

**AGENDA**  
**CITY OF BARABOO COMMON COUNCIL**  
**Council Chambers, 101 South Blvd., Baraboo, Wisconsin**  
**Tuesday, August 28, 2018, 7:00 P.M.**

Regular meeting of the Common Council, Mayor Palm presiding.

*Notices sent to Council members:* Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, and Thurow

*Notices sent to City Staff and Media:* Atty. Truman, Adm. Geick, Clerk Zeman, Finance Director Haggard, City Engineer Pinion, Utility Super. Peterson, Street Super. Gilman, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Jessica Bergin, CDA Director, the News Republic, WBDL, and WRPQ

*Notices sent to other interested parties:* Citizen Agenda Group, Media Agenda Group

**CALL TO ORDER**

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

**APPROVAL OF PREVIOUS MINUTES** - (Voice Vote): August 14, 2018

**APPROVAL OF AGENDA** (Voice vote):

**COMPLIANCE WITH OPEN MEETING LAW NOTED**

**PUBLIC HEARING** – The Mayor announces that this is the published date and time to hear public comment concerning the request to rezone 5.3-acre parcel of land on the north side of South Blvd. between STH 136 (formerly USH 12) and Commerce Parkway, located at 1420 South Blvd. from its current MH-P Manufactured Home Park zoning classification to a B-3 Highway Oriented Business Zoning Classification.

**PRESENTATION** –

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

**MAYOR'S COMMENTS** –

**CONSENT AGENDA** (roll call)

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

CA-2...Approve the 2018 1<sup>st</sup> Qtr. 2018 Budget Amendments for Water and Sewer Utilities.

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

SRO-1...Approve the revised Special Event License Ordinance.

SRO-2...Approve revising the parking restrictions on Ash Street between Water Street and 1<sup>st</sup> Street.

**NEW BUSINESS RESOLUTIONS**

NBR-1...Approve the updated Council Member's Handbook.

NBR-2...Approve Agreement for the use of City of Baraboo's Container Based Training Prop between the City of Baraboo, Delton Fire & Ambulance Commission and Delton Fire Department.

NBR-3...Approve proposal of Cleary Building Corp., for \$60,531 for a new pole building at City Services Center.

NBR-4...Approve Agreement between City of Baraboo and Driftless Glen Distillery to calculate sewer use charges based on the actual volume of wastewater that is discharged from their facility to the sanitary sewer system.

**NEW BUSINESS ORDINANCES**

NBO-1...Amend §17.18(4)(a) and the Zoning District Map rezoning tax parcel 206-1152-90000 from MH-P Manufactured Homes-Park District to a B-3 Highway Oriented Business District.

NBO-2...Revise §7.02(2)(b)2, the Official Traffic Map, to provide for no parking on portions of Walnut Street, Moore Street, and Summit Street.

**OTHER ACTIONABLE ITEMS:**

**MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS**

**REPORTS, PETITIONS, AND CORRESPONDENCE** - The City acknowledges receipt and distribution of the following: **Reports from July, 2018** – Treasurer, Fire Dept., Police Dept.

**Minutes from the Following Meetings -**

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

Finance/Personnel	08-14-18	Plan Commission	07-31-18
Ambulance Finance & Comm.	05-23-18	Public Safety	07-23-18
Ambulance Comm.	04-25-18	Board of Review	07-19-18
UW Comm.	07-19-18	Administrative	08-10-18
BEDC	05-03-18		

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

Library Friends	06-12-18	Library Nominating Comm.	06-14-18
Library Board	07-17-18	PFC	07-16-18

**Petitions and Correspondence Being Referred:**

**INFORMATION**

**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 2018**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Public Safety	28 Finance Council	29 Ambulance	30	31		

**SEPTEMBER 2018**

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

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

Agenda jointly prepared by D. Munz and B. Zeman  
 Agenda posted on 08/24/2018

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, August 14, 2018 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, Thurow

Council Members Absent:

Others Present: Chief Schauf, Adm. Geick, Attny. Truman, C. Haggard, L. Laux, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Sloan and carried to approve the minutes of July 24, 2018.

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

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

**PUBLIC INVITED TO SPEAK** – None.

**MAYOR’S COMMENTS** –

The Mayor reminded everyone that the polls are closing at 8:00pm today.

**CONSENT AGENDA**

**Resolution No. 18-58**

THAT the Accounts Payable, in the amount of \$824,831.82 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

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

**NEW BUSINESS**

**Resolutions:**

**Resolution No. 18-59**

A Resolution authorizing an application to the Court to vacate Outlot 4 of the First Addition to Pleasant View Subdivision, an unimproved pedestrian path “right-of-way” on the east side of Manassas Drive between Lots 25 and 26 of said subdivision.

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

Whereas the Common Council has determined that the public interest requires the vacation of said Outlot 4;

And Whereas a Class III Notice has been sent to the Baraboo News Republic for publication giving notice of the fact that the City intends to make application to the Court for the vacation of Outlot 4 of the First Addition to Pleasant View subdivision;

And Whereas all abutting land owners were given notice of the City’s intent to apply to the Court to vacate said Outlot 4 as required by Wis. Stat. §236.41(4);

Now therefore, IT IS HEREBY RESOLVED by the Common Council of the City of Baraboo that the City Attorney is authorized to petition the Court to vacate Outlot 4 of the First Addition to Pleasant View subdivision on August 21, 2018.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 18-59** be

approved-9 ayes.

**Resolution No. 18-60**

**WHEREAS**, the Common Council has reviewed the reports and recommendations of Police Chief Schauf, City Administrator Geick and the City's Administrative Committee regarding the July 18, 2018, Tavern Operator License application filed with the City by Eric Kaun, and

**WHEREAS**, Eric Kaun was notified to appear at the August 14, 2018, Council meeting and was given an opportunity to speak to the Council on his behalf regarding his appeal request.

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council approves with conditions Eric Kaun's Tavern Operator License.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 18-60** be approved-9 ayes.

**Ordinances:**

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2497** revising the Special Event License Ordinance.

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

WHEREAS, §12.05 of the Municipal Code for the City of Baraboo shall be amended to read as follows:

12.05 SPECIAL EVENT LICENSE. (2206 09/13/2005 2429 05/26/2015 \_\_\_\_\_)

The City of Baraboo recognizes that special events can bring many benefits to the community. At the same time, the City must have sufficient notice prior to a special event so that the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and on the public. Because events have unique characteristics with different potential impacts on City services, the issuance of a license is considered on a case-by-case basis and in accordance with this ordinance.(1) **DEFINITIONS.** As used in this ordinance, the following terms have the following meaning:

***“Applicant”*** means the person applying for the special event license.

***“City property”*** includes all buildings, parks, parking lots, streets, sidewalks and other rights-of-way and any other property owned, leased, managed or controlled by the City of Baraboo.

***“Extraordinary services”*** means reasonable and necessary services provided by the City which specifically result from the special event. Extraordinary services result in measureable financial costs which are above and beyond the normal levels of public health and safety services on a non-event day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Examples of extraordinary services may include police protection, traffic control, fire monitoring, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services, and the proper administration of this ordinance. The City

will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services where sufficient advanced notice of the event is provided.

**“Multiple day event”** means a special event that occurs on more than one day, where the days are consecutive or at a consistent interval), at the same start and end time and at the same location (e.g., an event occurring on a consecutive Saturday and Sunday from 9:00 am until 5:00 p.m. or an event occurring three Tuesdays in a row from 5:00 p.m. until 8:00 p.m.). One special event license will be issued for a multiple day event

**“Normal and ordinary use”** means the way City property should normally and ordinarily be used. Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.

**“Special event”** or **“event”** means a temporary gathering of people for a planned occurrence on City property such as, but not limited to, festivals, concerts, demonstrations, rallies, performances, parades and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. A special event may also occur on private property if it will affect, impact or interfere with the normal and ordinary use of City property by the general public within the vicinity of the event and/or will require the use of extraordinary services. A special event may be a single day event or a multiple day event. The City Administrator or designee shall have the exclusive authority to determine whether or not a license is required for any particular event should there be a question about whether an event meets this definition. The following events are excluded from meeting the definition of being a special event:

1. Funeral processions.
2. Events organized solely by the City and where the City is the applicant.
3. Events which enter into a separate and specific agreement, which is approved by the Common Council, to hold the event pursuant to the terms of the individual agreement. The Council is authorized to modify the terms or requirements of this Ordinance within such an agreement, provided the modifications meet the spirit if not the letter of this Ordinance.

(2) **LICENSE REQUIRED.**

License Required. No person or entity acting as an event organizer shall set up for, hold, or conduct a special event within the municipal boundaries of the City of Baraboo without first obtaining a special event license.

(b) License Submittal Date.

1. License requests are deemed submitted to the City when the City Clerk receives the application form, application fee and proof of insurance.
2. License requests must be submitted at least thirty (30) calendar days prior to the event for events involving a public right-of-way or if the applicant intends to request a waiver of costs for extraordinary services; for events not

involving a public right-of-way or a requested waiver of costs, the license request must be submitted at least fourteen (14) calendar days prior to the event.

- (c) Application Form. License requests must be submitted on an application form supplied by the City Clerk. The form must be complete and must contain a detailed map or diagram indicating the specific location and layout of the event. The map must also include any proposed street closures and the proposed route and direction of route, including all turns and the number of traffic lanes to be used, if applicable.
- (d) Application Fee. A license application fee shall be set by the Common Council and listed in the City's Official Fee Schedule. The fee is due in full for a license request to be deemed submitted to the City. The application fee is non-refundable unless the application is denied because it is submitted late. Events sponsored entirely by a registered non-profit organization or government entity are exempt from paying an application fee.
- (e) Insurance. Applications must be accompanied by a certificate of insurance showing that the applicant is covered by general liability insurance by an insurance company licensed to do business in Wisconsin in the minimum amount of \$300,000 for the injury or death of one person, \$50,000 for property damage, and an aggregate of \$1,000,000 coverage for the event. Additional insurance may be required depending on the nature of the event and as determined by the City, which will be communicated to applicant by the City Clerk at least ten (10) calendar days prior to the event. If additional insurance is required, the applicant must provide the City Clerk with a certificate of insurance in the required amounts at least five (5) calendar days prior to the event. All certificates of insurance must list the City of Baraboo as an additional insured.
- (f) Additional Licenses, Permits and Fees. The applicant is solely responsible for ensuring the event has all other necessary license, permits and variances prior to the event including, but not limited to, alcohol licenses, vendor permits, noise variances, etc.
- (g) Applicant Requirements. Applicants must be at least 18 years of age or older. If the applicant is a corporate or government entity, the application must be signed by an authorized agent of the entity. The applicant must agree to indemnify, defend and hold harmless the City of Baraboo as it pertains to the event.
- (h) Acceptance of Application. Applications not meeting the requirements of this ordinance shall be denied by the City Clerk.
- (i) Application Review. Applications are reviewed by employees from the following City departments: Administration, Finance (City Clerk), Fire, Parks, Recreation & Forestry, Police and Public Works. Each department will recommend either approving or denying the application. The City Clerk will issue the license only upon receiving a recommendation for approval from all departments. Each department must recommend approving or denying an application based on the information

relevant to that department. A department's decision to recommend approving or denying an application may be based on, but is not limited to, the following:

1. Use of department resources,
2. Costs to the department,
3. Any perceived public health or safety problems related to the department or jurisdiction covered by the department,
4. If the applicant has a history not complying with this ordinance, including past failures to pay the application fee or costs, and/or other applicable rules or regulations.

If a recommendation for denial is made by a department, an explanation must be provided to the City Clerk which will then be provided to the applicant upon request of the applicant.

- (j) Priority. All license requests are accepted first come, first served. For purposes of determining the priority of an application, any amendment, revision or resubmittal of a license application shall become the date the license request is submitted to the City Clerk.
- (k) Waiver. Some or all of the license requirements may be waived in cases where the United States Secret Service or other government entity notifies the City of a proposed event in which it will be assisting with security details. It will be at the discretion of the City Administrator which requirements will be waived.

(3) SAFETY.

- (a) Security. All events must have at least one designated head of security who must, at minimum, be:
  1. 18 years of age or older,
  2. At the event for the duration of the event,
  3. Reachable by phone at all times during the event by the City, and
  4. Able to call 911 during the event.
- (b) Additional Safety Features. The Police, Fire or Public Works Department may require the applicant to have additional safety features at an event, in which case the City Clerk will let the applicant know what additional safety features the event will need at least seven (7) calendar days prior to the event. If the applicant declines to provide the additional security features, the application may be denied.

(4) SET-UP AND CLEAN-UP.

- (a) Set-Up. Set-up for an event, including, but not limited to, dropping off supplies and erecting tents, shall not take place more than four (4) hours in advance of an event unless approval for earlier set-up has been granted by the department head or designee with jurisdiction over the location of the event.

Markings. No markings, including temporary markings, shall be allowed on City property for an event.

- (c) Portable Toilets. It is the responsibility of the applicant to ensure a reasonably adequate number of portable toilets are available during the event.
- (d) Waste and Recycling Receptacles. It is the responsibility of the applicant to ensure a reasonably adequate number of waste and recycling receptacles are present during the event.
- (e) Clean-Up. It is the responsibility of the applicant to ensure the location of the event is left in the same condition it was in prior to the event. All clean-up efforts must be completed within four (4) hours after the conclusion of the event unless approval for additional clean-up time has been granted in writing by the Department with jurisdiction over the location of the event. During and following a special event, the applicant of the event shall be responsible for the cleanup of all streets, sidewalks and alleys within the area of the special event.
- (f) ADA Compliance. It is the responsibility of the applicant to ensure the event is ADA compliant to the extent legally required, and that all associated rules, ordinances, statutes and codes are complied with.

(5) COSTS FOR EXTRAORDINARY SERVICES.

- a) City Costs. If an event will require extraordinary services, the City shall require that the applicant pay for the services if the costs to the City to provide the services exceeds \$500.00. The City will make a reasonable effort to notify the applicant prior to the event if extraordinary services totaling over \$500 will be provided by the City. The City may request a surety bond from the applicant for the amount of the anticipated costs. Failure of the applicant to provide the City with a surety bond upon request may result in the application being denied.(b) If the estimated costs for the event exceed \$500.00, the license for the event shall not be issued unless a bond to secure the payment of the estimated costs is filed with the C

Payment of Costs. 1. If the total costs for extraordinary services exceeds \$500, an itemized statement of the costs shall be provided to the applicant within thirty (30) calendar days after the event, who shall pay such costs within thirty (30) calendar days. 2.

Within the thirty (30) calendar days of receipt of the statement of costs, the applicant may appeal the statement of costs to the Finance Committee, who shall determine the actual costs relating to the event.

- c) Waiver of Costs. Costs may only be waived by the Finance Committee, who shall hear an applicant's request for waiver at its next regular meeting. If the Finance Committee denies a request for the wavier of costs, that decision may be appealed to and heard by the Common Council with the recommendation of the Finance Committee being provided to the Council. A waiver of the payment requirement for all or part of the costs for extraordinary services shall be based upon a consideration of the following:

1. Whether the applicant is a tax exempt organization.

2. The total costs for the event.
  3. Whether the event was sponsored by a unit of government.
  4. Whether the event is protected speech under the First Amendment to the US Constitution.
- (6) **RESTRICTING USE OF PUBLIC RIGHT-OF-WAY.** To encourage the integrity, comprehensiveness and success of a special event, the Public Safety Committee may suspend otherwise permissible uses of any public right-of-way, such as a city street, alley or sidewalk. Upon receipt of an application that contains a request to suspend otherwise permissible uses of a public right-of-way, the City Clerk shall immediately forward copies to the members of the Public Safety Committee, which shall convene to consider the application and give notice of the meeting to the applicant. Before granting an application for a license that includes restricting permissible uses of a public right-of-way, the Public Safety Committee shall consider the recommendations made by the Police Chief, Fire Chief, Director of the City's Public Works Department, and Street Superintendent and shall consider the risks to public safety based upon the following:
- (a) The location of the request for the restriction of permissible uses of the public right-of-way.
  - (b) The duration of the request.
  - (c) The time of day of the request.
- The subject matter, ideology, opinion or perspective of the applicant shall not be considered in determining whether to grant a restriction of permissible uses of the public ways.
- (7) **EMERGENCY ACCESS.** All events shall be conducted and maintained in a manner that will allow an emergency vehicle an unobstructed access lane at least 18 feet wide and continuous over the entire length of any street within the area where the event takes place.
- (8) **NO UNAUTHORIZED VENDING.** During an event there shall be no vending in the area of the special event except vending permitted by the applicant. The applicant shall be responsible for ensuring that all authorized vendors are easily identifiable as such.
- (9) **DISCRIMINATION PROHIBITED.** No applicant shall discriminate against any vendor, customer, event participant or other person by reason of race, color, creed, handicap, age, sex, religion, national origin, ancestry, marital status, or other form of discrimination prohibited by the laws of the State of Wisconsin or United States of America.
- (10) **TERMINATION OF LICENSE.** A special event license may be terminated by City before or during the event if the health, safety and welfare of the general public appears to be endangered by activities generated as a result of the event or if the event is in violation of this section or of any of the conditions of the permit or regulations adopted by the Common Council resolution. The City Administrator, Fire Chief, Police Chief or Director of the City's Public Works Department shall have the authority to terminate the license.
- (11) **APPEALS.** If an application is denied, the applicant may request the application be submitted to Common Council by way of the Public Safety Committee for review and a final

determination of whether to grant the license. In deciding the appeal, the Public Safety Committee and Common Council may consider the following:

- (a) If the application was not fully completed and/or failed to include necessary attachments and/or contained a material falsehood or misrepresentation;
  - (b) If the applicant asserts that he/she cannot or will not pay the application fee and/or that he/she cannot or will not pay the costs for extraordinary services and the Common Council determines that the fee and/or costs are not waived;
  - (c) If the applicant is not legally competent to sign the application or to be held responsible for his/her actions;
  - (d) If the applicant has, on prior occasions, been required to pay for extraordinary services or damage to City property and has not paid in full for such services or damage;
  - (e) If the event would conflict with previously planned events and programs or the unavailability of sufficient City resources for the proposed event;
  - (f) If the event would present a grave or unreasonable danger to the health, safety or welfare of the persons expected to participate in the event, the area in which the event will occur, the community as a whole, or City property and resources required to be involved with the proposed event;
  - (g) If the number of persons expected to participate in the event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested time or location due to a lack of sufficient open area, streets, offsite parking, or traffic controls.
  - (h) If activities reasonably expected to occur at the intended event are prohibited by law.
- (11) COMPLIANCE. The applicant is responsible for ensuring that the event complies with this ordinance and all applicable laws and regulations including, but not limited to, statutes, ordinances, traffic rules, park rules, health laws, fire codes, and liquor licensing regulations. Any person who violates any provision of this ordinance shall, upon conviction, be subject to a penalty as provided for in §25.04 of this Code, in addition to being subject to any other applicable civil or criminal penalties.

NOW THEREFORE, THE COMMON COUNCIL OF THE CITY OF BARABOO, SAUK COUNTY, WISCONSIN DO ORDAIN AS FOLLOWS:

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

Moved by Kolb, seconded by Wedekind and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2498** revising the parking restrictions on Ash Street between Water St. and 1<sup>st</sup> St.

An Ordinance revising the City of Baraboo Code of Ordinances §7.09 Parking Restrictions.

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

FOLLOWS:

1. The City of Baraboo Code of Ordinances § 7.09 is revised as follows:

### **7.09 PARKING RESTRICTIONS.**

#### **(3) LIMITED TIME PARKING**

- (d) Two Hours except where a 15 minute or 30 minute time period is specified under subs. (3)(a) and (3)(b) above. (1932 02/24/98)

1. Ash Street from the Baraboo River to 4<sup>th</sup> Street
2. Walnut Street, from Lynn Street to the Baraboo River. (2256 04/24/07)
3. Oak Street, from 1<sup>st</sup> Street and Avenue to 5<sup>th</sup> Street and Avenue. (1932 02/24/98)
4. The east side of Oak Street between 5<sup>th</sup> Street and Avenue and the alley 135 feet north of 5<sup>th</sup> Street and Avenue.

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

### **MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS**

Ald. Wedekind noted that the American Legion will be taking the flags down at the cemetery after Labor Day. Anyone that wants to pick up their own up should do it now.

Ald. Petty noted that that the next Finance/Personnel Committee agenda will include to look at the reimbursement for elected officials. He asked for any thoughts from the Council members regarding this be sent to him.

### **REPORTS and MINUTES**

The City officially acknowledges receipt and distribution of the following:

**Monthly Reports for July, 2018 from** – Building Inspection

### **Minutes from the Following Meetings –**

**Finance/Personnel Committee – Dennis Thurow Committee Rm #205**

**July 24, 2018**

**Members Present:** Petty, Thurow

**Absent:** Sloan

**Others Present:** Mayor Palm, E. Geick, E. Truman, C. Haggard, B. Zeman, W. Peterson, T. Pinion, Carla Gogin & Dan La Haye from Baker Tilly

**Call Meeting to Order** – Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Petty to approve the minutes of July 10, 2018. Motion carried unanimously. Moved by Thurow, seconded by Petty to approve the agenda. Motion carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Thurow, seconded by Petty to recommend to Council approval of the accounts payable for **\$950,429.07**. Motion carried unanimously.
- b) **2017 Audit Report** – Carla Gogin & Dan La Haye from Baker Tilly Virchow Krause, LLP presented the 2017 Financial Statements. City Staff was commended for their work in preparing for the audit. One change for this year as related to the monies that the CDA received to construct the new City Hall, because of the significant dollar amount we are required to have a compliance audit as a condition of receiving these funds. While they have finished the financial audit, they are in the process of completing their work as it relates to these federal funds. The City has received an unmodified

opinion which is considered a clean opinion or the highest level of assurance anyone can receive on a financial audit. Moved by Petty, seconded by Thurow to recommend to Council the approval of the 2017 Audit Report.

- c) **Demolition & Disposal at 325 Lynn St.** – City Engineer Pinion explained that the asbestos abatement is scheduled to occur on August 16<sup>th</sup> & 17<sup>th</sup>. The City would like to get a demolition contractor scheduled for shortly after this date. We received proposals from 2 different vendors with Robinson Brother Environmental, Inc. coming in with the low bid of \$45,700. Adm. Geick explained that the intent of this cost of this demolition would come from revenues from the sale of the property. Moved by Petty, seconded Thurow and carried unanimously to recommend the low bid from Robinson Brother Environmental, Inc.
- d) **2<sup>nd</sup> Qtr. 2018 Budget Amendments** – Finance Director Haggard presented the 2<sup>nd</sup> Qtr. 2018 Budget Amendments. Moved by Petty, seconded by Thurow and carried unanimously to approve the budget amendments.
- e) **Teel Corporation request for 3-year extension of TID 7** – Adm Geick explained that this is informational only. No action required.

**Informational Items**

Correspondence from Ehlers re: Potential Refunding of Existing Bonds – No action taken.

**Adjournment** – Moved by Petty, seconded by Thurow and carried to adjourn.

**BARABOO BUSINESS IMPROVEMENT DISTRICT (BID), BOARD OF DIRECTOR’S July 18, 2018**

**Members Present:** S. Fay, L. Steffes, N. Marklein Bacher, L. Stanek, B. Stelling, D. Ender, M. Zolper

**Members Absent:** T. Wickus, S. Byberg

Also Attending: Ed Geick

**Call to Order:** Sarah Fay presided over the meeting, called it to order at 5:47PM and noted compliance with the Open Meeting Law.

**Meeting Minutes:**

Moved by Stanek, seconded by Stelling and unanimously carried to approve the minutes of June 20, 2018.

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

**Reports of Officers and Committies**

President:

- Ed, Sarah & Laura attended meeting for municipalities that would like to start a BID. Noted that our BID tax rate is lower than state average rate. Discussed potential longer-term planning.
- Committies should meet to plan next year’s budget before September and look forward to next 2-5 years.

Appearances:

- New circus wagon wheel artwork installed in planters
- Ordered fall & winter planter décor

Business Development:

- Class sign up went out and will be opened to non-BID members soon
- Hoping to announce Pop-Up Shops Friday – still working on locations

Parking Lot:

- Weeds appear to not have been sprayed

**New Business:**

1.	Vouchers	City of Baraboo	130.53
		Cutting Edge Craftsmen	695.00
		The Sign Shop	1200.00
		Lorraine Ortner-Blake	<u>229.35</u>
		<b>TOTAL:</b>	<b>2254.88</b>

Moved by Steffes, seconded by Stanek, and unanimously carried to approve the vouchers.

**Correspondence & Announcements:**

Moy, Borchert, Erbs & Assoc. is moving to Accelerated Genetics building.

**Next Meeting:** Wednesday, August 15, 2018 at 5:45pm, Committee Room #205.

**Adjournment:** Adjourned at approximately 6:34 p.m.

**Board of Review Council Chambers**

**June 5, 2018**

Present: Thurow, Palm, Wedekind, Zeman

Absent: Kolb

Also Present: none

Mayor Palm called the meeting to order at 1:30 p.m., noting compliance with the open meeting law.

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

Since the Assessment Roll is not ready, it was moved by Wedekind, seconded by Thurow to direct the Assessor to establish the date of July 19th at 1:00 p.m. as the date and time to conduct Board of Review. Motion carried unanimously.

Moved by Wedekind, seconded by Thurow and carried to adjourn this session of Board of Review.

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

Library Board	06-19-18	Friends of the Library	06-12-18
Public Arts	06-28-18	Emergency Mgmt.	06-28-18
CDA	06-19-18	CDA Loan Comm.	06-07-18
CDA Exec. Comm.	07-20-18		

**PETITIONS, AND CORRESPONDENCE**

**Petitions and Correspondence Being Referred -**

**CLOSED SESSION**

Moved by Sloan, seconded by Petty and carried on a unanimous roll call vote to adjourn to Closed Session per SS 19.85(1)(e) for information regarding union contract negotiations, 19.85(1)(g) to confer with legal counsel, and 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee.

**OPEN SESSION**

Moved by Zolper, seconded by Alt and carried on a unanimous roll call vote to return to Open Session as per WI Stats 19.85(2) to address any business that may be the result of deliberations made in Closed Session.

**INFORMATIONAL ITEMS**

- Email from Don Francis, Platteville Alderperson addressing ATVs in cities
- Thank you card from Mary Grant regarding years of service on the Baraboo Public Library Board

**ADJOURNMENT**

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn.

---

Brenda Zeman, City Clerk

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

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, August 28, 2018, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter(s):

Request to rezone the following described 5.3-acre parcel of land on the north side of South Blvd between STH 136 (formerly USH 12) and Commerce Parkway, located at 1420 South Blvd, from its current MH-P Manufactured Home Park zoning classification to a B-3 Highway Oriented Business zoning classification.

A part of the SE ¼ of the SE ¼ of the NW ¼ of Section 3, T11N, R6E, City of Baraboo, Sauk County, Wisconsin described as follows:

The SE ¼ of the SE ¼ of the NW ¼ of Section 3, T11N, R6E except Sauk County Certified Survey Map No. 650 and except the easterly 511.34 feet of the northerly 140.1 feet of said SE ¼ of the SE ¼ of the NW ¼ of Section 3.

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

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

/s/ Brenda Zeman, City Clerk.

To be published on: August 14 and 21, 2018 in the legal section.

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:**

**Second:**

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

The City of Baraboo, Wisconsin

**Background:**

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

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

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

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

**Comments:** The 2018 City Budget provides for publishing expenditures.

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

That the following budget amendments are authorized:

- 1<sup>st</sup> Quarter, 2018 Water & Sewer Utilities:

See attached memorandum and amendment schedule.

**Offered by:** Finance/Personnel Committee **Approved by:** \_\_\_\_\_

Mayor

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Certified by:** \_\_\_\_\_

City Clerk



## Finance Department Memorandum

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To: Finance Committee  
From: Cynthia Haggard, Director of Finance,   
Date: August 28, 2018  
Re: Budget Amendments

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### Background:

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

### Current:

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

### Recommendation:

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

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

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

### **Budgetary Transfers**

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

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

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

### **Supplemental Budgets**

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

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

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

### Attached:

1. 2018 1<sup>st</sup> Quarter Budget Amendments for Water & Sewer Utilities only

**City of Baraboo**  
**Utilities**  
**1st Quarter Budget Amendments**

Common Council approved the following 2018 Budget Amendments at their August 28, 2018 meeting:

**Budgetary Transfers:**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
<b>Source of Funds:</b>					
<b>Reduction in Other Appropriation within Same Fund</b>					
Water Meter Expense	970-37-66300-310-000	Office Supplies	150	(30)	120
				(30)	
<b>Use of Funds</b>					
Water Meter Expense	970-37-66300-343-000	Postage	100	30	130
				30	

*Transfer funds to cover budget overages*

**Budgetary Transfers:**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
<b>Source of Funds:</b>					
<b>Reduction in Other Appropriation within Same Fund</b>					
Sewer Headworks Operating Exp.	960-36-82200-250-000	Repair & Maint Serv-Equipment	5,500	(1,500)	4,000
Sewer Plant Maint	960-36-83400-260-000	Repair & Maint Serv-Buildings	4,000	(1,700)	2,300
				(3,200)	
<b>Use of Funds</b>					
Sewer Headworks Operating Exp.	960-36-82200-260-000	Repair & Maint Serv-Buildings	1,500	1,500	3,000
Sewer Plant Maint	960-36-83400-250-000	Repair & Maint Serv-Equipment	5,500	1,700	7,200
				3,200	

*Transfer funds to cover budget overages*

RESOLUTION NO. 2018-

Dated: August 28, 2018

The City of Baraboo, Wisconsin

**Background:** The Administrative Committee reviewed the proposed Common Council Member’s Handbook at the July 2, 2018 meeting.

At the August 6, 2018 meeting the Committee unanimously recommended that the revised Common Council Member’s Handbook be approved.

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

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

**THAT,** the revised Common Council Member’s Handbook dated July 31, 2018 be adopted. (See Attachment)

**NOW THEREFORE,** IT IS HEREBY RESOLVED by the Common Council of the City of Baraboo that the City Attorney is authorized to adopt the revised Common Council Member’s Handbook dated July 31, 2018.

**Offered by:** Administrative Committee  
**Motion:**  
**Second:**

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

# CITY OF BARABOO COUNCIL HANDBOOK

**DRAFT 7-31-18**



**City of Baraboo, Sauk County, Wisconsin**

Date Adopted by Council: \_\_\_\_\_

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## SECTION I: INTRODUCTION

Welcome to the City of Baraboo's Common Council! You have been chosen to represent your district and their interests. It is important for you to be aware that you also represent the entire City of Baraboo. Sometimes you will find that it is very difficult to balance the two positions. However, if you keep yourself informed, have an open mind to all viewpoints, and listen to your colleagues, the differences of opinion and variety of viewpoints will generally lead to the best solution for the City. If we all practice the following rules, we will avoid many of the problems that might arise from these differences of opinion. When in doubt, do what is best for the City.

### MISSION STATEMENT OF THE CITY OF BARABOO

We envision the City of Baraboo:

- As a vibrant, innovative and well planned community
- Exemplifying a high quality of life and being a safe place to live, work and play
- Having a government with the highest standards of ethics and integrity
- Having a government that informs its citizens and encourages active and positive participation in support of the community
- Having a government that provides quality, efficient, responsive service to our customers
- Having a government that is fiscally responsible by providing necessary services in a cost effective manner
- Having a Council that is competent, well informed and responsive to provide vision and act in the best interest of the entire City
- Having a government workforce that is highly competent and productive
- Having a government that has a high level of respect for its employees and provides an attractive, challenging and rewarding work environment

### RESPONSIBILITY OF PUBLIC OFFICERS

City officials are agents of public purpose and hold office to serve the public interest. They are found to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out efficiently and impartially all laws of the United States, the State of Wisconsin, and the Ordinances of the City of Baraboo. Further, they are found to observe in their official acts, the standards of ethics set forth in this code and to faithfully discharge the duties of their office. The public interest must be their primary concern.

### YOUR ROLE AS A POLICY MAKER

What is a policy maker? What is an administrator? Sometimes, as an Alderperson, you may have a difficult time deciding whether you are a policy maker or an administrator. It is extremely important that you know that YOU ARE A POLICY MAKER. As a policy maker, you determine the policy for the City. It is the role of the City Administrator and the City's Department Heads to administer the policies you set.

The first line of administration is the City Administrator. You must allow the City Administrator and the Department Heads to do his/her jobs to the best of his/her ability as a trained professional. It is imperative towards meeting the Council's goals to work together with your City Administrator.

If you do not agree with the way a certain policy is being administered, you could attempt to change that policy. However, keep in mind that not everyone will agree with your point of view in regard to how a given policy should be administered. Talk to your colleagues, get their opinion, and talk to the staff. You may find that there is a good reason for administering a policy a certain way. On the other hand, you may discover that the policy should be changed; if so, get it done through the resolution process.

## **COUNCIL PRESIDENT**

The Council President is elected by the Council at the organizational meeting held on the third Tuesday in April. This is the first official meeting of the newly elected Council. There are several very important duties of the Council President:

- The Council President is the official spokesperson for the Council. Although individual Alderpersons can speak for themselves, they do not represent the entire Council, just their district.
- If the Mayor has to miss all or a part of a Council meeting, the Council President assumes the chair for that meeting or portion of the meeting.
- If for any reason the Mayor were incapacitated and not able to perform the necessary duties, the Council President becomes the Acting Mayor. If the Mayor left office, the Council President assumes this position until the Council selects a temporary Mayor. The temporary Mayor serves until a city-wide election is held. The newly-elected Mayor's term of office would be for the remaining term of the previous Mayor.
- The Council President should review this Handbook on an annual basis and, if necessary, have it updated so that the information it contains is accurate.
- The Council President serves as a mentor to new Alderpersons to make their transition easier, and is available to all members of the Council to answer questions or direct their inquiries to the proper City departments.
- The Council President leads the Council in reciting the Pledge of Allegiance during Council meetings.
- The Council President works closely with the Mayor and all members of the Council by encouraging professionalism, participation, honesty, and trust.

## **SECTION II: ETHICS**

In a representative democracy, the representatives are drawn from society and, therefore, cannot and should not be without all personal and economic interest in the decisions and policies of government. Standards of conduct for public officials need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society and those conflicts which are substantial and material. The Wisconsin State Statutes creates a code of ethics for local elected and appointed officials. §19.59, Wis. Stat. Other laws, notably §946.13, Wis. Stat., may also apply.

### **ACTING IN AN OFFICIAL CAPACITY**

An Alderperson should not, in an official capacity, participate in or perform any discretionary action with respect any City action, such as the making, granting, or imposition of an award, sanction, permit, license, zoning change, contract, resolution, ordinance, offer of employment, or agreement, in which the Alderperson or a member of the Alderperson's immediate family or a business or organization with which the Alderperson is associated has a substantial financial interest, whether it is direct or indirect interest. In

addition, an Alderperson should not, in an official capacity, participate in a matter affecting a business or organization from which the Alderperson or a member of the Alderperson's immediate family receives substantial compensation or income.

## ACTING IN A PRIVATE CAPACITY

Usually, an Alderperson should not, in a private capacity, apply, negotiate, bid for, or receive any award, sanction, permit, license, zoning change, contract, offer of employment, or agreement in which the Alderperson has a private financial interest, whether direct or indirect, if the Alderperson is authorized to perform in regard to it any governmental function requiring the exercise of discretion, even if the official does not participate in the governmental action or exert any influence on his or her own behalf. In addition, an Alderperson should not, for compensation or on behalf of an employer, represent an individual, business, or organization before a board, commission, or other body of which an official is a member. The statutory code of ethics is not an obstacle to a local official's partner or business associate representing a client before such board, commission, or other body as long as the official is not financially interested in, and does not exercise control over, the representation.

## HOW TO WITHDRAW FROM OFFICIAL ACTION

When a matter in which an Alderperson should not participate comes before the Council, a board, commission, or other body of which the Alderperson is a member, the Alderperson should leave that portion of the body's meeting involving discussion, deliberations, or votes related to that matter and ask that the body's minutes reflect the absence. The body's remaining members may review the matter and take whatever action they find appropriate.

## ADVISORY OPINIONS

Any Alderperson may request of the City Attorney an advisory opinion regarding the propriety of any matter to which the person is or may become a party, as it relates to a question of ethics in their role as an Alderperson. Advisory opinions and requests must be in writing and must state all material facts. It shall be *prima facie* evidence of intent to comply with the City's Code of Ethics when a person refers a matter to the City Attorney and abides by the advisory opinion if the material facts are as stated in the opinion request.

Records of the City Attorney's opinions, opinion requests and investigations of violations shall be closed to public inspection as required by Ch. 19, Wis. Stats. Except as provided by §19.59(5)(b), Wis. Stats., the City Attorney shall not make public the identity of any person requesting an advisory opinion or of persons or organizations mentioned in the opinion.

## QUESTIONS AND ANSWERS REGARDING ETHICS

**Q: Where can I find the City of Baraboo's Code of Ethics?**

A: The City's Code of Ethics is contained in Chapter 1 of the City of Baraboo Code of Ordinances.

**Q: What kinds of conduct are addressed by the City's Code of Ethics?**

A: The Code of Ethics covers:

- Using City property such as vehicles, supplies, or equipment, or city services for unauthorized personal convenience or for profit.

- Granting any special consideration, treatment, or advantage to any citizen beyond that which is available to any other citizen.
- Accepting a gift, favor, service, or promise that could reasonably be expected to influence the employee in the performance of his or her duties or could be considered as a reward for performing those duties.
- Engaging in or accepting private employment or rendering service for a private interest where such employment or services are incompatible with the employee's job with the City.
- Disclosing privileged information to a person not authorized to receive such information or using privileged information to advance one's personal or family

**Q: What does the City's Code of Ethics say about the fair and equal treatment of citizens?**

A: Section 1.76(2) of the City Code states: *"An official or employee shall not grant any special consideration, treatment, or advantage to any citizen beyond which is available to every other citizen. This section does not affect the duty of the Common Council members to diligently represent their constituency."*

**Q: What does the City's Code of Ethics say about the receipt of gifts and favors?**

A: There are two sections of the Ethics Code which deal with the potential receipt of gifts and favors:

First, §1.77 of the City Code declares that the receipt of gifts and gratuities can constitute a conflict of interest: *"Receipt of Gifts and Gratuities Prohibited: An official or employee shall not accept anything of value whether in the form of a gift, service, loan, or promise from any person which may impair his or her independence of judgment or action in the performance of his or her official duties."*

Second, §1.80 of the City Code states: *"An official or employee shall not accept from any person or organization, directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments, or is provided to such official or employee because of his/her position or office and could reasonably be considered as a reward for any governmental action or inaction...."*

**Q: Each of the above provisions prohibits the receipt or acceptance of "anything of value." What does this term mean?**

A: The City Code defines "anything of value" as: *"Any money or property, favor, service, advance, forbearance, loan or promise of future employment, but this term does not include such things as: (1) compensation and expenses paid by the City, fees, and honorariums, or (2) "unsolicited" advertising or promotional materials such as pens, pencils, notepads, calendars, informational or educational materials or unexceptional value, plaques, other advertising giveaways, or (3) any other thing which is "not likely to influence the judgment of individuals covered by the code."*

**Q: Are there any circumstances where Officials may accept and retain a gift, such as food, drink, favors, or services?**

A: Yes. Officials may accept and retain items and services unrelated to his/her position or if the item or services is of minimal, insignificant or trivial value.

Example One: If the item or service is offered for a reason unrelated to your position with the City and the item or service could not reasonably be expected to influence your actions or judgment, or reasonably be considered a reward for action or inaction, the item or service may be accepted and retained. E.g., getting free samples of food at the grocery store; an Alderperson who works full time at a factory receives a holiday bonus from her employer.

Example Two: If the item or service is provided by the City or is for the benefit of the City as a whole, and not for private benefit, the item or service may also be retained. E.g., the City provides all of the Alderpersons with a free email address.

Example Three: If the item or service is of only nominal, insignificant, or trivial value, it may also be accepted and retained. E.g., an Alderperson accepts a cough drop from a constituent.

**Q: Does the Code of Ethics establish a dollar value for an item or service that is considered of “nominal or insignificant value”?**

**A:** No.

## SECTION III: CONDUCT FOR ALDERPERSONS

The City of Baraboo has codified in Chapter 1 of the Baraboo Municipal Code standard rules of conduct for all Alderpersons. These rules include expected conduct behavior both during meetings and well as when you are interacting with the public. Alderpersons are expected to abide by these rules of conduct at all times. The following list of expected conduct is not exhaustive, but provides a general outlines of how Alderpersons are expected to act within the scope of their elected position.

- Listen to all sides.
- Treat everyone with respect.
- Be honest.
- Deal openly with City staff and use and trust their expertise and assistance.
- Arrive at all appointments and meetings on time or call the Chairperson, City Administrator or Mayor prior to the appointment if you will be unable to attend.
- Be aware that written notes, voicemail messages, and email may be public records. Written notes, voicemail messages and email are subject to the same rules regarding respect and consideration as would be applicable to conduct in public meetings and private encounters regarding City business. Such items shall be treated as public communications subject to the Wisconsin Open Records Law.
- You have a duty to hold in strict confidence all information concerning matters dealt with in Closed Session. You shall not, either directly or indirectly, release, make public, or in any way divulge any such information, or any aspect of the closed session deliberations to anyone, unless expressly authorized or required by law to do so.
- When you are a member of a committee, commission or board:
  - Learn your role and the purpose of the committee, commission or board.
  - Maintain a professional attitude.
  - Speak after being recognized by the Chairperson.
  - Do not make comments while others are speaking.
  - If you must miss a meeting, inform the Chairperson prior to the meeting.
  - Read all materials before the meeting.
  - Keep the discussion on topic.
  - Let others have a chance to speak.
  - When members of the audience are speaking, listen courteously.
- As a member of the Council:
  - Do not hold side conversations while business is being conducted.

- Study all reports prior to the meeting. These reports are included in your agenda packet.
- Keep your comments to the topic under discussion.
- Don't be afraid to disagree with a fellow Council member or staff member, but do not make your disagreement a personal attack.
- In referring to another Alderpersons, use the formal "Aldersperson Jones" or "my colleague" rather than first names.
- Refer to other elected officials and department heads in a formal manner such as "Police Chief Jones," "the Fire Chief," or by a surname such as "Mr. Jones."
- The Mayor should be addressed formally, using "Mayor Jones" or "Your Honor."
- Know and obey the Council rules.
- During the public participation portion of the meeting, listen respectfully to the speakers.
- If you feel you have a conflict of interest on a certain vote, you may abstain from voting on that issue. You should also abstain from discussion on the issue.
- If someone has made your point during the discussion, you don't need to make it again.
- Council rules limits Council members to speak for no more than ten minutes on a particular topic.
- Try to keep an open mind.
- Try not to needlessly re-hash or over-analyze an issue.
- Do not move around the room or leave the Council Chambers during Council meeting except when necessary.
- Check your Council mailbox and email frequently.
- Remember that Council meetings are broadcast live! Refrain from critical facial expressions and eye rolling. The microphones are very sensitive and pen clicking, finger drumming and coughing interferes with our audience's viewing pleasure.

## SECTION IV: BOARDS, COMMITTEES AND COMMISSIONS

Unless otherwise stated, committee, commission and board members are appointed by the Mayor and confirmed by the Common Council. Except for the boards and commissions where the Mayor serves as chair, the chairperson is selected by the members of the committee, commission or board. Generally the chair is elected to a one-year term.

### STANDING COMMITTEES

All standing committees consist of a chairperson and two alderpersons appointed by the Mayor. Normally, the standing committees meet once each month. Prior to the first official meeting of the new Council, you can request the committees, commissions, and boards to which you would like to be appointed by contacting the Mayor. There is no guarantee that you will get your preferred committees, commissions or boards, but it does give some guidance to the Mayor.

- Finance/Personnel Committee. The Finance/Personnel Committee advises the Common Council on all matters dealing with finance, bond issues, regulation of rates and fees, except where these are directly administered by other Boards and Commissions, audits, insurance, personnel relations, pay plans and policies, any duties assigned by the Council, the purchase of real property and personal property by the City, on matters involving the sale or conveyance of real property owned by the City, and on matters involving transportation issues.

- Public Safety Committee. The Public Safety Committee advises the Common Council on all matters dealing with streets, sidewalks, alleys, storm drains, drainage ways, sewers, traffic and parking matters, health and safety issues, nuisances, and any other duties assigned by the Council. Additionally, the Public Safety Committee serves in an oversight capacity with respect to matters concerning police and fire operations, except where such matters are the direct responsibility of the Police and Fire Commission. It is the duty of this committee, under the direction of the Council, to keep the streets, sidewalks, alleys, sewers, storm drains, and drainage ways, and related public works in repair.
- Administrative Committee. The Administrative Committee advises the Common Council on all matters dealing with the maintenance and upkeep of all City property, except property directly administered by other boards and commissions, the review of license applications, except those licenses administered by other Boards, Commissions and City staff, the review of proposed legislation not directly involving other Boards, Commissions or Committees, and advising City staff regarding response to legislative matters, relationships with other governmental entities and any duties assigned by the Council. This Committee reviews and advises the Common Council on matters involving the sale of City owned personal property. Except where specific jurisdiction and responsibility has been assigned in this section to another committee, this Committee shall serve as a liaison to the Library Board, Parks and Recreation Commission, Community Development Authority, Police & Fire Commission, Baraboo Ambulance District Commission, Airport Commission, U.W. Baraboo Campus Commission, City Attorney and City Assessor.

## OTHER COMMITTEES, COMMISSIONS AND BOARDS

In addition to the standing committees, special committees may be appointed from time to time to deal with special matters of interest to the City. All such committees are appointed by the Mayor unless otherwise directed by the Council.

- Administrative Review Appeals Board. The Board consists of the Mayor, an Alderperson and one citizen member. The Alderperson member is appointed annually by the Mayor, subject to confirmation by the Council. The citizen member is appointed by the Mayor, subject to confirmation by the Council, for a three-year term. The powers and duties are pursuant to those outlined in Ch. 6 of the City Code.
- Baraboo Economic Development Committee. The purpose of the Commission is to develop data regarding the economic needs, advantages, and sites in the City of Baraboo; cooperate with other area economic development entities; acquaint prospective businesses with the advantages of location within the Baraboo area; and to study and make recommendations to the Mayor and City Council for the continuing improvement of the economic and business climate of Baraboo. The Baraboo Economic Development Commission consists of thirteen members. The Commission, as an advisory group, works on various projects consistent with approved plans and policies and as assigned by the Mayor and/or City Council for the improvement of the economic vitality of the Community. The Commission will, at least once a year on or before October 1st of each year, report to the Council concerning its activities and recommendations with regard to economic development matters.

- Baraboo-Wisconsin Dells Regional Airport Commission. The Commission consists of one representative and one alternate representative from each of the owner communities: the City of Baraboo and the Village of Lake Delton. The Commission oversees the operation and maintenance of the Airport and recommends capital improvements to the owners. The Commission has the powers and duties detailed in §114.14, Wis. Stat.
- Board of Ethics. The Board consists of three members and one alternate who may not serve on any other City Board, Committee or Commission. All members must be residents of the City. The Board adopts written Rules of Procedure and offers advisory opinions concerning ethical matters. The Board also hears complaints against City Officials or City employees and holds hearings to investigate ethical complaints.
- Board of Review. The Board consists of the Mayor, the City Clerk and three Alderpersons appointed annually by the Mayor. The City Assessor must attend all meetings of the Board. The Board has the powers and duties prescribed in §70.47, Wis. Stats.
- Board of Zoning Appeals. The Board consists of five members appointed by the Mayor for staggered terms of three years. Two alternate members are appointed by the Mayor for terms of three years and act only when a regular member is absent or refuses to vote because of interest. The Building Inspector will attend meetings, upon request, to provide technical assistance as requested by the Board of Zoning Appeals. The Board has the powers and duties prescribed in §62.23(7)(e), Wis. Stats.
- Plan Commission. The Plan Commission consists of seven members. One member is the Mayor, or the Mayor's designee, who is the Chairperson. One member will be a member of the Baraboo Parks and Recreation Commission, elected annually in April by the Commission to serve a one-year term. Two members will be Alderpersons elected annually in April of each year by a majority vote of the Council. The other three members are citizen members of recognized experience and qualifications appointed by the Mayor. The citizen members shall serve for staggered three-year terms. The terms of Plan Commission members who are appointed or elected shall commence on the first day of May. The Plan Commission shall have the powers and duties prescribed in §62.23, Wis. Stats., and such other powers and duties as shall be vested in the Commission from time to time by the Council.
- Community Development Authority. The Authority consists of eight members appointed for a term of four years. Two are members of the Council and five are citizens, and the eighth member is a resident of a housing unit managed by the Authority. The Authority and its Commissioners are under statutory duty to comply strictly with all provisions of §§ 66.1201 to 66.1211, Wis. Stat. The main purpose of the Authority is to provide safe and sanitary housing for the elderly and persons of low income, and at rentals they can afford. Another primary responsibility of the CDA is to manage the City's Economic Development Revolving Loan Funds.
- Baraboo District Ambulance Commission. The Commission consists of seven voting members plus a non-voting member from St. Clare Hospital. Four members are Alderpersons from the City of Baraboo, and three are from other member communities. The Commission has the powers and duties described in the by-laws for the Baraboo District Ambulance Service and Chapter 28 of the Municipal Code.
- Emergency Management Commission. The Commission consists of the Mayor, the Emergency Management Director, EMS Manager or designee, Police Chief or designee, Utility Superintendent or

designee, Street Superintendent or designee, City Engineer or designee, and one citizen member appointed by the Mayor. The City Administrator shall serve as an ex officio member of the Commission, except that if the Mayor is not in attendance, the City Administrator shall serve as a member on his behalf. The Mayor shall serve as Chairperson of the Commission and the Emergency Management Director shall serve as Secretary. Appointments for one-year terms shall be made by the Mayor at the annual organizational meeting, subject to confirmation by the Council. The Emergency Management Commission shall be an advisory and planning group and shall advise the Mayor, the Director and the Council in all matters pertaining to emergency management.

- Library Board. The Library Board consists of nine members who are appointed by the Mayor subject to confirmation by the Council. One member is the Baraboo School District Administrator or his/her representative. The remaining members are residents of the City of Baraboo, except that not more than 2 members may be residents of other municipalities. The members shall be appointed for staggered three-year terms. The Library Board shall have the powers and duties prescribed in §43.58, Wis. Stats. The Board shall consult with the Council for the purpose of coordinating library personnel policies with general City personnel policies.
- Parks and Recreation Commission. The Commission consists of seven members, including one Alderperson appointed annually by the Mayor and six citizen members appointed by the Mayor for staggered three-year terms. All appointments shall be subject to confirmation by the Council. The Commission shall have the general supervision of recreation in the City and shall operate and maintain all parks, the Civic Center, community recreation centers, playgrounds, or other areas that shall be assigned to it by the Council. It may make rules and regulations for the government and control of all such places of recreation, subject to approval by the Council. The Commission generally directs the activities of the Director of Parks and Recreation and recommends the hiring of employees it deems necessary to carry out its responsibilities. It is the intent of the Council that the Commission promotes recreation in its broadest aspects and toward this end cooperate with existing recreational programs under the auspices of schools or semipublic groups within the City. The Commission shall issue a written annual report to the Council. The Commission shall also govern the City's Forestry Program and shall have the powers and duties prescribed in §27.09, Wis. Stats.
- Police and Fire Commission. The Commission consists of five elected citizens. The Commission has the powers and duties prescribed in §62.13, Wis. Stats., except sub. (6) thereof. In addition, the Commission is authorized to interview, select and appoint persons hired to fill non-sworn support staff positions of the Police Department and Fire Department, provided, however, that the position has been authorized and approved by the Common Council and the Common Council reserves the power to establish the salary and benefits for each such position.
- UW-Baraboo/Sauk County Campus Commission. The Commission consists of seven members: the City Finance Director, the County Clerk, two alderpersons from Baraboo, two County Board Supervisors and one member appointed jointly. The City and County jointly own the Campus buildings and property. The Commission oversees the maintenance of the buildings and grounds and makes recommendations to the owners concerning capital improvements.

## COUNCIL APPOINTMENTS MADE TO EXTERNAL BOARDS

- Al Ringling Theatre Friends
- BID
- Sauk County Development Corporation
- TIF Joint Review Board

- Baraboo Rapids Committee
- Chamber of Commerce
- Pink Lady Rail Commission
- Other Ad Hoc Committees as may be Created by the Mayor

## COMMITTEE AGENDA AND MINUTES COORDINATION

Committee Chairpersons work with staff to develop their committee’s agendas, reports and minutes. A recommended format for all agendas attached in [Appendix B](#). Meetings are tape recorded and/or video recorded and later transcribed by City staff.

## RESOLUTIONS

A resolution is a formal method of presenting a motion. Resolutions originate in the various City committees, commissions or boards. Resolutions have several elements including background, fiscal note, and the decision or ‘resolution’ by the Council. An example of the City’s resolution format is in [Appendix C](#). The following is the path that a resolution usually follows:

1. An Alderperson, the Mayor, Administrator or Department Head is made aware of problem from a citizen or other possible source.
2. The matter is referred to a Committee or staff for review at the Council meeting under the “Petitions and Correspondence” portion of the agenda.
3. The committee, board or commission discusses the issue and makes a recommendation to the Council in the form of a written resolution.
4. The Council can approve, deny, or refer back the resolution.
5. If referred back to the committee, board or commission by the Council, the resolution will go back to the committee, board or commission of jurisdiction.
6. The committee, board or commission can then reaffirm, reverse, or change their previous recommendation.
7. The resolution is returned to the Council for action.

## SECTION IV: MEETING LAWS AND STANDARDS

As an Alderperson, you can count on attend meetings on a regular basis. Alderpersons are expected to conform to certain standards of conduct during meetings and also to comply with the Wisconsin Open Meetings Law.

### OPEN MEETING LAW REQUIREMENTS

The Wisconsin Open Meetings applies to every "meeting" of a "governmental body." A “Governmental body” includes a state or local agency, board, commission, committee, Council, department, or public body corporate and politic created by constitution, statute, ordinance, rule, or order. A “meeting” is defined as the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power, or duties delegated to or vested in the body. A meeting does not include any social or chance gathering or conference which is not intended to avoid the open meeting laws. The two most basic requirements of the open meetings law are that the governmental body:

- Give 24 hours advance notice of each of its meetings, and
- Conduct all of its business in open session, unless an exemption to the open session requirement applies.

An "open session" is defined in Wisconsin Statutes as "a meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times." The provision requires that all City Council, board, committee and commissions hold their meetings in rooms that are reasonably calculated to be large enough to accommodate all citizens who wish to attend the meetings and in rooms that are accessible, without assistance, to persons with functional limitations.

## WALKING QUORUMS, EMAIL AND TELEPHONE CALLS

The requirements of the open meetings law extends to walking quorums. A "walking quorum" is a gathering of a group of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum.

The widespread use of e-mail and other electronic message technologies creates special dangers for governmental officials trying to comply with the open meetings law. Although two members of a governmental body larger than four members may discuss the body's business without violating the open meetings law, features like "forward" and "reply all" deprive a sender of control over the number and identity of the recipients who eventually may have access to the sender's message. Because of the dangers posed by e-mail, the Wisconsin Attorney General strongly discourages the members of every governmental body from using email to communicate about issues within the body's realm or authority.

Phone calls among members of a governmental body also fit within the definition of a meeting subject to the open meetings law. To comply with the law, a governmental body conducting a meeting by telephone conference call must provide the public with an effective means to monitor the conference. This may be accomplished by broadcasting the conference through speakers located at one or more sites open to the public.

## COMMON COUNCIL MEETINGS RULES

The Council has adopted standing rules for Common Council meetings. In the absence of a City ordinance or State statute, Council meetings shall be governed by Robert's Rules of Order, revised. All committees, commission and board meetings are also to be governed by Robert's Rules of Order unless otherwise specified. Below are commonly used standing rules and Robert's Rules of Order for Council meetings (see Chapter 2 of the Baraboo Municipal Code for additional details):

- Quorum.
  - Two-thirds of the members of the Council is a quorum. A lesser number than a quorum may compel the attendance of absent members. A majority of all the members is necessary for a confirmation on all questions.
  - In case of a tie the Mayor shall have a casting vote. When the Mayor does vote in case of a tie, his/her vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on any measure.
  - The Mayor shall not be counted in determining whether a quorum is present at a meeting.

- Discussion of Items on Agenda. Once an item on the agenda is read into the record, it is open for discussion. The Mayor may ask for a staff presentation on the item, or for any Council questions or comments. The Council may discuss such item prior to any motion being on the floor.
- Motions.
  - When a motion is made and seconded, it is deemed to be in the possession of the Council and shall be stated by the presiding officer, or if in writing shall be delivered to the clerk and read by him/her, before debate begins.
  - The rules of order pertaining to motions shall be according to Robert's Rules of Order, revised.
  - Unless otherwise provided, no ordinance or resolution, having once been defeated, may again be introduced in the same or in substantially similar form until the expiration of 30 days from the date when such ordinance or resolution was defeated.
- Debate.
  - No member shall address the Council until he/she has been recognized by the presiding officer. When a member wishes to speak to a question or make a motion, he/she shall respectfully address the presiding officer. When two or more members desire to address the presiding officer at the same time, the presiding officer will designate the member who has the right to speak first. The presiding officer's determination on who speaks first is final.
  - No member may speak more than a total of 10 minutes on any question unless the Council, by a majority vote, grants an extension of time for a member to speak.
  - When a question is under discussion, no action is in order except to adjourn, to lay on the table, to postpone to a certain day, to refer to a committee, to amend, or to postpone indefinitely. All such motions shall have precedence in the order listed.
  - Any member wishing to terminate debate on a question may move to put the question before the Council. The presiding officer shall then state that the previous question has been moved and a vote shall be taken on whether the question shall be put to a vote. If a majority of the members vote in the affirmative, debate shall be terminated and the presiding officer will clearly state the question before the Council. The Council will vote first upon pending amendments and then upon the main question.
- Voting.
  - A member has the right to change his/her vote up to the time the vote is finally announced. After that, he/she can make the change only by permission of the Council, which may be given by general consent; that is, by no member objecting when the presiding officer inquires if anyone objects. If objection is made, a motion may be made to grant the permission which motion shall be undebatable.
  - It is the duty of every member to express his/her opinion on a question by voting thereon; however, no member can be compelled to vote.
- Consent Agenda. The City Clerk, subject to approval of the Mayor, will place on the consent agenda items that in his/her judgment are routine and non-controversial. No separate discussion or debate on matters included in the consent agenda shall be permitted. A single motion, seconded and adopted by a majority vote of the members will be sufficient to approve, adopt, enact or otherwise favorably resolve any matter listed on the consent agenda without separate reading or discussion thereof. When the consent agenda is reached, any member may request removal of any item from the consent agenda and such item will be removed without debate or vote. Any item or part thereof removed from the consent agenda will be separately considered at the appropriate

time in the Council's regular order of business. Any member wishing to remove an item from the consent agenda must request such removal when the agenda is considered as an order of business.

- Mayoral Veto Power. The Mayor has the veto power as to all acts of the Council, except such as to which it is expressly or by necessary implication otherwise provided by Wisconsin law. All acts of the Council shall be submitted to the Mayor by the City Clerk and will be enforced upon approval evidenced by the Mayor's signature or upon failing to approve or disapprove within five days, which fact shall be certified thereon by the City Clerk. If the Mayor disapproves, the Mayor's objection must be filed with the City Clerk, who shall present them to the Council at the next meeting. A 2/3 vote of all the members of the Council will then be required to make the act effective notwithstanding the objections of the Mayor. If the last day for exercising a veto falls on a Sunday or a holiday, the Mayor may exercise a veto on the next succeeding secular day.
- Reconsideration. It is in order for any member who voted in the affirmative on any question which was adopted, or for any member who voted in the negative when the vote is evenly divided, or for any member who voted in the negative when the number of affirmative votes was insufficient for adoption, to move a reconsideration of such vote at the same or next succeeding regular meeting of the Council.
- Citizen's Right to Address Council. Any citizen has the right to speak on any item of business that is on the agenda for Council action if he/she is recognized by the presiding officer. Speakers may be limited in length of address by majority vote of the Council; otherwise, the presiding officer shall determine the length of time that a citizen may speak on a question. No citizen is permitted to speak on petitions, communications and reports when first introduced before the Council and which are scheduled to be referred to and reported back at a later meeting or which will be taken up at a later time in the regular meeting.
- Suspension of Rules. Except as otherwise provided by law or City code, 2/3rds of the members shall be required to suspend, alter or modify any Robert's Rules or standing rules of the Council. When a member moves a suspension of the rules, he/she shall be required to state the particular standing rule to which the motion is addressed. The presiding officer shall then put the question, "Is there any objection to the suspension of the rules in accordance with the motion?" An objection voiced to suspension of the rules by one member shall require a roll call on the motion for suspension. If no such objection is made, the Clerk will record a unanimous consent to the suspension and the presiding officer shall then proceed to state the principal questions.

## CONCLUSION

This handbook should help to make your term of office go smoothly. It does not cover all aspects of the office nor will it solve every problem or answer every question that might arise. It is not designed to do so. This handbook should be used as a guide, not a crutch. You will be an effective alderperson if you work hard at the job. Read over all of the materials and seek out information from all available sources. Above all, enjoy your office. This is not just a job you do for a stipend, but it is an opportunity for you to serve your community. Your position will not doubt frustrate you during periods of your term, but can be one of the more exciting positions you will hold in your life because you are helping to shape our community's future.

## APPENDIX A – RESOURCES

Besides the City Administrator, City Attorney and Department Heads, there are several resources available to Alderpersons:

- Each member of the Common Council is issued a key which allows entry from the front of the building to your mailbox. Your mailbox is located in the hallway near the front entrance. Agendas and other information is put here for your retrieval. You should make a habit of checking your mailbox frequently.
- City of Baraboo Website: <http://www.cityofbaraboo.com/>
- City of Baraboo Municipal Codebook: [http://www.cityofbaraboo.com/index.asp?SEC=B55D3911-B63F-490B-8C70-9A48B705260F&Type=B\\_BASIC](http://www.cityofbaraboo.com/index.asp?SEC=B55D3911-B63F-490B-8C70-9A48B705260F&Type=B_BASIC)
- State of Wisconsin: [www.wisconsin.gov](http://www.wisconsin.gov)
- Department of Justice Information on Wisconsin Open Meeting Laws: [www.doj.state.wi.us](http://www.doj.state.wi.us)
- Department of Justice Information on Wisconsin Public Records Law: [www.doj.state.wi.us](http://www.doj.state.wi.us)
- League of Municipalities Website: <http://www.lwm-info.org/>
- Wisconsin State Statutes and Administrative Code Website: [docs.legis.wisconsin.gov](http://docs.legis.wisconsin.gov)
- Robert's Rules of Order: [www.rulesonline.com](http://www.rulesonline.com)

For specific questions, please refer to the following:

Question/Concern	City Department/Employee	Phone
Address Changes – Utility Bills	Utilities	355-2740
Address Changes – Property Taxes	Finance	355-2700
Alternate Side Parking	Police	355-2720
Annexation	Administration	355-2715
Animals, Stray or Wild	Police	355-2720
Assessment For Street/Sidewalk Installation	Engineering	355-2730
Assessment Payment Arrangements	Finance	355-2700
Bicycle Registration	Police	355-2720
Boulevard Grass Killed by Winter Salt	DPW	355-2730
Brush Pickup	DPW	355-2735
Building Permit Problems	Inspection	355-2730
Building Too Close To Lot Line	Inspection	355-2730
Burning	Fire	355-2710
Business In Home/Garage	Zoning	355-2730
Cat Licenses	Finance	355-2700
Community Block Grants	CDA	356-4822
Court Dates and Fines	Clerk Of Courts-Sauk Co.	355-3287
Curb Cuts	Engineering	355-2730
Curb Damage	Engineering	355-2730
Damaged Sidewalks	Engineering	355-2730
Diseased Trees	Parks, Recreation and Forestry	355-2760
Dog Licenses	Treasurer	355-2700
Driver's Licenses	Wisconsin DOT	356-3326
Dust from Ball Diamonds	Parks, Recreation and Forestry	355-2760
Dust from Street	DPW	355-2730
Election Procedures	City Clerk	355-2700
Farmer's Market	BID	356-5606
Fence Problems	Inspection	355-2730
Fire Hydrant	Utilities	355-2740
Fire Inspection	Fire	355-2710

Fireworks	Fire	355-2710
Flooding	DPW	355-2730
Garage Sales, Over 3 Per Year	City Clerk	355-2700
Garbage In Yard	Police	355-2720
Garbage Not Picked Up	DPW	355-2730
Grass/Weeds Not Cut	Police	355-2720
Handicap Parking Plates Or Tag	Police	355-2720
Handicap Ramps	Inspection	355-2730
Hiring Procedures	City Administrator	355-2715
Housing	CDA	356-4822
Ice Rinks	Parks, Recreation and Forestry	355-2760
Industrial Land Available	City Administrator	355-2715
Junk In Yard	Police	355-2720
Leaf Burning	Fire	355-2710
Leaf Pickup	Public Works	355-2730
Liability Claims	Clerk	355-2700
Licenses	City Clerk	355-2700
Loans	CDA	356-4822
Lot Size	Assessor	355-2730
Lottery Credit	City Treasurer	355-2700
Maps	Engineering	355-2730
Meeting Agendas	City Clerk	355-2700
Neighborhood Watch	Police	355-2720
New Sidewalk	Engineering	355-2730
No Parking Signs	Public Works	355-2730
Parcel Numbers	City Treasurer	355-2700
Parking Lot Design	Engineering	355-2730
Parking Tickets	Police	355-2720
Pet Problems/Strays	Police	355-2720
Police Response Time	Police	355-2720
Property Assessment	Assessor	355-2730
Property Records	Assessor	355-2730
Railroad Crossing Problems	Engineering	355-2730
Rats and Other Pests (See City Code)	Police (Under Certain Circumstances)	355-2720
Recycling	Engineering	355-2730
RV, Boat, Trailer Parked In Yard	Police	355-2720
Sewer Back Up	Public Works	355-2730
Sidewalk Construction	Engineering	355-2730
Sidewalks Not Shoveled	Police	355-2720
Sirens	Fire	355-2710
Site Plan Review	City Administrator	355-2715
Smoke Detectors	Fire	355-2710
Snow Plowing/Ice On Streets	Public Works	355-2730
Speeding Problems	Police	355-2720
Spring Cleanup	Public Works	355-2730
Staffing Levels	City Administrator	355-2715
Standing Water	Engineering	355-2730
Street Construction	Public Works, Engineering	355-2730
Street Flooding	Engineering, Public Works	355-2730
Street Lighting	Public Works	355-2730
Street Not Swept	Public Works	355-2730
Street Potholes	Public Works	355-2730
Tax Amounts Due Before January 31	Treasurer	355-2700

Tax Amounts Due After January 31	Sauk County Treasurer	355-3275
Taxi Service	Baraboo Taxi Service	356-8300
Taxi Service Complaints	City Clerk	355-2700
Tennis Courts	Parks, Recreation and Forestry	355-2760
Trees	Parks, Recreation and Forestry	355-2760
Tours Of Fire Department	Fire	355-2710
Traffic Control Signs	DPW	355-2730
Variance	Zoning	355-2730
Voter Registration	City Clerk	355-2700
Ward Boundaries	City Clerk	355-2700
Water Bills Amounts Due	Utilities	355-2740
Water Drainage Problem	DPW	355-2730
Zoning Changes	City Engineer	355-2730

## APPENDIX B – SAMPLE COMMITTEE MEETING AGENDA

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### NAME OF COMMITTEE MEETING AGENDA

Date

Time, Place/Address of Location

1. Call Meeting to Order
2. Roll Call of Membership
3. Compliance with the Open Meeting Law
4. Approval of Minutes from \_\_\_\_\_
5. Approval of the Agenda
6. Appearances/Presentations (Optional)
7. Action Items
  - a.
  - b.
8. Information Items
  - a.
  - b.
9. Adjournment

Agenda prepared by \_\_\_\_\_ & posted on \_\_\_\_\_

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

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

## APPENDIX C – SAMPLE RESOLUTION

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RESOLUTION NO. 2018- (Resolution Number)

Dated: (Council Meeting)

*Background:* (Department Heads or the City Administrator draft this section of the resolution which should provide a history and reasons leading to the requested action. This section is provided for the benefit of Council members who are not members of the Committee that the issue came through as well as the general public. Resolutions are permanent records of the community and the background listed here should be complete and should not say “refer to a memo” or some other document that will not be a permanent record. This section is not considered part of the action of the Council. The action of the Council is listed in the “Resolved” section.)

Fiscal Note: (check one)  Not Required  Budgeted Expenditure  Not Budgeted  
*Comments:* (The author of the resolution is required to state the fiscal impact on the City’s present budget. Budget transfers or amendments are often listed in this section.)

**(The author may list “Whereas” paragraphs in the section if the issue is more complicated or detailed in nature.)**

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

(The final decision of the Council is listed here.)

**Offered by:** (Committee making recommendation)

**Motion:** (Maker of motion)

**Second:** (Second of motion)

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

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

RESOLUTION NO.

Dated: August 28, 2018

**The City of Baraboo, Wisconsin**

**Background:**

In an effort to collaborate with our mutual aid partners, Delton Fire Department requested to use our Container Based Training Prop (Live Fire Training Containers). Working in cooperation with the City Attorney, The Delton Fire and Ambulance Commission Attorney and the Delton Fire Chief, the attached agreement was created and acceptable to all parties.

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

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

THAT the Mayor and City Clerk are authorized to sign an Agreement for the use of City of Baraboo’s Container Based Training Prop between the City of Baraboo, Delton Fire and Ambulance Commission and Delton Fire Department.

**Offered by:** Public Safety  
**Motion:**  
**Second:**

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

**AGREEMENT THE FOR USE OF CITY OF BARABOO'S CONTAINER BASED TRAINING PROP**

**THIS AGREEMENT FOR THE USE OF THE CITY OF BARABOO'S CONTAINER BASED TRAINING PROP ("Agreement")** is entered into by and between the City of Baraboo, with a mailing address of 101 South Blvd., Baraboo, WI 53913, ("**City**"), and the Delton Fire and Ambulance Commission, comprised of the Village of Lake Delton and the Town of Delton, with a mailing address of 45 Miller Drive, Baraboo, WI 53913 ("**DFAC**"). Baraboo and DFAC may be jointly referred to herein as the "Parties."

**WHEREAS** the City's Fire Department ("**BFD**") has a Container Based Training Prop ("**CBTP**") that is used by the BFD for training purposes; and

**WHEREAS**, the DFAC's Fire Department ("**DFD**") would like to use the CBTP for training purposes; and

**WHEREAS**, in the spirit of cooperation and having the best trained fire personnel possible in the Baraboo/Delton area, the City will allow the DFD use of the CBTP as described further herein.

**NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:**

1. Term. The BFD will make available to the DFD, and any trained and supervised employee or volunteer thereto, the CBTP on the following mutually agreed upon dates and times: \_\_\_\_\_.

2. Costs. There will be no cost to the DFD or DFAC for the DFD's use of the CBTP except as follows: due to the nature of live fire training, materials such as wood lumber, drywall and the like that is inside of the CBTP will become damaged; these materials shall be removed and replaced by DFD with materials selected by the BFD that are comparable to the materials that were damaged within thirty (30) calendar day's use of the CBTP, with said removal and replacement occurring on a date and time that is mutually agreed upon by the BFD Chief and DFD Chief.

3. Termination. This Agreement may be terminated at any time with or without cause by the BFD Chief notifying the DFD Chief of said termination, which may be communicated in writing or verbally. Further, during the use of the CBTP by the DFD, at least one BFD employee will be on site at all times to supervise the use of the CBTP. If at any time the BFD employee reasonably believes the use of the CBTP should be discontinued for any reason by the DFD, the BFD employee will inform the DFD employees on site to cease use of the CBTP and the DFD employees will immediately comply.

4. Insurance. The DFD will maintain adequate insurance for the duration of the term of this Agreement, including, if required by law, Worker's Compensation Insurance. Any damage to or loss of the City's equipment or property that is caused by the DFD or an employee, volunteer or agent thereof, during the term of this Agreement, with the exception described in Paragraph 2, above, shall be paid for by the DFAC within thirty (30) calendar days of the date of the invoice sent by the City to DFAC.

5. Legal Action. The Parties agrees that if legal action is brought under this Agreement, exclusive venue shall lie in Sauk County, Wisconsin. The Parties further agree to attempt to resolve any disagreement resulting from this Agreement amongst themselves prior to taking any form of legal action.

6. Severability. In case one or more of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as is such invalid, illegal, or unenforceable provision had never been contained herein.

7. Amendments. This Agreement may not be modified or assigned without the prior written consent of the Parties.

8. Effective Date. Effective date of this Agreement shall be as of the date of final execution hereto.

EXECUTED by the City of Baraboo and Delton Fire Department, with each respective governmental entity acting by and through its duly authorized officials on the date herein below specified.

**DELTON FIRE AND AMBULANCE COMMISSION**

Witness Signature: \_\_\_\_\_  
Witness Print: \_\_\_\_\_

By \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_  
Witness Print: \_\_\_\_\_

By \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CITY OF BARABOO**

Witness Signature: \_\_\_\_\_  
Witness Print: \_\_\_\_\_

By \_\_\_\_\_  
Mike Palm, Mayor  
Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_  
Witness Print: \_\_\_\_\_

By \_\_\_\_\_  
Brenda Zeman, City Clerk  
Date: \_\_\_\_\_

Approved as to Form:  
Emily Truman, Baraboo City Attorney

The City of Baraboo, Wisconsin

**Background:** Part The 2018 Budget included \$60,000 for a new Pole Building at the City Services Center. Following is a summary of the original June 07, 2018 bids for this building project:

Cleary Building	\$ 76,012.00
Brute Construction	\$ 85,526.00
T2 Contracting	\$149,500.00

Since the original bid was over budget, we have worked with the bidders and they have provided some value engineering suggestions to reduce the cost of the project. Cleary Building Corp has submitted the attached Proposal for the City’s consideration with a price of \$60,531.

The Public Safety Committee reviewed these bids at their August 27<sup>th</sup> meeting and unanimously recommended award to the low bidder with a line item transfer to cover the \$531 difference.

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

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

That the Proposal of Cleary Building Corp, in the amount of \$60,531 is hereby accepted and all other bids are rejected.

**Offered by:**  
**Motion:**  
**Second:**

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

The City of Baraboo, Wisconsin

**Background:** Driftless Glen Distillery has met with staff on multiple occasions to discuss their high strength wastewater and its effect on the operation of the operation of the Water Resource Recovery Facility.

On July 23<sup>rd</sup>, Driftless Glen met with the Public Safety Committee to discuss the possibility of discharging their high-strength wastewater from their distillery at 300 Water Street. Staff has had several meeting with representative from Driftless Glen and it is their position that they are pre-treating their wastewater to a level than can be “handled” by our WWTP and they are ultimately seeking permission to discharge their high-strength wastewater to the sewer system and negotiate a special rate, accordingly.

As a first step, staff has worked with Driftless Glen to devise a means to accurately measure the actual volume of water that is discharged to the sanitary sewer rather than use the total of water used at the facility since a significant volume is “lost” during the distillation process, the subsequent bottling of spirits, and the hauling of the high-strength wastewater produced during distillation off-site.

Pursuant to the terms of the proposed Agreement, DG will receive a “credit” of sorts for water that is used at the facility but not discharged to the sanitary sewer system.

This Agreement addresses only part of DG’s concern. It continues to be their position that they are pre-treating their wastewater to a level than can be “handled” by our WWTP and believe they should be given permission to discharge to the sewer system and negotiate a corresponding special rate. Since a Sanitary Sewer Rate Study was recently commissioned, Staff has recommended no further action pending completion of that Rate Study.

The Public Safety Committee reviewed this matter at their August 27<sup>th</sup> meeting and unanimously recommended approval of this Agreement.

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

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

THAT the Mayor and City Clerk are hereby authorized to sign the attached Agreement Between the City of Baraboo and Driftless Glen Distillery to calculate sewer use charges based on the actual volume of wastewater that is discharged from their facility to the sanitary sewer system.

Offered by:

Approved by Mayor: \_\_\_\_\_

Motion:

Second:

Certified by City Clerk: \_\_\_\_\_

## AGREEMENT BETWEEN THE CITY OF BARABOO AND DRIFTLESS GLEN DISTILLERY

**THIS AGREEMENT** is entered into by and between the City of Baraboo, a Wisconsin municipal corporation with a mailing address of 101 South Blvd., Baraboo, WI 53913 (“City”) and Driftless Glen Distillery, LLC, a foreign limited liability company with a mailing address of 300 Water Street, Baraboo, WI 53913 (“Distillery”). The City and the Distillery may be jointly referred to herein as the “Parties.”

### RECITALS

**WHEREAS**, the Distillery consists of a restaurant, tasting room and spirits distillery (“Services”) located in the City of Baraboo, Wisconsin; and

**WHEREAS**, to conduct its business, the Distillery uses water and sewer services provided by the City; and

**WHEREAS**, the Parties have determined that as part of the Services, some of the City’s water that goes into the Distillery will not later be discharged into the City’s sewer and as such, the Distillery is not required to pay a sewer use charge for water that it does not actually discharge to the sanitary sewer system; and

**WHEREAS**, the Distillery has agreed to install a metering device, provided by the City, and other methods in order to assist in accurately tracking the true amount of water the Distillery uses that is not discharged to the City’s sanitary sewer system; and

**WHEREAS**, upon the installation of said metering device and additional proof provided to the City by the Distillery of the amount of water that is barreled and/or hauled away from the Distillery, the City will adjust the Distillery’s sewer bill to accurately reflect the true amount of sewer services used by the Distillery.

**NOW, THEREFORE**, for the mutual consideration contained herein, the Parties agree as follows:

### TERMS

1. Term. This Agreement shall become effective on the date executed by all parties and shall remain in effect for the duration of the operation of the Distillery.

2. City’s Responsibility. The City agrees to provide to the Distillery, within two (2) business days of the Distillery’s request, a meter that will accurately track the volume of water that is used in the chiller system and does not enter the sanitary sewer system. The City further agrees to adjust the Distillery’s sewer bill to accurately reflect the true volume of wastewater discharged to the City’s sanitary sewer system by the Distillery, conditioned upon the Distillery’s full and timely compliance with the terms of this Agreement.

3. Distillery’s Responsibility. In order for the Distillery to be eligible for any deductions in the amount of their sewer use charge, the Distillery understands it must fully and timely comply with the following:

- a. The Distillery must install, at the Distillery's cost, a metering device provided by the City pursuant to the specifications of the City, and to pay for any repairs to or replacements of the metering device as necessary unless caused by a defect of the device. Within three (3) business days of the completed installation, the Distillery must contact Wade Peterson, Utility Superintendent for the City of Baraboo, and allow Superintendent Peterson access to the Distillery to inspect the installation. If changes to the installation need to be made, Superintendent Peterson will inform the Distillery at the time of inspection. The Distillery must ensure, to the best of the Distillery's ability that the meter is working properly for the duration of the Agreement and, in the event the Distillery reasonably believes the meter is no longer working properly, the Distillery must immediately notify Superintendent Peterson.
- b. The Distillery must provide to Superintendent Peterson true copies of documentation indicating the volume of spirits produced, in gallons, that have been bottled at the Distillery as well as the volume of waste water, in gallons, that have been hauled away from the Distillery in tankers. This information must be provided to Superintendent Peterson, or his designee, by email on or shortly before March 15, June 15, September 15 and December 15 of each year. The information must be for the three full calendar months preceding the information due date. E.g., the information provided to Superintendent Peterson on or before March 15 must be for the full months of December, January and February.
- c. The Distillery must allow the City, and any employee or agent thereof, access to the metering device during normal Distillery business hours to ensure ongoing compliance with the City's specifications and to verify the accuracy of the information produced by the metering device.

4. Default. Failure of the Distillery to timely comply with any of the requirements listed in Paragraph 3(a) – (c), above, will result in the Distillery not receiving a deduction in its sewer bill for the period in question. No exceptions shall be made by the City, such as retroactive deductions based on untimely information provided to the City unless approved by the City Council. Rectification shall require the Distillery coming into full compliance with all requirements contained herein and confirmation of said compliance in writing by Superintendent Peterson.

5. Notice. Any notices required or permitted to be given per this Agreement shall be given in writing and shall be delivered (a) in person, or (b) by certified mail, postage prepaid, return receipt requested, or (c) as otherwise specified herein, and such notices shall be addressed as follows:

To the City:

Wade Peterson, Utility Superintendent  
City Services Center  
450 Roundhouse Court  
Baraboo, WI 53913  
wpeterson@cityofbaraboo.com

With a Copy to: City of Baraboo  
Attn: City Attorney  
101 South Blvd.  
Baraboo, WI 53913

To the Distillery: Renee Bemis  
300 Water Street  
Baraboo, WI 53913

With a Copy to: Attorney Charles V. Sweeney  
Axley Brynelson, LLP  
P. O. Box 1767  
Madison, WI 53701-1767  
csweeney@axley.com

6. Assignment. This Agreement may not be assigned by the Distillery, in whole or in part, without written consent of the City.

7. Compliance with Law. Nothing contained herein shall be interpreted to mean that the Distillery may fail to comply with all applicable laws and regulations, including the Baraboo Municipal Code, and all rules and requirements contained therein.

8. Governing Law and Venue. This Agreement shall be deemed to have been made in, and shall be construed in accordance with the laws of the State of Wisconsin. Any lawsuit related to or arising out of disputes under this Agreement shall be commenced and tried in the circuit court of Sauk County, Wisconsin, and the Parties submit to the exclusive jurisdiction of the circuit court for such lawsuits.

9. Amendments. This Agreement may be amended at any time upon mutual written consent of the Parties.

10. Counterparts. This Agreement has been executed in several counterparts, each of which shall be taken to be an original, and all collectively but one instrument.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their proper officers.

**(SIGNATURE PAGE TO FOLLOW)**

**DRIFTLESS GLEN DISTILLERY**

Witness Signature: \_\_\_\_\_ By: \_\_\_\_\_

Witness Print: \_\_\_\_\_ Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ By: \_\_\_\_\_

Witness Print: \_\_\_\_\_ Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF BARABOO**

Witness Signature: \_\_\_\_\_ By: \_\_\_\_\_

Mike Palm, Mayor

Witness Print: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ By: \_\_\_\_\_

Brenda Zeman, City Clerk

Witness Print: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Emily Truman, City Attorney

The City of Baraboo, Wisconsin

**Background:** Bruce Braithwaite, managing member of The Alsan Group #8, LLC, owns the property at 1420 South Blvd, which has been the site of the Honey Boy Mobile Home Park and is located in an MH-P Manufactured Homes Park district. The property owners have closed the Park and have requested the zoning be changed to B-3, Highway Oriented Business, which is consistent with the existing zoning to the south, east, and north of the property.

The Plan Commission reviewed the proposed zoning change at their August 21, 2018 meeting, and forwarded the matter to the Common Council for further consideration with a favorable recommendation.

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

An Ordinance amending §17.18(4)(a) and the Zoning District Map rezoning tax parcel 206-1152-90000 from MH-P Manufactured Homes – Park district to a B-3 Highway Oriented Business district.

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

1. Section 17.18(4)(a), Ordinances is hereby revised to reflect the following changes: Tax Parcel 206-1152-90000, the following described 5.3-acre parcel located at 1420 South Blvd, from its current MH-P Manufactured Home Park zoning classification to a B-3 Highway Oriented Business zoning classification:

A part of the SE ¼ of the SE ¼ of the NW ¼ of Section 3, T11N, R6E, City of Baraboo, Sauk County, Wisconsin described as follows:

The SE ¼ of the SE ¼ of the NW ¼ of Section 3, T11N, R6E except Sauk County Certified Survey Map No. 650 and except the easterly 511.34 feet of the northerly 140.1 feet of said SE ¼ of the SE ¼ of the NW ¼ of Section 3.

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

Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_ day of \_\_\_\_\_, 2018 and is recorded on page \_\_\_\_ of volume \_\_\_\_.

City Clerk: \_\_\_\_\_

**NBO - 2**

The City of Baraboo, Wisconsin

**Background:** The Public Safety Committee reviewed parking on the east side of Walnut Street between Parkway and Elm Street, the west side of Moore Street south of South Blvd, and both sides of Summit Street between 9<sup>th</sup> and 10<sup>th</sup> Avenues.

The Public Safety Committee reviewed this matter at their August 27<sup>th</sup> meeting and voted unanimously to forward it to the Common Council with a favorable recommendation.

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

An Ordinance revising §7.02(2)(b)2, the Official Traffic Map, to provide for no parking on a portions of Walnut Street, Moore Street, and Summit Street.

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

- 1. Revise Section 7.02(2)(b)2, the Official Traffic Map, to show no parking at the following locations:

The east side of Walnut Street between Parkway and a point 130 south of Elm Street..

The west side of Moore Street from a point 120 feet south of South Blvd to a point 220 feet south of South Blvd.

Both sides of Summit Street from a point 100 feet south of 10<sup>th</sup> Avenue to 10<sup>th</sup> Avenue.

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

Mayor’s Approval: \_\_\_\_\_

Clerk’s Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_ day of September 2018, and is recorded on page \_\_\_ of volume \_\_\_.

City Clerk: \_\_\_\_\_



**TREASURER'S INVESTMENT TRANSACTION REPORT**

Jul-18

		<b>Average Rate of Return on Current Deposits:</b>			<b>Benchmarks:</b>	
		Avg Term				
<b>Total Receipts:</b>	1,076,610.57	General Funds:	6.8 M	1.53%	LGIP	1.95%
<b>Total Disbursements:</b>	1,535,333.53	Utility Funds:	13.0 M	1.07%	90-day T-bill:	1.97%
		Segregated Funds:	27.6 M	1.74%	6M CD:	1.38%
		Securities w/Dana	3.51 years	2.02%	12M CD:	1.75%
		All Funds:	11.5 M	1.40%	18M CD:	1.98%
		Liquid:	60%			
		Term:	40%			

**Policy Objectives:**

- Safety: ▪ \$3,150,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Nothing new to report
- Yield: ▪ Continuing to transition money to higher yielding investments, Utilities are considering moving some \$ to LGIP

**TRANSACTIONS**

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Renew	CD	Kuenzi Estate	ICB	6264646		24 months	7/22/2018	1.00%	15,097.00	Reinvested
								7/22/2020	2.65%	11,000.00	Reinvested
	Comments: Took out funds for current year projects										
(2)	Renew	CD	Alma Waite	ICB	6275826		36 months	7/8/2018	1.50%	160,000.00	Reinvested
								7/8/2021	2.85%	160,000.00	Reinvested
	Comments: Withdrew the interest										
(3)	CLOSE	CD	General from Airport	BNB	7068859		21 months	7/16/2018	1.00%	81,074.00	Reinvested
	Comments: General fund purchased this CD from the airport when funds were needed for the runway project										
(4)	Renew	CD	Sewer Depreciation	BNB	7069761		18 months	7/25/2018	0.90%	153,930.00	Reinvested
								7/30/2019	2.15%	166,025.35	Reinvested
	Comments: Added \$10,000 current year contribution										

**INVESTMENT ADVISOR TRANSACTIONS**

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
NONE											

**Baraboo Fire Department  
Monthly Report - July 2018**

Incident Responses	July	Year to Date	Totals	Year to Date	Percentage
	2018	2017	2017	2018	Increase/Decrease
<b>Fire, Other</b>	1	2	2	2	
Building Fire	0	7	12	8	31 Fire 14.49%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	55 Rescue 25.70%
Fire in Structures other than Building	0	0	0	0	7 Haz Mat 3.27%
Cooking Fire	1	3	6	6	29 Alarm 13.55%
Chimney Fire	0	1	1	4	75 Other 35.05%
Vehicle Fire	1	1	2	2	17 Mutual Aid 7.94%
Wildland Fire	0	2	3	5	
Trash or Rubbish Fire Contained	0	1	1	0	
Outside Rubbish, Trash or Waste Fire	0	0	3	2	33 Fire 8.66%
Dumpster or other Trash Receptacle Fire	1	2	3	1	125 Rescue 32.81%
Outside Storage Fire	0	0	0	0	17 Haz Mat 4.46%
Outside Gas or Vapor Combustion Explosion	0	0	0	1	60 Alarm 15.75%
<b>Medical Assist</b>	7	12	31	20	133 Other 34.91%
Vehicle Crash	3	50	77	22	13 Mutual Aid 3.41%
Motor vehicle/pedestrian crash	0	1	1	0	
Search for Person on Land	0	1	1	0	
Extrication of Victim(s) from Building/Structure	0	0	0	0	
Extrication from Vehicles	2	4	5	3	
Extrication, Other	0	1	2	0	
Elevator Rescue	0	1	1	2	
Water/Ice Rescue	1	0	0	4	
High Angle Rescue	0	4	7	4	
Hazardous Material	2	5	15	5	
Carbon Monoxide Incident	1	0	2	2	
Hazardous Call, Other	1	18	26	8	
Vehicle Accident - General Cleanup	0	2	3	4	
Animal Rescue	0	0	0	1	
Water Problem, Other	0	0	0	0	
Smoke or Odor Removal	0	1	1	0	
Sevice Call, Other	0	0	1	1	
Lock-out	0	0	0	0	
Assist Police	1	3	6	2	
Public Service	1	17	18	3	
Unauthorized Burning	0	1	4	1	
Authorized Burning	1	2	4	1	
Good Intent Call	5	18	34	28	
Dispatched/Cancelled	3	16	31	25	
Wrong Location	0	0	0	0	
Smoke Scare, Odor of Smoke	0	2	2	0	
Steam, Vapor, Fog or Dust thought to be Smoke	0	3	3	1	
Malicious Alarm	0	1	4	1	
Bomb Threat	0	0	0	0	
Alarm	4	23	38	24	
Carbon Monoxide Alarm	1	13	18	4	
Lightning Strike	0	0	0	0	
Severe Weather Standby	0	0	0	0	
Mutual Aid - City	2	5	10	11	
Mutual Aid - Rural	0	3	3	6	
<b>Totals</b>	<b>39</b>	<b>226</b>	<b>381</b>	<b>214</b>	<b>-5.31%</b>
			<b>0</b>		<b>Exposure Fires</b>
			<b>381</b>		<b>Total Incidents</b>

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	19	48.72%	122	57.01%
Village of West Baraboo	0	0.00%	5	2.34%
Town of Baraboo	16	41.03%	48	22.43%
Town of Fairfield	1	2.56%	6	2.80%
Town of Greenfield	1	2.56%	13	6.07%
Town of Sumpter	0	0.00%	3	1.40%
Mutual Aid - City	2	5.13%	11	5.14%
Mutual Aid - Rural	0	0.00%	6	2.80%
<b>Totals</b>	<b>39</b>	<b>100.00%</b>	<b>214</b>	<b>100.00%</b>

**Baraboo Fire Department  
Monthly Report - July 2018**

<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	38	3	1	35	113	141	36					
Village of West Baraboo	11	46	64	21	1	0	3					
Town of Baraboo	0	0	0	0	0	2	0					
Town of Fairfield	2	1	0	0	0	0	0					
Town of Greenfield	1	0	0	0	0	0	1					
Town of Sumpter	0	0	0	0	0	0	0					
<b>Totals</b>	<b>52</b>	<b>50</b>	<b>65</b>	<b>56</b>	<b>114</b>	<b>143</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
								<b>Total Inspections Year to Date</b>				<b>520</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	27	0	27	
Fire Safety House Training	0	0	0	0	
Other (Open House)	0	0	0	0	
<b>Grand Totals</b>	<b>1</b>	<b>27</b>	<b>0</b>	<b>27</b>	
			<b>Total Fire Safety Contacts Year to Date</b>		<b>1866</b>

	<b>Number of Smoke Alarms</b>	<b>Number of CO Alarms</b>	<b>Total</b>
Install Smoke and Carbon Monoxide Alarms	0	1	1
			<b>22 Year to Date Total</b>

## July 2018

Calls For Service					
	Current Month	Current YTD	SPLY	Change	Perc. Change
Assist other agencies	19	97	11	-8	72.73%
Sexual Assaults	2	21	0	0	0.00%
Thefts	59	249	31	-28	90.32%
Check Welfare - Mental Evaluation	8	58	9	1	-11.11%
Assists - Sauk County	10	84	17	7	-41.18%
Criminal Damage	9	50	14	5	-35.71%
Animal Complaints	31	162	37	6	-16.22%
Burglaries	2	17	4	2	-50.00%
Mental Commitment	4	32	4	0	0.00%
<b>Totals:</b>	<b>144</b>	<b>770</b>	<b>127</b>	<b>-15</b>	<b>8.83%</b>
Traffic Crashes					
	Current Month	Current YTD	SPLY	Change	Perc. Change
Total Traffic Crashes	16	118	2	-14	700.00%
Persons Injured	2	20	5	3	-60.00%
Pedestrians Injured	0	3	0	0	0.00%
<b>Totals:</b>	<b>18</b>	<b>141</b>	<b>7</b>	<b>-11</b>	<b>640.00%</b>
Enforcement Activity					
	Current Month	Current YTD	SPLY	Change	Perc. Change
Adult Notices of Appearance	49	348	54	5	-9.26%
Drug Charges	12	64	9	-3	33.33%
Traffic Citations	428	2,357	479	51	-10.65%
OWI Charges	9	67	10	1	-10.00%
Seatbelt Violations	84	398	170	86	-50.59%
Traffic Warnings	245	1,401	166	-79	47.59%
Juvenile Offenses	10	101	13	3	-23.08%
Curfew Violations	1	2	2	1	-50.00%
Underage Alcohol Citations	4	11	2	-2	100.00%
<b>Totals:</b>	<b>842</b>	<b>4,749</b>	<b>905</b>	<b>63</b>	<b>27.35%</b>



# POLICE LINE

The Baraboo Police Department Newsletter

August 2018

## From the Chief

It is hard to believe that school is right around the corner. Summer has always been busy here at the police department and this one went by in the blink of an eye.

As we ramp up for a return to school, Safety has to be a priority. We need to start to thinking about kids walking and biking to school and the need to slow down and look for pedestrians, especially near school zones.

Parents can start to get their kids ready for school, reminding them of their part in safety as well. Encourage them to use crosswalks and obey the rules of the road while traveling on bikes.

Safety has to extend to other areas in our modern world as well. We will spend the first weeks of school dealing with harassment and fights related to students' use of social media. We find that kids spend time talking bad about others, only to then have to see them at school, resulting in problems for the students and the school.

The Baraboo Community has embraced ALICE, the response protocol for ongoing deadly violence as well. Students will practice these drills at school, along with school staff as well as fire drills and other safety responses. All of these are important pieces in

the puzzle that help us as a community keep Baraboo and our schools safe!

## ALICE

Members of the BPD, along with Fire Chief Stieve and Sauk County EM Director Jelinek have been training with the Baraboo School District as part of a comprehensive safety and response plan.



These are simple response guides for responding to active violence, a problem all too familiar in our present society.

- Alert
- Lockdown
- Inform
- Counter
- Evacuate

We are still doing Community trainings with a full list at the County's web site:

<https://www.co.sauk.wi.us/emergencymanagement/alice>

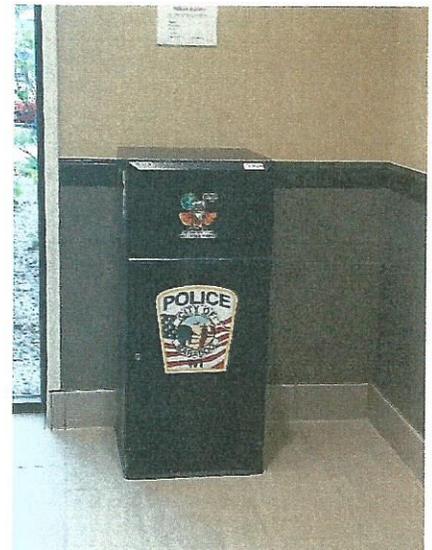
These responses are transferable to any public venue and start with the most basic premise, it can happen here!

## Anniversaries

In August, we have the anniversaries of: Chief Schauf 19 years; Sgt. Mark Wichner 8 years.

## P2D2

A reminder that the Baraboo Police Department still collects unused prescription and OTC medications. The Prescription Pill Drug Disposal or P2D2 is in the lobby of the department and accessible from 7:30 am to 4:30 pm any day the police department is open.



The box is on the lower level, and can be accessed from the north parking lot in the area marked as Police Department. It is on the west wall just inside the main doors.

**Members Present:** Petty, Sloan, Thurow

**Absent:**

**Others Present:** Mayor Palm, E. Geick, E. Truman, C. Haggard, B. Zeman, K. Stieve, P. Cannon, L. Laux, T. Pinion

**Call Meeting to Order** – Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Sloan to approve the minutes of July 24, 2018. Motion carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Sloan, seconded by Thurow to recommend to Council approval of the accounts payable for **\$824,831.82**. Motion carried unanimously.
- b) **WI Dept. of Administration CDBG (Community Development Block Grant) – RLF (Revolving Loan Fund) Close Program** – CDA Director Pat Cannon explained that compliance under the current program is very complex and that the Department of Administration (DOA) estimates that there is \$100 million dollars in this program across the state. They also estimate that between 50-60% of these funds are sitting in the bank as cash and are not being used as the program was designed for, a revolving loan. In order to try and recirculate the money, HUD recommended that the DOA submit an application to close out the CDBG-RLF program. Under the program they are giving us 2 options: 1) We package up the loans and hand it all back over to the State or 2) When the application is approved, we pick a date within a 2 year period to send them a check for the value of our outstanding loans plus our cash returning all of the money. Once we turn the money over to the State, we then have ownership of the loans as they come back in payments to us. The loan revenues over the life of the loan become de-federalized and come back to the City for however we wish to use those funds. Pat is estimating we have about \$750,000 in this program right now. What the DOA plans to do with the returned funds is to place them in a trust account for each municipality that returns the funds. The City can then put in for a CDBG eligible project on a non-competitive basis and receive our money back. We can also put in for a competitive basis CDBG loan and use our money as a match – these usually require a one to one match. The DOA has submitted their application and HUD has 45 days to accept, reject, or ask for additional information. The DOA is looking at starting this October 1, 2018 unless it is not approved by then. If it's approved after this date, it would start whatever the approval date is. Ald. Sloan confirmed that if we send the money back to the state, we then become the owner of the loan payments but we can borrow the money back from the state. P. Cannon advised the Committee that this would be grant money. Ald. Sloan questioned the income stream and if this would be General Funds and P. Cannon noted that this would be up to the governing body to make this determination. The CDA's recommendation is that we start our own Revolving Loan Fund and put our own requirements on the process. At this time, there are a lot of internal decisions that need to be made. Moved by Sloan, seconded by Thurow and carried unanimously to post pone until we have additional information.
- c) **Long Term Revenue Forecast, Capital Planning, and Wage Projections** – Adm. Geick presented a revised Capital Improvement Plan based on the current goals for the City of Baraboo. Significant changes to the plan include: The Fire/EMS project has been pushed to the top and is currently scheduled in 3 phases, the UW Theatre Project has been revised to setting aside \$50,000 per year for the next few years, and the library has moved to 2028 for the actual building. Ald. Sloan would like to see the Library funding reduced to \$5,000,000 and has requested that we get an opinion from Ehler's or Moody's as to what borrowing this money, whether it be for the fire station or the library, will do to our bond rating. This was presented as informational only, no action was taken at this time.

### **Informational Items - City Attorney's report on insurance claims**

- One claim is pending settlement right now in the amount of \$485.30. This is for a claim made for some damaged plumbing. Atty. Truman determined that it was in the best interest of the City to settle this claim.
- One other pending claim that Atty. Truman prefers to not speak on at this time, she is currently waiting for some additional information.
- One claim was filed today however it appears to be incomplete.

### **Committee Comments**

Ald. Petty would like on the next agenda to look at Elected Officials compensation.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:38pm.  
Brenda Zeman, City Clerk

## Minutes of the Public Safety Committee Meeting – July 23, 2018

**Members Present:** Phil Wedekind and Mike Plautz, and Tom Kolb. **Others Present:** Ed Geick, Chief Schauf, Chief Stieve, Attorney Truman, Tom Pinion, Wade Peterson, Tony Gilman, Daniel Zech, Gary Meeker, Buck Sweeney, Jim Smith, Nancy Mistele, Renee Bemus, Tom Fitzwilliams, and Ben Bromley.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Hall Committee Room, 101 South Blvd., Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb approve the minutes of the June 11, 2018 meeting. Motion carried unanimously.

### New Business

- a. Consider revising parking regulations on Ash Street between Water Street and 1<sup>st</sup> Street. (Daniel Zech) – Engineer Pinion presented the background for the request. He said currently the 2-hr parking extends from the Baraboo River to Water Streets, it then leap frogs one block, and then goes from 1<sup>st</sup> to 4<sup>th</sup>. He said that the revision would be Ash Street from the Baraboo River to 4<sup>th</sup> Street on both sides of the street. Kolb moved to approve. Daniel Zech said that there is a sign that states no parking from 2 a.m. until 6 a.m., but it is never enforced. Plautz seconded the motion. Motion carried unanimously.
- b. Review and recommendation for revising the City’s ordinance regarding Special Events – Attorney Truman presented the background on the issue. She said that the current ordinance is extremely vague. She said that anytime there is any event on public or private property, it is considered a special event and a license has to be obtained. Truman said that the City does not want to regulate everything that happens on private properties. Truman said one of the biggest changes to the proposed revision is to change the definition of what constitutes a special event. She said that there are new clarifications in the proposed ordinance; one is that a special event might not just take place on one day. She stated that another proposed clarification the two different costs associated with special events. The appeals process was discussed. After a lengthy discussion, Plautz moved, Kolb seconded to recommend the proposed revisions to the City’s ordinance regarding Special Events as presented. Motion carried unanimously.
- c. Review and recommendation for revising the City’s ordinance regulating loud and unnecessary noise – Attorney Truman presented the proposed ordinance revisions. She said that she did work on the revisions with the Police Chief. She said that the Chief suggested that no noise permits between the hours of 10:00 p.m. and 6:30 a.m. be granted. Wedekind asked what would be done with the Fair Association; Truman said that is something that would have to be discussed. Truman said at this time there is no fee associated with the permit; however, the Committee could consider changing a fee. It was moved by Kolb, seconded by Plautz to bring proposed revisions back to the Committee in August for possible recommendation. Motion carried unanimously.
- d. Review and recommendation of Gary Meeker’s request for a second driveway to their single-family residential property at 1018 3<sup>rd</sup> Street – Gary Meeker stated that he would request to install the second driveway that would be blacktop; however would like to have gravel until it is compacted. Wedekind said that he has been to the Committee twice and was denied. He stated that it is policy one driveway per lot, unless it is a corner lot. Wedekind feels if the permit were given to Meeker, it would set a precedence. Discussion of other second driveways took place, Pinion said that the last two times that this was before the Committee, Meeker was only asking for a curb cut; however, this time he is asking for an entire driveway, it was stated that this lot is oversized. Kolb felt he could be moved in terms of oversized lots, but not an automatic approval. Plautz feels that the oversized lot would be enough of an exception that it would set a precedence. Plautz moved to approve the request for a second driveway at 1018 3<sup>rd</sup> Street based on the Committee’s discussion of being an oversized lot. Kolb seconded the motion. Kolb feels that if the Committee is going to do this an oversized lot needs to be defined and the City needs to start enforcing driveways that exist that should not. Kolb asked Meeker how long he felt it would take to pave the driveway. Meeker said that he would do it as soon as he could; Kolb said he did not want it to sit all winter. Kolb asked for an amendment to the motion that the driveway is completed within 60 days of the start date. Plautz seconded the amended motion. Motion carried 2 to 1, Wedekind voting no.
- e. Discussion with Driftless Glen Distillery, LLC regarding wastewater discharge from the Driftless Glen Distillery at 300 Water Street and how they propose to comply with the Subchapter III: Baraboo Sewer Utility in Chapter 1.3 of the City’s General Code of Ordinances – Pinion said this has been an ongoing discussion with Driftless Glen about high strength condition of the wastewater that they would like to discharge to the sanitary sewer. He said that they have made efforts to try to provide more consistent product. Pinion presented the Committee with the limits of the three parameters to safely discharge, along with the distillery’s proposed discharge the last time they ran a batch. Pinion said that with the numbers is

has an effect on the operation of the Treatment Plant, so the distillery has been hauling it off site. He said looking at imposing the ordinance requirements and look at the high-strength surcharge rates; it is a significantly higher cost to the distillery. Buck Sweeney said he has been working with the City to find solutions. He said that if a solution is found so that the Wastewater Plant can take the waste without upset then he feels that the distillery would have to go to the Council from a policy point of view to see if it can be done, could the City give them a rate that would allow them to be competitive in the marketplace. Jim Smith presented the procedure of the 2017 water usage. He then explained the distillation system. Smith then presented what is being proposed to allow the distillery to discharge into the City's system. Kolb questioned metering it on the discharge. Pinion said that they are talking about using a metering pump so that it is a constant low-flow out of the facility. He asked if there was anything as far as flow proportion and sampling and if they will be pacing that. Smith said that he felt it would be easy to periodically sample the tank. Smith said that it is a refrigerated sampler that can be based on flow or time. Plautz asked if this would satisfy Peterson's concerns. Peterson said that nothing has been discussed about money. Sweeney said that the money issue would really be up to the Council. Peterson said that it is in black and white in the ordinance. Sweeney said that it would be a variance to the ordinance. Peterson said that they are asking all the residents of the City to significantly subsidize their business. Kolb understands that the distillery would be paying the higher rates, but only for the higher test discharge. Geick asked Sweeney if they are proposing any kind of rate. It was stated that it cost approximately \$575 to haul off-site. Pinion said that the City's rate is based on gross water consumption, not net water discharge, so there is no credit built-in for the deduct meter that is being proposed. Pinion said that it is part of the Utility budget this year for a rate study, which will take 4 or 5 months to complete. Therefore, based on the currently surcharge rates, there is a difference, it is higher trucking off-site, more convenient obviously to discharge locally, but he doesn't know how the new numbers will compare to what the current surcharge rates are. Geick asked Sweeney if he was agreeable to the concept of what he was talking about would be something that could be considered in the proposed rate study. Sweeney said that he wouldn't have a problem looking at it from a rate study point of view. He said that he thinks metering itself is a lot less controversial, it feels that it is fair. Pinion that this is discussion item and no action can take place to, but asked when they wanted to start discharging to the sewer. Sweeney said they would like to get the deducts approved so that they are not paying high strength waste, regardless of where they are taking it, because they should be paying high-strength waste because they are hauling it. Pinion said currently they are hauling off-site, but are paying for gross water consumption on the sewer side. Therefore, the first thing to do is to install the right meters, meter them the right way, and that becomes a straight forward deduct. He said that the distillery would continue it haul it off-site, because the City is not prepared to make any special rate without crunching the numbers. Sweeney said that they would like to have a seat at the table for the proposed rate study. After a lengthy discussion, the distillery has agreed to install a deduct meter, and will give Peterson the amount of alcohol barreled. Attorney Truman said that she would meet with Sweeney to draft up so everything is clear with no confusion as to what is going to be done.

- f. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for June 2018 – It was moved by Kolb, seconded by Plautz to approve the monthly billing adjustments/credits for Sewer and Water customers for June 2018 as presented. Motion carried unanimously.

### **Reports**

- a. Utility Superintendent's Report – Peterson said that his crew put together a temporary system that is the best while under construction. He said construction should be done in November. He said he received two proposals for the rate study and will be moving forward.
- b. Street Superintendent's Report – Gilman said that Dave Smith started employment on July 9<sup>th</sup>. Gilman presented is June activity report. He said that all parking lots were finished before the parade.
- c. Police Chief's Report – Schauf said that he is working on filling three vacancies. He said the parade went well with no problems.
- d. Fire Chief's Report – Chief Stieve said there the department has three openings to fill. He said there has been one retirement, two resignations. As part of the Fire Department Operations Study, the work on the SOG continues.

**ADJOURNMENT** – Kolb moved, Plautz seconded to adjourn at 2:54 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

## Minutes of Plan Commission Meeting July 31, 2018

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

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

Also in attendance were Mayor Palm, Administrator Geick, Tom Pinion, Attorney Truman, Anita LaCoursiere, Gary Wegner, Andy Eberhardt, Travis Gehrke, Michael Carbonara, and Ben Bromley.

### **Call to Order**

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. Agenda Approval: It was moved by O’Neill, seconded by Kolb to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by Kolb, seconded by O’Neill to approve the minutes of the July 17, 2018 meeting. Motion carried unanimously.

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

### **New Business**

- a. Consideration of Wisconsin Power & Light’s (Owner) and American Transmission Company’s (Applicant) request for a Conditional Use Permit to allow the expansion of the existing substation and the construction of a new self-contained control house in a B-1 Central Business zoning district, located at their Lynn Street substation on the south side of the Baraboo River between Vine and Walnut Streets, 125 Vine Street, City of Baraboo – Andy Eberhardt, representative of ATC addressed the Commission regarding their request. He said that he understands that the Commission has the desire to aesthetically improve the site of the facility. He then presented the Commission with a plan showing a mesh that blocks approximately 89% of the view from those looking in from the outside. He said that ATC would be willing to installing if acceptable to the Commission. Discussion took place regarding grade of mesh and various colors. Liston moved to approve the conditional use permit conditioned upon installing forest green screening on the south and east sides of the fenced enclosure. Kolb seconded the motion. On roll call vote for the motion, Ayes – Thurow, Liston, O’Neill, Kolb, Fitzwilliams, and Wedekind. Nay – 0, motion carried 6-0.
- b. Consideration of a Request from Bruce Braithwaite to rezone the 5.3-acre parcel on the north side of South Blvd. in the SE¼ of the NW¼ of Section 3, T11N, R6E, located at 1420 South Blvd. and formerly occupied by the Honey Boy Mobile Home Park, from MH-P, Mobile Home Park to a B-3, Highway Oriented Business zoning classification by Bruce Braithwaite – Pinion introduced Gary Wegner, agent for Bruce Braithwaite, who lives in Missouri. Pinion said that the property is currently zoned MH-P, manufactured Home Park. The property owners are requesting the property to be rezoned to B-3, which is the property that surrounds the east and north side of it, and west of the property is zoned I-4. Wedekind asked if there were still trailers on the property. Wegner said anything of value has been sold and will be removed, and the remaining will most likely be razed. Liston asked the timeframe. Wegner said that a 14-day notice was given to everyone that still has sheds, etc. on the property. Wegner said he is unsure if the 14 days is up, but the owners want to clean it up as quickly as possible after they can do so. Pinion said that he has had contact with Vicky Harding, former manager, and she indicated that the final date was today, July 31 for residents to clean their property. The owner has a couple that he has sold and is waiting for replacement titles. Liston said that he feels that it makes sense for the property to be zoned B-3; however, he does have a problem rezoning it before all the trailers are gone. He said as he understands it, the applications that was made did not specify what the use of those structures would be; therefore, the application was incomplete. Liston moved to postpone this request for 60 days to give the owners the opportunity to move the structures. Kolb as Attorney Truman if it is possible to approve the request conditionally. Truman recommended not doing this because it could cause a lot of problems and difficulties, should they fail to meet that condition. Truman said that the proposed motion on the table to postpone it would probably make more sense, and make things easier in case there were problems down the line. Pinion said that the Plan Commission when it comes to rezoning matters is in advisory body, so if the Commission chooses to postpone, the owner comes back in 60 days, or the Commission can send it to Council to approve or deny, and suggest that they not entertain it until it is a vacant site. O’Neill seconded the motion to postpone. Wegner said that he does not feel that is a problem, because they have not had anyone that

has said that they are willing to purchase it if it is zoned correctly. He said that it is interesting now since they evicted, the number of calls he has received from manufactured home people saying not to give up the zoning because it would never be given back and they wanted to look at it. He went on to say that, they have been trying to sell this property for three years as a manufactured home park, with the idea that somebody, some day would redevelop it into something else. He said that there was a fair amount of interest, except everyone said that you could not get \$795,000 out of a 35-home mobile home park, especially due to the condition. Liston amended the motion saying that if the property was cleaned up before 60 days the request can be brought back to the Commission. O'Neill seconded the amended motion. On roll call vote for the motion, Ayes – Liston, O'Neill, Kolb, Fitzwilliams, Wedekind, and Thurow. Nay – 0, motion carried 6-0.

- c. Discussion of Wisconsin Act 67 and its effect on local zoning authority – Pinion presented the background on this subject. He said that one of the avenues that the Commission may want to consider is the I-4 district, for example includes in excess of 100 permitted uses, and probably 50 conditional uses, and then a list of prohibited uses. He said that in the definitions of the zoning code, home occupation says these types of businesses or allowed, but it cannot be one of the following, then there is a list of prohibited uses. Therefore, if they Commission followed that theme, the Commission could say in the conditional use overlay district, and generate a list of prohibited uses. He said the Mayor is looking at an AdHoc Committee to rewrite the entire Chapter 17; however, if the Commission is looking for more of an intermediate step to try and eliminate some of the less than desirable uses that the Commission may consider, it may be an avenue to do that. Pinion presented the Commission with a draft of a proposed provision to the zoning code under the conditional use overlay district with a list of prohibited uses. Kolb asked if this would preclude the zoning districts in an overlay. Attorney Truman said that if a zoning were within the conditional use overlay district, then yes, this would be perfect regardless of what the zoning is within this area.

**Adjournment** - It was moved by Liston, seconded by Kolb to adjourn at 6:01 p.m. The motion carried unanimously.

Phil Wedekind, Mayor Designee

**Minutes**  
Baraboo District Ambulance Commission  
**Finance Ad Hoc Committee**  
May 23, 2018

The May 23, 2018 meeting of the Ad Hoc Committee was called to order by Meier at 6:52 pm. Meier confirmed that the meeting had been posted in compliance with the Open Meeting Law.

Committee members present: Petty and Puttkamer. Also present: Dahlke, Otto, Stieve, Larson, Sloan, Sechler, Snow, Vande Hei, and Worden

**Approval of Agenda**

- The agenda was adopted with a motion made by Petty, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

**Approval of Previous Minutes**

- A motion to approve the April 25, 2018 minutes was made by Petty, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

**Public Invited to Speak**

- No public comments

**Appearances / Announcements / Correspondence / Reports**

- None

**New Business**

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

**Additional Comments & Future Agenda Items**

- Petty asked if there are any policies regarding funds transfers between internal accounts. Snow and Sechler explained that there is a policy regarding Purchasing Processes and Activity – Level Controls, in which unbudgeted items over \$10,000 are to be taken to the Commission for review/approval, as well as budgeted items over \$15,000 are also to be taken to the Commission for review/approval. There are no policies on internal account transfers.

**Adjournment**

There being no further business to come before the Committee, a motion to adjourn was made by Petty, seconded by Puttkamer. Voice vote, motion carried at 6:57 pm.

Respectfully submitted,

Dana Sechler, Chief / EMS Director  
Baraboo District Ambulance Service

## **Minutes**

### **Baraboo District Ambulance Commission**

May 23, 2018

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

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

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

Dahlke noted that the meeting had been posted in compliance with the Open Meeting Law.

#### **Adoption of Agenda**

- The agenda was adopted by a motion made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

#### **Approval of Previous Minutes**

1. A motion to approve the minutes from April 25, 2018 was made by Larson, seconded by Otto. Voice vote, all ayes. Motion carried.

#### **Public Invited to Speak**

1. None

#### **Appearances/Announcements/Correspondence**

1. None

#### **Reports**

1. Legal Counsel Report – No report.
2. President’s Report – No report.
3. Treasurer’s Report – Meier stated that she had sent a list of questions to staff for them to comment on regarding Billing, write-off’s, etc. Staff is in process of sending responses to those questions.
4. Chief’s Report – Sechler reviewed the written report that was submitted in the Commission packet. Rago also reported on the “Stop the Bleed” campaign, and recent donations.

#### **Consent Agenda**

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

#### **Old Business**

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

## Minutes

### Baraboo District Ambulance Commission

May 23, 2018

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

#### New Business

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

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

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

## **Minutes**

### **Baraboo District Ambulance Commission**

May 23, 2018

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

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

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

#### **Commissioner Comments & Future Agenda Items**

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

#### **Adjournment**

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

Respectfully Submitted,

Dana Sechler, Chief / EMS Director  
Baraboo District Ambulance Service

## **Minutes**

### **Baraboo District Ambulance Commission**

April 25, 2018

The April 25, 2018 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.

Commissioners present: Dave Dahlke, Erik Larson, Darlene Otto, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist, and Phil Wedekind

Also present were: Wayne Maffei, Chief Sechler, DC Rago, Capt. Klock, Capt. Koepp, Snow, Vande Hei, and Wolter

Dahlke noted that the meeting had been posted in compliance with the Open Meeting Law.

#### **Adoption of Agenda**

- The agenda was adopted by a motion made by Meier, seconded by Petty. Voice vote, all ayes. Motion carried.

#### **Approval of Previous Minutes**

1. A motion to approve the minutes from February 28, 2018 was made by Puttkamer, seconded by Larson. Voice vote, all ayes. Motion carried.

#### **Public Invited to Speak**

1. None

#### **Appearances/Announcements/Correspondence**

1. None

#### **Reports**

1. Legal Counsel Report – Maffei gave an update to the Commission regarding Legal Blood Draws. The first item is that a defense attorney again tried to subpoena the Medical Director to testify in Court, related to the training, technique, and medical authority of the staff in performing Blood draws. Maffei was able to quash the request to have the Medical Director appear in court, but the compromise was that we would agree to answer a number of questions in a written format. Maffei received a questionnaire from the defense attorney with 21 questions—with each question having up to five sub-parts to it. The responses were worked on by Dr. Mendoza, Chief Sechler, and Maffei, and sent back to the attorney. The second item is that the DA / ADA has subpoenaed up to 4 Baraboo EMS staff to testify in the same court case. Sometimes the employee will testify in the court case, other times they are not called to the stand to testify. Both items mentioned result in additional costs / expenses to the service—both in employee wages and attorney fees.
2. President's Report – Dahlke reported that the Baraboo Police Department has moved out of their side of the Alma Waite building (garage and evidence room). He contacted the City Administrator, asking about the possibility of Baraboo EMS renting the entire Alma Waite building. Dahlke read the email response from Ed Geick to the group. The intent is to continue discussions regarding use of building space for Baraboo EMS to store their vehicles inside, which are currently outside.

## **Minutes**

### **Baraboo District Ambulance Commission**

April 25, 2018

3. Treasurer's Report – No report
4. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet. Vande Hei also reported on the performance of the NSure software, which was approved at the last Commission meeting. In the first month of use, the amount of revenue recouped from patient accounts was enough to pay for the software fees for an entire year.

#### **Consent Agenda**

1. Approve check details and online payments for February 18, 2018 – April 14, 2018 in the amount of \$591,925.20.
2. Approve write-offs of patient accounts in the amount of \$170,207.36.  
A motion to approve the consent agenda as recommended by the Ad Hoc committee was made by Petty, seconded by Meier. Voice vote, all ayes. Motion carried.

#### **New Business**

1. Snow presented the Resolutions to approve the depositories of Community First Bank, Wells Fargo Bank, Local Government Investment Pool (LGIP) and the Signature / Initial page. After discussion, a motion was made by Petty, seconded by Larson, to approve all the Resolutions and Signatures as presented. Voice vote, all ayes. Motion carried.
2. Secher and Vande Hei presented the contract agreement for EMS Planning & Consulting to provide Compliance advice for Baraboo EMS. Maffei reviewed the contract, and indicated the wording was appropriate. After discussion, a motion was made by Larson, seconded by Turnquist, to approve the contract agreement with EMS Planning & Consulting. Voice vote, all ayes. Motion carried.
3. Discussion occurred regarding the vehicle capital acquisition plan, and the 10-year vehicle capitol purchases. Meier had concerns about the purchase of an ambulance affecting the cash flow for the upcoming year. Sechler stated that there are enough funds to cover the purchase, although they are spread out in various accounts. Meier requested that the funds to purchase the ambulance be moved into the Vehicle replacement account—and then bring the request to the Commission for review at next month's meeting. Discussion also occurred on the 10-year replacement plan. Stieve suggested revising the plan to identify the specific rig to potentially be replaced in each of the given years. Sechler will revise the document, and bring it back to the next Commission meeting for review.
4. Sechler presented the following preliminary items for discussion related to the 2019 budget.
  - a. Wage rates for employees are now within the wage ranges, as recommended by the Voorhees Wage & Benefits study. Phase 2 includes reviewing the ranges, based on the original comparables, and advancing employees through the pay ranges. Several of the factors and options were discussed. Direction was given to research the comparables, and bring the results and recommendations to a future Commission meeting.
  - b. Sechler stated that the inter-facility transfer call volume is increasing. Staff have documented that the Service could have taken more inter-facility transfers, if additional staff were scheduled during the busier times of the day. Sechler indicated that staffing an additional rig that would float between Baraboo and Richland Center would result in increased inter-facility transfers—which would in turn increase revenues to the Service.

## **Minutes**

### **Baraboo District Ambulance Commission**

April 25, 2018

Staff will continue to document the inter-facility transfer requests—and will work on including additional staff into the 2019 budget process.

- c. Staff discussed the pros and cons associated with continuing / discontinuing the Legal Blood Draw program. Maffei reiterated his comments, as recorded in the Legal Counsel report. After a number of questions and answers, Sechler was directed to contact the local Law Enforcement agencies in the next time period, to obtain any comments from them related to Baraboo EMS continuing / discontinuing the Legal Blood draws program. The Commission will continue to evaluate the program, and will discuss it again at a future meeting.
- d. Sechler discussed an article that he recently read, regarding trends in employee's careers. He compared items in that article with trends that he noticed in the number of staff that tends to leave for other jobs around the 4 -5 year employment mark. Sechler presented some ideas to consider implementing regarding new promotable levels within the department—in order to encourage employee longevity beyond the 4-5 year employment mark. Sechler will continue to research some different options, and will bring back several suggestions to a future Commission meeting, for additional consideration.

#### **Commissioner Comments & Future Agenda Items**

- Please mark your calendars for the next Commission meeting, which will be the following:
  - May 23, 2018

#### **Adjournment**

- Motion to adjourn by Larson, seconded by Meier at 9:00 pm.  
Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director  
Baraboo District Ambulance Service

Present: Zeman, Kolb, Palm, Wedekind

Absent: Thurow

Also Present: Stewart Hamel of Tyler Technologies, Atty. Truman

Mayor Palm called the meeting to order at 1:00 p.m. noting compliance with the open meeting law.

Select Chairperson:

Wedekind moved, Kolb seconded that Mike Palm be nominated as Chair. The Mayor called for other nominations and none were offered. Motion carried unanimously.

Palm moved, Wedekind seconded that Tom Kolb be nominated as Vice Chair, and to close nominations. Motion carried unanimously.

Mandatory training: All members have met the mandatory training as follows:

Palm, Kolb, Wedekind, Thurow and Zeman on 05-10-2018

Zeman reviewed the Assessor's Affidavit in the Assessment Roll and the Assessor executed the affidavit under oath. Moved by Wedekind, seconded by Kolb to accept the Assessment Roll.

### **Procedures of Operation**

Palm reviewed the procedures for the Board.

### **Objections Filed**

The Clerk reported that no cases had been filed prior to the statutory deadline.

### **Correction of 2017 Errors:**

Assessor Hamel presented information on Correction of Errors for 2017:

Personal Prop Account 206-9072-13111, Coca-Cola Company, original \$1,100, corrected to \$0. Moved by Kolb, seconded by Palm and carried unanimously to approve.

Personal Prop Account 206-9393-00000, Coca-Cola Company, original \$8,000, corrected to \$0. Moved by Kolb, seconded by Palm and carried unanimously to approve.

Personal Prop Account 206-9129-12000, GE Capital Info Tech Solutions Inc, original \$111,300 corrected to \$0. Moved by Kolb, seconded by Wedekind and carried unanimously to approve.

### **Reports**

The Mayor reported that the Assessment Roll was open for public inspection on June 12, 2018 in the Clerk's and Assessor's Office, and Public Library. Open book was held on June 20, 2018 by appointment at the Assessor's office. Notice of the Board of Review was posted at the Municipal Building, Library, Civic Center and Council Chambers and published at least 15 days prior to the July 19<sup>th</sup> meeting.

**Hearings** – None.

### **Reports**

Assessor Hamel presented the Annual Assessment Report.

Moved by Kolb, seconded by Wedekind and carried unanimously that the Assessment Roll is approved as amended by the determinations made by this Board of Review and that the Board adjourns at 3:00 p.m.

Respectfully submitted,  
Brenda Zeman, City Clerk  
Submitted for payroll 08/07/2018

Thursday, July 19, 2018

**Members present:** Phil Wedekind, Tom Geimer, Ed Geick, Tom Kolb and Alene Bolin  
**Members Absent:** Bryant Hazard, Scott Von Asten  
**Others Present:** Ed Janairo, Brian Zobel, and Steve Schara

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

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

MOTION (Geick/Geimer) to approve the minutes of the regular meeting on June 21, 2018. Motion carried.

**Public Comment:** None.

**Communications:** None.

**Facilities planning and maintenance report.**

Report given. See attached.

**Approval of bid for parking lot repair.**

Motion to accept low bid of \$2,195 to Davis Construction by Kolb, second by Geimer.

**Financial report and approval of vouchers.**

Motion to approve invoices in amount of \$4,673.81 by Bolin, second by Kolb.

**Discussion on 2019 budget**

Discussion was had.

**Update on student housing**

Report given.

**Deans' Report**

See attached.

MOTION (Wedekind/Kolb) to adjourn until Thursday, August 16, 2018 at 8:00 am. Motion Carried.

Respectfully Submitted,

Rebecca C. Evert  
Sauk County Clerk

## UW-BSC Campus Commission Bills August 2018

General Maintenance

UW-BSC reimbursement

Automation Components, Inc.	Replacement discharge air temperature sensor for Lange AHU - 1	7/12/2018	Inv# 86463
Beaver Glass, Inc.	Plate glass for installing a half window in the Dean's office doors	7/6/2018	Inv# 00004-016696
Fastenal Co.	Anchor bolts and threaded inserts for heat register installation (window project)	7/2/2018	Inv# 203559
Menards	Fan replacement items for men's restroom near B-140 in the Theater building	6/29/2018	Inv# 93401032081
Menards	Light switch repair parts for Kitchen walk-in cooler in Lange Building.	7/10/2018	Inv# 76868058315
Menards	Heat gun to thaw frozen AC coil for Theater Building	7/18/2018	Inv# 26477070744
Menards	Fan replacement items for women's restroom near B-140 in the Theater building	7/25/2018	Inv# 93292085273
Northland Door Systems	Repair materials for overhead door track on the Maintenance Garage	7/26/2018	Inv# 119984
Zoro.com	Replacement vacuum breakers for restrooms in Fine Arts and Administration Building	7/9/2018	Inv# 5564995
Zoro.com	Replacement exhaust fan for women's restroom B 145 in Fine Arts Building	7/20/2018	Inv# 5625495
	<b>Maintenance reimbursement total</b>		
		\$	<b>420.86</b>

Direct Bill Commission

CenturyLink	Monthly elevator phone charges July 17, 18	7/17/2018	Inv# 3065
Action Electric of Sauk County LLC	Labor and aerial lift charges to repair parking lot lights	8/1/2018	Inv# 7013930525
Applied Industrial Technologies	Replacement bearing for AHU #1 located in Umhoefer Building room A004	7/20/18	Inv# 0659924
Glacier Glass	Pay Request # 2 for Library & Administration Bldg window replacement project	7/31/18	Inv# 0659925
Glacier Glass	Pay Request # 3 for Library & Administration Bldg window replacement project - extra 2	7/31/18	Inv# 16961
Gold Star Machine	Fabrication of two 7/8 " spacers for bearing repairs on AHU #1 in room 104	7/24/18	Inv# 16961
H.J. Pertzborn	Quarterly fire protection sprinkler (science & cafeteria) inspections	5/23/18	Inv# 7884
Pointon Heating & A/C Inc.	Labor and materials to repair AC unit for Theater Building	7/23/2018	Inv# 767270000
	<b>Total for direct pay</b>		
		\$	<b>6,970.14</b>

**Total for all**

**\$ 7,391.00**

**Commission Items**

8/16/18

UW Baraboo / Sauk County Commission Maintenance Report

**Outstanding items**

Budget process for 2018 is complete. Planned expenditures include: Administration building and Library window replacement, Library roof replacement and Campus Master Planning revisions. The contracts have been completed and signed for both the Savides Library roofing project and the Savides Library / Umhoefer Bldg window replacement project. Both projects are being scheduled for completion during Summer 2018. As per April Commission meeting, Campus Master Plan RFP is on hold until further notice. **The window replacement project is substantially complete for the Library and Administration Building portions (final invoices included in payment list). The roof replacement project started July 31 and is scheduled to be completed in August.**

**Capital Expenses**

**Fine Arts Bldg window replacement bids were obtained. A summary of the bids is attached. Please be ready to discuss approval of the base bid.** A special thanks to Steve Schara for the numerous hours spent on contractor walk throughs and questions regarding the project quote phase.

**Recent / Upcoming Events**

UW Baraboo participation in Baraboo Circus Parade - July 21, 2018  
Faculty Fall Start-Up Meeting - Monday, August 27  
First Day of Fall Semester - Tuesday, September 4

**Accomplishments**

Grounds and Custodial Related Issues: 1) Mowed and trimmed campus grounds on a weekly mow cycle. TruGreen applied the second seasonal turf application on August 6. 2) Removed a large dead pine tree in the parking lot island. Also trimmed several dead tree limbs as required throughout campus. 3) Repaired the garage door rails at the Maintenance Garage due to winter snowplow damage. 4) Custodial staff recruitment: Interviews for the vacant custodial position will be held during the week of August 13. John Bennett started July 16 as a temporary custodian while we are recruiting for this vacancy.

July / August Special Events that required set ups and custodial coverage: Elementary Arts Academy; College for Kids Program; Bike Wisconsin lodging stop.

Summer Project Coordination: 1) Window replacement project - This project requires extensive coordination between the contractor and the campus facility team. Tasks required this month at the Savides Library include: removing and replacing heat register units for the remaining two windows; final inspection of all replaced windows and removing / replacing library furniture where required. The Administration building and Savides Library windows are now completed. Awaiting approval of Fine Arts Building window project. 2) Savides Library roof project - Facilities team disconnected the satellite dish and associated wiring (contractor will remove the satellite dish from the East penthouse. Maintenance team is in process of replacing the old, deteriorated A/C line insulation on the library roof.

Miscellaneous Repairs / Issues: 1) Repaired Air Handler Unit #1 in the Umhoefer Administration building. There was a blower shaft imbalance issue that would have cost \$2,300 to replace the shaft and bearings. Jim was able to fabricate spacers which corrected the issue at 5% of the cost. 2) Repaired the vacuum breakers and o-ring seals on four toilets / urinals in the Administration and Lange buildings. 3) Replaced the exhaust fans in the men's and women's restrooms in the Music building. 4) Repaired or replaced numerous electrical outlets in the Fine Arts, Umhoefer and Lange buildings. The majority were loose and required the installation of spacers. 5) Modified and rebuilt a trailer that was utilized as a float representing the campus in the Baraboo Circus Parade. 6) Steve worked with the Library staff and modified desk and study counters to create "stand up" work areas.

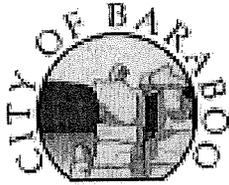
Preventive Maintenance Issues: 1) Inspected and ran load tests on emergency generator in Theater building. 2) Contracted with Johnson Controls (Simplex Grinnell) to conduct annual fire alarm system inspections for all campus buildings. Inspections are anticipated to occur in August.

UW Baraboo / Sauk County Fine Arts Bldg Window Replacement Bids

42 window units to be replaced at one building. UW Baraboo / Sauk County Commission negotiated with Glacier Glass to order the required windows. All vendors were requested to submit labor quotes to install the ordered windows. Results are included below:

Area	Glacier Glass	Beaver Glass	Pete's Glass	Wisconsin		Badger Glass
				Glass	Glass	
Materials	\$ 8,820.00	No Bid	No Bid	No Bid	No Bid	No Bid
Labor	\$ 4,000.00	Submitted	Submitted	Submitted	Submitted	Submitted
<b>Total Recommended</b>	<b>\$ 12,820.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Request called for replacement of windows in Fine Arts Bldg (1 single wide, 2 double wide and 3 triple wide). All windows are 3 units tall. This will be a collaborative project between UW BSC facility team (interior HVAC modifications) and the selected Window Installer.



## Finance Department Memorandum

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To: UW Baraboo/Sauk County Campus Commission  
From: Cynthia Haggard, Director of Finance,   
Date: August 16, 2018  
Re: July 31, 2018 Financial Highlights

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### Balance Sheet:

Please see the attached Balance Sheets for:

- July 31, 2018 and December 31, 2017

### Income Statement:

Please see the attached Income Statement with comparison to budget for:

- July 31, 2018

### **Revenues**

- Total revenues are at 99.92 percent of budget.
- All appropriations have been collected and fund balance has been applied.
- Interest income of \$463.03 is for January – June.

### **Expenditures**

- Total expenditures are 41.29 percent of budget.

Present: Alderpersons John Alt, John Ellington, Michael Zolper

Absent:

Also Present: Mayor, Mike Palm; City Administrator, Ed Geick; Attorney, Emily Truman; Police Chief, Mark Schauf; City Clerk, Brenda Zeman, City Engineer Thomas Pinion

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

Moved by Ellington to approve the minutes of July 2, 2018, seconded by Zolper and unanimously carried.

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

Review and recommendation to the Common Council to update the Council Member's Handbook.

Atty. Truman noted that at the last Administrative meeting, she was asked to revise the policy so that a quorum of the Council could be considered a simple majority of the Council. Per State statues, a quorum of the Council has to be 2/3. Because this is something we cannot change, Atty. Truman did not provide any other changes to the handbook today. She informed the Committee that in the near future, there could be some other changes to Chapter 2 of the City Code, that is the Common Council section of the City Code, but for today's meeting, none of that, at this point, would change the handbook.

Ellington questioned the Library Board and having a member from the Council. The Mayor notes that we have Council members on the Plan Commission and the Parks Commission, he sees no reason not to have someone on the Library Board because there are budgetary numbers involved. He agrees that if we are going to be doing a revision, this is something that could be part of the discussion for Council to vote on. Atty. Truman agrees that there could be additional discussion on this matter when the Chapter 2 revisions are brought before the Committee. In terms of the handbook, what is before the Committee today is what is current in the code. The Committee could continue to hold this at the committee level until Chapter 2 has been updated and then update the handbook to correspond with that or they could recommend approving this now knowing that if changes to Chapter 2 does happen we would have to make the changes concurrently to the handbook. Her suggestion would be to recommend the approval to Council and then as staff starts to review Chapter 2 we are not feeling quite so pressured.

Motion by Ellington to recommend Council adopt the amended Council Handbook, seconded by Zolper and carried unanimously.

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

Atty. Truman advised that this was at the last Administrative Committee meeting. Because it died for a lack of a 2<sup>nd</sup>, it should be treated as a new discussion. Zolper confirmed that from a legal standpoint, it does not go against any of our rules for insurance; the insurance for the City is not liable. Atty. Truman noted that she had talked with our CVMIC representative and there are no concerns about any liability for the City. This is really a policy decision for the Committee. The pool cover that Zolper was specifically talking about is a keyed system that covers the pool automatically. He feels this would be the safest pool cover possible. Zolper asked Chief Schauf for any comments from the Police Department, do they have any concerns? Chief Schauf noted that with this specific system, they do still have to have the winter cover. While the winter cover will take the weight of some water, Chief Schauf is not sure it would is not take the weight of a person. If we were making a change, Zolper would want this to be a requirement. This is the type of cover he was talking about, one that a person could stand up on. Not any pool cover would be accepted. Chief Schauf states that some of the concerns that come up is when they forget to close the pool cover and if the committee does decide to change the policy, making sure that it's articulable so people know what they can get. Atty. Truman pointed out that her memo references word for word how it's included in the International Building Code what's permitted for pool covers. She's attached those specs and her suggestion is that if the committee wanted to recommend change, that the change to the ordinance follow the International Building Code that "requires fencing around a private outdoor swimming pool with the following exception: a

swimming pool with power safety cover or a spa with a safety cover compliant to ASTM F 1346-91". ASTM stands for American Society of Testing Materials. This is one suggestion if they want to move away from fences but wanted to ensure a certain type of cover has to be part of it. Ellington questions if we will have a policing issue making sure everybody's covered. Alt questions how many are in compliance right now. Chief Schauf notes that there are several pools that are not in compliance, some that were put in prior to us having a fencing ordinance. City Engineer Pinion confirms that residents are required to have a building permit to put in a pool. Zolper noted the Test Methods for Safety Covers and the Static Load Test of 485 lbs. to be a pretty strong cover. Zolper feels if they adopt a pool cover based on these standards, it seems like a pretty safe cover. There are just as many concerns with fences such as not people not latching the fences. Chief Schauf questioned if ASTM was a stamp that the pool covers would get on them. The Mayor does not believe this is the case. Zolper is looking to have some options for the owner if the technology is there available to keep the population safe; that is his biggest concern. Alt notes that this maybe more appealing sometimes than fencing because fencing does deteriorate and people do not maintain them. Zolper noted that this was the concern of the resident; the resident lives in an area where he wants the view. Alt asked Atty. Truman about her recent search at other communities and she noted that it was an interesting mix. For those communities that allow pool covers, they did not have any requirements in their codes. Atty. Truman encourage they specify some degree of standards for pool covers. Zolper has to assume that a pool company selling a pool to their client has thought of engineering needed to keep families safe. It's up to the homeowners insurance if that covers them or not but if the City is not held liable and the technology is there to keep us safe, then the choice seems like a nice option if someone wants to keep their view.

Zolper made a motion to postpone a decision to the next meeting, seconded by Ellington and carried unanimously.

#### Tavern Operator License Appeal for Eric Kaun

Chief Schauf informed the Committee that per the Code, the City utilizes an application process which must be completed. All convictions must be listed on the application because under Chapter 125 of Statues we can consider those when determining whether a person should or should not receive an Operator's License. On Mr. Kauns' application, question #7, "Have you ever been convicted for a violation of any federal laws, state laws of Wisconsin or any other state, as well as any county or municipal violations?", he indicated "No". When the Police Department completed their check, they found 3 convictions for drug related offenses. Based on the findings of that and it not appearing in the ordinance by our code it is an automatic denial by the department head and referral to the Administrative Committee. Atty. Truman informs the committee that the applicant has the right to appeal the decision; the Committee has to make a recommendation to Council to either approve or deny the application.

Eric Kaun, S3163 W. Lake Virginia Rd Reedsburg WI, appeared before the committee and told the committee that he does have a reason for answering "no" on the application. He went through plea bargains and 2 years of probation and everything was supposed to be dropped. He was never told he was convicted. He wasn't trying to hide it, he just personally did not know he had the convictions. He was trying to be malicious.

Atty. Truman advises the Committee that they need a motion to either recommend approving his application or denying it. Chief Schauf includes that it can either be approved, approved conditionally, or denied. The big difference between a Conditional Operator and a full Operator is that a Conditional is a year by year.

Neil Caflich, 124 4<sup>th</sup> Avenue Baraboo WI addressed the Committee. This is the second time he has been here and the last time the person was issued a conditional. He feels Eric has to work some place and he is just asking the Council to recommend a Conditional Operator's License and go year by year.

Eric states that his first conviction was when he was 19, he is 28 now. Schauf confirms the first conviction was 2010, subsequent convictions were both in 2013, similar offenses.

Motion by Ellington to recommend approving a Conditional Operator's License to Eric Kaun, seconded by Zolper and carried unanimously. Eric Kaun and Nel Caflich were both provided agendas for the August 14<sup>th</sup> Council meeting.

Consider applications for keeping Chickens

Clerk Zeman noted that this new application was received within the last few weeks. CSO Goetz has approved the application as well as Chief Schauf. The neighbors were all notified and given until August 3<sup>rd</sup> to dispute the application. Nothing was received by the Clerk's office regarding this application.

Motion by Zolper to approve the chicken application for Melissa Barnes, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Friday, September 7, 2018 at 12:00PM CDT. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Zolper and unanimously carried. Meeting adjourned at 12:39PM CDT.

Respectfully submitted,  
Brenda Zeman, City Clerk

**Baraboo Economic Development Commission**  
**Meeting Minutes**  
**May 3, 2018**

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

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

**II. Roll Call**

Present: Umhoefer, Alt, Ayar, Bingle, Cafilisch, Johnson, Palm, Reppen, Taylor, Wastlund, White  
Absent: Bowers, Jelle  
Other: Ed Geick, Patrick Cannon

**III. Approve Agenda**

Motion to approve the agenda as presented with moving item g. a. to follow item IV

Taylor (1); Umhoefer (2)

Aye: All via voice vote

Nay: None

**IV. Approve Minutes**

Motion to approve the minutes as presented for March 1, 2018 as presented.

Alt (1); Ayar (2)

Aye: All via voice vote

Nay: None

**Review of City Website by Baraboo High School students**

Joseph Zech and Mychal Hainz, students at Baraboo High School provided an analysis of the current city website. The students had compared the website to other sites within the area. In addition, they reviewed areas such as color, balance of the site and usability. Their analysis and comments were well received. The City plans on incorporating these comments into its future redesign of the site.

**V. Public Comment**

Peter Vedro, Sauk County Chair was introduced as the new County Chair.

**VI. Old Business**

**a. Updates on Development Activities**

Mayor Palm indicated:

1. The City is featured in this month's League of Municipalities magazine. In addition, both he and the CDA Director have been asked to present at the League's Chief Executive Conference this summer.
2. The reconstruction at the airport has begun. The airport will be closed for several months while the construction is completed.
3. The City has hired a new Library Director. Her name is Jessica Bergin.
4. The Hospital has announced that they will be closing the Addiction Treatment Center this summer.

**b. Updates from Plan Commission and Council**

Mayor Palm updated the items from the Plan Commission and Council were included in the Development Activities update.

**c. Update from economic development partners and collaborators**

1. Ms. Wastlund indicated that the CDA has recently approved a new loan.

2. Mr. White indicated that approximately 165 people attended the annual meeting. At that meeting the annual Business Awards were presented. In addition, the Chamber is working on a Branding process for the city.
3. Dr. Ayar indicated that the Facebook Marketing class was very successful.
4. Mr. Reppen indicated that Servo is currently seeking additional employees.
5. Mr. Cannon indicated that the initial planning meeting for the County project with the Local Government Institute is planned for May 30, 2018.

**d. Consideration of development of a strategic plan for BEDC**

**i. Ad Hoc Committee on Eastside Corridor Study**

A meeting is planned for May 24, 2018 to continue discussion of the plan implementation.

**ii. Ad Hoc Committee on Business Walk**

A future meeting is planned.

Discussion will include the sign ordinance and the major points of the Business Walk

**VII. New Business**

- a. **A tour of the new facility was provided at the conclusion of the meeting.**

**VIII. Update Partner Project Schedule**

No update was provided.

**IX. Commissioner and City Staff comments**

Mayor Palm indicated the State is now working on Opportunity Zones. Baraboo will qualify under that program.

**X. Adjournment**

Motion to adjourn the meeting was made at 6:47 pm.

White (1); Taylor (2)

Aye: All via voice vote

Nay: None

Mike Palm  
Mayor

Patrick Cannon  
Recorder