

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

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent: Kent

Others Present: Chief Schauf, Clerk Zeman, Adm. Bradley, P. Cannon, K. Stieve, T. Pinion, Rob Nelson, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Wedekind and carried to approve the minutes of January 26, 2021.

Moved by Petty, seconded by Ellington and carried to approve the amended agenda removing CA-4, the reappointments of Dean Skare and Joan Fordham to the Community Development Authority (CDA) Board.

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 General Development Plan for Steps 3 and 4 of the PUD process to allow Andrew Clark and Amanda Ivy to convert a portion of the existing church building at 620 S Parkway to a small community center type of use to host a variety of instructional classes and entertainment events in an R-1A Single-Family Residential zoning district.

No one spoke and the Mayor closed the Public Hearing.

PUBLIC INVITED TO SPEAK

Tom Kriegel, E13049 County Hwy W spoke regarding his concern with the Baraboo Police Department conducting routine traffic stops without wearing masks in response to the COVID-19 threat. The leading medical experts have advised us all use masks & social distancing as our best defense against the virus. Safety is the absence of illness, injury, and even death. As of today, about 475,000 people have lost their life from COVID and is the 3rd leading cause of death in 2020. He feels it is time the Baraboo Police Department places a greater emphasis on what the real meaning of safety is and start following the mask wearing recommendation.

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. 20-165

THAT the Accounts Payable, in the amount of \$841,279.40 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 20-166

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

THAT the "Schedule for Successor of Agent" submitted by Al Ringling Theatre Friends appointing Dr. Thomas F. McEvelly as the new agent be approved. The City Clerk is authorized to re-issue the liquor license for Al Ringling Theatre Friends including Dr. Thomas F. McEvelly as the agent.

Resolution No. 20-167

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

WHEREAS, for the reasons stated below, the following accounts receivable balances are written off in the amount of **\$2,964.58**:

<u>Name</u>	<u>Tax Year</u>	<u>Amount</u>	<u>Reason</u>
Mitchell, Elizabeth	2015	\$ 326.24	State Debt Collection determined uncollectible
Stoll, Jessie	2013	\$ 286.23	State Debt Collection determined uncollectible
Brown, Gregory	2013	\$ 71.17	State Debt Collection determined uncollectible
Forbes, Scott	2016	\$ 333.67	State Debt Collection determined uncollectible
Poppo, Jonathan	2014	\$ 199.00	State Debt Collection determined uncollectible
Davis, Nicholas	2014	\$ 288.85	State Debt Collection determined uncollectible
Wright, Cory	2014	\$ 132.75	State Debt Collection determined uncollectible
Paukstat, Sara	2015	\$ 264.89	State Debt Collection determined uncollectible
Singleton, Oteria	2015	\$ 264.89	State Debt Collection determined uncollectible
Griffiths, Jesse	2014	\$ 264.89	State Debt Collection determined uncollectible
Gist, Joe	2012	\$ 532.00	State Debt Collection determined uncollectible
Total		<u>\$ 2,964.58</u>	

NOW, THEREFORE, BE IT RESOLVED, that the above referenced delinquent accounts be hereby written off, thus removed from, or netted against, receivables.

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

NEW BUSINESS - RESOLUTIONS

Resolution No. 20-168

Whereas, the City has begun a remodeling and expansion of the existing library;

Whereas, the City has directed the Community Development Authority (CDA) to own the facility and to lease the facility to the City for its use;

Whereas, the CDA has submitted an application to the United States Department of Agriculture-Rural Development (USDA-RD) to obtain a long term (40 year) loan for this project;

Whereas, one of the requirements set forth by USDA-RD is that a segregated checking account be established;

Whereas, it is the policy of the City of Baraboo to have all Checking Accounts formally established by the City Council;

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

THAT the Community Development Authority is authorized to establish a new checking account at Baraboo State Bank for this project.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 20-168** be approved-8 ayes.

Resolution No. 20-169

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 Diane Gritton allowing her to keep three cats in

her residence until one of the three cats passes, after which time she will be allowed to keep no more than two cats in her residence. The exemption also requires Ms. Gritton to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three cats are kept in her residence.

Moved by Thurow, seconded by Kolb and carried that **Resolution No. 20-169** be approved-8 ayes.

Resolution No. 20-170

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

WHEREAS, the Common Council has reviewed the reports and recommendations of Police Chief Schauf and the City's Administrative Committee regarding the June 15, 2020, Tavern Operator License application filed with the City by Tyler Lyle, and

WHEREAS, Tyler Lyle was notified to appear at the February 9, 2021, Council meeting and was given an opportunity to speak to the Council on his behalf regarding his appeal request.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council approves Tyler Lyle's Conditional Tavern Operator License.

Moved by Ellington, seconded by Sloan and carried that **Resolution No. 20-170** be approved-8 ayes.

NEW BUSINESS - ORDINANCES

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2568** revising the Official Traffic Map, to provide for a parking stall to be used by persons with a disability that limits or impairs the ability to walk in front of the Freedom of Christ Church at 409 4th Street.

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

1. Section 7.02(2)(b)2, the Official Traffic Map, is revised to provide that there shall be a parking stalls marked for use by persons with a disability that limits or impairs the ability to walk at the following locations:

A parallel parking stall on the north side of 4th Street, the east side of which to be located approximately 320' east of the easterly right-of-way of Barker Street.

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

Moved by Wedekind, seconded by Sloan and carried unanimously to approve the 1st reading of **Ordinance No. 2569** amending Section 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 Developments. The following Planned Unit Developments are

approved and incorporated into the zoning map: 2021-01.

2. The attached General Development Plan/Specific Implementation Plan is approved as Planned Unit Development 2021-01.

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

CLOSED SESSION

Moved by Wedekind, seconded by Petty to go into Closed Session. The Mayor announced that the Council will go into Closed Session pursuant to §§19.85(1)(c) Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Re: Internal investigation into alleged employee misconduct)

Council Members Present: Wedekind, Kolb, Plautz, Petty, Ellington, Sloan, Kierzek, Thurow
Council Members Absent: Kent
Others Present: Mayor Palm, Adm. Bradley, Chief Stieve, Chief Schauf, Clerk Zeman

OPEN SESSION

Moved by Petty, seconded by Thurow to return to Open Session. The Mayor announced that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

ADMINISTRATOR AND COUNCIL COMMENTS

Mayor Palm commended the Public Works Dept., the Police Dept. and everyone else that has been working diligently to keep our roads open.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

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

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

January 26, 2021

Members Present: Petty, Sloan, Kent

Absent:

Others Present: Mayor Palm, Adm. Bradley, Clerk Zeman, C. Haggard, K. Stieve, T. Pinion, Rob Nelson

Call to Order –Ald. Petty called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of January 12, 2021. Motion carried unanimously. Moved by Sloan, seconded by Kent to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$1,172,302.54**. Motion carried unanimously.

Ald. Petty made a recommendation to the Committee that an Administrative Review, to include Adm. Bradley and Ald. Petty, be done to obtain some additional information regarding the recommendations that resulted from the Police Chief investigation.

- b) **EDA Grant** – Adm. Bradley noted that this grant has been approved; however, not at the amount requested. We had originally budgeted for a \$35,000 commitment at 20% of the project cost. The grant has been awarded with a City commitment of \$45,000, 30% project cost. No budget amendments are needed as this will be a TIF related expense. Motion by Sloan, seconded by Kent to recommend to Council authorizing Patrick Cannon to sign and submit the EDA Grant application materials committing the City of Baraboo to 30% local match requirement. Motion carried unanimously.

- c) **Ambulance Agreement** – Adm. Bradley explained that we have met with the Baraboo District Ambulance (BDAS) Transition Committee who raised some concerns regarding the remarks made with past audits. There is some concern that nothing has been done regarding these remarks and question if these issues are being addressed. City Finance Director Haggard will be reviewing their financials and all current policies and procedures. A report will be provided to the BDAS Commission by a soft completion date of March 15th. There will be no cost reimbursement. Moved by Sloan, seconded by Kent to recommend to Council the agreement with BDAS to conduct a review of the internal controls of the BDAS. Motion carried unanimously.
- d) **Fire Dept. Agreement** – Fire Chief Stieve explained that this is an emergency management type exercise for the Dells/Delton area. This training allows for participants to experience real life multi-agency situations where they will have to apply emergency response plans, other operational procedures, etc. The department is looking to send 4 or 5 fire personnel to this training and the only cost to the City will be the fire training wages. Moved by Sloan, seconded by Kent to recommend to Council approving the fire department personnel to participate in the Dells/Delton Area Response Exercise Series (DARES) training. Motion carried unanimously.
- e) **City Employee COVID-19 Policy Revision** – Adm. Bradley explained that we recently learned Municipal Government agencies are not allowed to take the wage credits for COVID leave time. Because of this, we have amended the policy to include 10 days of temporary COVID leave which will allow time for employee testing and if positive results, the quarantine period. The City will not be reimbursed for these wages. Moved by Sloan, seconded by Kent to recommend to Council approval of the proposed revisions to the City's Employee COVID-19 Policy. Motion carried unanimously.

Information Items

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:43pm.

Minutes of the Public Safety Committee Meeting

November 2, 2020

Members Present: Phil Wedekind and Tom Kolb, and Mike Plautz. **Others Present:** Mike Palm, Rob Sinden, Kevin Stieve, Emily Truman, Tom Pinion, Wade Peterson, and Tony Gilman.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 2:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Plautz to approve the minutes of the October 5, 2020 meeting. Motion carried unanimously.

Action Items

- a. Review Bid Tabulation for Fire Department Alteration Project and recommend award of a contract – The Committee reviewed the six bids received for the Fire Department Alteration Projects. It was moved by Kolb, seconded by Plautz to recommend awarding the contract to Joe Daniels Construction Company, Inc. for Option #2, (12-foot OH door) for \$74,840.00. Motion carried unanimously.
- b. Consider revising Section 7.09(s) of the Municipal Code of Ordinances to add a No Parking on both sides of Algonquin Drive from Draper Street east approximately 200 feet – Pinion said that the west end of Algonquin Drive is usually parked bumper to bumper on school days, especially during both the morning and afternoon rush hours. He said that the parking is contributes to the traffic congestion at this intersection and compromises visibility as well as pedestrian safety. He said that the residents in the immediate vicinity strongly support a parking restriction. It was moved by Kolb, seconded by Plautz to revise Section 7.09(2) to add No Parking on both sides of Algonquin Drive from Draper Street east approximately 200 feet. Motion carried unanimously.
- c. Consider revising Section 7.09(2) of the Municipal Code of Ordinances to add a no Parking on the west side of West Street from a point 150' north of 4th Avenue to a point 205' north of 4th Avenue, a distance of approximately 55' – Pinion said that the west side of West Street, across from the alley between 4th and 5th Avenue, is routinely parked with cars both sides of the street directly across from the alley and north of it. He said that creates an extremely “tight quarters” for the refuse and recycling trucks, as well as the snowplows. It was moved by Plautz seconded by Kolb, to revise Section 7.09(2) to add No Parking on both sides of West Street from a point 150' north of 4th Avenue to a point 205' north of 4th Avenue, a distance of approximately 55 feet. Motion carried unanimously.
- d. Discussion of Budgeted Capital Projects for 2021– Pinion presented a map showing the street reconstruction and new sidewalk projects that are planned 2021 for the Committee's review and comment. Proposed street reconstruction is 7th Street, between Oak and Ash, and 4th Avenue, between Summit and West. Proposed new sidewalk projects for 2021 are Camp Street from alley between 4th and 5th to 5th Street, Remington Street, between 2nd and 4th Streets, and 3rd Street, between Remington and Jefferson. The Committee voted unanimously in favor of the street reconstruction and new sidewalk projects for 2021 as shown.
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for October, 2020 – It was moved by Kolb, seconded by Plautz to approval the monthly Billing Adjustments/Credits for Sewer and Water Customers for October, 2020. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Nothing to report.
- b. Street Superintendent's Report

- i. Staffing Updates – No new staffing. DPW is continuing with a split shift until it is felt that the COVID situation has quelled to the point that the department can safely resume previous daily work schedule. Due to darkness extending further into the morning hours, shifts have been altered to a later start time. Employees are doing a very good job self-monitoring, following our COVID-19 policy, and being mindful of the impact a positive case could have to the department.
 - ii. Equipment Updates – Gilman said that as approved at the 10/27 City Council meeting, the City now owns a Snap-on Prolink Edge Heavy Truck and Equipment Scanner. He said the scanner is capable of scanning almost all vehicles and equipment owned by the City. He thanked the Committee for supporting the purchase.
 - iii. Monthly Report on Public Works Department – Gilman said the crews have completed the scheduled repairs to the inside lanes of 8th Street/Hwy. 33. He said the crew has completed the retaining wall rebuild on 10th Avenue. He last scheduled monthly brush pickup for 2020 has been completed. November 1st marks the closure of the Briar Street Brush Drop-off Site, and as advertised, the crew will continue to pick-up resident brush on an “as requested basis as time and weather permit. He said leaf pickup has been progressing and will continue through November 20th. He said that crews are hauling in salt/sand for the 2020-2021 season. He said that the department would begin the season with approximately 1000 tons of salt/sand and 500 tons of salt. He said there is approximately 1200 tons of salt available for the season. Gilman presented the committee with the 2020 Recycling Excellence Award that the City received from the Wisconsin DNR.
- c. Acting Police Chief's Report
- i. Update on COVID 19 police response – Interim Chief Sinden discussed some protocols on how officers are modifying ways they respond to calls for service. These modifications (response via telephone, masking procedures, squad sanitizing, etc.) are required to assure the safety of both the public and police. He explained that police are not always able to mask 100% of the time due to emergencies, etc.
 - ii. Staffing Update – Interim Chief Sinden detailed that Police Department Patrol staffing has recently been filled via the hire of Officer Nick Smith who will be in the Field Training Program for approximately 14 weeks. Sinden explained that the Police Department remains short one Detective and one Administrative Assistant.
 - iii. Case/Response Update – Sinden then detailed that Chapter 51 (Emergency Mental Health Detentions) have started to increase due to the Holidays; however, that is an expected increase annually.
- d. Fire Chief's Report
- i. Monthly Incident Report – Stieve stated that the Monthly Incident Report would be included in the Council packet for review.
 - ii. Building Remodel Update – Stieve presented the Mechanical, Electrical and Plumbing Quotes for the Alteration of the Baraboo Fire Department to the Committee.
 - iii. Staffing Update – No staffing to report.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:44 p.m. Motion carried.

Administrative Committee

January 4, 2021

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow

Absent: None

Also Present: City Administrator, Casey Bradley; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Clerk, Brenda Zeman; Parks and Recs Director, Mike Hardy

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 to approve the December 3, 2020 minutes, seconded by Kierzek and unanimously carried.

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

General inquiry from Ellington about the status of recreational vehicle storage and expressed the need to discuss this item further at the next meeting.

Consider Request for Excessive Household Animals – Abey Nova

Motion to approve the request for excessive household animals for Abey Nova by Kierzek, seconded by Thurow and unanimously carried.

Discussion item about allowing ducks (Continued from December 3rd)

Hardy referenced information provided from the Zoo staff, who manage the animals within the fence. Ducks outside the fence are a Community Officer's concern. For the Zoo, birds are kept in separate enclosures to prevent the spread of disease. Water access is important all year round. Aside from that, it's more of a USDA concern. As of late, the USDA doesn't have a big involvement in the monitoring of fowl. However, the USDA may have guidelines in the near future. Hardy and his staff recommend following the USDA guidelines.

With all the challenges in keeping ducks, Kierzek was not in favor of having ducks within the City. Thurow concurred and added that things may change in the future with USDA guidelines coming out. The current climate does not support ducks. Schauf was asked his

opinion. Schauf introduced future consideration for citizens who want the ducks as just a pet versus a food source. Schauf recommended letting the current owner of the ducks keep them; he'd have the Community Service Officers monitor them.

Thurow made a motion to have the Community Service Officer monitor the ducks and that the current Ordinance remain unchanged, seconded by Kierzek and unanimously carried.

Member comments

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

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:16AM.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting Sept 10, 2020

Members Present: T. Wickus, B. Stelling, S. Fay, B. McDaniel

Member Absent: S. Brunker,

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:20 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Stelling seconded by Wickus, and unanimously carried to approve the minutes of the September 10, 2020 meeting.

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

Old Business: None

New Business:

Moved by Stelling seconded by McDaniel, and unanimously carried to approve the following 2020 promotions expenditures for the 2020 4th quarter season: \$1,000.00 Baraboo Broadcasting, \$2,000.00 Wisconsin Public Radio & request that the BID Board move \$3,000.00 from the line item/Christmas Light Parade to a social media marketing campaign to be administered by Downtown Baraboo, Inc.

Moved by McDaniel seconded by Fay, and unanimously carried to approve the agenda 2021 as Budget as listed below:

Downtown Baraboo Light Parade \$3,000.00

Downtown Baraboo Holiday Advertising \$2,000.00

Advertising DBI Event Coordinate Support \$3,000.00

Devil's Lake Advertising \$1,500.00

Farmer's Market \$2,000.00

Image Adv Campaign \$8,100.00

PROMOTIONS TOTAL \$19,600.00

Adjournment: Moved by Stelling, seconded by Fay and unanimously carried to adjourn at 9:35 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting Jan 27, 2021

Members Present: T. Wickus, B. Stelling, S. Fay, B. McDaniel, S. Brunker

Member Absent:

Call to Order: Chairman Wickus presided over the meeting, called it to order at 9:04 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Fay seconded by McDaniel, and unanimously carried to approve the minutes of the September 10, 2020 meeting.

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

Old Business: It was noted that the promotions committee would have an unspent balance of approximately \$2,000.00 from the 2020 budget. The committee chair will research on whether those funds can be carried over into the 2021 budget for promotions.

New Business:

Moved by Stelling seconded by McDaniel, and unanimously carried to approve placing an ad in the Devils Lake State Park Map (1 panel) for 2021. Ad cost \$550.00 plus design fees to be determined yet.

There was much discussion about the future structure of the Farmer's Market and it was agreed that the committee would meet in one week to start to create a plan moving forward in the absence of our long standing market manager who has just retired.

Adjournment: Moved by Fay, seconded by McDaniel and unanimously carried to adjourn at 9:55 A.M.

- **Copies of these meeting minutes are on file in the Clerk’s office:**
- Public Arts.....12-17-2020 Park & Recreation.....1-4-2021
- Airport.....12-16-2020 CDA.....1-5-2021
- Library.....12-8-2020, 12-15-2020
- Baraboo District Ambulance.....12-2-2020, 12-22-2020, 1-13-2021

- **Petitions & Correspondence Being Referred:** Correspondence related to allowing ATV Routes in the City of Baraboo

ADJOURNMENT

Moved by Ellington, seconded by Sloan, and carried on voice vote, that the meeting adjourn at 7:25pm.

Brenda Zeman, City Clerk