



ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Monday, December 4, 2017, 12:30PM CDT
Location: City Council Chambers, 135 4th Street, Baraboo, WI 53913

Notices:

Full Paper to Members:	Alderman: Dennis Thurow, John Ellington & John Alt
Full Paper to Others:	Mayor, Mike Palm
Paper excluding Closed Session:	Library for subsequent posting
E-mail:	Media-Committee e-mail group, Bill Murphy
Outlook Meeting Calendar:	Administrator, Ed Geick and Police Chief, Mark Schauf
Citizens' notices:	Geri-rae Herritz

1. Call to Order.
2. A. Compliance with Open Meeting Law. B. Approve minutes November 6, 2017.
3. Approve agenda.
4. Information: Report on Airport Operations.
 - a) Monthly Report.
 - b) Discussion about removing Airport from Administrative Committee to Airport Commission.
5. Consider Request for Excessive Household Animals – Geri-rae Herritz.
6. Member Comments.
7. Date and time of next meeting: January 8, 2018 at 12:00PM CDT
8. Adjournment.

Dennis Thurow, Chairman

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

Agenda prepared by Cynthia Haggard, (608) 355-2700

Any person, who has a qualifying disability as defined by the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk at 135 4th Street or phone (618) 355-2700 during regular business hours at least 48 hours before the meeting to ensure reasonable arrangements are made to accommodate each request.

It is possible members, and possibly a quorum of members of other governmental bodies of the City of Baraboo, who are not members of the above committee, commission or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, ***other than the committee, commission or board identified in the caption of this notice.***

Present: Dennis Thurow and John Alt
Absent: John Ellington
Also Present: Mayor, Mike Palm; Administrator, Ed Geick; Police Chief, Mark Schauf; and Clerk/Finance Director, Cheryl Giese

The meeting was called to order by Chairman Thurow at 12:00PM CDT noting compliance with the Open Meetings law.

Moved by Alt and seconded by Thurow and carried to approve the minutes of October 2, 2017. Motion by Alt, seconded by Thurow to approve the agenda and carried unanimously.

Airport Activities: Giese reported on the status of the runway project and the recently held owners meeting.

Giese reviewed the changes in the Operations Agreement:

1. Operating under Statute 114 as a Commission rather than a Committee.
2. Sharing the costs 50/50 with Lake Delton.
3. Requiring a minimum of an Annual meeting in August.
4. Naming or Hiring an Airport Manager.

Moved by Alt, seconded by Thurow to recommend the Operation Agreement to the Council for their action.

The Committee reviewed the proposed Annual Site Maintenance contract for 2017 with Bill Murphy. Moved by Alt, seconded by Thurow and carried unanimously to recommend the Site maintenance annual contract.

Excessive Household Animals-Geri-rae Herritz – No one was present so the Committee suspended action until the police and applicant can be present.

Excessive Household Animals-William Lahr

Bill Lahr discussed that when they moved to Baraboo one year ago, they were not aware of the multiple animal limit. The Condo Association provided a waiver on the number of animals and they were later given a waiver from the City for the 4 cats they had at the time of the meeting, rather than the 4 cats and 1 dog they had at the time they requested the waiver. Before the meeting occurred, their dog had died. He did not think they would want another dog, but now he desires a dog. The Condo Assn. would allow them to have a dog in addition to the 3 cats, since one of those has died since the City granted the waiver. His primary health care provider suggests he get a dog as an emotional support animal. Moved by Alt, seconded by Thurow and carried unanimously to change the previously granted exception to include 3 cats and 1 dog.

Member comments

No comments.

The next meeting will be December 4, 2017 at 12:30PM CDT

Moved by Alt, seconded by Thurow to adjourn. Motion carried, meeting adjourned at 12:30 p.m.

Respectfully submitted,
Cynthia Haggard
Finance Director

City of Baraboo Clerk's Department
135 4th Street
Baraboo, WI 53913
608-355-2700

To: Administrative Committee
From: Cheryl M. Giese, City Clerk-Finance Director
Date: November 30, 2017 for meeting of December 4, 2017
Re: Report on Airport Activities

Growth and Development Activities: program needs and planning efforts, grant funding, current and future development of facilities, advertising and promotion.

- Runway Reconstruction/Widening. The bids have been awarded and State/Federal funding appropriated so we are in a position to begin construction as soon as the spring weather allows.

Policies and Enforcement: Promote/regulate safe and efficient use of airport including airshow and events, policy enforcement, enforcement of Rules and Regulations, collect fees and revenues, uphold Owner Assurances given to Bureau and FAA policy development.

No activities.

Operations and Maintenance: Purchase small equipment, budget administration and monthly reporting, coordinate with On-site maintenance provider.

- Monthly budget report is attached.
- Lot lease invoices will be mailed in January.
- A new entrance sign is receiving the finishing touches before installation, sometime in December. The sign was designed by Stevens Signs of Rock Springs.
- The snow removal equipment has been prepped for the winter snow season including a broom replacement on the New Holland.

Community Relations: Reports to Owners, liaison between owner and airport users, attend aviation conferences, develop and maintain website.

- Students in Aviation. A pancake fly-in breakfast is being planned jointly with a grand opening of the airport following the runway reconstruction/widening in September, 2018. The Baraboo School District will be offering a summer program for students and this year, returning students will be eligible to complete their certification for ground school.

CITY OF BARABOO
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

AIRPORT

	ORIGINAL BUDG	AMENDED BUDG	TOTAL YTD	CURRENT MONT	ENCUMBERED	UNENCUMBERED BAL	% BUDGET REMAI
AIRPORT							
630-35-46330-000 GAS SALES	6,000.00	6,000.00	5,916.11	630.74	.00	83.89	1.40
630-35-46340-000 LANDING FEE	5,000.00	5,000.00	3,412.41	388.74	.00	1,587.59	31.75
630-35-47300-000 APPROPRIATIONS	61,744.00	61,744.00	54,244.00	.00	.00	7,500.00	12.15
630-35-48110-000 INTEREST ON INVESTMENTS	450.00	450.00	815.18	.00	.00	365.18	(81.15)
630-35-48210-000 RENTS AND LEASES	17,488.00	17,488.00	15,888.08	657.34	.00	1,599.92	9.15
630-35-48211-000 AG LAND RENTAL	13,200.00	13,200.00	13,200.00	.00	.00	.00	.00
630-35-48212-000 HANGAR LOT LEASE	19,739.00	19,739.00	20,033.96	200.00	.00	294.96	(1.49)
630-35-48400-000 INSURANCE RECOVERIES	.00	.00	4,391.28	.00	.00	4,391.28	.00
630-35-48990-000 MISCELLANEOUS INCOME	200.00	200.00	455.44	.00	.00	255.44	(127.72)
630-35-49300-000 FUND BALANCE APPLIED	27,500.00	27,500.00	.00	.00	.00	27,500.00	100.00
TOTAL AIRPORT	151,321.00	151,321.00	118,356.46	1,876.82	.00	32,964.54	(55.91)
TOTAL FUND REVENUE	151,321.00	151,321.00	118,356.46	1,876.82	.00	32,964.54	(55.91)

CITY OF BARABOO
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

AIRPORT

	ORIGINAL BUDG	AMENDED BUDG	TOTAL YTD	CURRENT MONT	ENCUMBERED	UNENCUMBERED BAL	% BUDGET REMAI
AIRPORT							
630-35-53510-120	10,783.00	10,783.00	5,597.45	734.93	.00	5,185.55	48.09
630-35-53510-130	825.00	825.00	400.11	52.21	.00	424.89	51.50
630-35-53510-131	927.00	927.00	458.85	60.26	.00	468.15	50.50
630-35-53510-132	2,157.00	2,157.00	1,212.33	164.96	.00	944.67	43.80
630-35-53510-133	5.00	5.00	2.03	.00	.00	2.97	59.40
630-35-53510-134	10.00	10.00	.00	.00	.00	10.00	100.00
630-35-53510-200	41,229.00	41,229.00	37,422.33	3,402.03	.00	3,806.67	9.23
630-35-53510-215	10,000.00	10,000.00	.00	.00	.00	10,000.00	100.00
630-35-53510-220	684.00	684.00	606.79	63.41	.00	77.21	11.29
630-35-53510-222	6,830.00	6,830.00	5,726.55	628.02	.00	1,103.45	16.16
630-35-53510-223	1,298.00	1,298.00	478.79	22.30	.00	819.21	63.11
630-35-53510-250	7,000.00	7,000.00	4,342.76	.00	.00	1,157.24	21.04
REPAIR & MAINT SERV-EQUIPMENT	16,400.00	2,150.00	1,256.00	.00	.00	894.00	41.58
FUEL STATION MAINTENANCE	3,500.00	2,000.00	551.95	.00	.00	1,448.05	72.40
REPAIR & MAINT SERV-BUILDINGS	2,200.00	2,200.00	2,147.48	.00	.00	52.52	2.39
SPECIAL SERVICES	2,800.00	11,000.00	7,446.40	1,890.00	.00	3,553.60	32.31
REPAIR & MAINT SERV-FACILITIES	1,100.00	900.00	205.18	.00	.00	694.82	77.20
LIGHTING REPAIRS	17,500.00	15,000.00	500.00	.00	.00	14,500.00	96.67
RUNWAY & TAXI REPAIRS	.00	.00	81.77	.00	.00	81.77	.00
ROAD REPAIR	50.00	50.00	19.76	.00	.00	30.24	60.48
OFFICE SUPPLIES	240.00	240.00	100.00	.00	.00	140.00	58.33
PUBLICATIONS, TRAINING, DUES	30.00	30.00	.00	.00	.00	30.00	100.00
TRAVEL	300.00	300.00	239.08	.00	.00	60.92	20.31
OPERATING SUPPLIES	4,500.00	3,500.00	1,989.63	29.88	.00	1,510.37	43.15
GAS, DIESEL, OIL, GREASE	1,500.00	3,500.00	3,355.45	1,185.10	.00	144.55	4.13
REPAIR & MAINT MATERIALS	1,800.00	800.00	876.35	58.01	.00	76.35	(9.54)
REPAIR & MAINT - BUILDINGS	2,500.00	500.00	.00	.00	.00	500.00	100.00
OTHER SUPPLIES & EXPENSE	500.00	.00	.00	.00	.00	.00	.00
SMALL EQUIPMENT PURCHASE	7,153.00	7,153.00	6,892.88	366.73	.00	260.12	3.64
INSURANCE	.00	14,250.00	14,250.00	.00	.00	.00	.00
EQUIPMENT PURCHASES	7,500.00	7,500.00	.00	.00	.00	7,500.00	100.00
EQUIPMENT REPLACEMENT							
TOTAL AIRPORT	151,321.00	151,321.00	96,159.92	8,657.84	.00	55,161.08	1,377.17

CITY OF BARABOO
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

AIRPORT

	ORIGINAL BUDG	AMENDED BUDG	TOTAL YTD	CURRENT MONT	ENCUMBERED	UNENCUMBERED BAL	% BUDGET REMAI
TOTAL FUND EXPENDITURES	151,321.00	151,321.00	96,159.92	8,657.84	.00	55,161.08	1,377.17
NET REVENUE OVER EXPENDITURES	.00	.00	(22,196.54)	6,781.02	.00	22,196.54	1,433.08

10-12-17

To Whom It May Concern,

I am petitioning this situation in hopes of keeping my little eleven year old chihuahua dog. In the city of Baraboo we can have two dogs and two cats, I understand that. I live on mound street and my entire back yard is fenced in. I have another dog whom I can walk with. Sucker my little dog no longer can, he gets around on three legs holding one of his back ones up because of a bad joint. If he gets excited at all he coughs because of a restricting air way, but he does okay doing what he likes to do most, curled up on a blanket until I sit down then wants in my lap.

I let my son move in and he has a dog, it is his dog, but that makes three.

I am asked to get rid of a dog to get down to two. We are responsible with the dogs, even when they are in the yard (fenced in) one of us are watching them. We have neighbors that have barking dogs and won't let ours do that. (NOT A PURE BREED)

My son's dog is a pit bull that doesn't like loud noises and sometimes will bark at someone on the other side of our fence. We are working with him and he is getting better, but that is sort of what dogs do.

(2)

I can't ask my son to get rid of his dog and really don't want to get rid of my labradoodle, he is a great dog and I have a walking partner. That leaves my chihuahua, Tucker, but it breaks my heart to think of just giving him away to a stranger at his age.

My ex husband said he would take him, but because of a situation at his house he can't take him yet. Gordie gave a ten day lead way for us to find a place for him. I don't know how long Tucker will live, but I'm asking if you could allow him to stay with me until he does pass, but if not give me an extension until my ex husband can take him to his house. He has been a good little dog and knows only one home. It just breaks my heart thinking about him ~~getting~~ have to start all over.

Thank you for your time,
Sincerely,

Gertrude Herrick