

Present: Alderpersons Dennis Thurow and John Ellington
Absent: Alderperson, John Alt
Also Present: Mayor Mike Palm, Attorney Emily Truman, Administrator Edward Geick, Finance Director Cynthia Haggard, Police Chief Mark Schauf, Spin Shack Owner, Tiffany Opperman

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

Moved by Ellington to approve the minutes of January 8, 2018, seconded by Thurow and unanimously carried.

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

Review and recommendation on Leads Online proposal for tacking pawnbroker and secondhand article dealers' transactions

Motion for reconsideration by Ellington, seconded by Thurow and unanimously carried.

Motion by Ellington to recommend Leads Online to Common Council, seconded by Thurow and unanimously carried.

Review and recommendation of amending the fee charged to pawnbrokers and secondhand article dealers from \$0.90/transaction to \$0.45/transaction, contingent upon the Common Council approving the Baraboo Police Department entering into a contract with Leads Online.

Opperman requested to address the Committee. She owns Spin Shack in Baraboo and has been here 18 years and a strong supporter of the Leads Online program. However, the transaction fees being addressed here are a hardship to her business. She sees the transaction fees as being an additional tax to her, as addressed in her letter presented to the Alderpersons. She is in favor of Leads as they do not charge the store owners fees. The fees are an unpredictable cost to her business because of the unknown transactions, thus being very difficult to budget. Some businesses would be charged more than others, dependent upon the number of transactions. She is in favor of this system and wants to cooperate with the Police Department; she is just not in favor of the transaction fees. If the City assesses a transaction fee, she predicts the boom in secondhand stores will decline in this area. She is in favor of an increase in her licensing fee, which she feels is low at \$27.50 for two years. Opperman questioned how City arrived at the fees.

Schauf addressed the question presented to him from Opperman. The Ordinance was revised back in 2010, when the Police Department migrated to an automated system. Costs of that program were born by the businesses using the program, hence the transaction fee. The proposed Leads Online program charges a flat rate of \$2,238 per year. The program will send reports to the City indicating the number of transactions filed. The City, in turn, invoices the businesses for their relative share of transactions. The per-transaction fee was derived by taking the number of transactions in a year divided by the proposed flat fee to arrive at \$0.45/transaction. This per-transaction fee is breakeven just for the Leads Online fee; Administrative costs are not considered when arriving at the transaction fee. Other communities are assessing a transaction fee in excess of \$1 to accommodate administrative costs. Schauf surmised, if we don't charge a transaction fee, how does the City otherwise pay for the program. Schauf presented to the Committee: Should the City charge more for the licenses, or assess a transaction fee? Or, does the City subsidize small businesses by paying for the program?

Truman reminded the Committee that the State requires paper tracking only. The automated system is something the City's Police Department desires. Schauf supports the automated system because of the quick response time. Manual processes with paper tracking delay response times by weeks, whereby automated systems are immediate.

Ellington questioned Schauf if charging a flat fee of \$320 would cover our administrative expenses. Schauf responded, "Potentially." Ellington turned to Opperman and asked if this was something she would favor. Opperman responded, "Absolutely."

Truman mentioned that the State requires a minimum fee of \$27.50. The City is allowed to be more restrictive and charge a higher fee. Ellington favored \$27.50, plus an additional \$320 to cover administrative costs. Schauf was in favor of a flat fee per year of \$350. Assuming there are 7 secondhand article dealer businesses sharing the expense, here is the calculation: $(\$2,238 / 7) + \$27.50 = \$350$ per year.

Truman will provide the Committee with a cost structure for the licenses as there are different fees for the types of secondhand dealers and pawnbrokers ranging from \$27.50 to \$210.

Motion by Ellington to postpone decision on the fees until March 5th, seconded by Thurow and unanimously carried.

Review and recommend adopting an ordinance for the management of fats, oil and grease at food service establishments.

Truman referenced a memo prepared by Wade Peterson. The ordinance is to establish best management practices. It helps to regulate restaurants who dispose of fats, oils and grease and helps to control what's going into the sewer system. This Ordinance is new to the City.

Motion by Ellington to recommend adopting the Ordinance to Common Council, seconded by Thurow and unanimously carried.

Review and recommend adopting an ordinance for the management of amalgam waste from dental offices.

Truman stated the City currently doesn't have an ordinance addressing amalgam waste. Wade Peterson reached out to the local dental offices back in May of 2017. Those offices did not have a problem with the recommended ordinance.

Motion by Ellington to recommend adopting the Ordinance to Common Council, seconded by Thurow and unanimously carried.

Member comments

The next meeting will be March 5, 2018 at 12:00PM CST. Moved by Ellington to adjourn, seconded by Thurow and unanimously carried. Meeting adjourned at 12:40PM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director