



CITY OF BARABOO COMMON COUNCIL AGENDA
 Council Chambers, 101 South Blvd., Baraboo, Wisconsin
 Tuesday, June 25, 2019, 7:00 P.M.

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

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, 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 99.7FM, *Brad Philabaum, Ruth Browning*

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

1. **CALL TO ORDER**

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

3. **APPROVAL OF PREVIOUS MINUTES** (*Voice Vote*): June 11, 2019

4. **APPROVAL OF AGENDA** (*Voice Vote*):

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

6. **PRESENTATIONS** (*None Scheduled*)

7. **PUBLIC HEARINGS** The Mayor announces that this is the published date and time to hear public comment concerning: (*None Scheduled*)

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

9. **MAYOR'S BUSINESS**

- The Mayor will congratulate the following City Employees on their anniversaries:
 - ❖ Brad Philabaum, CDA Maintenance, 5 years
 - ❖ Ruth Browning, Police Dept./CDA Compliance Officer, 25 years

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

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

CA-2...Approve writing off uncollectible accounts.

CA-3...Approve:

- Dave Kitkowski to the Emergency Management Commission until April 21, 2020.
- Re-appoint Tony Kujawa to the Library Board until June 30, 2022.

11. **NEW BUSINESS - RESOLUTIONS**

NBR-1... Approve the Sauk County Hazard Mitigation Plan: 2018-2024, which incorporates the City of Baraboo in the Plan. (*To view Plan, please visit Sauk County website www.co.sauk.wi.us/emergencymanagement*)

12. **NEW BUSINESS - ORDINANCES**

None.

13. **COMMITTEE OF THE WHOLE**

- Presentation and discussion from GovHR of status for recruitment of the City Administrator position.

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

- **Reports:** May, 2019 Treasurer, Airport, Fire Dept.
- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance/Personnel	6-11-19	Plan	5-21-19
UW Campus Comm.	5-16-19		

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

Library	5-10-19, 5-14-19, 5-20-19, 5-21-19, 5-24-19	CDA	5-7-19
Public Arts	5-23-19	Park & Rec	5-13-19
PFC	5-20-19		

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

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

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com**June 2019**

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

July 2019

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

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

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, June 11, 2019 – 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, Kierzek, Thurow
Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, T. Pinion, C. Haggard, M. Hardy, Jay Smith, Larry & Denise Brown, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Alt and carried to approve the minutes of May 28, 2019.

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

Compliance with the Open Meeting Law was noted.

PRESENTATION

- The Mayor presented the GEM Award to Jay Smith.

PUBLIC HEARING

The Mayor announced that this is the published date and time to hear public comment concerning proposed new sidewalks and the levying of assessments against benefited properties on portions of Lake Street (between Springbrook Drive & Walnut Street) and Elizabeth Street (between 15th Street & 16th Street). New curb & gutter is planned where no curb & gutter exists for the following location at Lake Street (between Springbrook Drive & Walnut Street).

- Matt Hart, 1720 Elizabeth Street, #8, Baraboo is president of the Hilltop Condo Association and is in favor of the proposed sidewalk on Elizabeth. Many elderly residents live in this 14-unit condo association and walking to the hospital, clinic, pharmacy, etc., can be treacherous for this one block. The important thing is safety. He would like to see 4' sidewalk here as a safe place for people to walk.
- Kenneth Dolan, 900 Lake Street, Baraboo, did not wish to speak.
- Keri Olson, 1720 Elizabeth Street, #4, Baraboo also serves on the Board of Directors for the Hilltop Estates Owners Association. She is personally an advocate for the City's sidewalk policy. She appreciates the effort the City is making to create a network of sidewalks throughout our community in order to safely accommodate pedestrians. As a member of the Hilltop Estates Owners Association, in keeping with the width of the existing sidewalk of their block, she respectfully requests that the City construct a 4' wide sidewalk between 15th and 16th Streets instead of the standard 5' wide.

No one else spoke and Mayor Palm closed the public hearing.

PUBLIC INVITED TO SPEAK – None.

MAYOR'S COMMENTS

The Mayor announced that he will be taking letters and resumes from applicants for the Police & Fire Commission position vacated by Merle Alt. Applicants must submit by June 21st.

CONSENT AGENDA**Resolution No. 19-42**

THAT the Accounts Payable, in the amount of \$ 607,714.70 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

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

NEW BUSINESS**Resolutions:****Resolution No. 19-43**

THAT the City of Baraboo enter into a Memorandum of Understanding with the Friends of the Baraboo Zoo to provide fundraising for future exhibit improvements at the Ochsner Park Zoo.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 19-43** be approved-9 ayes.

Resolution No. 19-44

That a permanent easement for a paved driveway, not exceeding 12 feet in width is hereby granted by the City of Baraboo to the property owner of 203 Badger Drive as described in the attached Easement Agreement.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 19-44** be approved-9 ayes.

Resolution No. 19-45

To accept the proposal for recruitment services from GovHR for the purpose of recruiting a new City Administrator at an estimated cost of \$19,000 plus out of pocket expenses for services and to authorize the Mayor and City Clerk to sign the contract.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 19-45** be approved-9 ayes.

Resolution No. 19-46**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND
LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN
BARABOO, WISCONSIN**

WHEREAS, the governing body of Baraboo, Wisconsin, held a public hearing in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 at 7:00 p.m. on the 11th day of June 2019, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefited properties on the proposed public improvements consisting of installation of sidewalk and curb & gutter and heard all persons who desired to speak at the hearing.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- Lake Street (from Hill Street to Springbrook Drive) – approximately 5,550 sq ft.
- Elizabeth Street (from 15th and 16th Streets) – approximately 1,650 sq ft. 4

New Curb & Gutter – That property on:

- Lake Street (from Sumac Street to Springbrook Drive) – approximately 2,350 feet.

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

The Report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and specifications and assessments set forth therein are adopted and approved.

The City Engineer has advertised for bids and will supervise the construction of the improvements in accordance with the report hereby adopted.

Payment for the improvements shall be made by assessing 100% of the final construction cost to the property benefited as indicated in the report.

Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that the following payment options are available:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the

time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.

- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures shall be eligible to repay the City for the assessment at the rate of \$100 per year plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their current year State of Wisconsin tax return if filed, or otherwise show proof of annual household income.
- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment payment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option shall be deemed to be delinquent and said amount shall be extended upon the current or next tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon at the then existing rate for delinquent taxes and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special packs.

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

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-46** be approved-9 ayes.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Geick noted that there will be an Open House for the Wastewater Treatment Plant on June 24, 2019.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

Reports: May, 2019 Building Inspector

Minutes from the Following Meetings:

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

May 28, 2019

Members Present: Thurow, Sloan

Absent: Petty

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, W. Peterson, P. Cannon

Call to Order –Ald. Sloan 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 May 14, 2019 and carried unanimously. Moved by Thurow, seconded by Sloan to approve the amended agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Thurow seconded by Sloan to recommend to Council for approval of the accounts payable for **\$253,808.58**. Motion carried unanimously.
- b) **Street Improvement Projects** – W. Peterson noted that there are three significant projects for 2019 – Lake Street and Washington Ave reconstruction and Broadway Mill & Overlay. The total of the three projects together is \$1,844,650. Of this amount, storm will be paying about \$305,000 and water will be paying about \$108,000. There will be sidewalk and curb and gutter that will be assessed. On the general fund, we will be about \$160,000 short and water will be about \$85,000 short. A recommendation to cover these shortages will be made at a future meeting. As for water, they will be cancelling their lead service replacement project and downscaling another project to cover these funds. Moved by Thurow, seconded by Sloan to approve the bids from Gerke Excavating Inc. for Lake Street and Washington Avenue reconstructions and D.L. Gasser for Broadway Mill & overlay projects. Motion carried unanimously.
- c) **Amendment to the current Cell Phone Tower Lease between the City and Wisconsin RSA #8 LP (d/b/a Verizon Wireless)** C. Haggard explained that this is an amendment to our current agreement. We were approached with three options for this year. Because it is the City's true intent to lease this tower out, the favored option is the \$45,000 bonus and extending the lease out to 2058. Moved by Thurow, seconded by Sloan and carried unanimously to recommend to Council for action.
- d) **Accept the 2019 CDBG for CLOSE-Public Facilities in the amount of \$799,527.67** E. Geick noted that the state has approved our application and these funds will be used towards the Lake Street project. P. Cannon noted that this also helps the CDA because they will then be able to take all of our loans, pay them off, and they become the CDA's as a revenue stream. Moved by Thurow, seconded by Sloan and carried unanimously to recommend to Council for action.
- e) **Accept memo from Patrick Cannon, Community Development Authority (CDA) Director on Economic Development Loan** Program P. Cannon explained that with the CDBG program going away with the CLOSE program, the City has talked several times about how to create a new Economic Development Loan Program. The CDA Board has directed P. Cannon to draft a manual which is going to primarily follow the current CDBG program under HUD rules with the elimination of the HUD regulations that he felt was not necessary. Because it will take some action by Council to create this fund, P. Cannon is looking for a formal action on this. Moved by Thurow, seconded by Sloan and carried unanimously to accept memo.
- f) **Accept the proposed revisions to the City Administrator position ordinance** Atty. Truman advised the committee that some language was inadvertently left out when original approved. No action taken at Finance; a motion at Council to make the amendment.

Informational Items

- a) City Attorney's report on insurance claims
 - o Claim Denial – Brian & Chrystin Luetkens requested reimbursement of approximately \$1,607.00 due to alleged sewer backup into their basement.
 - o Claim Denial – Randy Wilkinson requested approximately \$210.00 due to alleged sewer backup into his basement.
- b) Councilmember Training: Council Handbook – Because Joel Petty is absent from tonight's meeting, Atty. Truman requested that this be postponed to the next Finance meeting.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:14pm.

Minutes of the Public Safety Committee Meeting

April 29, 2019

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Mayor Palm, Fire Chief K. Stieve, Atty. Emily Truman, Wade Peterson, Tony Gilman, Mary Hultman, Jessica Bergin, Carey Kipp, and Ben Bromley.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda.

as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the March 4, 2019 meeting. Motion carried unanimously.

New Business

- a. Review and recommendation to close Oak Street, between 2nd and 5th Streets, and 3rd and 4th Streets/Avenues, between Broadway and Ash Street for a Special Event – “Fair on the Square”, on May 11th from 6AM to 5PM, sponsored by Downtown Baraboo, Inc. – Engineer Pinion presented background to the Committee regarding charges to Special Event application. It was moved by Kolb, seconded by Plautz to approve the request as presented. Motion carried unanimously.
- b. Consider designating two additional Handicap Parking Stalls on the north side of 4th Avenue in front of Baraboo Public Library – Pinion presented background to the Commission. After a brief discussion, Kolb moved, Plautz seconded to approve designating two additional Handicap Parking Stalls on the north side of 4th Avenue in front of the Library as requested. Motion carried unanimously.
- c. Consider revising Section 7.09(3)(f)(l) of the Traffic Code to convert the westerly four of the existing twelve 8-hour parking stalls on the north side of 4th Avenue between Broadway and Birch Street to 30-minute stalls and the remaining eight 8-hours stalls to 2-hour stalls – Kolb moved to convert the westerly four of the existing twelve 8-hour parking stalls on the north side of 4th Avenue between Broadway and Birch Street to 30-minute stalls and the remaining eight 8-hour stalls to 2-hour stalls as requested. Plautz seconded the motion. Motion carried unanimously.
- d. Consideration of Asbestos Abatement Proposals for 314 Depot Street – Pinion presented background. He said a request for proposal was sent to five contractors, two proposals were received. He said it was Staff’s recommendation to award the proposal to Dirty Ducks Cleaning. It was moved by Kolb, seconded by Plautz to award the contract to Dirty Ducks Cleaning in the amount of \$10,885.00. Motion carried unanimously.
- e. Update on status of effort to convert existing shared private driveway between Elizabeth and Camp Streets, from 2nd Street to 4th Street, to a public alley right-of-way and discuss the scope of a future alley reconstruction project – Pinion presented a detailed background regarding this matter. He said after a very long time, all 17-property owners have signed Quit Claim Deeds, this can now be dedicated as a public alley and public funds can be spent. He stated that the reason this is on the agenda is because this area does get periodic flooding. He said that he has spoken with property owners informally and has indicated that if there is a storm sewer extension there, if one can actually be placed there, and if it can be done, according to the City’s assessment policy, this would be a public improvement, and the cost would be assessed 100% to the benefitting property owners. Kolb felt that flooding event will become more frequent and those properties will be under water. He feels that the Stormwater Utility was created to fix problems like this. He said that he does not see a problem in using the Stormwater Utility to fix the problem. After a lengthy discussion, Pinion said that this could not be done from the Utility in 2019; however, because it will be determined as a public alley it will be patched. He said he will put together a resolution, formally accepting the Quit Claim Deeds as public right-of-way, and will have a report as to whether the City can serve it.
- f. Review All-Way Stop Control Warrant Analysis for the 5th & Oak Intersection – Pinion gave background for this stop sign. He said that from the technical side the stop sign is not warranted; however, if the Commission feels compelled to and really believe one is needed, from qualitative standpoint, the Commission could rule that way. Kolb asked if interim steps to try to better control traffic, such as speed bumps, etc. before a stop sign. Plautz’s concern is Nanny Park, because there is not a fence around it; therefore, he would be in favor of installing a 4-way stop sign. Jessica Bergin addressed the Committee saying that she lives close to the park and visits the park several times per week. She said that she has had several near accidents with her children. Chief Schauf said it is a short distance between stop signs, and when on foot, traffic is perceived to be going faster than actual speed. He said one of the biggest challenges as a police officer is that they deal with failure to yield from a stop sign and two more signs will be added. Therefore, the argument is that a 4-way stop will make people feel safety, but he hopes it does not give a false feeling and people will be running the stop sign. Pinion said another side effect of putting stop signs in where they never were is that people lose time and try to make up time between stop signs. It was stated that an increase in foot traffic at this intersection because of Coffee Bean Connection and other businesses pushed out to this area. It was moved by Plautz, seconded by Kolb to install a 4-way stop at the intersection of 5th and oak due to concern for public safety. Motion carried 2-1, Wedekind voting no.
- g. Consideration of a proposed amendment to Section 9.03 of the General Code of Ordinances, Throwing or Shooting of Arrows, Stones and Other Missiles – Chief Schauf that as the Code is writing now, it does not allow any exception to throwing of missiles, anything that may leave one’s property. He said that there is a group that has approached the Library to do an educational mini rocket launch. He said what the change in the Code would allow the Chief of Police to authorize an organization to have an event like this for educational purposes where people would be able to launch a toy rocket. Kolb questioned what parks would be allowed. Schauf said that it would be allowed in any of the main City parks; however, they would have to have permission from him to do so. Schauf said that precautions would be done before the event, similar to fireworks. He said part of the conversation has been with the Airport, if something were going to go more than 200-300 feet, there would be restrictions; the glide path for the airport is 400 feet. Schauf the goal for this is for educational purposes. Kolb moved, Plautz seconded to approve the proposed amendment as presented. Motion carried unanimously.

- h. Consideration of an Automatic Aid Agreement with Delton Fire Department – Chief Stieve presented the background for this item to the Committee. He said that he had City Attorney Truman review the Auto Aid Agreement and she made some slight changes. Chief Stieve requested a compromise that the Committee try the agreement for one year and review it after that, with Delton Fire Department where the City would get a Tender in the rural area and an Engine in the Municipal area, so it would be the City and West Baraboo, and then the City would provide an Engine for the Village, Ho-Chunk, and the Airport, and also a Tender for the Town of Delton, and a small portion of the Town of Dellona. Attorney Truman gave a presentation of the documents and an explanation of how they were drafted and the implementation of said agreements. . Kolb said that the one thing he would like to see changed is that the Committee review the agreement one year after the signing of the agreement. After a lengthy discussion, Kolb asked if the changes requested were to be part of the motion. Attorney Truman said that they could be part of the motion or she took notes as discussion went along; therefore, the agreement with the changes as amended would be on the Council agenda. Kolb then verified the requested changes as being review by the PSC, and the other being review after one year. Kolb moved to move forward with the Automatic Aid Agreement with Delton Fire Department providing that the two conditions listed be met. Plautz seconded the motion. Motion carried unanimously.
- i. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March 2019 – Peterson gave reasons for credits and adjustments. It was moved by Kolb, seconded by Plautz to approve as presented. Motion carried unanimously.

Reports

- a. Street Superintendent's Report – Gilman said that a lot was spent in March patching roads, and that a new material, a little more expensive was used on select areas in town, such as 8th and Broadway, 2nd Avenue, by Island Court. He said it seems to be holding better. Street sweeping is continuing. He said the department has been helping Parks with tree and stump removal, He said in April two sweepers have been working non-stop, and leaf vacs were out earlier than planned. The compost/brush area was discussed regarding non-residents emptying at the location. He said that the Police Department have been catching non-residents and turning them away. Gilman said that he is working on solutions. Salt usage as discussed. Pinion said that the City has already submitted a request to participate in the State Bid for salt, which will save money, and are waiting to hear back regarding eligibility. Gilman then presented the recycling program to the Committee. He said that Waste Management has sent out a flyer that what the City has been telling residents to do is not what they have been requesting of us. He said that in order for the City to do what Waste Management is requesting, it would require Code Ordinance changes. He said Waste Management is going to "no bag" policy; they want all recycling loose within the container. He said that the current ordinance specifically states that all recycling materials are to be placed in a clear plastic bag. Kolb asked if Attorney Truman was on board to make the changes, and it was stated that it has not gotten that far as of yet. Gilman said that Waste Management has 11x17 sheets of labels that are stuck to carts within the new changes and he is trying to request a supply for the City to use also. Kolb said the changes should go into the next Newscape. Pinion said that the City does want to promote recycling because it does save money; however, if compliance is not met the loads will be rejected and charged as trash, go into the landfill, and cost the City more money.
- b. Street Superintendent's Report – Peterson said that the Biosolids project was finalized and invoices will be sent to the outlying customers for their portion. He said that part of the Biosolids project was that MSA and Eugene Doro gave a presentation at the Wisconsin Rural Water meeting in LaCrosse and they have been invited to do another presentation in October in Green Bay at WWOA Conference. He said sewer crews were out cleaning mains, and at this time have about ten miles of main completed. He said the Water Utility is just starting to get into major maintenance. He said that Rob Klein was noted for a lifetime achievement award at the Rural Water Conference. Peterson said that the auditors were in the first week in April and it went very well. Peterson presented the results of the 2019 Wisconsin Surplus Auction and stated that they did very well.
- c. Police Chief's Report – Chief Schauf stated that it is not it does not apply in Wisconsin; however, there was a recent Appellate Court decision about use of chalking tire, and whether or not municipalities can do this. He said that it does not affect the City not, but it could in the future. Plautz asked if the Fourth Amendment was Search and Seizure, and Schauf asked in the affirmative. Schauf said that judges rules that even though the officers are not seizing anything, the action of placing chalk on the tires is in an attempt to complete a law enforcement seizure for when they violate in giving them a ticket. Schauf said that a new officer, Ian Carroll is in field training at the time. He said another officer will be starting in mid-June, and he is working on one more position being filled. He said that two promotions are being working on Detective Sargent and School Resource Officer. Schauf gave a brief report regarding recent Mental Health Commitments. Schauf then said that the week of May 12 is National Police Week, and new officers will be sworn in at the May 14 Council meeting.
- d. Fire Chief's Report – Chief Stieve said that second interviews for the Assistant Fire Chief/Training officer will take place tomorrow. He said that there was one resignation, with time restraints being noted as the issue. He said that three people have completed the on-line Fire Op 1 certification class and have passed their written test, and will do their practical May 5 and another on May 21. Three people completed Fire Officer II class, and successfully completed the written exam and will have their practical on May 21. He said three people in the process of completing Fire Inspector I classes. He said that the advertisement for the Building Inspector/Fire Inspector/On-Call Paid Firefighter position would go out soon with potential hiring in early summer.

AJOURNMENT – It was moved by Plautz, seconded by Kolb to adjourn at 2:13 p.m. Motion carried.

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

Board of Review 05-16-19

Petitions and Correspondence Being Referred: None.

ADJOURNMENT

Moved by Kolb, seconded by Ellington, and carried on voice vote, that the meeting adjourn at 7:28pm.

Brenda Zeman, City Clerk

The City of Baraboo, Wisconsin

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

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

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

Offered By: Consent

Approved by Mayor: _____

Motion:

Certified by City Clerk: _____

Second:

The City of Baraboo, Wisconsin

Background

Each year, the Finance Department reviews delinquent accounts. As part of that process, certain accounts are identified as uncollectible. In those instances, the write-off of uncollectible accounts are presented to Council for approval.

To coincide with the write-offs, the balance in the allowance for doubtful accounts is reviewed for reasonableness. This account reduces the total receivables reported to reflect only the amounts expected to be repaid. The allowance for doubtful accounts is only an estimate of the amount of accounts receivable which are expected to not be paid. The actual payment behavior may differ substantially from the estimate.

Overview

Reasons for the delinquencies becoming uncollectible can range from being out of business, located out of State, being deceased, exceeding statute of limitations, taxes being rescinded, to internal collection efforts being exhausted. Continued internal collection efforts are no longer warranted: However, the accounts have been turned over to State Debt Collection or collection agency of record.

Various personal property taxes for the years 2009 – 2017 are now uncollectible.

Various accounts receivable for the years 2015 – 2018 are now uncollectible.

Community Development Authority (CDA) receivable for 2014 Donahue damages is now uncollectible.

Also, certain accounts receivable are now deemed uncollectible and will move from a receivable to an allowance for doubtful accounts. The allowance for doubtful accounts is a balance sheet account that reduces the reported amount of accounts receivable. To increase the allowance for doubtful accounts, an increase in a write-off expense account is needed.

This item has been presented to the Finance/Personnel Committee on June 25, 2019. The Treasurer's schedule for delinquent accounts is attached.

Note: (one) Not Required Budgeted Expenditure Not Budgeted Other

Comments: The 2019 budget has money to pay for doubtful or uncollectible accounts

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

WHEREAS, for the reasons stated below, the following delinquent personal property accounts are hereby written off in the amount of **\$58.69**:

<u>Business Name</u>	<u>Tax Year</u>	<u>Amount</u>	<u>Reason</u>
Dennison Used Cars	2009	\$ 27.29	Statute of Limitations
Jeffrey Janek Agency	2017	\$ 31.40	Out of business
Total		<u>\$ 58.69</u>	

WHEREAS, for the reasons stated below, the following accounts receivable balances are written off in the amount of **\$785.34**:

<u>Name</u>	<u>Tax Year</u>	<u>Amount</u>	<u>Reason</u>
Culberson, Ebony	2018	\$ 14.25	State Debt Collection balance too low
Hill, Jessica	2018	\$ 15.13	State Debt Collection determined uncollectible
Kleinschmidt, Angela	2018	\$ 363.05	Deceased
Pereira, Maricella	2018	\$ 200.00	Out of State
Salazar, Joseph	2018	\$ 100.00	Cannot Certify
Woodward, Patricia	2015	\$ 92.91	Deceased
Total		<u>\$ 785.34</u>	

WHEREAS, for the reason stated below, the following CDA account receivable balance is hereby written off in the amount of **\$704.68**:

Name	Tax Year	Amount	Reason
Davis, Virginia	2014	\$ 704.68	Deceased

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

Offered by: Finance Committee

Motion:

Second:

Approved: _____

Attest: _____

Delinquent Personal Property 2007 - 2017														Write-off City Portion	Write-off to Allowance for Doubtful Accounts		
Business Name	Owner Name	Last Known Address	Business Address	Balance as of last report	Year	PAID	Continue Collection Attempts	Refer to E. Truman	Small Claim Filed	SDC CMC	TRIP	Out of Business	Recind Tax			Can't Find	Comment
Baraboo Car Wash	Clements, J Robert	631 Lewis St Cashton 54619	1120 Jefferson	\$305.84	07				\$305.84	SDC							
Baraboo Car Wash	Clements, J Robert		1120 Jefferson	\$374.73	08				\$374.73	SDC							
Cafilisch Auto-Truck Repair, Inc	Clint Cafilisch		600 South Blvd	\$279.55	16	\$279.55											
Dennison Used Cars	Dennison, Steve	604 N Webb Ave Reedsburg 53959	Carpenter St	\$70.20	09					CMC SDC				\$70.20	Statue of Limitations	\$27.29	
Isenberg Service Center	Isenberg, Jim F	201 14th St	451 South Blvd	\$0.00	17		\$58.80			New							
Jeffrey Janek Agency	Jeffrey Janek		1020 8th St	\$0.00	17								\$73.51	O/B 10/16		\$31.40	
Open Road Tattoo	Jay T Rahn	308 Berkley Blvd	413 Oak St	\$73.84	14		\$73.84			New							
Open Road Tattoo	Jay T Rahn	309 Berkley Blvd	413 Oak St	\$82.67	15		\$82.67			New							
Villas of Baraboo LLC	Bluffstone	111 Perry St Suite 300 Davenport, IA 52801	1020 Connie Rd	\$0.00	17		\$40,146.76	X									
Totals				\$1,186.83		\$279.55	\$40,362.07		\$680.57			\$0.00	\$73.51	\$70.20		\$58.69	\$0.00

Interest Collected \$110.52

Accounts Receivable

Culberson, Ebony	Invoice #11049	220 2nd Ave #3			2018	\$132.00						Medical Transport		SDC-Low balance		\$14.25
Hill, Jessica	Invoice #10955	904 Moore St #472			2018	\$300.00						Medical Transport		Balance too low for SDC/TRIP		\$15.13
Kleinschmidt, Angela	Invoice #10969	?? Madison			2018							Medical Transport		Deceased		\$363.05
Pereira, Maricella	Invoice #10981	?? New Jersey			2018							Medical Transport	X	Out of State		\$200.00
Salazar, Joseph	Invoice #11093	?? California			2018							Medical Transport		Can't certify		\$100.00
Woodward, Patricia	Invoice #7309	Milwaukee			2015							Medical Transport		SDC-Deceased		\$92.91
				\$0.00		\$432.00										\$785.34
															\$844.03	\$0.00

Total \$844.03

Other Items to Note

CDA Accounts Receivable

Virginia Davis Cust#450	Invoice #9807023	118 Madison St #6, H	Donahue #304	\$704.68	2014							Tenant Damages		Deceased		\$704.68
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Allowance for Doubtful Accounts

Kingsley, Casey	Invoice #9708582			\$5,298.58	2016					X		Hydrant damage				
McKittrick, Kim	Invoice #4174	607 Prairie		\$1,413.58	2011				\$1,660.08	X		Hydrant damage				
Adrian, Lucas	Invoice #5115	227 Water St	315-1/2 East	\$4,977.79	2013					X		Hydrant damage				

Total \$0.00

Could not charge back - Still in business

RESOLUTION NO. 2019 -

Dated: June 25, 2019

The City of Baraboo, Wisconsin

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

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

THAT, Dave Kitkowski be appointed to the Emergency Management Commission serving until April 21, 2020.

THAT, Tony Kujawa be re-appointed to the Library Board serving until June 30, 2022.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

RESOLUTION NO.

Dated:

The City of Baraboo, Wisconsin

Background. Hazard mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. It is most effective when implemented under a comprehensive, long-term mitigation plan. State, tribal, and local governments engage in hazard mitigation planning to identify risks and vulnerabilities associated with natural disasters, and develop long-term strategies for protecting people and property from future hazard events. Mitigation plans are key to breaking the cycle of disaster damage, reconstruction, and repeated damage. Developing hazard mitigation plans enables state, tribal, and local governments to:

- Increase education and awareness around threats, hazards, and vulnerabilities;
- Build partnerships for risk reduction involving government, organizations, businesses, and the public;
- Identify long-term, broadly-supported strategies for risk reduction;
- Align risk reduction with other state, tribal, or community objectives;
- Identify implementation approaches that focus resources on the greatest risks and vulnerabilities; and
- Communicate priorities to potential sources of funding.

Moreover, a FEMA-approved hazard mitigation plan is a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects.

Sauk County adopted a multi-jurisdictional plan in 2005, which was approved by FEMA on April 27, 2006. The City of Baraboo also adopted a plan on June 28, 2005, which was approved by the FEMA on April 27, 2006. The countywide plan was updated in 2011 and also incorporated the City of Baraboo. The most recent plan update started in 2018 and concluded in 2019 to cover the next five-year period (2019-2024).

Budgeting Note: [] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments

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

WHEREAS, hazard mitigation planning is the process of developing a set of actions designed to reduce or eliminate long-term risks to people and property from hazards and their effects; and

WHEREAS, the Sauk County Hazard Mitigation Plan: 2018-2024 (“PLAN”) attempts to assess the magnitude of the risks and develop strategies for minimizing or reducing risks; and

WHEREAS, the City of Baraboo worked with Sauk County Emergency Management to update the Plan, which was last updated in 2011, and

WHEREAS, the City of Baraboo makes the following findings regarding this matter:

1. Natural disasters pose a tangible threat to residents and property.
2. Undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to residents and property and save taxpayer dollars.
3. Preparation of this Plan is in the public interest.
4. This Plan is intended to serve as a general strategy and may be amended from time to time.
5. Nothing in this Plan obligates the City of Baraboo to undertake any of the recommended

activities and/or projects.

6. Adoption of the Plan is needed to apply for federal funding for certain mitigation projects.

NOW, THEREFORE, BE IT RESOLVED, the Plan entitled "Sauk County Hazard Mitigation Plan: 2018-2024" is hereby adopted; and

BE IT FURTHER RESOLVED, the City of Baraboo Clerk is directed to send a signed copy of this resolution, at her earliest convenience, to Jeff Jelinek, Sauk County Emergency management Director.

Offered by:

Motion:

Second:

Approved: _____

Attest: _____

TREASURER'S INVESTMENT TRANSACTION REPORT for May 2019

Average Rate of Return on Current Deposits:

Benchmarks:

Total Receipts:	267,054.12	General Funds:	Avg Term 6.5 M	1.82%	LGIP	2.45%
Total Disbursements:	1,930,774.94	Utility Funds:	13.6 M	1.90%	90-day T-bill:	2.35%
		Segregated Funds:	22.8 M	2.14%		
		Securities w/Dana	3.33 years	1.91%		
		All Funds:	11.6 M	1.89%	6M CD:	1.49%
			Liquid:	58%	12M CD:	1.74%
			Term:	42%	18M CD:	2.24%

*** BANK RATINGS HAVE CHANGED

Policy Objectives:

- Safety: ▪ \$2,775,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Investing in CD's when rates are favorable.
- Yield: ▪ Short term CD yields strong. Treasuries and LGIP have leveled off. Adjustable rate securities are gradually rising.
- Bank ratings: ▪ Many bank ratings went up this quarter only one, Citizens Community Federal, went down.

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	OPEN	CD	Fire Equipment	CCF		173747	13 mos	6/17/2020	2.33%	150,000.00	Reinvested

Comments: Invest 2018 contributions

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
(1)	CALLED	FHLB	3130AFD79	100.0000	AA+		3 years	11/23/2021	3.00%	150,000.00	Semiannual

Comments: Called after 6 months. Earned 3.0%

City of Baraboo
Airport Fund 630
Balance Sheets
May 31, 2019 and December 31, 2018

Assets:	May 31, 2019	December 31, 2018
Current Assets:		
Cash	\$ 84,828.43	\$ 34,687.26
Deferred Assessment Offset	(1,721.00)	(1,721.00)
Accounts Receivable	4,225.98	3,421.63
Prepaid Expenses	-	2,471.87
Advance to Airport Captial Fd	-	-
Total Current Assets	87,333.41	38,859.76
Total Assets	\$ 87,333.41	\$ 38,859.76
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 5,113.81
Deferred Revenue	-	60.92
Advance from General	-	-
Total Liabilities	-	5,174.73
Fund Equity:		
Fund Balance	31,213.16	(2,471.87)
Non-Spendable Prepaid Expenses	2,471.87	2,471.87
Net Revenues/(Expenditures)	53,648.38	33,685.03
Total Fund Equity	87,333.41	33,685.03
Total Liabilities and Fund Equity	\$ 87,333.41	\$ 38,859.76

City of Baraboo
Airport Fund 630
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2019

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ -	-
Local Transportation Aid	-	-	-	-
Gas Sales	646.01	3,112.80	6,100.00	51.03
Landing Fee	388.74	1,484.28	4,000.00	37.11
Appropriations_County	-	4,100.00	4,100.00	100.00
Appropriations- Owners	-	70,350.00	70,350.00	100.00
Interest on Investments	-	60.95	700.00	8.71
Rents and Leases	1,657.34	7,486.70	18,000.00	41.59
Ag Land Rental	-	16,200.00	14,000.00	115.71
Hangar Lot Lease	-	23,019.66	20,000.00	115.10
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	-	-	5,000.00	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	91.54	1,563.54	200.00	781.77
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 2,783.63	\$ 127,377.93	\$ 142,450.00	89.42

Expenditures:

Airport

Wages	\$ 85.64	\$ 3,910.75	\$ 9,750.00	40.11
Social Security	6.24	285.80	726.00	39.37
Retirement	6.83	310.95	775.00	40.12
Health Insurance	17.67	729.65	1,528.00	47.75
Life Insurance	-	-	3.00	-
Income Continuation	-	-	18.00	-
Contracted Services	3,470.41	17,352.05	41,500.00	41.81
Publishing	-	-	-	-
Professional Services	2,670.00	2,670.00	5,000.00	53.40
Telephone	60.19	240.21	750.00	32.03
Electricity	792.58	2,504.57	6,700.00	37.38
Heat	579.90	979.11	800.00	122.39
Repair & Maint Serv-Equipment	2,983.96	9,626.40	9,627.00	99.99
Fuel Station Maintenance	-	-	2,200.00	-
Repair & Maint Serv-Buildings	-	-	873.00	-
Special Services	-	-	2,200.00	-
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	-	-	4,000.00	-
Snow Removal & Mowing	-	-	-	-

City of Baraboo
Airport Fund 630
Income Statement with Comparison to Budget (Continued)
For The Five Months Ending May 31, 2019

Expenditures (Continued):	Current Month	Year to Date	Budget	Percentage of Budget
<i>Airport (Continued)</i>				
Lighting Repairs	-	-	3,100.00	-
Runway & Taxi Repairs	-	-	5,000.00	-
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	24.71	50.00	49.42
Publications. Training. Dues	-	-	240.00	-
Travel	-	-	60.00	-
Operating Supplies	-	-	300.00	-
Gas. Diesel. Oil. Grease	-	2,500.72	4,500.00	55.57
Repair & Maint Materials	-	195.03	2,000.00	9.75
Repair & Maint - Buildings	-	-	3,500.00	-
Other Supplies & Expense	-	-	2,500.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	-	5,449.60	7,300.00	74.65
Rents and Leases	-	-	-	-
Depreciation	-	-	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	-	26,950.00	26,950.00	100.00
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
Total Airport	\$ 10,673.42	\$ 73,729.55	\$ 142,450.00	51.76
<i>Principal on Notes</i>				
Principal	\$ -	\$ -	\$ -	-
Total Principal on Notes	\$ -	\$ -	\$ -	-
<i>Interest on Notes</i>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
Total Interest on Notes	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 10,673.42	\$ 73,729.55	\$ 142,450.00	51.76
Net Revenues/(Expenditures)	\$ (7,889.79)	\$ 53,648.38	\$ -	

City of Baraboo
Airport Capital Imprvmnt Fund Fund 632
Balance Sheets
May 31, 2019 and December 31, 2018

Assets:	May 31, 2019	December 31, 2018
<i>Current Assets:</i>		
Cash	\$ 76,457.77	\$ 70,689.81
Due from State	56,695.26	56,695.26
Due from Other Cities. Village	-	-
<i>Total Current Assets</i>	133,153.03	127,385.07
Total Assets	\$ 133,153.03	\$ 127,385.07
Liabilities and Fund Equity:		
<i>Liabilities:</i>		
Accounts Payable	\$ -	\$ 2,616.65
Due to State	-	-
Advance from Airport Operating	-	-
<i>Total Liabilities</i>	-	2,616.65
<i>Fund Equity:</i>		
Fund Balance	124,768.42	(210,855.99)
Net Revenues/(Expenditures)	8,384.61	335,624.41
<i>Total Fund Equity</i>	133,153.03	124,768.42
Total Liabilities and Fund Equity	\$ 133,153.03	\$ 127,385.07

City of Baraboo
Airport Capital Imprvmnt Fund Fund 632
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2019

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	4,167.00	-	-
Airport Appropriations-Owners	-	4,167.00	8,334.00	50.00
Interest on Investments	-	50.61	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Total Revenues	\$ -	\$ 8,384.61	\$ 166,667.00	5.03
Expenditures:				
Interest on Notes				
Interest	-	-	-	-
Total Interest on Notes	\$ -	\$ -	\$ -	-
Capital Losses				
Other Supplies & Expense	-	-	-	-
Total Capital Losses	\$ -	\$ -	\$ -	-
Airport				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
Total Airport	\$ -	\$ -	\$ 166,667.00	-
Total Expenditures	\$ -	\$ -	\$ 166,667.00	-
Net Revenues/(Expenditures)	\$ -	\$ 8,384.61	\$ -	

**Baraboo Fire Department
Monthly Report - May 2019**

Incident Responses	May 2019	Year to Date 2018	Totals 2018	Year to Date 2019	Percentage Increase/Decrease
					2019
Fire, Other	0	1	4	0	18 Fire 11.46%
Building Fire	1	8	13	9	31 Rescue 19.75%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	6 Haz Mat 3.82%
Fire in Structures other than Building	0	0	0	0	31 Alarm 19.75%
Cooking Fire	1	5	6	3	64 Other 40.76%
Chimney Fire	0	4	5	0	7 Mutual Aid 4.46%
Vehicle Fire	0	1	3	3	
Wildland Fire	0	5	6	3	
Trash or Rubbish Fire Contained	0	0	0	0	2018
Outside Rubbish, Trash or Waste Fire	0	2	2	0	41 Fire 10.88%
Dumpster or other Trash Receptacle Fire	0	0	1	0	95 Rescue 25.20%
Outside Storage Fire	0	0	0	0	20 Haz Mat 5.31%
Outside Gas or Vapor Combustion Explosion	0	0	1	0	68 Alarm 18.04%
Medical Assist	2	8	32	6	127 Other 33.69%
Vehicle Crash	7	17	43	22	26 Mutual Aid 6.90%
Motor vehicle/pedestrian crash	0	0	0	1	
Search for Person on Land	0	0	2	0	
Extrication of Victim(s) from Building/Structure	0	0	0	0	
Extrication from Vehicles	0	1	4	2	
Extrication, Other	0	0	2	0	
Elevator Rescue	0	2	3	0	
Water/Ice Rescue	0	2	5	0	
High Angle Rescue	0	0	4	0	
Hazardous Material	0	3	12	3	
Carbon Monoxide Incident	1	0	8	3	
Hazardous Call, Other	1	3	17	7	
Vehicle Accident - General Cleanup	2	4	10	6	
Animal Rescue	0	0	1	0	
Water Problem, Other	0	0	0	1	
Smoke or Odor Removal	0	0	3	2	
Sevice Call, Other	2	1	1	3	
Lock-out	0	0	0	0	
Assist Police	0	1	4	8	
Public Service	0	1	3	6	
Unauthorized Burning	0	1	2	3	
Authorized Burning	1	0	1	2	
Good Intent Call	2	20	44	10	
Dispatched/Cancelled	3	20	37	14	
Wrong Location	0	0	1	0	
Smoke Scare, Odor of Smoke	0	0	1	0	
Steam, Vapor, Fog or Dust thought to be Smoke	0	0	1	0	
Malicious Alarm	0	1	2	2	
Bomb Threat	0	0	0	0	
Alarm	3	15	54	21	
Carbon Monoxide Alarm	0	2	12	8	
Lighting Strike	1	0	0	2	
Severe Weather Standby	0	0	1	0	
Mutual Aid - City	2	8	20	6	
Mutual Aid - Rural	0	4	6	1	
Totals	29	140	377	157	12.14%
			0		Exposure Fires
			377		Total Incidents

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	14	48.28%	92	58.60%
Village of West Baraboo	3	10.34%	14	8.92%
Town of Baraboo	6	20.69%	28	17.83%
Town of Fairfield	2	6.90%	9	5.73%
Town of Greenfield	1	3.45%	4	2.55%
Town of Sumpter	1	3.45%	3	1.91%
Mutual Aid - City	2	6.90%	6	3.82%
Mutual Aid - Rural	0	0.00%	1	0.64%
Totals	29	100.00%	157	100.00%

**Baraboo Fire Department
Monthly Report - May 2019**

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec	
City of Baraboo	12	45	83	160	132								
Village of West Baraboo	89	37	2	1	1								
Town of Baraboo	0	0	0	2	1								
Town of Fairfield	0	0	0	2	0								
Town of Greenfield	0	0	0	0	0								
Town of Sumpter	0	0	0	0	0								
Totals	101	82	85	165	134	0	0	0	0	0	0	0	
								Total Inspections Year to Date					567

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	1	8	10	18	
Fire Safety House Training RURAL SAFETY DAY	3	145	593	738	
Other AL BEHRMAN FAMILY RESOURCE NIGHT	1	20	50	70	
Grand Totals	5	173	653	826	
			Total Fire Safety Contacts Year to Date		1563

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

Members Present: Petty, Thurow, Sloan

Absent:

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, T. Pinion, M. Hardy

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of May 28, 2019 and 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 for approval of the accounts payable for **\$607,714.70**. Motion carried unanimously.
- b) **Memorandum of Understanding with Friends of the Baraboo Zoo** – M. Hardy explained that this agreement gives donors confidence that the Friends are working directly with the Zoo. This agreement includes language regarding the disbanding of the Friends and allows the donations to go to the City for funding already planned projects. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- c) **Easement for a Driveway at the entrance of Myron Park** – T. Pinion explained that a sale of the property at 203 Badger Drive is pending and a potential buyer is requesting this easement for permanent access to the property. The driveway will be paved and accessible to the parks employees as well. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- d) **Approve contract with the consulting firm GovHR for the recruitment of the City Administrator** – Adm. Geick noted that four proposals were received. The review group looked at all proposals and the general response back was in favor of GovHR for \$19,000. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

Informational Items

- a) City Attorney's report on insurance claims – None.
- b) Atty. Truman presented the Councilmember Training: Council Handbook.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:14pm.
Brenda Zeman, City Clerk

Minutes of Plan Commission Meeting May 21, 2019

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, Roy Franzen, Pat Liston, Jim O’Neill, Tom Kolb, and Dee Marshall.

Also in attendance were Tom Pinion, Atty Emily Truman, Dan Goff, and Brian Zawistowski.

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 Kolb, seconded by Liston to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by Liston, seconded by Kolb to approve the minutes of the April 16, 2019 meeting. Motion carried unanimously.

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

New Business

- a. Review Condominium Plat for a 7-unit single-family residential development on a 2.46-acre parcel on the north side of Inverness Trail for Vintage Investments, LLC – Dan Goff, 340 Inverness Terrace introduced himself to the Commission. Pinion presented the background information to the Commission. Pinion said originally this was for seven individual homes; however, in the interim, Goff has had two perspective buyer expressing a desire for a duplex, so Goff is proposing a total of eight units, six single-family homes, and one duplex. This will include an extension of a proposal private drive, which will be a common space. Pinion presented the map saying that this development would be regulated by the City’s Subdivision Ordinance, and what has been submitted does comply with the Subdivision Ordinance. He said along with the map is set a documents entitles Condominium Declarations, which spells out what is allowed, and what is not, such as setbacks, accessory buildings, etc. Pinion then stated that the Stormwater Management design also complies with the State and the City’s Wasterwater Ordinance. After Pinion’s detailed presentation and short discussion, it was moved by Liston, seconded by Franzen to approve the Condominium Plat as presented. On roll call vote for the Motion, Ayes – Thurow, Franzen, Liston, O’Neill, Kolb, Marshall, and Wedekind. Nay – 0, motion carried 7-0.
- b. Review signage for DEZ Arms – Brian Zawistowski, Wisconsin Dells introduced himself to the Commission. Pinion presented background to Commission. Pinion said that it would be monument sign close to driveway. It was stated that DEZ has revised their logo. It was moved by O’Neill, seconded by Kolb to approve the signage for DEZ Arms as presented. On roll call vote for the motion, Ayes – Franzen, Liston, O’Neill, Kolb, Marshall, Wedekind, and Thurow. Nay – 0, motion carried 7-0.
- c. Consideration of an amendment to the Zoning Code to add Pet Stores to allowable permitted used in the B-1 Downtown Business, B-2 Neighborhood Business, B-3 Highway-Oriented Business, and I-4 Planned Industrial/Business districts and creation of a corresponding Licensing Provision to Chapter 12 of the General Code of Ordinances – Pinion presented the background to the Commission for this topic. Pinion stated that the proposed solution is to add as permitted uses in the zoning code, have it well defined, and then have a parallel licensing requirement in the ordinance similar to what was done for short-term rental dwellings. Kolb felt that pet stores should not be in the Downtown Business or Neighborhood Business Districts. Liston asked how this would apply to the live meat sale at the Fair. Truman said that the definition of a pet store is dogs, cats, rabbits, rodents, insects, reptiles, or birds. Truman said that under this proposed ordinance, it would have to be one of this mentioned species, and a permanent establishment, and feels that the meat sale could be comfortable excluded. Liston asked about Farm & Fleet selling chicks once a year, and Truman felt that this would be licensed under this proposed ordinance. Pinion said that because they have been doing this for years, it would be a non-forming use and be grandfathered in; however, if they discontinued it for one or two years, then they would have to seek special permission to resume it. Kolb asked if the grandfathered pet stores would need to be licensed. Truman did not have the answer directly; however, she felt that the intent is to require all existing businesses to have a license, because the City would want to make sure that the businesses that currently exist are meeting all requirement of the ordinance. Kolb would like to see all businesses, even if grandfathered to have to pay a yearly license fee. Liston said he did not feel that Farm & Fleet should have to pay a license fee, because they only sell about two weeks in the spring. Truman said that the definition could be changed that a pet store is one that continuously sells animals for a 12-month period. Wedekind asked if the establishments would be inspected. Truman said that this is one concern of the CSO is that she does not have the ability to enforce anything at this time, because there is no ordinance. Kolb asked about State Statutes Chapter 951 and what it was. Truman stated that it is entire Chapter on animal cruelty laws. Truman said that most animal sale laws on a municipality level, Legislature has refused to adopt animal sale laws. She said that there are other states that do have rather strong animal sale laws, but this is primarily regulated on a municipal level. Truman said that she would work on sample language for puppy mills, and dog fighting. O’Neill wanted something in the ordinance regarding endangered species. Truman stated that as part of the proposed definition does include the exclusion of any animal listed in Chapter 9.10,

which was too long to include in the summary. After a lengthy discussion, Truman summarized saying she will provide an amendment with no grandfathering clause, add some immunizations language, record of sale information, will provide sample ordinances from other municipalities. She said that she would also provide the Commission with current Ordinance 9.10, which list the current prohibited animals. Kolb said that he would like the elimination of B-1 and B-2 in the amendment. Pinion mentioned no puppy mills. Franzen mentioned pigs; Truman said that this was an ordinance specifically for pet stores. Truman said that some municipalities specifically for pigs, and she offered to draft an ordinance regarding pigs as pets. It was the consensus of the Commission to postpone this issue. It was moved by Liston, seconded by Kolb to postpone this amendment until the next meeting. On roll call vote for the motion, Ayes – Liston, O’Neill, Kolb, Marshall, Wedekind, Thurow, and Franzen. Nays – 0, motion carried 7 to 0.

Adjournment - It was moved by Wedekind, seconded by Liston to adjourn at 5:50 p.m. The motion carried unanimously.

Phil Wedekind, Mayor Designee

Members present: Phil Wedekind, Becky Evert, Tom Geimer, Tom Kolb, Cynthia Haggard, Mike Palm and Bryant Hazard

Members Absent: Ed Gieck and Scott Von Asten

Others Present: Ed Janairo, Steve Schara, Susan Endres, James Revels, Peter Vedro, Debra O'Rourke, Ian Crammond and Jesse Arias

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

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

MOTION (Geimer/Kolb) to approve the minutes of the regular meeting on April 18, 2019. Motion carried unanimously.

Election of Officers:

Wedekind gave a brief overview of the committee makeup.

Nomination for Chairperson: Geimer nominated Wedekind as Chairperson.

MOTION (Geimer/Kolb) to close nominations for Chairperson. Motion carried unanimously.

Nomination for Vice-Chairperson: Kolb nominated Geimer as Vice-Chairperson.

MOTION (Kolb/Hazard) to close nominations. Motions carried unanimously.

MOTION (Hazard/Palm) to vote Wedekind as Chairperson and Geimer as Vice-Chairperson.

Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report:

Jesse Arias, Facilities Director introduced himself. Report attached. MOTION (Kolb/Geimer) to approve bills in the amount of \$32, 744.00. Motion carried unanimously.

Discussion and Possible Action on purchase of tools:

Arias gave a brief overview to the committee. MOTION (Kolb/Geimer) to approve tools as described not to exceed \$35,000.00. Motion carried unanimously.

Financial report and approval of vouchers.

Report attached.

Discussion of Energy Audit:

Ian Crammond, Facilities Manager for Sauk County, gave an overview to the committee of the audit that the county had done. Crammond offered to share the documentation with the Campus Commission to use as a guideline to avoid duplication.

Update from Pat Sherman of Bluffstone on payment of the delinquent taxes:

Debra O'Rourke, Assistant Corporation Counsel for Sauk County gave an update to the committee. Mike Palm, City of Baraboo Mayor, recommended that consultation with UW Platteville regarding timelines and assistance they are able to provide be discussed and reported back to the committee at the June 20th meeting. MOTION (Palm/Kolb) to explore formally with UW Platteville to develop a process and report back to the the committee at the June 20th meeting. Motion carried unanimously.

Discussion of Asset Management and Word Order Tracking Software:

Ian Crammond, Facilities Manager for Sauk County gave a brief overview to the committee of what is being done at the county. Discussion took place among the committee. Janario suggested discussion take place with UW Platteville to see if they have something similar already in place that could be implemented at the Baraboo location. Arias will have a discussion with UW Platteville and provide a comparison for what the county uses, along with the costs associated for both. Arias will provide his finding to the committee at the June 20th meeting.

Update on student housing.

Update given. See attached.

Deans' Report.

Report given. See attached.

MOTION (Wedekind/Kolb) to adjourn until Thursday, June 20, 2019 at 8:00 a.m. Motion carried unanimously.

Respectfully Submitted,

Becky Evert
Sauk County Clerk