

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, November 9, 2021 – 7:00 p.m.**

Council President Joel Petty called the regular meeting of Council to order.
Roll call was taken.

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

Council Members Absent: Plautz, Kent

Others Present: Chief Schauf, Clerk Zeman, Adm. Bradley, J. Ostrander, W. Peterson, T. Pinion, 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 October 26, 2021.

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

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – None Scheduled.

PUBLIC HEARINGS

Council President J. Petty announced that this is the published date and time to hear public comments concerning the General Development Plan for Karen Stanley, d/b/a First and Ash LLC, as a Planned Unit Development (PUD) to move the existing Bella Vita Café business from the existing principal structure to the accessory structure (former carriage house) and convert the 1st and 2nd floors of the principal structure to a single-family residence.

No one spoke and the Public Hearing was closed.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- Council President J. Petty congratulated Dirk Carlson on his 10th anniversary with the Water Department. Congratulations Dirk!
- 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. 21-100

THAT the Accounts Payable, in the amount of \$598,755.04 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 21-101

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

- Downtown Baraboo, Inc., Winter Wine Walk, November 19, 2021
- Sauk County Historical Society, Christmas at the Mansion, December 10, 2021
- Baraboo Young Professionals, Baraboo Night Market, December 17, 2021

Resolution No. 21-102

THAT, Stuart Koehler be reappointed to the Community Development Authority (CDA) serving until November 14, 2025.

Moved by Ellington, seconded by Thurow and carried that the Consent Agenda be approved-7 ayes.

NEW BUSINESS - RESOLUTIONS**Resolution No. 21-103**

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

That the City of Baraboo renew the Property Insurance contract with MPIC in the amount of \$78,235 for fiscal year 2022.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 21-103** be approved-7 ayes.

Resolution No. 21-104

**Resolution of the City of Baraboo Common Council related to
Increasing the Levy Limit for Increase in Charges Assessed by the Joint Emergency
Medical Services District**

WHEREAS, Wis. Stat. §§ 60.565, 61.64 and 62.133, Wis. Stats., authorize cities, villages, and towns in the State of Wisconsin to provide and contract for ambulance services;

WHEREAS, Wis. Stat. § 66.0301 authorizes cities, villages and towns to enter into contracts with each other for the furnishing of services and/or the joint exercise of any power or duty required or authorized by law;

WHEREAS the City of Baraboo, Village of West Baraboo, and Towns of Baraboo, Excelsior, Fairfield, Greenfield, and Sumpter (the "Municipalities") have entered into a contract under Wis. Stat. § 66.0301 to establish a joint emergency medical service district ("the district") as defined by Wis. Stat. § 66.0602(1)(ak);

WHEREAS Wis. Stat. § 66.0602(3)(h) allows municipalities to increase their levy limit by the amount of increase in charges assessed by a joint emergency medical service district imposed on all members for the current year compared to the prior year increased less than or equal to the CPI-U as determined by the U.S. department of labor, for the 12 months ending on August 31 of the year of the levy, plus 2.0%, provided all members of the joint emergency medical service district adopt a resolution supporting the increase in the levy limit.

WHEREAS, the City of Baraboo desires to increase its levy limit as permitted under Wis. Stat. § 66.0602(3) with respect to the increase in charges assessed by the district.

THEREFORE, the City of Baraboo Common Council adopts the following Resolution:

The City hereby authorizes an increase in its levy limit by the amount of the increase in the charges assessed by the district on all members for the current year compared to the prior year provided that such increase is less than or equal to the CPI-U plus 2.0% (total of 5.0%) and only to the extent that the amount levied to pay for such charges would cause the City to exceed the limit that is otherwise applicable under Wis. Stat. § 66.0602, and further provided all members of the district adopt a resolution supporting the increase in the levy limit.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 21-104** be approved-7 ayes.

Resolution No. 21-105

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

THAT the Mayor is hereby authorized to apply for the 2022 WisDOT Public Transit Assistance Program (PTAP) funding offered by the Federal and State for the City of Baraboo, and

THAT the Mayor is hereby authorized to apply for the 2022 Federal Section 5311 Operating

and Capital (Formula Grants for Rural Areas) for the City of Baraboo, and

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City if the applications are approved

Moved by Ellington, seconded by Thurow and carried that **Resolution No.21-105** be approved-7 ayes.

Resolution No. 21-106

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

That authorization for staff to acquire a 0.33-acre (110' x 132') Temporary Limited Easement immediately west of the existing tower property from the adjoining property owner for the duration of the 2022 County A Tower Rehabilitation Project, as described in the attached Easement document, is hereby approved.

Moved by Kolb, seconded by Kierzek and carried that **Resolution No.21-106** be approved-7 ayes.

Resolution No. 21-107

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

To authorize the City Administrator and City Clerk to sign the Contract with MSA Professional Services for the design of the 2022 Jackson Farm Public Improvements at a cost of no more than \$140,200

Moved by Ellington, seconded by Wedekind and carried that **Resolution No.21-107** be approved-7 ayes.

Resolution No. 21-108

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 2022 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 \$1.4715064 of \$1000 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 2022
- 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 2022.
- 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 \$1.4715064 per \$1000 of value of said property based on the 2021 tax roll assessment.
- The proposed assessments shall be due the first day of March 2022 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 66.60(15) of the Wis. Stats.

BE IT FURTHER RESOLVED that a public hearing to hear public comment concerning BID Assessments will be held on November 23, 2021 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 Wedekind, seconded by Kolb and carried that **Resolution No.21-108** be approved-7 ayes.

NEW BUSINESS – ORDINANCES

Moved by Kolb, seconded by Thurow and carried unanimously to approve the 1st reading of **Ordinance No. 2583** amending §17.18(4)(d), Code of ordinances as follows:

17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP

(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

- (d) Planned Unit Development. The following Planned Unit Development is approved and incorporated into the zoning map: 2021-02.

The attached General Development Plan / Specific Implementation Plan is approved as Planned Unit Development 2021-02.

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

ADMINISTRATOR AND COUNCIL COMMENTS

Ald. Ellington thanked the Police Department for their assistance.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** 2022 Other City Budgets & Utility Budgets
Review of the Fire Dept. Report, Village and Towns Budget
October 2021 – Building Inspection
- **Minutes from the Following Meetings:**

Absent:**Others Present:** Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, K. Stieve, L. Laux

Call to Order –Ald. Sloan called the meeting to order at 6:00p.m. noting compliance with the Open Meeting Law. Moved by Petty, seconded by Kent to approve the minutes of October 12, 2021. Motion carried unanimously. Moved by Petty, seconded by Kent to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Petty to recommend to Council for approval of the accounts payable for **\$683,189.18**. Motion carried unanimously.
- b) **Warning System Agreement** – Fire Chief K. Stieve noted that there are 5 warning sirens located within the city that require annual maintenance. This 5-year agreement would allow the rate to remain fixed at \$400/siren. Moved by Petty, seconded by Kent to recommend to Council for approval of the agreement for the Warning System Annual Inspection and Preventative Maintenance with Emergency Communication Systems. Motion carried unanimously.
- c) **Alma Waite Funds Request** – J. Ostrander informed the committee that \$11,058 is available for 2022. The City has received 3 applications requesting the use of Alma Waite funds. The committee reviewed the applications and a motion was made by Petty, seconded by Kent to approve the following disbursement of the 2022 Alma Waite Funds: City of Baraboo Parks & Recreation, Oak Street Overlook, of \$6,000, Friends of Baraboo Park Challenge of \$1,500 and Baraboo Concerts on the Square of \$3,558. Motion carried unanimously.
- d) **Fire Dept. Purchase** – Fire Chief K. Stieve explained that Tender 8 is a mobile water supply apparatus that is scheduled to be replaced in 2022. The \$400,000 is budgeted in the 2022 fire department capital budget and those funds are readily available. He received prices from two manufacturers, Pierce Manufacturing and Marion Body Works. Both manufacturers were in the ballpark for price; however, Marion Body Works has offered to hold prices steady if we sign a contract by the end of this month. No payment is due until after January 1, 2022. Moved by Petty, seconded by Kent to recommend to Council authorizing Fire Chief Stieve to expend up to \$400,000 on a Freightliner/Marion Mobile Water Supply Apparatus (Tender). Motion carried unanimously.
- e) **COVID-19 Policy** – Adm. Bradley explained that the original policy did not include any exemptions. With sports moving indoors for the winter, amending the policy allows the City Administrator to grant exceptions to the mask wearing, as requested by the groups, for recreational or athletic activities using City-owned buildings. Ald. Sloan recommends removal of the language “specific persons”. Moved by Petty, seconded by Kent to recommend to Council for approval the revisions to the City’s COVID-19 Policy regarding recreation programs with the modification to strike the language “specific persons”. Motion carried unanimously.
- f) **Employee Flex Plan** – B. Zeman explained the City employees have been offered a flexible spending plan since 2003. A group of city staff reviewed 5 different firms that offer these services. Across the board, most firms offered similar services which lead the decision to price. HealthEquity has offered us the service with no annual fee, a \$3.85 per participant per month fee, and a \$250 implementation fee. Moved by Kent, seconded by Petty to recommend to Council to approve the agreement with HealthEquity for administration of the Flexible spending Plan. Motion carried unanimously.
- g) **Budget Amendments**- The Committee reviewed the 3rd Qtr. 2021 budget amendments. City staff will review the procedures and policies regarding the approval of budget amendments. Moved by Kent, seconded by Petty to recommend the budget amendments to Council for action. Motion carried unanimously.

Informational Items

- a. Moody’s Investor Service Annual Comment on Baraboo:
 - a. Remains at a Aa3 rating
 - b. Finance, cash balance is really strong
 - c. Slightly below US median for household income
 - d. Our adjustment with our net pension liability to operational revenues is favorable but slightly under the US median. Our debt service is not over what we should be but compared to other communities of our size our debt strain is high.
- b. Baraboo Transit 3rd Qtr. Report
- c. 3rd Qtr. 2021 City Financial Statements
- d. 2022 Budget Discussion

Adjournment – Moved by Kent, seconded by Petty and carried to adjourn at 6:56pm.

Administrative Committee**October 4, 2021**

Present: Alderpersons John Ellington, Heather Kierzek, Kathleen Thurow
 Absent: None.
 Also Present: Mayor Nelson, City Clerk, Brenda Zeman; Finance Director Julie Ostrander, Police Chief Schauf
 Citizen Present: Lacey Howard, D. Brett Williamson

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 27, 2021 minutes. Motion carried unanimously.

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

Consider the Class "B" Liquor License for 608 Axe Throwing

Ald. Thurow noted that the paperwork submitted by D. Brett Williamson only included his last employer, not two as indicated on the form. D. Brett Williamson explained that prior to Chula Vista, he was part-time jobs. Police Chief Schauf does not have issue with the paperwork that was submitted; there are no red flags with this application. Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Class "B" (Beer) Liquor License for 608 Axe Throwing. Motion carried unanimously.

Consider Request for Excessive Household Animals from Lacey Howard

Police Chief Schauf explained that there has been only one complaint received by the police department for these dogs. He does not have sufficient support to not allow this to happen. Ald. Ellington noted that he stopped by the house and was greeted by the dogs but also noted that the dogs did not bark the rest of the time he was there. City Clerk Zeman read into the record an email received from Bridgett Foster, Owner/Trainer of BDH Canine Solutions LLC regarding the progress that has been made with the dogs. Motion by Thurow, seconded by Kierzek to recommend to Council approving Lacey Howard's request for three dogs. Motion carried unanimously.

Consider Amending §29.13 of the Baraboo Municipal Code, Chicken Permit

Police Chief Schauf explained one of his concerns with allowing chickens to be raised in an educational setting is the treatment of the chickens when the school wasn't in session and making sure the animals are not harassed by students. The revisions made by the Police Chief Schauf and City Clerk Zeman were reviewed by legal counsel. Motion by Kierzek, seconded by Thurow to recommend to Council amending §29.13 of the Baraboo Municipal Code, allowing chickens to be raised in an educational setting.

Discussion Items: None.

Informational Items

The next meeting will be Monday, November 1, 2021 at 8:00AM.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:14AM.

Baraboo BID Meeting Minutes**10/20/2021**

Present:
 Members: S. Fay, A. Adams, K. Thurow, B. McDaniel, T. Sloan, B. Stelling, M. Yount
 Additional: None

Absent:
 Members: S. Ramsey Brunner, T. Wickus

President Fay called the meeting to order at 5:45 PM

Roll Call

Approval of September 2021 minutes: McDaniel/Sloan, Carried

Adoption of Agenda: Thurow/McDaniel, Carried

Officer/Committee:**Report**

President: None

Secretary: None

Treasurer: None

Appearances: Tried out some new garbage cans but still searching. Boy Scouts doing garlands on light poles. Amy Schertz will be providing a practice basket.

Business Development: Survey provided for full board review

Finance: None
Parking: None
Promotions: None

Old Business:

- None

New Business:

- Approval of BID Assessment
 - Motion to Approve: Yount/McDaniel, Carried
- Discussion of Garbage Cans
- Approval of Vouchers
 - City of Baraboo
 - \$1703.12
 - Landscape Techniques, LLC
 - \$1800.00
 - Amy Schertz
 - \$456.13
 - Minuteman Press
 - \$97.50
 - Farmers’ Market Reimbursement Request
 - \$566.00
 - Total: \$4,622.75
 - Motion to approve: Thurow/McDaniel
 - Carried
- Approval of financials
 - Motion to approve financials: Sloan/McDaniel
 - Carried
- BID involvement in street closures
 - Sloan to reach out to City employee about getting info
 - City Clerk may have ability to provide notice

Member Comments:

- New chamber director intending to do more joint projects

Next Meeting Items:

- Review Business Development Committee meeting survey
- Move meeting time
 - Possibly to 6 PM

Motion to adjourn at 6:14 PM by Thurow/McDaniel, carried.

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

Public Arts.....9-30-2021	Library.....9-21-2021
CDA.....10-14-2021	Park & Rec.....10-11-2021
Ambulance.....9-22-2021	

- **Petitions & Correspondence Being Referred:** Correspondence regarding ATV Route in City of Baraboo

ADJOURNMENT

Moved by Ellington, seconded by Kierzek, and carried on voice vote, that the meeting adjourn at 7:20pm.