

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, September 28, 2021 – 7:00 p.m.**

Mayor Nelson called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent: Kolb

Others Present: Chief Schauf, Clerk Zeman, Adm. Bradley, J. Ostrander, T. Gilman, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Wedekind and carried to approve the minutes of September 14, 2021.

Moved by Wedekind, seconded by Petty and carried to approve the 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 quickest and easiest way to see the COVID-19 data affecting Sauk County is by visiting this website: <https://coviddata-saukpublichealth.hub.arcgis.com/>
- Coming up on Saturday October 2nd is the Baraboo Riverfest at the Wise Pavilion inside the Maxwell-Potter Conservancy from 9am to 4pm.
- Also, coming up is the Indigenous Peoples Day on Monday, October 11th at the historic train depot in Reedsburg.

CONSENT AGENDA

Resolution No. 21-74

THAT the Accounts Payable, in the amount of \$424,743.74 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 21-75

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

- Shakespeare on the Edge, Inc., Renaissance Faire, October 9th & 10th, 2021

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

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Thurow and carried unanimously to approve the 2nd reading of **Ordinance No. 2579** amending §1.21(1), Membership of the Library Board.

NEW BUSINESS - RESOLUTIONS

Resolution No. 21-76

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

THAT the purchase of a new 2021 Bobcat E42 “mini excavator” from Mid-State group with a purchase price of \$53,500 is hereby approved.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 21-76** be approved-8 ayes.

Resolution No. 21-77

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

That the Employee Policy & Procedure Handbook be amended as follows:

3.06 Health Insurance

A. Policy All employees eligible under the State of Wisconsin Retirement System (WRS) are eligible to participate in the City’s Health Insurance Program. Terminating or retired employees and their spouse may obtain health insurance coverage under the City plan at their own expense according to the terms of the Employee Trust Fund who administers COBRA benefits on behalf of the City.

Employees have the option to choose a group health insurance plan from the standard plan and the alternate health insurance plans offered by the Wisconsin Public Employer’s Group Health Insurance Program in the city’s service area. The City will contribute 90% of the premium for the lowest qualified plan offered in Sauk County provided it does not exceed the allowable maximum share of 88% of Tier 1 Qualified Plans’ Average Premium. Employees are required to pay any remaining balance of the cost of the health insurance premium. The level of participation in the premium is determined by the Common Council, and shall comply with State law.

Moved by, seconded by and carried that **Resolution No. 21-77** be approved-9 ayes.

Resolution No. 21-78

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

Implementation of the Asset Capitalization Policy be implemented to provide definitions and the classes of capitalized assets; establish the monetary threshold for capitalization; provide definitions of the cost basis of capitalized assets; and outline the user responsibility requirements.

This information will be used to calculate depreciations required for Governmental Wide Statements utilizing the straight-line method of depreciation.

Moved by Wedekind, seconded by Thurow and carried that **Resolution No.21-78** be approved-9 ayes.

NEW BUSINESS – ORDINANCES – None.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Bradley will be out of the office next week as he is attending the ICMA Conference.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** August 2021 – Treasurer, Fire Dept.
- **Minutes from the Following Meetings:**

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

Members Present: Sloan, Kent, Petty

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 24, 2021. Motion carried unanimously. Moved by Petty, seconded by Kent 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 **\$725,471.49**. Motion carried unanimously.
- b) **DNR Urban Forestry Grant** – M. Hardy explained that this is a \$30,000 grant with a \$15,000 match and will be used for the Jackson Property conservancy. These funds will assist us in removing all undesirable and invasive species, replanting, and general maintenance. There is no financial impact to the City. Moved by Kent, seconded by Petty to recommend to Council for approval to submit the DNR Urban Forestry Grant in the amount of \$30,000 for the purpose of maintenance and planting of trees in the Jackson Reserve Conservancy in 2022. Motion carried unanimously.
- c) **CVMIC** – Adm. Bradley noted that we will continue to look at other companies to see if we can find some better rates; at this time we need to commit and staff's recommendation is we continue with Option 1 with a self-insured retention of \$25,000 per claim, a maximum of 4 claims per year. P. Cannon explained that because we own part of CVMIC, there are legal procedures on removing ourselves from CVMIC. Finance Director Ostrander noted that CVMIC does provide us with a lot of additional services such as HR and training. Moved by Petty, seconded by Kent to recommend to Council approving the CVMIC Two-Year Liability Renewal Package, Option #1. Motion carried unanimously.
- d) **Attridge Park Splashpad** – M. Hardy explained that in accordance with our naming policy, when 1/3 of the project is donated, the donor has rights to suggest naming. M. Hardy did receive a call from the potential donor with a small change as he would like to give \$100,000 in June of 2022 and \$50,000 in January of 2023. There has also been a little uncertainty of the name so at this time it will remain the Attridge Park Splashpad at this time. If at any time there is a suggestion for a name change, it will come back to Council for approval. Based on recommendations tonight, the agreement will be amended to match the donation changes. Moved by Petty, seconded by Kent to recommend to Council acceptance of financial donation with the understanding that the first installment of \$100,000 will be paid in June of 2022 and the second installment of \$50,000 will be paid in January of 2023. Motion carried unanimously.
- e) **8th Street Main Extension** – T. Pinion explained that phase 1 of the Jackson Property development includes utility improvements which includes Sanitary Sewer extension on the north side of Hwy 33 and Water Main extension on the south side of Hwy 33. This was offered as two separate bids and it is recommended by staff to accept the low bids. Moved by Petty, seconded by Kent to recommend to Council to accept the low bids of \$274,738.15 from James Peterson Sons, Inc for the Sanitary Sewer extension and \$37,600.00 from J & J Underground LLC for the Water Main extension. Motion carried unanimously.
- f) **Redevelopment Resources** – P. Cannon explained that this is part of the \$105,000 grant that we received from the Economic Development Administration for the purpose of creating an economic development plan for the City. Our original plan was to hire Baker Tilly to do this but EDA came back and would not allow this. RFP's were sent out and 3 bids were received, 1 which was considered incomplete because they did not provide a price. Staff, as well as BEDC, is recommending we accept the bid from Redevelopment Resources/Studio GWA. Motion by Kent, seconded by Petty to recommend to Council to accept the bid of \$128,575 from Redevelopment Resources/Studio GWA for the creation of an economic development plan. Motion carried unanimously.

Adjournment – Moved by Petty, seconded by Kent and carried to adjourn at 6:45pm.

Chairperson Cafilisch 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, Steinhorst, Wastlund, Kathbauer, Kent, Koenig, Nelson, White

Absent: Briggs, Johnson, Persche, Walczak, Vera

Other: Jen Erickson

III. Approve Minutes

Motion to approve the minutes for July 8, 2021

Steinhorst (1); Kent (2)

Aye: All via voice vote

Nay: None

IV. Approve Agenda

Motion to approve the agenda as presented

Kent (1); Steinhorst (2)

Aye: All via voice vote

Nay: None

V. Presentation

None scheduled

VI. Action Items

None scheduled

VII. Information/Discussion Items

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

i. Work session facilitated by Jenny Erickson

The City Council wants a quarterly BEDC update. Mr. Nelson & Mr. Kent will provide them to the City Council.

Mr. Nelson, MS. Steinhorst & Mr. Koenig will work on the Mission Statement for BEDC

Ms. Erickson will draft a survey instrument for BEDC's review.

Members are requested to submit names of people they feel should be interviewed as part of the project.

Matt Kures will present data on the City's economic standpoint at the September meeting.

VIII. Adjournment

The meeting was adjourned by affirmative action of the Board.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting

April 15, 2021 Members Present: T. Wickus, , S. Brunker, B. Stelling S. Fay, B. McDaniel

Member Absent:

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:36 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Brunker seconded by McDaniel, and unanimously carried to approve the minutes of the March 4th, 2021 meeting.

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

New Business: Lacy Steffes (President of Downtown Baraboo, Inc) presented a request for funding to

support the newly created Downtown Manager position. Moved by Stelling , Seconded by McDaniel and unanimously carried to send this request to the full board.

Old Business: Kate Petite our current volunteer Market Manager gave a report on how the market and the vendors were shaping up for the season.

There was once again discussion on the many logistics of creating a contract for the market manager which was differed to a later date.

Insurance quotes for the market were not available at the time of this meeting.

Adjournment: Moved by Fay, seconded by Bruncker and unanimously carried to adjourn at 9:25 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting

May 27, 2021 Members Present: T. Wickus, , S. Bruncker, B. Stelling S. Fay, B. McDaniel

Members Absent:

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:39 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Fay seconded by McDaniel, and unanimously carried to approve the minutes of the March 11th, 2021 meeting.

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

New Business: It was noted that BID would need purchase it's own platform truck for storing and moving the cones and signs for the Farmers' Market. Moved by Stelling , Seconded by McDaniel to approve the purchase of a platform Truck - motion unanimously carried.

A marketing proposal for the Farmers' Market by Impact Marketing was reviewed and no action was taken.

Old Business: There was once again discussion on the many logistics of creating a contract for the market manager which was differed to a later date.

Adjournment: Moved by Fay, seconded by Bruncker and unanimously carried to adjourn at 9:20 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT, BUSINESS DEVELOPMENT COMMITTEE

Date and Time: Wednesday, August 25th, 2021 at 8:15 AM

Location: Courthouse Lawn

BID Members Noticed: T. Sloan, A. Adams, B. McDaniel

BID Members Absent: M. Yount

Others Noted: Danielle Rosene, Lacey Steffes

Chairperson Sloan called the meeting to order at 8:19 am

Approved of Minutes from June 15th, 2021 meeting: A. Adams/B. McDaniel

Adoption of Agenda: A. Adams/B. McDaniel

Old Business

2021 Plan

New Business

Small survey findings

Draft revisions in the works

BID District flyer in the works

Broad survey findings

Chamber of Commerce is checking to see what they already have

Lacey Steffes has DBI and Sauk County info she will send

Web Assistance findings

Contacting Bizzy Bizzy

2022 Budget

Motion to propose 2022 budget of \$3250: A. Adams/B. McDaniel

Next Meeting: Monday, September 20th – 8:15 am – Courthouse Lawn

Motion to adjourn at 8:41 by A. Adams/B. McDaniel

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting

September 09, 2021 Members Present: T. Wickus, , S. Bruner, B. Stelling S. Fay, B. McDaniel
Members Absent:

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:34 A.M., and noted compliance with the Open Meeting Law.

Minutes: None available

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

New Business: Farmers' Market income was reported at \$3,336.00 YTD for 2021. It was estimated that the committee will have approximately \$6,500.00 left to spend on promotions for 2021 after the deductions were made for the 2021 line item expenditures.

A marketing proposal for a DBI Fall marketing campaign was presented by Danielle Rosene (Downtown Manager with DBI) the committee decided to table the proposal and re-visit it at our next meeting.

The 2022 Budget was not created and was postponed until the next meeting to be held on 09/14/2021.

Old Business: None

Adjournment: Moved by Fay, seconded by Bruner and unanimously carried to adjourn at 9:29 A.M.

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

Library.....8-10-2021 CDA.....8-3-2021

- **Petitions & Correspondence Being Referred:**

- Correspondence regarding Prohibited Animals Ordinance
- Correspondence regarding Public Safety of Kessler Road and Old Lake Road

ADJOURNMENT

Moved by Petty, seconded by Ellington, and carried on voice vote, that the meeting adjourn at 7:12pm.

Brenda Zeman, City Clerk