

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, February 22, 2022 – 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, J. Ostrander, T. Pinion, P. Cannon, Z. Ott, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Petty and carried to approve the minutes of February 8, 2022.

Moved by Wedekind, seconded by Thurow 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 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. 21-150

THAT the Accounts Payable, in the amount of \$6,160,078.63 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 21-151

THAT, Jennifer Culotta, Serge Koenig, and Jose Vera be reappointed to the Baraboo Economic Development Commission serving until February 28, 2025.

Resolution No. 21-152

THAT the “Schedule for Successor of Agent” submitted by Al Ringling Theatre appointing Shannon Hill as the new agent be approved. The City Clerk is authorized to re-issue the liquor license for Al Ringling Theatre including Shannon Hill as the agent.

Resolution No. 21-153

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

- Downtown Baraboo, Inc., Spring Brew Ha Ha, March 11, 2022

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

ORDINANCES ON 2ND READING

Moved by Kolb, seconded by Wedekind and carried unanimously to approve the 2nd reading of **Ordinance No. 2590** revising the Code of Ordinances to allow a marked parking stall for use by persons with a disability on the east side of Broadway immediately south of the mid-block crosswalk between the Sauk County Courthouse and the West Square Building.

NEW BUSINESS - RESOLUTIONS**Resolution No. 21-154**

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

That a twenty (20)-foot wide permanent easement across Spirit Point from Mill Race Drive north across the Baraboo River, across Lot 1 of Sauk County Certified Survey Map No. 5546, for underground gas main is hereby granted by the City of Baraboo to Wisconsin Power and Light Company as described in the attached easement document.

Moved by Sloan, seconded by Ellington and carried that **Resolution No. 21-154** be approved-9 ayes.

Resolution No. 21-155

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

RESOLUTION OF THE BARABOO COMMON COUNCIL DENYING 2021 TAX CLAIM OF WAL MART

Whereas, on January 18, 2022, Wal-Mart Real Estate Business Trust (Walmart) filed a claim with the City alleging excessive tax assessment of property located at 920 US Highway 12 in Baraboo, for the 2021 assessment; and,

Whereas, the claim was not timely filed and the tax assessment is not excessive or otherwise improper;

Now therefore be it resolved that the claim is denied in its entirety pursuant to sec. 74.37(3), Wis. Stats. The City Clerk shall send a copy of this resolution to Wal-Mart by registered or certified mail.

Moved by Thurow, seconded by Sloan and carried that **Resolution No. 21-155** be approved-9 ayes.

Resolution No. 21-156

A Resolution to authorize the City Staff to work with the Community Development Authority to prepare an application to the United States Department of Agriculture's Rural Development office for a loan and grant to construct the Baraboo Fire/EMS Facility.

NOW THEREFORE, BE IT RESOLVED, the City Staff is authorized to work with the Community Development Authority to submit an application for a loan and grant to the USDA Rural Development office for the Fire/EMS Facility building project. Information on the application and response from USDA Rural Development will be provided to the City Council as it becomes available.

Moved by Ellington, seconded by Petty and carried that **Resolution No.21-156** be approved-9 ayes.

Resolution No. 21-157**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

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

- Class “B” Fermented Malt Beverage & “Class C” Wine License to Ben’s Mama Mia’s, LLC
- “Class B” Combination Liquor License to G&G MGT, LLC (d/b/a Brothers On Oak)

Moved by Thurow, seconded by Kolb and carried that **Resolution No.21-157** be approved-9 ayes.

Resolution No. 21-158**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the City’s Employee COVID-19 Policy be rescinded effective immediately.

Moved by Sloan, seconded by Petty to rescind the City’s entire COVID-19 Policy effective immediately.

Moved by Thurow to amend the motion, rescinding only the requirement that masks be worn in all City buildings. Motion failed due to lack of second.

Original motion carried and **Resolution No. 21-158** is approved; 7 ayes and 2 nays (Kierzek & Thurow)

Resolution No. 21-159**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the Mayor and the City Clerk be authorized to execute the following agreement subject to the City Attorney’s approval as to form and approval by the Library Board of Trustees:

1. Prelease Agreement between the Community Development Authority of the City of Baraboo, Wisconsin and the City of Baraboo.
2. Lease Agreement between the Community Development Authority of the City of Baraboo, Wisconsin and the City of Baraboo.

Moved by Thurow, seconded by Kolb and carried that **Resolution No.21-159** be approved-9 ayes.

Resolution No. 21-160**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

Whereas, the Baraboo Community Development Authority (CDA) and the City of Baraboo (City) received and opened sealed bids for the remodel and construction of the Carnegie- Schadde Public Library Building on February 8, 2022;

And whereas, the three bids were reviewed by the project architect, MSA Professional Services, and they verified the bid amounts and determined that the bids were submitted in accordance with the requirements contained in the Bidding Documents;

And whereas, the United State Department of Agriculture (USDA) will also review the bids and authorize an award to the low bidder;

And Whereas, City and CDA staff have reviewed the bids and offers their recommendation to award the project to Vogel Brother Building Company, as summarized below:

Base Bid:	\$9,664,000	
Alternate #1	\$50,600	Front entrance upgrade
Alternate #2	\$17,000	Equipment for front entrance
Alternate #3	\$0	Ceiling Tiles
Total	\$9,731,600.00	

And whereas, the City of Baraboo will waive all building permit fees for this City project.

Now Therefore, be it Hereby Resolved, that the Mayor, City Clerk and the Community Development Authority be authorized to execute the necessary contracts and agreements with the approved contractor, Vogel Brothers Building Company, for a total contract amount of \$9,731,600 to be constructed in accordance with the final bidding documents.

Moved by Ellington, seconded by Wedekind and carried that **Resolution No.21-160** be approved-8 ayes, 1 nay (Sloan)

Resolution No. 161

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

THAT the Final Plat of the Greenfield Reserve subdivision, an 87-Lot residential subdivision on the south side of STH 33 approximately 1//4 of a mile east of Taft Avenue (CTH T), located in the east half of the SW1/4 of Section 31, T12N R7E and the NE1/4 of the NW1/4 of Section 6, T12N, R6E, City of Baraboo, Sauk County, Wisconsin is hereby approved subject to the provisions of Wis. Stat. ch. 236, Baraboo Municipal Code ch. 18; and

THAT the Mayor and City Clerk are hereby authorized to sign the Final Plat of Greenfield Reserve subdivision

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 21-161** be approved-9 ayes

NEW BUSINESS – ORDINANCES – None.

ADMINISTRATOR AND COUNCIL COMMENTS

Ald. Thurow would like to thank the Public Works Department for keeping the roads open during today's storm.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** January, 2022 – Fire Dept., Building Inspection, and Treasurer
- **Minutes from the Following Meetings:**

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

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 January 25, 2022 and January 27, 2022. Motion carried unanimously. Moved by Petty, seconded by Kent to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council for approval of the accounts payable for **\$716,644.68**. Motion carried unanimously.
- b) **Fire Dept. MOU** – Fire Chief Stieve noted that this agreement was previously signed in 2020. In order to take advantage of the increased fire department pay rate from \$12.25 to \$15 per hour, this agreement must be approved and signed. They elect to get paid on initial response and also extended response, or mutual aid, and they are able to bill on both the personnel that work on the scene as well as the apparatus. Moved by Petty, seconded by Kent to recommend to Common Council to authorize the City Administrator and Fire Chief to sign the Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression services with the Wisconsin Department of natural Resources. Motion carried unanimously.
- c) **Fire/EMS Operations** – Fire Chief Stieve explained that this is the same company that just completed the Fire/EMS Consolidation Report and as part of their recommendation is the strategic plan. This provides the road map to develop and achieve what we want to do as a joint district, sets up our expanded goals and objectives. The money to pay for this will come from the remaining money from the fire station remodel. Adm. Bradley noted that based on input from staff, this will cover what it's going to look like. Not necessarily a discussion of ownership, but how does the organization look. Moved by Kent, seconded by Petty to recommend to Common Council to authorize the City Administrator and City Clerk to sign the Proposal for Standard of Cover and Strategic Plan for Baraboo Fire Department and Baraboo District Ambulance Service by the Center for Public Safety Management, LLC in the amount of \$31,500. Motion carried unanimously.
- d) **CPSM Recommendation** – Fire Chief Stieve explained that the Consolidation Report recommends full consolidation but before we can do this, we have to create the necessary governance documents. A lot of this will be going on in the background between attorneys and staff; it will then be brought back to committee for vetting. Adm. Bradley explained how the levy category will work for the district, with the costs remaining the same. The benefit to the City is that we are no longer limited to the net new growth. Membership will be based on value we are contributing; the City will continue to be majority on the Board. Anyone that no longer wishes to be a member of the district can still be a contracted service, invoiced for the services they receive. Moved by Petty, second by Kent to recommend to Common Council to authorize the Council President, Public Safety Committee Chair, City Administrator and Fire Chief to work with a subcommittee of the Baraboo Ambulance Commission and the BDAS Chief to create the necessary governance documents to form the consolidated Fire/EMS District. Motion carried unanimously.
- e) **Fire/EMS Station** - Fire Chief Stieve noted that back in 2019 we went through the process of interviewing several firms for the design and construction of the Fire/EMS Station selecting the team of MSA Professional Services and CR Architecture + Design. Since the Consolidation Report has been completed, two architects from the original selected firm of CR Architecture + Design have left. Because of this, MSA is terminating the agreement with the City and so we need to go back out and look for a new firm to design the Fire/EMS Station. Because some things have been finalized since the original RFP's were sent out, there will be minor updates to the original proposal. With design services it does not have to be low bidder; a firms qualifications will be taken into consideration as well. Motion by Petty, seconded by Kent to recommend to Common Council to authorize the City Administrator and City Staff to revise and release Request for Proposal for design and construction of a new Fire/EMS Station and work with selected Common Council Members, City Staff, Baraboo District Ambulance Commission member(s) and Chief to interview, select and bring forth a qualified firm for design and construction services for a new Fire/EMS Station for approval. Motion carried unanimously.
- f) **DOT STH 33 Reconstruction Project** – T. Pinion explained that with the Hwy 33 reconstruction, the state has already produced the Nominal Parcel Payment report. They hired a real estate right-of-way acquisition consultant to perform this on behalf of the DOT. Because it's a connecting highway, the City has to give its consent. There are approximately 70 or 80 parcels where we have to acquire predominantly temporary limited easement. Based on appraisals, compensation is negotiated. Once the dollar amounts are negotiated and agreed upon, the approved document is sent to the City for approval. Periodically we submit our report to the state and they will reimburse us 100% of the cost that we've expended. Moved by Kent, seconded by Petty to authorize the City Engineer to sign the documents for all necessary real-estate acquisitions for the DOT's STH 33 Reconstruction Project. Motion carried unanimously.

Informational Items

- a) **Kwik Trip Fuel cards**
Adm. Bradley explained that we have asked the local vendors what they could offer if we were to go to their fuel cards. We received bids from Kwik Trip, BP, and WEX. Based on pricing, options available for reporting, and other available perks, staff has decided to go with Kwik Trip for city fuel cards.
- b) **2022 Debt Considerations**

Adm. Bradley presented what we are seeing for potential debt for this year. The only thing we are positive we are issuing bonds for is the \$1.5M for streets. Other items include Campus upgrades, the fire station, the Jackson Property, the library project, and TID 8.

Adjournment – Moved by Petty, seconded by Kent and carried to adjourn at 7:34pm.

Administrative Committee

December 6, 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; City Administrator, Casey Bradley
 Citizen Present: Debbie Zirzow, Rick Eilertson

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 November 1, 2021 minutes. Motion carried unanimously.

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

Consider Debbie Zirzow's request for Excessive Household Animals

Chief Schauf noted that the police department has had contact with Debbie regarding the barking dogs. In her request to the committee, she does explain that they have purchased "bark boxes" to help control the barking. Chief Schauf would like to see her aggressively stay in front of the barking. No other complaints have been received. Motion by Thurow, seconded by Kierzek to approve and recommend to Council Debbie Zirzow's request for Excessive Household Animals. Motion carried unanimously.

Consider the Operator's License for Brittance Leverenz

Chief Schauf explained that this license is being referred to the Administrative Committee following a denial by City staff to issue to the license. This license was denied by Chief Schauf due to pending felony drug charge and two misdemeanor drug charges. Chief Schauf advised that if the committee decides to grant the license, they consider a Conditional Operator's License. Clerk Zeman noted that Ms. Leverenz had requested her application be reviewed by the Administrative Committee; she is not in attendance at today's meeting. Ald. Kierzek requested we follow up with Columbia County regarding the charges. Chief Schauf is not sure what they will share because the case is currently pending but will follow up. Once Ms. Leverenz's case is settled, she can apply again. Motion by Thurow, seconded by Ellington to recommend to Council denying the Operator's License for Brittance Leverenz. Motion carried 2 ayes, 1 nay (Kierzek)

Consider amending §12.05(2), Special Event License

Clerk Zeman explained that there have been some issues with Special Event applications. There are some downtown businesses are concerned because they are not being notified of street closures due to Special Event. This amendment will require a detailed map to assist city staff in the setup for the event, and will also require businesses and tenants be notified of public right-of-way closures. Chief Schauf also added that this will allow us to get a little better with consistency, both internally and what is required of the applicants. It also increases the safety of all events that request closure of public right-of-way. Clerk Zeman will send the proposed changes to recent applicants of the Special Event permit to make them aware of the changes and notify them it will come before Council on December 14th. Motion by Kierzek, seconded by Thurow to approve and recommend to Council amending §12.05(2), Special Event License. Motion carried unanimously.

Consider amending §29.11(1), number of cats and dogs allowed per household

Chief Schauf noted that this was brought to the committee because of the number of requests received. Per the discussion at the last Administrative Committee, the code was amended to allow for 3 dogs or 3 cats, for a total of 4 animals. This was presented to animal control officers and they have no issues with the changes. Motion by Thurow, seconded by Kierzek to approve and recommend to Council amending §29.11(1), number of cats and dogs allowed per household. Motion carried unanimously.

Discussion Items: None.

Informational Items

The next meeting will be Monday, January 3, 2022 at 8:00AM.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried.

Administrative Committee

January 3, 2022

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; City Administrator, Casey Bradley

Citizen Present:

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

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

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

Action Items:

Consider amending §29.11(1), number of cats and dogs allowed per household

The Committee reviewed the discussion from the prior meeting to understand the amendment before them. Chief Schauf noted again that this concept was presented to animal control officers and they have no issues with the changes to three (3) dogs or three (3) cats not to exceed four (4) total pets. The committee also agreed to have Clerk Zeman remove section §29.11(3)(b) since it repeats section §29.11(1).

Motion by Thurow, seconded by Kierzek to approve and recommend to Council amending §29.11(1) and §29.11(3)(b), number of cats and dogs allowed per household. Motion carried unanimously.

Discussion Items: None.

Informational Items

The next meeting will be Monday, February 7, 2022 at 8:00AM.

Motion to adjourn by Ellington, seconded by Kierzek and unanimously carried.

Minutes of the Public Safety Committee Meeting

November 22, 2021

Members Present: Phil Wedekind, Tom Kolb and Mike Plautz. **Others Present:** Tom Pinion, Mark Schauf, Tony Gilman, Wade Peterson, Robert Haggard, Craig Reppenbaugh, and Bill Towing.

Call to Order - Committee Tom Kolb called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Wedekind, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Wedekind, seconded by Plautz to approve the minutes of the October 11, 2021 meeting. Motion carried unanimously. Kolb requested that item f be moved to the top of the action items.

Public Invited To Speak (*Any citizen has the right to speak on any item of business that is on the agenda for this meeting if recognized by the presiding officer.*) – There were no speakers.

Action Items

- f. Consideration of Vehicle and Equipment Towing Proposals for 2022/2023/2024 – Craig Reppenbaugh presented his proposal to the Committee. Bill of Bill's Towing addressed the Committee, thanking the City for 20 plus years of service with them. He then went through the many things his company has done for the City and the community. Chief Schauf stated that both companies could do what the City need them to do. It was moved by Plautz, seconded by Wedekind to recommend the Craig's Towing for Vehicle and Equipment Towing for 2022/2023/2024. Motion carried unanimously.
- a. Review Bid Tabulation for the CTH A Elevated Reservoir Rehabilitation Project and recommend award of contract – Peterson presented the background to the Committee. He state that seven very qualified companies submitted proposals. He said L United was the low bidder, \$448,300 base bid, \$33,580 Alt. Items for a total bid of \$481.880. He said LC United is the same company that painted the Mine Street tower in 2015. It was moved by Wedekind, seconded by Plautz to recommend awarding the contract for the CTH A Elevated Reservoir to LC United for \$481.880. Motion carried unanimously.
- b. Review and recommend approval of the revised Sanitary Sewer rate structure for 2022 – Peterson presented the background to the Committee. He state that Baker Tilley suggested that trying to move more of the flow based charges over to fixed-based charges. He said in 2022 they are looking to move 6% over to the fixed base charge and equally to make it the same dollar amount it would drop the per 1000 gallons \$.03. He said that will be some customer see a slight increase and some that will see a decrease; however, it will be very minimal either way. It was moved by Wedekind, seconded by Plautz to recommend approval of the revised Sanitary Sewer rate structure for 2022. Motion carried unanimously.
- c. Consider request from Robert & Cynthia Haggard for a second driveway on Lincoln Avenue side of their existing duplex at 1320 Lincoln Avenue – Pinion presented the background for this item. Robert Haggard addressed the Committee. It was moved by Wedekind, seconded by Plautz to approve the request for a second driveway on Lincoln Avenue as requested. Motion carried unanimously.

- d. Consideration of Wisconsin DNR's Request for Permission to Access public right-of-way for installation of additional monitoring wells and soil gas probes, in the area bounded by Birch on the west, 7th on the north, East on the east and 4th on the south, for an ongoing Site Investigation of a known existing contamination source – Pinion presented the background in this matter. He said the site of the source is the former Circus City Cleaners and that property owner has fulfilled his obligation to complete his portion of the investigation. It was moved by Wedekind, seconded by Plautz to approve the DNR's request as presented. Motion carried unanimously.
- e. Review and recommendation to forward a Preliminary Resolution Declaring Intent to Levy Special Assessments for Sidewalk and Curb & Gutter as part of the planned 2022 Street Improvement Projects – Pinion presented the background for this item. This would address both new curb and gutter and new sidewalk. Pinion said that this would affected approximately 30 properties. It was moved by Wedekind, seconded by Plautz to forward the Preliminary Resolution Declare Intent to Levy Special Assessments for Sidewalk & Curb & Gutter for the 2022 Street Improvement Projects with a positive recommendation. Motion carried unanimously.
- f. Review and approval of monthly Billing Adjustments/Credit for Sewer and Water Customers for October 2021 – It was moved by Wedekind, seconded by Plautz to approve the monthly Billing Adjustments/Credit for October 2021 as presented. Motion carried unanimously.

Information Items – No information items.

Reports

- a. Utility Superintendent's Report
- i. Staffing Updates – No report.
 - ii. Project Updates – He said that the Utilities placed \$12,565 on the City's tax roll. In 2020, it was \$19,432. Peterson said in regards to the Lead Service Program, he said that there are approximately 649 lead or iron pipe services on the City side, and 589 on the homeowner's side. He said that the DNR has not opened up the application form to apply for Private-side replacement program. It is scheduled to open in December and deadline is January 18. He said that the program will be open to more utilities and they have changed the scoring of the applications. He said that one place that the Utility could get more points, is by creating an ordinance that makes it mandatory for the property owner to replace their led service. Peterson said that the crew has been hauling Bio-solids and finished today. He said that the water utility crew has finished flushing dead-end fire hydrants, and the contractor completed the painting of 70 fire hydrants. Peterson said that the complaints on water rate increases were not as bad as expected. Peterson said that he would like the Committee to think about starting a policy that allows the Utility to charge MATC and FD/townships for water usage.
 - iii. West Baraboo Water & Sewer Agreements update – Peterson said that the Mayor has decided to resurrect negotiations with West Baraboo on behalf of the Water Agreement. He said during that discussion it was also discussed updating the sewer agreement. He stated that the Attorney said that the agreement was extremely outdated; they have changed the format, added definitions, and added final touches and will be sending it to West Baraboo's Attorney for review. He said that one thing left on the water agreement has always been funds, or being compensated for benefit. He said that Administrator Bradley has come up with a formula, instead of charging a flat fee, that we charge according to some depreciation of future infrastructure.
- b. Street Superintendent's Report
- i. Staffing Updates – Nothing to report.
 - ii. Activity Report – Gilman stated that a couple No Parking areas requested to be striped prior to the snow falling; however, he has not been able to get any yellow traffic paint from vendors. He said street sweeping is happening daily, and as much as possible following the leaf vac. Leaf pickup is in full swing. He said one leaf vac is down at this time, and the department demo'd/rented a leaf vac unit that the department is set to purchase next year. He said that it is a rider unit with a joystick control Gilman said that October was the last month for "monthly brush pickup" for 2021. He said until April of 2022 brush pickup will take place on an as requested basis, or on occasion while tree trimming is taking place in certain areas of the City. He said that 725 tons of salt sand was hauled in on 11/10. Salt is in storage and there is approximately 1000 tons reserved for our needs. Gilman said that a trammel screen was rented for an entire month at a cost of \$6,000 for the compost site. He said with the yard waste and leaf collection program, we were able to create approximately 4000 cubic yard of topsoil/compost and 1000 cubic yards of clean fill sand.
 - iii. Project Updates – Gilman said Ott Lane/Jefferson was regraded and asphalt replaced on 11/12. He said both intersections scheduled for 2021 were completed.
 - iv. Information Items – Gilman said he has quotes for equipment next year, two skid steers, and a compact loader. Bobcat notified him that effective immediately there would be a 10% increase on all Bobcat equipment. He said the increase equates to \$11,000. Gilman stated that the increase would likely force the City to re-quote the items scheduled for replacement from other manufacturers.
- c. Police Chief's Report
- i. Staffing Update – Nothing to report.
 - ii. Case Response Update – Schauf said that the reports are in the Committee's packet for the last two months. He said that he would like to clarify one point that was brought up in the Police & Fire Commission meeting, because there are three reports there is at least two places where there is a notation of traffic citations and they are different

numbers. Schauf gave the Committee a detailed explanation for the difference. Schauf commented on the email received regarding his response, which was posted to Facebook after a student at the high school had an encounter to the school resource officer. He said the holiday light parade went very well and was well attended. Schauf said that they area already taking steps to improve safety to avoid a tragedy like what happened in Waukesha.

- d. Fire Chief's Report
 - i. Monthly Incident Report – Stieve said the monthly report would be in the Committee’s Council packet.
 - ii. Operations Study Update – Stieve said the consultants were in town a couple of weeks ago and there was some good conversation. He said that the report draft should be coming out soon.
 - iii. Staffing updates – Stieve said staffing is still at 34 with one on military leave. He said one is being interviewed tomorrow and one is testing today.

AJOURNMENT – It was moved by Wedekind, seconded by Plautz to adjourn at 2:01 p.m. Motion carried.

BID Appearances Meeting Minutes

March 25, 2021

Meeting called to order at 8:40 at Bekah Kate's, 117 3rd St
 Roll Call: present in-person B.Stelling, remote S. Ramsey, in-person S. Fay
 Adopt Agenda: Motion by Fay 2nd by Ramsey

OLD BUSINESS

- Compensate Morgan McArthur for painting he did on Sleigh
 Discussion resulted in a motion to pay \$150 to Baraboo Public Art, a donation from Morgan McArthur in lieu of payment for painting done to Santa’s sleigh on the courthouse lawn. Motion by Fay and 2nd by Ramsey
- Review 2020 purchases and results- Bekah went over her 2020 annual report given to Fay

NEW BUSINESS

- I. Reviewed RFP plans for downtown 2021-22.
 - Containers will all continue to be done by Amy Schertz. Bekah will have Amy sign a new contract for 21-22. Budget to remain the same for all of the planters.
 - Summer Hanging Baskets will be watered again in 2021 by Willie Deppe, Discussed new contract and budget, Bekah will have Willie sign new contract
 - Hanging baskets will be planted at Landscape Techniques, we will need to get a new RFP because the last one was based on an 18in basket and the new ones to be purchased will be 20in.
 - Bekah proposed selling the old baskets and putting money back to our BID budget.
 - Need to purchase new hanging baskets. Bekah presented options for purchasing new hanging baskets and the decision was made to purchase at wholesale through Kinsman so we can get wholesale pricing and free shipping if Bekah orders through Bekah Kate’s. Motion made by Fay , 2nd by Ramsey.
 - Pole Decor for the holidays - this item was tabled because it needs further discussion with the boy scouts. We aren’t very happy with the quality of the greens provided. They seem to dry out every year early.

Motion to adjourn Fay , 2nd by Stelling at 9:23am

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

September 14, 2021 Members Present: T. Wickus, , S. Bruncker, 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 (BID)

9-22-2021

The meeting was called to order at 9:06am by Fay. In attendance was Andrew Adams and Sarah Fay. Absent was Mike Yount.

Approval of minutes from May 5th 2021 meeting: Motion by Adams. Second by Fay. Motion carried

Adoption of agenda: Motion by Adams. Second by Fay. Motion carried

Discussion:

Reviewed, created and approved the 2022 Budget of \$1500.00

Spring/Fall Weed control: \$1500.00

Two pictures were presented of the Coffee Bean Connection parking lot medium. Discussion was held regarding how to improve the medium in the lot. Suggestions included contacting a landscaping company to make recommendations. Making a public garden for a group to maintain or just filling with weed control fabric and putting in decorative rock

Weed Control:

Spring 2022 – Create new RFP

Motion to adjourn was made at 9:27 by Fay. Second by Adams. Motion carried

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

Feb 10, 2022 Members Present: T. Wickus, B. Stelling, S. Fay, S. Brunker

Member Absent: B. McDaniel

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:38 A.M., and noted compliance with the Open Meeting Law.

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

Old Business: The committee identified that approximately \$8,000.00 in unused funds from Promotions in 2021 went into the reserve fund

New Business:

Moved by Stelling seconded by Fay, and unanimously carried to place an ad in the 2022 Devils Lake Guide Book Price:\$1,250.00 & Devils Lake Map price: \$550.00 plus design fees for both.

Reviewed Southwest map ad proposal: committee requested more information

Moved by Stelling seconded by Fay, and unanimously carried to create a contract offer for the Farmers' Market Manager Position to Kate Pettit in the amount of \$1,500.00

The committee members will gather ideas for marketing in 2022

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

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

Plan Commission.....11-16-2021	UW Campus.....1-20-2022
Bicycle Advisory Committee.....11-17-2021	Park & Recreation.....1-10-2022

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

ADJOURNMENT

Moved by Petty, seconded by Kolb, and carried on voice vote, that the meeting adjourn at 7:41pm.