

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, August 23, 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, Kierzek, Thurow

Council Members Absent: Sloan

Others Present: Interim Chief Sinden, Clerk Zeman, Adm. Bradley, J. Ostrander, T. Pinion, K. Stieve, Lt. LaBroschian, P. Cannon, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Ellington and carried to approve the minutes of August 9, 2022.

Moved by Ellington, seconded by Kent and carried to approve the agenda.

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 proposed new sidewalks and the levying of assessments against benefited properties on portions of Mine Road (between Walnut & Silver), Silver Drive (between Mine & Parkside), Badger Drive (from Hitchcock to the east), and Russell Street (from Rachel to Lynn). New curb & gutter is planned where no curb & gutter exists for Oak Street (between 15th and Monroe).

James Bowers, 948 Rosemary Lane, West Baraboo spoke on behalf of his son-in-law who lives at the corner of Lynn and Russell Street. He feels this is a burden on anyone in this subdivision. There are a lot of folks who live pretty close to difficulties; with the current economic problems, issues, and opportunities within the City of Baraboo, Sauk County, he feels that the timing of this is very poor. There are challenges here, as there is everywhere, and many are living paycheck to paycheck. He is hoping that Council will consider the current economic conditions and not require sidewalks at this point.

No one else spoke and the Mayor closed the Public Hearing.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- The next public input session for the Campbell Park master plan is Wednesday, August 24 from 5:30 p.m. to 7:00 p.m. at the Civic Center, 124 2nd Street.
- City Offices will be closed on Monday, September 5th in observance of the Labor Day Holiday.
- Fire Chief Kevin Stieve recognized Tom Clark on his retirement from the Fire Department.
- Fire Chief Kevin Stieve recognized Steve Pointon on his retirement as a Paid-Per-Call Firefighter.
- Baraboo Police Department Interim Police Chief Rob Sinden conducted a Badge Pinning of Chaplains Ernest Finklea and Catherine Finger.

CONSENT AGENDA

Resolution No. 22-81

THAT the Accounts Payable, in the amount of \$1,134,561.75 as recommended for payment by the

Finance/Personnel Committee, be allowed and ordered paid.

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

ORDINANCES ON 2ND READING

None.

NEW BUSINESS – RESOLUTIONS

Resolution No. 22-82

**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND
LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN
BARABOO, WISCONSIN**

WHEREAS, the governing body of Baraboo, Wisconsin, held a public hearing in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 at 7:00 p.m. on the 23rd day of August 2022 for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and proposed special assessments against benefited properties for the proposed public improvements consisting of:

2022 Street Improvements project.

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- Mine Road (between Walnut & Silver) – approximately 2,580 sq. ft.
- Silver Drive (between Mine & Parkside) – approximately 1,350 sq. ft.
- Badger Drive (from Hitchcock to the east) – approximately 2,293 sq. ft.
- Russell Street (from Rachel to Lynn) – approximately 5,514 sq. ft.

New Curb & Gutter – That property on:

- Oak Street (between 15th and Monroe) – approximately 430 feet.

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

The report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and specifications and assessments set forth therein are adopted and approved.

The City Engineer shall supervise construction of the improvements in accordance with the report hereby adopted.

Payment for the improvements shall be made by assessing 100% of the City cost to the property benefited as indicated in the report.

Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that the following payment options are available:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures, or who is not eligible for a Community Development Block Grant loan as stated above, shall be eligible to repay the City for the assessment at the rate of \$100 per year or 5% of the total assessment, whichever is greater, plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, except between spouses, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their most recently filed State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

For each year ending in either 5 or 0, the property owner shall re-submit proof of financial hardship to the City. If the property owner continues to qualify under the policy guidelines, the hardship status will remain. If the property owner does not qualify, the remaining balance of the assessment shall be paid pursuant to an Installment Agreement, the term of which will be determined based on said remaining balance as outlined above.

- COVID-19 Deferral. A property owner who can demonstrate to the reasonable satisfaction of the City that their financial condition has been negatively affected by COVID-19 will still be

eligible for the appropriate installment plan above, but the 1st payment will not be due until July 15, 2022.

- **Balance on Tax Roll.** If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment payment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option shall be deemed to be delinquent and said amount shall be extended upon the current or next tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon at the then existing rate for delinquent taxes and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special packs.

7. The City Clerk shall publish this Resolution as a Class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this Resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 22-82** be approved-7 ayes, 1 Nay (Kent).

COMMITTEE OF THE WHOLE

Moved by Ellington, seconded by Petty, to enter Committee of the Whole to discuss the Strategic Plan Implementation process.

Adm. Bradley noted that our intention is to make sure everything gets followed through with. We talked about potentially setting up a committee to break down each priority, assign it to a committee and ultimately set up a reporting structure.

Mayor Nelson's proposal suggests the three committee chairs meet with himself and Adm. Bradley to prioritize what should be tackled first and which committee, commission, and/or individuals should be assigned the work to accomplish the task. Committees will then report back to Council at least quarterly with updates.

Council members agree with this process.

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

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Ellington expressed his condolences to Interim Chief Sinden for the loss of his mother-in-law.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** July, 2022 – Treasurer Report
- **Minutes from the Following Meetings:**

Members Present: Sloan, Kent

Absent: Petty

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, W. Peterson, L. Laux

Call to Order –Ald. Sloan called the meeting to order at 6:00p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of July 12, 2022. Motion carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Sloan to recommend to Council approval of the accounts payable for **\$871,379.21**. Motion carried unanimously.
- b) **Replacement of Private Lead Services** – W. Peterson explained that earlier this year we received \$160,000 from the DNR for the replacement of private lead services. Because the water department is not able to do all of these replacements themselves, they contracted out to do 16 of the services. Bids were out for 2 weeks and only one bid was received from Mid City Corporation. References have been checked and they have a ton of experience with lead service replacements. The bid was a little higher than expected; however, still within the budget. Because of the higher bid, they will not be able to do as many replacements. Moved by Kent, seconded by Sloan to recommend to Common Council to award the contract to Mid City Corporation in the amount of \$116,000 for replacement of 16 private lead services. Motion carried unanimously.
- c) **Line of Credit** – J. Ostrander noted that some more work has been completed for this project and need a draw of \$821,265.34. So far we have drawn \$2,600,752 that has been spent. Adm. Bradley explained that we still have earth work outstanding and the second lift should be going on tomorrow. Motion by Kent, seconded by Sloan to recommend to Council to authorize the City to draw \$821,265.34 from the Line of Credit with Baraboo State Bank. Motion carried unanimously.

Discussion Items:

The Committee reviewed some proposed changes to the Purchasing Policy. This will be brought back to the next Finance/Personnel Committee meeting to continue the review.

Adjournment – Moved by Kent, seconded by Sloan and carried to adjourn at 6:51pm.

Baraboo Economic Development Commission Meeting Minutes

June 2, 2022

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

Chair Cafilisch called the meeting to order at 5:30 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, Steinhorst, Culotta, Johnson, Kent, Nelson
Absent: Briggs, Koenig, Koehler, Kothbauer, Persche, Vera
Other: Patrick Cannon, Kristen Fish

At 5:35 PM, with the lack of a quorum, the meeting was not held

Baraboo BID Meeting Minutes

7/20/2022

Present:

Members: S. Fay, A. Killgallon, T. Sefkar, B. McDaniel, D. Marshall, K. Thurow, T. Wickus

Absent:

Members: B Stelling, M. Miller

Other:

President Fay called the meeting to order at 6:04p
In Compliance of Open Meeting Laws
Approval of June 2022 minutes: Marshall, McDaniel, Carried
Adoption of Agenda: Thurow, Killgallon, Carried

Officer/Committee

Reports

President: Fay

Chamber approached Sara concerning a joint venture digital marketing sign possibility in the future.

Secretary: Killgallon

- None

Treasurer: Stelling

- None

Business Development: Marshall

- Looking to set up a meeting for Wednesday, August 3rd. Details to be emailed.

Finance: Stelling

- None

Parking: Fay

- Recent meeting concerning the coffee bean parking area.
 - Still waiting on word on which is BID responsibility

Promotions: Wickus

- Promotions Committee Meeting to come in August
- DBI Proposal sent to BID Board for August BID Meeting concerning
- Farmers Market going strong, funds from vendor fees are coming in. Approx. \$2,000 in funds coming in for future potential

Old Business: None

New Business:

- Approval of Financials
 - McDaniel, Killgallon, Carried
- Vouchers
 - WDIH Company – Guide Book & Attractions and More! - \$2500
 - Kate Pettit – Farmers Market Management Payment #2 - \$500
 - Kate Pettit – Farmers Market Management Payment #3 - \$500
 - Nancy Dillman – Jetpack Security Reimbursement - \$99
 - \$3,599.00 Total
 - Motion to Approve McDaniel, Thurow, Carried
- Next Agenda Items
 - Next Meeting August 17th 6:00pm

Motion to Adjourn at 6:31p, McDaniel, Thurow, carried.

- **Copies of these meeting minutes are on file in the Clerk’s office:**
 Park & Recreation.....7-11-2022 Library.....6-14-2022, 8-9-2022
 UW Campus.....7-21-2022
 PFC.....7-18-2022, 7-22-2022, 8-1-2022
- **Petitions & Correspondence Being Referred:** None.

CLOSED SESSION

Moved by Ellington, seconded by Hazard, to go into Closed Session. The Mayor announced that the Council will go into Closed Session Pursuant to §19.85(1)(e), Wis. Stat., to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Update for Fire/EMS

Station(s))

Council Members Present: Wedekind, Kolb, Hazard, Kent, Petty, Ellington, Kierzek, Thurow

Council Members Absent: Sloan

Others Present: Mayor Nelson, Clerk Zeman, K. Stieve, P. Cannon, J. Ostrander, T. Pinion, Laura Eysnogle & Jim Schmidt (Five Bugles Design)

OPEN SESSION

Moved by Ellington, seconded by Kent, to return to Open Session. The Mayor announcee 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.

ADJOURNMENT

Moved by Wedekind, seconded by Hazard, and carried on voice vote, that the meeting adjourn at 8:22 pm.

Brenda Zeman, City Clerk