

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, September 14, 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, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Clerk Zeman, Adm. Bradley, T. Pinion, M. Hardy, J. Ostrander, Lacy Howard, 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 24, 2021.

A request was received by Ald. Kolb to move CA-4, Liquor License for GRS MGT, LLC to New Business Resolutions. Moved by Kent, seconded by Thurow and carried to approve the amended agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – None Scheduled.

PUBLIC HEARINGS – None Scheduled.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- The newest version of the City's newsletter was completed last week. The newsletter will no longer be mailed to residents; however, hard copies can be found at City Hall and the Baraboo Public Library.
- 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/>
- The Mayor congratulated Matt Gilbert, Patrol Sergeant, on his 20th anniversary with the Baraboo Police Department!
- The Mayor thanked the Police Department, the Fire Department, Emergency Medical Services, and the Public Works staff for rising to the occasion yesterday during the incident at Baraboo High School. In cooperation with Sauk County Sheriff and the Sauk County Emergency Management, UW Madison, and all the staff and administration at the school this situation was handled very quickly and very professionally. Thanks to the parents as well for paying attention to the communications that were being sent out by the school district.

CONSENT AGENDA

Resolution No. 21-65

THAT the Accounts Payable, in the amount of \$725,471.49 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 21-66

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

- Downtown Baraboo, Inc., Brew Ha-Ha, September 24, 2021

Resolution No. 21-67

THAT the following “Schedule for Successor of Agent” be approved.

- Kwik Trip #657 (8th St) to Brittany Kuchta
- Kwik Trip #855 (South Blvd) to Jacob Goeke

The City Clerk is authorized to re-issue the liquor licenses for Kwik Trip #657 and Kwik Trip #855.

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

NEW BUSINESS - RESOLUTIONS

Resolution

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

Moved by Petty, seconded by Ellington that this resolution be sent back to the Administrative Committee for further review. Motion carried unanimously.

Resolution No. 21-68

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

That the City of Baraboo agrees to continue as a member of CVMIC for the policy years 2022, 2023 and 2024 as outlined in Option 1 with a self-insured retention of \$25,000 at guaranteed premiums of \$72,819, \$74,027, and \$75,507, respectively.

Moved by Wedekind, seconded by Petty and carried that **Resolution No. 21-68** be approved-9 ayes.

Resolution No. 21-69

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

WHEREAS, the City of Baraboo is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in s. 23.097(1g) and (1r), Wis. Stats.;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the City of Baraboo will budget a sum sufficient to fully

and satisfactorily complete the project and hereby authorizes and empowers the city Parks, Recreation and Forestry Director, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between the City and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 21-69** be approved-9 ayes.

Resolution No. 21-70

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

WHEREAS, the City of Baraboo will accept the donation of \$150,000 from Gary Kowalke for the purposes of constructing a splashpad in Attridge Park in exchange for naming the splashpad the “Kowalke Family Splashpad”.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 21-70** be approved-9 ayes.

Resolution No. 21-71

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

That the low bids of:

James Peterson Sons, Inc in the amount of \$274,738.15 for PROPOSAL A – 8th Street Sanitary Sewer Extension

- And -

J & J Underground LLC in the amount of \$37,600.00 for PROPOSAL B – 8th Street Water Main Extension

are hereby accepted and all other bids are rejected and that the Mayor and City Clerk are hereby authorized to execute the respective Contracts.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 21-71** be approved-9 ayes.

Resolution No. 21-72

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The City of Baraboo enter into a contract with Redevelopment Resources / Studio GWA at a cost of \$120,000.

The City Council authorizes the City Administrator and the City Clerk to sign the contract with Redevelopment Resources.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 21-72** be approved-9 ayes.

Resolution No. 21-73

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

THAT the “Renewal Alcohol Beverage License Application” submitted by GRS MGT, LLC, d/b/a Brothers On Oak, amending their premises description be approved. The City Clerk is authorized to re-issue the liquor license for GRS MGT, LLC, d/b/a Brothers On Oak.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 21-73** be approved-9 ayes.

NEW BUSINESS - ORDINANCES

Moved by Ellington, seconded by Thurow and carried unanimously to approve the 1st reading of **Ordinance No. 2579** amending Baraboo Municipal Code Section 1.21(1), LIBRARY BOARD, as follows:

- (1) MEMBERSHIP. The Library Board shall consist of nine members who shall be appointed by the Mayor subject to confirmation by the Council. One member shall be the Baraboo School District Administrator or his/her representative. All members shall be residents of the Baraboo School District, and at least seven members shall be residents of the City of Baraboo. The members shall be appointed for staggered three-year terms..

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

ADMINISTRATOR AND COUNCIL COMMENTS

- League of Wisconsin Municipalities Annual Conference, October 20-22, 2021
- Ald. Wedekind noted they will be taking down the flags at the cemetery on Saturday morning.
- Ald. Thurow noted that Circus World has received a grant for \$1M, a \$500,000 matching grant that will study all of the buildings on Water Street that are of historic value and what needs to be done to the structures.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

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

Finance/Personnel Committee–Dennis Thurow Committee Room, #205 **September 14, 2021**

Members Present: Sloan, Petty, Kent

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, M. Hardy, P. Cannon, 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 August 10, 2021. Motion carried unanimously. Moved by Kent, seconded by Petty to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Petty to recommend to Council for approval of the accounts payable for **\$1,138,359.46**. Motion carried unanimously.
- b) **County Library Tax** – The Committee reviewed the exemption from the County Library tax. Moved by Kent, seconded by Petty to recommend to Council for approval. Motion carried unanimously.

Presentations

- Jake Lenell from CliftonLarsonAllen, LLP presented the City's 2020 Audit Report
- Lori Laux, City Treasurer, presented the 2022 Budget Planning reviewing 2022 Debt, Levy, Revenue Forecast, Positions and Wage Projections.

Adjournment – Moved by Kent, seconded by Petty and carried to adjourn at 6:53 pm.

BID Parking Committee Meeting Minutes

Date: 3-10-2021 Time: 9:00am

Location: The Jewelers Edge

Members in Attendance: Sarah Fay, Mike Yount, Andrew Adams

The meeting was called to order at 9:08am and noted compliance with the open meeting law

A motion was made by Yount, seconded by Adams and unanimously carried to approve the minutes from 9-11-2020

A motion was made by Adams, seconded by Yount to approve the agenda as presented

Agenda Items Discussed:

Fay discussed the contract and work done by current vendor Williams Lawn Care. It was decided an RFP would be sent out to the following businesses:

- Landscape Techniques
- Scott Williams Lawn Care
- Gatehouse Gardens

Once bid's are in, a second meeting would be called to go over them

A motion to adjourn was made by Adams and seconded by Yount at 9:21am

BID Parking Committee Meeting Minutes

Date: 5-5-2021 Time: 9:00am

Location: The Jewelers Edge

Members in Attendance: Sarah Fay, Andrew Adams

The meeting was called to order at 9:05 am and noted compliance with the open meeting law

A motion was made by Adams, seconded by Fay and unanimously carried to approve the minutes from 3-10-2021

A motion was made by Adams, seconded by Fay to approve the agenda as presented

Agenda Items Discussed:

Motion was made by Adams to accept the bid from Williams Lawn Care for spring and fall parking lot maintenance for \$1500.00. Second by Fay. Motion carried

A motion to adjourn was made by Adams and seconded by Fay at 9:17am

Minutes of the Public Safety Committee Meeting

July 26, 2021

Members Present: Phil Wedekind, Tom Kolb and Mike Plautz. **Others Present:** Tom Pinion, Mark Schauf, Kevin Stieve, Tony Gilman, Kris Jackson, and Cole Jacquin.

Chairman Kolb congratulated Phil Wedekind for stepping down as Chairman of the PSC after numerous years.

Call to Order - Committee Tom Kolb called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Wedekind, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Wedekind, seconded by Plautz to approve the minutes of the June 14, 2021 meeting. Motion carried unanimously.

Action Items

- a. Consider request for a second driveway to the existing Automit Soft Cloth Car Wash, located at 1015 8th Street, by Corey Noltner, d/b/a Double C Enterprise, LLC – Pinion stated that the new owners of Automit would like to acquire a driveway onto 9th Street. Kolb said from a public safety standpoint it makes sense. It was moved by Wedekind seconded by Plautz to approve the request for a second driveway as requested. Motion carried unanimously.
- b. Review and recommendation to approve the Proposal for Building Demolition & Disposal at 1606 8th Street – Pinion said that the pre-development agreed passed by Council earlier included the authority for staff to take the appropriate measures to make it development. Therefore, in full disclosure an RFP was requested from four different contractors, three submitted RFPs, Beaver Services, Robinson Brothers Environmental, and Dean Blum

Excavating. Beaver Services was the low bid of \$22,400, Robinson Brothers \$22,800, and Dean Blum Excavating 26,870. Casey, City Administrator directed him to notify Beaver Services that they can begin work as scheduled on August 2. Moved by Wedekind, seconded by Plautz to approve low proposal of Beaver Services, Inc. Motion carried unanimously.

- c. Review and recommendation to revise the City's Official Fee Schedule to add a fee for CPR Training – Chief Stieve presented the background for this request. He said the Fire Department, along with EMS has certified instructors and has started to offer CPR training to the public. He said \$50 is comparable to what other agencies charge for the training, and it covers all related costs. It was moved by Wedekind, seconded by Plautz to recommend revising the City's Official Fee Schedule to add a fee for CPR Training. Motion carried unanimously.
- d. Review and recommendation on Fire Department's proposal to create a new Paid-On-Premise Firefighter program with a corresponding position description – Chief Stieve said in order to offer another option for providing personnel for fire department staffing, he is requesting to start a Paid-on-Premise Firefighter Program. He said the personnel for this live outside of the required area to be a Paid-per-Call Firefighter. The program would allow staffing at the fire department during select hours and allows us to get other required duties completed. Stieve said that select person would be required to be scheduled a set number of hours per month and attend one training a month. Stieve said that originally, an Intern program was planned, but potential requirements for extended benefits and the cost of those benefits would prove too costly. It was moved by Plautz, seconded by Wedekind to approve the Fire Department's proposal to create a new Paid-On-Premise Firefighter program with a corresponding position description and forward to Council with a positive recommendation. Motion carried unanimously.
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for June 2021 – It was moved by Wedekind, seconded by Plautz to approve the monthly Billing Adjustments/Credits for June 2021. Motion carried unanimously.

Information Items

Reports

- a. Utility Superintendent's Report
 - i. Staffing Updates – Pinion said that Jessica Wilcox, Billing Technician has taken another job in Sun Prairie and her replacement begins on Monday, August 2.
 - ii. Project Updates – The 4th Ave. water main replacement project in underway from West to Summit Street. The other street reconstruction project involving water main replacement on 7th Street, from Oak to Ash will begin in a couple of weeks.
- b. Street Superintendent's Report
 - i. Staffing Updates – Nothing to report.
 - ii. Monthly Report on Public Works Department activities – Due to the storm on the 14th, the brush site has been opened until the end of the month. Kolb complimented the department on the storm cleanup. Gilman said that everyone was wonderful to work with.
 - iii. Project Updates – Gilman said three out of the five alley are completed.
- c. Police Chief's Report
 - i. Staffing Update – Nothing to report.
 - ii. Case Response Update – Chief Schauf explained the reports and was willing to answer questions from the Committee. Schauf said that the fair went very well this year. He said the Fourth of July was very busy, well attended, nothing other than traffic issues. He said that Sauk County is not going to be using transport deputies, so transport for mental commitments will be on the department. Schauf said that they have seen an upswing in younger drivers fleeing traffic stops.
- d. Fire Chief's Report
 - i. Monthly Incident Report – Stieve said the monthly incident report would be in the Council packet.
 - ii. Building Remodel Update – No update.
 - iii. Department updates – Stieve said that the night of the storm went very well, all departments worked well together. Stieve said that there is no update on the Operation Study yet. He said that the Burger King owners allowed the department do some training in the old Golden Buffet.
 - iv. Staffing updates – Stieve said that a couple of new people coming, two paid on-call and paid on premise. He said this would bring the department up to 34 with one still missing from military deployment from a few years ago.

Pinion said that it is budget time and in the absence of a Finance Director, things are delayed. He said that this is the meeting that capital projects for the next year are discussed He said that the treasurer would like these items before the next scheduled meeting. Pinion said he would like to meet on Monday, August 16.

Kolb said that the he and Pinion discussed having Public Hearings and Public Invited To Speak added to the Call to Order section of the agenda. He said that he would like to talk to the Mayor and Casey regarding this and would like Wedekind and Plautz to think about it and possibly insert it on the next agenda.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 1:37 p.m. Motion carried.

Administrative Committee

July 6, 2021

Present: Alderpersons John Ellington, Heather Kierzek, Kathleen Thurow
Absent: None.
Also Present: City Clerk, Brenda Zeman; Police Chief, Mark Schauf, Mayor Rob Nelson
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 Kierzek, seconded by Ellington to approve the June 21, 2021 minutes. Motion carried unanimously.

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

Consider the following Temporary Liquor Licenses, aka Picnic Licenses:

Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Temporary Liquor License for Downtown Baraboo, Inc for the July 23, 2021 Summer Wine Walk. Motion carried unanimously.

Motion by Thurow, seconded by Kierzek to approve and recommend to Council the Temporary Liquor License for Baraboo Young Professionals for the September 17, 2021 Baraboo Night Market. Motion carried unanimously.

Consider the Liquor License Change of Agent for Al Ringling Brewing Company, Inc.:

Motion by Thurow, seconded by Kierzek to approve and recommend to Council the Change of Agent for Al Ringling Brewing Company, Inc. to Joe Colossa. Motion carried unanimously.

Consider amending §1.31(1), the Membership of the UW-Baraboo/Sauk County Campus Commission:

Motion by Kierzek, seconded by Thurow to approve and recommend to Council amending the Membership of the UW-Baraboo/Sauk County Campus Commission to include either the City Clerk or the City Administrator. Motion carried unanimously.

Informational Items

The next meeting will be Monday, August 2, 2021 at 8:00AM.

Motion to adjourn by Thurow, seconded by Kierzek and unanimously carried. Meeting adjourned at 8:07AM.

- **Copies of these meeting minutes are on file in the Clerk’s office:**
Public Arts.....7-22-2021 UW Campus.....7-15-2021
Ambulance.....7-28-2021
Park & Recreation.....7-12-2021, 8-2-2021, 8-9-2021
- **Petitions & Correspondence Being Referred:** Correspondence regarding stop sign at intersection of Old Lake Road and Kessler Road.

ADJOURNMENT

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

Brenda Zeman, City Clerk