



**CITY OF BARABOO COMMON COUNCIL AGENDA**  
**Council Chambers, 101 South Blvd., Baraboo, Wisconsin**  
**Tuesday, November 8, 2022, 7:00 P.M.**

**Regular meeting of the City of Baraboo Common Council, Mayor Nelson presiding.**

Notices Sent To Council Members: Wedekind, Kolb, Hazard, Kent, Petty, Ellington, Sloan, Kierzek, and Thurow

Notices Sent To City Staff, Media And Other Interested Parties: City Administrator Bradley, CDA Dir. Cannon, Clerk Zeman, DPW Dir/Engineer Pinion, Finance Dir. Ostrander, Fire Chief Stieve, EMS Chief Johnson, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Chief Sinden, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, Atty. Eric Hagen (Boardman Clark), Baraboo News Republic, WBDL, 99.7FM

1. **CALL TO ORDER**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF PREVIOUS MINUTES** (*Voice Vote*): October 25, 2022

4. **APPROVAL OF AGENDA** (*Voice Vote*)

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED**

6. **MAYOR'S BUSINESS** –

- November 8<sup>th</sup> is Election Day. Polls are open until 8:00pm and all City of Baraboo residents vote at the Baraboo Civic Center

7. **PRESENTATIONS**

- Kristen Fish-Peterson with Redevelopment Resources will present the Resilient Baraboo Report.

8. **PUBLIC HEARINGS**

*None.*

9. **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.*)

10. **CONSENT AGENDA** (*Roll Call*)

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

CA-2...Approve the Liquor License Change of Agent for Con Amici, LLC to Cornelia Schmitz

CA-3...Approve the Temporary Alcohol License application (aka Picnic License) for Downtown Baraboo, Inc. Wine Walk, November 18, 2022.

11. **ORDINANCES ON 2<sup>ND</sup> READING**

SRO-1... Consider the General Development Plan with KMD Development LLC for the proposed Baraboo Bluff Condominium project. (*Pinion*)

12. **NEW BUSINESS – RESOLUTIONS**

NBR-1...Consider approving the 2023 Business Improvement District (BID) budget operating plan and preliminary assessment and set the public hearing for November 22, 2022. (*Ostrander*)

NBR-2...Consider extending the Landfill Monitoring Contract with MSA Professional Services, Inc., in the amount of \$18,355 per year for 2023-2025. *(Pinion)*

NBR-3...Consider approving the salary for the new Police Chief, Rob Sinden, at Grade 17, with an effective date of October 27, 2022. *(Bradley)*

NBR-4...Consider approving the amended Alma Waite Funds Policy *(Ostrander)*

13. **NEW BUSINESS ORDINANCES**

NBO-1...Consider amending §7.14 pertaining to Traffic and Parking Regulation on and adjacent to school district grounds. *(Pinion)*

14. **COMMITTEE OF THE WHOLE**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to enter Committee of the Whole to discuss the 2023 Budget.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to rise and report from Committee of the Whole and return to regular session. (Roll Call)

15. **ADMINISTRATOR AND COUNCIL COMMENTS** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*

16. **REPORTS, PETITIONS, AND CORRESPONDENCE** The City acknowledges receipt and distribution of the following:

- **Reports:**
- **Minutes from the Following Meetings:**

**Copies of these meeting minutes are included in your packet:**

Finance.....10-11-2022	Ambulance.....9-28-2022
BID.....10-19-2022	Administrative.....9-27-2022

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

Public Arts.....9-22-2022	CDA.....10-4-2022, 10-27-2022
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**Petitions and Correspondence Being Referred:**

17. **ADJOURNMENT** *(Voice Vote)*

Brenda Zeman, City Clerk

*For more information about the City of Baraboo, visit our website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com)*

## November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
		CDA Administrative		BEDC		
6	7	8	9	10	11	12
		Finance Council			Veterans Day	
13	14	15	16	17	18	19
	Park & Rec	Plan Library	BID	EM Mgmt. UW Campus		
20	21	22	23	24	25	26
	PFC	Finance Council	Ambulance	Thanksgiving Day Offices CLOSED	Thanksgiving Holiday Offices CLOSED	
27	28	29	30	1	2	3
	Public Safety					

**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., Baraboo WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, October 25, 2022 – 7:00 p.m.**

Mayor Nelson called the regular meeting of Council to order.

Roll call was taken.

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

Council Members Absent: Kolb

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

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Wedekind and carried to approve the minutes of October 11, 2022.

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

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS** – Pat Cannon gave an update on the proposed Housing & Urban Development (HUD) Section 18 Conversion for Corson Square.

**PUBLIC HEARINGS** – The Mayor announced that this is the published date and time to hear public comment concerning the General Development Plan in accordance with Step 3 of the Planned Development process for KMD Development LLC's proposed Baraboo Bluff Condominium project, consisting of a mixture of thirty three 2-and 3-unit buildings totaling 85 units on an 18.4-acres site on the east side of Waldo Street between Parkside Avenue and Hager Street, located in the SE ¼ of the SW ¼ and the SW ¼ of the SE ¼ of Section 2, Town 11 North, Range 6 East, City of Baraboo, Sauk County, Wisconsin.

Collin McCulloch, 940 Parkside Ave, explained that they just bought the house in June and was not aware of the development. He received a permit from the City to build a fence and recently found out that his fence may be in the way of the new sidewalk. If the fence is an issue, he would like to discuss with city staff a way to take care of this in a manner that is appropriate. He feels that the city should change the way they notify residents of these development changes.

Jan Bance, 710 Parkside Ave, noted that she had previously spoke at the July 12<sup>th</sup> Council Meeting expressing her concern over the increased traffic their residential area will realize due to the Parkside Development. Since one access point for the proposed 85-unit complex is on Parkside the potential of another 170 cars traveling up an already busy roadway will pose even more of a traffic issue. Parkside Avenue served the initial Park Ridge subdivision well; however, once several apartment buildings were added occupants utilize Parkside Avenue as a shortcut to South Blvd. In July she respectfully requested a traffic study be conducted as part of the development's plan before additional approval was given by the City. Tonight, she anxiously await hearing the results of this study as well as the City's options to alleviate this existing traffic issue at the Waldo Street and South Blvd intersection. The Council also needs to be aware that the future expansion of the Spruce Haven subdivision will also impact traffic.

Larry Anderson, 649 Parkside Ave, spoke, requesting additional information on the development such as square footage, slab vs basement, garage size, etc.

Kathy Wilson, 811 Parkside Ave, agrees with the traffic concerns previously noted by Jan Bance. Waldo Street was expanded when Oak Park Place was added. With parking on both sides, it's almost as if it's still a one-lane road. With increased traffic, this will only become more of an issue. To demonstrate the speed of cars coming through here, she noted that mailboxes belonging to her and her neighbor were hit and carried all the way up Waldo. She was informed that because of the curves in the road, the police can not add any radar or speed enforcement. There are a lot of kids playing in front yards and the safety of these kids is really concerning.

Eric Korthals, 642 Parkside Ave also agrees with the traffic concerns previously noted by Jan Bance. They have two choke points in their neighborhood, one being by the apartments at the bottom of the hill on

Parkside and the other being on Waldo Street by Oak Park Place. With parking on both sides, cars typically have to wait for each other; this could be rectified by one side parking. Most of the traffic will be routed down Waldo to meet South Blvd, a road with very busy times. People won't be able to access South Blvd very easily with the additional traffic. Are there any other options for this intersection? A stop sign is inadequate for this intersection.

Darren Browning, S5302 Mine Road with 671 ft of common border with this development. He recently moved out to this location and the development that is being looked at is entirely too dense for this area. Currently traffic is heavy and exiting Waldo onto South Blvd. is nearly impossible on Saturdays and Friday evenings; this is not currently safe and this is going to significantly increase the traffic. Because of the way the land is tapered, this property drains towards South Park. Right now there is only a 10-year rainwater evaluation to start all of the diggings; the City has promised that a 50-year rainwater evaluation will be required for approval. He believes we are putting the "cart before the horse" in that all of the excavation has already started prior to the final rainwater evaluation being completed. The City's requirement of a 50-year analysis is inadequate; we get 50 year storms every 10/15 years. This should be a 100-year evaluation. It is the Council's responsibility to protect the people that already live there.

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

**PUBLIC INVITED TO SPEAK** – No one spoke.

### **MAYOR'S BUSINESS**

- Election Day is November 8, 2022. In-Person Absentee voting will take place in the Clerk's Office starting on Tuesday, October 25<sup>th</sup> through Friday, November 4<sup>th</sup>. Requests may also be made in writing for absentee ballots to be mailed. Deadline to request an absentee ballot be mailed is 5:00pm on Thursday, November 3<sup>rd</sup>. Residents are encouraged to save time on Election Day by registering early.
- The Police & Fire Commission is holding a "Meet & Greet" on Wednesday, October 26<sup>th</sup> at 5:30pm at City Hall for the final three candidates for the Police Chief position.

### **CONSENT AGENDA**

#### **Resolution No. 22-107**

THAT the Accounts Payable, in the amount of \$347,901.20 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

#### **Resolution No. 22-108**

**WHEREAS**, the State Statute requires budget amendment publication to happen within ten (10) days upon Council approval of said amendments,

**WHEREAS**, the City is required to notify the citizenry through publication in the City's official newspaper concerning the supplemental budget amendments,

**WHEREAS**, the City's publication process is to identify budget amendments in the fiscal note section of resolutions when spending authorizations are granted,

**WHEREAS**, the City Council will approve budget transfers quarterly to satisfy the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing,

**NOW, THEREFORE BE IT RESOLVED**, that the following budget amendments are authorized for publication:

- YTD 3rd Quarter, 2022 City-Wide Supplemental Budget Amendments for \$131,629
- YTD 3rd Quarter, 2022 General Fund Supplemental Budget Amendments \$60,945
- YTD 3rd Quarter, 2022 City-Wide Budgetary Transfers \$192,574

YTD 2022 Budget Amendments

Account Number	Department	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
100-52-53370-377-000	General Fund - Parks - ROW - Trees	Trees, Seed, Sod	6,000.00	(2,520.00)	3,480.00
100-52-56110-215-000	General Fund - Forestry - Parks		3,000.00	2,520.00	5,520.00
240-36-84000-814-000	Streetlighting - Billing and Collection		-	15,350.00	15,350.00
240-36-94000-900-000	Streetlighting - Equipment Replacement		15,350.00	(15,350.00)	
240-36-84000-814-000	Streetlighting - Billing and Collection		-	319.00	319.00
240-31-49300-000	Streetlighting	Fund Balance Applied		(319.00)	(319.00)
100-31-53240-350-000	General Fund - Machinery & Equipment - Street Department	Repair & Maint Materials	45,000.00	(300.00)	44,700.00
100-31-53370-350-000	General Fund - Trees and Brush - Street Department	Repair & Maint Materials	-	300.00	300.00
100-52-53370-340-000	General Fund - Parks - ROW - Trees	Operating Supplies	1,000.00	(800.00)	200.00
100-52-53370-270-000	General Fund - Parks - ROW - Trees	Special Services	-	800.00	800.00
100-21-52200-346-000	General Fund - Fire Protection - Fire	Uniforms	22,733.00	9,117.00	31,850.00
100-21-52200-392-000	General Fund - Fire Protection - Fire	Small Equipment Purchase	9,044.00	1,200.00	10,244.00
100-31-53270-260-000	General Fund - City Services Facility - Street Department	Repair & Maint Serv-Buildings	51,600.00	1,410.00	53,010.00
100-31-53300-290-000	General Fund - Street Maintenance - Street Department	Other Contracted Services	30,000.00	16,000.00	46,000.00
100-52-55200-821-000	General Fund - Parks - Parks	Land or Land Improvements	-	12,870.00	12,870.00
100-53-55420-392-000	General Fund - Pool - Recreation	Small Equipment Purchase	-	1,499.00	1,499.00
100-10-49300-000	General Fund - General Government	Fund Balance Applied	(709,414.00)	(42,096.00)	(751,510.00)
560-15-56710-215-000	Economic Development Fund - Economic Development			108,700.00	108,700.00
560-10-49300-000	Economic Development Fund - General Government	Fund Balance Applied		(108,700.00)	(108,700.00)
870-52-55200-822-000	Park Segregated - Parks - Parks	Building Improvements	10,000.00	4,585.00	14,585.00
870-52-55200-861-000	Park Segregated - Parks - Parks	Facilities Improvements		7,950.00	7,950.00
870-53-55300-814-000	Park Segregated - Recreation - Recreation	Equipment Purchases		10,394.00	10,394.00

870-52-49300-000	Park Segregated - Parks	Fund Balance Applied	(42,400.00)	(22,929.00)	(65,329.00)
100-52-56110-392-000	General Fund - Forestry - Parks	Small Equipment Purchase	-	283.00	283.00
100-52-56110-340-000	General Fund - Forestry - Parks	Operating Supplies	750.00	(283.00)	467.00
100-52-53370-340-000	General Fund - Parks - ROW - Trees	Operating Supplies	1,000.00	(800.00)	200.00
100-52-53370-270-000	General Fund - Parks - ROW - Trees	Special Services		800.00	800.00
950-36-81000-350-000	Stormwater Utility - Sewer Street Cleaning - Stormwater - Stormwater - Stormwater Revenues	Repair & Maint Materials	12,000.00	(4,000.00)	8,000.00
950-36-83100-340-000	Stormwater Utility - Sewer Mains Maintenance - Stormwater - Stormwater - Stormwater Revenues	Operating Supplies	2,000.00	4,000.00	6,000.00
100-14-56300-210-000	General Fund - Planning - City Administrator	Publishing		250.00	250.00
100-14-56300-310-000	General Fund - Planning - City Administrator	Office Supplies	100.00	(100.00)	-
100-14-56300-390-000	General Fund - Planning - City Administrator	Other Supplies & Expense	50.00	(50.00)	-
100-14-56300-343-000	General Fund - Planning - City Administrator	Postage	100.00	(100.00)	-
100-52-55200-340-000	General Fund - Parks - Parks	Operating Supplies	9,500.00	(300.00)	9,200.00
100-53-55300-250-000	General Fund - Recreation - Recreation		3,700.00	300.00	4,000.00
100-11-51900-390-000	General Fund - Other General Government - Finance	Other Supplies & Expense	3,326.00	389.00	3,715.00
100-11-51500-310-000	General Fund - Finance - Finance	Office Supplies	1,000.00	(389.00)	611.00
870-52-48500-000	Park Segregated - Parks	Donations and Contributions	(25,000.00)	(800.00)	(25,800.00)
870-52-55200-300-000	Park Segregated - Parks - Parks	Operating Expense		800.00	800.00
720-52-48400-000	Insurance Fund	Insurance Recoveries		(38,457.00)	(38,457.00)
720-52-55200-861-000	Insurance Fund	Facility Improvements		38,457.00	38,457.00
720-21-48400-000	Insurance Fund	Insurance Recoveries		(457.00)	(457.00)
720-21-52200-340-000	Insurance Fund - Fire Insurance	Operating Expense		457.00	457.00
100-15-56710-290-400	General Fund - Economic Development - Economic Development	Other Contracted Services-Desi		584.00	584.00
100-15-49300-400	General Fund - Economic Development	Fund Balance Applied-Marketing		(584.00)	(584.00)
100-31-53300-376-000	General Fund - Street Maintenance - Street Department	Crack Filler	12,000.00	(4,000.00)	8,000.00

100-31-53300-368-000	General Fund - Street Maintenance - Street Department	Traffic Paint	10,000.00	4,000.00	14,000.00
100-30-53100-120-000	General Fund - Mapping & Engineering Support - Engineering	Wages	86,590.00	(2,938.00)	83,652.00
100-31-53230-120-000	General Fund - PW Operations - Street Department	Wages	201,883.00	(2,937.00)	198,946.00
100-11-51500-250-000	General Fund - Finance - Finance	Repair & Maint Serv- Equipment	17,000.00	5,875.00	22,875.00
240-3153420-350-000	Streetlighting - Street Lighting	Repair & Maint Materials	600.00	1,000.00	1,600.00
240-31-53420-270-000	Streetlighting - Street Lighting	Special Services	11,000.00	(1,000.00)	10,000.00
100-10-48400-000	General Fund - General Government	Insurance Recoveries	-	(17,873.00)	(17,873.00)
100-31-53300-270-000	General Fund - Street Maintenance - Street Department	Special Services	3,000.00	17,873.00	20,873.00
100-52-55410-222-000	General Fund - Zoo - Parks	Electricity	8,450.00	(450.00)	8,000.00
100-52-55410-223-000	General Fund - Zoo - Parks	Heat	2,120.00	450.00	2,570.00
100-53-55420-280-000	General Fund - Pool - Recreation	Repair & Maint Serv- Facilities	7,800.00	(4,000.00)	3,800.00
100-53-55420-223-000	General Fund - Pool - Recreation	Heat	4,700.00	4,000.00	8,700.00
950-36-95000-814-000	Stormwater Utility - Stormwater - Stormwater - Capital Expenditures - Stormwater Revenues	Equipment Purchase	110,000.00	8,560.00	118,560.00
950-36-40436-101	Stormwater Utility - Stormwater - Stormwater - Stormwater Revenues	Sewer Approp of Equip Funds	(110,000.00)	(8,560.00)	(118,560.00)
100-31-53300-340-000	General Fund - Street Maintenance - Street Department		5,000.00	(777.00)	4,223.00
100-31-53300-530-000	General Fund - Street Maintenance - Street Department		-	777.00	777.00
950-36-81000-250-000	Stormwater Utility - Sewer Street Cleaning - Stormwater - Stormwater - Stormwater Revenues	Repair & Maint Serv- Equipment	8,000.00	(7,400.00)	600.00
950-36-81000-341-000	Stormwater Utility - Sewer Street Cleaning - Stormwater - Stormwater - Stormwater Revenues	Tires	5,000.00	(800.00)	4,200.00
950-36-81000-350-000	Stormwater Utility - Sewer Street Cleaning - Stormwater - Stormwater - Stormwater Revenues	Repair & Maint Materials	8,000.00	8,200.00	16,200.00
100-53-55300-340-000	General Fund - Recreation - Recreation	Operating Supplies	135.00	(57.00)	78.00
100-53-55300-340-090	General Fund - Recreation - Recreation	Operating - Softball	390.00	57.00	447.00
100-53-55420-280-000	General Fund - Pool - Recreation	Repair & Maint Serv- Facilities	3,800.00	(1,000.00)	2,800.00
100-52-55200-280-000	General Fund - Parks - Parks	Repair & Maint Serv- Facilities	45,000.00	(8,000.00)	37,000.00
100-53-55420-250-000	General Fund - Pool - Recreation	Repair & Maint Serv- Equipment	4,050.00	9,000.00	13,050.00



100-53-55420-330-000	General Fund - Pool - Recreation	Training and Travel	615.00	(300.00)	315.00
100-53-55420-345-000	General Fund - Pool - Recreation	Chemicals	7,800.00	300.00	8,100.00
100-20-52110-340-000	General Fund - Police Department - Police	Operating Supplies	6,680.00	(1,700.00)	4,980.00
100-20-52110-274-000	General Fund - Police Department - Police	Chaplain program	-	1,700.00	1,700.00
100-53-46751-160	General Fund - Recreation	Recreation - Visual Arts Contract Service - Visual	(2,100.00)	(590.00)	(2,690.00)
100-53-55300-200-160	General Fund - Recreation - Recreation	Arts	1,300.00	590.00	1,890.00
100-52-55410-340-000	General Fund - Zoo - Parks	Operating Supplies Repair & Maint Serv-	6,300.00	(1,231.00)	5,069.00
100-52-55200-260-000	General Fund - Parks - Parks	Buildings	12,600.00	(2,659.00)	9,941.00
100-53-55420-222-000	General Fund - Pool - Recreation	Electricity	7,600.00	1,231.00	8,831.00
100-53-55420-223-000	General Fund - Pool - Recreation	Heat	8,700.00	2,659.00	11,359.00
100-31-53240-350-000	General Fund - Machinery & Equipment - Street Department	Repair & Maint Materials	44,700.00	(1,000.00)	43,700.00
100-31-53370-350-000	General Fund - Trees and Brush - Street Department	Repair & Maint Materials	300.00	1,000.00	1,300.00
100-52-56110-320-000	General Fund - Forestry - Parks	Dues and Subscriptions	825.00	(70.00)	755.00
100-52-55200-320-000	General Fund - Parks - Parks	Dues and Subscriptions	1,400.00	70.00	1,470.00
100-53-55300-340-010	General Fund - Recreation - Recreation	Operating - Teeball	180.00	(135.00)	45.00
100-53-55300-340-100	General Fund - Recreation - Recreation	Operating - Tennis	280.00	135.00	415.00
100-52-55410-340-000	General Fund - Zoo - Parks	Operating Supplies	5,069.00	(96.00)	4,973.00
100-52-55410-346-000	General Fund - Zoo - Parks	Uniforms	750.00	96.00	846.00
100-31-53270-340-000	General Fund - City Services Facility - Street Department	Operating Supplies	12,000.00	(200.00)	11,800.00
100-31-53270-319-000	General Fund - City Services Facility - Street Department	Safety	300.00	200.00	500.00
100-52-55200-280-000	General Fund - Parks - Parks	Repair & Maint Serv- Facilities	37,000.00	(6,300.00)	30,700.00
100-52-55200-348-000	General Fund - Parks - Parks	Gas. Diesel. Oil. Grease	10,700.00	6,300.00	17,000.00
100-53-46750-231	General Fund - Recreation	Swimming Pool - Water Aerobics	(3,100.00)	(1,025.00)	(4,125.00)
100-53-55420-200-231	General Fund - Pool - Recreation	Prof Services - Water Aerobics	1,800.00	1,025.00	2,825.00

100-31-53300-371-000	General Fund - Street Maintenance - Street Department	Bituminous Materials	15,000.00	(3,000.00)	12,000.00
100-31-53300-410-000	General Fund - Street Maintenance - Street Department	Concrete & Clay Materials	3,500.00	3,000.00	6,500.00
100-52-53370-120-000	General Fund - Parks - ROW - Trees	Wages	47,489.00	14,712.00	62,201.00
100-52-53370-130-000	General Fund - Parks - ROW - Trees	Social Security	3,518.00	1,126.00	4,644.00
100-52-53370-131-000	General Fund - Parks - ROW - Trees	Retirement	3,783.00	956.00	4,739.00
100-52-53370-132-000	General Fund - Parks - ROW - Trees	Health Insurance	9,362.00	4,423.00	13,785.00
100-52-55200-120-000	General Fund - Parks - Parks	Wages	222,740.00	(6,440.00)	216,300.00
100-52-55200-130-000	General Fund - Parks - Parks	Social Security	23,680.00	(493.00)	23,187.00
100-52-55200-131-000	General Fund - Parks - Parks	Retirement	22,532.00	(418.00)	22,114.00
100-52-55200-132-000	General Fund - Parks - Parks	Health Insurance	53,105.00	(1,535.00)	51,570.00
100-31-53300-120-000	General Fund - Street Maintenance - Street Department	Wages	146,352.00	(8,272.00)	138,080.00
100-31-53300-130-000	General Fund - Street Maintenance - Street Department	Social Security	10,869.00	(633.00)	10,236.00
100-31-53300-131-000	General Fund - Street Maintenance - Street Department	Retirement	11,913.00	(538.00)	11,375.00
100-31-53300-132-000	General Fund - Street Maintenance - Street Department	Health Insurance	32,425.00	(2,888.00)	29,537.00
100-53-55300-310-000	General Fund - Recreation - Recreation	Office Supplies	540.00	(160.00)	380.00
100-53-55300-340-080	General Fund - Recreation - Recreation	Operating - Soccer	220.00	160.00	380.00
100-52-55130-260-000	General Fund - Parks - Civic Center	Repair & Maint Serv- Buildings	13,000.00	(2,000.00)	11,000.00
100-52-55130-223-000	General Fund - Parks - Civic Center	Heat	9,450.00	2,000.00	11,450.00
100-31-53270-350-000	General Fund - City Services Facility - Street Department	Repair & Maint Materials	5,000.00	(400.00)	4,600.00
100-31-53270-319-000	General Fund - City Services Facility - Street Department	Safety	500.00	400.00	900.00
950-36-81000-350-000	Stormwater Utility - Sewer Street Cleaning - Stormwater - Stormwater - Stormwater Revenues	Repair & Maint Materials	16,200.00	(500.00)	15,700.00
950-36-81000-250-000	Stormwater Utility - Sewer Street Cleaning - Stormwater - Stormwater - Stormwater Revenues	Repair & Maint Serv- Equipment	600.00	500.00	1,100.00
950-36-83100-423-000	Stormwater Utility - Sewer Mains Maintenance - Stormwater - Stormwater - Stormwater Revenues	Castings	7,000.00	(1,100.00)	5,900.00
950-36-83100-340-000	Stormwater Utility - Sewer Mains Maintenance - Stormwater - Stormwater - Stormwater Revenues	Operating Supplies	6,000.00	1,100.00	7,100.00
100-53-55300-319-000	General Fund - Recreation - Recreation	Safety	240.00	(240.00)	
100-53-55300-270-000	General Fund - Recreation - Recreation	Special Services	1,500.00	240.00	1,740.00
100-52-55410-260-000	General Fund - Zoo - Parks	Repair & Maint Serv-			

		Buildings	3,800.00	(100.00)	3,700.00
100-52-55410-220-000	General Fund - Zoo - Parks	Telephone	200.00	100.00	300.00
100-15-49300-400	General Fund - Economic Development	Fund Balance Applied-Marketing	(584.00)	(2,596.00)	(3,180.00)
100-15-56710-270-400	General Fund - Economic Development - Economic Development	Special Services-Designated	-	2,596.00	2,596.00
100-52-55200-240-000	General Fund - Parks - Parks	Repair & Maint Service-Vehicle	3,300.00	(625.00)	2,675.00
100-52-55200-392-000	General Fund - Parks - Parks	Small Equipment Purchase	1,045.00	625.00	1,670.00
100-31-53270-260-000	General Fund - City Services Facility - Street Department	Repair & Maint Serv-Buildings	53,010.00	(2,500.00)	50,510.00
100-31-53270-340-000	General Fund - City Services Facility - Street Department	Operating Supplies	11,800.00	2,500.00	14,300.00
			<hr/>		
			City-wide funds' budgets		<u>\$ 192,574.00</u>
			City's General Fund Only		<u>\$ 60,945</u>

**Resolution No. 22-109**

THAT, Dick Whitehurst be reappointed to the Pink Lady Rail Commission serving until October 31, 2024.

THAT, Thomas Pringle be appointed to the Pink Lady Rail Commission serving until October 31, 2023.

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

**ORDINANCES ON 2<sup>ND</sup> READING**

Moved by Sloan, seconded by Thurow and carried unanimously to approve the 2<sup>nd</sup> reading of **Ordinance No. 2601** amending §7.24 pertaining to Traffic Code Penalties.

**NEW BUSINESS – RESOLUTIONS**

**Resolution No. 22-110**

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

THAT the following applications for funds from the City’s Alma Waite Fund are approved for fiscal year 2023:

1. Baraboo Children’s Museum – In the amount of \$1,500
2. Concerts on the Square - In the amount of \$1,500

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City as required by §27.01(2)(f) of the Baraboo Municipal Code.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 22-110** be approved-8 ayes.

**NEW BUSINESS – ORDINANCES**

Motion by Wedekind, seconded by Petty and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance**

No. 2602 amending §17.18(4)(d), Code of Ordinances.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

**17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP**

(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Development. The following Planned Unit Development is approved and incorporated into the zoning map: 2022-05.

2. The attached General Development Plan for Baraboo Bluffs Condominium is approved as part of Planned Unit Development 2022-05.

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

**COMMITTEE OF THE WHOLE**

Moved by Petty, seconded by Kent, to enter Committee of the Whole to discuss the 2023 Budget Updates.

J. Ostrander presented the 2023 budget summary. Ald. Sloan questioned the agreement with the School District for the School Resource Officers. Adm. Bradley noted that we are currently working to update our Memorandum of Understanding (MOU) with the school district.

Ald. Hazard noted that at this time there is no dollar amount in mind for what the campus will need for capital expenditure.

Adm. Bradley noted that the budget does include a 4% COLA, step increases for employees, plus we exceeded our goal cuts.

There will be a special council meeting on Tuesday, November 1<sup>st</sup> at 7:00pm to review the complete 2023 budget.

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

**ADMINISTRATOR AND COUNCIL COMMENTS**

None.

**REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

- **Reports:** September, 2022 - Treasurer
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205September 27, 2022**Members Present:** Sloan, Kent, Petty**Absent:****Others Present:** Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, M. Hardy, Karen DeSanto, Greg Sammow

**Call to Order** –Ald. Sloan called the meeting to order at 5:45p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of September 13, 2022. Motion carried unanimously. It was noted that the agenda should be amended to be “Exemption from County Library Tax for 2023” and J. Ostrander asked that the “Purchase Shared Ride Taxi Vans” be moved to first under Discussion Items. Moved by Petty, seconded by Kent to approve the amended agenda. Motion carried unanimously.

**Action Items**

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council approval of the accounts payable for **\$320,857.92**. Motion carried unanimously.
- b) **2023 Parks, Recreation, and Forestry Department Fees and Charges** – M. Hardy explained that as part of the departmental budget, they annually review the fees and charges. Changes for 2023 include a 3% increase in the Civic Center lease fees, City employees will have free membership to the weight room, a slight increase to parks shelters, and due to the increase of pool staff wages, a slight increase in pool passes. As of now, they are unsure if the City will be able to offer swimming lessons due to the difficulty of getting instructors. Items they hope to increase for next year are the “Behind the Scenes” and private tours. Moved by Petty, seconded by Kent to recommend to Council for approval of the 2023 Parks, Recreation and Forestry Department fees and Charges. Motion carried unanimously.
- c) **2023 Boys & Girls Club of Baraboo-Sauk County Lease** – M. Hardy explained that we are currently charging 20% of what the rent would be, with an 80% subsidy. The Parks & Recreation Commission reviewed different subsidies for this lease and essentially, they recommended the Boys & Girls Club lease increase to 35% with the City subsidizing 65%. Ald. Kent feels while this program is hard for some to afford, it's life changing for the kids that attend; It is a very important program. While he understands the percentage increase across the board, the Boys & Girls Club is receiving a significant increase for next year. M. Hardy explained how the lease payments are calculated, based on the \$8.45 per square foot. The rent is not going up, the amount the Parks & Recreation Department is able to forgive is going down. Ald. Petty notes that there is additional spaced used by the Boys & Girls club that is currently not being charged for and not available to other lessees. The Committee agrees that this is a good program; however, any changes made at this point would require M. Hardy to make cuts somewhere else in his budget. Moved by Petty, seconded by Sloan to recommend to Common Council on approving the Boys & Girls Club lease with the Civic Center at 65% subsidy. Motion carried 2 Ayes, 1 Nay (Kent)
- d) **2023 Baraboo Areas Senior Citizens Organization Lease** – M. Hardy explained that this organization also received the 3% across the board increase as well as the decrease in subsidy paid by the City to 65%. The Parks & Recreation Commission recommended keeping the lease subsidy the same. Moved by Petty, seconded by Kent to recommend to Common Council on approving the Baraboo Area Senior Citizens Organization lease with the Civic Center at 65% subsidy. Motion carried unanimously.
- e) **2023 Stage III Lease** – M. Hardy noted that this has always been subsidized at 50% because they do partner with our recreation program. They have a storage room, a classroom, and a stage that is available to other renters. It was the recommendation by the Parks & Recreation Commission to keep this at 50%. Moved by Petty, seconded by Kent to recommend to Common Council on approving the request to subsize Stage III Theater for Youth lease of the Civic Center by 50%. Motion carried unanimously.
- f) **2023 Pierce Park Lease** – M. Hardy explained that this is the first year that the Parks & Recreation Commission has recommended charging them rent on this building. Because of the grant agreement, the City is only allowed to rent this out for 6-months of the year. For the past 25 years or so, the Hockey Association has rented it from the City at no cost; just utilities. Because of the age of the building, summer rental of the pavilion is not favorable. Back in May they were looking at \$500 per month rent for the 6-months based on the utilities paid during the summer months. The Parks & Recreation Commission recommended going with ½ of this, or a \$250 per month rental rate. Motion by Kent, seconded by Petty to recommend to Common Council on approving the Pierce Park Pavilion to the Baraboo Thunderbird Youth Hockey Association for October 15, 2022-April 15, 2023 at a rate of \$250.00 per month. Motion carried unanimously.
- g) **County Library Tax** - The Committee reviewed the exemption from the County Library tax. Moved by Kent, seconded by Petty to recommend to Council for approval. Motion carried unanimously.

**Discussion Items:**

Purchase Shared Ride Taxi Vans – J. Ostrander provided an update on the purchase of three taxi vans. The cost of the vans is \$195,000; we will receive \$156,000 through the state grant leaving the City responsible for \$39,000. We currently have \$29,000 available for capital equipment. With the funds from selling the vehicles, we should have the money for this purchase. As of now, ridership is still down. From her estimates, we are going to be about \$35,000 short which could be made up using ARPA funds.

Update on Preliminary 2023 Budget – No discussion took place. This update will be provided at Council.

Discuss Options for Broadcasting the City Council Meetings – No discussion took place. This will be placed on the next agenda.

Purchasing Policy – No discussion took place; the Committee will continue to review this at future meetings.

**Adjournment** – Moved by Kent, seconded by Petty and carried to adjourn at 6:52pm.

**Baraboo BID Meeting Minutes**

**9/21/2022**

Present:

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

Absent:

Members:

Other: Seth Taft, Lacey Steffes – Downtown Baraboo, Inc.

President Fay called the meeting to order at 6:01p

In Compliance of Open Meeting Laws

Approval of August 2022 minutes: Marshall/Killgallon. Carried

Adoption of Agenda: D. Marshall/B. McDaniel, Carried

**Officer/Committee**

President: Fay

Secretary: Killgallon

Treasurer: Stelling

Appearances: Stelling

**Reports**

S. Fay spoke with POE Group about what BID does. The meeting was to inform and promote what BID does for the community.

S. Fay attended the 9/20 plan commission meeting concerning downtown building.

We were informed of Electric Vehicle Charging Stations and was inquired about future dates and times for meeting

- None
- Treasurer position is still available for anyone who is interested
- Appearances meeting took place.
- The Decor Group was in touch concerning lease plans for decorative orbs. Conversations are continual.
- Garland has been handled by The Boy Scouts. The condition of the garland (too dry) has been in conversation. The Boy Scouts have been open to options for improvements.

Business Development: Marshall

- Business Development meeting took place and approved the budget.
- Organized listing of available store fronts is on hold pending downtown developments.
- SCORE Resource will be explored for future seminars.

Finance: Wickus/Stelling

- None

Parking: Fay

- Parking met and approved budget.
- No progress has been made on the Coffee Bean parking lot.

Promotions: Wickus

- Promotions met and approved their budget.

Old Business:

- Vote on Baraboo Chamber of Commerce signage investment of \$20,000
  - Motion failed

New Business:

- Discuss DBI marketing strategy info
  - Open discussion on what we envision downtown Baraboo being in 5 years
  - questions to Seth
- Approval of Financials
  - Wickus, McDaniel Carried
- Approval of Vouchers
  - \$8,000 – DBI
    - 2022 Christmas Light Parade, Holiday Advertising, & DBI Events Manager Support

\$8,000 Total

- Motion to Approve Killgallon/McDaniel , Carried
- Discuss & Approve 2023 Budget
  - Motion to Approve Thurow/Marshall , Carried
- Next Agenda Items
  - October 19, 2022 at 6:00pm

Motion to Adjourn at 7:21p, Killgallon, McDaniel, carried.

### **CITY OF BARABOO POLICE AND FIRE COMMISSION MEETING MINUTES** **MINUTES FOR: Special Meeting on August 17, 2022.**

The Baraboo Police and Fire Commission met on this date at the Baraboo Municipal Building, 101 South Boulevard, (Council Chambers), Baraboo, Wisconsin. The meeting was called to order at 5:45 p.m. by PFC President Kujak. Notice of the meeting was posted by the City Clerk on August 15, 2022.

Roll Call found Commissioners Getchmann, Hollenbeck, Kujak and Viney in attendance with Commissioner Kluge excused. Others in attendance were Interim Police Chief Sinden and member of the public.

Compliance with the open meeting law was noted by Kujak.

Motion to approve the Agenda made by Getchmann, second by Hollenbeck, carried 4-0.

**INFORMATIONAL ITEMS:** President Kujak informed those in attendance of the process by which a new Police Chief would be selected, The roll of the PFC, anticipated time line and purpose of the citizen comments in this meeting as well as online. He also

noted this was not a time to endorse any potential candidate nor air grievances concerning police officers. Commissioner Viney noted the job description was established by the Baraboo City Council, without input from the commission, and would be used by the PFC in the search for a new Chief. Commencing at 6:00 p.m. members of the public were invited to provide input as to their desires and opinions regarding the type of individual they wish to fill the vacancy of the Chief's position. Persons Who filled out a written request to speak were called upon in the order the requests were received

Comments were made by numerous citizens that they were surprised by the new reports implying a shift to community based policing as they believed the Baraboo Department was already following this practice. Several speakers noted a preference for an in house candidate with one retired deputy noting what she implied was a toxic situation in Lake Delton. Others noted a desire for a person of integrity, who understands people and who implements policies fairly. A former city attorney expressed concern that the job description was adopted without meaningful opportunity for input from the PFC and as well as the denigration of the mayor's authority as the statutory head of the department. After calling on those who had filed a written request to speak, the commission answered questions from the audience.

COMMUNICATIONS: No communications have been received since the August 15, 2022 meeting.

Motion to recess until 7:30 p.m. at 7:05 p.m. was made by Viney at 7:05 p.m, second by Getchmann, passed 4-0.

Motion to adjourn the meeting was made after coming back in session at 7:30 p.m. by Viney, second by Hollenbeck, carried 4-0.

### **CITY OF BARABOO POLICE AND FIRE COMMISSION MEETING MINUTES** **Regular Meeting on September 19, 2022.**

The Baraboo Police & Fire Commission (PFC) met on this date at the Baraboo Municipal Building, 101 South Boulevard, (C205), Baraboo. The meeting was opened at 3:30pm by PFC President Kujak. A notice of this meeting was posted on September 15, 2022.

Roll call found Commissioners Getschmann, Hollenback, Kluge, Kujak and Viney were in attendance. Others present during the meeting were Police Chief Sinden and Fire Chief Stieve.

Compliance with the open meeting law was noted by Kujak.

*[NOTE: Chief Stieve left for a Fire Call.]*

Kujak made a request to have the AGENDA be approved. Viney made a Motion to approve the Agenda; Getschmann offered a second, motion carried 5-0.

Kujak made a request to have the MINUTES of August 15 & 17, 2022 be approved. Viney requested the two meetings be approved separately, rather than together. With that, Kujak requested the Minutes of August 15, 2022 be approved. Viney made a Motion to approve, with Getschmann offering a second that motion carried 5-0. Kujak then requested the Minutes of August 17, 2022 be approved. Viney made a Motion to approve, with Getschmann offering a second, that motion carried 4-0 with Kluge abstaining.

There were no citizens present to speak under 'PUBLIC COMMENTS'.

Under 'ACTION ITEMS', in the absence of Chief Stieve, who had two items to be acted on - Kujak read the request of Chief Stieve on the first item: a request to decertify any and all prior Baraboo Paid-on-Call Fire Fighter eligibility lists, and create a new Baraboo Paid-on-Call Fire Fighter eligibility list (adding one name from the previous month's list) as presented to the PFC for approval. There was some discussion on this matter, where initially a motion was made by Kluge to Table / delay the matter until Chief Stieve could be present. Initially Viney offered a second to the motion, however discussion found Kluge & Viney withdrawing their motions. At the conclusion of those discussions Getschmann made a motion to approve the Chief's request; Hollenback offered a second and the item passed 4-0, with Viney abstaining. That new eligibility lists contains the names of:

Parker Brehm	Kortnee Carroll
Jackson Clements	Ethan Mengelt
Jesse Prater	Sawyer Schmitt



Kody Sellner

Emma Knudtson

Kujak then read Chief Stieve's second item - a request to hire three (3) candidates from the approved list. There was more discussion that needed some clarity from Chief Stieve. There was a motion to Table by Viney, to delay any action until Chief Stieve could be present; Kluge offered a second whereby a roll-call vote found the motion to delay action passing 3-2. [Vote: Getschmann - N; Hollenback - Y; Kluge - Y Kujak - N; Viney - Y].

Under 'INFORMATIONAL ITEMS':

Chief Sinden noted that the Department has seen the Union Negotiations being stalled at this time. The Department is trying to be more visible in the media efforts. Police calls for service are down about 4% compared to this time period last year. However Traffic enforcement is seeing an increase of approximately 2%. He indicates that there has not been any Use of Force Incidents that are noteworthy. He briefly discussed a sensitive call, that was found to be false reporting by area juveniles. That matter has been resolved and there is no concern for the community. The last point he highlighted was the School Resource Officer program and when & if the School District will provide some level of financial support to keep it working. He anticipates that such will be announced in the coming weeks.

With the absence of Chief Stieve, there was no Fire Department Report.

Kujak then presented an updated to the PFC regarding future PFC Workshop Training provided by the 'League of Wisconsin Municipalities' on Friday, November 4, 2022. Discussion was held and it was determined that possibly 4 members would attend the Webinar Class at City Hall that day. Kluge will contact The League to determine the actual cost, as there would only be one person signing on. It is estimated the costs are \$140 per PFC Member watching the training. The Police Department & Fire Departments will cover the training costs.

Under 'CLOSED SESSION':

Kujak announced that the Commission move to a Closed Session, pursuant to Wis. Stats. 19.85(1)(c) for the purpose of considering employment, promotion or performance evaluation data with respect to the filling of a vacancy within the Police Department. Viney made a motion to approve, with Getschmann offering a second. The Motion passed 5-0.

Note: During the Closed Session, Chief Stieve knocked on the door wishing to address his hiring matter. At that time (4:56pm) the Commission briefly returned to OPEN SESSION, to address Chief Stieve's hiring matter. Viney made a motion to return to Open Session, with Getschmann offering a second. Motion passed 5-0. Additionally, Viney made a motion to remove the 'Table / Delay' action, with Hollenback offering a second. That motion passed 5-0.

At this time Stieve returned to the room and presented the purpose of his hiring request. Commissioners questioned the urgency in processing the one candidate (Knudtson), as he had time to request a Special Meeting - which is the proper procedure in urgent matters. There was considerable discussion, with the Chief noting that this matter could have been handled better. That in the future he would seek a Special Meeting, or delay any actions until it could properly be brought up at a regular meeting. At that time, Getschmann made a motion to approve the Chief's request to hire three (3) Fire Fighters from the current eligibility list; Kluge offered a second and the motion carried 5-0.

Stieve left the room, and the PFC returned to CLOSED SESSION at 5:10pm. Kujak made a motion to return to Closed, with Viney offering a second. Motion carried 5-0.

Under 'OPEN SESSION':

At approximately 6:50pm, Kujak announced the Commission would return to Open Session to address any business that may be the result of discussions held in Closed Session. Getschmann made a motion to return to Open Session, and Viney offered a second. Motion passed 5-0.

Under 'COMMUNICATIONS', Kluge sent around a magazine that had been sent to the PFC. Kujak noted that he had received some letters that will be presented at a future meeting.

Kujak made a request for an ADJOURNMENT; Viney offered a Motion for approve; Getschmann offered a second. Motion passed 5-0.

Respectfully submitted,  
Dennis Kluge, Secretary

**CITY OF BARABOO POLICE AND FIRE COMMISSION SPECIAL MEETING MINUTES**

**MINUTES FOR: Special Meeting on October 10, 2022.**

The Baraboo Police & Fire Commission (PFC) met on this date at the Baraboo Municipal Building, 101 South Boulevard, (C205), Baraboo. The meeting was opened at 07:45am by PFC President Kujak. A notice of this meeting was posted on October 5, 2022.

Roll call found Commissioners Getschmann, Hollenback, Kluge, Kujak and Viney were in attendance. Others present during portions of the meeting were Baraboo Sergeant Shimon, Baraboo PD Clerical Staff Trina Cromwell, four (4) Area Police Chiefs (Keith Klafke - Portage PD, Josh Sherman - Sauk-Prairie PD, Nick Brinker - Wisc. Dells PD, and Patrick Cummings - Reedsburg PD), and six (6) Candidates for Police Chief (names identified in Closed Minutes, as they were not present during any Open Session).

Compliance with the open meeting law was noted by Kujak.

Kujak made a request to have the AGENDA be approved. Getschmann made a Motion to approve the Agenda; Viney offered a second, motion carried 5-0.

There were no citizens present to speak under 'PUBLIC COMMENTS'.

Under 'CLOSED SESSION':

At approximately 7:50am, Kujak announced that the Commission move to a Closed Session, pursuant to Wis. Stats. 19.85(1)(c) for the purpose of considering employment, promotion or performance evaluation data with respect to the filling of a vacancy within the Police Department. Getschmann made a motion to approve, with Viney offering a second. The Motion passed 5-0.

Under 'OPEN SESSION':

At approximately 3:50pm, Kujak announced the Commission would return to Open Session to address (per Wis. Stats. 19.85(2)) to address any business that may be the result of discussions held in Closed Session. Getschmann made a motion to return to Open Session, and Hollenback offered a second. Motion passed 5-0.

Under 'ACTION ITEMS', Kujak announced that the PFC originally had eleven (11) applicants for the position of Police Chief. That these were from within the Baraboo Police Department, other Wisconsin Police agencies, as well as from surrounding States. After a review of the applications, the pool was reduced to six (6) Candidates (some due to application issues, and some formally withdrew from the Baraboo process). During today's Interviews (by two panels) the pool of Candidates was reduced to three (3) as the other three did not receive a passing grade to continue. The three (3) remaining Candidates are Mr. Al Fear, Mr. Ryan Labrosian and Mr. Robert Sinden. If approved, these candidates will move on to the next series of Interviews and examinations on October 26<sup>th</sup>. Kujak then requested a motion to approve the revised Candidate list as noted. Viney made a motion to approve the revised list of three Candidates; Kujak offered a second. Motion passed 5-0.

Under 'COMMUNICATIONS', Kluge advised that there were none for this meeting.

Kujak made a request for an ADJOURNMENT: Viney offered a Motion for adjourn; Hollenback offered a second. Motion passed 5-0.

Respectfully submitted,  
Dennis Kluge, Secretary

**Baraboo Economic Development Commission Meeting Minutes**

**September 8, 2022**

**I. Call Meeting to Order and Note Compliance with Open Meeting Law** at 5:30 PM at the Baraboo Municipal Building, Council Chambers, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

*With the lack of a quorum, the meeting was not held.*

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

- Library.....9-19-2022, 10-11-2022, 10-18-2022
- Park & Recreation.....9-12-2022 CDA.....9-22-2022
- UW Campus.....9-15-2022

- **Petitions & Correspondence Being Referred:** None.

**CLOSED SESSION**

Moved by Wedekind, seconded by Thurow, to go into Closed Session. The Mayor will announce that the Council will consider moving into Closed Session pursuant to §19.85(1)(e), Wis. Stat., to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Review of Economic Development Projects)

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

Council Members Absent: Kolb

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

**OPEN SESSION**

Moved by Hazard, seconded by Petty, to return to Open Session. The Mayor announced that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

**ADJOURNMENT**

Moved by Ellington, seconded by Sloan, and carried on voice vote, that the meeting adjourn at 10:01pm.

---

Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2022 -

Dated: November 8, 2022

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) <input type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> 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  
Motion:  
Second:

Approved by Mayor: \_\_\_\_\_  
Certified by City Clerk: \_\_\_\_\_

CA-2

RESOLUTION NO. 2022 -

Dated: November 8, 2022

The City of Baraboo, Wisconsin

**Background:** In order to hold a liquor license, all corporations and limited liability companies must first appoint an agent. The agent is named on the liquor license and is given full authority and control over the licensed premises and over all commercial activities on the premises relating to alcohol beverages.

Occasionally a corporation or limited liability company will make a request to change their agent. The corporation or LLC must submit to the City Clerk a completed "Schedule for Successor of Agent". The fee to appoint a new agent is \$10 and must be approved by the licensing authority.

Con Amici, LLC has submitted a "Schedule for Successor of Agent" requesting Cornelia Schmitz be appointed their new agent. This application has been reviewed by the Police Department and the City Clerk.

This change of agent was recommended to Council for approval at the November 1, 2022 Administrative Committee meeting.

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

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

THAT the "Schedule for Successor of Agent" submitted by Con Amici, LLC, appointing Cornelia Schmitz as the new agent be approved. The City Clerk is authorized to re-issue the liquor license for Con Amici, LLC including Cornelia Schmitz as the agent.

**Offered by:** Administrative Comm. **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by Clerk:** \_\_\_\_\_

CA-3

RESOLUTION NO. 2022 -

Dated: November 8, 2022

The City of Baraboo, Wisconsin

**Background:** In order to be in full compliance with State Law, the City amended Chapter 12, Intoxicating Liquor and Fermented Malt Beverages. Because of this change, the Administrative Committee is now required to review all Liquor License applications and make a recommendation to Council.

All Liquor Licenses expire annually on June 30<sup>th</sup> with the exception of the Picnic License. A Picnic License, also known as a Temporary Beer and/or Wine License, is typically issued for a one or two day event.

The Picnic License listed below was reviewed by the Police Department and the City Clerk. It will be reviewed by the Administrative Committee at their November 1<sup>st</sup>, 2022 meeting.

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

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

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

- Downtown Baraboo, Inc, Wine Walk, 11/18/2022

**Offered by:** Administrative Comm. **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by Clerk:** \_\_\_\_\_

**The City of Baraboo, Wisconsin**

**Background:** The Baraboo Business Improvement District was established May 1, 1999 and the City is required to give notice of the anticipated BID assessments and pass a preliminary resolution identifying the assessment. A final resolution will appear on the November 22, 2022, Council agenda. Any change to the special assessment method applicable to the BID shall be approved by the local legislative body, as required by statute 66.1109(3)(b) Wis. Stats. Business improvement districts.

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

**Comments:**

Whereas, the Common Council of the City of Baraboo has created a Business Improvement District (BID) for the City of Baraboo, and;

Whereas, the BID has submitted an operating plan for the BID for 2023 and;

Whereas the Operating Plan for the BID proposes that the implementation of the Plan be funded through a special assessment upon all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The assessment shall be based on the equalized value of property in the BID and the proposed assessment shall be \$1.4524216 of \$1,000 of assessed value.

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

That the BID operating plan is accepted.

That said Council intends to levy and collect an assessment upon all business, manufacturing and mixed business and residential property in the BID, as follows:

- The purpose of the assessment is to fund the BID Operating Plan for the calendar year 2023
- The limits of the proposed assessment district are as follows:  
 “The centerline of 1<sup>st</sup> Street and 1<sup>st</sup> Avenue on the South; the centerline of Birch Street on the West, the centerline of the alley running East and West between 6<sup>th</sup> and 7<sup>th</sup> Avenue on the North; and a line running North and South through the center of Block 12,13,24,25,36 and 37 of the Plat of the City of Baraboo, formerly Adams, on the East.”
- The proposed assessment is for calendar year 2023.
- The proposed assessment shall be paid in one installment.
- The proposed assessment shall be on all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The date for determining eligibility for exemption from this BID assessment shall be January 1 of the year of the adoption of the Final Resolution by the City Council.
- The amount of the proposed assessment is \$1.4715064 per \$1,000 of value of said property based on the 2022 tax roll assessment.
- The proposed assessments shall be due the first day of March 2023, which is the first day of the second month following adoption by the City Council of a resolution levying assessments. Those assessments not paid by that date shall become delinquent as per Section 66.0703 (13) of the Wis. Stats.

BE IT FURTHER RESOLVED that a public hearing to hear public comment concerning BID Assessments will be held on November 22, 2022, at 7:00 p.m. in the Council Chambers. The City Clerk is directed to properly notice all property owners within the BID of the public hearing and proposed assessment.

**Offered by:** Finance Comm.

**Approved:** \_\_\_\_\_

**Motion:**

**Second:**

**Attest:** \_\_\_\_\_

## **BUSINESS IMPROVEMENT DISTRICT OPERATING PLAN**

### **BARABOO, WISCONSIN**

#### **INTRODUCTION**

This document is the Operating Plan for the Business Improvement District (BID). This Operating Plan has been prepared as a general guide for the purpose goals, projects and activities of the Business Improvement District (BID) for the BID area as delineated on the attached map. The Operating Plan was developed based on the needs identified by downtown property owners, merchants and service providers and complies with the requirements of §66.06 Wis. Stats.

#### **PURPOSE OF THE BUSINESS IMPROVEMENT DISTRICT**

The purpose of the Business Improvement District is to provide an organizational and funding mechanism to support the development, improvement and promotion of the downtown area for the economic benefit of all businesses within the District as well as the general, social and economic benefit of the people of the City of Baraboo and its thousands of annual visitors.

The Baraboo Business Improvement District is also created to further the aims of the City's Master Plan. The central business district is integral to the total economic well being of the City of Baraboo. As such, it must guarantee the mix of service and retail shops necessary to meet the need of present and future residents of the City. As the governmental center for both the City and the County, and the location of numerous retail and service oriented establishments, Baraboo's BID must continue to maintain its vitality and solvency. The creation of a BID will guarantee that the additional funding necessary for focused developments, improvements, renovation, promotion and economic restructuring of the downtown are available, without depleting the present supply of funding necessary for other city-wide maintenance and improvements projects and programs.

#### **GOALS OF THE BUSINESS IMPROVEMENT DISTRICT**

**The goals of the BID are to:**

1. Work with the City and County for increased parking areas and better parking enforcement.
2. Carry out marketing and promotional strategies which present a unified image for the downtown Baraboo "Shopping Center" to the existing trade area and tourists.
3. Coordinate planning and development efforts for bringing new businesses and projects into the downtown area.
4. Encourage improving the appearance of the downtown by promoting private investment in buildings and working to maintain or increase expenditures on public areas of the City, County and through use of the BID funds.



5. Coordinate downtown development, promotional events, and maintenance efforts between the City, downtown merchants, service providers and land owners, Downtown Baraboo, Inc., the Baraboo Area Chamber of Commerce and the other public and private entities.
6. Activate the annual BID programs as defined in the BID Budget and maintain compliance with the strong BID Law.

#### **DESCRIPTION OF BUSINESS IMPROVEMENT DISTRICT**

All properties shown within the boundary of the attached map shall be deemed to be part of and within the Baraboo Business Improvement District to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes.

#### **ANNUAL BUDGET AND METHOD OF FINANCING**

The current year annual BID Budget as approved by the Common Council shall be deemed to be incorporated by reference and made a part of the Operating Plan. The budget shall specify the kind, number, and location of proposed expenditures. (See §66.608(1) (f) Wis. Stats).

The Operating Plan shall be funded through special assessments. The assessment will be based on the equalized value of all of the non-exempt properties in the BID properties as assessed.

All special assessments received for the BID or other monies received by the BID shall be placed in a segregated account in the City Treasury. No disbursements from that account may be made except to reimburse the City for appropriations other than special assessments, to pay the costs of audits required by the State law, or on order of the BID Board for the purpose of implementing this Operating Plan. If the BID is terminated, the City Common Council shall be authorized to continue to levy and collect special assessments against properties within the District until all contractual obligations of the BID have been paid in full. On termination of the BID, all monies collected by special assessment remaining in the BID account shall first be used to fulfill contractual obligations of the BID and any remaining balance shall be disbursed to the owners of specially assessed property in the BID in the same proportion as the last collected special assessment (See §66.608(4) Wis. Stats). The City shall obtain an additional independent certified audit upon termination of the BID.

The BID Board shall prepare and make available to the public, annual reports describing the current status of the BID, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the Operating Plan obtained by the City. (See §66.608(3) (c) Wis. Stats).

#### **BOARD OF DIRECTORS**

The Mayor shall appoint nine (9) members to the BID Board of Directors to implement this plan. This appointment of Board members shall be subject to confirmation by the Common Council and the members shall serve staggered terms as designated by the Council. A majority of the Board members shall own or occupy real property in the BID.

**THE BOARD SHALL CONSIST OF THE FOLLOWING:**

- 4 OWNER-OCCUPANTS
- 2 RETAIL-TENANTS
- 2 SERVICE PROVIDERS
- 1 COMMON COUNCIL MEMBER

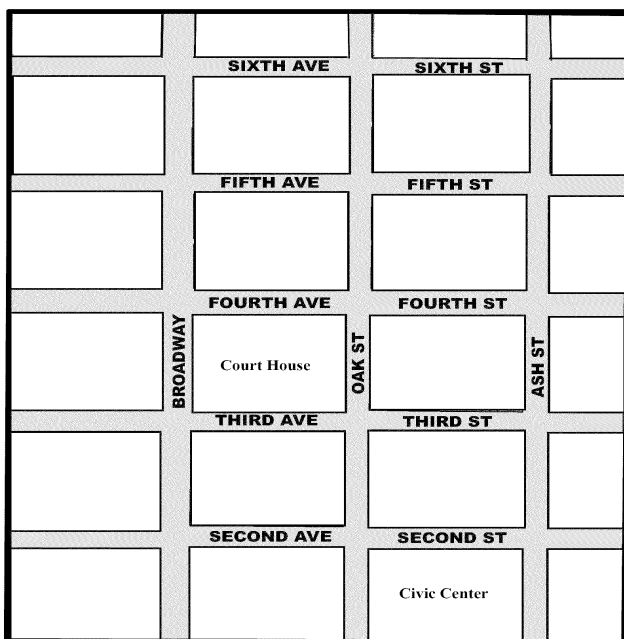
The term of office for BID Board Members shall be three (3) years, except the Common Council Member shall serve one (1) year term. Terms shall begin on May 1, of each year.

When a BID Board Member is no longer qualified for membership on the BID Board, said Board Member shall be disqualified upon the appointment of a successor by the Mayor, who shall make such an appointment within sixty (60) days after the Board Member is no longer qualified. A Board Member shall not be qualified if he/she is not an owner of property in the BID, or an owner occupant of property in the BID, or a retail tenant of property in the BID, or a service provider of property in the BID, or a Common Council Member.

**SPECIAL POWERS OF THE BID BOARD**

The BID Board shall have all powers necessary or convenient to implement this Operating Plan including the power to contract and to borrow money and the power to adopt By-Laws and Rules of Procedure. (See §66.608(3)(d) Wis. Stats.).

***THE BOUNDARIES OF THE BUSINESS IMPROVEMENT DISTRICT are as follows:***



The Boundaries of the District are as follows:

The Centerline of First Street and First Avenue on the South; the Centerline of Birch Street on the West; the Centerline of the alley running East and West between Sixth and Seventh Streets and Sixth and Seventh Avenue on the North; and a line running North and South through the enter of Bloxks 12, 13, 24, 25, 36, and 37 of the Plat of the City of Baraboo, formerly Adams, on the East.

The BID Board shall be authorized by a two-thirds vote of its members to transfer expenditures from one sub-account to another within the BID budget, except that transfers from the contingency account may be made by a majority vote of all the Board members, provided that such expenditures are for any of the same purposes itemized in the current budget. BID budgetary income received during a fiscal year shall be allocated to the contingenc fund. Any expenditures made from the contingency fund for new pruposes shall require a three-fourths vote of the members of the Board pursuant to §65.06 (7) Wis Stats.

The Board shall be authorized to establish in its annual budget a non-lapsing reserve account to be used exclusively for future capital improvements within the BID, such as, the acquisition of land for public parking purposes, lighting, marking, signage, landscaping, sidewalk construction and garbage recepracles. The projected carryover balance in this account at the end of each fiscal year (December 31) shall be shown in the annual BID budget. This reserve account shall further be maintained in accordance with the City’s account practices and auditing requirements.

This Plan shall be effective on the date of adoption by the Baraboo Common Council.

Approved by the BID Board on \_\_\_\_\_

Approved by the Baraboo Common Council on \_\_\_\_\_

<b>2023 BID BUDGET</b>		Approved 09/21/22
<b>REVENUE</b>		
Assessment	\$46,900.00	
Farmer's Market Vendor Fees	\$3,500.00	
<b>TOTAL REVENUE</b>		<b>\$50,400.00</b>
<b>EXPENSES PROMOTIONS</b>		
Downton Baraboo Light Parade	\$3,000.00	
Downton Baraboo Holiday Advertisng	\$2,000.00	
DBI Manager Support	\$3,000.00	
Devil's Lake Advertising Guide & Map	\$2,300.00	
Farmer's Market	\$3,500.00	
2 Broadway Banners	\$1,100.00	
Image Adv Campaign	\$6,200.00	
Other	\$1,000.00	
<b>PROMOTIONS TOTAL</b>		<b>\$22,100.00</b>
<b>PARKING LOT DEVELOPMENT</b>		
Parking lot reserve	\$0.00	
Landscape and Maintenance	\$1,500.00	
<b>PARKING LOT TOTAL</b>		<b>\$1,500.00</b>
<b>ADMINISTRATIVE</b>		
Supplies	\$200.00	
Insurance	\$650.00	
Professional Services (audit)	\$2,000.00	
Accounting Services Operating	\$1,700.00	
<b>ADMINISTRATIVE TOTAL</b>		<b>\$4,550.00</b>
<b>APPEARANCE/BANNERS</b>		
Hanging Flower Baskets	\$9,000.00	
Spring	\$800.00	
Winter	\$975.00	
Summer	\$725.00	
Fall Décor	\$700.00	
Flags	\$300.00	
Pole Décor	\$3,500.00	
Install Labor	\$1,000.00	
Other	\$2,000.00	
<b>APPEARANCE/BANNERS TOTAL</b>		<b>\$19,000.00</b>
<b>BUSINESS DEVELOPMENT</b>	\$3,250.00	
<b>BUSINESS DEVELOPMENT TOTAL</b>		<b>\$3,250.00</b>
<b>TOTAL EXPENSES</b>		<b>\$50,400.00</b>
<b>REVENUE OVER (UNDER) TOTAL</b>		<b>\$0.00</b>

Parcel Number	House #	Address	Owner	Residential Commercial	Exempt Non-Exempt	2022 Assessed Value	BID Assesment
1259-00000	226	5th Ave	Kyle Meise	Commercial	Non-Exempt	204,900	297.61
1263-00000	805	Broadway	PEOPLE HELPING PEOPLE	Exempt local	Exempt	-	-
1272-00000	808	Broadway	Mark & Laura Hamdan-Krause	Commercial	Non-Exempt	188,600	273.93
1285-00000	111	6th St	Protestant Episcopal Ch	Exempt local	Exempt	-	-
1302-00000	720	Ash St	Hope House of South Central WI	Exempt other	Exempt	-	-
1316-00000	702	Oak St	Kono Properties LLC	Commercial	Non-Exempt	253,900	368.77
1321-00000	701	Ash St	Ingemund Lanman & Stephanie Shanks	Commercial	Non-Exempt	301,000	437.18
1327-00000	127	6th Ave	Trustees Congregational United Ch	Exempt local	Exempt	-	-
1328-00000	131	6th Ave	Congregational Church	Exempt local	Exempt	-	-
1329-00000	710	Broadway	Mathew Colby	Commercial	Non-Exempt	218,600	317.50
1330-00000	116	5th Ave	Baraboo, City of	Exempt local	Exempt	-	-
1331-00000	112	5th Ave	GB Real Estate LLC	Commercial	Non-Exempt	174,200	253.02
1333-00000	701	Oak St	Jgk Investments LLC	Commercial	Non-Exempt	309,700	449.82
1334-00000	717	Broadway	Robert W Jordan LC	Commercial	Non-Exempt	504,900	733.33
1343-00000	214	5th Ave	Hoppe Property Management LLC	Commercial	Non-Exempt	158,900	230.79
1346-00000	701	Broadway	Craig and Cortney Warren	Commercial	Non-Exempt	157,800	229.20
1393-01000	623	Broadway	Joseph Colossa Jr, c/o Al Ringling Mansion	Commercial	Non-Exempt	434,100	630.50
1394-00000	227	5th Ave	Baraboo, City of	Exempt local	Exempt	-	-
1395-00000	622	Birch St	Baraboo, City of	Exempt local	Exempt	-	-
1396-00000	0	0	Baraboo, City of	Exempt local	Exempt	-	-
1397-00000	222	4th Ave	Baraboo, City of	Exempt local	Exempt	-	-
1398-01000	214	4th Ave	First United Methodist Church	Exempt local	Exempt	-	-
1398-10000	214	4th ave	Baraboo, City of	Exempt local	Exempt	-	-
1399-00000	214	4th Ave	First United Methodist Church	Exempt local	Exempt	-	-
1400-00000	627	Oak St	Baraboo, City of	Exempt local	Exempt	-	-
1401-00000	619	Oak St	Legal F. Part	Commercial	Non-Exempt	664,400	964.99
1402-00000	109	5th Ave	109 Properties LLC	Commercial	Non-Exempt	171,300	248.80
1403-00000	115	5th ave	Square Tavern LLC	Commercial	Non-Exempt	31,800	46.19
1405-00000	127	5th Ave	B6 Properties LLC	Commercial	Non-Exempt	179,300	260.42
1406-00000	620	Broadway	David Christian	Commercial	Non-Exempt	119,500	173.57
1407-00000	144	4th Ave	Joseph J. Screnock	Commercial	Non-Exempt	460,500	668.85
1408-00000	146	4th Ave	James A. Dickey	Commercial	Non-Exempt	203,500	295.57
1410-00000	128	4th Ave	Al Ringling Theatre Friends Inc	Exempt local	Exempt	-	-
1412-00000	124	4th Ave	Square Tavern LLC	Commercial	Non-Exempt	169,100	245.61
1413-00000	120	4th Ave	Todd M. & Michell Yates-Wickus Joint Rev Trust	Commercial	Non-Exempt	222,000	322.44
1414-00000	116	4th Ave	J E T Properties LLC	Commercial	Non-Exempt	205,700	298.77
1415-00000	112	4th Ave	J E T Properties LLC	Commercial	Non-Exempt	193,700	281.34
1416-00000	110	4th Ave	Tommy L. 7 Cheryl J. Lopez	Commercial	Non-Exempt	214,400	311.40
1417-00000	106	4th Ave	James Hill	Commercial	Non-Exempt	160,100	232.54
1418-00000	102	4th Ave	T T. Properties	Commercial	Non-Exempt	405,000	588.24

1419-00000	0	0	Baraboo, City of	Exempt local	Exempt	-	-
1420-00000	120	5th St	Baraboo, City of	Exempt local	Exempt	-	-
1421-00000	0	0	Baraboo, City of	Exempt local	Exempt	-	-
1422-00000	108	5th St	Baraboo, City of	Exempt local	Exempt	-	-
1423-00000	618	Oak St	Sage-Louise Holdings LLC	Commercial	Non-Exempt	293,900	426.87
1424-00000	616	Oak St	Erin Zirbel & Jeremiah Losic	Commercial	Non-Exempt	130,400	189.40
1425-00000	614	Oak St	Linda Caflich Adamske	Commercial	Non-Exempt	131,000	190.27
1426-00000	610	Oak St	Gary A. Nelson	Commercial	Non-Exempt	304,800	442.70
1427-00000	606	Oak St	John C & Ireta L Mc Nabb Living Trust	Commercial	Non-Exempt	136,300	197.97
1428-00000	101	4th St	Nancy Jo Dillman	Commercial	Non-Exempt	142,400	206.83
1429-00000	107	4th St	Alvin D. & Judith K. Follendorf	Commercial	Non-Exempt	266,500	387.08
1430-00000	111	4th St	Israel Hernandez & Delfina Salas	Commercial	Non-Exempt	162,900	236.60
1431-00000	113	4th St	Janice M Deppe	Commercial	Non-Exempt	187,200	271.90
1432-00000	115	4th St	Janice M Deppe	Commercial	Non-Exempt	146,100	212.20
1433-00000	119	4th St	Mike Muscanerao & Associates LLC	Commercial	Non-Exempt	206,700	300.22
1433-10000	117	4th St	Mike Muscanerao & Associates LLC	Commercial	Non-Exempt	198,900	288.89
1434-00000	121	4th St	Jeffrey G. Hill Lc	Commercial	Non-Exempt	184,000	267.25
1435-00000	125	4th St	Jean L. Sandmire	Commercial	Non-Exempt	206,300	299.64
1436-00000	131	4th St	Iroquois Investments LLC	Commercial	Non-Exempt	34,000	49.39
1437-00000	127	4th St	Judy L. Weiland Trust	Commercial	Non-Exempt	155,500	225.86
1437-10000	129	4th St	Acas Properties LLC	Commercial	Non-Exempt	212,800	309.08
1438-00000	135	4th St	Baraboo, City of	Exempt local	Exempt	-	-
1448-00000	203	4th St	GKJ Holdings LLC	Commercial	Non-Exempt	161,500	234.57
1459-00000	520	Ash St	Standard Development Company LLC	Commercial	Non-Exempt	285,300	414.38
1461-00000	506	Ash St	Norris Crowe	Commercial	Non-Exempt	117,600	170.81
1464-00000	500	Ash St	Baraboo, City of	Exempt local	Exempt	-	-
1469-00000	134	4th St	Baraboo, City of	Exempt local	Exempt	-	-
1470-00000	130	4th St	Kendall Telephone Inc	Exempt local	Exempt	-	-
1471-00000	126	4th St	Ziegler Real Estate LLC	Commercial	Non-Exempt	402,400	584.46
1472-00000	114	4th St	Andrew L. Hager	Commercial	Non-Exempt	70,400	102.26
1473-00000	116	4th St	Hebron Properties LLC	Commercial	Non-Exempt	103,600	150.48
1474-00000	532	Oak St	Fritsch Corner Properties LLC	Commercial	Non-Exempt	307,800	447.06
1475-00000	522	Oak St	Fritsch Properties LLC	Commercial	Non-Exempt	365,200	530.43
1475-10000	0	0	Baraboo, City of	Exempt local	Exempt	-	-
1476-00000	516	Oak St	Jaddy Holdings LLC	Commercial	Non-Exempt	198,800	288.75
1477-00000	512	Oak St	Jaddy Holdings LLC	Commercial	Non-Exempt	198,800	288.75
1478-00000	506	Oak St	Wells Fargo Bank Wisconsin	Commercial	Non-Exempt	-	-
1479-00000	502	Oak St	Wells Fargo Bank Wisconsin	Commercial	Non-Exempt	1,774,100	2,576.75
1481-00000	113	3rd St	Nevrus S. Cobaj Family Trust	Commercial	Non-Exempt	142,000	206.25
1482-00000	115	3rd St	Gbd Enterprises LLC	Commercial	Non-Exempt	138,400	201.02
1483-00000	117	3rd St	Gbd Enterprises LLC	Commercial	Non-Exempt	337,600	490.34
1484-00000	127	3rd St	Peach Blossom LLC	Commercial	Non-Exempt	380,600	552.80
1485-00000	129	3rd St	Baraboo Music LLC/Andrew A. & Lisa J. Johnson	Commercial	Non-Exempt	260,700	378.65

1486-00000	135	3rd St	421 Properties LLC	Commercial	Non-Exempt	135,200	196.37
1487-00000	137	3rd St	Steffes Commercial Properties LLC	Commercial	Non-Exempt	305,500	443.72
1489-00000	143	3rd St	Robert H. Kurz	Commercial	Non-Exempt	199,200	289.33
1490-00000	147	3rd St	24 Brix Properties, LLC	Commercial	Non-Exempt	602,800	875.52
1493-00000	0	0	Sauk County	Exempt county	Exempt	-	-
1494-00000	515	Broadway	Kruse Motor Sales Real Estate LLC	Commercial	Non-Exempt	129,400	187.95
1495-00000	515	Broadway	Kruse Motor Sales Real Estate LLC	Commercial	Non-Exempt	188,100	273.21
1496-00000	513	Broadway	Sauk County	Exempt county	Exempt	-	-
1497-00000	213	4th Ave	Sauk County	Exempt county	Exempt	-	-
1497-10000	0	4th Ave	Baraboo, City of	Exempt local	Exempt	-	-
1498-00000	221	4th Ave	Baraboo, City of	Exempt local	Exempt	-	-
1499-00000	227	4th Ave	Baraboo, City of	Exempt local	Exempt	-	-
1500-00000	233	4th Ave	Cindy Kruse	Commercial	Non-Exempt	134,700	195.65
1501-00000	232	3rd Ave	Sauk County	Exempt county	Exempt	-	-
1502-00000	508	Birch St	Philip T. Smith	Commercial	Non-Exempt	97,000	140.89
1503-00000	226	3rd Ave	Sauk County	Exempt county	Exempt	-	-
1504-00000	222	3rd Ave	Sauk County	Exempt county	Exempt	-	-
1505-00000	505	Broadway	Sauk County	Exempt county	Exempt	-	-
1553-00000	201	3rd Ave	Mc Gann Furniture Inc	Commercial	Non-Exempt	489,800	711.40
1554-00000	215	3rd Ave	Mc Gann Furniture Inc	Commercial	Non-Exempt	86,300	125.35
1554-10000	221	3rd Ave	Mercer & Maffei Real Estate PRTSHP	Commercial	Non-Exempt	403,700	586.35
1555-00000	207	3rd Ave	Mc Gann Furniture Inc	Commercial	Non-Exempt	266,900	387.66
1556-00000	223	3rd Ave	Am Investment Group LLC	Commercial	Non-Exempt	115,500	167.76
1557-00000	227	3rd Ave	Baraboo, City of	Exempt local	Exempt	-	-
1567-00000	401	Broadway	Schwarz Baraboo Properties LLC	Commercial	Non-Exempt	179,100	260.13
1568-00000	409	Broadway	A EDWARDS PROPERTIES LLC LC	Commercial	Non-Exempt	176,600	256.50
1569-00000	101	3rd Ave	Baraboo State Bank	Commercial	Non-Exempt	2,439,100	3,542.61
1571-00000	113	3rd Ave	BARABOO STATE BANK	Commercial	Non-Exempt	138,000	200.44
1572-00000	115	3rd Ave	Endless LLC	Commercial	Non-Exempt	228,800	332.32
1573-00000	119	3rd Ave	Tin Roof Dairy Inc	Commercial	Non-Exempt	105,300	152.94
1574-00000	123	3rd Ave	A & C Rental Properties LLC	Commercial	Non-Exempt	211,900	307.77
1575-00000	129	3rd Ave	Ploetz Furniture Company LLC	Commercial	Non-Exempt	320,700	465.80
1576-00000	133	3rd Ave	Barrel Aged LLC	Commercial	Non-Exempt	123,700	179.67
1577-00000	135	3rd Ave	Building Corp South Central Education Assoc	Exempt local	Exempt	-	-
1578-00000	137	3rd Ave	Pacjets Financial Ltd	Commercial	Non-Exempt	247,600	359.62
1579-00000	141	3rd Ave	Pacjets Financial Ltd	Commercial	Non-Exempt	728,800	1,058.53
1580-00000	406	Broadway	Timothy D. & Kathleen M. Borota	Commercial	Non-Exempt	97,000	140.89
1581-00000	402	Broadway	William S. Johnsen LC	Commercial	Non-Exempt	210,300	305.45
1582-00000	124	2nd Ave	Patrick E. Weiland	Commercial	Non-Exempt	188,600	273.93
1585-00000	108	2nd Ave	Tr Masonic Lodge # 34	Exempt local	Exempt	-	-
1586-00000	407	Oak St	GKJ Holdings LLC	Commercial	Non-Exempt	200,900	291.80
1587-00000	0	Oak St	Ploetz Furniture Company LLC	Commercial	Non-Exempt	4,200	6.11
1588-00000	411	Oak St	Richard D. Brescia	Commercial	Non-Exempt	142,700	207.27

1589-00000	413	Oak St	413 Oak Street Baraboo LLC	Commercial	Non-Exempt	135,500	196.81
1590-00000	150	3rd St	Holmen Properties LLC	Commercial	Non-Exempt	195,500	283.95
1591-00000	148	3rd St	Lloyd & Karen Byxbe Living Trust	Commercial	Non-Exempt	120,400	174.88
1592-00000	144	3rd St	TDG Properties LLC	Commercial	Non-Exempt	195,600	284.10
1593-00000	415	Ash St	John M. & Sherri A. Donahue	Commercial	Non-Exempt	86,500	125.64
1594-00000	142	3rd St	Adam & Robin Klitzke	Commercial	Non-Exempt	192,500	279.60
1595-00000	138	3rd St	421 Properties LLC	Commercial	Non-Exempt	175,200	254.47
1595-10000	136	3rd St	John C & Ireta L Mc Nabb Living Trust	Commercial	Non-Exempt	182,300	264.78
1596-00000	132	3rd St	109 Properties LLC	Commercial	Non-Exempt	180,500	262.17
1597-00000	130	3rd St	John L. Banks	Commercial	Non-Exempt	204,200	296.59
1598-00000	126	3rd St	LAURAMARK PROPERTIES LLC	Commercial	Non-Exempt	166,700	242.12
1599-00000	124	3rd St	John C & Ireta L Mc Nabb Living Trust	Commercial	Non-Exempt	184,100	267.40
1600-00000	120	3rd St	120 3rd Street LLC	Commercial	Non-Exempt	320,800	465.94
1601-00000	116	3rd St	Ten Thirteen LLC	Commercial	Non-Exempt	169,300	245.90
1602-00000	112	3rd St	George and Anna Mueller	Commercial	Non-Exempt	200,900	291.80
1603-00000	110	3rd St	Roeder Real Estate LLC	Commercial	Non-Exempt	166,100	241.25
1604-00000	108	3rd St	Vandy LLC	Commercial	Non-Exempt	191,200	277.71
1605-00000	100	3rd St	BOOH PROPERTIES, LLC	Commercial	Non-Exempt	154,600	224.55
1606-00000	424	Oak St	Neat-O's Holdings LLC LC	Commercial	Non-Exempt	133,800	194.34
1607-00000	420	Oak St	Neat-O's Holdings LLC LC	Commercial	Non-Exempt	161,000	233.84
1608-00000	416	Oak St	SAFAY LLC	Commercial	Non-Exempt	134,300	195.07
1609-00000	412	Oak St	Axe Cap LLC	Commercial	Non-Exempt	207,200	300.95
1610-00000	410	Oak St	Vodak Enterprises LLC	Commercial	Non-Exempt	131,300	190.71
1611-00000	408	Oak St	Vodak Enterprises LLC	Commercial	Non-Exempt	202,600	294.27
1612-00000	111	2nd St	Vodak Enterprises LLC	Commercial	Non-Exempt	269,000	390.71
1613-00000	404	Oak St	Vodak Enterprises LLC	Commercial	Non-Exempt	288,900	419.61
1614-00000	400	Oak St	Vodak Enterprises LLC	Commercial	Non-Exempt	152,600	221.64
1615-00000	0	0	Baraboo American Legion Bldg Co	Exempt local	Exempt	-	-
1615-10000	0	0	Baraboo Foreign Serv Vet	Exempt local	Exempt	-	-
1616-00000	123	2nd St	WEGNER CPAS LLP	Commercial	Non-Exempt	943,100	1,369.78
1617-00000	0	2nd St	Baraboo, City of	Exempt local	Exempt	-	-
1623-00000	210	3rd St	Of Baraboo First Presbyterian Church	Exempt local	Exempt	-	-
1624-00000	416	Ash St	Presbyterian Church	Exempt local	Exempt	-	-
1627-00000	402	Ash St	Blue Charlie 2nd LLC	Commercial	Non-Exempt	115,900	168.34
1628-00000	406	Ash St	Blue Charlie 2nd LLC	Commercial	Non-Exempt	221,700	322.01
1642-00000	322	Ash St	Smith Exempt Qtip Marital Trust	Commercial	Non-Exempt	116,700	169.50
1643-00000	314	Ash St	Thome Properties LLC	Commercial	Non-Exempt	148,700	215.98
1646-00000	219	1st St	Marchhare Bakery LLC	Commercial	Non-Exempt	87,500	127.09
1650-00000	0	0	Baraboo, City of	Exempt local	Exempt	-	-
1652-00000	113	2nd Ave	Baraboo State Bank	Commercial	Non-Exempt	229,600	333.48
1653-00000	314	Broadway	Chris Hause	Commercial	Non-Exempt	233,700	339.44
1654-00000	304	Broadway	Jc's Broadway Diner LLC	Commercial	Non-Exempt	372,000	540.31
1660-00000	313	Oak St	Rick & Diane Lewison Living Trust	Commercial	Non-Exempt	387,300	562.53



1662-00000	315	Broadway	Pemberton & Englund Ventures LLP	Commercial	Non-Exempt	543,200	788.96
1663-00000	315	Broadway	Pemberton & Englund Ventures LLP	Commercial	Non-Exempt	66,800	96.73
1671-00000	303	Broadway	Ray & Kathryn Eckstein Trust	Commercial	Non-Exempt	373,300	541.82
<b>Total</b>						<b>32,290,900</b>	<b>46,900.00</b>

RESOLUTION NO. 2022 -

Dated: November 08, 2022

**The City of Baraboo, Wisconsin**

**Background:** In 1952, the City purchased and then ran a landfill located on the northwest quadrant of the intersection of Crawford Street and CTH A. IN 1976, the City started to haul refuse to the Sauk County Landfill and the City’s landfill was used sporadically in emergency situations. In 1983, the landfill operation license was not renewed and the long process of closing the landfill was commenced. Also in 1983, the first set of monitoring wells and gas probers were installed. The attached contract with MSA Professional Services is for the continued annual monitoring required by a consent order the City signed with the Wisconsin DNR. The contract is based on the consent order and consists of two parts; one for monitoring of the groundwater wells and a second for monitoring gas probes. Billing to the City is done on a per unit basis. The frequency and level of testing has been reduced to the minimum level and is not expected to decrease any further in the future. Monitoring of the wells and probes will continue indefinitely. MSA has been providing the monitoring services since 1977 and the attached contract will extend their services through 2025.

This matter was reviewed by the Public Safety Committee at their October 31<sup>st</sup> meeting and was unanimously recommended for approval.

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

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

THAT the Mayor and City Clerk are hereby authorized to execute a time and expense Agreement with MSA Professional Services, Inc. for annual monitoring at the former City Landfill in the amount of \$18,355 per year for the next three years, 2023 through 2025.

**Offered by:** Public Safety  
**Motion:** Petty  
**Second:** Kolb

**Approved:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_

NBR-3

RESOLUTION NO. 2022 -

Dated: November 8, 2022

The City of Baraboo, Wisconsin

**Background:** The Police & Fire Commission has completed their recruitment for a new Police Chief replacing Chief Mark Schauf following his retirement last May. At the Police & Fire Commission meeting on October 27, 2022 they appointed Rob Sinden to the position of Police Chief. *(Please see attached)*

Based on previous discussion with the Common Council, it was decided that the Police & Fire Commission be allowed to offer the position with a salary up to \$105,000.

This will be reviewed by the Finance/Personnel Committee at their November 8<sup>th</sup>, 2022 regular meeting.

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**Fiscal Note: (check one)  Not Required  Budgeted Expenditure  Not Budgeted**

**Comments:**

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

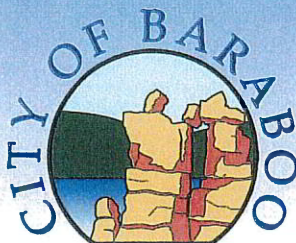
THAT the pay for the appointment of Rob Sinden to the position of Police Chief be set at Grade 17 with an annual salary of \$105,000 with an effective date of October 27, 2022.

**Offered by:** Finance/Personnel Comm. **Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by Clerk:** \_\_\_\_\_



Police &amp; Fire Commission

101 South Blvd, Baraboo, WI 53913

Recommendation to Mayor Rob Nelson and City Administrator Casey Bradley  
CC: Baraboo City Council

Gentlemen,

At this time, the PFC has completed their process for filling the position of Chief of Police for the Baraboo Police Department. The PFC recommendation for the position is Interim Police Chief Rob Sinden. Our selection is based on but not limited to the following:

- The position was posted nationally and resulted in eleven applicants from two states and Wisconsin. After reviewing the application packets submitted, six candidates were selected for initial interviews which were conducted on 10/10/2022 by two separate panels. The three highest scoring candidates advanced to the final interviews on 10/26/2022 which were also conducted by two separate panels. Interim Police Chief Sinden scored significantly higher than all candidates who participated in the process for both panels on each respective interview date.
- Interim Police Chief Sinden has the support and respect of the community, Baraboo Police Department, including the Baraboo Police Officers Association, and other community partners.
- Interim Police Chief Sinden possesses over thirty years of law enforcement experience, which includes more than fourteen years as an upper commander (Lieutenant and higher) of Baraboo Police Department. Interim Police Chief Sinden has additionally served as the Interim Police Chief at two different times. Interim Police Chief Sinden's experience of being the acting Chief will allow for a smooth transition into the permanent position.
- The selection of Interim Police Chief Sinden would be in line with the City of Baraboo's Internal Strategic Plan, which states, "The organization retains high quality employees and promotes from within" (page 4).

Taking these factors into account, the PFC recommends the salary be established at \$105,000. Our recommendation is based on the following:

- The City of Baraboo is the county seat and the largest municipality in the county.
- The salary recommended is not the highest paid salary in the area.
- Interim Police Chief Sinden possesses more law enforcement experience than any other Chief in the immediate area.
- The City of Baraboo continues to grow, which will mean added areas of responsibility for the Baraboo Police Department.

The job offer will be contingent on Interim Police Chief Sinden's successful completion of the final steps of the process, which includes a background check, psychiatric evaluation, and drug test.

  
Respectfully Submitted,  
Baraboo Police and Fire Commission

Paul Kujak

RESOLUTION NO. 2022 -

Dated: November 8, 2022

The City of Baraboo, Wisconsin

**Background:** In 1981, Alma Waite, a descendant of the Circus Wagon-Building Moeller Brothers, donated nearly three-quarters of a million dollars to the City to be used for qualifying events/projects within the community.

A Charter Ordinance was created in the best interest of the City to establish permanent rules for the management of the substantial monetary gift, Chapter 27.01, "Alma Waite Fund."

Today, this money is administered by the City in a non-major governmental fund, Fund 820, "Alma Waite Fund." The fund is made up of non-expendable and expendable funds.

Non-expendable:

Since December 31, 1998, 25% of the total annual earnings of the fund has been added to and become part of the permanent principal balance of the fund, or the non-expendable funds. (Code 27.01 (2)(c)4). That non-expendable balance has grown to \$1,183,215 as of December 31, 2019.

Expendable:

Earnings from the Fund, not allocated to become part of the minimum permanent principal balance in the fund, may be expended for public purposes as set forth in subsection (c). What's not well defined is the amount available to award.

On October 18, 2020 the City Council approved the Alma Waite Funds Policy. Based on recommendations from the Finance/Personnel Committee, we are looking to amend this policy to accurately reflect how the expendable fund balance is determined. The Finance Department will no longer be looking at "projected" balances, they will now be looking at actual interest earned from October 1<sup>st</sup> of the previous year to September 30<sup>th</sup> of the current year

The Finance/Personnel Committee will review the amended Alma Waite Funds Policy at their November 8<sup>th</sup>, 2022 regular meeting.

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

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

That the amended Alma Waite Funds Policy is hereby adopted and shall be in full force and effect upon the passage of this Resolution.

**Offered by:** Finance/Personnel Comm. **Approved:** \_\_\_\_\_

**Motion:**

**Second:**

**Attest:** \_\_\_\_\_

City Clerk

<b>CITY OF BARABOO</b>	TITLE: <b>ALMA WAITE FUNDS POLICY</b>	
<b>TARGET AUDIENCE:</b> City Employees; Community Groups; General Public	<b>POLICY SOURCE:</b> Finance Department	<b>POLICY LOCATION:</b> City Website; City Clerk
<b>DATE APPROVED BY COUNCIL:</b> October 13, 2020	<b>DATE AMENDED BY COUNCIL:</b>	<b>ATTORNEY REVIEW:</b>

### SECTION 1 – BACKGROUND & PURPOSE

- 1.1 BACKGROUND.** Chapter 27 of the Baraboo Municipal Code is dedicated to the “Alma Waite Fund.” The Alma Waite Fund, or “Fund,” consists of money that was originally gifted to the City by Alma Waite upon her passing in 1981. The total amount bequeathed to the City was \$779,718. Ms. Waite placed few restrictions on the ways the City could use the gift, except that the Funds could not be used to increase salaries, and the money was to first be used to eliminate any remaining debt on the new City Hall. Beyond that, the money “may be used as the city may determine, but suggest it to be used for the repair of our sidewalks...”<sup>1</sup> In response, the City created a policy to address sidewalks, a Charter Ordinance (codified in Chapter 27) for the fiscal management of the Fund, has managed the Fund in a way so that the principal has never been touched, and has provided many grants over the years to various institutions such as Concerts on the Square and the Baraboo Public Arts Association.
- 1.2 PURPOSE.** The purpose of this Policy to clarify the steps City staff shall take in interpreting Chapter 27 of the Baraboo Municipal Code regarding the disbursements of money from the Fund.

### SECTION II - POLICY

#### **2.1 STAFF RESPONSIBILITIES.**

- 2.1.1** On an annual basis, the Finance Director shall report to the City Administrator the amount of earnings that are part of the minimum permanent principal balance of the Fund, as defined by §27.02(c)(6) of the Baraboo Municipal Code.
- 2.1.2** The Finance Director shall be responsible for collecting and reviewing applications for available money from the Fund submitted to the City for consideration by the public. Applications may be submitted by the public requesting available money from the Fund from January 1 through August 31 each calendar year. The applications received will be for consideration of the following budget year. The Finance Director shall use his/her discretion in how the applications are collected by the City, while ensuring the method is ADA compliant and does not illegally discriminate against potential applicants. The Finance Director’s review of the applications shall be based on the priorities provided for in §27.02(e) of the Baraboo Municipal Code.
- 2.1.3** On or prior to September 15 of each calendar year, the Finance Director shall report to the City Administrator the applicants who have applied for money from the Fund, with said report detailing the amount the applicant has requested and the priority of the request pursuant to §27.02(e) of the Baraboo Municipal Code. **The amount available to applicants will be based on the expendable fund balance based on actual interest earned from October 1<sup>st</sup> of the previous year through September 30<sup>th</sup> of the current year.**
- 2.1.4** As part of the annual budget reporting to the Common Council and budget decisions for the next calendar year, the City Administrator or designee shall present the information provided to him/her by the Finance Director under Sections 2.1.1 and 2.1.3, above, to the Finance Committee then on to the Common Council. The Common Council may then decide to award grants from the Fund as allowed by and pursuant to Ch. 27 of the Baraboo Municipal Code and as part of the annual budget for the next calendar year.

<sup>1</sup> See <https://www.baraboopubliclibrary.org/files/local/dewelvol3/06%20the%201980s%20001.pdf>, last accessed Sept. 17, 2020.

- 2.1.5** Upon approval by the Common Council by resolution adopted by a majority of the Council members to approve awarding money from the Fund to an applicant, the Finance Director or designee shall be responsible for providing the applicant an award letter within thirty calendar days of approval by the Council - unless a different time frame is required by the Council per resolution - conditioned upon the Finance Director or designee
- 2.1.6** **Before money is released to applicants, the Finance Director shall** first obtain legally binding paperwork from the applicant approved by the City Attorney holding the applicant to standards of their use of the money.
- 2.1.7** The Finance Director shall be responsible for updating the City Administrator on a timely basis of any problems or concerns that may arise with the Funds, including, but not limited to, concerns regarding how an applicant uses the money provided by the Fund.

NBO - 1

The City of Baraboo, Wisconsin

<b>Background:</b> The Public Safety Committee considered a request to revise certain parking regulations on Draper Street at their October 31 <sup>st</sup> , 2022 meeting.	
Based on recommendations from the City Engineer and Chief of Police, the Committee recommended that the Common Council approve the proposed changes.	
<i>Fiscal Note: (check one) [x] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted</i>	<i>Comments:</i>

An Ordinance revising the City of Baraboo Code of Ordinances §7.14 Traffic and Parking Regulations on and adjacent to school district grounds.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. The City of Baraboo Code of Ordinances § 7.14 is revised as follows:

**7.14 TRAFFIC AND PARKING REGULATIONS ON AND ADJACENT TO SCHOOL DISTRICT GROUNDS**

(3) VEHICLE PARKING PROHIBITED AT SPECIFIED TIMES

(d) During the hours of 7:30 a.m. to 8:30 a.m. and 2:30 p.m. and 3:30 p.m. on school days, no person shall park, stop, or leave standing any vehicle, whether attended or unattended, except temporarily for the purpose of and while engaged in loading or unloading or in receiving or in discharging passengers on the following streets:

1. On the north side of 6<sup>th</sup> Street adjacent to East School between Wheeler Street and Jefferson Street. (2101 10/22/2002; 2303 04/28/2009)

2. The west side of Draper Street beginning at the southernmost driveway leading to the Baraboo Middle School and thence north to the northernmost driveway leading to the Baraboo Middle School.

~~(e) During the hours of 7:30 A.M. to 3:30 P.M. on school days, no person shall park, stop, or leave standing, whether attended or unattended, except temporarily for the purpose of and while engaged in loading or unloading or in receiving or discharging passengers, on the following streets:~~

~~1. The west side of Draper Street beginning at the southernmost driveway leading to the Baraboo Middle School and thence north to the northernmost driveway leading to the Baraboo Middle School.~~

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

Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_th day of \_\_\_\_\_ 2022 and is recorded on page \_\_\_ of volume \_\_\_.

City Clerk: \_\_\_\_\_



**Members Present:** Sloan, Kent, Petty

**Absent:**

**Others Present:** Mayor Nelson, Clerk Zeman, J. Ostrander, R. Sinden

**Call to Order** –Ald. Sloan called the meeting to order at 5:30p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of September 27, 2022. Motion carried unanimously. Moved by Petty, seconded by Kent to approve the amended agenda. Motion carried unanimously.

### Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council approval of the accounts payable for **\$982,384.69**. Motion carried unanimously.
- b) **Apple iPads** – J. Ostrander explained that we received quotes for 20 ipads with keypads. This purchase ties directly to the future use of eScribe for agenda management. The transfer of funds to cover this purchase will be made from the excess funds available in the Engineer budget. While the goal is to go paperless, paper copies of the agendas will be provided upon request. Moved by Kent, seconded by Petty to recommend to Council the budget transfer amendment authorizing the purchase of 20 (twenty) 9<sup>th</sup> generation Apple iPads. Motion carried unanimously.
- c) **Intergovernmental Agreement & Bylaws** – Ald. Petty, as chair of the Consolidation Committee, explained that months ago, they got together with the municipalities involved with the Baraboo District Ambulance Service (BDAS) to look at joining EMS with fire. Over the course of time, the consolidation of the EMS and Fire was worked out by the committee. It then went between the consolidation committee to the BDAS Board, back and forth until a final agreement was approved by both. From here the agreement and bylaws were provided to each participating municipality for a vote. The goal is to have this combined district active January 1, 2023. Ald. Petty also noted that the agreement includes a change to the weighting of the voting structure for the municipalities and allows for municipalities to contract for service vs being a member of the district. There are two separate municipal calculations; EMS based on number of calls and population and Fire based on equalized value, number of calls, and population. This is a solid start to the agreement and bylaws which can later be amended with supermajority vote of municipalities. Moved by Petty, seconded by Kent to recommend to Council the approval of the Intergovernmental Agreement and Bylaws for the Creation of the Baraboo Area Joint Fire and Emergency Medical Services District. Motion carried unanimously.
- d) **Alma Waite Funds Request** – J. Ostrander explained that every year residents can apply for the Alma Waite Funds. There were 2 applications received for 2023, the Baraboo Children’s Museum and Concerts on the Square, each for \$10,000. We are estimating \$13,900 will be received in 2022 for interest; 25% of this going back to the original fund. After expensing the approved applications for 2022, we will have expendable funds of \$8,536.73 for 2023. Ald. Sloan confirmed that we distributed more funds in 2022 than were earned; we projected interest rates that were lower than actual. The committee discussed options for going forward and it was agreed that instead of estimating for a calendar year, the Finance Department would look at actual interest earned for October 1<sup>st</sup> through September 30<sup>th</sup> to be awarded the following year, in this case 2024. To avoid not giving any funds, it is the Committee’s recommendation to be conservative and award only a total of \$3,000 for 2023, split 50/50 between the two applicants. Motion by Kent, seconded by Petty to recommend to Common Council to spend \$3,000 from the Alma Waite Funds, splitting it 50/50 between the two applicants. Motion carried unanimously.
- e) **Acceptance of Police Grant** – R. Sinden explained that this is a grant that was announced back in March. The City of Baraboo Police Department was allocated \$32,178.58. He is looking for approval to accept this grant. With this grant the City must spend the money, and we are then reimbursed. The grant funds must be spent by June 30, 2023. Ald. Sloan requested that these purchases be approved by the Finance/Personnel Committee prior to the actual purchase. Moved by Petty, seconded by Kent to recommend to Common Council to authorize the Baraboo Police Department to accept \$32,178.58 Department of Administration (DOA) funds, or “ARPA Funds”, from the Coronavirus State Fiscal Recovery Fund with the requirement that the expenditures are included to the Finance/Personnel Committee for prior approval of purchase. Motion carried unanimously.

**Discussion Items:**

- a) Employee Personnel Policy and Handbook – Mayor Nelson explained that with the hire of new personnel in the Finance Department, City Adm. Bradley raised the question of why we do a drug test when marijuana is now legal in surrounding states. The Committee would like recommendation from legal counsel.
- b) Discuss Options for Broadcasting the City Council Meetings – No discussion took place; this will be placed on the next agenda.
- c) Purchasing Policy – No discussion took place; the Committee will continue to review this at future meetings.

**Adjournment** – Moved by Kent, seconded by Petty and carried to adjourn at 6:46pm.

Brenda Zeman, City Clerk

Minutes  
Baraboo District Ambulance Service  
Finance/Personnel Ad Hoc Committee  
Baraboo Fire & EMS Station  
135 4<sup>th</sup> Street, Baraboo, WI  
Wednesday, September 28, 2022 at 6:30pm

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**Members Present:** Robin Meier (Chair), Scott Sloan, Tim Stone

**Others Present:** Joel Petty, Caleb Johnson, Megan Marshall

1. **Call to Order:** Finance/Personnel AD HOC Committee meeting was called to order by Robin Meier on July 27, 2022, at 6:30p.m., noting compliance with Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Tim Stone, seconded by Scott Sloan to adopt agenda. Motion carried unanimously.
3. **Approve of Previous Minutes:** Motion by Scott Sloan, seconded by Robin Meier to approve previous minutes from September 6, 2022. Motion carried unanimously.
4. **Public Comments:** Robin Meier reported no public comments were received.

**New Business**

Discussion and possible action regarding the following items:

1. Approve check details and online payments for August 16, 2022 – September 15, 2022 in the amount of \$250,372.30. Motion by Scott Sloan, seconded by Tim Stone to forward to Commission with a positive recommendation for approval. Voice vote, motion carried unanimously.
2. No write off of patient accounts, per AMB recommendation.
3. 2022 Audit and Related Fees. Motion by Scott Sloan, seconded by Tim Stone to forward to Commission with a recommendation to stay with Baker Tilly for the 2022 Audit. Voice vote, motion carried unanimously.
4. Approve transfer of funds in the amount of \$2,179.65 from LGIP Accounts to Community First Money Market General account, for eligible FAP expenses. (Johnson) Motion by Scott Sloan, seconded by Tim Stone to forward to Commission with a positive recommendation for approval. Voice vote, motion carried unanimously.
5. Simulation Manikin Purchase Proposal Motion by Tim Stone, seconded by Scott Sloan to forward to Commission with a positive recommendation for approval. Voice vote, motion carried unanimously.
6. 2022 Rate Analysis prepared by AMB, Proposed Rate Increases. No action / recommendation.
7. Proposed revision to BDAS Employee Handbook, regarding Paid Time Off Benefits and Recognized Holidays. No action, will share discussion at full commission level.
8. Proposed 2023 Operating Budget Tabled / will wait to discuss at full commission level.
9. Proposed 2023 Capital Budget Tabled / will wait to discuss at full commission level.

**Additional Comments & Future Agenda Items**

- Next Meeting Date: October 26, 2022

**Adjournment** - Motion by Scott Sloan, seconded by Tim Stone to adjourn. Voice vote, motion carried unanimously.

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Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: October 26, 2022

**Minutes**  
**Baraboo District Ambulance Service**  
**Commission Meeting**  
**Baraboo Fire & EMS Station**  
**135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, September 28, 2022 at 7:00pm**

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**Commissioners Present:** Robin Meier, Time Stone, Ed Geick, Heather Kierzek, Dave Kitkowski, Joel Petty, Randy Puttkamer, Scott Sloan, Terry Turnquist

**Commissioners Absent:** Mike Arndt

**Others Present:** Caleb Johnson, Josh Hecht, Megan Marshall

1. **Call to Order:** Commission President Joel Petty called the meeting to order at 7:00pm, noting compliance with Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Karl Berna, seconded by Robin Meier to adopt agenda noting placing New Business item 4 behind item 6 and Approval of Previous Minutes should be changed from August 22, 2022, to August 24, 2022. Voice vote, motion carried unanimously.
3. **Approval of Previous Minutes:** Motion by Randy Puttkamer, seconded by Ed Geick to approve previous minutes from August 24, 2022, and September 6, 2022. Voice vote, motion carried unanimously.
4. **Public Comments:** None.

### **Reports**

- **Legal Counsel Report** – None.
- **President’s Report** – None.
- **Treasurer/Financial Report** – None.
- **Chief’s Report** – Chief Johnson presented the demographic data. Explained the EMS Flex Grant was awarded to us in the amount of \$134, 515.00 and a revised budget has to be submitted to the State by October 10, with the proposed use of funds. Wrapping up staff performance evaluations. Included the CPSM Standard of Cover and Strategic Plan final report in packet.

### **Consent Agenda**

Discussion and possible action regarding the following items:

1. **Approve check details and online payments for August 16, 2022 – September 15, 2022 in the amount of \$250,372.30. Motion by Heather Kierzek, seconded by Scott Sloan to approve. Voice vote, motion carried unanimously.**
2. **No write off of patient accounts, per AMB recommendation.**

### **Closed Session:**

Upon proper motion and vote, The Baraboo District Ambulance Commission may convene into Closed Session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Discussion of Chief / EMS Director performance evaluation and goals, the body may deliberate).

**Motion by Robin Meier, seconded by Terry Turnquist to go into closed session. Roll call vote –all ayes, motion carried unanimously.**

Approved: October 26, 2022

**Minutes**  
**Baraboo District Ambulance Service**  
**Commission Meeting**  
**Baraboo Fire & EMS Station**  
**135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, September 28, 2022 at 7:00pm**

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**Open Session:**

The Baraboo District Ambulance Commission will return to Open Session pursuant to 19.85(2) Wis. Stats. and may take actions as a result of closed session discussions.

**Motion by Randy Puttkamer, seconded by Karl Berna to return to open session, Roll call vote – all ayes, motion carried unanimously.**

**Motion by Robin Meier, seconded by Randy Puttkamer that Joel Petty and Ed Geick meet with Chief Johnson following the commission meeting to discuss and approve the compensation agreed upon in closed session and approve amount to be included in this year’s budget. Voice vote, motion carried unanimously.**

**New Business**

Discussion and possible action regarding the following items:

1. 2022 Audit and Related Fees. **Motion by Scott Sloan, seconded by Randy Puttkamer to remain with Baker Tilly for 2022 Audit. Voice vote, motion carried unanimously.**
2. Approve transfer of funds in the amount of \$2,179.65 from LGIP Accounts to Community First Money Market General account, for eligible FAP expenses. (Johnson) **Motion by Scott Sloan, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.**
3. Simulation Manikin Purchase Proposal **Motion by Tim Stone, seconded by Heather Kierzek to approve. Voice vote, motion carried unanimously.**
4. Proposed revision to BDAS Employee Handbook, regarding Paid Time Off Benefits and Recognized Holidays. **Motion by Scott Sloan, seconded by Robin Meier to approve changing all language in handbook except the Recognized Holidays. Voice vote, motion carried unanimously.**
5. Proposed 2023 Operating Budget **Motion by Robin Meier, seconded by Tim Stone to approve the proposed 2023 Operating Budget with changes as discussed, an increase not to exceed 4%, \$300 rate increase and \$4/mile. Voice vote, motion carried unanimously.**
6. 2022 Rate Analysis prepared by AMB, Proposed Rate Increases. **Motion by Scott Sloan, seconded by Karl Berna to approve proposed rate increases effective October 1, 2022. Voice vote, motion carried unanimously.**
7. Proposed 2023 Capital Budget **Motion by Ed Geick, seconded by Tim Stone to approve forwarding the proposed 2023 Capital Budget to municipalities for approval. Voice vote, motion carried unanimously.**
8. Proposed Joint Fire and EMS District Intergovernmental Agreement & Bylaws **Motion by Ed Geick, seconded by Heather Kierzek to approve forwarding the proposed Joint Fire and EMS District Intergovernmental Agreement & Bylaws to municipalities for approval. Voice vote, motion carried unanimously.**
9. Proposed Deadline for Responding to IGA. **Motion by Scott Sloan, seconded by Karl Berna to approve proposing a deadline for Responding to IGA of October 26, 2022. Voice vote, motion carried unanimously.**

Approved: October 26, 2022

**Minutes**  
**Baraboo District Ambulance Service**  
**Commission Meeting**  
**Baraboo Fire & EMS Station**  
**135 4<sup>th</sup> Street, Baraboo, WI**  
**Wednesday, September 28, 2022 at 7:00pm**

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**Commissioner Comments & Future Agenda Items**

- Next Meeting Date: October 26<sup>th</sup>, 2022

**Adjournment** - Motion by Randy Puttkamer, seconded by Heather Kierzek to adjourn. Voice vote, motion carried unanimously.

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Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: October 26, 2022

## Baraboo BID Meeting Minutes 10/19/2022

## Present:

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

## Absent:

Members:

## Other:

President Fay called the meeting to order at 6:00pm

In Compliance of Open Meeting Laws

Approval of August 2022 minutes: Killgallon, McDaniel. Carried

Amendment of 2022 BID Assessment

Adoption of Agenda: Thurow, McDaniel Carried

**Officer/Committee**

President: Fay

Secretary: Killgallon

Treasurer: Stelling

Appearances: Stelling

Business Development: Marshall

Finance: Wickus/Stelling

Parking: Fay

Promotions: Wickus

**Reports**

- None
- None
- None
- No word from lighting company. Will continue to attempt to move forward with them.
- Baskets will be coming down this week
- DBI will be switching out banners this week
- None
- None
- None
- None

## Old Business:

- Approval on 2023 BID Assessment
  - Wickus, McDaniel

## New Business:

- Approval of Financials
  - Wickus, Marshall Carried
- Approval of Vouchers
  - \$1,700.28 – City of Baraboo

- 2022 Billing Services & 2<sup>nd</sup> Quarter Copies
- \$552.73 – Amy Schertz
  - Fall 2022 BID Planters
- \$566.81 – Amy Schertz
  - Summer 2022 BID Planters
- \$6,060 - Willie Deppe
  - Planter Watering and Maintenance

\$8,879.82 Total

- Motion to Approve Wickus, Marshall , Carried
- Next Agenda Items
  - Nov 16th, 2022 at 6:00pm

Motion to Adjourn at 6:19p, Killgallon, McDaniel, carried.

Respectfully Submitted  
Andy Killgallon



**Administrative Committee**

Present: Alderpersons Kathleen Thurow, Heather Kierzek, Bryant Hazard

Absent: None.

Also Present: City Clerk Brenda Zeman, Interim Police Chief Rob Sinden, Finance Director Julie Ostrander, Rob Nelson, Administrator Casey Bradley

Citizen Present: None

The meeting was called to order by Chairman Kathleen Thurow at 8:00am, with roll call and noting compliance with the Open Meetings Law.

Motion by Hazard second by Kierzek to approve the September 6, 2022, minutes.

Motion by Hazard second by Kierzek to approve the agenda. Motion carried unanimously.

**Action Items:**

- a) Review and recommendation to the Common Council on approving the Temporary Liquor Licenses (aka Picnic License) for Shakespeare on the Edge, Inc, A Gathering of Rogues & Ruffians – A Renaissance Faire, 10/08/2022-10/09/2022.

Rob Sinden reminded the committee the police department provides service during this event. The background checked out fine when completed. Everyone has a good time.

Motion by Hazard seconded by Kierzek to approve. Motion carried unanimously.

- b) Review and recommendation to the Common Council for the Liquor License Change of Agent for Al Ringling Theatre to Charlene Flygt.

Rob Sinden has no issues at all.

Motion by Hazard seconded by Kierzek to approve. Motion carried unanimously

- c.) Review and recommendation to Common Council concerning John Ellington's request to consider possible changes to the Council's public comment policy.

The committee discussed that there is a potential for citizens to get on "their soapbox" if the public comment is changed to comments not included on the agenda.

No motion.

- d.) Review and recommendation to Common Council amendments to Chapter 7.24 of the Code of Ordinances to correct an oversight by adding a reference to 7.09(20) into 7.24(4).

Rob Sinden passed this item over to Mayor Rob Nelson. Basically, he described the ordinance needed to have the excessive parking items renumbered and cleaned up.

Motion by Hazard seconded by Kierzek to approve. Motion carried unanimously,

3) Information Item(s):

- a) Date and time of next meeting: Tuesday, November 1, 2022, at 8:00AM.

Discussed tackling the assigned strategic plan list at each administrative meeting and breaking down the list into smaller pieces to avoid special meetings specifically for this purpose.

Motion to adjourn by Hazard, seconded by Kierzek at 8:11 AM and unanimously carried.

Respectfully submitted, Julie Ostrander, Finance Director