

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, October 12, 2021 – 7:00 p.m.**

Mayor Nelson 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, M. Hardy, J. Ostrander, L. Laux, K. Stieve, T. Pinion, D. Brett Williamson, Lacey Howard, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Wedekind and carried to approve the minutes of September 28, 2021.

Moved by Petty, seconded by Kent and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – None Scheduled.

PUBLIC HEARINGS

The Mayor announced that this is the published date and time to hear public comment concerning the revised ward and aldermanic district boundaries.

No one spoke and the Mayor closed the Public Hearing.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- 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/>
- There is currently a vacancy on the Baraboo Economic Development Commission. Please send any suggestions to Mayor Nelson.

CONSENT AGENDA

Resolution No. 21-79

THAT the Accounts Payable, in the amount of \$417,369.15 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 21-80

That Trick-or-Treat hours be set on Sunday, October 31, 2021 between the hours of 4:00 PM to 7:00 PM.

Moved by Wedekind, seconded by Kolb and carried that the Consent Agenda be approved-8 ayes.

NEW BUSINESS - RESOLUTIONS

Resolution No. 21-81

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

THAT the City Clerk be authorized to issue the following Class "B" Liquor License:

- 608 Axe Throwing

Moved by Ellington, seconded by Thurow and carried that **Resolution No. 21-81** be approved-9 ayes.

Resolution No. 21-82

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The Common Council grants a special exemption to Lacey Howard allowing her to keep three dogs in her residence until one of the three dogs passes, after which time she will be allowed to keep no more than two dogs in her residence. The exemption also requires Ms. Howard to remain in compliance with §29.11 of the Baraboo Municipal Code for the duration of the time the three dogs are kept in her residence.

Moved by Thurow, seconded by Petty and carried that **Resolution No. 21-82** be approved-9 ayes.

Resolution No. 21-83

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

THAT the 2022 Parks, Recreation and Forestry Department Fees and Charges Schedule as recommended by the Parks and Recreation Commission be approved as presented.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 21-83** be approved-9 ayes.

Resolution No. 21-84

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

THAT the 2022 Parks, Recreation and Forestry Department Seasonal Wage Schedule as recommended by the Parks and Recreation Commission be approved as presented.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 21-84** be approved-9 ayes.

Resolution No. 21-85

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

THAT the Baraboo Thunderbird Hockey Association lease for use of the Pierce Park Pavilion be approved for the 6-month term of October 15, 2021-April 14, 2022.

Moved by Wedekind, seconded by Thurow and carried that **Resolution No. 21-85** be approved-9 ayes.

Resolution No. 21-86

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

THAT the 2022 Boys and Girls Club of Baraboo/Sauk County lease of parts of the Civic Center be approved with an 80% discount of standard lease rates charged as recommended by the Parks and Recreation Commission

Moved by Petty, seconded by Kolb and carried that **Resolution No. 21-86** be approved-9 ayes.

Resolution No. 21-87

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

THAT the 2022 BASCO lease of 2 rooms of the Civic Center to be used as a senior center and office space be approved with an 80% discount of standard lease rates charged as recommended by the Parks and Recreation Commission.

Moved by Ellington, seconded by Thurow and carried that **Resolution No. 21-87** be approved-9 ayes.

Resolution No. 21-88

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

THAT the 2022 Stage III lease of several rooms of the Civic Center to be used as a youth theater and storage be approved with a 50% discount of standard lease rates charged as recommended by the Parks and Recreation Commission.

Moved by Wedekind, seconded by Kent and carried that **Resolution No. 21-88** be approved-9 ayes.

Resolution No. 21-89

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

THAT the acting City Attorney is hereby authorized to register the City with the national settlement class action litigation to begin exploration of whether to opt-in to the settlement and to receive and review information relevant to that decision.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 21-89** be approved-9 ayes.

Resolution No. 21-90

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

WHEREAS, the United States Congress has allocated \$1,273,292 to the City of Baraboo through the Coronavirus State and Local Fiscal Recovery Funds,

WHEREAS, eligible uses of these funds include Revenue replacement for the provision of government services, COVID-19 expenditures or negative economic impacts of COVID-19, Premium pay for essential workers or Investment in water, sewer and broadband infrastructure,

WHEREAS, of December 2020, the City of Baraboo has not incurred a revenue loss associated with COVID 19 therefore not eligible to utilize the funds under the Revenue replacement provision,

WHEREAS, the City shall commit to use \$1,000,000 to defray the cost of Water and Sewer infrastructure at the 1606 8th Street Development Project,

WHEREAS, committing to this usage falls under the authorized Water and Sewer use of the Coronavirus State and Local Fiscal Funds as defined by the Final Interim rule by the US Department of the Treasury and will reduce the projected life of TID 12 by two to three years, resulting in interest savings over \$700,000 and saving \$135,000 in bond issuance costs,

WHEREAS, the City shall commit to use up to \$109,000 to purchase and install 22 portable and 5 mobile radios along with the associated install fees and 5 headset adapters,

WHEREAS, committing to this usage falls under the COVID-19 response, technology for first responders,

NOW, THEREFORE BE IT RESOLVED, the City of Baraboo Common Council hereby authorizes City Administrator to expend these funds for these purposes.

BE IT FURTHER RESOLVED, the funds remaining shall be held and used for any COVID-19 related expenditure as needed for the operation of the city. At a future date the City Administrator shall bring forward a proposal for the utilization of the remaining funds in accordance with Treasury

Department’s Interim final rule.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 21-90** be approved-9 ayes.

NEW BUSINESS – ORDINANCES

Moved by Wedekind, seconded by Kolb and carried unanimously to approve suspending the Council Rules as permitted by Section 2.04(20) of the Baraboo Municipal Code.

Moved by Petty, seconded by Ellington and carried unanimously to waive the second reading of Ordinance No. 2580.

Moved by Ellington, seconded by Thurow and carried unanimously to approve the 1st reading of **Ordinance No. 2580** repealing and recreating §1.50, 1.51, and 1.52, relating to the adjustment of election ward boundaries, aldermanic district boundaries, and county supervisory district boundaries.

Whereas the City of Baraboo is required by §62.08(1), Wis. Stats., to redistrict the boundaries of its wards and aldermanic districts within 60 days of Sauk County adopting its tentative county supervisor district plan; and

Whereas the populations of the Wards are as follows:

Ward 1	668	Ward 2	676	Ward 3	248
Ward 4	1,190	Ward 5	292	Ward 6	1,168
Ward 7	983	Ward 8	418	Ward 9	1,434
Ward 10	565	Ward 11	538	Ward 12	226
Ward 13	1,372	Ward 14	1,430	Ward 15	1,348

Whereas the City of Baraboo must provide a Class 2 Notice under Chapter 985, Stat., prior to its consider and adoption of its redistricting plan, and such notice has been published according to law;

Now Therefore,

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

1. Sections 1.50, 1.51, and 1.52, Code of Ordinances, are hereby repealed and recreated as follows:

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.

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 is described in §1.50 of this subchapter as follows:

- (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 ADLERMANIC 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 ADLERMANIC 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:

- (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

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

Moved by Thurow, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2581** amending Section 29.13 of the Baraboo Municipal Code as follows:

29.13 CHICKEN PERMIT. (1854 02/17/96, 2312 07/28/09)

(1) PERMIT REQUIRED.

a. Chickens may be raised in the R-1, R-1A, R-2, R-3, and MH-S Residential Zoning Districts provided the owner of the premises has been issued a permit by the City Clerk. Chickens may be raised for educational purposes on property owned by a school provided the school has been issued a permit by the City Clerk. Chickens raised on school property must be maintained as part of the educational programing for that property. The permit application must include contact information of the school official(s) (at any time) for any issues which may arise related to the chickens.

b. Upon receipt of a completed permit application, other than a renewal application pursuant to Par. (3), below, the City Clerk shall notify by regular mail all property owners contiguous with the parcel proposed for the chicken coop. These property owners shall have 10 business days from the date of the letter to file with the City Clerk a written objection, signed by the objector, to the permit being issued.

c. If an objection is received, the City Clerk shall place the permit application on the next regularly scheduled Administrative Committee meeting agenda, where the objection will either be read into the record or the objector will have an opportunity to be heard on the objection. The Administrative Committee shall approve the permit application so long as the following are satisfied:

i. The basis for the objection is not reasonable, is not relevant to the facts presented, and/or the benefit to the applicant outweighs the reasons for the objection made by the objector.

ii. The applicant does not have a history of noncompliance with this ordinance, or, if there is a history of noncompliance, the applicant has provided sufficient proof that such non-compliance will not continue.

iii. The coop and run have been inspected by the humane officer or designee to ensure that they are adequate and in compliance with the requirements this ordinance.

iv. The applicant has no prior convictions for animal cruelty or related offenses.

v. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a 29-8 forfeiture resulting from a violation of any ordinance of the City.

d. If no objection is received, the City Clerk shall issue the permit so long as the following are satisfied:

i. The applicant does not have a history of noncompliance with this ordinance or, if there is a history of noncompliance, the applicant has provided sufficient proof that such non-compliance will not continue.

ii. The coop and run have been inspected by the City Humane officer or designee to ensure that they are adequate and in accordance with the requirements of this ordinance.

iii. The applicant has no prior convictions for animal cruelty or similar offenses.

iv. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any Ordinance of the City.

(2) PARCEL, COOP AND RUN REQUIREMENTS.

a. Chicken coops and runs shall not be located closer than 10 feet to any lot line and may not be located closer to a neighboring residence than to the residence located upon the coop's parcel.

b. The lot upon which the chickens are raised shall have a minimum width of fifty feet, and contain only a single-family dwelling, or be an educational setting. In addition, all contiguous properties to the lot upon which the chickens are raised shall contain only a single-family or two-family dwelling. If the contiguous properties are also owned by the School District applying for the permit, the single-family or two-family dwelling restriction does not apply.

c. A zero lot line duplex is not qualified to have chickens.

d. The chickens shall be provided with a covered coop with not less than two nor more than four square feet of area per chicken.

e. The coop shall be constructed of sturdy, predator-proof material and shall provide adequate shade from the sun and warmth in cold weather. The floor of the coop shall be covered with wood or cedar chips and be regularly cleaned and otherwise maintained.

f. The coop may be built as part of a yard shed or garage, but cannot be placed on top of a building.

g. Chickens shall be provided with a run attached to or surrounding the coop. The run shall be made of strong, predator-proof wire fencing. To prevent chickens from flying out of the run, fencing shall be of sufficient height, be covered, or the chickens shall have their wings clipped.

h. Chickens shall be kept in the covered coop or in the fenced run at all times.

i. Chickens maintained in an educational setting must be protected from harassing behavior by students or others at all times, including when the school is not in session. A second fencing beyond

the coop, 6 foot high, sufficient to ensure the protection of the foul is required. The permit holder must provide a contact number for emergency response at any time the permit is in place.

(3) CHICKEN CARE REQUIREMENTS.

- a. Chickens shall not be allowed inside of a residence.
- b. Chickens may only be raised on the property of the owner, or if a tenant, with the written consent of the owner or in an educational setting with approval from a School Board.
- c. Roosters and crowing cockerels shall not be kept.
- d. No more than six chickens may be maintained on any parcel.
- e. The slaughtering of chickens in the Residential Zoning Districts is prohibited.
- f. The standards and requirements of § 29.27 of this Code shall fully apply to the keeping of chickens.

(4) PERMIT TERM.

All permits shall expire on June 30 of every odd numbered year.

(5) PERMIT RENEWAL.

Current permit holders may apply for a renewal license no sooner than three months prior to the permit expiration date and no later than five days prior to the expiration date. Prior to the 29-9 issuance of a renewal permit, the humane officer or designee shall inspect the coop and run to ensure continued compliance with this code; failure to be in compliance with this code at the time of inspection shall result in the renewal license not being issued and the permit holder needing to apply for a new license.

(6) REVOCATION.

In the event a permit holder accumulates three violations of this ordinance within any 12-month period, or five violations within any 36-month period, or if the permit holder is convicted of an offense under Ch. 951, Wis. Stats., or any comparable statute in another jurisdiction, the permit shall be revoked 10 business days after the service of a Notice of Revocation on the permit holder by the City Clerk. Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the permit holder at the address as listed upon the application for the permit. If, during those 10 business days the permit holder files a request for an appeal with the City Clerk, the revocation will be stayed pending the outcome of the appeal. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting and make a final determination on the revocation based on whether there are validated complaint(s) investigated by the Baraboo Police Department.

(7) REAPPLICATION.

The denial, nonrenewal or revocation of a permit shall not preclude an applicant from reapplying for a permit at any time in the future.

(8) NON-TRANSFERRABLE. Permits are non-transferrable from person to person or place to place. In the event a permit holder moves, the permit holder must notify the City Clerk within 10 calendar days of said move and the permit shall be revoked by the City Clerk.

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

COMMITTEE OF THE WHOLE

Moved by Petty, seconded by Ellington and carried unanimously to enter into Committee of the Whole to discuss the 2022 Budget.

Adm. Bradley commended department heads on their ability to hold their budgets at a 0% increase. The budget as presented does include a 3.25% COLA for all non-union employees, as well as step increases. It also includes the increase for the City's share of the health insurance. Overall, not many significant changes for next year. We are continuing to work on creating capital plans and should have more information early next year. We have \$300,000 carried over from the 2020 bonds for street projects; we will be looking at another bonding in 2022. Also carried over for 2022 is \$400,000 for the theatre renovations at the UW. We are currently looking for commitment from the school for this project.

Fin. Director J. Ostrander noted that we have studied to make sure we are within our levy limit. With the revaluation, the tax levy will be spread a little different this year.

Mayor Nelson noted that he has requested some additional funding for Council professional development which will allow for training, travel, seminars, etc.

Moved by Wedekind, seconded by Petty and carried unanimously to rise and report from Committee of the Whole and return to regular session.

ADMINISTRATOR AND COUNCIL COMMENTS

If any Alderperson is interested in attending the League of Wisconsin Municipalities Annual conference scheduled for October 20-22, 2021 please let Adm. Bradley know as soon as possible.

Ald. Ellington noted that the last step as a requirement for the loan for the library is happening Thursday night. Please send all emails to Pat Cannon supporting the loan from USDA to the library project.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** September 2021 – Building Inspection
- **Minutes from the Following Meetings:**

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

September 28, 2021

Members Present: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, T. Gilman, T. Pinion, L. Laux

Call to Order –Ald. Sloan called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law.

Moved by Kent, seconded by Petty to approve the minutes of September 14, 2021. Motion carried unanimously.

Moved by Petty, seconded by Kent to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council for approval of the accounts payable for **\$424,743.74**. Motion carried unanimously.
- b) **Mini-Excavator Purchase** – T. Gilman explained that this item was scheduled for 2022 along with a compact end loader. Because there is a mini-excavator in stock, and as an attempt to avoid the cost increase for next year, we are recommending purchase of this item now. The funds to cover this purchase are currently available in the capital equipment replacement fund, no impact to the general fund. Moved by Petty, seconded by Kent to recommend to Council for approval the purchase of a new 2021 Bobcat E42 “mini excavator” from Mid-State Group for a purchase price of \$53,500. Motion carried unanimously.
- c) **Employee Policy Amendment** – Adm. Bradley explained that the City is currently contributing 86% of the lowest qualified plan for Sauk County towards the health insurance premium for employees. Because GHC came

in at 5.3% less than last years budgeted amount, it was proposed that we split these savings two ways: 1) We increase the City's contribution to 90% so long as it does not exceed the maximum allowed by the State and 2) We apply the remainder into the budgets with a COLA adjustment of 3.25%. This proposal will add the 90% language to the Employee Handbook and will match the current union agreement. Moved by Petty, seconded by Kent to recommend to Council approving the amended Employee Policy & Procedure Handbook, Section 3.06 "Health Insurance", changing the percentage of the employer contribution to be 90% of the lowest qualified plan for Sauk County. Motion carried unanimously.

- d) **City's Capital Policy** – J. Ostrander introduced a Capital Policy. This policy mirrors what is currently being done but will give better guidelines to department heads for assets. The Committee reviewed the policy. Moved by Kent, seconded by Petty to recommend to Council approving the City's Capital Policy. Motion carried unanimously.
- e) **1606 8th Street** – Adm. Bradley explained that approval of this request would allow Cornerstone Village, LLC to pay impact fees upon occupancy vs when the building permit is applied for. The impact fees are not forgiven, they are simply deferred to a later date. Moved by Petty, seconded by Kent to recommend to Council to approve payment of impact fees at occupancy for phase one, 4 buildings, at 1606 8th Street. Motion carried unanimously.

Discussion Items

- a. Discussion of options for ARPA funding – Adm. Bradley noted that we received a little over \$1.2M in ARPA funding. We are still waiting to see what the eligible costs are. We can buy down a portion of the infrastructure costs at the Jackson property. By doing so, we can shorten the life of the bonds. This item will be brought back to Committee for further discussion.

Adjournment – Moved by Petty, seconded by Kent and carried to adjourn at 6:52pm.

Administrative Committee

September 7, 2021

Present: Alderpersons John Ellington, Heather Kierzek, Kathleen Thurow
Absent: None.
Also Present: City Clerk, Brenda Zeman; Finance Director Julie Ostrander, Mayor Rob Nelson, Police Chief Schauf (late), City Adm. Casey Bradley (late)
Citizen Present: Lacey Howard

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

Motion by Thurow, seconded by Kierzek to approve the July 6, 2021 minutes. Motion carried unanimously.

Motion by Thurow, seconded by Kierzek to approve the Agenda. Motion carried unanimously.

Consider Request for Excessive Household Animals from Lacey Howard:

City Clerk Zeman read for the record an email received from Gary & Vicki Merrell supporting Ms. Howards request. Motion by Thurow, seconded by Kierzek to approve and recommend to Council Lacey Howards request to allow 3 dogs at her residence. Motion carried unanimously.

Consider the Temporary Liquor Licenses, aka Picnic License, for Downtown Baraboo's Brew HaHa:

Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Temporary Liquor License for Downtown Baraboo, Inc for the September 24, 2021 Brew HaHa. Motion carried unanimously.

Consider the Liquor License Change of Agent for Kwik Trip #657:

Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Change of Agent for Kwik Trip #657 (8th St.) to Brittany Kuchta. Motion carried unanimously.

Consider the Liquor License Change of Agent for Kwik Trip #855:

Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Change of Agent for Kwik Trip #855 (South Blvd) to Jacob Goeke. Motion carried unanimously.

Consider the Liquor License application for GRS MGT, LLC amending the premise description:

Motion by Thurow, seconded by Kierzek to approve and recommend to Council the Liquor License application for GRS MGT, LLC, d/b/a Brothers On Oak, amending the premise description. Motion carried unanimously.

Consider amending §1.21 of the Baraboo Municipal Code, Membership of the Library Board:

Motion by Kierzek, seconded by Ellington to approve and recommend to Council amending §1.21 of the Baraboo Municipal Code, Membership of the Library Board to the following:

- (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.

Motion carried unanimously.

Discussion Items:

Consider allowing chickens to be raised for educational purposes on school property, §29.13 Chicken Permits. This will be reviewed by the Police Chief and City Clerk and will be brought back to the Administrative Committee.

Informational Items

The next meeting will be Monday, October 4, 2021 at 8:00AM.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:19AM.

Administrative Committee

September 27, 2021

Present: Alderpersons John Ellington, Heather Kierzek, Kathleen Thurow

Absent: None.

Also Present: City Clerk, Brenda Zeman; Finance Director Julie Ostrander, Police Chief Schauf

Citizen Present: None.

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

Motion by Thurow, seconded by Kierzek to approve the September 7, 2021 minutes. Motion carried unanimously.

Motion by Kierzek, seconded by Thurow to approve the Agenda. Motion carried unanimously.

Consider the Temporary Liquor Licenses, aka Picnic License, for Shakespeare on the Edge, Inc.

Police Chief Schauf gave a brief description of this event and noted there have been no issues in the past. They have requested 2 officers to patrol the grounds during the event; payment for this service is required. Motion by Thurow, seconded by Kierzek to approve and recommend to Council the Temporary Liquor License for Shakespeare on the Edge, Inc., for the October 9th and 10th, 2021 Renaissance Faire. Motion carried unanimously.

Discussion Items: None.

Informational Items

The next meeting will be Monday, October 4, 2021 at 8:00AM.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:03AM

TID Joint Review Board

June 22, 2021

Present: City of Baraboo & JRB Chairperson, Phil Wedekind; Baraboo School District, Lori Mueller; Sauk County, Elizabeth Geoghegan; Madison Area Technical College, Shawna Marquardt; Public Member, Stewart Koehler

Absent: Baraboo School District, Kevin Vodak

Also Present: City Administrator, Casey Bradley; City Clerk, Brenda Zeman; City Engineer, Tom Pinion; Ehlers, Dawn Gunderson

Citizen Present: None

The meeting was called to order by JRB Chairperson Phil Wedekind at 1:05PM CDT., with roll call and noting compliance with the Open Meetings Law.

Motion by E. Geoghegan, seconded by S. Koehler to approve the May 17, 2021 minutes. Motion carried unanimously.

Motion by E. Geoghegan, seconded by S. Marquardt to approve the agenda. Motion carried unanimously.

Discuss & review project plans

JRB Chairperson Phil Wedekind noted that the project plans were included with today's agenda. This included the public record, planning documents, Plan Commission Resolution adopting the project plan creation, and the resolution passed

by the Common Council approving the creation. There were no questions by any JRB members at this time.

Tax Incremental Districts No. 12 Creation

Motion by E. Geoghegan, seconded by S. Koehler to approve the creation of Tax Incremental District No. 12. Motion carried unanimously.

Adjournment

Motion by E. Geoghegan, seconded by S. Koehler to adjourn the meeting at 1:10PM CDT.

Board of Review

Council Chambers

June 9, 2021

Present: Wedekind, Kolb, Kent, Nelson, Zeman

Absent: None.

Also Present: Michael Weymier, Tyler Technologies

Mayor Nelson called the meeting to order at 9:00 a.m., noting compliance with the open meeting law.

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

Because the Assessment Roll is not ready, motion made by Wedekind, seconded by Kolb to direct the Assessor to establish the date of August 27th at 9:00 a.m. as the date and time to conduct Board of Review. Motion carried unanimously.

Moved by Kent, seconded by Kolb and carried to adjourn this session of Board of Review.

Baraboo BID Meeting Minutes

8/18/2021

Present:

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

Additional: None

Absent:

Members: M. Yount, S. Fay

VP T. Wickus called the meeting to order at 5:48 PM

Roll Call

Approval of July 2021 minutes: Thurow/McDaniel, Carried

Adoption of Agenda: Adams/McDaniel, Carried

Officer/Committee:

Report

President:

None

Secretary:

None

Treasurer:

Request that voucher requests be sent to treasurer in addition to City

Appearances:

Needs to meet; discussing possibility of greens in baskets rather than garlands wrapped around poles

Business Development:

Meeting proposed for 8/25; Suggestion to include DBI manager

Finance:

None

Parking:

Post on FB about weeding a parking lot, so weeds will be re-sprayed

Promotions:

Needs to meet; Farmer's market fees collected: ~\$3300; Weekly featured vendor on social media; Random giveaway for check-ins

Old Business:

- None

New Business:

- Approval of Financials
 - Motion to approve: Ramsey-Bruncker/McDaniel
 - Carried
- Approval of Vouchers
 - Willie Deppe
 - \$3510.00
 - Total: \$3510.00
 - Motion to approve: Stelling/McDaniel
 - Carried
- Discussion of date for group & individual photos
 - Tabled for next meeting

- Discussion of soft launch of BID Facebook page- what should be included
 - Tabled for next meeting
- Discussion of new garbage bins
 - Possible grant for recycling?
 - New bins with recycling adjoining
 - Have businesses pay for advertising on the side of them?
 - Needs more discussion by appearances committee
- Discussion of garbage bin overflow issue
 - Issues have not been addressed with suspected business
 - Request may be necessary for a reminder from the City about the garbage overflow and that businesses must take care of their own garbage
- Discussion of parking issue with long term parking
 - Need to request longer time for parking
 - Wants temporary parking signs removed
 - What about a day pass from businesses?
 - Petition the city for changed parking times?
 - BID should send someone to the city's parking committee
- Upcoming September Budget meeting
 - Prepare budgets for next board meeting

Member Comments:

- T. Wickus no longer on the board of DBI
- New office location for DBI downtown
- DBI signed contract with Vector Ink for a new website for November
- Board members missing meetings should be addressed
- Discussion of farmer's market; member of public
 - Vendors may live far from Baraboo
 - More information may be found at baraboofarmersmarket.com
 - Who verifies grower produce? Market manager
 - Done at the time of application and every few years thereafter
 - Allegation that grower is not growing the flowers being sold at the market
 - Farmer's market manager will be requested to investigate flower stand

Next Meeting Items:

- Discussion of date for group & individual photos
- Discussion of soft launch of BID Facebook page- what should be included
- Discussion of new garbage bins
- Discussion of who will seek parking redress
- Request for adding bench along 3rd Street
- Discussion of farmer's market rules, adding craft sellers

Motion to adjourn at 7:02 PM by Sloan/Stelling, carried.

BARABOO BUSINESS IMPROVEMENT DISTRICT BUSINESS DEVELOPMENT COMMITTEE

Date and Time: Wednesday, August 25th, 2021 at 8:15 AM

Location: Courthouse Lawn

BID Members Noticed: T. Sloan, A. Adams, B. McDaniel

BID Members Absent: M. Yount

Others Noted: Danielle Rosene, Lacey Steffes

Chairperson Sloan called the meeting to order at 8:19 am

Approved of Minutes from June 15th, 2021 meeting: A. Adams/B. McDaniel

Adoption of Agenda: A. Adams/B. McDaniel

Old Business

2021 Plan

New Business

Small survey findings

Draft revisions in the works

BID District flyer in the works

Broad survey findings

Chamber of Commerce is checking to see what they already have

Lacey Steffes has DBI and Sauk County info she will send

Web Assistance findings

Contacting Bizzy Bizzy

2022 Budget

Motion to propose 2022 budget of \$3250: A. Adams/B. McDaniel

Next Meeting: Monday, September 20th – 8:15 am – Courthouse Lawn

Motion to adjourn at 8:41 by A. Adams/B. McDaniel

BID Appearances Minutes: Meeting

9/08/2020

8:30 at Bekah Kate's, 117 3rd St

Call to Order: 8:38am

Roll Call: present B.Stelling, T. Sloan, S. Ramsey, S. Fay

Adopt Agenda: Motion by Sloan 2nd by Fay

OLD BUSINESS

- We will be purchasing some new holiday decor for the three large planters through DBI to use our remaining "Other" budget.
- We agreed to have the City repaint 4 benches from downtown that were rusting on the legs. Should also come out of our "Other" budget line.

NEW BUSINESS

I. Review RFP plans for downtown 2020-21.

- Containers will all continue to be done by Amy Schertz. Her contract goes through spring of 2021 and she is ready to continue for 2021. Budget to remain the same for all of the planters.
- Summer Hanging Baskets will be watered again in 2021 by Willie Deppe. We are trying to find somewhere closer to grow the baskets. Need to do an assessment of the condition of all of the baskets and order newer heavy duty baskets and hangers so they stop falling down. Remember to ask Willie to zip tie them to the hanger also. Bekah did a lot of basket pick up this year.
- Pole Decor for the holidays will be done again by the boyscouts.

Approved 2021 Budget: Total Budget \$19,000 Motion by Sloan 2nd by Fay

Containers:

Fall Containers \$700

Winter Containers \$975

Spring Containers \$800

Summer Containers \$725

Hanging Baskets: \$9000

Flags \$300

Pole Decor \$3500

Wreath Install Labor \$1000

Other \$2000

II. Review 2021 plans:

- Will likely need to repaint more of the benches downtown.
- Purchase new hanging baskets

Motion to adjourn Sloan, 2nd by Fay at 9:00am

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting

September 14, 2021 Members Present: T. Wickus, , S. Bruner, B. Stelling S. Fay, B. McDaniel

Members Absent:

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:34 A.M., and noted compliance with the Open Meeting Law.

Minutes: Minutes from April 15th, May 27th & September 29th Moved by, Stelling seconded by McDaniel, and unanimously carried to approve the minutes with edits to the April 15th minutes.

Agenda: Moved by, Fay seconded by McDaniel, and unanimously carried to approve the agenda as published.

New Business: None

Old Business:

A quick review of the 2021 committee expenses and balance was done. There is about \$7,000.00 remaining in the Image advertising account.

The Farmers’ Market income was reviewed and was approximately \$3,400.00 so far this year.

Moved by, Fay seconded by McDaniel, and unanimously carried to approve the 2022 Promotions committee budget as listed below.

EXPENSES PROMOTIONS		
Downtown Baraboo Light Parade	\$3,000.00	
Downtown Baraboo Holiday Advertisng	\$2,000.00	
DBI Manager Support	\$3,000.00	
Devil's Lake Advertising	\$1,500.00	
Farmer's Market	\$3,500.00	
Image Adv Campaign	\$8,100.00	
PROMOTIONS TOTAL		\$21,100.00

Adjournment: Moved by Stelling, seconded by McDaniel and unanimously carried to adjourn at 9:25 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT BUSINESS DEVELOPMENT COMMITTEE

Date and Time: Monday, September 20th, 2021 at 8:15 AM

Location: Courthouse Lawn

BID Members Noticed: T. Sloan, A. Adams, B. McDaniel, M. Yount

BID Members Absent: K. Thurow

Others Noted: Danielle Rosene, Lacey Steffes

Chairperson Sloan called the meeting to order at 8:15 am

Approved of Minutes from August 25th, 2021 meeting: B. McDaniel/M. Yount

Adoption of Agenda: M. Yount/B. McDaniel

Old Business

2021 Plan

New Business

Small survey findings

Draft revisions in the works

BID District flyer in the works

Broad survey findings

DBI & Sauk County info provided

Web Assistance findings

Attempting to contact Bizzzy Bizzzy

DBI Downtown Manager commitments/resources as needed

Next Meeting: Monday, October 18th – 8:15 am – Courthouse Lawn

Motion to adjourn at 9:01 by A. Adams/B. McDaniel

BID Appearances Minutes: Meeting 9/21/2021 at 8:30 at Bekah Kate’s, 117 3rd St

Call to Order: 8:31am

Members present: B. Stelling, T. Sloan, S. Fay

Adopt Agenda: Motion by Sloan 2nd by Fay
Approve Minutes from 9/08/20 meeting Motion by Sloan 2nd by Fay

OLD BUSINESS

- Light Pole décor with Boy Scouts
 - We will proceed with working with the boy scouts again this year, but keep discussing doing something different, possibly using our hanging baskets with greens and lights.

NEW BUSINESS

- I. Review usual plans for downtown 2021-22
 - Containers-Amy Schertz will continue to do them for another contract cycle.
 - Summer Hanging Baskets-Bekah will contact Landscape Techniques to see if they will do it again next year and possibly check on an invoice for this year. Discussed paying Willie Deppe in two increments of a lump sum. Once in May and once in September to keep it easier for his billing. We are still waiting for Willie to confirm he will continue next year.
 - Pole Décor-discussed the items above

- II. Review 2022 ideas:
 - New Lawn décor for holidays 2022-Looked at Temple Display lighted displays planning for 2022, if we order by Feb 22 we can get 30% off. Money would need to come out of the reserves likely to do anything big. Committee will continue to research ideas and Bekah will contact Temple for some possible quotes and other ideas to keep costs down.
 - Purchase new garbages-Discussed the need for new garbage cans downtown that city workers wouldn't have to manually lift. Option examples are coming via Tony Gilman. We will look at them when they come in and continue to discuss ways to make them look nicer or other options. Discussed possible grant options to help pay for these, historical, city or recycling. Sloan will reach out to Jenny Erickson to see if she has any thoughts and Stelling will talk to Tony.

2022 Budgets: Total Budget \$19,000 in 2021-approved keeping our budget the same for 2022

Motion by Sloan 2nd by Fay

- Containers:**
 - Fall Containers \$700
 - Winter Containers \$975
 - Spring Containers \$725
 - Summer Containers \$725
- Hanging Baskets:** \$9000
- Flags \$300
- Pole Décor \$3500
 - Wreath Install Labor \$1000
 - Other \$2000

Motion to adjourn at 9:28 Motion by Sloan 2nd by Fay

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

Bicycle Committee.....9-9-2021, 9-16-2021	Emergency Management.....8-19-2021
Park & Recreation.....9-7-2021, 9-13-2021	Ambulance.....8-25-2021
Library.....8-10-2021, 8-17-2021, 9-14-2021	UW Campus.....8-19-2021

- **Petitions & Correspondence Being Referred:** None.

ADJOURNMENT

Moved by Petty, seconded by Kolb, and carried on voice vote, that the meeting adjourn at 8:07pm.

Brenda Zeman, City Clerk