

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, June 14, 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, Clerk Zeman, Adm. Bradley, J. Ostrander, T. Pinion, Lt. LaBroschian, W. Peterson, K. Stieve, Eric Montie, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Kolb and carried to approve the minutes of May 24, 2022.

Moved by Petty, seconded by Wedekind to amend and approve the agenda, removing item NBR-8 approving the Cit's Title VI Nondiscrimination Plan & Shared Ride Safety Policy. Motion carried unanimously.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS** – None Scheduled.

**PUBLIC HEARINGS** – None Scheduled.

**PUBLIC INVITED TO SPEAK**

Eric Montie, 614 Ash Street, spoke against amending the parking restrictions on Ash Street. Mr. Montie noted that he had received many tickets for parking on Ash Street but never actually violated the 4-hr parking. After reviewing the ordinance, he does not feel they are within the snow removal district. He feels that amending the parking restrictions is a safety issue for his family with his soon to be four small children as they will now be forced to cross the street.

**MAYOR'S BUSINESS**

- The Mayor announced a vacancy on the Police and Fire Commission;
- The Mayor congratulated the following employees on their anniversaries:
  - ❖ Jessie Atkinson, 5 years as Finance Assistant-Accountant;
  - ❖ Tony Gilman, 5 years as Street Superintendent;
  - ❖ Lt. Ryan La Broschian, 20 years with the Baraboo Police Department;

Congratulations to you all!

- The Mayor read the following Proclamations:
  - National Pride Month
  - Big Top Parade and Circus Celebration

**CONSENT AGENDA**

**Resolution No. 22-43**

THAT the Accounts Payable, in the amount of \$1,364,711.77 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 22-44**

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

- Baraboo Theatre Guild, BTG's Big Top Gala, July 23, 2022

**Resolution No. 22-45**

THAT, Annette Crowder and Misty Muter be appointed to the Carnegie-Schadde Memorial Public Library Board effective July 1, 2022 and serving until June 30, 2025.

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

**NEW BUSINESS - RESOLUTIONS**

**Resolution No. 22-46**

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

That the three-year proposal from SeamlessDocs in the amount of \$4,244.62 per year, \$12,733.86 total, be approved.

Moved by Hazard, seconded by Kolb and carried that **Resolution No. 22-46** be approved-9 ayes.

**Resolution No. 22-47**

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

That the low bids of:

Dean Blum Excavating in the amount of **\$489,371.23** for PROPOSAL A:

- Reconstruction of approx. 650 feet of Oak Street from 6<sup>th</sup> St to 8<sup>th</sup> St
- Reconstruction of approx. 700 feet of Oak Street from 15 Ave to Madison Ave
- Pulverize and Overlay approx. 1,100 feet of Bascom Hill Drive from Draper St west.
- Installation of New Sidewalk at the following locations:
  - Mine Road (between Walnut St & Silver Dr.)
  - Silver Drive (between Mine Rd & Parkside Ave)
  - Badger Drive (from Hitchcock St to the east)
  - Russell Street (from Rachael Rd to Lynn Ave)

- And -

Dean Blum Excavating in the amount of **\$678,656.12** for PROPOSAL B:

- Reconstruction of approx. 2,250 feet of Elizabeth Street from 8<sup>th</sup> St to 14<sup>th</sup> St
- Reconstruction of approx. 325 feet of 4<sup>th</sup> Street from Elizabeth St to Camp St
- Reconstruction of approx. 450 feet of Angle Street from 5<sup>th</sup> Ave to 6<sup>th</sup> Ave

is hereby accepted and that the Mayor and City Clerk are hereby authorized to execute the respective Contracts.

Moved by Sloan, seconded by Thurow and carried that **Resolution No. 22-47-** be approved-9 ayes.

**Resolution No. 22-48**

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

THAT the application submitted by Los Sombreros Grill Restaurant LLC be referred back to the Administrative Committee for consideration of denial of the liquor license.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 22-48** be approved-9 ayes.

**Resolution No. 22-49**

**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 "A" FERMENTED MALT BEVERAGE**

Casey's General Store #1904, 801 S. Boulevard  
Las Milpas LLC, 603 8<sup>th</sup> Avenue

**CLASS "B" FERMENTED MALT BEVERAGE**

608 Axe Throwing LLC, 713 Broadway Street  
Driftless Glen Distillery, 300 Water Street  
Sauk County Agricultural Society, 700 Washington

**CLASS "A" OFF PREMISE LIQUOR CONSUMPTION/ON PREMISE WINE SAMPLES**

Bekah Kate's, 117 3<sup>rd</sup> St.

**"CLASS A" COMBINATION LIQUOR AND FERMENTED MALT BEVERAGE**

Barabrew Liquor, 503 South Boulevard  
Pierce's Express Market, 935 8<sup>th</sup> St.  
Get N Go, 325 South Blvd.  
Kwik Trip #657, 604 8<sup>th</sup> Street  
Kwik Trip #855, 1330 South Boulevard  
Turner BP, 413 State Hwy 136  
United Cooperative, 516 Ash St.  
Wal-Mart #1396, 920 Hwy 12

**CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS C" WINE**

Al Ringling Theatre, 136 4<sup>th</sup> Ave.  
Ben's Mama Mia's, 113 3<sup>rd</sup> Street  
Broadway Diner, 304 Broadway St.  
Four Star Family Restaurant, 1011 8<sup>th</sup> St.  
Ringling House B&B, 201 8<sup>th</sup> St.  
The Log Cabin Restaurant and Bakery, 1215 8<sup>th</sup> St.  
The Relish Tray Bistro & Speakeasy, 106 4<sup>th</sup> Ave.

**"CLASS B" COMBINATION LIQUOR AND FERMENTED MALT BEVERAGE**

Baraboo Arts, 202 East St.  
Baraboo Burger Company, 116 4<sup>th</sup> Ave.  
Baraboo Elks Club #688, 401 Oak St.  
Brothers on Oak, 412 Oak Street  
Bumps Bar, 109 Walnut St.  
Downtowner Bar & Grill, 130 3<sup>rd</sup> St.  
Fore Seasons Restaurant, 401 Mine Road  
Gem City Saloon, 124 Ash St.  
Jose's Authentic Mexican Restaurant, 825 8<sup>th</sup> St.  
Little Village Café, 146 4<sup>th</sup> Ave.  
Peking Buffet, 1204 8<sup>th</sup> St.  
Poor Richards Bar, 411 Oak St.  
Quindt's Towne Lounge Restaurant & Eating House., 441 South Blvd.  
Square Tavern, 124 4<sup>th</sup> Ave.  
Thunderbird Lanes, 1117 8<sup>th</sup> Street  
Zach's Bar, 126 4<sup>th</sup> Street

**"CLASS B" RESERVE COMBINATION LIQUOR AND FERMENTED MALT BEVERAGE**

Al Ringling Brewing Co., 623 Broadway  
Con Amici, 126 3<sup>rd</sup> St  
Las Milpas, 603 8<sup>th</sup> Ave, Suite A

**"CLASS B" WINE ONLY**

Von Klaus Winery, 133 Third Ave.

**"CLASS B" WINE ONLY AND CLASS "B" FERMENTED MALT BEVERAGE**

Balanced Rock Winery, 1065 Walnut Street

**CLASS "C" WINE**

Bekah Kate's , 117 3<sup>rd</sup> St.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 22-49** be approved-9 ayes.

**Resolution No. 22-50**

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

**WHEREAS**, the Common Council desire to take the steps necessary to create a park as proposed on the Baraboo River between Vine and Walnut Streets,

**WHEREAS**, this area has several areas that are remnants of the Alliant East contamination site and need to be mitigated for suitable public use,

**WHEREAS**, clean-up of these sites and creation of a park in this area will allow for residential and commercial development in the area,

**WHEREAS**, the acquisition of 103 and 105 Walnut is a critical first step in starting this process,

**NOW, THEREFORE BE IT RESOLVED**, the City Administrator is hereby authorized to enter into a purchase agreement with the owner and take the steps necessary to close on the property for \$200,000.

**BE IT FURTHER RESOLVED**, the City Administrator and City Engineer are hereby authorized to proceed with the steps necessary to facilitate removal of the properties and the relocation of the alley and creation of the river walk bike path as purposed, within the funds allocated in the May 24, 2022 bond authorization.

Moved by Thurow, seconded by Petty and carried that **Resolution No. 22-50** be approved-9 ayes.

**Resolution No. 22-51**

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

To approve the Professional Services Agreement with SEH, Inc. for the Lead Service Line Replacement project. The fee is based on an hourly rate, not to exceed \$9,800.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 22-51** be approved-9 ayes.

**Resolution No. 22-52**

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

That the City resolves to draw \$952,406.66 from the line of credit with the Baraboo State Bank on Wednesday June 15th, 2022.

Moved by Wedekind, seconded by Thurow and carried that Resolution No. 22-52 be approved-9 ayes

**Resolution No. 22-53**

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

The Common Council hereby authorizes the City Administrator and the City Clerk to execute the Development Agreement on behalf of the City with JDJE, LLC, for the purpose of constructing a new 97 Room Fairfield Hotel.

Moved by Ellington, seconded by Sloan and carried that Resolution No. 22-53 be approved-9 ayes

**Resolution No. 22-54**

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

The Common Council hereby authorizes the City Administrator and the City Clerk to execute the necessary lease agreements with Enterprise Fleet Management for a total of up to 47 fleet vehicles. If the prices change more than 5% before all leases are executed, the City Administrator will bring this back to council for further consideration.

Moved by Petty, seconded by Kolb and carried that Resolution No. 22-54 be approved-9 ayes

**Resolution No. 22-55**

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

That the following budget transfer amendment is authorizing the purchase of budget software “miBudget” as an addition to our CIVIC systems software suite. The Software Purchase Agreement is attached in the amount of \$5,875. The monetary transfer is excess budget from Public Works and Engineering savings in salaries and wages due to unfilled positions.

Account Number	Department	Budget	Debit/(Credit)	Amended Budget	Balance YTD
100-30-53100-120-000	General Fund - Mapping & Engineering Support - Engineering Wages	86,590.00	(2,937.50)	83,652.50	7,247.31
100-31-53230-120-000	General Fund - PW Operations - Street Department Wages	201,883.00	(2,937.50)	198,945.50	72,149.20
100-11-51500-250-000	General Fund - Finance - Finance Repair Main Serv Equip	17,000.00	5,875.00	22,875.00	14,790.11

Moved by Sloan, seconded by Ellington and carried that Resolution No. 22-55 be approved-9 ayes

**NEW BUSINESS – ORDINANCES**

Motion by Wedekind, seconded by Ellington and carried, 7 ayes/2 nays (Sloan & Kent), to approve the 1<sup>st</sup> reading of **Ordinance No. 2595** amending §7.09(4)(a) and §7.09(3)(e) relating to parking restriction on Ash Street from 4<sup>th</sup> Street to 5<sup>th</sup> Street.

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

1. Section 7.09(4)(a)19 is amended as follows:

#### **7.09 Parking Restrictions**

(3) LIMITED TIME PARKING. Unless specifically otherwise provided, between the hours of 7:30 A.M. and 5:00 P.M., except Saturdays, Sundays, and legal holidays under §895.20 WI Stats., no person shall park a vehicle for any longer than the period herein specified upon the following streets or portions thereof: (1934 04/14/98, 2520 05/28/19)

(e) Four Hour.

~~(5.) Ash Street, from 4<sup>th</sup> Street to 5<sup>th</sup> Street.~~

(4) NIGHTTIME PARKING PROHIBITED ON CERTAIN STREETS. No person shall park, stop or leave standing any vehicle, whether attended or unattended, between the hours of 2:00 A.M. and 6:00 A.M. on the following streets or portions thereof:

(a) Ash Street, from ~~4<sup>th</sup> Street~~ 5<sup>th</sup> Street to the Baraboo River.

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 an update on the Fire Department Project.

Adm. Bradley presented two estimates of costs for the Fire/EMS Station. He noted that we have reached a point in the design status where Council is going to have to decide if they want to move forward with one facility, an estimated project cost of \$18,704,257 or two facilities, with an estimated project cost of \$15,657,620 for the main facility and \$5,721,060 for the satellite station, a total of \$21,378,680. We are looking at an increase of roughly \$3M for two stations. It was discussed that the contract cost of two facilities to not exceed \$20M; Council can still require this as a maximum cost which would ultimately require additional cuts to the stations. If Council prefers to move ahead with two stations, we need to start looking at optional sites.

Ald. Kent confirmed that the existing station is not an option for the satellite station. Adm. Bradley explained that the existing site is not favorable due to the age of the building and the location of downtown.

Ald. Hazard noted that the current station could possibly be the interim solution for another 5 or 10 years until a new satellite station can be built. Adm. Bradley notes that now is the best time for possible site selection as well as a possible cost increase by delaying the construction of the satellite station.

Ald. Thurow questioned the possibility of getting the current fire station up to code. Chief Stieve noted the building is currently running on band aids as it is; it might be just as much in the end, if not more, to use the current station.

Ald. Sloan doesn't feel the current station is very viable anymore. We need to consider either a single

station at \$18.7M or main station with sub, capping at \$20M.

Adm. Bradley does not expect the residents to experience a tax increase because of the excess money that was being reported. This is not going to be a bond, it will be USDA. Once he has guidance on what Council wants, we can get a rate locked in and tell them exactly what it's going to be.

Mayor Nelson questioned other potential funding sources that could bridge the USDA loan and what the final project cost is? Adm. Bradley notes there is no additional funding sources for this project.

Ald. Petty feels we need both a west and east location; however he feels the \$20M cap is feasible. He feels the city needs to be progressive in regards to developing new infrastructure for emergency services.

Ald. Ellington notes that these are not the final numbers and does not agree with a cap for this project. As with the Library project, there is the potential of running into additional costs at a later date. He feels we need two stations and to sell the current fire station.

Ald. Kent feels having two sites makes sense; however, he feels that the discussion regarding the current station had to take place. We need to understand what the basic needs and wants are and the absolute costs, with no cap, based on the scope of the project.

Adm. Bradley stated they will move forward with analyzing the project costs of two stations. This will be brought back to Council for final approval. He prefers having a cap for this project because it gives us a target.

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

#### **Resolution No. 22-56**

**WHEREAS**, the Selection Committee has unanimously determined that Five Bugles Design, a niche service under the Wendel Companies umbrella, offers the best expertise, services and approach for the Planning and Design Services for a new Fire/EMS Building.

**AND WHEREAS**, On April 12, 2022, the City Administrator was authorized to enter negotiations with Five Bugles Design, a niche service under the Wendel Companies umbrella, for a contract to provide Planning and Design Services for the Fire/EMS Building, in accordance with the provision of the RFP.

**AND WHEREAS**, The City Administrator has negotiated a percentage-based fee of 6.50% if cost of the work is at or under \$13,000,000 or 6.00% if the cost is above \$13,000,000, not inclusive of reimbursables, with Five Bugles Design, a niche service under the Wendel Companies, as outlined in the attached AIA B101 - 2017, Standard Form of Agreement Between Owner and Architect for Planning and Design Services for the Fire & EMS Building.

**NOW, THEREFORE, BE IT RESOLVED** the City Administrator and City Clerk are authorized to execute an AIA B101 - 2017, Standard Form of Agreement Between Owner and Architect for Planning and Design Services for the Fire & EMS Building.

Moved by Sloan, seconded by Kent and carried that Resolution No. 22-56 be approved-9 ayes

#### **ADMINISTRATOR AND COUNCIL COMMENTS**

None.

### **REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

- **Reports:** May 2022 – Building Inspection, Fire Dept., Treasurer
- **Minutes from the Following Meetings:**
- **Copies of these meeting minutes are on file in the Clerk's office:**

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

**May 10, 2022**

**Members Present:** Sloan, Kent

**Absent:** Petty

**Others Present:** Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, P. Cannon

**Call to Order** –Ald. Sloan called the meeting to order at 5:45p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of April 26, 2022. Motion carried unanimously. Moved by Kent, seconded by Sloan to approve the amended agenda, removing action item “d”, the Fire/EMS Architect Contract and discussion item “b”, Legal Counsel. Motion carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Kent, seconded by Sloan to recommend to Council approval of the accounts payable for **\$1,320,307.61**. Motion carried unanimously.
- b) **Development Agreement** – Adm. Bradley presented the South Side Development Agreement noting there is one item outstanding. This project includes 52 duplexes targeted toward senior housing, 3 commercial lots, and about 160 multi-family units targeted towards work force housing. Include in the agreement is .9 acres immediately south of the stormwater retention area that will be given to the City and dedicated as a park that will be maintained by the City. There will also be an easement for access to park as well as a walking trail around the existing stormwater retention pond.

Adm. Bradley also noted that there is no food source in this area. He feels the City should consider requiring a food source that allows residents to get the staples, or the necessities within walking distance. The way the development agreement is currently written is that they will be in default if they don't develop the commercial property by providing some sort of food source. The developer does not want to be in a situation where he is in default. What the developer gets out of this, there is a three-tiered system where they have to account for \$7M of new assessed value created. The proposal here is to amend TID #8 which would allow public infrastructure projects within 1/2 mile of the boundary. The developer would get \$2M for infrastructure reimbursement, there is no direct incentive, and then continue at 1/3 until the \$7M is reached. Other options include creating a TID district for the 3 commercial properties.

The committee discussed various options for what requirements could be included in the development of the commercial property, more specifically providing the food source. This development agreement will go to Council with no recommendation by the Finance/Personnel Committee. No action taken.

- c) **Loan Consolidation** – P. Cannon explained that we did the CLOSE program a few years ago and bought out our loans to get the funds back. When we did this, we ended up with 3 or 4 different Economic Development funds. Action on this will consolidate these funds. Motion by Kent, seconded by Sloan to recommend to Council approving the EDA (Economic Development Administration) Loan Fund Consolidation. Motion carried unanimously.
- d) **Weights & Measures** – B. Zeman noted that this agreement is amending the number of days required to complete the inspections within the City. Currently at 11 days at \$400 per day, the new agreement will include 7 days at \$400 per day. The City receives a report of completed inspections and charges back the businesses inspected based on the type and number of inspections. Motion by Kent, seconded by Sloan to recommend to Council approving the Agreement with Dept. of Agriculture, Trade and Consumer Protection for Weights & Measures Inspections. Motion carried unanimously.

- e) **Line of Credit** – J. Ostrander explained that when we opened the line of credit for TID #12 we committed to requiring a resolution every time we spend money. We have spent money on the construction in TIF #12; we now need to take money from this line of credit. Motion by Kent, seconded by Sloan to recommend to Council approving a draw of \$777,079.25 from the Line of Credit with Baraboo State Bank. Motion carried unanimously.
- f) **Fire/EMS Building Fund** – The USDA requires a separate fund and checking account for any construction project. Creating this fund is similar to what we have done in the past with the “City Administrative Building Fund” and “Library Building Fund”. Motion by Kent, seconded by Sloan to recommend to Council creating a new Fire/EMS Building Fund in the General Ledger. Motion carried unanimously.
- g) **Fire/EMS Bldg. Checking Account** – A separate checking account is required by the USDA. Motion by Kent, seconded by Sloan to recommend to Council approving the creation of a new checking account for the Fire/EMS project. Motion carried unanimously.

**Discussion Items:**

- a. **Update on the Shared Ride Corrective Action Plan (CAP)**  
J. Ostrander reviewed the Shared Ride Corrective Action Plan with the committee. Any updated policies will be brought to Council for final approval.
- b. **Legal Counsel**  
No discussion took place. This will be included on the May 24, 2022, agenda.
- c. **Purchasing Policy**  
The purchasing policy was included in tonight’s packet. Members may review the policy for further discussion at the May 24, 2022, meeting.

**Finance/Personnel Committee–Dennis Thurow Committee Room, #205****May 24, 2022****Members Present:** Sloan, Kent, Petty**Absent:****Others Present:** Adm. Bradley, Clerk Zeman, J. Ostrander, T. Kolb, T. Pinion

**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 Sloan to approve the minutes of May 10, 2022. Motion carried unanimously. Moved by Petty, seconded by Kent to approve the agenda. Motion carried unanimously.

**Action Items**

- h) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council approval of the accounts payable for **\$1,114,157.65**. Motion carried unanimously.
- i) **Tax Incremental District #10 Expenditures** – J. Ostrander explained that this is the reimbursement resolution to let the committee know that we will be starting the project before we get the money. Adm. Bradley noted this is publicly stating that we intend to issue municipal bonds to reimburse ourselves for these costs as they are incurred. This is estimated at \$6M and will be paid by the TID. Motion by Kent, seconded by Petty to recommend to Council approving the Resolution declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing (TID #10). Motion carried unanimously.
- j) **Street Improvement Projects** – Adm. Bradley noted that this is the bi-annual issuance of bonds to do street projects for 2022-2024. Motion by Kent, seconded by Petty to recommend to Council authorizing \$1,555,000 General Obligation Bonds for Street Improvement Projects. Motion carried unanimously.
- k) **Community Development Projects** – Adm. Bradley noted that this includes the possible acquisition of two properties, cleanup of a brownfield site, restoration to a park, and land acquisition. The financially responsible party to the cleanup of the future park location within the TID is Alliant. Adm. Bradley also noted that there is no development agreement in place for this. TID proceeds would cover this; however, the intent is that this would be wrapped into the development agreement that will be forthcoming. Motion by Petty, seconded by Kent to recommend to Council authorizing \$1,035,000 General Obligation Bonds for Community development projects in Tax Incremental Districts. Motion carried unanimously.

- l) **Publication Relating to Bond Issues** – This is the resolution authorizing publication of the bond. Motion by Petty, seconded by Kent to recommend to Council authorizing Direction Publication of Notice to Electors Relating to Bond Issues. Motion carried unanimously.
- m) **Sale of General Obligation Bonds** – Adm. Bradley explained that this is the resolution authorizing the actual sale of the bonds. Motion by Kent, seconded by Petty to recommend to Council authorizing the Sale of \$2,590,000 General Obligation Corporate Purpose Bonds. Motion carried unanimously.
- n) **SeamlessDocs** – B. Zeman explained that this software is used in place of paper applications. This software allows us to streamline the approval process. This is used by majority of the City departments, both internal forms and external forms for the public. After approval by the required staff, the application returns to the City Clerk for issuance of the license or permit. At this time, it is staff's recommendation that we accept the three-year contract. Motion by Petty, seconded by Kent to recommend to Council approving the proposal from SeamlessDocs for a three-year contract in the amount of \$4,244.61 per year for a total of \$12,733.86. Motion carried unanimously.

**Discussion Items:****d. Legal Counsel Options**

Ald. Petty explained that he made this request as an attempt to get some structure. There has been conversation regarding revisiting an in-house attorney. Some staff feels it would be more advantageous to have an attorney here in the office, at least a few days a week. Contracting for this service gives us access to multiple levels of specialties. It is the committee's recommendation that the attorney review's the Council agendas and to request an attorney attend all future Council meetings. This can be done by Teams and does not require the attorney be here in person. The other issue is Council's access to the attorney. Council members are advised to take any concerns to the City Administrator or the Mayor for resolution prior to contacting the attorney. This will be brought back to Committee at a later date.

**e. Purchasing Policy**

No discussion took place. This will be included on the June 14, 2022 agenda.

**f. Enterprise Fleet Management**

This will be placed on the next Finance agenda as an action item.

**g. Powered Up Baraboo proposal**

Beth Persche, Co-President for Powered Up Baraboo, presented the committee with an energy efficiency revolving fund concept. Powered Up Baraboo is a non-profit looking to increase sustainability and renewable energy in the City. This specific project would replace all LED lights at the Civic Center for a savings of about \$9,000 per year. If Powered Up Baraboo would donate the money for this project, is there some way the City would be able to set up a fund for any future energy savings this project creates and use this money to fund future energy efficiency projects. These savings could potentially allow for future energy cost saving projects in other City buildings; it is their goal that the City will realize the benefit of these cost savings. The money that is saved with this project would be placed into a revolving fund with requirements as determined by the Committee. As the donor, Powered Up Baraboo can include a stipulation as to what the funds would be used for. As for savings placed in the fund, a future committee could change the requirements of the fund. Powered Up Baraboo will do some more research and bring this back to the Finance/Personnel Committee.

**Administrative Committee****May 2, 2022**

Present: Alderpersons Kathleen Thurow, Heather Kierzek, Bryant Hazard

Absent: None.

Also Present: City Clerk Brenda Zeman, Finance Director Julie Ostrander, Mayor Rob Nelson, Police Captain Siden

Citizen Present: None.

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

Motion by Kierzek, seconded by Hazard to approve the April 4, 2022 minutes, with one change to remove the 1040 inadvertently inserted. Motion carried unanimously.

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

**Action Items:**

- a. Review and recommendation to the Common Council for the Liquor License Change of Agent for Fore Seasons at Baraboo Country Club to Eric McConnell.

Capitan Sinden reported clean background checks for the Change of Agent.

Motion by Kierzek, seconded by Hazard for recommendation to the Common Council for the Liquor License Change of Agent for Fore Seasons at Baraboo Country Club to Erick McConnell.

Motion carried unanimously.

- b. Review and recommendation to the Common Council for a Class “B” Fermented Malt Beverage and “Class C” Wine License for Gordon & Hollie Ringelstetter Log Cabin Family Restaurant and Bakery, LLC, 1215 8<sup>th</sup> Street.

Captain Sinden reported clean background check for Log Cabin Family Restaurant. Clerk Zeman pointed out this was a change in ownership.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council for the a Class “B: Fermented Malt Beverage and “Class C” Wine License for Gordon & Hollie Ringelstetter Log Cabin Family Restaurant and Bakery, LLC, 1215 8<sup>th</sup> Street.

Motion carried unanimously.

**Discussion Items:**

**Informational Items**

- a) Date and time for next meeting: Tuesday, June 7, 2022 at 8:00AM

Motion to change meeting day to Tuesday by Hazard, seconded by Kierzek.

Motion to adjourn by Kierzek, seconded by Hazard at 8:06AM and unanimously carried

**Administrative Committee**

**May 23, 2022**

Present: Alderpersons Kathleen Thurow, Heather Kierzek, Bryant Hazard

Absent: None.

Also Present: City Clerk Brenda Zeman, Finance Director Julie Ostrander, Police Acting Chief Sinden

Citizen Present: None.

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

Motion by Hazard, seconded by Kierzek to approve the May 2, 2022 minutes. Motion carried unanimously.

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

**Action Items:**

- c. Consider the 2022, 6-month Class “B” Liquor License Application for the Baraboo Dugout Club.

Capitan Sinden reported finding no issues.

Motion by Kierzek, seconded by Hazard for recommendation to the Common Council for the 6-month Class “B” Liquor License Application.

Motion carried unanimously.

**Discussion Items:**

**Informational Items**

- b) Date and time for next meeting: Tuesday, June 7, 2022 at 8:00AM

Motion to adjourn by Kierzek, seconded by Hazard at 8:05AM and unanimously carried.

**Minutes of the Public Safety Committee Meeting –****April 25, 2022**

**Members Present:** Phil Wedekind, Tom Kolb and Johnson Ellington. **Others Present:** Police Chief Mark Schauf, Capt. Rob Sinden, Fire Chief Kevin Stieve, Wade Peterson, Tony Gilman, Jim O’Neill, Lena Nissley, and Bridget (Media).

**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 Ellington to approve the agenda as posted. Motion carried unanimously. It was moved by Wedekind, seconded by Kolb to approve the minutes of the February 28, 2022 meeting. Motion carried, Ellington abstained.

**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.*) – Jim O’Neill and Lena Nissley spoke in favor of the proposed No-Mow May resolution.

**Action Items**

- a. **Review STH 136 Median Mowing Proposals and recommend award of contract** – Peterson said that two proposals were received, Top 2 Bottom, and Sunrise Property Care. It was staff recommendation to award the contract to the low bidder. It was moved by Ellington, seconded by Wedekind to award the contract to Top 2 Bottom. Motion carried unanimously.
- b. **Review Noxious Weeds & Rank Growth Proposals and recommend award of contract** – Peterson said that only one proposal was received for Noxious Weeds and Rank Growth. It was staff recommendation that the award of the contract be Sunrise Property care. It was moved by Wedekind, seconded by Ellington to award the contract to Sunrise Property Care. Motion carried unanimously.
- c. **Consider creating a special charge on the City’s Official Fee Schedule for water that is used for firefighting purposes outside of the City of Baraboo and for fire training events in the City that are hosted by other agencies or organizations** – Peterson presented the background to the Committee. He said that staff has periodically discussed and there is a consensus that the Water Utility should be compensated for water used for firefighting purposes outside of the City limits. He said that MATC has hosted a couple of driver operator training closes in the City over the past ear and the participants practice pumping water from the City’s hydrants. It was moved by Wedekind, seconded by Ellington to approve. Motion carried unanimously.
- d. **Consider a Resolution officially recognizing “No-Mow May” for the City of Baraboo** – Kolb said that this is primarily for homeowners. He said that the Parks Department are doing their job. He said that they would not be able to alter mowing schedules for ball fields, playgrounds, etc. It was moved by Ellington, seconded by Wedekind to forward to Council with a positive recommendation. Schauf said that police department would not be issuing citations for the length of grass if approved; however, as far as rank growth and invasive species, the department would continue to force removal. Motion carried unanimously.
- e. **Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March 2022** – Peterson presented the background to the Committee. It was moved by Ellington, seconded by Wedekind to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

**Information Items****Reports**

- a. Utility Superintendent’s Report
- i. Staffing Updates – No report.
  - ii. Old Business Update – Nothing has happened with West Baraboo agreement in the last month.
  - iii. Reports - Peterson said that the City Administrator has inquired about moving all the Public Fire Protection fees to the Utility bills. He said that presently the City pays \$289,000 of the fee and \$312,000 is paid for by the utility customers. Peterson gave a very detailed presentation regarding a memo that was submitted to the Finance Committee. He stated that theoretically the fire protection would double for residents. He said that at this time, the Administrator is trying to move forward to move that off the City and on to the utility bills.

Peterson estimated increases, a residential could range anywhere from \$32 to \$80, for non-residential increases could range from \$79 to \$3944. He said all the City accounts would go up approximately \$13,500. He said that the Utility is the fourth highest taxed entity within the City. Peterson is praying that we do not do this. He said that it has been less than one year that water rates increased. He said that originally he was to understand that the \$289,000 was going to help offset the 2023 Operating for the City, at the last Finance Committee meeting the Administrator said that it would not do that, that they would collect the \$289,000 and use it for capital projects in the future. Peterson said that he is very passionate about this and really hopes the Committee reconsiders and do not pass this on to the utility customers. Peterson said that if this goes through it would be moving the amount from the tax bill to the utility bill, which no one would get credit for. Kolb requested that this be placed on the agenda for the May 23 PSC meeting.

- iv. Project Updates – Peterson said that the Utility received a Private Lead Service Grant for \$182,500. Peterson said that the auditor was here, Jan and Kelly did a great job putting the data together, and all data looked good so far. Peterson said that rehabilitation of Hwy A water tower scheduling is not coming together very well. He said that U.S. Cellular is not able to get equipment off until mid-June. Televising sanitary sewer lines will be starting in mid-May. Peterson said that the R/R bridge (trussell at 1055 Lake Street). He said that there is a 12” sewer line under the bridge (attached to the structure) and temporarily during the reconstruction, it has to be removed, and they are adamant that we will never be able to put it back up again. Therefore, Peterson said that he has to find a way to get 60,000 of sewage from one side of the bridge to the other. He said if he goes by their wishes, this would happen in the next 60 days. Peterson said that they have been working with Wisconsin Rural Water Association on creating a plan to protect the areas around our five wells.
- b. Street Superintendent’s Report
    - i. Staffing Updates – Gilman said that as of 3/14, all DPW staff has been operating on a 7:00-3:00 Monday thru Friday schedule. He said that certain tasks upcoming will be moved to a 6:00-4:00 Monday thru Thursday in order to have the opportunity to utilize the machinery on Friday.
    - ii. Activity Report – Gilman said that he intends to be done with snow removal for the season; therefore, equipment will be broken down for summer use. Stump removals have been completed, the crew is now grinding, cleaning out, and top soiling the 350+ stumps. He said leaf collection has started. He said that the leaf vac that ordered has been delayed until 4/29. He said that the DPW has been helping the Utilities with the replacement of concrete related to water breaks from the past winter.
    - iii. Project Updates – Gilman said that he had nothing new to report regarding the equipment tracking capabilities.
    - iv. Informational – Gilman said that in an effort to further reduce costs without a loss of services, we have been discussing methods to improve efficiency. He said that things being looked at is brush collection methods, refuse/recycling collection, and snow plowing/removal. Gilman said that he would be checking costs, etc. to see if it would be advantageous to have the brush site open certain hours. He said that he would be putting together an RFP for refuse and recycle collection and see what prices come back so that a comparison can be made. He said that plow routes would also be evaluated to determine the most efficient means of accomplishing the routes to provide the level of safety needed, in the most effective manner. Gilman then discussed the 600 block of Ash Street parking across from the Fire Department. He said the north half of the block has a 4-hour parking and the south half is no parking anytime due to Fire Department needing space for the vehicle exist and entry of their facility. He said that several times vehicles are parked beyond the 4-hour limit and there is a 24-hour parking lot across the street; therefore, he is recommending that Ash Street parking be prohibited from 2:00 a.m. to 6:00 a.m. Kolb asked this item to be placed on the May agenda.
  - c. Police Chief’s Report
    - i. Staffing Updates – No report.
    - ii. Case/Response Update – All reports included in the packet. Schauf said that the department is busy. He said that they are seeing a significant increase in iCAC, which is Internet Crimes Against Children. He said that every tip is investigated, which takes a lot of time, but also having luck getting some prosecutions. He said the department is up from last year in traffic enforcement areas. Schauf said that the department is still seeing an influx of mental health cases and is working with Social Services to find some different resolutions, doing that within the best interests of not only the police department, but also the people and the taxpayer’s dollars. Schauf said that the department is actively dealing with several absent landlords issues. The special permit application for Memorial Day was then discussed.
    - iii. PFC Meeting – Schauf said that at the PFC meeting Rob Sinden was appointed as that acting chief, effective May 7.
  - d. Fire Chief’s Report
    - i. Monthly Incident Report – Report was included in Council packet. He said that calls are up about 16% from last year.

- ii. Fire & EMS Facility Design Update – Stieve said that the Consolidation Committee has met once and will be meeting again next week. He said that they are working on the intergovernmental agreements. He said that they met with the projected chosen firm for the Fire/EMS building last Thursday.
- iii. Staffing updates – No update.

**AJOURNMENT** – It was moved by Wedekind, seconded by Ellington to adjourn at 2:00 p.m. Motion carried.

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

Public Arts.....4-28-2022	Library.....5-17-2022
Plan Commission.....4-19-2022	Ambulance.....4-27-2022
Park & Rec Comm.....5-9-2022	
Fire/EMS Consolidation.....5-2-2022, 5-23-2022	

- **Petitions and Correspondence Being Referred:** Citizen Correspondence regarding ATV Route System

**ADJOURNMENT**

Moved by Ellington, seconded by Sloan, and carried on voice vote, that the meeting adjourn at 8:59pm.

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Brenda Zeman, City Clerk