

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, July 27, 2021 – 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, Thurow

Council Members Absent: Sloan, Kierzek

Others Present: Chief Schauf, Clerk Zeman, Adm. Bradley, M. Hardy, K. Stieve, T. Pinion, 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 July 13, 2021 & July 19, 2021.

Mayor Nelson noted that the Closed Session and subsequent resolution are removed from the agenda. Moved by Petty, seconded by Wedekind and carried to approve the agenda as amended.

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 Mayor would like to congratulate Gretchen Roltgen and Pat Taylor on their retirement with the City of Baraboo. Gretchen and Pat, we wish you both a well-deserved retirement!!
- 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. 21-52

THAT the Accounts Payable, in the amount of \$568,516.15 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 21-53

THAT, Angela Witczak and Roy Franzen be reappointed to the Park & Recreation Commission serving from August 1, 2021 to July 31, 2024.

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

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Thurow and carried unanimously to approve the 2nd reading of **Ordinance No. 2576** amending §1.31(1) of the Baraboo Municipal Code, Membership of the UW-Baraboo/Sauk County Campus Commission

NEW BUSINESS - RESOLUTIONS

Resolution No. 21-54

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

THAT the City enters into a contract with Bruce Meyer to purchase the property at 825 2nd Ave. for the total price of \$86,000. \$10,000 of the total will be paid in 2021 and the remaining \$76,000 in 2022.

Moved by Ellington, seconded by Kent and carried that **Resolution No. 21-54** be **denied-7** ayes.

Resolution No. 21-55

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

THAT, the Fire Department Compensation Policy is approved including the Paid-on-Premise Firefighter Position and related compensation.

Moved by Thurow, seconded by Plautz and carried that **Resolution No. 21-55** be approved-7 ayes.

NEW BUSINESS - ORDINANCES

Moved by Petty, seconded by Kolb and carried unanimously to approve the 1st reading of **Ordinance No. 2577** revising Section §17.80(10), Code of Ordinances, regulating off-premise signs, as follows provided the signs are property maintained:

17.80 REGULATION OF SIGNS

(10) PROHIBITED SIGNS. The following signs shall be prohibited within all zoning districts in the City of Baraboo:

(e) Off-Premise Signs. Such signs are prohibited, except for temporary signs permitted by §12 of this Subch.:

...

A special exception is granted for the Baraboo School District for sporting stadiums and outdoor athletic facilities for four (4) off-premise advertising signs that are visible from Draper Street. Such off-premises signs shall be allowed with a valid sign permit, without regard to size or percentage of area covered, provided that such signs were installed prior to September 1, 2015 and satisfactorily maintained. This special exception originally expired on June 30, 2020 for off-premises signs, and June 30, 2030, for the signage relating to Flambeau Field. The special exception for the four off-premise signs is extended through June 20, 2026. After these respective dates, all non-conforming and prohibited signs shall be removed.

A special exception is also granted for off-premise advertising that is visible from a public street that appears upon the Baraboo School District's scoreboards, so long as such advertising does not substantially increase the size of the scoreboard. This special exception shall not expire. All signs under this special exception require a valid sign permit.

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

COMMITTEE OF THE WHOLE

Moved by Wedekind, seconded by Kent to convene as a Committee of the Whole to discuss the 2022 Budget.

Adm. Bradley explained that the budget process this year will focus more on long term planning process as opposed to a year to year process. As part of this, we have some significant development projects in the works. This would be a good time to look at strategic planning. BEDC is currently working on this and will present to Council the economic development part of the strategic planning. Once the strategic plan is done, this will become the basis for developing the comprehensive plan.

Ald. Petty questioned how many years do we anticipate a strategic plan would cover? Adm. Bradley noted that typically we would do a 20 year plan with built in milestones.

As of now, we have information that the required Wisconsin Retirement System contribution is going down slightly for 2022. A bigger issue we will be facing is the Cost of Living Adjustment. Typically the City follows the Social Security wages increases and they are projecting 6.1%. To keep pace, he proposes we set the budget at 2.5-3% and keep that as a priority in the budget process. We are expecting revenues to be flat once again. Obviously with levy limitations we don't have the ability to generate new revenue; we are not expecting much for new revenue. We will maintain level of services with a 0% increase for expenses.

Council members agree with this process; Casey will take this guidance to department heads.

Moved by Ellington, seconded by Petty to reconvene into regular session.

ADMINISTRATOR AND COUNCIL COMMENTS

Ald. Petty requested an update and the services used for the recent storm that swept through Baraboo.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** June, 2021 - Treasurer

- **Minutes from the Following Meetings:**

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

July 13, 2021

Members Present: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, P. Cannon, L. Laux, T. Pinion

Call to Order –Ald. Sloan called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of June 22, 2021. Motion carried unanimously. Moved by Kent, seconded by Petty to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council for approval of the accounts payable for **\$640,760.88**. Motion carried unanimously.
- b) **Assignment of Lease** – Adm. Bradley explained that The Villas are refinancing the loan they have to Prevail Bank. We currently have a land lease agreement with them, we own the ground and they own the structure and all the improvements on it. The language of the agreement was changed to note they are not currently in default and removed the language regarding failing to send notices to Prevail Bank and The Villas anytime there is something in violation of the contract we would become financially obligated for whatever the default was. The City has no obligation to Prevail Bank. Moved by Petty, seconded by Kent to recommend to Council to approve allowing the Villas at UW-Baraboo to enter into a loan with Prevail Bank. Motion carried unanimously.
- c) **Additional Compensation** – Adm. Bradley explained that the current pay scale was reviewed and is recommending a temporary increase of 10% to each position retroactive to May 21st, 2021. The additional compensation will end at the time a new City Finance Director starts employment. Moved by Petty, seconded by Kent to recommend to Council to approve additional compensation of 10% for each City Treasurer and City Clerk during the absence of a City Finance Director. Motion carried unanimously.
- d) **Conveyance of Property** – T. Pinion noted that the CDA is the applicant for the USDA 40-year loan. In order to avoid delay, they are looking for approval now to convey the property upon approval of the loan. P. Cannon also noted that the USDA does require the CDA have ownership of the property. Moved by Kent, seconded by Petty to recommend to Common Council approving the conveyance of the property at 222 and 230 4th Ave., 622 Birch St. and 227 5th Ave. to the Community Development Authority for the construction of an addition to the Carnegie-Schadde Memorial Public Library (previously known as Baraboo Public Library). Motion carried unanimously.

- e) **Small Business Loans** – Adm. Bradley noted that these loans are coming due on July 15, 2021. Currently, there is approximately \$61,000 in loans still outstanding. Motion by Petty, seconded by Kent to recommend to Common Council to approve extending the due date for the Emergency Assistance Funds, to include the Small Business Loan Program and the Non-Profit Organization Loan Program, for one year, July 15, 2022. Both loans will continue at an interest rate of 2% and will require a minimum monthly payments (1/12) plus interest. Motion carried unanimously.

Information Items – None.

Adjournment – Moved by Kent, seconded by Petty and carried to adjourn at 6:44 pm.

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

July 19, 2021

Members Present: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman

Call to Order –Ald. Sloan called the special meeting to order at 6:45p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the agenda and carried unanimously.

Action Items

- a) **Finance Director Position** – Adm. Bradley reported that the hiring panel is recommending Julie A. Ostrander for the position of City Finance Director. Moved by Petty, seconded by Kent to recommend to Council for approval the hiring of Julie A. Ostrander as City Finance Director effective August 23, 2021. Motion carried unanimously.

Adjournment – Moved by Kent, seconded by Petty and carried to adjourn at 6:54 pm.

Baraboo Economic Development Commission Meeting Minutes

June 10, 2021

I. Call Meeting to Order and Note Compliance with Open Meeting Law

Chairperson Johnson called the meeting to order at 5:45 PM at the Baraboo Municipal Building, Council Chambers, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statues regarding open meetings.

II. Roll Call of Membership

Present: Cafilisch, Johnson, Wastlund, Kathbauer, Nelson, Persche, Steinhorst, Vera, Walczak, White

Absent: Ayar, Briggs, Kent

Other: Patrick Cannon

III. Approve Minutes

Motion to approve the minutes for May 6, 2021

Nelson (1); Johnson (2)

Aye: All via voice vote

Nay: None

IV. Approve Agenda

Motion to approve the amended agenda as presented

Johnson (1); Steinhorst (2)

Aye: All via voice vote

Nay: None

V. Presentation

Jared Pinkus, Sauk County & BELO

Gave a presentation on the Sauk County Branding efforts. BELO has been hired to assist with this countywide program

VI. Action Items

Election of Officers

- Chair Nanci Cafilisch
Wastlund (1); Persche (2)
All Aye via voice vote
- Vice Chair Person Chantel Steinhorst
Cafilisch (1); Johnson (2)
All Aye via voice vote
- Secretary Carolyn Wastlund
Persche (1); Kothbauer (2)
All A

VII. Information/Discussion Items

- a. **Consideration and discussion of creating future goals and responsibilities for BEDC, including the grant from Economic Development Authority.**

The Chair opened the discussion with a direction to the members to list major areas Staff updated the Board on the grant.

The following items were lists (In no specific order)

- Communication
- Transportation
- Increase diversity
- Attract 20-45 year olds to community
- Housing
- Community working together
- Business growth
- Help each other
- Health Care
- Education
- Job Creation
- Safe environment
- Tourism
- Image
- Renewable energy
- Community Support
- Agriculture
- Parks & recreation
- Arts & Culture
- Community Size
- What type of Community?
- SWOT Analysis
- Healthy Community
- Wellness
- Local economics – resilience
- Infrastructure – resilience
- Mission Statement

In conclusion of the discussion, the Commission requested that Jen Erickson be contacted to facilitate a further discuss of the topic.

VIII. Adjournment

Motion to adjourn the meeting was made at 6:58pm.

Johnson (1); Steinhorst (2)

Aye: All via voice vote

Nay: None

Administrative Committee**June 21, 2021**

Present: Alderpersons John Ellington & Heather Kierzek

Absent: Alderperson Kathleen Thurow

Also Present: City Clerk, Brenda Zeman; Police Chief, Mark Schauf

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 Ellington, seconded by Kierzek to approve the June 7, 2021 minutes. Motion carried unanimously.

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

Consider the following Temporary Liquor Licenses

- Baraboo American Legion Post 26, June 26, 2021 – June 27, 2021
- Baraboo American Legion Post 26, July 9, 2021 – July 11, 2021

Motion by Kierzek, seconded by Ellington to approve and recommend to Council both Temporary Liquor Licenses, aka Picnic Licenses, for the Baraboo American Legion Post 26. Motion carried unanimously.

Informational Items

The next meeting will be Tuesday, July 6, 2021 at 8:00AM.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:03AM.

TID Joint Review Board

May 17, 2021

Present: City of Baraboo & JRB Chairperson, Phil Wedekind; Baraboo School District, Lori Mueller; Sauk County, Elizabeth Geoghegan; Madison Area Technical College, Laurie Grigg and Shawna Marquardt

Absent: Public Member, Stewart Koehler

Also Present: Executive Director Community Development Authority, Pat Cannon, City Finance Director, Cynthia Haggard; City Engineer, Tom Pinion; Ehlers, Dawn Gunderson

Citizen Present: None

The meeting was called to order by Chairman Phil Wedekind at 11:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Motion by Grigg to approve the minutes of October 7, 2020, seconded by Geoghegan and unanimously carried.

Motion by Grigg to approve the agenda, seconded by Geoghegan and unanimously carried.

Consideration and appointment and/or reaffirmation of the Joint Review Board's Public Member

Motion by Wedekind to reaffirm Stewart Koehler as the Joint Review Board's Public Member, seconded by Mueller with roll call and unanimously carried.

No comments or questions raised.

Review the public record, planning documents, CDA resolution adopting amendment to project plan, and resolution passed by the Common Council approving the amendment.

No comments or questions raised.

Election and/or reaffirmation of Chairperson

Motion by Mueller to reaffirm Phil Wedekind as the Chairperson, seconded by Geoghegan with roll call and unanimously carried.

Discuss responsibilities of the Joint Review Board

Dawn Gunderson from Ehlers shared with the Board what their responsibilities are related to the creation and amendments of Tax Incremental District.

Discuss & review project plans

City Engineer Tom Pinion provided a presentation for the creation of TID 12. The presentation included preliminary maps of the proposed District, equalized value tests, maps showing proposed improvements and uses, detailed list of estimated project costs and other schedules.

Set the next meeting date and time

The Board agreed upon the next meeting being June 22, 2021 at 1:00PM. The meeting location will be Council Chambers at 101 South Boulevard, and will have remote capability available through Microsoft Teams.

Motion by Wedekind to adjourn the meeting, seconded by Mueller, meeting adjourned at 11:38AM.

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

Library.....	5-28-2021, 6-8-2021	CDA.....	6-9-2021
Public Arts.....	5-27-2021	PFC.....	6-21-2021

• **Petitions & Correspondence Being Referred:** Correspondence regarding ATV route in City of Baraboo.

ADJOURNMENT

Moved by Petty, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:47pm.