

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, November 8, 2022 – 7:00 p.m.**

Mayor Nelson called the regular meeting of Council to order.

Roll call was taken.

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

Others Present: Interim Chief Sinden, City Treasurer Laux, Adm. Bradley, J. Ostrander, T. Pinion, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Petty and carried to approve the minutes of October 25, 2022.

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

Compliance with the Open Meeting Law was noted.

MAYOR'S BUSINESS

- Today is Election Day. Polls are open until 8:00pm and all City of Baraboo residents vote at the Baraboo Civic Center.

PRESENTATIONS

Kristen Fish-Peterson, Redevelopment Resources, presented the Resilient Baraboo Report.

PUBLIC HEARINGS – None Scheduled.

PUBLIC INVITED TO SPEAK – No one spoke.

CONSENT AGENDA

Resolution No. 22-111

THAT the Accounts Payable, in the amount of \$949,262.86 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 22-112

THAT the “Schedule for Successor of Agent” submitted by Con Amici, LLC, appointing Cornelia Schmitz as the new agent be approved. The City Clerk is authorized to re-issue the liquor license for Con Amici, LLC including Cornelia Schmitz as the agent.

Resolution No. 22-113

THAT the City Clerk be authorized to issue the following Picnic Licenses:

- Downtown Baraboo, Inc, Wine Walk, 11/18/2022

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

ORDINANCES ON 2ND READING

Moved by Sloan, seconded by Kolb and carried unanimously to approve the 2nd reading of **Ordinance No. 2602** approving the General Development Plan with KMD Development LLC for the proposed Baraboo Bluff Condominium project.

NEW BUSINESS - RESOLUTIONS

Resolution No. 22-114

Whereas, the Common Council of the City of Baraboo has created a Business Improvement District (BID) for the City of Baraboo, and;

Whereas, the BID has submitted an operating plan for the BID for 2023 and;

Whereas the Operating Plan for the BID proposes that the implementation of the Plan be funded through a special assessment upon all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The assessment shall be based on the equalized value of property in the BID and the proposed assessment shall be \$1.4524216 of \$1,000 of assessed value.

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

That the BID operating plan is accepted.

That said Council intends to levy and collect an assessment upon all business, manufacturing and mixed business and residential property in the BID, as follows:

- The purpose of the assessment is to fund the BID Operating Plan for the calendar year 2023
- The limits of the proposed assessment district are as follows:
 - “The centerline of 1st Street and 1st Avenue on the South; the centerline of Birch Street on the West, the centerline of the alley running East and West between 6th and 7th Avenue on the North; and a line running North and South through the center of Block 12,13,24,25,36 and 37 of the Plat of the City of Baraboo, formerly Adams, on the East.”
- The proposed assessment is for calendar year 2023.
- The proposed assessment shall be paid in one installment.
- The proposed assessment shall be on all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The date for determining eligibility for exemption from this BID assessment shall be January 1 of the year of the adoption of the Final Resolution by the City Council.
- The amount of the proposed assessment is \$1.4524216 per \$1,000 of value of said property based on the 2022 tax roll assessment.
- The proposed assessments shall be due the first day of March 2023, which is the first day of the second month following adoption by the City Council of a resolution levying assessments. Those assessments not paid by that date shall become delinquent as per Section 66.0703 (13) of the Wis. Stats.

BE IT FURTHER RESOLVED that a public hearing to hear public comment concerning BID Assessments will be held on November 22, 2022, at 7:00 p.m. in the Council Chambers. The City Clerk is directed to properly notice all property owners within the BID of the public hearing and proposed assessment.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 22-114** be approved-9 ayes.

Resolution No. 22-115**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the Mayor and City Clerk are hereby authorized to execute a time and expense Agreement

with MSA Professional Services, Inc. for annual monitoring at the former City Landfill in the amount of \$18,355 per year for the next three years, 2023 through 2025.

Moved by Ellington, seconded by Thurow and carried that **Resolution No. 22-115** be approved-9 ayes.

Resolution No. 22-116

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

THAT the pay for the appointment of Rob Sinden to the position of Police Chief be set at Grade 17 with an annual salary of \$105,000 with an effective date of October 27, 2022.

Moved by Wedekind, seconded by Hazard and carried that **Resolution No. 22-116** be approved-9 ayes.

Resolution No. 22-117

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

That the amended Alma Waite Funds Policy is hereby adopted and shall be in full force and effect upon the passage of this Resolution.

Moved by Petty, seconded by Kent and carried that **Resolution No. 22-117** be approved-9 ayes.

NEW BUSINESS – ORDINANCES

Motion by Ellington, seconded by Thurow and carried unanimously to approve the 1st reading of **Ordinance No. 2603** revising the City of Baraboo Code of Ordinances §7.14 Traffic and Parking Regulations on and adjacent to school district grounds.

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

1. The City of Baraboo Code of Ordinances § 7.14 is revised as follows:

7.14 TRAFFIC AND PARKING REGULATIONS ON AND ADJACENT TO SCHOOL DISTRICT GROUNDS

(3) VEHICLE PARKING PROHIBITED AT SPECIFIED TIMES

(d) During the hours of 7:30 a.m. to 8:30 a.m. and 2:30 p.m. and 3:30 p.m. on school days, no person shall park, stop, or leave standing any vehicle, whether attended or unattended, except temporarily for the purpose of and while engaged in loading or unloading or in receiving or in discharging passengers on the following streets:

1. On the north side of 6th Street adjacent to East School between Wheeler Street and Jefferson Street. (2101 10/22/2002; 2303 04/28/2009)
2. The west side of Draper Street beginning at the southernmost driveway leading to the Baraboo Middle School and thence north to the northernmost driveway leading to the Baraboo Middle School.

1.

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

COMMITTEE OF THE WHOLE

Moved by Kolb, seconded by Wedekind to enter Committee of the Whole to discuss the 2023 Budget.

Adm. Bradley noted we are still working on the MOU with the Baraboo School District regarding the funding of the School Resource Officers.

The public hearing for the 2023 Budget will take place on November 22, 2022.

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

ADMINISTRATOR AND COUNCIL COMMENTS

Ald. Wedekind noted that there will be a Veteran's Service on Friday, November 11th at the Civic Center at 11:00am.

Ald. Petty noted that there were no questions tonight on the budget because it has been reviewed over the last few meetings.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** None.
- **Minutes from the Following Meetings:**

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

October 11, 2022

Members Present: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Clerk Zeman, J. Ostrander, R. Sinden

Call to Order –Ald. Sloan called the meeting to order at 5:30p.m. noting compliance with the Open Meeting Law.

Moved by Kent, seconded by Petty to approve the minutes of September 27, 2022. Motion carried unanimously.

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

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council approval of the accounts payable for **\$982,384.69**. Motion carried unanimously.
- b) **Apple iPads** – J. Ostrander explained that we received quotes for 20 ipads with keypads. This purchase ties directly to the future use of eScribe for agenda management. The transfer of funds to cover this purchase will be made from the excess funds available in the Engineer budget. While the goal is to go paperless, paper copies of the agendas will be provided upon request. Moved by Kent, seconded by Petty to recommend to Council the budget transfer amendment authorizing the purchase of 20 (twenty) 9th generation Apple iPads. Motion carried unanimously.
- c) **Intergovernmental Agreement & Bylaws** – Ald. Petty, as chair of the Consolidation Committee, explained that months ago, they got together with the municipalities involved with the Baraboo District Ambulance Service (BDAS) to look at joining EMS with fire. Over the course of time, the consolidation of the EMS and Fire was worked out by the committee. It then went between the consolidation committee to the BDAS Board, back and forth until a final agreement was approved by both. From here the agreement and bylaws were provided to each participating municipality for a vote. The goal is to have this combined district active January 1, 2023. Ald. Petty also noted that the agreement includes a change to the weighting of the voting structure for the municipalities and allows for municipalities to contract for service vs being a member of the district. There are two separate municipal calculations; EMS based on number of calls and population and Fire based on equalized value, number

of calls, and population. This is a solid start to the agreement and bylaws which can later be amended with supermajority vote of municipalities. Moved by Petty, seconded by Kent to recommend to Council the approval of the Intergovernmental Agreement and Bylaws for the Creation of the Baraboo Area Joint Fire and Emergency Medical Services District. Motion carried unanimously.

- d) **Alma Waite Funds Request** – J. Ostrander explained that every year residents can apply for the Alma Waite Funds. There were 2 applications received for 2023, the Baraboo Children’s Museum and Concerts on the Square, each for \$10,000. We are estimating \$13,900 will be received in 2022 for interest; 25% of this going back to the original fund. After expensing the approved applications for 2022, we will have expendable funds of \$8,536.73 for 2023. Ald. Sloan confirmed that we distributed more funds in 2022 than were earned; we projected interest rates that were lower than actual. The committee discussed options for going forward and it was agreed that instead of estimating for a calendar year, the Finance Department would look at actual interest earned for October 1st through September 30th to be awarded the following year, in this case 2024. To avoid not giving any funds, it is the Committee’s recommendation to be conservative and award only a total of \$3,000 for 2023, split 50/50 between the two applicants. Motion by Kent, seconded by Petty to recommend to Common Council to spend \$3,000 from the Alma Waite Funds, splitting it 50/50 between the two applicants. Motion carried unanimously.
- e) **Acceptance of Police Grant** – R. Sinden explained that this is a grant that was announced back in March. The City of Baraboo Police Department was allocated \$32,178.58. He is looking for approval to accept this grant. With this grant the City must spend the money, and we are then reimbursed. The grant funds must be spent by June 30, 2023. Ald. Sloan requested that these purchases be approved by the Finance/Personnel Committee prior to the actual purchase. Moved by Petty, seconded by Kent to recommend to Common Council to authorize the Baraboo Police Department to accept \$32,178.58 Department of Administration (DOA) funds, or “ARPA Funds”, from the Coronavirus State Fiscal Recovery Fund with the requirement that the expenditures are included to the Finance/Personnel Committee for prior approval of purchase. Motion carried unanimously.

Discussion Items:

- a) **Employee Personnel Policy and Handbook** – Mayor Nelson explained that with the hire of new personnel in the Finance Department, City Adm. Bradley raised the question of why we do a drug test when marijuana is now legal in surrounding states. The Committee would like recommendation from legal counsel.
- b) **Discuss Options for Broadcasting the City Council Meetings** – No discussion took place; this will be placed on the next agenda.
- c) **Purchasing Policy** – No discussion took place; the Committee will continue to review this at future meetings.

Adjournment – Moved by Kent, seconded by Petty and carried to adjourn at 6:46pm.

Administrative Committee

September 27, 2022

Present: Alderpersons Kathleen Thurow, Heather Kierzek, Bryant Hazard

Absent: None.

Also Present: City Clerk Brenda Zeman, Interim Police Chief Rob Sinden, Finance Director Julie Ostrander, Rob Nelson, Administrator Casey Bradley

Citizen Present: None

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

Motion by Hazard second by Kierzek to approve the September 6, 2022, minutes.

Motion by Hazard second by Kierzek to approve the agenda. Motion carried unanimously.

Action Items:

- a) Review and recommendation to the Common Council on approving the Temporary Liquor Licenses (aka Picnic License) for Shakespeare on the Edge, Inc, A Gathering of Rogues & Ruffians – A Renaissance Faire, 10/08/2022-10/09/2022.

Rob Sinden reminded the committee the police department provides service during this event. The background checked out fine when completed. Everyone has a good time.

Motion by Hazard seconded by Kierzek to approve. Motion carried unanimously.

- b) Review and recommendation to the Common Council for the Liquor License Change of Agent for Al Ringling Theatre to Charlene Flygt.

Rob Sinden has no issues at all.

Motion by Hazard seconded by Kierzek to approve. Motion carried unanimously

c.) Review and recommendation to Common Council concerning John Ellington’s request to consider possible changes to the Council’s public comment policy.

The committee discussed that there is a potential for citizens to get on “their soapbox” if the public comment is changed to comments not included on the agenda.

No motion.

d.) Review and recommendation to Common Council amendments to Chapter 7.24 of the Code of Ordinances to correct an oversight by adding a reference to 7.09(20) into 7.24(4).

Rob Sinden passed this item over to Mayor Rob Nelson. Basically, he described the ordinance needed to have the excessive parking items renumbered and cleaned up.

Motion by Hazard seconded by Kierzek to approve. Motion carried unanimously,

3) Information Item(s):

a) Date and time of next meeting: Tuesday, November 1, 2022, at 8:00AM.

Discussed tackling the assigned strategic plan list at each administrative meeting and breaking down the list into smaller pieces to avoid special meetings specifically for this purpose.

Motion to adjourn by Hazard, seconded by Kierzek at 8:11 AM and unanimously carried.

Baraboo BID Meeting Minutes

10/19/2022

Present:

Members: S. Fay, A. Killgallon, K. Thurow, M. Miller, B. McDaniel, T. Sefkar, D. Marshall, B. Stelling

Absent:

Members:

Other:

President Fay called the meeting to order at 6:00pm

In Compliance of Open Meeting Laws

Approval of August 2022 minutes: Killgallon, McDaniel. Carried

Amendment of 2022 BID Assessment

Adoption of Agenda: Thurow,McDaniel Carried

Officer/Committee

Reports

President: Fay

None

Secretary: Killgallon

• None

Treasurer: Stelling

• None

Appearances: Stelling

- No word from lighting company. Will continue to attempt to move forward with them.
- Baskets will be coming down this week
- DBI will be switching out banners this week

Business Development: Marshall

• None

Finance: Wickus/Stelling

• None

Parking: Fay

• None

