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SUBCHAPTER 1: FORM OF GOVERNMENT AND CITY OFFICIALS

1.01 FORM OF GOVERNMENT. The City of Baraboo operates under the Mayor-Council system of government.

1.02 ELECTED OFFICIALS.

(1) MAYOR. The Mayor shall be elected for a term of 3 years. (Charter Ordinance 2350 11/23/2010)

(2) ALDERPERSONS. The Council shall consist of nine Alderpersons elected for three-year terms. Alderpersons for Aldermanic Districts l, 4, and 7 shall be elected at one election; Alderpersons for Aldermanic Districts 2, 5, and 8 at the next election; and Alderpersons for Aldermanic Districts 3, 6, and 9 at the next election. Such alternating of elections shall be continuous.

(3) RESERVED.

(4) RESERVED. (2273 01/22/08)

(5) RESERVED. (2623 11/14/23)

1.03 APPOINTED OFFICIALS. (2623 11/28/2023)

OFFICIAL	APPOINTING BODY	TERM
City Attorney (Ch. Ord. #1323)	Council	Indefinite
Chief of Police	Baraboo Police Commission	Indefinite
Fire Chief	Baraboo Area Joint Fire & Emergency Medical Services District Personnel Board	Indefinite
City Clerk (Ch. Ord #1813)	Council	Indefinite
City Engineer/Planner (2033 11/14/2000, 2068 09/25/2001)	Council	See §1.09(5)
Building Inspector	Council	Indefinite
Plumbing Inspector (2165 10/12/2004)	Council	By Contract
Electrical Inspector	Council	Indefinite
Librarian	Library Board	Indefinite
Parks and Recreation Director	Council, upon the recommendation of the Parks and Recreation Board	Indefinite
Street Superintendent (2033 11/14/2000)	Council, upon recommendation of Public Works Committee	Indefinite
Utility Superintendent (2033 11/14/2000)	Council, upon recommendation of Public Works Committee	Indefinite
City Forester	Parks and Recreation Board	Indefinite
Community Development Dir.	Council, upon the recommendation of the Community Development Authority	Indefinite
Reserved	-----	----
Civic Center Director	Council	Indefinite
Emergency Management Dir. (01/31/06)	Mayor, confirmation by Council	Indefinite
Weed Commissioner	Mayor	One year
City Administrator (1723 03/15/94)	Council	Indefinite
City Treasurer (2273 01/22/08)	Mayor, approval by Council	Indefinite

1.04 GENERAL PROVISIONS RELATING TO CITY OFFICIALS.

(1) SALARIES AND FRINGE BENEFITS. The salaries and fringe benefits of City officers and employees shall from time to time be established by the Council in accordance with State law and the City Personnel Policy.

(2) POWERS AND DUTIES OF CITY OFFICIALS. City officials mandated under §62.09, Wis. Stats., shall have the powers and duties prescribed by law and, except for the Mayor, shall perform such duties as shall be required of them by the Council. Other City officials shall perform the duties prescribed by the Council.

(3) MULTI-OFFICES. The Council may elect to appoint the same person to 2 or more compatible offices.

(4) REMOVAL FROM OFFICE. All City officials appointed pursuant to §1.03 of the Code may be removed from office

for cause by a majority of all the members of the appointing body. A City official employed by the City pursuant to a written employment contract may be removed from office in accordance with the terms of the contract. The City Assessor may be removed from office as provided in §1.05 of the Code. (Charter Ord. 1732 Eff. 07/16/94)

1.05 CITY ASSESSOR TO BE INDEPENDENT CONTRACTOR.

(1) APPOINTMENT. Pursuant to §62.09 (1)(c), Wis. Stats., a corporation or independent contractor shall be appointed by the Common Council as the City Assessor. The corporation or independent contractor so appointed shall designate the person responsible for the assessment, and the designee shall file the official oath under §19.01, Wis. Stats., and sign the affidavit of the assessor attached to the assessment role under §70.49, Wis. Stats.

The contract shall be for a one-year term and shall provide that the contract may be renewed or terminated, without cause, at the pleasure of the Common Council.

(2) REMOVAL FROM OFFICE. If a corporation or independent contractor is appointed as the City Assessor the appointment shall be for a term of one year and the appointment may be renewed or terminated at pleasure at any time by a majority of all the members-elect of the Common Council. (Charter Ord. 1732 Eff. 07/16/94)

1.06-1.08 RESERVED

1.09.1 QUALIFICATIONS AND DUTIES.

(1) CITY CLERK. The City Clerk shall perform the duties prescribed by law for City Clerks and such other duties required by the Council. (2162 09/28/04)

(2) CITY TREASURER. The City Treasurer shall perform the duties prescribed by law for city treasurers, shall be ex officio Treasurer of the Water Utility, and shall perform such other duties required by the Council.

(3) CITY ATTORNEY. The City Attorney shall be duly admitted to practice in the courts of record in the State of Wisconsin, shall conduct all the legal business in which the City is interested, and shall perform all duties required by city attorneys by State law.

(4) CITY ASSESSOR. The City Assessor shall be certified by the Wisconsin Department of Revenue at the level required by law and shall be experienced and capable of performing the duties of the office.

(5) CITY ENGINEER/PLANNER. The City Engineer shall be licensed by the State of Wisconsin as a professional Engineer and shall be capable and experienced in municipal public work and capital improvement planning and development. The Common Council shall be authorized to contract for the services of a City Engineer with an outside engineering firm and the contract shall designate the person who shall be the designated City Engineer who shall be the person primarily responsible for performing City Engineer services for the City. The contract shall be for a specified term and shall provide that the contract may be renewed or terminated, without cause at the pleasure of the Common Council. The City Engineer may appoint one or more assistant City Engineers within the firm under contract with the City who shall have power to perform the City Engineer's duties and for whose acts the City Engineer shall be responsible to the City. (2033 11/14/2000, 2068 09/25/2001)

(6) CITY ADMINISTRATOR. The City Administrator shall be appointed on merit, based on appropriate education and experience in municipal administration, and shall be responsible for the administration of the ordinances and policies set forth by the Common Council. (1724 03/15/94)

1.10 OFFICE OF CITY ADMINISTRATOR.
(1725 03/15/94, 1821 07/11/95, 2522 5/28/19, 2623 11/28/23)

(1) DEFINITIONS. As used in this section, the following terms shall have the following meanings:

(a) "City Department" means the following departments of the City: Administration Department, Finance Department, Parks, Recreation and Forestry Department, Police Department, Public Works/Engineering Department, Water and Sewer Utilities.

(b) "Department Head" means the City employee in charge of a City Department.

(2) PURPOSE AND POWERS CITY ADMINISTRATOR. The Common Council hereby adopts this ordinance to create the City Administrator position to administer and coordinate the day-to-day operations and activities of the City. The Administrator shall only have such powers as are expressly granted to him/her pursuant to the City Ordinances, resolutions and directives of the Council and Mayor. Subject to the foregoing and without limiting the authority and control of the Council, its committees, and the Mayor and, except where authority is vested by the Wisconsin Statutes or Municipal Code of Ordinances in Boards, Commissions or City officers, the Administrator shall be the chief administrative officer of the City. (2033 11/14/2000)

(3) DUTIES OF CITY ADMINISTRATOR. The Administrator shall be responsible for the proper coordination and administration of the business affairs of the City including, but not limited to:

(a) Implement and carry out the ordinances, resolutions and directives of the Council and its Committees, and/or Mayor as applicable and appropriate, which require administrative implementation and reporting promptly any difficulties encountered and the progress and completion thereof.

(b) Establish administrative procedures to increase the effectiveness and efficiency of City government

according to current best practices in local government.

(c) Keep informed concerning current federal, state, and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Council.

(d) Represent the City in matters involving legislative and inter-governmental affairs as authorized and directed by the Mayor and Council.

(e) Act as public information officer for the City with the responsibility of ensuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.

(f) Establish and maintain procedures to facilitate communications between citizens and City government, to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved.

(g) Promote the economic well-being and growth of the City through public and private sector cooperation.

(h) Provide leadership and direction in the development of short and long range plans; be responsible for and undertake planning and program analysis, including gathering, interpreting and preparing data for studies, reports and recommendations, and developing procedures, methods and techniques to meet the present and future needs of the City and to improve the efficiency, effectiveness and quality of services and programs provided by the City.

(i) Attend all meetings of the Council, assisting the Mayor and the Council as necessary in the performance of their duties, and attend all meetings of the Standing and Special Committees of the Council if requested by the Mayor or Committee chairperson, and assist Committee members as necessary in the performance of their duties.

(j) In coordination with the Mayor, the Council, and the Clerk, ensure that appropriate agendas are prepared for all meetings of the Council, all Council committees, and all other appropriate committees and commissions of the City, together with such supporting material as may be required, with nothing herein being construed to give the Administrator authority to limit or in any way prevent matters from being considered by the Council, or any of its committees and commissions. If action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor.

(k) Serve as personnel officer for the City and perform promptly, efficiently, and effectively the following personnel related duties, except as otherwise provided for by State Statute or City Ordinance. *(See, §43.58, Wis. Stat., for the powers and duties of the Library Board and §1.19 of this Code for the powers and duties of the Police Commission.)*

(i) Ensure compliance with all local, state and federal laws and regulations applicable to hiring and employment practices, including best safety practices.

(ii) Maintain complete and current personnel records, including specific job descriptions, for all City employees.

(iii) Coordinate and administer the City's compensation plan, develop classification and salary schedules, job evaluation and performance evaluation procedures and rating forms and recommend to the Council salaries and classifications for City employees covered by the compensation plan.

(iv) Negotiate collective bargaining agreements and bring tentative agreements to the Council for ratification; monitor and ensure compliance with said agreements.

(v) Work closely with the Department Heads to promptly resolve personnel problems or grievances and provide administrative direction, supervision and coordination of each Department Head.

a. Recommend to the Council or the appointing body as provided in §1.03 of this Code, the appointment, promotion, and, when necessary for the good of the City, the suspension or termination of a Department Head and City Attorney, and evaluate the job performance of Department Heads and City Attorney not less than once per year.

b. Act as the approving authority for requests by Department Heads and City Attorney to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

c. Advise and assist Department Heads in the recruiting, training and evaluation of subordinate employees; assist, as necessary,

Department Heads in undertaking not less than once each calendar year a job performance evaluation of all employees in their departments; and in conjunction and cooperation with the Department Heads, be responsible for the appointment, promotion, and when necessary for the good of the City, to take disciplinary action, including suspension and termination, of employees below the Department Head. (2161 09/28/2004)

(vi) Assist, as requested, the Library Board and Community Development Authority with any personnel related matter including, but not limited to, the appointment, promotion, job performance evaluation, suspension or termination of the head of said department or subordinate employees.

(vii) Organize and conduct a monthly meeting with the Mayor, City Attorney and Department Heads to coordinate practices and programs and to keep all departments current in regard to City practices and programs; ensure all practices and programs are properly implemented by the Department Heads, as applicable.

(viii) Be responsible for such other personnel practices and matters as shall be assigned or delegated by the Mayor or Council.

(l) Carry out promptly, efficiently and effectively the following financial responsibilities:

(i) In conjunction with and under the direction of the Mayor and Council coordinate, assist and be responsible for the preparation of the annual City budget in accordance with such guidelines as may be provided by the Mayor and Council and in coordination with Department Heads and City officials and pursuant to State Statutes. Administer the budget as adopted by the Council.

(ii) In coordination with the Finance Director:

(a) Perform the duties and responsibilities of Comptroller as set forth in §62.09, Wis. Stats.

(b) Administer and supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices;

(c) Monitor revenues and expenditures and maintain debt schedules; coordinate financial advisors, bond counsel and rating agencies on debt issues; and serve as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, provided that the expenditure has been specifically approved in the City budget and provided that the purchasing procedures established by the Council and any limitations provided by the Wisconsin State Statutes are followed; and

(d) Coordinate, assist and approve requests for proposals, assist Department Heads in the preparation of specifications and the scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations and analyze bids with department heads and assist in the compilation of bid recommendations for Council approval.

(iii) Report regularly to the Mayor and Council on the current financial condition and future needs of the City.

(iv) Keep the Council and Mayor informed of the availability of and changes to local, state and federal laws concerning funds for local programs and assist Department Heads and the Council in obtaining these funds under the direction of the Mayor and the Council; advise the Mayor and Council of methods of procuring such funds; analyze and prepare reports on the fiscal impact of various proposals for such funds.

(v) Execute contracts on behalf of the City when such execution has been expressly authorized by directive or resolution of the Council.

(vi) Carry out all actions and directives of the Council in conjunction with budgeting and purchasing which require administrative implementation or where the Council has so directed.

(vii) Be responsible for such additional budgeting and purchasing matters as shall be assigned or delegated by the Council.

(m) All officials, City officers and employees of the City shall cooperate with and assist the Administrator and the Administrator shall similarly cooperate with and assist all officials, City officers and employees of the City so that the City government shall function effectively and efficiently.

1.11 to 1.15 RESERVED

SUBCHAPTER II: BOARDS AND COMMISSIONS

1.16 PLAN COMMISSION.

(1) MEMBERSHIP. The Plan Commission shall consist of seven members. One member shall be the Mayor, or the Mayor's designee, who shall be the Chairperson. One member shall 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 shall be Alderpersons elected annually in April of each year by a majority vote of the Council. The other three members shall be 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. (1768 09/13/94, 1946 08/11/98, 2254/04/24/07)

(2) POWERS AND DUTIES. 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.

1.17 BOARD OF ZONING APPEALS.

(1) MEMBERSHIP.

(a) The Board of Zoning Appeals shall consist of five members appointed by the Mayor, subject to confirmation by the Council, for staggered terms of three years.

(b) Two alternate members shall be appointed by the Mayor for terms of three years and shall act only when a regular member is absent or refuses to vote because of interest.

(c) The Building Inspector shall attend meetings, upon request, to provide technical assistance as requested by the Board of Zoning Appeals.

(2) OFFICERS.

(a) Chairman. The Mayor shall designate the Chairman of the Board.

(b) Secretary. The City Clerk or his designee shall serve as Secretary to the Board.

(3) POWERS AND DUTIES. The Board of Zoning Appeals shall have the powers and duties prescribed in §62.23(7)(e), Wis. Stats.

1.18 BOARD OF REVIEW.

(1) MEMBERSHIP. The Board of Review shall consist of the Mayor, the City Clerk and three Alderpersons appointed annually by the Mayor. The City Assessor shall attend all meetings of the Board.

(2) POWERS AND DUTIES. The Board shall have the powers and duties prescribed in §70.47, Wis. Stats.

(3) PROTECTION OF THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMA-TION. (2003 02/22/2000)

(a) Whenever the City Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to §70.47(7)(af), Wis.Stats., or any successor statute thereto, such income and expense information provided or supplied to the City Assessor shall be treated and held by the Assessor as confidential information. Confidential income and expense information provided to the City Assessor under this Section may only be revealed to and used as follows:

1. By persons in the discharge of duties imposed by law, or

2. By persons in the discharge of duties imposed by office, including, but not limited to, use by the Assessor in the performance of the official duties of the Assessor's Office and use by the Board of Review in performance of its official duties, or

3. Pursuant to order of a court. Income and expense information provided to the City Assessor under §70.47(7)(af), Wis. Stats., shall not be subject to the right of inspection and copying under §19.35(1), Wis. Stats., unless a court determines that such income and expense information is inaccurate.

(b) Except as provided in sub (a), no City officer or employee shall disclose or make known in any manner to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever the confidential income and expense information, or any particular thereof, pro-vided or supplied to the City Assessor under this section.

(4) FIRST MEETING OF BOARD OF REVIEW. Pursuant to §70.47(3), Wis. Stats., the Board of Review for the City of Baraboo shall meet for at least two hours on its first meeting day between 8a.m. and midnight following completion of the assessment roll to receive the assessment roll and sworn statements from the Clerk and for taxpayers to appear and examine the assessment roll and other assessment data, and to conduct such other business as required by §70.47, Wis.Stats. The Board may adjourn from time to time until its business is completed and may designate such additional hours as deemed necessary. The designated hours for the first meeting of the Board of Review shall be set by resolution of the Common Council or by resolution of the Board of

Review. The City Clerk shall publish notice of the first session of the Board of Review in accordance with §70.47, Wis. Stats. (2003 02/22/2000)

1.19 BARABOO POLICE COMMISSION. (1528 01/24/89, 2567 12/08/2020, 2623 11/28/2023)

(1) MEMBERSHIP. The Baraboo Police Commission shall consist of five appointed citizens, as provided for by §62.13, Wis. Stats. (See §l.02(5)

(2) POWERS AND DUTIES. The Commission shall have the powers and duties prescribed in §62.13, Wis.Stats., except sub.(6) thereof. In addition, the Commission shall be authorized to interview, select and appoint persons hired to fill non-sworn support staff positions of the Police 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. (1834 10/24/95)

1.20 PARKS AND RECREATION COMMISSION.

(1) MEMBERSHIP. The Parks and Recreation Commission shall consist 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. (1479 11/24/87)

(2) BOARDS AND COMMISSIONS 1.18(3) POWERS AND DUTIES. 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 shall generally direct the activities of the Director of Parks and Recreation and shall recommend 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 shall 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. (See § 8.l3)

1.21 LIBRARY BOARD.

(1) MEMBERSHIP. The Library Board shall consist of nine members who shall be appointed by the Mayor subject to confirmation by the Council. One member shall be the Baraboo School District Administrator or his/her representative. All members shall be residents of the Baraboo School District, and at least seven members shall be residents of the City of Baraboo. The members shall be appointed for staggered three-year terms.. (2165 10/12/2004; 2335 04/13/2010; 2579 09/28/2021)

(2) POWERS AND DUTIES. 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.

1.22 BICYCLE/PEDESTRIAN COMMISSION (2651, 4/22/2025)

(1) INTENT. The City Council has considered the environmental, health, recreational, economic and social value of a diverse and accessible transportation network and establishes the Bicycle-Pedestrian Commission to ensure that safe and efficient bicycle and pedestrian facilities are included in current infrastructure and future development of the City.

(2) MEMBERSHIP. The Bicycle and Pedestrian Commission shall consist of seven members including one member of the Plan Commission and one member of the Parks Commission, selected by those bodies at their May meeting for a one-year term; and one member selected by the Chief of Police, and serving at the pleasure of the Chief. The remaining four members shall be appointed by the Mayor, subject to confirmation by the Council, serving staggered two-year terms commencing on June 1. Members shall be residents of the City, the Village of West Baraboo, or an adjoining town.

(3) POWERS AND DUTIES. The Commission shall have the duty to develop, evaluate, and recommend policies that make it safer, easier, and more comfortable to bike and walk for utility and recreation in the City of Baraboo. In addition, the Commission shall provide recommendations to the City Council, or its committees, on bicycle- and pedestrian-related issues to help achieve the objectives of the City's Comprehensive Plan, Strategic Plan, or other work plans, including:

- Develop, periodically update, and advise the Common Council on the implementation of a Bicycle and Pedestrian Master Plan.
- Promote the integration of bicycling and walking facilities in the City of Baraboo to provide a balanced and efficient transportation network.
- Develop and annually revise a five–year sidewalk priority plan and recommend annual sidewalk projects to the Public Safety Committee.
- Recommend capital and operating budget items which address bicycle and pedestrian needs, services, programs, or facilities.
- Develop and distribute informational, educational, and promotional materials for bicyclists, pedestrians, and motorists.
- Collaborate with other municipalities and state agencies to improve the cycling and pedestrian

environment, including work with local educational institutions to establish and maintain safe routes to schools.

(4) MEETINGS AND OFFICERS. A member of the City's Engineering, Public Works, or Parks Departments shall serve as staff support and an ex-officio member of the Commission. At its first meeting after June 1 of each year, the Commission shall elect a chair, vice-chair, and secretary, each serving a one-year term. The Commission shall hold regular meetings as may be provided by its by-laws, and may hold special meetings at the call of the chair or at the request of the Common Council.

1.23 ADMINISTRATIVE REVIEW APPEALS BOARD.

(1) MEMBERSHIP. The Administrative Review Appeals Board shall consist of the Mayor, an Alderperson and one citizen member. The Alderperson member shall be appointed annually by the Mayor, subject to confirmation by the Council. The citizen member shall be appointed by the Mayor, subject to confirmation by the Council, for a three-year term.

(2) POWERS AND DUTIES. See Ch. 6 of this Code.

1.24 BOARD OF PUBLIC WORKS. Commencing on October 1, 2000, and pursuant to §62.068, Wis. Stats. and other enabling statutes, the Common Council shall have all duties and powers granted by law to the Board of Public Works. The Common Council may delegate certain powers and duties of the Board of Public Works to a committee or commission of the City. (2033 11/14/2000) For Historical Note – See Chapter 13

POWERS AND DUTIES. The Board shall have the powers and duties prescribed in §62.l4, Wis. Stats., and such other powers and duties assigned by the Council.

1.25 BARABOO UTILITY COMMISSION. (2033 11/14/2000)

(1) MEMBERSHIP. The Baraboo Utility Commission is abolished, and the duties of that body shall be assumed by the Public Safety Committee. Any reference to the Utility Commission within the Code of Ordinances shall instead be read as referring to the Public Safety Committee. (2354 01/25/2011)

(2) POWER AND DUTIES. See Chapter 13 of this Code.

1.26 RESERVED (2033 11/14/2000)

1.27 BARABOO ECONOMIC DEVELOPMENT COMMISSION. (2452 11/22/2016)

(1) PURPOSE. The purpose of the Baraboo Economic Development Commission shall be 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.

(2) MEMBERSHIP. The Baraboo Economic Development Commission shall consist of thirteen members. One member shall be the Mayor, or the Mayor's designee. There shall be one member from each of the following organizations: the Baraboo Community Development Authority; the Sauk County Development Corporation; and the Baraboo Area Chamber of Commerce. Each of these three members shall be designated by the respective organization and according to its internal process and serves as an official representative from their organization. Up to eight members shall be citizen members appointed by the Mayor, including individuals, representatives of government, business or industry from the City of Baraboo, Village of West Baraboo, Town of Baraboo, Town of Greenfield or Town of Fairfield, all subject to confirmation by the Council. These citizen members may represent the following industries: health care, tourism, conservation, agriculture, manufacturing, financial, education, and retail service. These eight Members shall serve staggered three-year terms. One additional member shall be an Alderperson appointed by the Mayor and confirmed by the City Council who shall serve a one-year term. The Commission shall elect a Chair, Vice Chair, and Secretary each year at its May meeting.
(2224 04/11/2006; 2374 02/14/2012; 2390 01/08/2013)

(3) POWERS AND DUTIES. The Commission, as an advisory group, shall work 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. These projects may include business and economic development initiatives, redevelopment planning, other community development efforts, and other matters related to the quality of life and economic vitality of the Baraboo area. The Commission shall make recommendations to the Mayor and City Council regarding its findings and for the continuing improvement of the economic climate of the Baraboo Area. The Commission shall, 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. (2224 04/11/2006)

1.28 COMMUNITY DEVELOPMENT AUTHORITY.

(1) MEMBERSHIP. The Community Development Authority shall consist of seven members appointed by the Mayor, subject to confirmation by the Council. Five members shall be resident freeholders, who shall serve 4-year terms. Two

members shall be members of the Council and shall serve during their term of office as Council members. (1463 02/19/87)

(2) POWERS AND DUTIES. Resolution No. 78-119, as amended by Resolution No. 79-56, and Resolution No. 91-196 are hereby adopted by reference and made a part hereof. See also §20.04(2).

(3) HOUSING RESIDENT APPOINTMENT TO AUTHORITY. The membership of the Community Development Authority shall be increased from the seven members appointed under §1.28(1) to include an eighth member, appointed by the Mayor, subject to confirmation by the Council. The member appointed under this Charter Ordinance shall be an adult who is receiving direct housing assistance from the Community Development Authority and who is a resident of the Corson Square Apartments, or the Donahue Apartments, or any other future public housing project under the jurisdiction of the Community Development Authority. The term of office for this member shall be two years except that the term of office for the first person appointed shall expire on November 14, 2001. The person appointed to fill this membership position shall be referred to as the Resident Housing Member of the Authority. This membership position on the Authority shall remain vacant if no eligible person applies to serve on the Authority after the Authority has provided reasonable written notification of a vacancy to the Resident Advisory Board. This Ordinance is adopted pursuant to the requirements of S.505 of the Public Housing Reform Act of 1998 (42 U.S.C.1437) and 24CFR Part 94 (06/23/99). (Charter Ord. 1994 01/11/2000)

1.29 RESERVED.

1.30 BARABOO AREA JOINT FIRE AND EMERGENCY MEDICAL SERVICES DISTRICT. (2557 07/28/2020, 2605 11/29/2022, 2675 03/24/26)

(1) MEMBERSHIP. The Baraboo Area Joint Fire and Emergency Medical Services District shall be governed by a Joint District Commission as prescribed in the Baraboo Area Joint Fire and Emergency Medical Services District Intergovernmental Agreement and Bylaws, effective January 1, 2023, and as amended thereafter. The Joint District Commission shall consist of eight (8) voting Commissioners and one (1) non-voting Commissioner. Four (4) of the Commissioners shall be appointed by the Mayor of the City of Baraboo, subject to confirmation by the Common Council. Of the Mayor's four (4) appointees, two (2) shall be current Alderpersons at the time of appointment and throughout their service. Two City appointees shall serve an initial term from January 1, 2023 to the date of the annual meeting in June, 2024 and two City appointees shall serve an initial term from January 1, 2023 to the date of the annual meeting in June, 2025. Subsequent City appointees shall serve staggered two-year terms, commencing on the date of the June annual meeting.

(2) PERSONNEL BOARD. The Personnel Board shall consist of five (5) voting members, subject to conditions contained in the Baraboo Area Joint Fire and Emergency Medical Services District Intergovernmental Agreement and Bylaws, effective January 1, 2023, and as amended thereafter. Two (2) of the members shall be appointed by the Mayor of the City of Baraboo, subject to confirmation by the Common Council. The initial terms of service for City appointees shall be from January 1, 2023 to the annual meeting in June, 2026 and from January 1, 2023 to the annual meeting in June, 2028. Subsequent terms shall be for five years, commencing on the date of the June annual meeting.

(3) POWERS AND DUTIES. The Joint District Commission and Personnel Board shall have the powers and duties set forth in the Baraboo Area Joint Fire and Emergency Medical Services District Intergovernmental Agreement and Bylaws, as amended by Commission from time-to-time, which are incorporated into this ordinance and on file with the City Clerk.

1.31 UW–PLATTEVILLE/BARABOO/SAUK COUNTY CAMPUS COMMISSION. (2576 07/27/2021)

(1) MEMBERSHIP. The Commission shall consist of seven members. One member shall be the City Clerk or City Administrator (at the discretion of the Common Council); one member shall be the County Clerk or County Administrator (at the discretion of the County Board); two members shall be Alderpersons appointed by the Mayor for one-year terms, two members shall be County Supervisors appointed by the County Board Chairman for one-year terms, and one member shall be appointed jointly by the Mayor and County Board Chairman, subject to the residency requirements of the Commission's bylaws. The Mayor and the County Board Chairperson shall be nonvoting ex officio members, but may vote if an Alderperson or Supervisor, respectively, is absent.

(2) POWERS AND DUTIES. The Commission shall act as liaison to the University of Wisconsin.

1.32 RESERVED. (2608 03/28/2023)

1.33 EMERGENCY MANAGEMENT. (2086 06/25/02)

(1) POLICY AND PURPOSE.

(a) Emergency Management shall mean the preparation for and the carrying out of all emergency functions to minimize and repair injury and damage resulting from disaster caused by enemy attack, sabotage or other hostile action, or by fire, flood and other natural causes. (2086 06/25/02)

(b) By reason of the increasing possibility of disasters or unprecedented destructiveness and to insure that preparation will be adequate to cope with such disasters and to provide for the common defense, to protect the public peace, and to preserve the lives and property of the people, it is hereby declared necessary:

1. To establish a local Emergency Management Department. (2086 06/22/02)
2. To provide for the exercise of necessary powers during emergencies.
3. To provide for the rendering of cooperation and mutual aid between the City and other political subdivisions.

(c) It is further declared to be the purpose of this section and the policy of the City that all emergency management functions of the City be coordinated to the maximum extent applicable with the existing services and facilities of this City and with the comparable functions of the Federal, State and County governments and other political subdivisions, and the various private agencies to the end that most effective preparation and use may be made of manpower, resources and facilities for dealing with any disasters that occur. (2086 06/22/02)

(2) EMERGENCY MANAGEMENT COMMISSION. (2086 06/22/02)

(a) Membership. The Emergency Management Commission shall consist 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 Com-mission, 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. (2310 07/28/09)

(b) Powers and Duties. 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. (2086 06/22/02)

(3) EMERGENCY MANAGEMENT DIRECTOR. (2086 06/22/02)

(a) Appointment. The Emergency Management Director shall be appointed by the Mayor, subject to confirmation by the Council. Deputy and Assistant Directors may be appointed by the Director, subject to the approval of the Emergency Management Commission as may be deemed necessary. (2086 06/22/02)

(b) Powers and Duties.

l. The Director shall be the executive head of the Emergency Management Department and shall be directly responsible for the organization, administration and operation of the Emergency Management Department subject to the direction and control of the Mayor. He shall coordinate all activities for emergency management within the City and shall maintain liaison and cooperate with emergency management agencies and organizations and other political subdivisions and other State and Federal government, and shall participate in County and State emergency management activities upon request, and shall have such additional authority, duties and responsibilities as are authorized by this section and which may from time to time be required by the Mayor. (2086 06/22/02)

2. In accordance with the State plan format and the County ordinance of compliance, the Director shall prepare a comprehensive general plan for the emergency management of the City and shall present such plan to the Council for its approval. When the Council has approved the plan by resolution, it shall be the duty of all municipal agencies and all emergency management forces of the City to perform the duties and functions assigned by said plan as approved. The plan may be modified in like manner. (2086 06/22/02)

(4) UTILIZATION OF EXISTING SERVICES AND FACILITIES. in preparing and executing the Emergency Management Plan, the Director shall utilize the services, equipment, supplies and facilities of the existing departments and agencies of the City

to the maximum extent practicable; and the officers and personnel of all such departments and agencies are directed to cooperate with and extend such services and facilities to the Director. (2086 06/22/02)

(5) EMERGENCY REGULATIONS. Whenever necessary to meet an emergency for which adequate regulations have not been adopted by the Council, the Mayor, or in his absence the Emergency Management Director, may, by proclamation, promulgate and enforce such orders, rules and regulations relating to the conduct of persons, traffic and the use of property, public and private, as shall be necessary to protect the public peace, health and safety, and preserve lives and property and to insure the cooperation necessary in emergency management activities. Such proclamations shall be posted in three public places and may be rescinded by the Mayor at any time. (2086 06/22/02)

(6) MUTUAL AID AGREEMENTS. The Director may, subject to the approval of the Council, enter into mutual aid agreements with other political subdivisions. A copy of such agreements shall be filed with the State Director of Emergency Management. (2086 06/22/02)

(7) DECLARATION OF EMERGENCIES. Upon the declaration by the Governor, by the Mayor or the Emergency Management Director in the absence of the Mayor, or by the Council of a state of emergency, the Director shall issue all necessary proclamations as to the existence of such state of emergency and shall issue such disaster warnings or alerts as shall be required in the Emergency Management Plan. The Emergency Management Department shall take action in accordance with the Emergency Management Plan upon the declaration of an emergency and the issuance of official disaster warnings. Such state of emergency shall continue until terminated by the issuing authority provided that any such declaration not issued by the Governor may be terminated at the discretion of the Mayor. (2086 06/22/02)

(8) WATER EMERGENCY. See §13.16.

(9) PENALTY. It shall be unlawful for any person willfully to obstruct, hinder or delay any member of the Emergency Management Department in the enforcement of any order, rule, regulation or plan issued pursuant to this section, or to do any act forbidden by any order, rule, regulation or plan issued pursuant to the authority contained in this section, and upon conviction thereof shall be subject to a forfeiture not to exceed $200. (2086 06/22/02)

1.34 TRANSPORTATION COMMISSION. The Transportation Commission is disbanded and its functions and responsibilities shall be performed by the Finance/Personnel Committee. (2319 09/23/2009)

1.35 EXPENSE ALLOWANCE FOR BOARDS AND COMMISSIONS. The per diem expense allowance to be paid to each member of the boards and commissions established under Sub-Chapter II of Chapter 1 of the Code shall be established by the Common Council by resolution and the Council may from time to time adopt a new per diem allowance schedule by resolution as deemed appropriate.

1.36 PROCEDURE FOR COMPLIANCE WITH OPEN MEETING LAWS. (1914 08/24/97)

(1) PURPOSE. In order to assure compliance with the requirements of the Wisconsin Open Meetings Law all Committees, Boards and Commissions of the City and all sub-units of these entities shall follow the procedures set forth in this section.

(2) PROCEDURE.

(a) Public Notice Agenda Preparation. The City Clerk shall be responsible for preparing the Public Meeting Notice and Agenda for each of the Committees, Commissions and Boards where the City Clerk is the appointed legal custodian pursuant to §1.59(3)(b) of this Code. City Committees, Boards, Commissions or sub-units thereof identified in §1.59(3)(c) of this Code shall designate the member of the entity who shall be responsible for preparing the Public Meeting Notice and meeting Agenda. Each Meeting Notice shall conform to the following format:

CITY OF BARABOO
PUBLIC MEETING NOTICE
(Name of Governmental Entity Holding Meeting)
Date:
Time:
Location:
Call to Order:
Roll Call

.

Approval of previous minutes

.

Adoption of agenda

Appearances/Announcements
Claim review

Reports

Unfinished business
New business

Miscellaneous business

Closed session (if any)

Adjournment

Notice Posted By: _____

(b) Procedure for Posting Open Meeting Notices. Each Public Meeting Notice for all Commissions, Committees and Boards of the City, including but not limited to, those identified in §1.59(3)(b)(c), Code, shall be delivered to the office of the City Clerk at least 36 hours in advance of the date and time of each meeting. When it is impossible or impractical due to emergency or unforeseen events to deliver the Notice to the Clerk at least 36 hours in advance of the date and time of a proposed meeting, the Clerk may accept and post the Notice as set forth in this subsection, provided that the Clerk has sufficient time to post the Notice in compliance with §19.84(3), Wis. Stats. Upon receiving a lawful and timely Notice, the Clerk's office shall place its stamp on the Notice, and shall then promptly distribute the Notice to the news media and post the Notice as required by the Wisconsin Open Meetings Law. The official notice shall be posted on the Bulletin Board located on the first floor of the Municipal Building. Additional Notices may be posted at the Baraboo Public Library and the Baraboo Civic Center, but such additional posting shall not be required. The chairperson of the entity calling the meeting, or his/her designee, shall be responsible for distributing the Notice to the unit's members and to other interested persons or entities. The Notice distributed to the unit's members shall display a copy of the Clerk's stamp. If amendments are made to a Notice after delivery to the Clerk's office, the same procedure shall be followed for all amendments. The City Clerk shall retain a copy of the posted agenda for those commissions, departments and boards identified in §1.59(3)(c); however, the official public meeting notice for these entities shall be held by the designated legal custodian thereof.

(c) Meeting Place To Be Accessible To Disabled. All meetings shall be held at a place that is accessible to disabled persons.

(d) All Minutes to be Filed with City Clerk. The legal custodian for those Committees, Commissions and Boards identified in §1.59(3)(c) of this Code shall be responsible for promptly filing with the City Clerk the minutes for each meeting held by such Committees, Com-missions and Boards. The City Clerk shall distribute these minutes for information purposes to the Mayor, Common Council members, and City officers required by Ordinance to regularly attend Common Council meetings. The City Clerk shall retain a copy of the minutes for those commissions, departments and boards identified in §1.59(3)(c); however, the official minutes for these entities shall be held by the designated legal custodian thereof.

(3) JOINT COMMISSIONS EXEMPT. Subsection (b), above, shall not apply to the following joint commissions: Baraboo District Ambulance Commission, Baraboo-Wisconsin Dells Airport Commission, Pink Lady Rail Transit Authority. (1654 09/22/92, 1678 12/92)

1.37 BARABOO CABLE COMMUNICATIONS COMMISSION. (1701 11/23/93)

(1) CREATION OF COMMISSION. The Baraboo Cable Regulatory Commission shall consist of five members, including one Alderperson appointed annually by the Mayor and four (4) residents of the City appointed by the Mayor for staggered three year terms. All appointments shall be subject to confirmation by the Council. Commission members shall, if the service is available, be subscribers to cable television service.

(2) POWERS AND DUTIES. The Commission shall have the following powers, duties and authority, under the general control and supervision of the Council:

(a) General overall enforcement of the Baraboo Cable Communications Ordinance, Chapter 21.

(b) Investigate and attempt to resolve disputes or disagreements, other than claims for monetary damages, between any subscriber and a Grantee upon the written request of either party.

(c) Insure that all required reports are completed and filed by Grantees pursuant to the City Cable Communications Ordinance and review all reports submitted to the City by Grantees.

(d) Assure that all rates, schedules and rules pertinent to the operation of any cable system are made available for inspection by the public at reasonable hours and upon reasonable requests.

(e) Review all applications for franchises, negotiate franchise agreement terms with applicants and recommend action thereon by the Common Council.

(f) Review and regulate the rates and charges associated with the provision of any cable service pursuant to §21.20 of this Code to the extent that the Commission deems necessary and appropriate.

(g) Review all applications for renewals of any cable system franchise and recommend action thereon by the Common Council.

(h) Establish and enforce rules and regulations for the use of the public, educational and governmental channels.

(i) Conduct such inspections of any cable systems as may be necessary to insure compliance with the Cable Communications Ordinance and the terms of any franchise agreement.

(j) Prepare and submit an annual budget to the Common Council for the operation of the Commission. At no time shall the annual expenditures of the Commission exceed the annual franchise fees paid to the City. The Commission shall have the authority to employ experts and consultants and to pay for their services and to incur and pay such other expenses as may be necessary and proper to carry out the powers and duties granted to the Commission provided, however, that such expenditures are included in the amount appropriated to the Commission in its annual budget or otherwise approved by the Common Council. The Commission shall annually recommend to the Council the use of franchise fees paid to the City pursuant to the Cable Communications Ordinance.

(k) Meet and coordinate activities with cable regulatory commissions of neighboring communities to the extent deemed necessary and appropriate by the Commission.

(l) Monitor the operations of all Grantees for compliance with the terms of their franchise agreements and with the Baraboo Communications Ordinance.

(m) Perform such other duties and services as the Common Council may assign to it from time to time.

(n) Insure that all franchise fees are paid to the City in a timely manner accompanied by all required supporting documentation.

(o) Adopt rules and regulations for the conduct of its business, to investigate complaints and to hold hearings in order to enforce the City's Cable Communications Ordinance.

(3) LEGAL COUNSEL. The City Attorney shall act as legal counsel for the Commission.

1.38 ROBERT'S RULES OF ORDER TO GOVERN In the absence of a specific direction in any applicable ordinance, by-laws, or State statute, all Committees, Boards, and Commissions of the City and all sub-units thereof shall be governed by Robert's Rules of Order Revised. (2640, 9/24/2024)

1.39 MEETINGS (2640, 9/24/2024)

(1) RECURRING MEETINGS. The day and time of recurring meetings for all Committees, Boards, and Commissions of the City and all sub-units thereof shall be established by a majority vote of the body, in order to promote the efficient conduct of City business and facilitate attendance by members, staff, and the general public.

(2) SPECIAL MEETINGS. In the absence of a specific direction in any applicable ordinance, by-laws, or State statute, special meetings of any Committee, Board, or Commission of the City may be called by the Chair/Presiding Officer, or at the request of two or more members of the body. All meetings must comply with Wisconsin Open Meetings Law as described in §1.36.

1.40 - 1.43 RESERVED

SUBCHAPTER III: ELECTIONS AND POLITICAL BOUNDARIES

1.44 CITY CLERK'S ELECTION DUTIES. As provided in §7.l5, Wis. Stats., the City Clerk shall have charge of and supervise all elections held in the City.

1.45 ELECTION OFFICIALS. Election officials for each polling place shall be appointed pursuant to §7.30, §7.3l and §7.32, Wis. Stats.

1.46 NOMINATION OF ELECTED CITY OFFICERS. All candidates for elective City office shall file nomination papers pursuant to §8.l0, Wis. Stats.

1.47 POLLING HOURS. The polls of the City shall opened at 7:00 A.M. and close at 8:00 P.M. for all elections. (2165 10/12/2004)

1.48 POLLING PLACES. The polling place for the City is the ground floor gym in the Baraboo Civic Center, located at 124 2nd St, Baraboo, WI 53913: (1610 06/91, 2117 05/13/03, 2475 01/23/18)

1.49 CITY BOUNDARIES AND ANNEXATIONS.

(1) BOUNDARIES. The boundaries of the City are set forth on the Official Map of the City and the legal description of said boundaries are on file in the office of the City Clerk. The number of any ordinance annexing territory to or detaching from the City after the effective date of this Code shall be added to this section in sub. (2) below.

(2) ANNEXATIONS: Ord. #1155, 1178, 1184, 1191, 1196, 1199, 1200, 1073, 1308, 1396, 1416, 1437, 1472, 1473, 1476, 1482, 1516, 1517, 1550, 1567, 1570, 1635, 1642, 1679, 1697, 1744, 1745, 1752, 1753, 1770, 1776, 1777, 1781, 1791, 1792, 1801, 1816, 1817, 1822, 1829, 1882, 1888, 1892, 1899, 1912, 1953, 1954, 1966, 1967, 1973, 1974, 1979, 2038, 2041, 2042, 2043, 2054, 2084, 2122, 2124, 2126, 2167 2174, 2176, 2195, 2197, 2229, 2249,

2259, 2263, 2267, 2271, 2293, 2297, 2368, 2397, 2453, 2461, 2573, 2606, 2613, 2661, 2662.

(3) DETACHMENTS: Ord. #1683, #2491 #2508.

1.50 WARD BOUNDARIES. Pursuant to §5.15, Wis. Stats., the City is hereby divided into 15 wards. The boundaries of each ward are hereby established as set forth on the Official City Map Designating Ward Boundaries dated September 27, 2021, which is on file in the Office of the City Clerk and is incorporated herein by reference. (2056 06/26/2001; 2360 07/12/2011; 2580 10/12/2021)

1.51 ALDERMANIC DISTRICTS. The City is hereby divided into nine Aldermanic Districts, comprised from the 15 Wards, as shown on the Official City Map Designating Ward Boundaries dated September 27, 2021, which is on file in the Office of the City Clerk and is incorporated herein by reference, and as described in §1.50 of this subchapter as follows: (2056 06/26/2001; 2360 07/12/2011; 2580 10/12/2021)

(1) FIRST ALDERMANIC DISTRICT. Wards 1 and 2.
(2) SECOND ALDERMANIC DISTRICT. Wards 3 and 4.
(3) THIRD ALDERMANIC DISTRICT. Wards 5 and 6.
(4) FOURTH ALDERMANIC DISTRICT. Wards 7 and 8.
(5) FIFTH ALDERMANIC DISTRICT. Ward 9.
(6) SIXTH ALDERMANIC DISTRICT. Wards 10, 11, and 12.
(7) SEVENTH ALDERMANIC DISTRICT. Ward 13.
(8) EIGHTH ALDERMANIC DISTRICT. Ward 14
(9) NINTH ALDERMANIC DISTRICT. Ward 15.

1.52 COUNTY SUPERVISORY DISTRICTS. The City is hereby divided into six County Supervisory Districts, comprised from the 15 wards as shown on the Official City Map Designating Ward Boundaries dated September 27, 2021, which is on file in the Office of the City Clerk and is incorporated herein by reference, and as described in §1.50 of this subchapter as follows: (2056 06/26/2001; 2360 07/12/2011; 2372 12/13/11; 2580 10/12/2021)

(1) FOURTEENTH COUNTY SUPERVISORY DISTRICT. Wards 8, 9, and 12.
(2) FIFTEENTH COUNTY SUPERVISORY DISTRICT. Wards 11 and 13.
(3) SIXTEENTH COUNTY SUPERVISORY DISTRICT. Wards 2 and 14.
(4) SEVENTEENTH COUNTY SUPERVISORY DISTRICT. Wards 3, 10, and 15.
(5) EIGHTEENTH COUNTY SUPERVISORY DISTRICT. Wards 1, 4, and 5.
(6) NINETEENTH COUNTY SUPERVISORY DISTRICT. Wards 6 and 7.

1.53 ELECTION MAPS ON FILE. Ward Maps, Aldermanic District Maps and County Supervisory District Maps shall be kept on file in the office of the City Clerk

1.54 SPRING PRIMARY ELECTIONS. Whenever three or more candidates file valid nomination papers for a city office, a primary to nominate candidates for the office shall be held. (Charter Ord. 2663 Eff. 01/03/2026) (2663 10/28/2025)

1.55 – 1.58 RESERVED

SUBCHAPTER IV: PUBLIC RECORDS

1.59 PUBLIC RECORDS, ACCESS TO.

(1) DEFINITIONS.

(a) Authority means any of the following City entities having custody of a City record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted sub-unit of the foregoing.

(b) Custodian means that officer, department head, division head or employee of the City designated under sub. (3) below or otherwise responsible by law to keep and preserve any City records or file, deposit or keep such records in his office, or is lawfully in possession or entitled to possession of such public records and who is required by this section to respond to requests for access to such records.

(c) Record means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, hand-written, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and the like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. Except as otherwise directed by the Mayor or Common Council, any audio taped recording of a governmental meeting of the City shall be deemed to be solely for the purpose of preparing minutes of the meeting as provided in §19.21(7) Wis. Stats., and any video taped recording of Common Council meetings under-taken for broadcasts on the City's Governmental Access Channel (Channel 42) shall not be deemed a "record" of an

"authority" under this subsection or under Chapter 19, Stats. (1926 01/13/98)

(d) Employee means any individual who is employed by an authority, other than an individual holding local public office, or any individual who is employed by an employer other than the authority. (2140 02/10/2004)

(e) Local Public Office means any of the following offices: (2140 02/10/2004)

1. An elective office of the City.

2. An appointive office or position of the City in which the appointed individuals serve for a specified term, except a position limited to the exercise of ministerial action or a position filled by an independent contractor.

3. An appointive officer position of the City which is filled by the Common Council and in which the incumbent serves at the pleasure of the Common Council, except a clerical position, a position limited to the exercise of ministerial action, or a position filled by an independent contractor.

4. Any appointive office or position of the City in which an individual serves as the head of a department, agency, or division of the City, but does not include any office or position filled by a municipal employee as defined in §111.70(1)(i), Wis. Stats.

(f) Ministerial Action means an action that an individual performs in a given state of facts in a prescribed manner in obedience to the mandates of legal authority, without regard to the exercise of the individual's own judgment as to the propriety of the action being taken. (See §19.42(8), Stats.) (2140 02/10/2004)

(2) DUTY TO MAINTAIN RECORDS.

(a) Except as provided under §1.60(5) of this subchapter, each officer and employee of the City shall safely keep and preserve all records received from his predecessor or other persons and required by law to be filed, deposited or kept in his office or which are in the lawful possession or control of the officer or employee or his deputies, or to the possession or control of which he may be lawfully entitled as such officer or employee.

(b) Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his successor all records then in his custody and the successor shall receipt therefore to the officer or employee, who shall file said receipt with the City Clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

(3) LEGAL CUSTODIANS. (1915 08/24/97, 2623 11/28/2023)

(a) Each elected official is the legal custodian of his/her records and the records of his/her office, but the official may designate an employee of his/her staff to act as the legal custodian.

(b) Unless otherwise prohibited by law, the City Clerk or the Clerk's designee shall act as legal custodian for the Council and for the following committees, commissions and boards:

- Standing Committees of the Council
- Special or Ad Hoc Committees appointed by the Council or Mayor
- Board of Review
- Administrative Review Appeals Board
- Baraboo Economic Development Commission
- Transportation Commission
- Baraboo Cable Communications Commission
- Claims Committee
- Business Improvement District Board

All petitions, applications, correspondence, maps, plats or other written communications, documents or records filed with a City officer or staff member, elected official or appointed official which may require action or follow-up by the Common Council or by any of the above identified committees, commissions or boards shall be promptly delivered to the City Clerk in her/his capacity as legal custodian of said record.

(c) Unless otherwise prohibited by law, the following departments, commissions and boards shall be responsible for keeping, maintaining and preserving all public records required by this Code and the Wisconsin State Statutes and the legal custodian of these records for the following departments, commissions and boards shall be as indicated below, provided that such designated officer may appoint an employee of his/her staff to act as legal custodian:

* Police Department–Police Chief

* Library Board - Head Librarian

* Public Safety Committee (as it relates to the former Utility Commission) - Utility Superintendent (2033 11/14/2000)

* Community Development Authority - Executive Director

* Baraboo Area Joint Fire and Emergency Medical Services District Commission - Official designated by the Commission

* Baraboo Area Joint Fire and Emergency Medical Services District Personnel Board- Official designated by the Board

* Emergency Government - Fire Chief

* Park and Recreation Commission Director

* Board of Zoning Appeals - Zoning Administrator / Building Inspector

* Baraboo Police Commission - Commission Secretary

* Plan Commission/City Engineer

* Pink Lady Transit Authority - Official designated by the Authority

* U.W. Baraboo/Sauk County Campus Commission - Official designated by the Commission

All petitions, applications, correspondence, maps, plats or other written communications, documents or records filed with a City officer or staff member, elected official or appointed official and which may require action or follow-up by the above identified departments, commissions or boards shall be promptly delivered to the legal custodian named above, or to his/her designee, in his/her capacity as legal custodian of said record.

(d) Each legal custodian shall designate one or more persons to act as deputy legal custodian in his/her absence or as otherwise required to respond to public record requests. This subsection does not apply to Common Council members. (See §19.33(6), Wis. Stats.)

(e) Each and every legal custodian designated in subs. (b) and (c) hereof shall safely keep and preserve all property and records as required by Ch. 19, Subchapter II, Wis. Stats. and in accordance with the City Public Record Retention Code and Schedule. The legal custodian shall have full legal power to render decisions and to carry out the duties of an Authority under Ch. 19, Subchapter II, Wis. Stats., and this section. The designation of a legal custodian does not affect the powers and duties of the Authority under this section."

(4) PROCEDURAL INFORMATION. Pursuant to §19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof.

The notice shall also separately identify each position of the authority that constitutes a local public office. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of this section. This section does not apply to members of the Council. (2140 02/10/2004)

(5) PUBLIC ACCESS TO RECORDS; FEES

(a) Except as provided in sub. (7) below, any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.35(1), Wis. Stats.

(b) Records will be available for inspection and copying during all regular office hours.

(c) If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least 48 hours' advance notice of intent to inspect or copy.

(d) A requester shall be permitted to use facilities comparable to those available to City employees to inspect, copy or abstract a record. This subsection does not authorize or require the purchase or lease of equipment nor does it require the provisions of a separate room for inspection, copying or abstracting of records.

(e) The authority may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

(f) A requester shall be charged a fee to defray the cost of locating and copying records as follows:

1. A cost per page of photocopying, as determined by the City Clerk, shall be

charged. Said cost shall not exceed the actual, necessary and direct costs to the authority of reproduction, and such charges shall be prominently displayed and made available for inspection by the authority at its office.

2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.

3. The actual full cost of providing a copy of other records not in printed form on paper such as films, computer printouts and audio or videotapes shall be charged.

4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.

5. There shall be no charge for locating a record unless the actual cost therefor exceeds $50, in which case the actual cost shall be determined by the authority and billed to the requester.

6. The authority shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment if such estimate exceeds $5.

7. The authority may provide copies of a record without charge or at a reduced charge where he determines that waiver or reduction of the fee is in the public interest.

8. Elected and appointed officials of the City shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

(6) ACCESS PROCEDURES.

(a) A request to inspect or copy a record shall be made to the authority. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under §19.37., Wis. Stats. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail unless prepayment of a fee is required under sub. (5)(f)6. above. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or Federal law or regulations so require.

(b) Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefore. When the legal custodian has doubts as to whether the requested records are exempt for disclosure, in whole or in part, he/she shall have seven working days to confer with the City Attorney prior to making a determination. If the legal custodian, after conferring with the City Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his request in a manner which would permit reasonable compliance. (1654 09/92)

(c) A request for a record may be denied as provided in sub. (7) below. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of the request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under §19.37(l), Wis. Stats., or upon application to the Attorney General or a district attorney.

(7) LIMITATIONS ON RIGHT TO ACCESS.

(a) As provided by §19.36, Wis. Stats., the following records are exempt from inspection under this section:

1. Records specifically exempted from disclosure by State or Federal law or authorized to be exempted from disclosure by State law.

2. Any record relating to investigative information obtained for law enforcement purposes if Federal law or regulations require exemption from disclosure or if exemption from

disclosure is a condition to receipt of aids by the state.

3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.

4. A record or any portion of a record containing information qualifying as a common law trade secret.

5. Records containing the following information, except to an employee or the employee's representative to the extent required under §103.13, Wis. Stats., or to a recognized or certified collective bargaining representative to the extent required to fulfill a duty to bargain under Ch.111 or pursuant to a collective bargaining agreement under Ch.111: (2140 02/10/2004)

   a. Information maintained, prepared, or provided by the City concerning the home address, home electronic mail address, home telephone number, or Social Security number of an employee, unless the employee authorizes the authority to provide access to such information.

   b. Information relating to the current investigation of a possible criminal offense or possible misconduct connected with employment by an employee prior to disposition of the investigation.

   c. Information pertaining to an employee's employment examination, except an examination score if access to that score is not otherwise prohibited.

   d. Information relating to one or more specific employees of the City that is used by an authority or by the City for staff management planning, including performance evaluations, judgments, or recommendations concerning future salary adjustments or other wage treatments, management bonus plans, promotions, job assignments, letters of reference, or other comments or ratings relating to employees.

6. Records, except to an individual to the extent required under §103.13, Wis. Stats., containing information maintained, prepared, or provided by the City concerning the home address, home electronic mail address, home telephone number, or Social Security number of an individual who holds a local public office, unless the individual authorizes the City to provide access to such information. This sub-section does not apply to the home address of an individual who holds an elective public office or to the home address of an individual who, as a condition of employment, is required to reside in a specified location. (2140 02/10/2004)

7. Records prepared or provided by an employer performing work for the City on a project to which §66.0903, §103.49, or §103.50, Wis. Stats., applies, or on which the employer is otherwise required to pay prevailing wages, if that record contains the name or other personally identifiable information related to an employee of that employer, unless the employee authorizes the authority to provide access to that information. In this subsection, personally identifiable information" does not include an employee's work classification, hours of work, or wage or benefit payments received for work on such a project. (2140 02/10/2004)

(b) As provided by §43.30, Wis. Stats., public library circulation records are exempt from inspection under this section.

(c) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the City Attorney, may deny the request, in whole or in part, only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

   1. Records obtained under official pledges of confidentiality which were

necessary and given in order to obtain the information contained in them.

2. Records of current deliberations after a quasijudicial hearing.

3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline of any City officer or employee, or the investigation of charges against a City officer or employee, unless such officer or employee consents to such disclosure.

4. Records concerning current strategy for crime detection or prevention.

5. Records of current deliberations or negotiations on the purchase of City property, investing of City funds or other City business whenever competitive or bargaining reasons require nondisclosure.

6. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.

7. Communications between legal counsel for the City and any officer, agent or employee of the City when advice is being rendered concerning strategy with respect to current litigation in which the City or any of its officers, agents or employees is, or is likely, to become involved, or communications which are privileged under §905.03, Wis. Stats.

(c) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the City Attorney prior to releasing any such record and shall follow the guidance of the City Attorney when separating out the exempt material. If in the judgment of the custodian and the City Attorney there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing non-disclosure of the exempt material, the entire record shall be withheld from disclosure.

1.60 <u>PUBLIC RECORDS RETENTION ORDINANCE</u>. (1818 06/27/95 - Certified copy of Ord. sent to Wis. Public Records and Forms Board on 07/10/95, 07/23/19)

(1) PURPOSE. The purpose of this Ordinance is to adopt the Wisconsin Municipal Records Schedule and to authorize destruction of City records pursuant to the Schedule. Legal custodians may destroy a record prior to the time set forth in the Schedule only if such record has been photographically reproduced as an original record or converted to optical disc or electronic format pursuant to §16.61(5) Wis. Stats. Any record not covered by this ordinance or by any State Statute or administrative regulation shall be retained seven (7) years.

(2) DEFINITIONS.

(a) "Legal Custodian" means the person responsible for maintaining records pursuant to §19.33 Wis. Stats.

(b) "Record" has the meaning defined in §19.32(2), Wis. Stats.

(c) "Wisconsin Municipal Records Schedule" or "Schedule" means the General Records Schedule for Wisconsin Municipal and Related Records approved by the Public Records Board on August 27, 2018, and which may be amended and updated by the Public Records Board from time to time.

(3) WISCONSIN MUNICIPAL RECORDS SCHEDULE ADOPTED. The Wisconsin Municipal Records Schedule is hereby adopted by reference. The City Clerk shall keep a copy of the Schedule on file.

(4) RESERVED.

(5) WATER UTILITY RECORDS. Records of the Baraboo Water Utility shall be retained in accordance with regulations established and published by the Public Service Commission of Wisconsin. (2033 11/14/2000)

(6) NOTICE TO STATE HISTORICAL SOCIETY REQUIRED. Unless notice is waived by the State Historical Society of Wisconsin, at least 60 days' notice shall be given by the Legal Custodian to the Society prior to the destruction of any record as provided in §19.21(4)(a) Wis. Stats. Notice to the State Historical Society shall be required for any record not listed on the Wisconsin Municipal Records Schedule.

(7) RESERVED.

(8) DESTRUCTION AFTER REQUEST FOR INSPECTION. No record subject to a pending public records request may be destroyed until after the request is granted or until 60 days after the request is denied. If any action is commenced under §19.37 Wis. Stats., the requested record may not be

destroyed until after a Court Order is issued and all appeals have been completed as provided in §19.35(5) Wis. Stats.

(9) DESTRUCTION PENDING LITIGATION. No record subject to pending litigation shall be destroyed until the litigation is resolved.

(10) RESERVED.

(11) PUBLIC RECORDS BOARD REVIEW. The Public Records board approved the City's adoption of the Wisconsin Municipal Records Schedule on January 25, 2019, and by the Wisconsin Historical Society approved the City's adoption of the Schedule on January 30, 2019.

SUBCHAPTER V: CODE OF ETHICS (1929 02/24/98)

1.70 DECLARATION OF POLICY. To ensure that the public can have complete confidence in the integrity of the City of Baraboo, each elected and appointed official and each employee shall respect and adhere to the fundamental principals of ethical service. The proper operation of City government demands that:

(1) City officials and employees be independent, impartial, and responsible to the people;
(2) Decisions be made in the proper channels of the City governmental structure;
(3) City offices should not be used for personal gain;
(4) City business should be conducted in such a way so as to re-enforce the public's confidence in its integrity.

In recognition of these fundamental principles, there is hereby created a Code of Ethics.

1.71 PURPOSE. The purpose of this Code is to establish ethical standards of conduct for all City officials and employees by identifying those acts or actions that are not compatible with the best interest of the City. Because representatives of the City are drawn from society, they cannot and should not be without all personal and economic interest in the decisions and policies of government. Citizens who serve as City officials and employees retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for City officials and employees must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material.

The provisions of this Code, and such rules and regulations which may be established are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.

1.72 RESPONSIBILITY OF PUBLIC OFFICE. City officials and employees 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.

1.73 COVERAGE. This Code governs all City officials, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions, public officers, department heads, and City employees.

1.74 EXEMPTIONS. Political contributions which are reported under Ch. 11, Wis. Stats., are exempt from the provisions of this Code.

1.75 DEFINITIONS.

(1) PERSON: Any individual, corporation, partnership, joint venture, association, or organization.

(2) FINANCIAL INTEREST: Any interest which yields, directly or indirectly, a monetary or other material benefit to the City official or employee or to any person employing or retaining services of the City official or employee.

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

(4) PRIVILEGED INFORMATION: Any written or oral material related to City government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.

(5) OFFICIAL: All elected officials designated in §1.02 of this Code, all appointed officials designated under §1.03 of this Code, all members of any board, committee, and/or commission designated in Chapter 1 of this Code or created by order to the Mayor or by legislative act of the Common Council.

(6) EMPLOYEE: All persons filling an allocated position of City employment.

(7) IMMEDIATE FAMILY:

(a) An official's or employee's spouse; and

(b) An official's or employee's relative by marriage, lineal descent, or adoption who receives, directly or indirectly, more than one-half of his or her support from the official or

employee or from whom the official or employee receives, directly or indirectly, more than one-half of his or her support.

(8) RELATIVE: An official's or employee's spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, or nephew.

1.76 FAIR AND EQUAL TREATMENT

(1) USE OF PUBLIC PROPERTY: An official or employee shall not use, or knowingly permit the use, of City services or City owned vehicles, equipment, materials for unauthorized non-governmental purposes or for unauthorized personal convenience or for profit, unless such services or use are available to the public generally or are consistent with authorized practices and policies of the City.

(2) OBLIGATIONS TO CITIZENS: 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.

1.77 CONFLICTS OF INTEREST

(1) 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. See also §1.80.

(2) EXCEPTION: It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.

(3) BUSINESS INTEREST: An official or employee shall not engage in any business or transaction or act in regard to any financial interest, direct or indirect, which:

(a) Is incompatible with the proper discharge of his or her official duties for the benefit of the public;
(b) Is contrary to the provisions of this code; or
(c) May impair his or her independence of judgment or action in the performance of his or her official duties.

(4) EMPLOYMENT: An official or employee shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of his or her official duties or which may impair his or her independence of judgment or action in the performance of his or her official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided.

(5) CONTRACTING: An official or employee or a business in which an official or employee holds a 10% or greater interest, may not enter into a contract with the City involving a payment or payments of more than $1,000 amount within a twelve month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the City Clerk and reported such interest to the Common Council. Further, pursuant to §946.13, Wis. Stats., an official or employee is prohibited from participating in the formation of a contract or contracts with the City of Baraboo involving the receipts or disbursements of more than $15,000 in any year.

(6) MITIGATING CONFLICTING INTERESTS. As a guideline for officials and employees for mitigating conflicting interests, the City hereby adopts by reference the most current guide prepared by the Wisconsin Ethics Board on the following subjects: (2080 04/16/2002) (A copy of these guidelines are set forth in the Appendix to Ch. I.)

Mitigating Conflicting Interests: Private Interest versus Public Responsibility:

1.78 FINANCIAL INTEREST IN LEGISLATION. A member of the Common Council who has a financial interest in any proposed action before the Common Council shall disclose the nature and extent of such interest to the City Clerk and the Common Council prior to or during the initial discussion of such action and shall refrain from participating in the discussion of and/or voting on such action. A member of the Common Council shall request to be excused by the Common Council or Committee chairperson for the duration of any deliberations concerning such action in which the member has a financial interest.

A member of a City board, commission, or committee who has a financial interest in any proposed action before the board, commission, or committee on which said member serves shall disclose the nature and extent of such interest to the City Clerk and to the board, committee, or commission prior to or during the initial discussion of such action and shall refrain from participating in any discussions, deliberations, and/or voting on such action. The members shall request to be excused by the committee, commission, or board or its chairperson for the duration of any discussions, deliberations, or voting concerning the action in which the member has a financial interest.

Any other official or employee who has a financial interest in any proposed action before the Common Council, and who participates in discussion with or gives an official opinion or recommendation to the Common Council,

shall first disclose the nature and extent of such interest to the Common Council.

1.79 DISCLOSURE OF PRIVILEGED INFORMATION. An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.

1.80 GIFTS AND FAVORS. 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. As a guideline for officials and employees under this subsection, the City hereby adopts by reference the most current guide prepared by the Wisconsin Ethics Board on the following subjects:

(1) Local Officials' Receipt of Food, Drink, Favors, Services, etc.
(2) Restraints on Local Officials Receipt of Food, Drink, Favors, Services, etc.
(3) Attendance at Conferences or Seminars on Behalf of the State or Local Government.

(A copy of these guidelines are set forth in the Appendix to Chapter I.)

1.81 ANTI-NEPOTISM. It shall be improper for a person to be hired by the City because he or she is a relative of a City official provided, however, it is acknowledged that a person, otherwise qualified, should not be denied employment with the City because he or she is related to a City official. A City official shall not use his or her office to bring about employment of a relative and an official shall neither

(1) Hire or promote as an employee of the City, nor

(2) Advocate the City's employment or promotion of, nor

(3) Exercise jurisdiction, supervision, or direction over an official's relative. No person shall be employed, promoted or transferred to any City department when, as a result, he or she would be supervising or receiving supervision from a relative. Upon approval of the Finance/Personnel Committee, this subsection three shall not apply to the Baraboo Volunteer Fire Department, provided that the subordinate relative is a member of the Volunteer Fire Department and is not a full-time employee of the Department and is also a part-time paid-on-call firefighter of the Baraboo Volunteer Fire Department. (2026 09/12/2000)

1.82 STATE STATUTES INCORPORATED.

(1) STATUTES INCORPORATED BY REFERENCE: The following sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this Code of Ethics:

§19.01 (Oaths and Bonds)
§19.21 (Custody and Delivery of Official Property and Records)
§19.81 - §19.89 (Open Meetings of Governmental Bodies) §19.59 (Codes of Ethics for Local

Government Officials, Employees, and Candidates).

(2) VIOLATION OF INCORPORATED STATUTES: Officials shall comply with the sections of the Wisconsin Statutes incorporated in this Code and failure to do so shall constitute a violation of this Code of Ethics.

1.83 ADVISORY OPINIONS PROVIDED BY CITY ATTORNEY Any person covered by this Subchapter as provided in §1.73 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. The City Attorney shall review such a request for an advisory opinion any may advise the person making the request. Advisory opinions and requests, therefore, shall be in writing and shall state all material facts. It shall be prima facia evidence of intent to comply with this subchapter 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.

1.84 ETHICS BOARD

(1) MEMBERSHIP: There is hereby created an Ethics Board consisting of three regular members and one alternate member. All members of the Board shall be residents of the City or owners of real property located in the City. The members shall not be elected officials, full-time appointed officials or City employees, nor shall a member be currently serving on any other City board, commission, or committee. Each member shall be appointed by the Mayor, subject to confirmation by the Common Council. The members shall serve staggered three year terms expiring on the first day of May of the third year following their appointment, except as otherwise provided in the implementation of this subchapter. The alternate member shall serve on the Board when one of the regular members is unavailable or unable to serve. The Board shall elect a chairperson and vice-chairperson. The City Attorney shall provide legal advice and assistance to the Board. The City Clerk shall serve as the secretary of the Board.

(2) POWERS AND DUTIES:

(a) The Ethics Board shall adopt and develop written Rules of Procedure which shall be submitted to the Common Council for approval. A copy of the Rules of Procedure shall be filed with the City Clerk.

(b) As an alternative to obtaining an advisory opinion from the City Attorney as provided in §1.83, any person covered by this subchapter as provided in §1.73 may apply in writing to the Board for an advisory opinion regarding the propriety of any matter to which the person is or may become a party. The Board shall meet to review such a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests, therefore, shall be in writing and shall state all material facts. It shall be prima facia evidence of intent to comply with this subchapter when a person refers a matter to the Board and abides by the advisory opinion of the Board if the material facts are as stated in the opinion request. Meetings held by the Board for deliberation and action upon such application shall not be open to the public nor shall a Common Council member or the Mayor be authorized to attend any such meeting of the Board unless requested to do so by the Board. Advisory opinions rendered by the Board shall be in writing and shall state the material facts upon which the opinion is based. A record of the Board's opinions, opinion requests and investigations of violations shall be closed to public inspection as required by Chapter 19, Wis. Stats. Except as provided by §19.59(5)(b), Wis. Stats., the Board shall not make public the identity of any person requesting an advisory opinion or of persons or organizations mentioned in the opinion. If the Board determines that an advisory opinion rendered by the Board would be of significant value to other officials or employees, the Board may issue a summary of the opinion provided that the summary does not disclose the identity of the person originally requesting the advisory opinion. In all cases, the Board may request an advisory opinion from the City Attorney.

(c) All complaints alleging that an official or employee committed a violation of this subchapter shall be addressed to the Ethics Board and shall be filed with the City Clerk. All such complaints shall be in writing and verified and shall state the name of the official or employee alleged to have committed a violation of this subchapter and shall further state the evidentiary facts supporting the charge.

(d) Within 14 days after the filing of a properly verified complaint, with the City Clerk, the Board shall meet to review the complaint. Within three business days after its initial review of the complaint, the Board shall mail a copy of the Complaint to the respondent by certified mail.

(e) Following its initial review of a verified complaint, the Board may make a preliminary investigation with respect to each alleged violation of this subchapter. No preliminary investigation of an alleged violation of this subchapter may be initiated until a copy of the Complaint and notice of the Board's intent to investigate the charge has been mailed by certified mail to the respondent. The preliminary investigation shall be completed within 30 days after the date that the Complaint and notice thereof is mailed to the respondent except the Board may extend the investigation period for us to an additional 60 days with notice to the respondent and to the complainant.

(f) If, after its preliminary investigation, the Board finds that probable cause does not exist for believing that the respondent violated this subchapter, it shall dismiss the Complaint. The Board shall promptly notify the complainant and the respondent by certified mail of its decision dismissing the Complaint. The Board's decision to dismiss a complaint shall be final. The same complaint or a complaint which is substantially similar to the dismissed complaint shall not be reconsidered by the Board unless within 20 days of the Board's mailing of its Dismissal Order, the complainant files with the Board additional material facts which were not available to the complainant at the time the original Complaint was filed and which, if true, would probably change the Board's decision. The Board's decision to reconsider or not to reconsider a decision under this subsection shall be final. If the Board determines that a verified complaint was brought for harassment purposes, the Board shall so state in its decision.

(g) If, after its preliminary investigation, the Board finds that probable cause does exist for believing the allegations of the Complaint, it shall conduct a hearing on the matter. The hearing shall be held not more than 60 days after the Board's finding of probable cause. The Board shall give the respondent and complainant written notice of the hearing date by mailing a notice thereof to the respondent and to the complainant by first class mail at least 20 days prior to the hearing date thereof. The hearing shall beheld in closed session except that the respondent shall have a right to demand that the hearing be held in open

session and, upon such demand, the Board shall conduct the hearing in open session.

(h) The chairperson of the Board shall preside over the proceedings and the City Attorney shall provide legal assistance to the Board as needed. The complainant and the respondent may be represented by an attorney and the respondent may also be represented by a union representative. Both parties may compel the attendance of witnesses by Subpoenas. Subpoenas may be issued by the Chairperson of the Board pursuant to §885.01, Wis. Stats. Each party shall be responsible for serving subpoenas on their respective witnesses and for paying any witness and mileage fees to the witness as required by the Wisconsin Statutes.

(i) All testimony of witnesses at the proceedings shall be given under oath, administered by the Chair-person in the form and manner prescribed by the Wisconsin Statutes. A record of the testimony may be made by stenographic, electronic or other recording method, as the Board determines. The record produced at the direction of the Board shall be the official record of the proceeding. The proceedings may be adjourned or continued by the Board from day to day until completed.

(j) The proceedings shall be conducted in the following order:

1. Statement of the issues and rules by the Chairperson.
2. Brief opinion statements, if any, by both sides.
3. Presentation of testimony and the introduction of evidence by the complainant to substantiate the charge.
4. Cross examination of witnesses by the respondent.
5. One additional opportunity to question witnesses by the complainant.
6. One additional opportunity to cross-examine witnesses by the respondent.
7. Presentation of the base for the respondent.
8. Repeat of steps (4), (5) and (6) regarding witnesses and evidence produced on behalf of the respondent.
9. Opportunity for each side to present evidence in rebuttal of any evidence presented by the opposing side.
10. Brief closing arguments, if any, by both sides.

(k) The Board shall not be bound by common law or statutory rules of evidence and the Board shall hear all evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony or evidence. Basic principles of relevancy, materiality and probative force shall govern this proceeding. Hearsay evidence will not be permitted where direct evidence is reasonably available. The Board will not base crucial or essential evidentiary findings on hear-say evidence. Objections to evidentiary offers and offers of proof of evidence not admitted may be made and shall be noted in the record. All evidence, including records and documents, shall be duly offered and made a part of the record. The Chairperson shall rule on any objections or procedural matters. Any member of the Board and the City Attorney may ask questions of the witnesses. No party or witness shall be permitted to ask questions of any Board member during the proceedings, unless expressly authorized by the Chairperson.

(l) Within 10 working days of the conclusion of the hearing, the Board shall file its written Findings of Fact, Conclusions of Law and Recommendations signed by a majority of the participating members and concerning the propriety of the conduct of the respondent. Any member of the Board may indicate his/her dissent to the written Order. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the Complaint, and if requested to do so by the respondent, the Board shall issue a public statement in that regard. If the Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the Complaint, the Board shall refer its findings, conclusions and recommendation to the Common Council or to other property City Authority, and/or, in the case of an employee, to the City Administrator and/or the Mayor as deemed appropriate. In its recommendation, the Board may recommend that the Common Council order the official or employee to conform his or her conduct to the Ethics Code or recommend that the official or employee be cautioned, censured, suspended, removed from office, issued a private reprimand, public reprimand, and, in the case of an employee, may also recommend denial of a merit increase, suspension without pay, discharge,
or other appropriate disciplinary action. In appropriate cases, the Board may recommend the referral of the matter to the District Attorney to commence enforcement proceedings pursuant to the procedures and remedies of §19.59, Wis. Stats.

(m) Records obtained or prepared by the Board in connection with an investigation of a violation of this subchapter shall not be open for public inspection, except that the Board shall permit public inspection of records of a

hearing conducted in open session pursuant to the requests of the respondent as provided in subsection (g) hereof. Whenever the Board refers an investigation and hearings record to a District Attorney, the District Attorney may make public such records in the course of a prosecution initiated thereon.

(n) The time frames set forth in this subchapter specifying Board action are not jurisdictional and the Board may, where appropriate, extend any time period as necessary.

(o) The Board may make recommendations to the Common Council with respect to amendments to this subchapter.

1.85 SEVERABILITY. If any provision of this subchapter is invalid or unconstitutional, or if the application of this subchapter to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or application of this subchapter which can be given affect without the invalid or unconstitutional provision or application.

1.86 CODE OF CONDUCT FOR ELECTED AND APPOINTED OFFICIALS (2309 08/11/2009, 2395 05/28/2013, 2472 10/24/2017)

(1) The proper operation of democratic government requires that public officials be independent, impartial, and responsible to the people; that decisions and policy be made in the best interests of the people, the community, and the government; that public office not be used for personal gain; and that the public has confidence in the integrity of its government. In recognition of these goals, this Code of Conduct shall apply to all elected and appointed officials of the City of Baraboo. Nothing contained herein is intended to deny to any individual those rights granted by the United States Constitution, the constitution and laws of the State of Wisconsin. The purpose of this code is to establish a minimum standard of conduct to assist public officials in avoiding those acts or actions that are incompatible with the best interests of City government and the people of the City of Baraboo. Further, this Code provides the process by which determinations are made that public officials have acted in ways which are incompatible with the best interests of City government and of the people of the City of Baraboo. This Code of Conduct neither supplants the City of Baraboo Code of Ethics, nor supersedes State Laws relating to the conduct of public officials.

(2) COUNCIL CONDUCT WITH ONE ANOTHER. Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

(a) In Public Meetings. Elected and appointed officials shall conform with the following standards in public meetings:

1. Practice civility and decorum in discussions and debate. Council members and members of committees shall not make personal, slanderous, threatening, or abusive comments. No shouting or physical actions that could be construed as threatening are allowed.

2. Honor the role of the Chair in maintaining order. Council members and members of committees shall honor the Chair in focusing discussion on current agenda items. Disagreements regarding the agenda or the Chair's actions, shall be voiced politely and with reason, following procedures outlined in parliamentary procedure.

3. Release of Confidential Information Prohibited. Members of Council and committees have a duty to hold in strict confidence all information concerning matters dealt with in Closed Session. The release of any confidential information to third parties is prohibited, including but not limited to the release of records prohibited by §19.35, §19.356, §19.36, Wis.Stats., or any other statutory or common law limitation on the release of records, and any document made available as a part of a closed session by the Council or committee. A Councilmember or a committee member 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 by Council or required by law to do so;

(b) In Private Encounters. Elected and appointed officials shall conform with the following standards in private encounters with the public:

1. Continue respectful behavior in private. The same rules regarding respect and consideration of differing viewpoints and speakers applicable to meetings should be maintained in private conversations regarding City business.

2. 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.

3. Applicability of City Harassment Policy. The City of Baraboo maintains a Harassment Policy. City elected and appointed officials are subject to this policy the same as City employees. Violations of the Harassment Policy by elected or appointed official may subject the City and its taxpayers to liability. Without limiting the generality of the foregoing, members of council and committees shall not engage in any of the following when directed at or to City officials, employees, contractors and their employees, and the general public while engaged in City business:

Prohibited Activity (Sexual Harassment and Harassment)
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or

Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment is any verbal, written, visual, or physical act that creates a hostile, intimidating, or offensive work environment or interferes with an individual's job performance.

No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person.

Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, marital status, sexual orientation, national origin, and other forms of discrimination prohibited by the Wisconsin Fair Employment Act. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City.

(3) COUNCIL CONDUCT WITH CITY STAFF. Governance of a City relies on the cooperative efforts of elected officials and committee members, who set policy, and City staff who implements and administers the Council's policies. Every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. Elected and appointed officials shall treat all staff as professionals.

(a) The following guidelines should apply for Council questions/inquiries to City staff:

1. General. Council and committee communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to questions posed outside of normal business hours should be expected no earlier than the next business day.

2. Requests for General Information and Inquiries. Council members and members of committees may contact staff directly for information made readily available to the general public on a regular basis or for easily retrievable information not routinely requested by the general public. Under these circumstances staff shall treat the Council members and members of committees no differently than they would the general public, and the Council members and members of committees shall not use their status to secure preferential treatment.

3. Non-Routine Requests Requiring Special Effort. Any Council members and members of committees requests or inquiries that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) must be directed to the City Administrator, or to the City Attorney, as appropriate. The City Administrator (or City Attorney as appropriate) shall be responsible for

distributing such requests for follow-up and shall review them for potential conflicts of interest. Advisory Legal Opinions from the City Attorney may be requested pursuant to §1.83, Ordinances.

4. Public Safety and Personnel Restrictions. Requests for information regarding personnel or Police Department actions are legally restricted. It is the policy of the City of Baraboo to adhere to confidentiality with all applicable legal authorities governing the release of personnel information, law enforcement, and other public records. Council members and members of committees shall not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

(b) Council members and members of committees shall not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits, when the Council members or members of committees may have a conflict of interest. Such attempts may violate the criminal laws of the State of Wisconsin and thereafter result in prosecution by the District Attorney.

(c) Check with City staff on correspondence before taking action. Before sending correspondence, Council members and members of committees shall check with City staff to see if an official City response has already been sent or is in progress.

(d) Limit requests for staff support. Routine secretarial, exchange server support for public email accounts, and consultative support will be provided to all Council members and members of committees. Requests for additional staff support – even in high priority or emergency situations – shall be made to the City Administrator.

(e) Do not solicit political support from staff. Council members and members of committees shall not solicit any type of political support (financial contributions, display of posters or lawn signs, name on nomination petitions, etc.) from City staff at the workplace or during work hours.

(4) COUNCIL CONDUCT WITH THE PUBLIC.

(a) In Public Meetings. No signs of bias, prejudice or disrespect should be evident on the part of individual Council members and members of committees toward an individual participating in a public forum. All efforts shall be made to be fair and impartial in listening to public testimony.

1. Public speakers shall be treated with respect.

2. Ask for clarification, but do not debate and argue with the public. Only the Chair – not individual Council members and members of committees – may interrupt a speaker during a presentation. A speaker shall never be belligerently challenged or belittled. Council members and members of committees' personal opinions or inclinations about upcoming votes shall not be revealed until after the public hearing is closed.

3. No personal attacks of any kind, under any circumstance. Council members and members of committees shall be respectful of all speakers before them, and shall not be intimidating.

(b) In Unofficial Settings. Elected and appointed officials shall:

1. Make no promises on behalf of the Council, and shall not overtly or implicitly promise Council action, or promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

2. Members of Council and committees shall accurately communicate the attitudes and decisions of the Council or committee, even if they disagree with Council's or the committee's decision, such that respect for the decision-making processes is fostered.

(5) COUNCIL CONDUCT WITH OTHER PUBLIC AGENCIES. In dealing with other public agencies, bodies and commissions, elected and appointed officials shall:

(a) Be clear about representing the city or personal interests. If a Council members or members of committees appears before another governmental agency or organization to give a statement on an issue,

Council members and members of committees must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council. If the Council members and members of committees are representing the City, the Council members and members of committees must support and advocate the official City position on an issue, not a personal viewpoint. [See Baraboo Code of Ethics, §§1.70-1.85, Ordinances.]

(b) Correspondence must be equally clear about representation. City letterhead may be used when the Council members or a committees chair is representing the City and the City's official position. A copy of official correspondence shall be given to the City Clerk as part of the permanent public record. City letterhead shall not be used for personal correspondence of Council members or other public officials or representatives. Council members and committee chairs may use City letterhead for correspondence sent in an official capacity regarding an issue the City is involved in.

(6) COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS. The City has established several Committees and Commissions as a means of gathering more community input and the more in depth examination of issues affecting the City. Citizens who serve on Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with respect.

(a) If attending a Board or Commission meeting, be careful to only express personal opinions. Council members may attend any Committee or Commission meeting. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Council member at a Committee or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

(b) Limit contact with Committee and Commission members to questions of clarification. It is inappropriate for a Council members to contact a Committee or Commission member to lobby on behalf of an individual, business, or developer in circumstances when the Conflicts of Interest rules apply. (See §1.77, Ordinances). It is acceptable for Council members to contact Committee or Commission members in order to clarify a position taken by the Board or Commission.

(c) Committees and Commissions serve the community, not individual Council members. The Mayor or City Council appoints individuals to serve on Committees and Commissions, and it is the responsibility of Committees and Commissions to follow policy established by the Council. Committee and Commission members do not report to individual Council members, nor do Council members have the power or right to threaten Committee and Commission members with removal if they disagree about an issue. A Committee or Commission appointment shall not be used as a political "reward."

(d) Be respectful of diverse opinions. A primary role of Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council members may have a closer working relationship with some individuals serving on Committees and Commissions, but must be fair and respectful of all citizens serving on Committees and Commissions.

(e) Keep political support away from public forums. Committee and Commission members may offer political support to Council members, but not in a public forum while conducting official duties. Conversely, Council members may support Committee and Commission members who are running for office, but not in an official forum in their capacity as a Council members and members of committees.

(7) COUNCIL CONDUCT WITH THE MEDIA. The Mayor is the official spokesperson and representative on City positions. The Mayor shall be the designated representative of the Council to present and speak on the official City position. If individual Council members or members of a committee are contacted by the media, the Councilmember or member of a committee shall, to the fullest reasonable extent possible, be clear about whether their comments represent the official City position or a personal viewpoint.

(8) ALCOHOL AND OTHER INTOXICANTS. Elected and appointed officials shall not engage in any official duties while under the influence of alcohol, an intoxicant, a controlled substance, a controlled substance analog, or any combination of substances, to a degree which renders them

incapable of exercising sound judgment in their official duties.

(9) VIOLATIONS OF CRIMINAL LAW. It is a violation of the ethical standards of the City of Baraboo for a Councilmember or member of a committee to engage in violations of criminal law. A violation of criminal law occurs when, during their term of office, there is a guilty plea or plea of no contest to the criminal laws of any state or the United States or the ordinances of any municipality substantially conforming to a criminal statute.

(10) SANCTIONS. Should there be an issue regarding whether a violation to this Code of Conduct has occurred, Council members and members of committees may consult with the City Attorney informally, or pursuant to §1.86, Ordinances, to seek guidance regarding the alleged behavior. Council members and members of committees should point out to offending members infractions of the Code of Ethics or Code of Conduct. If offenses continue, the matter should be referred to the Mayor, or the Common Council president in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Council President.

The Mayor, or Council President, may privately address any conduct concern with Council members or committee members, including but not limited to: discussing and counseling the individual on the violations, referring the matter to the Ethics Board for consideration, or recommending sanction to the full Council to consider in a public meeting. Nothing in this section shall act to limit or restrict the right of any official or citizen to refer a matter to the Ethics Board pursuant to the procedures established in §1.84, Ordinances.

The Mayor and all Council members may initiate action by referral of the matter to the Ethics Board if a Council members or committee member's behavior may warrant sanction. City Council members and members of committees who intentionally fail to follow proper conduct may be reprimanded or formally censured by the Council, lose committee assignments, or have official travel restricted. Serious infractions of the Code of Ethics or Code of Conduct are neglect of duty and may lead to removal from office for cause, pursuant to §§17.12(1)(a), and 62.11(3), Wisconsin Statutes.

1.87 to 1.89 Reserved

GENERAL GOVERNMENT – FEE SCHEDULE 1.90

SUBCHAPTER VI: OFFICIAL CITY OF BARABOO FEE SCHEDULE (2040 12/29/2000)

1.90 OFFICIAL CITY OF BARABOO FEE SCHEDULE – The "Official City of Baraboo Fee Schedule dated January 1, 1999", is hereby adopted. The Common Council shall be authorized to amend the Official Fee Schedule by resolution, and, upon such amendment, the Updated Official Fee Schedule shall be deemed adopted.

The Official City of Baraboo Fee Schedule is set forth as an Appendix to Chapter I and can be found at the end of this Chapter.