo, Sauk County, Wisconsin at 932 Gateway Drive – Glen Hovde, Real Estate Broker and Developer from Madison addressed the Commission. He said an hotelier site planner contacted him about one month ago. He said they were looking at doing three different hotels, one in the Reedsburg/Baraboo area, one in the Stoughton area, and in the DeForest area. He said in looking at the site and talking to the hotelier, there is interest in doing a hotel, but it is subject to a feasibility study being done, which he believes will be done sometime the end of July; however, there are no promises. The selected site is just south of the Pizza Ranch. He said the hotelier laid out a potential site plan; however, this does not mean that this is the way it will turn out, but it gives an approximate size and orientation. The hearing was declared closed.
- b. Request of Hovde Development Corp. for a Conditional Use Permit to allow the construction of a flex space building for light industrial and/or office space to be located in the W1/2 of the SW1/4 of Section 3, T11N, R6E, on the southerly 4 acres of Lot 3, Gateway Business Park plat, City of Baraboo, Sauk County, Wisconsin at 1025 Gateway Drive – Glen Hovde said when Scott Truehl took him to the site to talk about a hotel he saw the vacant land and thought it was a beautiful site that something could be put on. He said that it is similar to the development that he did in the Middleton Business Park where there is the possibility of doing, what he calls flex buildings, buildings that could have multiple tenants, a business center. He said that the south end of what he calls the island on Teel Drive makes the most sense. He said that this again would be no promises, but the concept is two 24,000 sq. ft. buildings, each would be 80-feet wide, and 300-feet long. He said that there would be a face on the building to the south, face on the building to the north, and faces on both sides. He said that faces mean that there will be windows, potential for doors, brick, and color. He said that the concept is they could be divided into four spaces, someone could have two spaces, 12,000, someone could have 3 spaces, or someone could have the entire building for 24,000 sq. ft. He said the concept is to do multiple spaces. He said trucks would come in the back. He said the concept of having 6,000 square feet with about 1,000 square feet of office, and 5,000 sq. feet of shop area. He said that he would build the first building, if he does not have a tenant for that one, make one unit a model, do the floor and do not do the rest of the building until there is a tenant that needs space. He said that the landowner is very particular of what it will look like, so before the spend the dollars to come up with a design and a face on the buildings he wants to make sure it can be done if it falls into place. The hearing was declared closed.

### **New Business**

- a. Consider Hovde Development Corps’s request for a Conditional Use Permit to allow the construction of a hotel to be located in the W1/2 of the SW1/4 of Section 3, T11, R6E, on the northerly 3 acres of Lot 3 of CSM No.

6411, City of Baraboo, Sauk County, Wisconsin at 932 Gateway Drive – Pinion said that there was a general location plan for where this property is. He said that this is a preliminary level of interest from the developer. Pinion said that the underlying zoning of this property is I-4, which is planned business, planned industrial zoning district, and is the most permissive zoning classification within the City. He said that the proposed use of a hotel would be permitted, but it is also in the conditional use overlay district. He said this evening's agenda item is restricted to only for the use of the property as a proposed hotel. He said if the hotel were an acceptable use of the property, then it would warrant support from the Plan Commission. Pinion said this is the first step in a very long process to complete that, and the entire site plan review and approval process would need to be followed. It was moved by Kolb, seconded by Wedekind to approve the request for a Conditional Use permit to allow the construction of a hotel at 932 Gateway Drive. On roll call for the motion, Ayes – O'Neill, Kolb, Marshall, Geick, Palm, Wedekind, and Franzen. Nay – 0, motion carried 7-0.

- b. Consider Hovde Development Corp.'s request for a Conditional Use Permit to allow the construction of a flex space building for light industrial and/or office space to be located in the W1/2 of the SW1/4 of Section 3, T11N, R6E, on the southerly 4 acres of Lot 3, Gateway Business Park plat, City of Baraboo, Sauk County, Wisconsin at 1025 Gateway Drive - Pinion said that this is a similar item where it only pertains to the use of the property. This flex space building allows for many potential occupancies. It was moved by Kolb, seconded by Marshall to approve the request for a Conditional Use Permit to allow the construction of a flex space building for light industrial and/or office space to be located at 1025 Gateway Drive. On roll call vote for the motion, Ayes – Kolb, Marshall, Geick, Palm, Wedekind, Franzen, and O'Neill. Nay – 0, motion carried 7-0.
- c. Consideration of a Request by Three Amigos Property Management, LLC to review a SIP in accordance with Step 4 of the Planned Development process to construct a 66-unit multi-family residential complex, located at 325 Lynn Street, in a B-1 Central Business zoning – Pinion said the Commission conditionally approved the SIP last month pending submittal of the color renderings. He said the developers and their architect are virtually present, and he is in possession of material samples. He said that they are looking for SIP approval with the understanding that the final site plan, stormwater management plan, and landscaping plan would be reviewed. He said that he did receive draft copies of those; however, have not had time to review them for this meeting. Jake Buswell said that the one thing missing is the landscape plan and as of right now, they want to get to a level with the City to get their financing in place so they can plunge forward. He said that they are at about \$70,000 to \$75,000 into the plans and to get another landscaping plan would be another \$15,000 - \$20,000 without any surety that they will get the financing to go through, which their financing is contingent on the site getting to a build ready state, and also the TIF going through. It was moved by Kolb, seconded by O'Neill to approve the SIP. On roll call motion, Ayes – Marshall, Geick, Palm, Wedekind, Franzen, O'Neill, and Kolb. Nay – 0, motion carried 7-0.
- d. Consideration of a Request by Collaborative properties, LLC to review a combined GDP/SIP in accordance with Steps 3 & 4 of the Planned Development process to allow a two-tenant professional office building in a B-3 Highway Oriented Business zoning district on the 0.25-acre vacant parcel on the south side of 8<sup>th</sup> Street, located at 908 8<sup>th</sup> Street by Misty Muter and Chris Sommerfield – Pinion presented the background to the Commission. He said that a rendering has been presented with a hip roof instead of a gabled as requested by the Commission last month. Wedekind moved, seconded by Franzen approve the GDP/SIP to allow a two-tenant professional office building at 908 8<sup>th</sup> Street. On roll call vote for the motion, Ayes – Geick, Palm, Wedekind, Franzen, O'Neill, Kolb, and Marshall. Nay – 0, motion carried 7-0.
- e. Consideration of a Request by Al Ringling Brewing Company, Inc. to review a combined GDP/SIP in accordance with Steps 3 & 4 of the Planned Development process to allow an outdoor beer garden with a decorative fence less than 6 feet in height in a B-1 Central Business zoning district for the property located at 623 Broadway, on the southwest corner of 5<sup>th</sup> Avenue and Broadway, Joe Collossa, Donald Horowitz, Jon Bar, and Griffin James – Pinion presented the background to the Commission. He said that they have a conditional use to operate a brewery as a tourism business; they are looking to provide an outdoor beer garden with a fence that would not be 6-feet in height, and would be complimentary to the historic nature of the Al Ringling Mansion. It was moved by Kolb, seconded by Marshal to approve the GDP/SIP to all an outdoor beer garden with a decorative fence less than six feet in height at 623 Broadway. On roll call vote for the motion, Ayes – Palm, Wedekind, Franzen, O'Neill, Kolb, Marshall, and Geick. Nay – 0, motion carried 7-0.

- f. Review and approve a two-lot Certified Survey Map for The Opal Kohlmeyer Estate for land in the City's Extraterritorial Plan Approval Jurisdiction, located on the west side of Hager and Mine Roads, south of Waldo Street, being part of the NE1/4 of the NW1/4 of Section 11, T11N, R6E, Town of Baraboo, Sauk County, Wisconsin, by Sandra Cohoon – Pinion said that this CSM is the entirety of the Opal Kohlmeyer Estate along that property that hasn't previously been divided by CSM, so it is a total of just over 40 acres. He said the applicant is looking to take that entire parameter and dividing it into two separate lots, both of which exceed the City's minimum lot size of 20 acres. He said Lot 1 does cross the corporate boundary, but that is common practice when it comes to land surveys. He said it does comply with the City's minimum lot size in the ET District. He said normally this would come to the City after the Town approval, he suggested that this should be approved contingent on Town approval. It was moved by Kolb, seconded by Franzen to approve the two-lot CSM contingent on Town of Baraboo approval. On roll call vote for the motion, Ayes – Wedekind, Franzen, O'Neill, Kolb, Marshall, Geick, and Palm. Nay – 0, motion carried unanimously.

**Adjournment** - It was moved by Kolb, seconded by O'Neill to adjourn at 5:47 p.m. The motion carried unanimously.

Mike Palm, Mayor

**TID Joint Review Board**

49 July 16, 2020

Present: City of Baraboo, Alderperson Phil Wedekind; Baraboo School District, Kevin Vodak; Sauk County, Elizabeth Geoghegan; Madison Area Technical College, Dr. James Falco

Absent: None

Also Present: Mayor, Mike Palm; Interim City Administrator, Ed Geick; Executive Director of the Community Development Authority, Pat Cannon, Assistant Fire Chief, Mark Willer; City Finance Director, Cynthia Haggard; Stewart Koehler

Citizen Present: None

The meeting was called to order by City Alderperson Phil Wedekind at 11:00AM CDT., with roll call and noting compliance with the Open Meetings Law.

Moved by Vodak to approve the minutes of July 11, 2019, seconded by Dr. Falco and unanimously carried.

Motion by Vodak to approve agenda, seconded by Dr. Falco and unanimously carried.

Selection of the Tax Incremental Financing Joint Review Board Chairperson, by majority vote for TID 6, TID 7, TID 8, and TID 9.

Motion by Geoghegan to nominate Phil Wedekind as the Chairperson for TID 6, TID 7, TID 8 AND TID 9, seconded by Vodak with roll call and unanimously carried.

Selection of the Tax Incremental Financing Joint Review Board Public Member, by majority vote for TID 6, TID 7, TID 8 and TID 9

Mayor Palm provided background that he was originally the public member for the TIDs. He was the public member before becoming the Mayor. He expressed that in the best interest of the Board, he chose to step down from that roll and asked the Board to vote in a new public member. He informed the Board that he had asked Stewart Koehler to attend today’s meeting in hopes he would be considered for the vacant public member position.

Motion by Dr. Falco to nominate Stewart Koehler as the public member for TID 6, TID 7, TID 8 and TID 9, seconded by Geoghegan with roll call and unanimously carried.

Review annual reports and review the performance and status of the Open Tax Incremental Districts TID 6, TID 7, TID 8 and TID 9

The Committee reviewed the annual reports for TID 6, TID 7, TID 8 and TID 9

The Committee reviewed the performance and status of TID 6, TID 7, TID 8 and TID 9, which included:

- Performance Highlights
- Outstanding Debt Service
- Estimated Future Performance
- Performance Graphs

Discuss next meeting date and time to consider prospective extension of TID 7 and TID 8

Pat Cannon presented information about the need for TID 7 and TID 8 extensions. He also discussed the timing of the next meeting being late July.

The Board agreed upon the next meeting being July 30<sup>th</sup> at 11:00AM CDT. The meeting location will be Council Chambers at 101 South Boulevard, and will have remote capability available through Microsoft Teams.

Motion by Vodak to adjourn the meeting, seconded by Geoghegan, meeting adjourned at 11:25AM CDT.

Respectfully submitted,  
Cynthia Haggard, Finance Director

**TID Joint Review Board**

**50 July 30, 2020**

Present: City of Baraboo & JRB Chairperson, Phil Wedekind; Baraboo School District, Kevin Vodak; Sauk County, Elizabeth Geoghegan; Madison Area Technical College, Dr. James Falco; Public Member, Stewart Koehler  
Absent: None  
Also Present: Interim City Administrator, Ed Geick; Executive Director Community Development Authority, Pat Cannon, Assistant Fire Chief, Mark Willer; City Finance Director, Cynthia Haggard; City Engineer, Tom Pinion  
Citizen Present: None

The meeting was called to order by JRB Chairperson Phil Wedekind at 11:00AM CDT., with roll call and noting compliance with the Open Meetings Law.

Moved by Koehler to approve the minutes of July 16, 2020, seconded by Dr. Falco and unanimously carried.

Motion by Koehler to approve agenda, seconded by Geoghegan and unanimously carried.

JRB Resolution 2020-01, Tax Incremental District Standard Extension Resolution TID 7

Motion by Dr. Falco to approve JRB Resolution 2020-01, Tax Incremental District Standard Extension Resolution TID 7, seconded by Geoghegan with roll call and unanimously carried.

JRB Resolution 2020-02, Tax Incremental District Technical College Extension Resolution TID 7

Motion by Geoghegan to approve JRB Resolution 2020-02, Tax Incremental District Technical College Extension Resolution TID 7, seconded by Dr. Falco with roll call and unanimously carried.

JRB Resolution 2020-03, Tax Incremental District Standard Extension Resolution TID 8

Motion by Dr. Falco to approve JRB Resolution 2020-03, Tax Incremental District Standard Extension Resolution TID 8, seconded by Geoghegan with roll call and unanimously carried.

JRB Resolution 2020-04, Tax Incremental District Technical College Extension Resolution TID 8

Motion by Dr. Falco to approve JRB Resolution 2020-04, Tax Incremental District Technical College Extension Resolution TID 8, seconded by Geoghegan with roll call and unanimously carried.

Cannon presented information about the need to create TID 10 and TID 11.

Discuss next meeting date and time to consider prospective creation of TID 10 Overlay of TID 8 and TID 11 Overlay of TID 7

The Board agreed upon the next meeting being August 27, 2020 at 11:00AM CDT. The meeting location will be Council Chambers at 101 South Boulevard, and will have remote capability available through Microsoft Teams.

Motion by Geoghegan to adjourn the meeting, seconded by Dr. Falco, meeting adjourned at 11:14AM CDT.

Respectfully submitted,  
Cynthia Haggard, Finance Director