

AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 101 South Blvd., Baraboo, Wisconsin
Tuesday, January 8, 2019, 7:00 P.M.

Regular meeting of the Common Council, Mayor Palm presiding.

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, and Thurow

Notices sent to City Staff and Media: Atty. Truman, Adm. Geick, Clerk Zeman, Finance Director Haggard, City Engineer Pinion, Utility Super. Peterson, Street Super. Gilman, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Jessica Bergin, CDA Director, the News Republic, WBDL, and 99.7FM, *Wendy Hanley, Ed White (SCDC), W.R. Sauey*

Notices sent to other interested parties: Citizen Agenda Group, Media Agenda Group, Baraboo Economic Development Commission (BEDC), City of Baraboo Plan Commission, Baraboo Community Development Authority (CDA)

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): December 11, 2018

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

PRESENTATIONS -

- The Mayor will present the Baraboo GEM Award to W.R. Sauey.
- Ed White, Director of Sauk County Development Corporation (SCDC) will present the SCDC Housing Study. (BEDC, the Plan Commission, and CDA have all been invited to attend this presentation; however, no action will be taken).

PUBLIC INVITED TO SPEAK (Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)

MAYOR'S COMMENTS – The Mayor would like to congratulate Wendy Hanley on her 25th anniversary with the City of Baraboo Utilities. Congratulations Wendy!

CONSENT AGENDA (roll call)

CA-1...Approve the accounts payable to be paid in the amount of \$_____

NEW BUSINESS RESOLUTIONS

NBR-1...Request from Juergen Beyer to allow for Excessive Household Animals (3 Dogs).

NBR-2...Approve the 2019 levy special assessments upon property at Lake Street (between Springbrook Dr. & Walnut St.) and Elizabeth Street (between 15th St. & Walnut St.). Also, new curb and gutter at Lake Street (between Springbrook Dr. & Walnut St.).

NBR-3...Approve agreement with Bill's Towing for contracted tow services for CY 2019 and 2020.

OTHER ACTIONABLE ITEMS:

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following: **Reports from November & December 2018** –Treasurer & Fire Dept., Building Inspection

Minutes from the Following Meetings –

Copies of these meeting minutes are included in your packet:

Finance/Personnel	12-11-18	Administrative	12-10-18
BID	12-19-18	Public Safety	12-10-18
Zoning Ad-Hoc	11-14-18	BEDC	11-15-18, 12-6-18
Plan Comm.	12-18-18		

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

PFC	11-19-18	Park & Recreation	12-10-18
Library Board	11-20-18, 12-18-18	Friends of Library	12-04-18

Petitions and Correspondence Being Referred:

INFORMATION

ADJOURNMENT (Voice Vote)

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

JANUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		NEW YEARS DAY - OFFICES CLOSED				
6	7	8	9	10	11	12
	Administrative	Finance Council				
13	14	15	16	17	18	19
	Park & Rec	Plan Library	BID	UW Campus		
20	21	22	23	24	25	26
	SCDC PFC	Finance Council		Emergency Mgmt Public Arts		
27	28	29	30	31	1	2
	Public Safety		Ambulance			

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the City Clerk at 101 South Blvd., or phone 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Notice is hereby given that members of and possibly a quorum of members of other governmental bodies of the City of Baraboo who are not members of the above Common Council may be in attendance at the above stated meeting to gather information; however, no formal action will be taken by any governmental body at the above stated meeting other than the Common Council so identified in the caption of this notice.

Agenda jointly prepared by D. Munz and B. Zeman
Agenda posted on 01/04/2019

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, December 11, 2018 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Alt, Ellington, Zolper, Thurow

Council Members Absent:

Others Present: Chief Schauf, Adm. Geick, Attny. Truman, Clerk Zeman, C. Haggard, T. Pinion, W. Peterson, K. Stieve, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Sloan and carried to approve the minutes of November 27, 2018.

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

Compliance with the Open Meeting Law was noted.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR’S COMMENTS – The Mayor recognized the following fire personnel on their anniversaries with the Baraboo Fire Department. Congratulations to each of you for all your contributions, dedication, and commitment to the citizens of Baraboo.

5 Years of Service

Brandon Green
Sean Collins
David Kitkowski
Robert Rognrud
Aaron Diers
Logan Rabata
Jordan LaMasney

10 Years of Service

Mark Steward
Tony Aguado
Dave Schrofer
Jonah Moline
Karl Denker
Andrew Yngsdal

15 Years of Service

Lee Vierbicher

CONSENT AGENDA

Resolution No. 18-105

THAT the Accounts Payable, in the amount of \$ 559,325.47 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 18-106

THAT the Mayor be authorized to apply for the 2019 WisDOT Public Transit Assistance Program (PTAP) and funding offered by the Federal and State governments for the City of Baraboo, and;

THAT the Mayor be authorized to apply for the 2019 Federal Section 5311 Operating and Capital (Formula Grants for Rural Areas) for the City of Baraboo, and;

THAT the City of Baraboo adopts the Department of Transportation procurement policy, and;

THAT the City of Baraboo adopts the Department of Transportation disposal guidance for federally funded taxi vehicles.

BE IT FURTHER RESOLVED that the Mayor be authorized to execute appropriate contracts if the applications are approved.

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

NEW BUSINESS

Resolutions:

Resolution No. 18-107

To accept the October 19, 2018 proposal for annual Assessor Services from Tyler Technologies, with the same scope of services, for the years:

\$36,400 for 2019

\$37,300 for 2020

\$38,200 for 2021

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-107** be approved-9 ayes.

Resolution No. 18-108

WHEREAS, the Wisconsin Department of Natural Resources regulates municipal storm sewer systems discharging water to surface or groundwaters through the Wisconsin Pollutant Discharge Elimination System (WPDES) permit program, and

WHEREAS, the goal of the WPDES Storm Water Program is to prevent the transportation of pollutants to Wisconsin’s water resources via stormwater runoff, and

WHEREAS, the City of Baraboo owns stormwater facilities that are required to be permitted under the Wisconsin Pollutant Discharge Elimination System (WPDES), and

WHEREAS, the Stormwater Management Cooperative Agreement is between Marathon County; the cities of Baraboo, Marshfield, Merrill, Mosinee, Schofield, Stevens Point, Wausau, and Wisconsin Rapids; the villages of Kronenwetter, Rothschild and Weston; and the town of Rib Mountain, herein referred to as the North Central Wisconsin Stormwater Coalition, and

WHEREAS, the purpose of the Agreement, which is authorized pursuant to ss.66.0301, Wis. Stats., is to develop and implement a single information and outreach program meeting the requirement of the Wisconsin Administrative Code and to increase awareness of stormwater impacts on waters of the state while avoiding duplication of efforts and saving costs, and

WHEREAS, the coalition will cooperate to adapt and revise operating procedures and municipal ordinances to comply with the requirements of the WPDES General Permits held by each party to the agreement and any changes made to the Wisconsin Administrative Code; now therefore

BE IT RESOLVED, the Common Council of the City of Baraboo hereby authorizes the Mayor and City Clerk to execute the attached Stormwater Management Cooperative Agreement between Marathon County, the cities of Baraboo, Marshfield, Merrill, Mosinee, Schofield, Stevens Point, Wausau and Wisconsin Rapids; the villages of Kronenwetter, Rothschild, and Weston; and the Town of Rib Mountain.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 18-108** be approved-9 ayes.

Resolution No. 18-109

THAT the Position Description for Assistant Fire Chief – Training is hereby approved.

Further, the Fire Chief is authorized to begin the hiring process.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-109** be approved-9 ayes.

Resolution No. 18-110

That the Common Council approves the lease agreement between the City of Baraboo and I A.M. Dairy for the City owned parking lot located at 114 Walnut Street and authorizes City Administrator Ed Geick and City Clerk Brenda Zeman to execute the Lease Agreement on behalf of the City.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-110** be approved-9 ayes.

Resolution No. 18-111

THAT, the proposed 2019 Sanitary Sewer Budget for the City of Baraboo in the amount of **\$1,719,387** is hereby adopted; and,

BE IT FURTHER RESOLVED, that adoption of said budget establishes the following sewer rates effective beginning the first quarter billing of 2019:

City of Baraboo	* 100 Gallons Usage	\$0.402
Outlying Area:	* 100 Gallons Usage	\$0.270
Surcharge for High Strength:	BOD	\$ 0.45/lb
	S.S.	\$ 0.51/lb
	Phosphorus	\$ 4.00/lb
Quarterly Fixed Meter Charge		
	5/8"	\$ 7.40
	3/4"	\$ 8.10
	1"	\$ 9.50
	1-1/2"	\$ 12.90
	2"	\$ 17.00
	3"	\$ 26.60
	4"	\$ 40.30
	6"	\$ 74.60
	8"	\$ 116.00
	10"	\$ 171.00
	12"	\$ 225.00
Septage Holding Tank		\$116.72/1000 gallons
		\$ 10.85/1000 gallons
Administration Fee		\$ 15.00/load
Bio Solids	Class A	
	Utility haul	\$ 22.50/load
	Customer hauls	\$ 0.75/yd.
	Class B	FREE
Digester Solids Treatment		\$ 50.00/100 lbs. of dry solids
BOD Testing		\$ 18.00/sample
S.S. Testing		\$ 12.00/sample
pH Testing		\$ 7.00/sample
Phosphorus Testing		\$ 23.00/sample

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 18-111** be approved-9 ayes.

COMMITTEE OF THE WHOLE

Moved by Ellington, seconded by Alt to convene as a Committee of the Whole regarding an update on the Baraboo Acts programs.

Mayor Palm gave a brief update on past meetings and future plans for the Baraboo Acts program. He also noted that there is now a Baraboo Acts component to the Baraboo's School District website as the official location for community events, news releases and other information pertaining to topics of hate, racism, etc., and activities that are organized for healing, learning, and moving the community forward. Future plans could include the following: a contract with an Educational Expert to conduct a Baraboo School District wide equity audit, providing mental health support to students and staff, enhancing Holocaust education, enlisting the expertise and assistance from the YWCA, develop a community series of speakers and a panel discussion, explore community training, offer policy links on our respective websites, and research adoption of a sister city in another part of the world. This list is a result of what was heard at previous meetings.

Ald. Plautz noted that he has received calls from residents wanting their voice heard. Many residents are not attending the meetings because they feel their voices will not be heard or fear that because their views are different and they have a different opinion, they will be labeled as racist. He would ask that the residents of Baraboo allow for diversity of opinion. He is more concerned about the truth than the image of Baraboo because he feels this will resolve itself. Perception has become the new truth and many are speaking before knowing the facts. We need to seek the truth and have the results of the investigation made public. We have to be careful to not make our efforts look like we are simply trying to restore the image of Baraboo; we should simply meet to work together with the schools.

The Mayor stated that he feels this effort is to improve who we are as a community. We need to focus on how we strengthen our community and become more inclusive.

Ald. Petty noted that he had attended the first meeting and was impressed with the turnout and the difference of opinions. It gives residents a chance to participate if they so choose to. He feels it would be a disservice to the community to not do something. He appreciates the time spent on making something happen.

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

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Ald. Petty would like to express his appreciation to all of the employees of the City of Baraboo, the administrative staff, and the elected officials and wishes everyone a Merry Christmas and a Happy New Year.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for September, October, and November 2018 from – Building Inspection

Minutes from the Following Meetings –

Finance/Personnel Committee – Dennis Thurow Committee Rm #205

November 27, 2018

Members Present: Petty, Sloan, Thurow

Absent:

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, M. Hardy, K. Stieve, W. Peterson

Call Meeting to Order – Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law.

Moved by Sloan, seconded by Thurow to approve the minutes of November 13, 2018. Motion carried unanimously. Ald. Petty noted that Action Item B, number 5 is modified to show a tax levy of \$8,503,461. Moved by Sloan to approve the amended agenda, seconded by Thurow and carried unanimously.

Action Items

- a) **Accounts Payable** - Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council approval of the accounts payable for **\$1,108,681.18**.
- b) **Review and recommendation to Common Council the 2019 Budget**
1. **Alma Waite in the amount of \$30,467**
Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council.
 2. **Sanitary Sewer Utility in the amount of \$1,719,387**
Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council.
 3. **Water Utility in the amount of \$1,924,833**
Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council.
 4. **Stormwater Utility in the amount of \$1,102,912**
Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council.
 5. **Tax levy for \$8,503,461 and adopt the 2019 City budget for a total of \$17,976,342**
Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council.
 6. **TIF Funds**
Adm Geick explained that this approval is new for this year as required by law and simply lists the amount of TIF Funds that will be expended next year. Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council.
 7. **Funds with other sources of revenue**
Adm Geick noted that this is another new approval for this year and includes all of the separate funds as they are used. Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council.
- c) **Review and recommendation to Common Council using \$3,545 from auction proceeds of surplus equipment sales from the Parks & Recreation Department to replace a treadmill at the Civic Center fitness room** - M. Hardy explained that this is an unbudgeted item. Currently there is a little over \$5,000 available in the fund for past sale of auction proceeds. He is requesting to use these auction proceeds to replace a treadmill at the Civic Center. Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council.
- d) **Review and recommendation to Common Council the 2019 Business Improvement District (BID) budget for \$47,900, and assessments to be levied upon property** - The Committee reviewed the BID Budget. Motion by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.
- e) **Review and recommendation to Common Council the Annual Weights and Measures Assessments for 2018.** *
The committee reviewed the proposed weights and measures assessments. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council the annual weights and measures assessment.
- f) **Review a quote for continued assessor services with Tyler Technologies January 1, 2019 through December 31, 2021 and consideration of a future revaluation of the City** – Adm Geick explained that we are at the end of the contract period with Tyler Technologies. He is recommending that we continue with Tyler Technologies. Ald. Petty would prefer hearing from Tyler Technologies regarding a future revaluation of the City of Baraboo. Motion by Sloan to accept the 3 year contract, seconded by Thurow and carried unanimously to recommend to Council.

Informational Items

- a) City Attorney's report on insurance claims – None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:16pm.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) BOARD OF DIRECTOR'S **November 21, 2018**

Members Present: S. Fay, B. Stelling, M. Zolper, T. Wickus, D. Ender, N. Marklein Bacher, L. Stanek

Members Absent: L. Steffes, S. Byberg

Also Attending: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:49PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Wickus, seconded by Zolper and unanimously carried to approve the minutes of October 17, 2018.

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

Reports of Officers and Committies**Appearance**

- Key Club may help with banners in spring.

Promotions

- Christmas promotion underway.

Old Business:

Bench update – Prices received for painting; Plan to replace 1-2 per year.
 Branding initiative update – Bobbie Boettcher presentation

New Business:

1. Vouchers

Rachel Rosenblum	450.00
GKJ Holdings LLC	750.00
Minuteman Press	78.47
Thyme is Honey	750.00
Downtown Baraboo	97.57
Lamar	3,375.00
Downtown Baraboo	2,500.00
Don Rick Insurance	635.00
City of Baraboo	<u>541.72</u>
TOTAL: \$	<u>9,177.76</u>

Moved by Wickus, seconded by Stanek, and unanimously carried to approve the vouchers.

Correspondence & Announcements:

Next Meeting: Wednesday, December 19, 2018 at 5:45pm, Committee Room #205.

Adjournment: Moved by Wickus, seconded by Stelling to adjourn at approximately 6:43 p.m.

Minutes of the Public Safety Committee Meeting

November 12, 2018

Members Present: Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Tom Pinion, Chief Schauf, Chief Stieve, Wade Peterson, Randy Scott, Leah & Ed Winneshiek, Al Mueller, Bob Hudack, Meg Roback, Kory Anderson, and Ben Bromley.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 2:00 P.M. at the Wastewater Treatment Facility. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the September 24, 2018 meeting. Motion carried unanimously.

New Business

- a. Consideration of Vehicle and Equipment Towing Proposals for 2019/2020 – Chief Schauf presented the three proposals to the Committee. He said that Hovlands responding saying that they did not haul heavy trucks. Bill’s Towing responded saying there would be no cost to the City if a City vehicle needs to be towed. He said that they also said that a vehicle towed for the City that would normally be billed to the owner for the snow removal, they indicated there would be no charge. He said the other bid received was from Craig’s Towing, which is relatively new to the area. Craig’s had no cost for towing City vehicles; however, a much higher rate for towing private vehicles. He said that the Department has had some concerns with Bill’s in the past, people in the public indicating that Bill’s was over charging for their tow services. It was moved by Kolb seconded to Wedekind to recommend Bill’s Towing as the lower bidder for 2019/2020. Motion carried unanimously.
- b. Request by Seneca Foods Corp. to add a streetlight on the south side of Sauk Avenue west of their main office located at 801 Sauk Avenue – Pinion said that Seneca has a fair amount of pedestrian traffic going from headquarters to production facility. Streetlight is requested to provide better lighting for crossing. He said the cost would add \$84.00/year to the street light budget. It was moved by Kolb, seconded by Wedekind to add a streetlight on the south side of Sauk Avenue west of the main office as requested. Motion carried unanimously.
- c. Request for a second driveway for the single-family residence at 560 Quarry Street by Edward Winneshiek – Pinion said this location is behind Quindt’s Towne Lounge. Highland Drive is on one side of the building and Quarry Street on the other; therefore, the dwelling has double frontage, but is not a corner lot. He said that there is a fair amount of stairs on the Highland Drive side, which is the existing driveway. He said that it is getting more difficult for Mr. Winneshiek to navigate the stairs; therefore, from a safety perspective, the family is considering installing a second driveway off Quarry Street. He said that there are some topographically challenges; however, anything can be done. He went on to say that, Quarry Street sits approximately three feet above the yard, so they will have to fill a place there to safely pull off the road and meet the driveway standards with a hard surface driveway. Pinion said that the entire cost of the driveway would be the owner’s responsibility. It was moved by Kolb, seconded by Wedekind to approve the request for a second driveway at 560 Quarry Street. Motion carried unanimously. Leah Winneshiek stated that in order for them to continue to ask for help from Ho-Chunk Nation from their program for elders she would need a copy of the minutes from this meeting.
- d. Consideration of request from I AM Dairy to lease the city-owned parking lot on the south side of 106 Walnut Street – Pinion presented the background to the Committee. He said that I AM Dairy is requesting to lease the old Alliant parking

lot, south and west of the old Bear A Boo Daycare Center. Pinion said that staff has looked at the general terms of a draft lease agreement; however, he is looking for whether the Committee feels that this is a good or bad idea, then staff will work out the details of amount of the lease and any other provisions as Al Mueller is able to review it with his attorney if we get any feedback. Pinion said that this is all City-owned property and available for lease and generate some revenue. It was moved by Kolb, seconded to Wedekind to direct staff to finalize negotiations. Motion carried unanimously.

- e. Consideration of Tumbled Rock Brewery's request to discharge wastewater to the City of Baraboo via the Town of Baraboo Sanitary District No. 1's sewer collection system – Pinion said the Wastewater Treatment Plant not only services the residents of the City, but also a couple of outlying areas, West Baraboo, the Town of Baraboo Sanitary District No. 1, and Devil's Lake. He said that the City has written agreements with each one. He said that the agreement with the Sanitary District states that any time there is a new industry or factory that they need to get written approval from the City to continue. The provisions of that contract say they can discharge 57,000 gallons per day; they are barely getting that per month. Pinion said that this is a new facility that is going to be created, falls under the industrial and manufacturing general sense of use, and requires written permission from the City. Pinion said that the Committee is familiar with the distillery and some of the challenges that the City has faced with wastewater there, is a brewery, they both container alcohol, but they are significantly different in terms of process and recipes. He said this is a 15-barrel brewing facility and the majority of the water goes out the door in the product, there are some spent grains that would be separated and hauled off-site, and then the rinse water from that brewing facility that would be discharged to the sewer system. Wedekind asked if the city would run into the same with the winery. Pinion said that the winery contained alcohol, but yet a different process. He said that it would be similar; most of their solids would be collected and hauled off-site. He said that the brewery and done some research and the City has spoken to other communities that have breweries, the City certainly expect it will exceed the domestic strength waste concentrations contained in City ordinance. He said that the brewery knows that they have to install a sampling manhole, effluent metering device, and then have a flow proportionate sampler so that a baseline can be created. He said that expectation is over a month or six-month to get a reasonable average. Peterson said that he met with Randy Scott, owner of developer of Tumbled Rock, and the architect and talked about all the issue and he feels everything will be fine. Kolb asked if a surcharge would be required. Peterson said that they would be considered an industrial customer and have the surcharges applicable for whatever is considered high strength. It was moved by Kolb, seconded by Wedekind to approve the request of Tumbled Rock Brewery to discharge wastewater to the City of Baraboo via the Town of Baraboo Sanitary District No. 1's sewer collection system. Motion carried unanimously.
- f. Consideration of proposed Deed Restriction to prevent the independent sale of any of the six lots comprising the City Services Center "campus" at 450 Roundhouse Court – Pinion presented the background. He said that all six lots were created by a series of certified survey maps. He said the City is going to build a storage building on-site, and given the location is will cross a property. Therefore, as this goes to the State for State-approved plans, they will want to see something that eliminates the underlying property lines. It was moved by Kolb, seconded by Wedekind to recommend the proposed Deed Restriction as proposed. Motion carried unanimously.
- g. Consider accepting Quit Claim Deeds for a 20-foot wide strip of land centered about the existing paved shared driveway from the seventeen abutting property owners to establish a public alley between Elizabeth and Camp Streets from 2nd Street to 4th Street – Pinion presented the background. He said that this area is a platted area that originally was called the Village of Litchfield, eventually became the City of Baraboo. He said that these lots, there was no alley plated like there is on the other blocks, no right-of-way plated for an alley, some way there is a paved surface that extends from south end of the block to the north end of the block. Pinion said that technically it is considered a private, shared driveway. He went on to say that, residents have asked the City to reconstruct it; however, public dollars cannot be invested on private property. He said that over the course of the last couple of years, he has met with the residents on two different occasions and Attorney Truman accompanied him to a neighborhood meeting, there are 17 property owners, he has 16 signed quitclaim deeds, and the other one is on its way. Pinion said that the City plows it the majority of the time and use it to pick up garbage. He said with the Committee's recommendation and Council approval it convert this to an alley. It was moved by Kolb, seconded by Wedekind to recommend accepting the quite claim deeds and to establish a public alley between Elizabeth and Camp Streets from 2nd Street to 4th Street. Motion carried unanimously.
- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for September & October 2018 – It was moved by Kolb, seconded Wedekind to approve billing adjustments/credits for September & October as presented. Motion carried unanimously.
- i. Tour the Water Resource Recovery Facility's recent Biosolids upgrade project and the new storage building – At 2:45 the Committee toured the Biosolids upgrade.

Reports

- a. Utility Superintendent's Report – Peterson said that start-up of the last piece of equipment for the biosolids project is planned for next week. He said that 21 lead services have been replaced, so 2019 and 2020 the department will be pushing hard to get more people into the program. He said that the Sewer Rate Study is getting close and he hopes to have something at the second Council meeting with a proposed change and the sewer rates. The Jet-Vac truck for \$398,600 should be here the first week in December. He said that the water crew is finishing up hydrant flushing. He said that the sewer crew has

been extremely busy helping out with the new garage. Biosolids, hopefully, the majority will be hauled out Wednesday and Thursday.

- b. Street Superintendent’s Report – Pinion presented Gilman’s report. Brush and leaf pickup is the focus of the Department. He said that there is some patching left to do. Compost site continues to be taken care of. He said that there are two street sweepers out throughout the months of October and November. The department did have a demonstration on a crack filler, so it is being looked at to pursue and get final pricing from vendors. He said that Berkley Blvd., between Dominos and the old Culver’s was a piece of unimproved right-of-way behind the guardrail, the Department made some storm sewer repairs, regraded it so it should drain very well. Alleys that we scheduled for this year have been finished. Pinion said on the Engineering side, curb and gutter was poured on Mill Race today. He said finish grading was done on Vine Street and will be blacktopped by the end of this week. Pinion went on to say that there has been some press coverage and social media discussion regarding a couple of people’s desire to have a four-way stop at 5th and Oak. He said that he and Schauf will look at this and it will be on a future agenda.
- c. Police Chief’s Report – Schauf said that the Department is busy. He said that drugs are still a primary concerns. He said that he has two employees that are currently field training, and will be in the final stages within the next two weeks. He said there are still two vacancies within the department, noting that Ruth Browning left the department to take a position with the CDA as their Compliance Officer.
- d. Fire Chief’s Report – Stieve said that he and Pinion are working together for the Building Inspector/Fire Inspector/OC FF position.

ADJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 3:12 p.m. Motion carried.

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

Public Arts	10-25-18	Library Board	11-29-18
Board of Canvassers	11-12-18	Park & Recreation	11-12-18
Plan Commission	10-16-18		

PETITIONS, AND CORRESPONDENCE

Petitions and Correspondence Being Referred -

INFORMATIONAL ITEMS

ADJOURNMENT

Moved by Sloan, seconded by Petty, and carried on voice vote, that the meeting adjourn at 7:39pm.

Brenda Zeman, City Clerk

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

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

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

Offered By: Consent

Approved by Mayor: _____

Motion:

Certified by City Clerk: _____

Second:

The City of Baraboo, Wisconsin

Background The City of Baraboo allows a maximum of two dogs per household. Additional dogs are allowed only if the Common Council grants a special exemption that is based on “either a change in household circumstances or a need for an additional animal due to a disability in the household.” §12.13(14)(b), Baraboo Municipal Code.

Juergen and Sheila Beyer of 727 Walnut Street have requested the Common Council grant them a special exemption to be able to keep three dogs at their residence. They claim a change in household circumstances as their daughter, Trisha Beyer, and grandson recently moved in with them and brought along two dogs, putting the total number of dogs in the household to three. They are also requesting a special exemption because one of the dogs is an emotional support dog for Trisha Beyer. The Administrative Committee reviewed the Beyer’s request and unanimously recommended the Common Council grant a special exemption allowing three dogs in Beyer’s residence.

Note: (✓one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted

Comments:

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

The Common Council grants a special exemption to Juergen and Sheila Beyer allow them to keep three dogs in their residence until one of the three dogs passes, after which time they will be allowed to keep no more than two dogs in their residence. The exemption also requires the Beyers 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 the residence.

Offered by: Administrative Committee
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: As part of the 2019 budget, new sidewalk construction is planned where no sidewalk currently exists for the following locations:

- Lake Street (between Springbrook Drive & Walnut Street) – approximately 28,600 sq ft.
- Elizabeth Street (between 15th Street & 16th Street) – approximately 1,650 sq ft.

And new curb & gutter is planned where no curb & gutter exists for the following locations:

- Lake Street (between Springbrook Dr and Walnut St) – approximately 3,380 feet.

The City’s policies dictate that the cost of new sidewalk and/or curb & gutter be assessed against abutting properties.

The following Resolution is the first step in the Statutory process to assess the cost of these new improvements against the benefitting properties.

Fiscal Note: (check one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted Comments

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

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon property in the assessment districts hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2019 Street Reconstruction Construction.
2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- Lake Street (between Springbrook Drive & Walnut Street) – approximately 28,600 sq ft.
- Elizabeth Street (between 15th Street & 16th Street) – approximately 1,650 sq ft

New Curb & Gutter – That property on:

- Lake Street (between Springbrook Dr and Walnut St) – approximately 3,380 feet.

3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
4. The City Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
5. The City Engineer shall prepare a report which shall consist of:
 - (A) Final plans and specifications for the improvements.
 - (B) An estimate of the entire cost of the proposed improvements.
 - (C) A schedule of proposed assessments.

6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
7. Upon receiving the report of the City Engineer, the Clerk or her designee shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as Class 1 notice under ch. 985, Wis. Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with the reasonable diligence.
8. The hearing shall be held in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 on February 26th, 2018 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.
9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

RESOLUTION NO. 2018-

Dated: January 8, 2019

The City of Baraboo, Wisconsin

Background

The Police Chief solicited bids for a private contractor for City authorized towing services. An RFP was sent to multiple contractors and was posted on the City website and Facebook pages. Upon the return date, three vendors responded: Bill's Towing and Auto Repair, Hovland Tire and Oil, and Craig's Towing. All three provided a bid of zero dollars for towing City owned vehicles. Bill's Towing also bid zero dollars to tow privately owned vehicles, while Hovland and Craig's bid for towing privately owned vehicles varied (Hovland: \$68.50/tow + \$2.50/mileage; Craig's: \$150/tow with first 5 miles included). Hovland would have to subcontract the towing of heavy vehicles.

All three bids were reviewed by the Public Safety Committee, which unanimously recommends entering into contract for CY 2019 and 2020 with Bill's Towing.

Fiscal Note: (one) [] *Not Required* [] *Budgeted Expenditure* [] *Not Budgeted*
Comments:

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

TO: Authorize the agreement and contract with Bill's Towing and Auto Repair for City authorized tow services for CY 2019 and 2020. The City Attorney will draft and forward the new contract.

Offered by:
Motion:
Second:

Approved: _____
Attest: _____

TREASURER'S INVESTMENT REPORT for November 2018

Average Rate of Return on Current Deposits

Benchmarks:

Total Receipts: 1,463,929.47

Total Disbursements: 1,134,453.29

	Avg Term	
General Funds:	7.2 M	1.62%
Utility Funds:	10.7 M	1.08%
Segregated Funds:	25.0 M	1.81%
Securities w/Dana	3.47 years	1.88%
All Funds:	11.4 M	1.50%
	Liquid:	60%
	Term:	40%

LGIP	2.27%
90-day T-bill:	2.41%
6M CD:	1.37%
12M CD:	1.77%
18M CD	2.30%

Policy Objectives:

- Safety: ▪ \$3,000,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Investing in CD's when good rates are available.
- Yield: ▪ Short term yields are strong

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	RENEW	CD	Water utility	WCCU	26671		18 Mo	11/3/2018	1.15%	300,000.00	Reinvest
					101		16 Mo	3/5/2020	2.48%	305,256.59	Reinvest
	Comments:										
(2)	RENEW	CD	Sewer utility	WCCU	26733		18 Mo	11/24/2018	1.15%	155,435.45	Reinvest
					102		16 Mo	3/27/2020	2.48%	158,168.75	Reinvest
	Comments:										

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst		Interest
									Yield	Maturity Amount	
(1)	BUY	FHLB	3130AFD79	100.0000	AA+	Step coupon	3 year	11/23/2021	3.0% / 3.4%	150000.00	Semi annual

* Current coupon

Bank Balance						Bank																		
BANK INVESTMENTS	Type	Fund	Account	Term	Maturity	Rate	BNB	LGIP	WF/JB	CFB	SUM	BWD	PDS	FBB	RCB	CLARE	WCCU	ICB	CCF	BMO	FICA	SCHWAB	Grand Total	
Alma Waite Account	NOW account	820	104502957	Daily		0.49%	20,511.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,511.10
Alma Waite Trust Fund	Cert of Deposit	820	6275826	36 months	7/8/21	2.85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00	0.00	0.00	0.00	0.00	160,000.00
			25688	36 months	4/20/19	1.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			6295215	36 months	10/16/19	1.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00
			3861228	33 months	11/21/20	2.05%	0.00	0.00	0.00	0.00	0.00	105,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,000.00
			54962-27444	30 months	8/21/20	1.99%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,986.81	0.00	0.00	0.00	0.00	0.00	0.00	100,986.81
			6900492354	31 months	9/22/20	2.25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00	0.00	0.00	0.00	110,000.00
			40032677	30 months	10/16/20	2.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,303.34	0.00	0.00	0.00	0.00	111,303.34
	Investment Pool	820	856206-3	Daily		2.27%	0.00	37,589.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,589.73
	Dana Investment	820	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00
CDA-Grant Accounts	Checking	220	1000934/114639	Daily		none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
CDA-Loan Accounts	(blank)	983	(blank)	(blank)			672,860.62	165,545.77	0.00	81,088.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	919,495.21
Fire Benefit Fund	Investment	900	126696102	Daily		0.10%	0.00	0.00	0.00	0.00	649.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	649.34
	Cert of Deposit	900	6900470891	13 months	12/1/18	1.49%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00
	Investment Pool	900	856206-4	Daily		2.27%	0.00	27,682.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,682.85
Fire Equipment Fund	Cert of Deposit	420	19065	36 months	12/14/18	1.20%	0.00	0.00	0.00	0.00	0.00	0.00	128,022.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128,022.16
			6294952				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113,418.57	0.00	0.00	133,418.57
			54962-25689	36 months	4/20/19	1.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
			109465199	24 months	3/23/20	2.16%	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			30087	36 months	3/28/21	2.47%	0.00	0.00	0.00	151,867.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,867.73
	Dana Investment	420	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350,000.00	350,000.00
Friends of the Library	Savings	940	103035891	Daily		0.10%	17,999.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,999.29
General Cash Account	Checking / NOW	100	1000306/9830	Daily		0.04%/49	820,958.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	820,958.70
	Deposit Placement	100	101066015	Daily		0.49%	423,785.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	423,785.13
General Fund	Money Market	100	908-640	Daily		0.37%	0.00	204,120.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204,120.70
			86190136	Daily		1.00%	0.00	0.00	0.00	751,911.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	751,911.41
			163563	Daily		1.25%	0.00	0.00	0.00	0.00	128,816.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128,816.40
			7481010	Daily		0.90%	0.00	0.00	0.00	0.00	0.00	0.00	211,280.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211,280.58
			471582	Daily		0.90%	0.00	0.00	0.00	0.00	0.00	259,711.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	259,711.23
			10080968	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	643,969.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	643,969.07
			525450	Daily		0.60%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	402,848.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	402,848.74
			54962-07	Daily		1.10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102,499.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102,499.29
			5031443	Daily		1.03%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,396.10	0.00	0.00	0.00	0.00	0.00	0.00	60,396.10
			20032282	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	255,461.78	0.00	0.00	0.00	0.00	0.00	255,461.78
			2061232	Daily		0.33%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101,288.49	0.00	0.00	0.00	0.00	101,288.49
	Cert of Deposit	100	54962-22811	36 months	4/22/19	1.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00
			3846829	24 months	9/12/19	1.45%	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			29565	24 months	8/28/19	1.40%	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
			6900460439	15 months	11/30/18	1.49%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,373.73	0.00	0.00	0.00	150,373.73
			6199976	15 months	6/20/19	2.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			30085	12 months	3/28/19	2.15%	0.00	0.00	0.00	110,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00
			109508099	24 months	6/08/20	2.45%	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			109507299	18 months	12/8/19	2.36%	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
			40032552	24 months	4/6/20	2.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			1800441	24 months	9/12/20	2.40%	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
			1800522	18 months	3/20/20	2.33%	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
			0100	16 months	2/22/20	2.48%	0.00	0.00	0.00	0.0														

**Baraboo Fire Department
Monthly Report - November 2018**

Incident Responses	November	Year to Date	Totals	Year to Date	Percentage
	2018	2017	2017	2018	Increase/Decrease
Fire, Other	0	2	2	4	
Building Fire	0	11	12	12	40 Fire 11.40%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	88 Rescue 25.07%
Fire in Structures other than Building	0	0	0	0	15 Haz Mat 4.27%
Cooking Fire	0	6	6	6	66 Alarm 18.80%
Chimney Fire	1	1	1	5	117 Other 33.33%
Vehicle Fire	0	2	2	3	25 Mutual Aid 7.12%
Wildland Fire	0	3	3	6	
Trash or Rubbish Fire Contained	0	1	1	0	
Outside Rubbish, Trash or Waste Fire	0	3	3	2	33 Fire 8.66%
Dumpster or other Trash Receptacle Fire	0	3	3	1	125 Rescue 32.81%
Outside Storage Fire	0	0	0	0	17 Haz Mat 4.46%
Outside Gas or Vapor Combustion Explosion	0	0	0	1	60 Alarm 15.75%
Medical Assist	1	27	31	28	133 Other 34.91%
Vehicle Crash	4	73	77	40	13 Mutual Aid 3.41%
Motor vehicle/pedestrian crash	0	1	1	0	
Search for Person on Land	1	1	1	2	
Extrication of Victim(s) from Building/Structure	0	0	0	0	
Extrication from Vehicles	0	4	5	4	
Extrication, Other	0	2	2	2	
Elevator Rescue	0	1	1	3	
Water/Ice Rescue	0	0	0	5	
High Angle Rescue	0	7	7	4	
Hazardous Material	0	13	15	9	
Carbon Monoxide Incident	1	0	2	6	
Hazardous Call, Other	0	25	26	15	
Vehicle Accident - General Cleanup	2	2	3	10	
Animal Rescue	0	0	0	1	
Water Problem, Other	0	0	0	0	
Smoke or Odor Removal	0	1	1	1	
Sevice Call, Other	0	1	1	1	
Lock-out	0	0	0	0	
Assist Police	1	5	6	3	
Public Service	0	18	18	3	
Unauthorized Burning	0	4	4	2	
Authorized Burning	0	3	4	1	
Good Intent Call	6	29	34	41	
Dispatched/Cancelled	2	29	31	36	
Wrong Location	0	0	0	1	
Smoke Scare, Odor of Smoke	0	2	2	0	
Steam, Vapor, Fog or Dust thought to be Smoke	0	3	3	1	
Malicious Alarm	0	4	4	1	
Bomb Threat	0	0	0	0	
Alarm	4	34	38	53	
Carbon Monoxide Alarm	0	17	18	12	
Lightning Strike	0	0	0	0	
Severe Weather Standby	0	0	0	1	
Mutual Aid - City	2	9	10	19	
Mutual Aid - Rural	0	3	3	6	
Totals	25	350	381	351	0.29%
			0		Exposure Fires
			381		Total Incidents

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	14	56.00%	209	59.54%
Village of West Baraboo	1	4.00%	15	4.27%
Town of Baraboo	8	32.00%	69	19.66%
Town of Fairfield	0	0.00%	11	3.13%
Town of Greenfield	0	0.00%	17	4.84%
Town of Sumpter	0	0.00%	5	1.42%
Mutual Aid - City	2	8.00%	19	5.41%
Mutual Aid - Rural	0	0.00%	6	1.71%
Totals	25	100.00%	351	100.00%

**Baraboo Fire Department
Monthly Report - November 2018**

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	38	3	1	35	113	141	36	36	16	67	107	
Village of West Baraboo	11	46	64	21	1	0	3	7	4	2	4	
Town of Baraboo	0	0	0	0	0	2	0	12	18	4	1	
Town of Fairfield	2	1	0	0	0	0	0	0	3	1	0	
Town of Greenfield	1	0	0	0	0	0	1	3	1	0	0	
Town of Sumpter	0	0	0	0	0	0	0	1	0	0	0	
Totals	52	50	65	56	114	143	40	59	42	74	112	0
								Total Inspections Year to Date				807

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	0	0	0	0	
Fire Safety House Training	0	0	0	0	
Other (Open House)	0	0	0	0	
Grand Totals	0	0	0	0	
			Total Fire Safety Contacts Year to Date		3886

	Number of Smoke Alarms	Number of CO Alarms	Total
Install Smoke and Carbon Monoxide Alarms	0	0	0
			22 Year to Date Total

REPORT OF BUILDING INSPECTION
Construction, Plumbing, Electrical, HVAC, Commercial
DECEMBER

PERMIT TYPE	2017						2018					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	1	\$0.00	\$9,082,700.00	\$0.00	\$0.00	2	3	\$950,258.00	\$1,750,258.00	\$1,800.00	\$4,072.63
Commercial Addition	0	6	\$0.00	\$24,741,623.00	\$0.00	\$41,985.85	0	2	\$0.00	\$1,057,895.00	\$0.00	\$1,342.74
Commercial, Alterations	2	31	\$10,800.00	\$4,187,769.00	\$520.00	\$2,162.26	1	22	\$1,800.00	\$1,701,657.00	\$75.00	\$10,660.64
Commercial, Razing	0	1	\$0.00	\$0.00	\$0.00	\$30.00	1	1	\$0.00	\$0.00	\$30.00	\$30.00
Residential , New SF	0	9	\$0.00	\$2,244,617.00	\$0.00	\$8,370.79	0	18	\$510,000.00	\$3,445,956.00	\$2,372.79	\$15,495.81
Residential, New Duplex	0	1	\$0.00	\$390,000.00	\$0.00	\$13,400.38	0	3	\$0.00	\$880,000.00	\$0.00	\$2,887.54
Residential, Additions	1	9	\$42,770.00	\$346,770.00	\$100.00	\$1,389.54	0	11	\$0.00	\$357,799.00	\$0.00	\$1,587.00
Residential Remodel	1	39	\$40,000.00	\$772,795.00	\$226.07	\$7,528.49	0	30	\$185,000.00	\$727,263.00	\$513.01	\$3,565.84
Residential, Accessory Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	4	\$0.00	\$0.00	\$0.00	\$120.00
Residential, Razing	0	3	\$0.00	\$0.00	\$0.00	\$90.00	1	2	\$0.00	\$0.00	\$30.00	\$60.00
Roofing/Siding/Windows	7	116	\$56,845.00	\$1,103,564.00	\$366.00	\$7,184.00	4	278	\$56,000.00	\$4,830,393.00	\$342.00	\$24,685.00
Garage/Sheds/Deck/Fence	3	74	\$41,336.00	\$396,857.00	\$195.00	\$4,815.00	3	60	\$59,000.00	\$344,561.00	\$195.00	\$3,795.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	0	5	\$0.00	\$22,232.00	\$0.00	\$300.00	0	4	\$0.00	\$89,067.00	\$0.00	\$240.00
Electrical Only	3	27	\$2,400.00	\$222,849.00	\$180.00	\$1,810.00	5	58	\$8,600.00	\$355,486.00	\$340.00	\$3,980.00
HVAC Only	1	10	\$2,883.00	\$6,702.00	\$60.00	\$960.00	0	4	\$0.00	\$25,353.00	\$0.00	\$240.00
Sign Permits	0	18	\$0.00	\$43,200.00	\$0.00	\$2,400.00	2	25	\$2,000.00	\$25,100.00	\$120.00	\$1,890.00
Misc. Permits	0	8	\$0.00	\$174,300.00	\$0.00	\$880.00	0	5	\$0.00	\$70,000.00	\$0.00	\$210.00
TOTALS	18	358	\$197,034.00	\$43,735,978.00	\$1,647.07	\$93,306.31	19	530	\$1,772,658.00	\$15,660,788.00	\$5,817.80	\$74,862.20

Members Present: Petty, Sloan, Thurow

Absent:

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, K. Stieve, W. Peterson, T. Pinion

Call Meeting to Order – Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of November 27, 2018. Motion carried unanimously. Moved by Sloan to approve the amended agenda, seconded by Thurow and carried unanimously.

Action Items

- a) **Accounts Payable** - Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council approval of the accounts payable for **\$559,325.47**

- b) **Assistant Fire Chief position, Job Description and Pay Grade**
K. Stieve noted that the 2019 Budget authorizes a full-time training officer. As discussed at prior meetings, the training of the department is of the utmost importance and this person will lead the training and help with recruitment. With this new position, there will have to be some re-organization of duties within the paid-on-call staff but the intention is to make this person second in command. It is still the intention that this position will assist with training for all City of Baraboo employees. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.

- c) **Lease with I A.M. Dairy for parking lot at 114 Walnut Street**
T. Pinion explained that this lease has been finalized to include an annual rental rate of \$1500 per year and a 90 day termination clause. Atty. Truman has reviewed the lease and has no concerns. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.

- d) **Taxi Operating & Capital Assistance Grant Application for 2019, policy changes, and the 2019 Lease**
Moved by Sloan, seconded by Thurow to recommend to Council applying for the 2019 Taxi Operating & Capital Assistance Grant Application. Motion carried unanimously.

- e) **Approve & Adopt new Sewer Utility Rate Structure**
W. Peterson explained that the rate structure is finally complete. There were two main driving points behind the rate structure change. One, in the past, we were solely based off of flow whereas most communities include a base charge and a volume charge. And two, the numerous conversations with Driftless Glen Distillery and high strengths. This was a chance to review the entire structure and the 2-tier system now allows for a base and a volume charge guaranteeing quarterly money to cover debt. Some residents will see a slight increase in their bills due to the restructure but this is not a rate increase. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.

Informational Items

- a) City Attorney’s report on insurance claims – None.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:35pm.
Brenda Zeman, City Clerk

Present: Alderpersons John Alt and John Ellington
Absent: Alderperson Michael Zolper
Also Present: Mayor, Mike Palm; City Administrator, Edward Geick; Police Chief, Mark Schauf, Emily Truman, City Attorney and Finance Director, Cynthia Haggard

The meeting was called to order by Chairman John Alt at 12:00PM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of November 5, 2018, seconded by Alt and unanimously carried.

Motion by Ellington to approve agenda, seconded by Alt and unanimously carried.

Consider Request for Excessive Household Animals – Juergen Beyer.

Chief Schauf began with stating the Code allows the Administrative Committee to grant exceptions to the number of animals in certain circumstances. One of those circumstances is where there is a significant change in household that would cause the temporary action, which appears to be the case here. We have parents that live at 727 Walnut Street who have a dog of their own, then daughter moves in with 2 additional dogs.

The Police Department became aware of the situation when they responded to a call on the 1st of November referenced to barking and number of dogs at residence. The residents with excessive dogs was informed that the 2 dog rule existed and were told about the steps they needed to do to seek an exemption of the Code.

Proper documentation has been provided to show that the Veterinary needs have been met. The Police Officer involved believes the situation is temporary as the daughter is trying to find her own place.

Alt mentioned that one of the dogs was seriously ill. Chief Schauf affirmed and stated there would eventually be a natural reduction and also mentioned the problem could remedy itself before then. Since the initial complaint of barking dogs, there have been no more complaints.

Truman informed the Committee that the motion would be a recommendation to approve or deny to Council.

Motion to recommend the Council to consider request for Excessive Household Animals by Ellington, seconded by Alt and unanimously carried.

Member comments

The next meeting will be January 7, 2018 at 12:00PM CST. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Alt and unanimously carried. Meeting adjourned at 12:06PM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director

**MINUTES of the BARABOO BUSINESS IMPROVEMENT DISTRICT (BID)
BOARD OF DIRECTOR'S MEETING**

December 19, 2018

Members Present:

Members Absent:

No Meeting was held - No Quorum.

Minutes of the Public Safety Committee Meeting – December 10, 2018

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Attorney Truman, Mayor Palm, Chief M. Schauf, Fire Chief K. Stieve, Wade Peterson, Tony Gilman, Al Mueller, Shannon Hill, Steph Shanks, Kathy Sellner, Bill's Towing, Craig's, and Ben Bromley.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 2:30P.M. at Baraboo Municipal Building. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Plautz to approve the minutes of the November 12, 2018 meeting. Motion carried unanimously.

New Business

- a. Consider renewing North Central Wisconsin Storm Water Coalition Cooperative Agreement – Engineer Pinion presented the background to the Committee. He said that this is the five-year renewal and is a housekeeping item. It was moved by Kolb, seconded by Plautz to renew the North Central Wisconsin Storm Water Coalition Cooperative Agreement as presented. Motion carried 3-0.
- b. Review and approve proposed parking lot Lease Agreement with I A.M. for the city-owned parking lot located south and west of 106 Walnut Street – Pinion stated that the price negotiated with Al Mueller, owner of I A.M. Dairy is \$1500.00/year. It was moved by Kolb, seconded by Plautz to recommend approval of the proposed parking lot Lease Agreement with I A.M. Dairy as presented. Motion carried 3-0.
- c. Review and discussion of on-line petition for 4-way stop signs at 5th and Oak – Pinion said that this had been discussed at a previous meeting where there had been an inquiry about this. He said the City has received a petition from Shannon Hill to be part of the agenda. He said that the City has been given a signed petition for this request. He said that this is on the agenda for review and discussion, without action being taken at this time. Chief Schauf said that the concerns that are being addressed are things that he doesn't tread lightly on. He said that he has pulled some statistical data on traffic crashes, not only at this intersection, but additional intersections within the downtown area, including 5th and Ash, 5th and Broadway, 2nd and Broadway, and 2nd and Oak. He said that 2nd and Oak being a 4-way stop in the downtown area. He said that the number of crashes in this intersection are relatively consistent with others, and in reviewing these crashes, they are actually related to someone violating that stop sign. He said that they refer back to MUTCD for direction, and there is a stop sign within a block of either side of this intersection; therefore, it does not seem to support a stop sign at this time. He said that he does understand the concerns, and he does not want to see any pedestrians hit before anything is done; however, they do have to be able to support what is done. Kolb, said with the park there and the amount of traffic from the Coffee Bean, even though it does not support it, he feels it makes sense. Schauf said that one thing that would have to be looked at is with installing stop signs there, there would be a potential of removing some parking, and re-engineering the intersection so that vision would not be impeded. Schauf said that if the Committee decided to place a stop sign one of the things that has to be looked at is how it would properly be done with the engineering there. He said whenever safety is looked at, it is called the triangle of safety, the three "Es", engineering, enforcement, and education. Engineering, is something that has to be designed to be safety; enforcement, law enforcement has to stand up and make sure everyone is following the rules; and education, people have to understand it. Pinion said that stop signs use to be installed to control speed; however, studies have proven that this is counterproductive, because people make up for lost time in between signs. He said that with the engineering study, there is potential to take of liability putting them in where they are not warranted. He said that a warrant analysis is computer rated operations which requires traffic counts. He said that the City could provide the traffic count data to an engineer that could analyze it, which would cost approximately \$1,000. He said that the five-year of the crash history at this intersection is 7 crashes, two of them are hit-and-run sideswipes, three are people turning into an alley and backing into on-coming traffic, the all two involved people running the stop sign and not seeing the on-coming traffic. Steph Shanks asked if there was any way to make the stop sign more visible. Schauf said that there are some things that can be added that would be relatively inexpensive to make them more visible; however, they are generally a temporary measure. He said that the problem with these is that people get use to them and no longer see them. It was the consensus of the Committee that this item would be brought back to the Committee in January as an action item.
- d. Consideration of Vehicle and Equipment Towing Proposals for 2019/2020 – Schauf said that this was coming back to the Committee based on the action from last month. He said on November 12 two of the members were in session when the tow contract came up. He said that there were some questions that had come up and his goal was to have the bidders at the meeting. He said that subsequently there has been some questions and concerns, and he feels that it is quite possible that two out of the three bidders were bidding on different items within the contract, or different understanding of what the proposal

was, and therefore, he is not sure that the bids were consistent. He said that both bidders, Craig's and Bill's are in attendance at this meeting. He said the questions is the amount that is billed to the City if a City vehicle has to be towed, and the second was a City tow billed to a private party. Attorney Truman said that she did review the original bid documents, and apologized saying that she feels that she did not ask the proper questions, and after receiving a call by one of the bidders reread the documents and realized that they were confusing. He said that the reason for coming back to the Committee is because a recommendation was made; however, it is totally within the legal right to extend the existing contact and to rewrite the bid documents and reopen the bidding. Craig's Towing then addressed the Committee. He stated that he did not understand the City towed vehicle vs. a vehicle for the City at the owner's expense. Craig said that he does have the ability to tow heavy equipment. Kathy Sellner, Bill's Towing then addressed the Committee. She stated the Bill's has had the contract for many years and she feels that it is their duly responsibility to do their checks, ask their questions, ask the Police Chief many questions to make sure questions are answered and the bid is being understood. She also said that they have their attorney look it over to make sure it is correct; therefore, she feels that it is due diligence to make sure that is done within the timeframe. She feel that all the bids are exposed and to open them up again, which everyone would probably bid the same, and now Craig's knows their bid. She stated that they do have the capability to haul heavy trucks; however, Craig's truck is not heavy enough to haul the City units. Bill of Bill's Towing said that the contract, which they have had for many years, is the same contract that comes out every two years, with the same verbiage. He feels that that if his company does not get the contract and the property steps were taken to make sure that the bid was submitted correctly, it is really a letdown and hardship for them. He said that he feels devastated that the City wants to reopen this when their bid was submitted correctly. Bill said that some of the Fire Department's is very specialized and needs a long under reach for the wheel life to pick it, he didn't say that Craig's can't do it; however, but his under reach to haul the pumper would not make. Bill said that when hauling this type of equipment he would think that the City would want to know about ratings, or the personnel and type of training capacity. He said that he is as high as he can go in the US; he is a Level 3 Certified by TRA. He said that he is asking the Committee to go forward with the two-year contract, and re-look at it at the end of the contract. Kolb apologized that the City did not explain the documents better, and would encourage that is done in the future. He said that he does feel that contractors that are responding to RFPs do have to do their due diligence and make sure that everything is apples to apples; therefore, he is against reopening the contract. Plautz said that Bill's made a compelling argument, and asked when the issues were raised. Schauf said that the issues were raised after the Committee's action; however, it has not been to Council. Schauf said that there are two questions; first, the cost of towing a City vehicle, i.e. police car, taxi cab, or fire. The second question is the cost to tow a private citizen's vehicle that the City would then bill to the private citizen. He said that he views that as a vehicle being parked illegally, parked in front of a fire hydrant, and needs to be moved because of an event. Schauf said that he did not include the third step of an area that the City would bill to a private party, i.e. the police respond to a traffic crash and they contact the tow company to tow the vehicle. He said also, as mentioned at the last meeting there is towing and recovery, the physical act of towing is one price, and recovery can be a different price, depending upon on complicated that recovery gets. Schauf said that it is his understanding, based on the conversation that Craig bids his with the understanding that he would be towing all vehicles for the City, crashes and everything else; however, this is not the case, it is the towing of City vehicles, and if the City calls the company to tow for an illegally parked vehicle, how much that is going to cost, billed to the private party. It was moved by Kolb, Plautz seconded to move forward with the original action done at the November meeting. Motion carried 3-0. Kolb asked that staff continue to work on the RFP to make sure everything is apples to apples. Kathy Sellner requested to help with the process because she previously was on a National Towing Board. Craig stated that he respects the Committee's decision; however, he said if the contract were read, one wouldn't have to be lawyer to figure out that anyone would have answered the questions the same way he did, what is the public going to pay; Bill's said that they were not going to charge anything, either for the City, or the private pay.

- e. Discuss Public Works Department's snow plowing operations– Wedekind asked who notifies who and when. Schauf spoke to the most recent snow event because he was working patrol. He said about 10 p.m. the rain turned into a snow event and began to get slippery, and he and two other officers decided that curves, hills, and the hospital route, which is the standard middle of night that the City always hits. He said that a phone call was made and within 30 minutes, there were three trucks out. He said that actually the roads that were plowed actually got more slippery than roads that were not. Gilman said that they brined, received a call from the PD, three crew members were called in and were out salting until 3:00 a.m. He said that he called the officer in charge at 7:00 a.m. and was told the roads seemed to okay at that time; however, the parking lots were starting to get slippery where they had not been plowed yet. He called in staff at 8:00 a.m. and they worked until 3:00 p.m. He said that the crew experienced a breakdown, which caused some communication errors between crews causing a couple of streets that was not handled the way they should have. He said that the crew was back in Monday morning at 4:00 a.m. Schauf said that there was a communication breakdown that happened between Dispatch and the Police Department. He said that there was one resident that contacted dispatch to inform that their street had not been taken care of on 15th Avenue, the dispatch appropriately sent a message to his working supervisor; however, what dispatch didn't know was that this

person wasn't at his square computer, where the message came in, but rather in the police department working on a case. Wedekind said that he has received calls from two drivers that feel they are not being called in early enough. After a lengthy discussion, it was stated that snowfalls should be monitored better.

- f. Discuss procedures for bidding public construction projects – Kolb said that this year contract went out in June and would like to see them go out earlier than that. He said that the streets that are going to be done and the budget is determined in October, contracts should be going out earlier. Pinion said that this year it would be going out in March. Pinion said that the streets that were bid and not finished in 2018 would be finished at the bid price. He said Washington and Lake Street would be the big projects in 2019 to be bid. Kolb then asked about sidewalks. Pinion said that the preliminary estimate for special assessments for sidewalk would be going out yet this month. He said the one stand-alone project for sidewalk is Elizabeth, from 15th to 16th, and some on Lake Street. Kolb asked if there would be any sidewalk in-fill, if there were money available. Pinion said that there is \$50,000 for sidewalk maintenance, but the sidewalk special assessment fund is about tapped.
- g. Review and approve 2019 budgeted vehicle and equipment purchases for the Public Works Department, Fire Department, and Utilities – Gilman presented the background to the Committee. He said for the pickup truck they were hoping to open the umbrella a bit and get three quotes each from GM, Ford, and Chrysler; however, we only received three quotes. He said that for the model pickup wanted by Public Works and Utilities, Portage Ford is \$27,863, and with all extras, it would be approximately \$30,563. He said the budgeted amount was roughly \$33,000 per pickup. Kolb asked if these pickups were all beyond their use of life. Gilman said that not beyond their useful life; however, they are getting close to the point if a move is not made at this time there would not be much resale value through the auction site. Pinion said that this pricing is for five vehicles, three Public Works, one Park, and one Utilities. He said whether one or five vehicles are ordered it is a volume discount. Peterson said that the Utility vehicle would be a second vehicle, not a replacement. It was moved by Kolb, seconded by Plautz seconded to approve the equipment purchases from Portage Ford as presented. Motion carried 3-0. Gilman said that along with the budgeted items were skid steers. He said that he reached out to several vendors, Statz & Sons, which is Case came back with an offer \$100.00 less than Brooks, which is John Deere. He said that this does not change the outcome of the quotes received, Mid-State Equipment, which is Bobcat, which is what the department currently has still remains the lowest cost. It was moved by Kolb, seconded by Plautz to approve Mid-State Equipment bid for 2019 Skid Steer purchase as presented.
- h. Review and approve Fire Department's Training Officer Position Description – Kevin Stieve presented the Position Description to the Committee. After questions, explanations, and answers from Stieve, and Administrator Gieck, it was moved by Plautz, seconded by Kolb to approve the position requirements as presented. Motion carried 3-0.
- i. Review and recommendation to adopt new Sewer Utility Rate Structure – Peterson presented the Utility Rate Structure to the Committee. He said that currently, everything is completely based on flow. He said that the auditors said that Industry Standard is a fixed cost and a variable cost. He said the Water Utility has a variable cost and a fixed cost. He said he has been working with this for three or four months now, and the hope was to present this to the Committee two weeks ago. Peterson said that the dollar amount in the budget did not change. He said that there are some customers that will see a change, plus and/or minus in their utility bill. Kolb asked why. Peterson said because of the new structure, now they are based on a fixed cost and a variable cost, so someone that used 2000 gallons of water in a quarter got billed \$31.96 because we had set a minimal of 7,500. However, now they have a cost per the size of the meter and what they use, so in that instance, customer's bill would go down \$19.00/quarter. Peterson said that someone that has 30,000 of wastewater, their bill would tip the other way. It was stated that this is a much fairer system, and more structured. Peterson said that the high-strength rate will be coming down, and he still feels the costs can be recouped. Kolb moved to recommend adopting the new Sewer Utility Rate Structure as presented. Plautz seconded the motion. Motion carried 3-0.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for November 2018 – Peterson said that 99.9 percent of these are ones going on the tax roll. Kolb moved, Plautz seconded to approve the monthly billing adjustments/credits for Sewer and Water Customers for November 2018 as presented. Motion carried 3-0.

Reports

- a. Utility Superintendent's Report – Peterson said that Bio-solids is up and running, proficiency testing is being done today and tomorrow. He said the department's proficiency standard was 20% and was getting that very consistently this morning.
- b. Street Superintendent's Report – Gilman said that in October and November the department was consumed by leaf pickup. He said that the salt/sand has been mixed and in the bin ready to go. He said that the site for the new building is ready to go.

He said that plow truck that was approved by the Committee last year for 2018 would be coming in mid-January. He stated that the garbage truck that was being hoped for December 1, is now mid-February.

- c. Police Chief's Report – Nothing to report.
- d. Fire Chief's Report – Stieve handed documents for the Automatic Aid Agreement to the Committee. Stieve gave a brief explanation and asked the Committee to look it over and bring questions back to the next meeting. He said ALICE training was done in St. Clare Hospital. He said that several responders recognized tomorrow night for their years of service. Stieve said that the department would be burning down the old Farm Kitchen on December 22, and will be working with the man with the brewery. Stieve complimented Gilman on coordinating the City auction, and for the City mechanic for continuing to diagnose the problem with the head and rescue square.

ADJOURNMENT – It was moved by Plautz, seconded by Wedekind to adjourn at 4:01 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

Minutes of Zoning Ad-Hoc Committee Meeting November 14, 2018 at 6:00PM

Call to Order - Gil Gerdman called the meeting of the Committee to order at 6:00 PM.

Roll Call – Present were Gil Gerdman, Tom Kolb, Michael Zolper, Mike Carbonara, Kelsey McDermott, Nanci Caflisch, Melanie Platt-Gibson

Also in attendance was City Zoning Administrator Tom Pinion, Police Chief Mark Schauf and City Attorney Emily Truman

1. **Call to Order**

- a. **Roll Call of Membership.**
- b. **Note compliance with the Open Meeting Law.** Gerdman noted compliance with the Open Meeting Law.
- c. **Agenda Approval.** It was moved by Kolb, seconded by Carbonara to approve the agenda as posted. Motion carried unanimously.
- d. **Minutes Approval.** It was moved by Kolb, seconded by Carbonara to approve the minutes of October 24, 2018. Motion carried unanimously.

2. **Appearances/Presentations** – None

3. **Action Items**

- a. **Discussion and possible recommendation to the Plan Commission for the definition of Short-Term Rental Dwelling, Section 17.08(89L), Baraboo Municipal Code.** Caflisch mentions buyer/contingent on buying factor. Definition of “owner” is explained by Truman, and that a bone fide offer to purchase would qualify. Caflisch inquires about renewal/license timeline. Truman says the timeline can be set by the code. Kolb asks about state form required for short term rentals. Truman explains the process is handled by the state and they can change their form at any time. Carbonara asks who would enforce ordinance. Truman explains most enforcement actions are complaint based. Carbonara suggests changing 7H from 25 ft. to 15 ft. and group agrees. Kolb asks about what would happen if two people bring an infant along and how strict the two person limitation would be. Schauf suggests “two adults” instead of two people. Platt-Gibson does not agree with “adult” term since rentals might not disclose age. Committee agrees to leave language as is. Gerdman asks about application fee. Truman explains charges and how they compare to other communities with similar applications. Pinion asks about two short term rentals that already have CUPs and whether they will be grandfathered in. Truman says she will have to review the language in the permits. Kolb asks for a review of a few zoning districts because of how the zoning changes like this might affect them, to have better control over the zoning, etc. – Riverfront and South Blvd – and to separate them and also consider overlay for the East Side. Pinion explains the overlay and underlying district rules. Platt-Gibson motions to recommend approving the proposed ordinance for short term rentals. Kolb Seconded. Unanimous approval. Kolb motions to request that the Plan Commission consider looking into separating the River Corridor and South Blvd. and to create an East Side corridor overlay district. Seconded by Zolper. Unanimous approval.

4. **Information Items** - None

5. **Adjournment** - It was moved by Kolb, seconded by Caflisch to adjourn at 6:42 p.m. The motion carried unanimously.

**Baraboo Economic Development Commission
Business Walk Review Ad Hoc Committee
Meeting Minutes
November 15, 2018**

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

The meeting was called to order by Andrew Bingle at 5:30 PM in the Room 205 of the Baraboo Municipal Building, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statues regarding open meetings.

II. Roll Call

Present: Bingle, Caflich, Taylor, White
Absent: Ayar
Other: Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented

Caflich (1); Taylor (2)

Aye: All via voice vote

Nay: None

IV. Approval of Minutes

A motion was made to approve the meeting minutes for July 31, 2018 as presented.

Taylor (1); Caflich (2)

Aye: All via voice vote

Nay: None

V. Public Comments

No one from the public wished to speak

VI. Old Business

a. Discussion of 2017 Business Walk results and development of implementation plan based upon results of the Business Walk.

The Committee reviewed and discussed the final version of the summary report being distributed to the participants in the Business Walk. Also, the Committee felt that we should also include Chamber members and DBI members. The only concern was to insure that the names were compared between the various listings.

The Committee determined that the report should be distributed.

b. Discussion of 2017 Discussion of City of Baraboo Sign Ordinance

The overview of the Sign Ordinance was discuss as it is included in the report. The Committee felt that it contained sufficient basic information and should be included in the report being distributed.

VII. New Business

a. None

VIII. Commissioner and City Staff comments

No comments were made at this time.

IX. Adjournment

Motion to adjourn the meeting was made at 5:55 pm

White (1); Caflich (2)

Aye: All via voice vote

Nay: None

Andrew Bingle
Chairperson

Patrick Cannon
Recorder

Baraboo Economic Development Commission

Meeting Minutes

December 6, 2018

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

Vice -Chairperson John Alt called the meeting to order at 5:30 PM at the Baraboo Municipal Building, 101 South Blvd., Room 205, Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statues regarding open meetings.

II. **Roll Call**

Present: Alt, Umhoefer, Ayar, Bingle, Cafilisch (6:35), Johnson, Palm, Reppen, Wastlund, White

Absent: Bowers, Platt-Gibson, Taylor

Other: Ed Geick, Patrick Cannon

III. **Approve Agenda**

Motion to approve the agenda as presented

Umhoefer (1); Johnson (2)

Aye: All via voice vote

Nay: None

IV. **Approve Minutes**

Motion to approve the minutes as presented for September 6, 2018 as presented

Reppen (1); Ayar (2)

Aye: All via voice vote

Nay: None

V. **Public Comment**

None

VI. **Old Business**

a. **Updates on Development Activities**

Ed Geick reported on the following:

- The winery has broken ground for their project
- A new business is on Lake St - restoring old locomotives
- Two new breweries are being located in the area

Ms. Cafilisch enters the meeting at 6:35 PM

b. **Updates from Plan Commission and Council**

Mayor Palm spoke on the following items:

- The Pink Lady Committee met and discussed the flood damages to the current tracks. Over 1 mile of track was damages in the recent flooding
- The 2019 budget has been approved with a \$.06 decline in the City Mill Rate. In addition, there were no fee increases

c. **Update from economic development partners and collaborators**

- Ms. Cafilisch indicated that the Chamber Board seats are up for election. She also indicated they continue to work on the Branding project. The Chamber is also sponsoring a Lunch and Learn program as a result of the recent photo incident that has been a focal point of the city.
- Ms. Umhoefer indicated that the AL Ringling Theater has a very nice Winter Concert Series planned. In addition, Baraboo will be one of four national places to show a Broadway production in January.

- Mr. White indicated that the SCDC’s Fall Forum was very successful with a large turnout. He is also visiting various municipalities to present the Housing Study.
- Ms. Wastlund updated on the CDA functions since the building project has been completed.
- Mr. Bingle indicated that the Crane Foundation has broken ground on their expansion. They are also working on an environmental energy project that will also save money in the future.
- Dr. Ayar indicated that it is “business as usual” at the college.

d. Consideration of development of a strategic plan for BEDC

i. Ad Hoc Committee on Eastside Corridor Study

The Eastside Corridor study has been mailed to all parties along the corridor. A brief discussion of hosting a meeting with DOT was held.

ii. Ad Hoc Committee on Business Walk

The report will be issued to the businesses who participated in the project. The Committee discussed if the Business Walk project should be done again and how to obtain funding for it.

VII. New Business

a. Discussion of recent community forums regarding cultural diversity

It was noted that three meetings have been held since the photo incident took place. They have been well attended. Other events have been scheduled at the High School and for the public to attend.

VIII. Update Partner Presentation Schedule

The Commission would like to restart the speaker schedule in February, 2019. It was suggested that DOT and the Housing study be part of the programs.

IX. Commissioner and City Staff comments

No comments were added

X. Adjournment

Motion to adjourn the meeting was made at 6:52 pm.

Umhoefer (1); Cafilisch (2)

Aye: All via voice vote

Nay: None

John Alt
Vice-Chairperson

Patrick Cannon
Recorder

Minutes of Plan Commission Meeting December 18, 2018t

Call to Order – Phil Wedekind called the meeting of the Commission to order at 5:15 PM.

Roll Call – Present were Phil Wedekind, Dennis Thurow, Roy Franzen, Pat Liston, Jim O’Neill, and Tom Kolb. Kate Fitzwilliams arrived at 5:17 p.m.

Also in attendance were Administrator Geick, Tom Pinion, Attorney Truman, Brad Servin, Karen Stanley, Dan Hellenbrand, Jon Bare, Griffin James, and Ben Bromley.

Call to Order

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. Agenda Approval: It was moved by Kolb, seconded by Liston to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by O’Neill, seconded by Liston to approve the minutes of the October 16, 2018 meeting. Motion carried unanimously.

Public Invited to Speak (*Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.*) – There were no speakers.

Public Hearings:

- a. Public Hearing to consider the request of Oak Park Place, 800 Waldo Street, for an amendment to their existing Conditional Use Permit, which was originally granted on November 20, 2007 and subsequently amended on June 17, 2008, July 25, 2011, November 15, 2016, and September 19, 20178 to allow an expansion of two (2) independent living units – There being no speakers, the hearing was declared closed.
- b. Public Hearing to consider the request of Karen Stanley, to convert the existing two-story structure at 138 1st Street, formerly occupied by a business, to a mixed-use occupancy for a restaurant and professional office – There being no speakers, the hearing was declared closed.
- c. Public Hearing to consider the request of Joe Colossa, Donald Horowitz, Jon Bare, and Griffin James for a Conditional Use Permit to open a micro-brewery as a tourism oriented on-site manufacturing business in the westerly portion of the existing building at 623 Broadway, located in a B-1 Zoning District – There being no speakers, the hearing was declared closed.
- d. Public Hearing to consider the request of Daniel J and Adelina Hellenbrand for a Conditional Use Permit to allow a one-chair beauty shop in the existing single-family residence on the 0.26-acre parcel on the northwest corner of the intersection of South Parkway and Quarry Street being part of the SW¼ of the NE¼ of Section 2, T11N, R6E, in an NRO Neighborhood Residential Office zoning district, at 404 South Parkway, City of Baraboo - There being no speakers, the hearing was declared closed.

New Business

- a. Consideration of Oak Park Place’s request for an amendment to their existing Conditional Use Permit, which was originally granted on November 20, 2007 and subsequently amended on June 17, 2008, July 25, 2011, November 15, 2016, and September 19, 20178 to allow an expansion of two (2) independent living units – Brad Servin, Architectural Design Consultants, representing Oak Park Place address the Commission. Engineer Pinion presented the background for the project. It was moved by Liston, seconded by Franzen to approve the request of Oak Park Place for an amendment to their existing CUP to allow an expansion of two (2) independent living units. On roll call vote for the motion, Ayes – Thurow, Franzen, Liston, O’Neill, Kolb, Fitzwilliams, and Wedekind. Nay – 0, motion carried 7-0.
- b. Consideration of Karen Stanley’s request for a Conditional Use Permit to convert the existing two-story structure at 138 1st Street, formerly occupied by a business, to a mixed-use occupancy for a restaurant and professional office – Karen Staley, 1530 Tillberry Drive introduced herself to the Commission. Pinion presented the Commission with the history of the building and prior tenants. Stanley said that this building was Sand County Café in 1998. Pinion said that he had a conversation with the State Building Inspector and since it was previously upgraded as a restaurant and simply the equipment was removed, everything is in place, so there is no need for State approved plans. He said that this is not really a change in use; it will need to be licensed through the County, who is acting on behalf of the State Health and Family Services. He said that Stanley is looking for this mixed use to go into this property, and they are both allowed as permitted uses in the underlying B-1 Zoning District; however, it is right on the boundary of the City’s conditional use overlay

district. Stanley handed out a summary of her proposed use to the Commission. A question was raised regarding parking. Pinion stated that this is in the B-1 Downtown Central Business District, and there are no off-street parking requirements for any business in a B-1. It was moved by Liston, seconded by Franzen to approve the requested Conditional Use Permit to convert the existing structure at 138 1st Street to a mixed-use occupancy for a restaurant and professional office, conditioned upon licensure through the Sauk County Health Department. On roll call vote for the motion, Ayes – Franzen, Liston, O’Neill, Kolb, Fitzwilliams, Wedekind, and Thurow, Nay – 0, motion carried 7-0.

- c. Consideration of Colossa, Donald Horowitz, Jon Bare, and Griffin James’ request for a Conditional Use Permit to open a micro-brewery as a tourism oriented on-site manufacturing business in the westerly portion of the existing building at 623 Broadway, located in a B-1 Zoning District – Jon Bare and Griffin James introduced themselves to the Commission. Pinion said that a staff level meeting was held at the Al Ringling Mansion with three out of the four owners, as zoning was reviewed there is an opportunity as a conditional use permit to operate an on-site tourism oriented manufacturing facility. He said that this is a parallel process to what the Commission did for the distillery at 300 Water Street, located in the Central Business District; a brewery is not a formal use within that, so the closest one that resembles that is the on-site manufacturing. He said as being contiguous to the Al Ringling Mansion, which is tourism-oriented business it compliments it very nicely. He said that the owners would be getting the property plan approvals through the State, as well as licensure to actually open and operate the brewery. It was stated that the owners would be applying for a brewpub permit, which means they will be selling the majority of what is brewed for consumption on premises; in fact, they will be selling everything that is brewed there. It was stated that there will be no distribution, and there will be a full kitchen. It was stated that this would be a 7-barrel brew house, which is equivalent to about 220 gallons at a time. It was moved by O’Neill, seconded by Kolb to approve the conditional use to open a microbrewery as a tourism oriented on-site manufacturing business at 623 Broadway as requested. On roll call vote for the motion, Ayes – Liston, O’Neill, Kolb, Fitzwilliams, Wedekind, Thurow, and Franzen. Nay – 0, motion carried 7-0.
- d. Consideration of Daniel J and Adelina Hellenbrand’s request for Conditional Use Permit to allow a one-chair beauty shop in the existing single-family residence on the 0.26-acre parcel on the northwest corner of the intersection of South Parkway and Quarry Street being part of the SW¼ of the NE¼ of Section 2, T11N, R6E, in an NRO Neighborhood Residential Office zoning district, at 404 South Parkway, City of – Daniel and Adelina Hellenbrand introduced themselves to the Commission. Pinion presented the background to the Commission. It was moved by Liston, seconded by Franzen to approve the conditional use to allow a one-chair beauty shop in the existing single-family residence at 404 South Parkway. On roll call vote for the motion, Ayes – O’Neill, Kolb, Fitzwilliams, Wedekind, Thurow, Franzen, and Liston. Nay-0, motion carried 7-0.
- e. Consider a proposed Amendment to the General Development Plan (GDP) & Specific Implementation Plan (SIP) for Oak Park Place, a multi-family residential senior living complex at 800 Waldo Street to allow an expansion of two independent living units. – Brad Servin introduced himself again, the Commission. Pinion presented the background on this request. Liston moved, Kolb seconded to recommend forwarding this proposal to Council with a positive recommendation. On roll call vote for the motion, Ayes – Kolb, Fitzwilliams, Wedekind, Thurow, Franzen, Liston, and O’Neill. Nay – 0, motion carried 7-0.
- f. Review and approve a Two-Lot Certified Survey Map for land in the SE¼ of the SW¼ of Section 3, T11N, R6E, City of Baraboo, at 1040 State Rd 136 for Menard, Inc. – Pinion said that Tyler Edwards is the man that he has been corresponding with from Menard’s; however, he had another meeting this evening and could not be in attendance, and is respectively asking to postpone this until the next Commission meeting. It was moved by Kolb, seconded by O’Neill, to postpone the CSM for Menard until the January meeting. Motion carried unanimously.
- g. Consideration of Ad-Hoc Zoning Committee’s recommendation for revisions to Sections 17.08 Definitions and Conditional Uses in Section 17.20 through 17.35 of the City of Baraboo Zoning Code – Attorney Truman said that the goal of the Ad-Hoc Zoning Committee was specifically to review the conditional uses based on the change in the State law. Atty Truman questioned the Commission on how they wanted to go through the recommendations. Liston said he felt that the AD-Hoc Committee did due diligence, although, he does not know what they have against gazebos. Pinion said that gazebos are a structure and not really a use. Franzen asked Kolb, since he was on the Committee, where there were problems. Kolb answered that short-term rentals, and it was decided to pull short-term rentals out of all the zoning districts, and write a municipal ordinance to cover that. Kolb said that the proposed ordinance should come to the Commission in January. Truman said that short-term rentals is another one that the law changed in mid-2017. She said that the State took away some of the City’s regulatory powers regarding short-term rentals, and some municipalities have responded by just saying they will not be regulating them, and other communities have taken a more regulatory approach, and the AD-Hoc Committee have reviewed what other municipalities have looked at and decided they still what a say as to how they are regulated. Kolb said that some of the ones stricken are businesses that already exist in these zoning districts, and they will be grandfathered in. It was moved by Liston, seconded by O’Neill to move the Ad-Hoc Zoning Committee’s recommendations on to Council with a positive recommendation. On roll call vote for the motion, Ayes – Fitzwilliams, Wedekind, Thurow, Franzen, Liston, O’Neill, and Kolb. Nay – 0, motion carried unanimously.

Adjournment - It was moved by Kolb, seconded by Liston to adjourn at 5:45 p.m. The motion carried unanimously.

Phil Wedekind, Mayor Designee