



ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Monday, May 4, 2020 at 8:00AM CST
Location: City Hall, 101 South Boulevard, Baraboo, WI 53913
Room: C204, Council Chambers

This meeting is open to the public. However, with the health concerns regarding COVID-19, anyone appearing in person will be required to socially distance themselves.

Remote participation at this meeting is allowed and encouraged. Committee members and the public wanting to participate remotely must dial:

Conference Call: 1 (414) 662-3639 Conference Code: 107 621 458#

Notices:

Full Paper to Members:	Alderspersons: John Ellington, Heather Kierzek & Kathleen Thurow
Full Paper to Others:	Mayor, Mike Palm
Paper excluding Closed Session:	Library for subsequent posting
E-mail:	Clerks and Donna Munz
Outlook Meeting Calendar:	Administrator, Kennie Downey; City Attorney, Emily Truman; Police Chief, Mark Schauf; Finance Director, Cynthia Haggard; City Engineer, Tom Pinion; Clerk, Brenda Zeman
Citizen or other notices:	Erik Poff, William & Patricia Sardeson

1. Call to Order:
 - a. Roll call of members
 - b. Note Compliance with Open Meeting Law.
 - c. Approve minutes – April 6, 2020
 - d. Approve agenda.
2. Action Items:
 - a. Consider Chicken Permit Application for Erik Poff, 529 Quarry Street
3. Information Item(s):
 - a. Discuss instructing staff to create new a Chapter in the City's Codebook specifically for animals (all current animal ordinances would be moved to this new Chapter).
 - b. Discuss instructing staff to amend Ch. 26, Baraboo-Wisconsin Dells Airport, and Ch. 28, Baraboo Ambulance District, because of the agreements/bylaws associated with both entities.
 - c. Date and time of next meeting: June 1, 2020 at 8:00 AM CST
4. Adjournment: Alderperson Ellington

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

Agenda prepared by Brenda Zeman, (608) 355-2700
Agenda Posted by Kris Jackson on May 1, 2020

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

Administrative Committee

April 6, 2020

Present: Alderpersons John Ellington, Heather Kierzek & Vacant
Absent: None
Also Present: City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.
Citizen Present: None

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

Moved by Kierzek to approve the minutes of February 26, 2020, seconded by Ellington and unanimously carried.

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

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

Chief Schauf mentioned there was nothing precluding the issuance of licenses to Marianne Prusiewicz, Jeffery Hinze and David Bower and recommended approval.

Motion to recommend to approve and move on to Council the Operator’s Licenses for Marianne Prusiewicz, Jeffery Hinze and David Bower by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend staff to amend Section 12.02 of the Baraboo Municipal Code to have the Common Council delegate the ability to issue operator’s licenses to the City Clerk

City Attorney Truman stated that up until about a year ago, the licenses were approved by the City Clerk. It came to the attention of the City that it was not allowed per Statute. The City Code was updated to have the licenses go to Administrative Committee then to Council.

A couple of weeks ago, the legislature updated the law to how the City used to do it by having the City Clerk approve them.

Aldersperson Ellington questioned if the Administrative Committee would get the licenses at all. Truman responded that if the licenses are not recommended for approval, those cases would be routed through the Committee.

Motion to recommend to approve and move on to Council the amended Section 12.02 of the Baraboo municipal Code to have Common Council delegate the ability to issue operator’s licenses to the City Clerk.by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend adopting an Ordinance allowing remote participation at meetings

Motion to recommend adopting an Ordinance allowing remote participation at meetings to Council by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, May 4 at 8:00AM CST. Meeting location will be 101 South Boulevard.

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

Respectfully submitted,
Cynthia Haggard, Finance Director

FOR TREASURER'S USE ONLY
 Chicken 20200000045
 Receipt # _____
 Account # 100-10-44290

APPLICATION FOR KEEPING CHICKENS

License Applied For:

- New \$25.00
- Renewal \$10.00

(Fees are non-refundable and due upon filing)

The undersigned requests permission to keep chickens in the City of Baraboo.

ERIK POFF

Name: _____ Phone: _____ Email: _____

Address of applicant: 529 QUARRY STREET, Baraboo, WI 53913 04/08/2020

I. N.

Property Owner Tenant

Zoning District: Available on City Website at www.cityofbaraboo.com.
 (Permit is only allowed in R1 or R1A Zoning Districts)

R1A

Tax parcel number of site: 206-0997-00000

Lot Size: Width (50' minimum) 60'

Number of Chickens to be kept: (Cannot exceed 6.) 6

Accurate description of coop (must be covered, predator proof, provide adequate shade from summer and warmth in winter. Floor to be covered with wood or cedar chips. Coop may be part of yard shed or garage but may not be on top of a building.) Can attach photo or drawing, if preferred.
 The coop is a converted garden shed that measures 8' by 8'. Floor will be covered with wood chips. It attaches to a run that will extend 2 feet off the back and 8 feet off of the side.

Coop size: Length 8' Width 8'
 (Must provide two to four square feet per chicken.)

Size of Run attached or surrounding the coop: 80 square feet

Distance of Coop/Run to Lot lines: 10 feet to closest side lot line, 10 feet to rear lot line. (May not be closer than 10 feet to any lot line. Coop may not be placed in the front yard.)

Distance of Coop/Run to Applicant's house: 75 feet
 (Must be closer to applicant's house than any other neighbor's house.)

Name, address, and tax parcel number of the owners of each parcel immediately touching your property line. (No application can be approved if 50% or more of the neighboring properties object.)

Name	Address	Parcel # 206-
✓ Kevin M Knight	525 Quarry Street	0998-00000
✓ William F Sardenson	537 Quarry St	0995-00000
✓ Harold D & Peay I Gruber Living	102 Ellis Ave	0996-00000 + 1007-00000
Daniel J Hellenbrand	404 S Parkway	0988-00000
✓ NANCY COOK		1007-00000

Name, address, and tax parcel number of the owners of each parcel immediately touching the property that also touches your property. Check the Sauk County GIS Website to verify neighbors
<http://lrs.co.sauk.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel#/Search>

Put in your parcel number and click Find Now. Follow this to the next page where you will find a selection to view an Interactive Map. This should show you the Parcel Numbers of your surrounding neighbors and their information. If it is a rental property, please put the information of the Property OWNER NOT RENTER in the below space.

Name	Address	Parcel # 206-
✓ Casy J Netzloff	519 Quarry St	0999-00000
✓ Harold D & Peggy J Gruber Living	102 Ellis Ave	1006-00000
✓ Jeffrey A Meador	545 Quarry St	0994-00000
Gregory J Kolek	536 Quarry St	0993-00000
✓ SANDRA BETH ROEMER	551 QUARRY ST	1005-00000

WHEREFORE, the undersigned applicant hereby states that the foregoing information and all attachments to this application are true and correct.

Rules per Code 9.10(3):

1. Roosters and crowing cockerels shall not be kept.
2. Chickens shall not be allowed inside of a residence.
3. Chickens shall be kept in the covered coop or in the fenced run at all times.
4. The slaughtering of chickens in Residential Zoning Districts is prohibited.
5. A permit can be revoked for 3 violations within 12 months, or 5 violations within 36 months.

I will pay: On Line by US Mail In Person

Dated: _____

 Applicant/Property Owner

APPROVERS:

04/08/2020

Eric Glenn Poff
SAUK COUNTY CLERK

04/08/2020

04/08/2020

April 26, 2020

(1/3)

City of Baraboo
1011 South Blvd
Baraboo, WI 53913

Attn: Brenda Zeman
City Clerk
City of Baraboo

RE: Application for Keeping Chickens
Erik Pott 529 Quarry St.

Dear Brenda,

In reply to your letter of April 17, 2020, my wife and I strongly object to the keeping of chickens by Erik Pott. Please note our following reasons.

1. Disease - We are worried about any disease's the chickens or the chicken waste could transmit unto us. Chickens are known to carry dangerous bacteria like Salmonella,

bird flu and strains of 2/3
Coronavirus. My wife already
has allergies to dust and pets;
and is already on medications
for them.

#2. Unsanitary Conditions - Chickens
attract predators & pests like
raccoons, fox, rats, rodents
and flies. We are
worried that in heavy rain
the yard manure will be
washed onto our property/basement.
also. - Also blowing feathers transmit
diseases

#3. Manure - An average
chicken defecates upwards
of 70 times a day. The
interior of the chicken coop
requires weekly cleaning
off the manure and bedding
material. On site manure
will accumulate rapidly
causing problems and odors.
The manure will be a source
of storm water pollution that
could enter our basement.

(3/3)

4. Odor - The proposed
Chicken Coop & Yard is less
than 50 feet from our nearest
windows. I am quite sure
the chicken manure odor will
flow thru our open windows
during the nice weather days.
When homes are situated
as close as we are - steps
must be taken to control
the manure odors.

We ask that you deny
this application based on
these present reasons listed
above.

Sincerely,

William F. Sardason

Barbara M Sardason

537 Quarry Street
Baraboo, WI 53913