

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, January 26, 2021 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Bradley, T. Pinion, C. Haggard, J. Bergin, K. Stieve, Rob Nelson, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Wedekind and carried to approve the minutes of January 12, 2021.

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

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

**PRESENTATIONS** – None Scheduled.

**PUBLIC HEARINGS** – None Scheduled.

**PUBLIC INVITED TO SPEAK** – No one spoke.

**MAYOR'S BUSINESS**

- The Mayor congratulated Officer Nick Defiel on his retirement from the Baraboo Police Department.
- The Mayor recognized Dennis Thurow with a memorial plaque, which is displayed in the committee room located next to Council Chambers.
- The quickest and easiest way to see the COVID-19 data affecting Sauk County is by visiting this website: <https://coviddata-saukpublichealth.hub.arcgis.com/>

**CONSENT AGENDA**

**Resolution No. 20-158**

THAT the Accounts Payable, in the amount of \$1,172,302.54 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 20-159**

THAT, Dick Whitehurst and Elmer Ellis be appointed to the Pink Lady Rail Commission serving until October 31, 2022.

**Resolution No. 20-160**

THAT, Amy Workman be appointed to the Park & Recreation Commission to fill the unexpired term of Chantel Steinhorst serving until July 31, 2023.

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

**NEW BUSINESS - RESOLUTIONS**

**Resolution No. 20-161**

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

**WHEREAS**, the U.S. Department of Commerce Economic Development Administration (EDA) has

made funds available through an Addendum to the FY 2020 Public Works and Economic Adjustment Notice of Funding Opportunity (FY20 PWEAA NOFO) utilizing funds from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act),

**WHEREAS**, these funds are intended to support economic development projects in communities nationwide,

**WHEREAS**, the City of Baraboo has contacted EDA staff and discussed seeking funding to support the creation of an economic development and resilience strategy for Baraboo,

**WHEREAS**, the economic development and resilience strategy will provide an analysis of Baraboo's current economic conditions and identify projects, strategies, partners, and funding opportunities to help the City respond to pandemic-related economic losses and advance long term job creation and economic growth in the community,

**WHEREAS**, the total budget for the project is \$150,000 and the City is seeking \$105,000 in EDA funding,

**WHEREAS**, the City is required to commit a 30 percent match of the funds awarded by the EDA or \$45,000,

**WHEREAS**, the original approval of the grant application Resolution No. 2020-108 budgeted \$35,000, the additional \$10,000 shall be charged to the Economic Development Fund, Fund 560 to fulfill the City's commitment of \$45,000,

**NOW, THEREFORE BE IT RESOLVED**, the Baraboo City Council does hereby authorize the City's submission to and acceptance of funds from the EDA FY 2020 Public Works and Economic Adjustment Notice of Funding Opportunity (FY20 PWEAA NOFO) and commits to the 30 percent (\$45,000) local match requirement for the project.

**BE IT FURTHER RESOLVED** that the City of Baraboo authorizes Patrick Cannon to sign and submit the EDA grant application materials.

Moved by Ellington, seconded by Sloan and carried that **Resolution No. 20-161** be approved-9 ayes.

**Resolution No. 20-162**

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

**WHEREAS**, the City is a municipal corporation under the state laws of Wisconsin, and the Baraboo District Ambulance Service was created and operates under Wisconsin State laws; and,

**WHEREAS**, the purpose of the Baraboo District Ambulance Service is to provide Emergency Medical Services to the residents of the member communities, which includes the City of Baraboo; and,

**WHEREAS**, the City and Baraboo District Ambulance Service have a vested interest in one another and as such find it beneficial to assist one another as resources are available to ensure best practices are followed; and,

**WHEREAS**, the purpose of this Agreement is to provide the authority and policy framework for the City to conduct a review of the internal controls of the fiscal operations of the Baraboo District Ambulance Service.

**NOW, THEREFORE BE IT RESOLVED**, the Baraboo City Council does hereby authorize the City to enter into an agreement with the Baraboo District Ambulance Service with no compensation to review internal controls related to the fiscal management and operations.

**BE IT FURTHER RESOLVED** that the City of Baraboo authorizes its Mayor and City Clerk to sign the agreement on behalf of the City.

Moved by Wedekind, seconded by Kent and carried that **Resolution No. 20-162** be approved-9 ayes.

**Resolution No. 20-163**

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

THAT the Fire Chief is authorized to sign the Extent of Participation Agreement for fire department personnel to participate in the Dells/Delton Area Response Exercise Series (DARES) full scale exercises on September 28 and 29, 2021.

Moved by Petty, seconded by Thurow and carried that **Resolution No. 20-163** be approved-9 ayes.

**Resolution No. 20-164**

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

THAT the City's Employee COVID-19 Policy be amended as provided for in the attached Policy and that the Policy be reviewed again by the Common Council by the expiration date of March 31, 2021.

Moved by Wedekind, seconded by Sloan and carried that **Resolution No. 20-164** be approved-9 ayes.

**COMMITTEE OF THE WHOLE**

Moved by Petty, seconded by Ellington to convene as a Committee of the Whole to discuss the Library construction budget.

Adm. Bradley noted that the Library Board has finalized the project budget last week. The City's commitment is \$6M for the Library project over the course of the 40-year loan. The original interest rate projections were around 2.5-3% but it sounds like if we get locked in with the loan agreement through USDA by the end of March, we will be at 2.125% interest rate which will result in significant savings to us.

Adm. Bradley presented the revised estimate of the project costs, a global projection of \$11,092,000. If the budget comes in under estimates, that would result in the Library spending more than they had anticipated in the project. The USDA budget projection, which is ultimately what the loan application would be for, is \$10,060,000. The remaining amount will be completely funded outside of the project by the Library. The USDA loan is requiring that we have a minimum of 10% contingency which is \$850,000, a substantial increase from the original estimate. If the project comes in under budget, and they don't spend the entire \$850,000, we would be in a situation where there would not be enough expenses to justify the loan. Because of this, it has been agreed to move the furniture, fixtures, and equipment back into the loan. The final estimate also includes an irrigation system and an owner's construction representative.

Some optional costs, such as an outdoor classroom, musical playground pieces, book sorter and solar panels on the roof have also been listed. Ultimately, depending on budget, these would be optional items and would be a decision and cost to the Library Board.

Adm. Bradley presented an update on the anticipated debt and levy.

Moved by Wedekind, seconded by Petty to reconvene into regular session.

### **ADMINISTRATOR AND COUNCIL COMMENTS**

Mayor Palm noted that the Police Department is requesting that the downtown area be cleared tonight for snow removal.

Ald. Petty congratulated Officer Defiel for his years of service.

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

The City officially acknowledges receipt and distribution of the following:

- **Reports:** December, 2020 – Fire Department & Treasurer
  
- **Minutes from the Following Meetings:**

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

**January 12, 2021**

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

**Absent:**

**Others Present:** Mayor Palm, Adm. Bradley, Clerk Zeman, C. Haggard, P. Cannon, M. Hardy, T. Pinion, Rob Nelson

**Call to Order** –Ald. Petty called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of December 22, 2020. Motion carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

#### **Action Items**

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$6,504,602.90**. Motion carried unanimously.
  
- b) **Review Purchasing Policy** – C. Haggard gave a brief review of the City’s purchasing policy. No action taken.
  
- c) **Friends of Baraboo Parks** – M. Hardy explained that this is a new non-profit group looking to help increase donations for the purpose of playground and park improvements. The Parks Commission has said that aquatics and playground improvements are their top two tasks to focus on over the next 5 years. This agreement sets the relationship between the City and the Friends Group so that when they are fundraising, residents can be assured that they are working on a City project. It also gives the assurance to the Friends Group that the City is working with them to make sure that any funds received will be used for a specific project. The agreement does require that annually the Friends Group attend a Parks & Rec. Commission mtg. and present their financials for the year. Moved by Sloan, seconded by Kent to recommend to Council the Memorandum of Understanding forming a relationship with the Friends of Baraboo Parks, a registered 501(c)(3) organization. Motion carried unanimously.
  
- d) **Employee COVID-19 Policy** – Adm. Bradley informed the committee that as of December 31, 2020 the Families First Coronavirus Response Act (FFCRA) and the expansion of the FMLA for COVID-19 expired. As part of the relief bill, they extended the opportunity to opt-in to the FFCRA until March 31, 2021. This was discussed by department heads with the goal of keeping employees out of the workplace. We are recommending that we opt-in to the extension allowing employees with unused FFCRA leave the ability to use this time up until March 31, 2021. A portion of the wages and benefits will be reimbursable. We will continue to allow the 3-days of Temporary Paid Leave for the purpose of testing in addition to the extended FFCRA leave. Moved by Sloan, seconded by Kent to recommend to Council approving the amended Employee COVID-19 Policy. Motion carried unanimously.
  
- e) **Sale of City Owned Property** – T. Pinion informed the committee that a local landscaping contractor, L & L Equities, LLC, is interested in purchasing the 2.1-acre vacant lot on Lake Street for a price of \$10,000. Moved by Sloan, seconded by Kent to recommend to Council the sale of the City owned property on Lake Street to L & L Equities, LLC. Motion carried unanimously.

#### **Information Items**

**Adjournment** – Moved by Kent, seconded by Sloan and carried to adjourn at 6:47pm.

#### **Baraboo Economic Development Commission Meeting Minutes**

**December 3, 2020**

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

Ms. Cafilisch called the meeting to order at 5:30 PM at the Baraboo Municipal Building, Council Chambers, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

##### **II. Roll Call of Membership**

Present: Cafilisch, Johnson, Wastlund, Ayar, Bowers, Palm, Persche, Walczak, White

Absent: Kent, Mueller, Taylor

Other: Patrick Cannon

**III. Approve Minutes**

Motion to approve the minutes for September 3, 2020 meeting

Palm (1); Johnson (2)

Aye: All via voice vote

Nay: None

**IV. Approve Agenda**

Motion to approve the agenda as presented

White (1); Bowers (2)

Aye: All via voice vote

Nay: None

**V. Presentation**

Introduction of Beth Persche as a new BEDC member

**VI. Action Items**

None listed

**VII. Information/Discussion Items**

**A. City updates and discussion regarding economic development**

**• Mayor Palm**

- City Council/Plan Commission Updates
- The new City Administrator will start on December 14
- The Mayor is not seeking a 4<sup>th</sup> term as Mayor
- The City has approved their 2021 budget
- The Depot is now owned by the Sauk County Historical Society
- The new apartment complex has started construction
- The hotel project is still in development
- The City Attorney is leaving employment with the City
- The Great Sauk Trail is coming to Baraboo. Volunteers are needed to serve on the Oversight Committee
- The City created 2 new TID districts
- The City has applied for a grant with the EDA

**• Baraboo Schools**

- No report

**• Banking Institutions**

- No report

**• Mr. Johnson**

- The Ag industry is showing some rebounding in price
- Many farms received COVID-19 payments
- The area had the highest corn yield on record

**• Ms. Caflisch**

- The Chamber has reduced staff due to losses in revenues
- Chamber working on budget with less room tax revenues available

**• Dr. Ayar**

- Campus is doing fine. Starting to feel as part of UW Platteville
- They hope enrollment will increase next year.

**• Ms. Persche**

- She is working with Power Up Baraboo regarding energy resources
- They would like to have the City as 25% renewable energy by 2025
- The PSC has an Energy Innovation grant program
- Sauk County is looking at a solar group purchase in 2021
- Re-New WI is holding a summit in January 2021

**• Mr. Bowers**

- Discussed the Village's relationship with the Chamber regarding Room Tax

**• Ms. Walczak**

- The pandemic has had a tremendous effect on the hospital
- In lieu of a staff party, they have donated the funding to the food pantry
- A new program has been set up to assist in obtaining a GED for incarcerated individuals
- They are getting ready for the vaccine distribution process
- SSM has invested more money into the facility

**• Sauk County**

- No report

**• Mr. White**

- SCDC's Housing Committee will meet again soon

- Business Retention visits have all become virtual
- Fall Forum was held virtually
- The annual awards will be held in the spring.
- Manufacturing
  - No Report
- Ms. Wastlund
  - CDA has passed its 2021 budget
  - They have extended no payments for loans due to the pandemic

**B. Continued discussion on housing options for possible future recommendation to City Council**  
They are waiting to hear on the grant application

**C. Review and discuss 2020/2021 goals for BEDC**  
They will need to be discussed at a future meeting

**D. Review and discuss BEDC tour schedule of local businesses**  
This will need to be scheduled

**E. Adjournment**

Motion to adjourn the meeting was made at 7:07 pm.

Persche (1); Johnson (2)

Aye: All via voice vote

Nay: None

**Baraboo BID Meeting Minutes**

12/16/2020

Present:

Members: B. McDaniel, T. Sloan, S. Fay, A. Adams, B. Stelling, S. Ramsey Bruncker, T. Wickus

Absent:

Members: S. Sloan, M. Yount

Additional: C. Bradley

President Fay called the meeting to order at 5:46 PM

Approval of November 2020 minutes: Stelling/Yount, carried

Adoption of Agenda: Yount/Adams, carried

- President: None
- Secretary: None
- Treasurer: None
- Appearances: Samples received from banner company; Old banner type is no longer available
- Business Development: None
- Finance: None
- Parking: None
- Promotions: None

Old Business:

- None

New Business:

- Approval of Vouchers
  - Minuteman Press
    - \$102.87
  - Wisconsin Public Radio
    - \$787.93
  - Downtown Baraboo
    - \$5000.00
  - Capital Newspapers: Notice of Hearing
    - \$100.62
  - Amy Schertz: BID Planters
    - \$452.68
  - Amy Schertz: Sleigh Project
    - \$331.16
  - Total
    - \$6,775.26
  - Motion to Approve: Carried
    - Adams/Yount

- Introduction of Casey Bradley
  - New city administrator for Baraboo

Next Meeting:

- None

Motion to adjourn at 5:59 PM by T. Wickus/Adams, carried.

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

- Park & Recreation.....12-7-2020 CDA.....12-1-2020
- Police & Fire Comm....12-23-2020 Library.....1-9-2021
- Plan Comm.....11-17-2020 Ambulance.....10-20-2020
- UW Campus.....11-19-2020, 12-17-2020

- **Petitions & Correspondence Being Referred:** Correspondence from Delona Smith regarding ATV access in City of Baraboo

**ADJOURNMENT**

Moved by Sloan, seconded by Ellington, and carried on voice vote, that the meeting adjourn at 7:38 p.m.

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Brenda Zeman, City Clerk