

Members Present: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, T. Pinion, K. Stieve

Call to Order –Ald. Sloan called the meeting to order at 6:00p.m. noting compliance with the Open Meeting Law. Moved by Petty, seconded by Kent to approve the minutes of January 25, 2022 and January 27, 2022. Motion carried unanimously. Moved by Petty, seconded by Kent to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council for approval of the accounts payable for **\$716,644.68**. Motion carried unanimously.

- b) **Fire Dept. MOU** – Fire Chief Stieve noted that this agreement was previously signed in 2020. In order to take advantage of the increased fire department pay rate from \$12.25 to \$15 per hour, this agreement must be approved and signed. They elect to get paid on initial response and also extended response, or mutual aid, and they are able to bill on both the personnel that work on the scene as well as the apparatus. Moved by Petty, seconded by Kent to recommend to Common Council to authorize the City Administrator and Fire Chief to sign the Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression services with the Wisconsin Department of natural Resources. Motion carried unanimously.

- c) **Fire/EMS Operations** – Fire Chief Stieve explained that this is the same company that just completed the Fire/EMS Consolidation Report and as part of their recommendation is the strategic plan. This provides the road map to develop and achieve what we want to do as a joint district, sets up our expanded goals and objectives. The money to pay for this will come from the remaining money from the fire station remodel. Adm. Bradley noted that based on input from staff, this will cover what it’s going to look like. Not necessarily a discussion of ownership, but how does the organization look. Moved by Kent, seconded by Petty to recommend to Common Council to authorize the City Administrator and City Clerk to sign the Proposal for Standard of Cover and Strategic Plan for Baraboo Fire Department and Baraboo District Ambulance Service by the Center for Public Safety Management, LLC in the amount of \$31,500. Motion carried unanimously.

- d) **CPSM Recommendation** – Fire Chief Stieve explained that the Consolidation Report recommends full consolidation but before we can do this, we have to create the necessary governance documents. A lot of this will be going on in the background between attorneys and staff; it will then be brought back to committee for vetting. Adm. Bradley explained how the levy category will work for the district, with the costs remaining the same. The benefit to the City is that we are no longer limited to the net new growth. Membership will be based on value we are contributing; the City will continue to be majority on the Board. Anyone that no longer wishes to be a member of the district can still be a contracted service, invoiced for the services they receive. Moved by Petty, second by Kent to recommend to Common Council to authorize the Council President, Public Safety Committee Chair, City Administrator and Fire Chief to work with a subcommittee of the Baraboo Ambulance Commission and the BDAS Chief to create the necessary governance documents to form the consolidated Fire/EMS District. Motion carried unanimously.

- e) **Fire/EMS Station** - Fire Chief Stieve noted that back in 2019 we went through the process of interviewing several firms for the design and construction of the Fire/EMS Station selecting the team of MSA Professional Services and CR Architecture + Design. Since the Consolidation Report has been completed, two architects from the original selected firm of CR Architecture + Design have left. Because of this, MSA is terminating the agreement with the City and so we need to go back out and look for a new firm to design the Fire/EMS Station. Because some things have been finalized since the original RFP's were sent out, there will be minor updates to the original proposal. With design services it does not have to be low bidder; a firm's qualifications will be taken into consideration as well. Motion by Petty, seconded by Kent to recommend to Common Council to authorize the City Administrator and City Staff to revise and release Request for Proposal for design and construction of a new Fire/EMS Station and work with selected Common Council Members, City Staff, Baraboo District Ambulance Commission member(s) and Chief to interview, select and bring forth a qualified firm for design and construction services for a new Fire/EMS Station for approval. Motion carried unanimously.
- f) **DOT STH 33 Reconstruction Project** – T. Pinion explained that with the Hwy 33 reconstruction, the state has already produced the Nominal Parcel Payment report. They hired a real estate right-of-way acquisition consultant to perform this on behalf of the DOT. Because it's a connecting highway, the City has to give its consent. There are approximately 70 or 80 parcels where we have to acquire predominantly temporary limited easement. Based on appraisals, compensation is negotiated. Once the dollar amounts are negotiated and agreed upon, the approved document is sent to the City for approval. Periodically we submit our report to the state and they will reimburse us 100% of the cost that we've expended. Moved by Kent, seconded by Petty to authorize the City Engineer to sign the documents for all necessary real-estate acquisitions for the DOT's STH 33 Reconstruction Project. Motion carried unanimously.

Informational Items

- a) **Kwik Trip Fuel cards**
Adm. Bradley explained that we have asked the local vendors what they could offer if we were to go to their fuel cards. We received bids from Kwik Trip, BP, and WEX. Based on pricing, options available for reporting, and other available perks, staff has decided to go with Kwik Trip for city fuel cards.
- b) **2022 Debt Considerations**
Adm. Bradley presented what we are seeing for potential debt for this year. The only thing we are positive we are issuing bonds for is the \$1.5M for streets. Other items include Campus upgrades, the fire station, the Jackson Property, the library project, and TID 8.

Adjournment – Moved by Petty, seconded by Kent and carried to adjourn at 7:34pm.
Brenda Zeman, City Clerk