



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax. 608-524-8458  
www.reedsburgwi.gov

COMMON COUNCIL AGENDA  
MONDAY, JUNE 25, 2018  
REEDSBURG CITY HALL COUNCIL CHAMBERS  
7:00 P.M.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

**THE COUNCIL WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COUNCIL BY MEMBERS OF THE PUBLIC. THE COUNCIL WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING.**

**I. CONSENT AGENDA:** (one motion to approve all Consent items)

- A. Approve minutes from the Council meeting held on June 11, 2018.
- B. Operator's Licenses (New) – Brittany Acker - Location: Touchdown Tavern (pending Ordinance Committee approval).
- C. Approve Temporary Class "B" / "Class B" Retailers Licenses: Reedsburg Artslink - Reedikulus Arts Crawl. – Date: July 28th 2018. Location: Five Locations in Downtown (List Attached).
- D. Approve a Park and Recreation Non-Profit Business Pool Pass and Fee for Webb Pool.
- E. Review and approving Tax Increment District Donations between Districts for 2018.

**II. MAYOR PROCLAMATIONS, PRESENTATIONS, APPOINTMENTS:**

- A. Honoring the Retirement of Office Peggy Porter.

**III. GENERAL BUSINESS:**

- A. Personnel Committee: Approve/Deny a Memorandum of Understanding (MOU) with Wisconsin Professional Police Association (WPPA) for Recruit Officers. Authorize City Administrator to sign.
- B. Finance Committee: Approve/Deny Resolution 4339-18. A 2018 General Fund and CIP Budget Amendment.
- C. Approve/Deny Resolution 4342-18. A Resolution recommended by Public Works Committee to change the name on East Reedsburg Road to "Eight Street".
- D. Approve/Deny Resolution 4343-18. A Resolution recommended by Planning Commission to Approve Certified Survey Map (CSM) for Paul and Kathryn Grosskrueger. Address: S3476 Old Loganville Road. Parcel #030-0594.
- E. Arts Committee: Approve/Deny – Amending "Arts in Public Places" allowing the Arts Committee in the course of work to offer and approve "In Cahoots" grants from budgeted 1% Public Arts Funds.

**IV. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:**

- A. Ordinance Committee: Introduction, 1<sup>st</sup> reading and setting Public Hearing for July 9, 2018 for Ordinance 1873-18. An Ordinance to amend Chapter 36. The Ordinance will add language to Section 36.06 - Collections of Forfeitures and Costs, establishes separate revenue fund and authorizes the Judge to adjust municipal court fees by sending a Resolution to the City Council.
- B. Public Works Committee: Introduction, 1<sup>st</sup> reading and setting Public Hearing for July 9, 2018 for Ordinance 1874-18. An Ordinance to amend Chapter 7.05 Section 12 to change the traffic control signs at Booster Boulevard and South Pine Street.
- C. Ordinance Committee: Introduction, 1<sup>st</sup> reading and setting Public Hearing for July 23, 2018 for Ordinance 1875-18. An Ordinance to amend Chapter 29.09 and 29.10 also adding Chapter 17.22. Amend Chapter 29.09, 29.10 to change a term to "Animals at large" and adding section 17.22 Section 7 for Chickens to the ordinance (Allowing by the zoning code with annual license).
- D. Planning Commission: Introduction, 1<sup>st</sup> reading and setting Public Hearing for July 23, 2018 for Ordinance 1876-18. An Ordinance to amend Chapter 17.13 Section 9, ('C'), (1) to make changes to the owner occupancy of home businesses in R-1, R-2, or B-3 zoned rentals by owners consent.
- E. Ordinance Committee: Introduction, 1<sup>st</sup> reading and setting Public Hearing for July 23, 2018 for Ordinance 1877-18. An Ordinance to amend Chapter 12.01: Intoxicating Liquor and Fermented Malt Beverages. Amend Chapter 12.01 Section 3 – Operator's Licenses.

**V. CITY ADMINISTRATOR REPORTS:**

Monthly City Administrator Report.

**VI. COMMISSION, COMMITTEE, BOARD AND STAFF REPORTS: (2<sup>nd</sup> Meeting of the Month)**

Ordinance Committee (2<sup>nd</sup> Meeting – Held Prior to CC)

Community Development Authority	Ethics Committee *
Library Board	Room Tax Commission *
Historical Preservation Commission	Reedsburg Arts Committee *
Park and Recreation Committee	Reedsburg Industrial Commercial Dev. Commission*
Plan Commission	Public Safety Committee *
Public Works Committee	Police and Fire Commission *
Utility Commission	Zoning Board *

‘\*\*’ Report out at next City Council meeting following most recently held Commission, Committee or Board meeting

**VII. OFFICE OF THE MAYOR:**

- A. Upcoming Community Events

**VIII. ADJOURN**

**Posted: June 21, 2018**

Last Resolution: 4343-18

Last Ordinance: 1877-18



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

## City of Reedsburg Meeting of the Common Council June 11, 2018

Present: Aldermen, Dave Moon, Craig Braunschweig, Jason Schulte, Calvin Craker, Phil Peterson, and Dave Knudsen.

Absent: Mayor Estes; Aldermen Heuer, Werner, and Gargano

Others Present: Stephen Compton, Jacob Crosetto, Brian Duvalle, Sue Ann Kucher, Derek Horkan, Steve Zibell, Matt Scott, Citizens, Press.

Alderman Dave Moon called the regular session of the Common Council to order at 7:00 p.m. in the Common Council Chambers.

**Approve Consent Agenda:** consisting the minutes from the Council meeting held on May 14, 2018; May 2018 Bills, May 2018 Building Permit Report; Operator's Licenses for Soto and Imhoff; Temporary Class "B"/"Class B" Retailers License for Reedsburg Home Talent Baseball Games – Multiple Dates – Location: Nishan Park Baseball Diamond; Temporary Class "B"/"Class B" Retailers License for Worm Farm Institute's Party in the Park – July 28, 2018; and 2018 Municipal Bond Schedule.

**Alderman Dave Knudsen requested to remove the May 2018 bills approval from the Consent Agenda, as the Finance Committee did not have quorum. No dissent. May 2018 bills will be reviewed by the Finance Committee in July.**

**Motion Braunschweig, Second: Craker to approve the remaining items on the consent agenda. Motion carried 6-0.**

### MAYOR PROCLAMATIONS, PRESENTATIONS, AND APPOINTMENTS:

- A. Drowning Prevention Month
  - a. Dave Moon read a proclamation proclaiming May as Drowning Prevention Month.
- B. Reedsburg Area Chamber of Commerce Named Reedsburg Rotary Club's Organization of the Year
  - a. Dave Moon read a proclamation recognizing the Reedsburg Area Chamber of Commerce as the Rotary Club's Organization of the Year.
- C. Library Summer Updates
  - a. Sue Ann Kucher presented updates regarding the Summer Library Program.

### RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

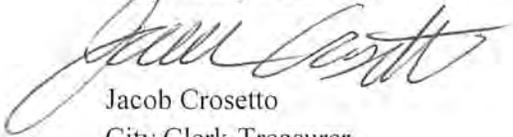
- A. Airport Commission: Approve/Deny – Resolution 4334-18. A petition for Airport Aid.
  - a. **Motion: Schulte, Second: Braunschweig to approve Resolution 4334-18 as presented. Motion carried 6-0.**
- B. Airport Commission: Approve/Deny – Resolution 4338-18. Airport Six Year Plan.
  - a. **Motion: Peterson, Second: Knudsen to approve Resolution 4338-18 as presented. Motion carried 6-0.**

- C. Public Works Committee: Approve/Deny – Resolution 4340-18. Annual WWTP Compliance Maintenance Report (CMAR).
  - a. **Motion: Craker, Second: Braunschweig to approve Resolution 4340-18 as presented. Motion carried 6-0.**
  
- D. Planning Committee: 2nd reading and Public Hearing for Ordinance 1872-18. An Ordinance to amend zoning for 415 Midway Drive.
  - a. **Motion: Peterson, Second: Schulte to approve Ordinance 1872-18 as presented. Motion carried 6-0 on a roll call vote.**
  
- E. Industrial and Commercial Development Commission: Approve/Deny Resolution 4341-18. A Development Agreement (DDA) with Service Line Inc.
  - a. **Motion: Knudsen, Second: Peterson to approve Resolution 4341-18 as presented. Motion carried 6-0.**

**Motion to adjourn by Schulte with a second from Knudsen. Motion carried 6-0.**

**Meeting adjourned at 7:37 p.m.**

Respectfully submitted,



Jacob Crosetto  
City Clerk-Treasurer



CITY OF REEDSBURG POLICE DEPARTMENT

200 SOUTH PARK STREET • REEDSBURG, WI 53959
PH: (608) 524-2376 • FAX: (608) 524-2925
www.reedsburgwi.gov

TIMOTHY M. BECKER
CHIEF OF POLICE



June 25, 2018

To: David Moon, Chair
City of Reedsburg Ordinance Committee
From: Timothy M. Becker
Chief of Police
Re: Operator's License Application - Brittany Acker

I received an application for an operator's permit from Brittany Acker. Prior to submission to the Ordinance Committee, I perform a background investigation to determine if the applicant qualifies within the City's accepted guidelines.

Ms. Acker has the following convictions:

Table with 3 columns: Date, Offense, and Status. Rows include DUI (4/5/2013), Fail to Obey Signal (3/7/2014), DUI - 2nd Offense (7/7/2014), Resisting & Obstructing an Officer (7/7/2014), Speeding (1/8/2018), and Speeding (5/1/2018).

Guideline 2: The City of Reedsburg Policy Guidelines prohibits the issuance of an Operator's License to anyone who has been "convicted of any federal or state law or local ordinance...for any offense within the last five (5) years in the following subcategories...: (b) Offenses involving non-cooperation with law enforcement officials including, but not necessarily limited to, battery to obstructing a police officer, resisting arrest..." (emphasis added)

Ms. Acker was stopped for a traffic violation and found to be intoxicated. Ms. Acker lied to the officer, advising him she had not been drinking (she provided a blood sample of .203, nearly three times the legal limit). Ms. Acker was then uncooperative during the processing, prompting Sgt. Eberle to document the following: "Brittany both resisted and obstructed. Brittany provided false information during my initial contact denying that she drank any alcohol, I was investigating a possible OWI when she intentionally provided misleading information. While at the PD Brittany refused several lawful commands to comply with effecting her arrest to include refusing to stand up, refusing to walk, and refusing to place her feet in the squad car."

Based on the City Guidelines, Ms. Acker would be prohibited from being issued a license until July 8, 2019, barring any other violations that could affect her ability to be licensed.

\*Applicant did not identify this conviction/pending charge on her application as required in Guideline 6.

pd 5-21-18

# Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New     Renewal     Provisional - \$15.00     Operator Fee - \$50.00     Operator Fee - \$25.00  
3680 [eff. July of even-numbered years]

**Office Use Only**    License #    Provisional #    **Fee Is Non-Refundable**

### Filling out your application

- An Operator License is a privilege, not a right. Any false answers or omissions may result in the denial of your application.
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at [www.wcca.wicourts.gov/index.xsl](http://www.wcca.wicourts.gov/index.xsl) (CCAP may not provide a comprehensive list of ALL arrests and convictions).

### Review of your application

- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
- If you are asked to appear but choose not to do so, your application may be denied.
- Meetings of the Ordinance Committee are open to the public.

Last Name <b>Acker</b>	First Name <b>Brittany</b>	M.I. <b>E</b>	E-Mail Address
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Residence: Street Address <b>S4452 Grote Hill Rd</b>	City <b>Reedsburg</b>	State <b>WI</b>	Zip <b>53959</b>
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Phone <b>608-495-1228</b>	Date of Birth	Birth Place (City, State) <b>Madison/WI</b>	Race <b>White</b>	Sex <b>F</b>	Height <b>5'3</b>	Weight <b>180</b>	Hair <b>brown</b>	Eyes <b>blue</b>
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Driver's License Number (State & Number)	Place of Employment <b>touch down towel</b>	Contact Person & phone number
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Other names, aliases or birth dates ever used

Cities and States lived in since age 18, including where you now reside:	From:	To:

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident  
 U.S. Citizen     Alien     Temporary Resident (employment number )

### Arrest and Conviction Record

Since your 17 <sup>th</sup> birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

# Wisconsin Responsible Beverage Server Training

**B**rittany Acker

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL90523

Date of Completion: 05/03/2018

*Kelly Bailey*

Authorized Signature

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 4/27/18

Town  Village  City of Reedsburg

County of Sauk

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 4 PM, 4/28 and ending 8 PM, 4/28 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association  501(C)3

(a) Name Reedsburg Artslink

(b) Address 129 E. Main St., PO Box 605  
(Street)  Town  Village  City

(c) Date organized February 2014

(d) If corporation, give date of incorporation February 2014

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Katie Galfrey, 1959 Greenwood Dr. NE, #6, Owatonna, MN 55060

Vice President N/A

Secretary Haley Weisert, 54803 Golf Course Rd., Rock Springs, WI 53961

Treasurer Katie Schofield, 445 N. Park St., Apt A, Reedsburg, WI 53959

(g) Name and address of manager or person in charge of affair: Joann Mundth Douglas, 26150 Churchill Rd., Reedsburg, WI 53959

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored: 4 locations in downtown Reedsburg, TBD.

(a) Street number \_\_\_\_\_

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. Name of Event

(a) List name of the event Reedikulus Arts Crawl

(b) Dates of event 7/28/2018

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Reedsburg Artslink  
(Name of Organization)

Officer Director, Joann Mundth Douglas  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 4/27/18 ay

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. Pd

The five Beer/Wine serving locations for the Reedikulus Arts Crawl are:

- BC Arts Gallery, 310 Railroad St
- City Park Beer/Wine Tent by Wormfarm Institute
- Frank Neumann's Computer Store (not sure of actual business name) at 143 S Walnut St
- Warehouse Row, 146 Railroad St
- Woolen Mill Gallery, 28 E. Main St.



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**STAFF REPORT**

**AGENDA ITEM:** I-C

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**To:** Mayor, Common Council  
**Prepared By:** Matt Scott, Parks and Recreation Director  
**Through:** Stephen P. Compton, City Administrator *SC*  
**Date of Meeting:** June 25, 2018  
**Subject:** **Webb Pool – Non-Profit Business Pool Pass and Fee**

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**BACKGROUND AND REQUEST**

A request has been submitted for the Common Council to consider selling a “Non-Profit Business Pool Pass” for the Webb Pool. Currently pool passes are only sold to families and/or individuals on a season or daily basis. This specific request came from the Boys & Girls Club of Reedsburg (BGCR) who currently programs two days per week where they bring approximately 60 kids to the pool. Not all of the BGCR children can participate in “Pool Day” due to lack of individual funding. The Parks and Recreation Committee discussed and unanimously agreed to forward this request to the Council for approval with a favorable recommendation.

**ANALYSIS**

The current procedure for admission to Webb Pool is that each participant must have an existing family pass or they purchase a daily entrance pass. BGCR has approximately 60 children that participate daily in their summer programming. Two days per week the BGCR programming includes “Pool Day”. While 90% of the BGCR participants have either family pool passes or daily admission funding, approximately 10-15 kids do not. BGCR staff will accompany all children to the pool but the 10-15 kids who cannot afford admission are taken to Webb Park. This separates the kids who cannot pay while the remainder of the kids participates in Pool Day. BGCR is requesting that BGCR be permitted to purchase an annual pass that would allow **ALL** BGCR participants to be admitted to the pool on Pool Day and no kids are left behind. BGCR has staff accompany the kids at all times, with staff in the water and on the pool deck. BGCR participants would only be permitted to enter the Pool with BGCR staff and would be required to purchase their own passes should they want admission to the pool on days other than formal BGCR programming Pool Day. The Parks and Recreation Committee currently lacks the authority to set fees and must have approval from the Common Council for Pool Pass and fee designation.

**STAFF RECOMMENDATION**

Staff and the Parks and Recreation Committee recommend a \$100 fee for a Non-Profit Business Annual Pool Pass, reviewed on a case by case basis. There will be no additional staff required by Parks and Rec nor will any further funding be required. Non-Profit status must be verified at the time of application with a State of Wisconsin – Secretary of State Letter or a Federal IRS designation letter of 501(c)3 determination included with the application for the pass.

**ATTACHED:**

Example: BGC IRS determination letter of 501(c)3 status.



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248651232  
Sep. 27, 2010 LTR 4168C E0  
39-1962065 000000 00

00015179  
BODC: TE

BOYS & GIRLS CLUBS OF WEST CENTRAL  
WISCONSIN INC  
% TERI DEROUSSEAU  
PO BOX 765  
TOMAH WI 54660-0765



038820

Employer Identification Number: 39-1962065  
Person to Contact: Mr. Kelley  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 16, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in July 1999.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

**STAFF REPORT**

**AGENDA ITEM:** I-D

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**To:** Mayor and Common Council  
**Prepared By:** Jacob Crosetto, City Clerk-Treasurer  
**Through:** Stephen Compton, City Administrator *sc*  
**Date of Meeting:** June 25, 2018  
**Subject:** Donations from Surplus TIDs

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**BACKGROUND AND REQUEST**

Within the same municipality, a TID with excess funds (the donor) can transfer funds to another TID (the recipient) through an allocation amendment. The allocation amendments to TIDs 3 and 6 have already been passed in 2010 by City Council. This request is for the Council to approve the proposed donations.

**ANALYSIS**

In 2017, TIF 4 had a surplus of approximately \$293,000 and TIF 5 had a surplus of approximately \$34,000. In years past, this money would be divided into TIDs 3 and 6 fairly evenly. However, TID 3 has a payoff period of three years sooner than TID 6. In an effort to get TID 3 paid off on time, Baker Tilly and the City Clerk-Treasurer is recommending that the surplus funds from 2017 be applied only to TIF 3 in this year.

For 2017, the payment to TID 3 will be approximately \$326,000. These figures are audited, but awaiting desk review by Amanda Blomberg, the partner on the city's audit from Baker Tilly. The amount is project to be slightly less than \$326,000, but we are requesting this amount to account for any minor changes.

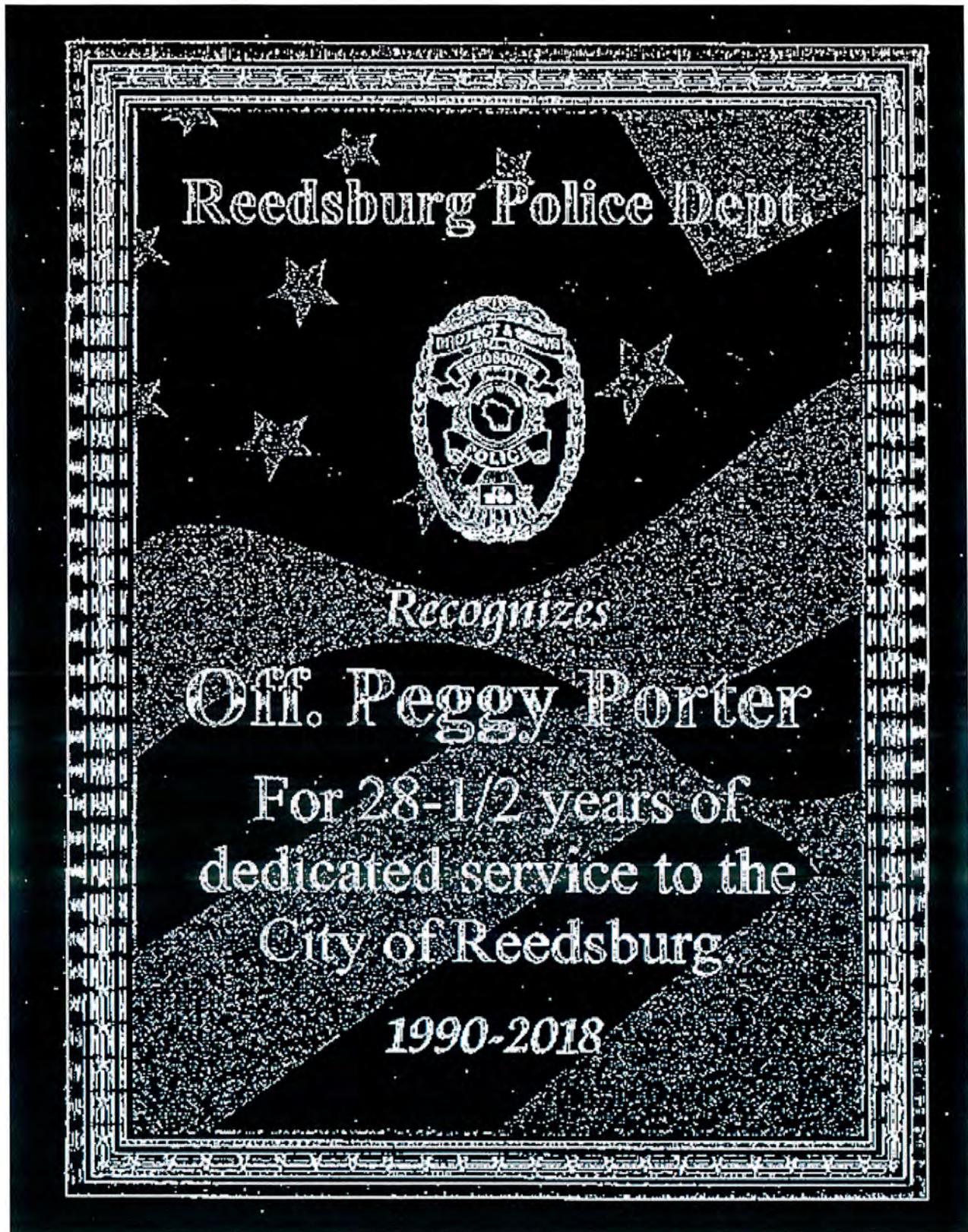
**FINANCIAL IMPACT**

The surplus funds from Donor TIDs 4 and 5 will be applied to Distressed TID 3. The General Fund - loans/advances should be reduced accordingly.

**STAFF RECOMMENDATION**

Staff recommends the approval of this application and use of funds.

Attachment:  
None





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**STAFF REPORT**

**AGENDA ITEM:** III - A

**To:** Mayor, Common Council  
**Prepared By:** Timothy M. Becker, Chief of Police  
**Through:** Stephen P. Compton, City Administrator *me*  
**Date of Meeting:** June 25, 2018  
**Subject:** **MOU/Recruit Officer Status**

**BACKGROUND AND REQUEST**

The Reedsburg Police Department and the Reedsburg Professional Police Association are requesting a Memorandum of Understanding regarding the implementation of a "Recruit Officer" status to the Collective Bargaining Agreement.

**ANALYSIS**

Currently the law enforcement community is experiencing extreme difficulty in recruiting and hiring qualified applicants for fulltime police officer positions. The RPD has, for the past 12 years, required all applicants be "State Certified" prior to applying. This means the applicant has already completed the 720 hour, Training & Standards Board Police Academy, prior to applying for consideration. This has saved the Department the \$5,000 enrollment in addition to the wages, benefits and lost evaluation time. The PD is requesting the MOU be signed to provide a designation of "Recruit Officer" as a fulltime officer who has not completed the academy and is paid \$3.00 less per hour than the entry level certified officer. The Recruit Officer, upon graduation and certification, would move up to the entry-level wage. We are also requesting the Recruit Officer be hired with an 18-month probationary period as compared to the 12-month probationary period of a certified officer. The recruit officer is at the academy for the first 4.5 months and not subject to our evaluation. This would enable the PD to conduct a similar evaluation once the recruit officer has returned from the academy and is assigned to a Field Trainer.

**STAFF RECOMMENDATION**

After review by the Police Department, the City's Labor Attorney, the WPPA and the RPPA, approval is recommended. On June 4, 2018 the MOU was taken before the Personnel Committee which also recommended approval.

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny – a Memorandum of Understanding (MOU) with Wisconsin Professional Police Association (WPPA) for Recruit Police Officers. Authorize City Administrator to sign.**

**ATTACHED:**

Proposed Memorandum of Understanding.  
Example of Recruit Officer Offer Letter



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MEMORANDUM OF UNDERSTANDING

between the

CITY OF REEDSBURG

and the

WISCONSIN PROFESSIONAL POLICE ASSOCIATION  
LAW ENFORCEMENT EMPLOYEE RELATIONS DIVISION (WPPA LEER)

WHEREAS, pursuant to Section 13.01 of the Collective Bargaining Agreement (CBA) between the parties, the 2018 Start Rate for Police Officers is \$20.90 and for 2019 is \$21.11 and 21.32;

WHEREAS, the City of Reedsburg (the City) desires to hire Police Officers who have not completed the Recruit Academy at a Start Rate less than set forth in the CBA until the Officer has graduated from the Recruit Academy;

WHEREAS, the CBA establishes in Section 10.02(C)(1) a probationary period for new hires of one year;

WHEREAS the City is willing to hire Police Officers and pay for their uniforms, equipment, training and other pre-employment costs (e.g., background investigation, drug screen, medical examination, psychological examination, bullet resistant vest and any equipment which cannot be re-used)(collectively "the expenses") in return for a commitment that the Police Officer will not voluntarily separate from employment with the City;

NOW THEREFORE, the parties agree to the following terms which modify the terms of the CBA:

1. The Starting Rate for a Police Officer attending the Recruit Academy will be \$17.90 per hour. Upon successful graduation from the Recruit Academy, the Police Officer's pay will be increased to the current Start Rate in the CBA.
2. During a Police Officer's status as a "Recruit Officer," the Officer will serve an 18-month probationary period from the date of hire for this position.
3. If a Police Officer hired pursuant to the terms of this Memorandum of Understanding ("MOU") voluntarily separates from full-time employment with the Reedsburg Police Department within thirty-six (36) months from the date of hire and becomes employed by another law enforcement agency, the Officer shall repay the City the amount for any expenses incurred by the City associated with the Officer's City employment in an amount not to exceed \$5,500.00 and pursuant to the schedule set forth in Paragraph 4.



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4. The repayment obligation set forth in Paragraph 3 shall be prorated over the course of a three-year period of time as follows:
  - If the separation occurs within the first year of employment – 100% of the expenses;
  - If the separation occurs between the first year anniversary date and the day before the second year anniversary date - 67% of the expenses; and
  - If the separation occurs between the second year anniversary date and the day before the third year anniversary date – 34% of the expenses.
5. Repayment of the reimbursement amounts shall be made, at the option of the City, as follows:
  - By deduction from the Employee's paycheck. Upon hire, an Officer subject to this MOU agrees to sign an agreement authorizing the City to make such deduction pursuant to §103.455, Wis. Stats.;
  - In a lump sum payment within thirty (30) days of the employee's receipt of the City's written demand for reimbursement under this Agreement; or,
  - By means of a written installment agreement negotiated by the parties.
9. This MOU will remain in effect through December 31, 2019 or until such time as a successor collective bargaining agreement takes effect.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this \_\_\_\_ day of May, 2018.

FOR THE ASSOCIATION:

FOR THE CITY OF REEDSURG

\_\_\_\_\_  
Michael Goetz, WPPA Business Agent

\_\_\_\_\_  
Steven Compton, City Administrator



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax. 608-524-8458  
www.reedsburgwi.gov

May 9, 2018

John Q. Applicant  
1234 E. Main Street  
Reedsburg, WI 53959

RE: Conditional Offer of Employment – Pre Recruit Academy

Dear Mr. Applicant,

This letter serves as a conditional offer of employment with the City of Reedsburg Police Department.

This offer is for a regular, full-time Recruit Police Officer position.

Starting pay, while you are attending the Recruit Academy, is \$17.90 / hour. Upon successful graduation of the Recruit Academy, your pay will be increased to \$20.90 / hour (2018 rate) - subject to the provisions of the current labor agreement. You will be compensated 40 hours per week while in attendance at the Recruit Academy.

Due to your initial status as a "Recruit Officer", you are subject to an 18-month probationary period from the date of hire for this position.

As part of this conditional offer, you are required to submit to and pass the following:

- Criminal History / Background Investigation
- Drug Screening
- Physical and psychological examination
- Successful completion/passing/graduation of Law Enforcement Recruit Academy

As part of this offer, you agree to withdraw yourself from any pre-hiring/conditional offer process with any other law enforcement agencies.

In addition to the above requirements, if you voluntarily sever your full-time employment with the Reedsburg Police Department within 36 months of your hire date for a job with another law enforcement agency, you shall repay the City of Reedsburg the full amount for any uniforms, equipment, training and pre-employment costs that are associated with your employment here in an amount not to exceed \$5,500.00. These costs include the background investigation, drug screen, medical examination, psychological examination, bullet resistant vest and any equipment which cannot be re-used. The requirement of repayment is required if the employee voluntarily leaves employment with the City. The repayment shall be prorated over the course of a three-year period of time as follows:

- First year of employment departure; all associated costs.
- Second year of employment departure; two-thirds associated costs.
- Third year of employment departure; one third of associated costs.

Repayment of the reimbursement amounts shall be made, at the option of the City of Reedsburg, as follows:



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax 608-524-8458  
www.reedsburgwi.gov

- A. By deduction from the Employee's paycheck. By signing below, the Employee agrees that the City may make such deduction pursuant to §103.455, Wis. Stats.;
- B. In a lump sum payment within thirty days of the employee's receipt of the City's written demand for reimbursement under this Agreement; or,
- C. By means of a written installment agreement between the parties.

We have scheduled your tentative start date for Monday, August 20, 2018. We will have to schedule your testing appointments well in advance of this date.

If you find this offer acceptable, please acknowledge by signing below and returning this form to me. If you have any further questions about this offer, feel free to contact me.

Sincerely,

Timothy M. Becker  
Chief of Police  
Reedsburg Police Department

By signing below, I understand and accept the terms of this offer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STAFF REPORT**

**AGENDA ITEM:** III-B

**To:** Mayor and Common Council

**Prepared By:** Jacob Crosetto, City Clerk-Treasurer

**Through:** Stephen Compton, City Administrator *SC*

**Date of Meeting:** June 25, 2018 (Finance June 11, 2018 – No Meeting)

**Subject:** City of Reedsburg Municipal Court – Budget Amendment Resolution 4339-18

**BACKGROUND AND REQUEST**

The City of Reedsburg Municipal Court has been in existence since 2007 and has grown immensely since that time, even adding the Town of LaValle to its caseload. In just the last three years, the City of Reedsburg filed 5,706 cases – averaging over 1,900 cases per year. These cases include various types of citations including, but not limited to, parking violations, traffic violations, OWIs, and both adult and juvenile non-traffic offenses.

**ANALYSIS**

The 2018 Municipal Court Study shows the Municipal court as budgeted will make a profit and there is still a total of nearly \$170,000 per year in general fund expenditures. Under the guidelines of the State’s Expenditure Restraint Program (ERP), the Municipal Court’s expenditures, despite having an adequate revenue stream, still factors into the general expenses of the City. The Municipal Court is not supported by “Property Tax” levies.

Because of this, \$170,000 in Municipal Court expenses have a direct source of revenue play a very large role in our general fund budget. In fact, the Municipal Court’s expenses account for a total of 2.7% of the general fund expenses – a very large number with ERP considered. As you are aware, the City has struggled in the past to meet the ERP program and in 2017 the Internal Service Fund was created to ensure that we qualify for the ERP.

The question being studied: Should the Municipal Court be moved to a Special Revenue Fund, not only would it free up the \$170,000 in budgeted Court expenses, but there would fund in the annual budget amounts for things like Information system hardware and software, court related staffing time for the Police Department, Administration staffing time for payroll and benefits management, proportional Insurance and capital projects funding for changes to “Court” related use of City Hall Offices and the dual use of the City Council Chambers.

**FINANCIAL IMPACT**

This City Resolution is the first step in making some internal office changes in 2018. These changes have been recommended in the “Space Needs Study”. The topic of creating a separate special revenue fund will be undertaken in another staff report.

**STAFF RECOMMENDATION**

After review by City staff and the City Attorney’s Office, staff would recommend approval of the amended ordinance.

**ACTION:**

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny – Resolution 4339-18 a resolution approving amendments to 2018 Capital Improvement.**

**Attachment:**

Resolution – 4339-18: 2018 CIP-CEP Amendments

2019 Budget – Preliminary Municipal Budget Accounts



City of Reedsburg  
 134 South Locust Street, P.O. Box 490  
 Reedsburg, WI 53959  
 Ph. 608-524-6404 Fax. 608-524-8458  
 www.reedsburgwi.gov

**RESOLUTION**

**FILE NO. 4339-18**

**RESOLUTION TO AUTHORIZE AMENDMENTS  
 TO THE 2018 CAPITAL IMPROVEMENT  
 AND INTERNAL SERVICE FUND BUDGET**

**WHEREAS**, the City Council of the City of Reedsburg from time to time considers changes to the current FY 2018 Budget as presented by the City Administrator.

**NOW THEREFORE**, Resolved, by the Common Council of the City of Reedsburg, Sauk County, Wisconsin. The following budget amendments are authorized for the General Fund FY 2018 budget:

**Section 1: Municipal Court – Amend the Capital Improvements Budget 2018:**

<b>Transfers</b>	<b>Amendment Purpose</b>	<b>Amounts</b>
10-596075 -03	Transfer funds from General Funds (Fund 10) to CIP Fund 75 (Install - Window Costs)	\$ 3,000.00
10-596080 -03	Transfer funds from General Funds (Funds 10) to ISF Fund 80 (Personal Computer and Software)	\$ 2,000.00
<b>Adjusted Mid-Year FY 2018 Budget</b>		<b>\$ 5,000.00</b>

PASSED AND ADOPTED this 25<sup>th</sup> day of June, 2018.

ATTEST:

APPROVED:

\_\_\_\_\_  
 Jacob Crosetto  
 City Clerk-Treasurer

\_\_\_\_\_  
 Dave G. Estes  
 Mayor

(SEAL)

I, the undersigned qualified and Clerk-Treasurer of the City of Reedsburg, Wisconsin, does hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Council of the City of Reedsburg, at a regular meeting held June 25, 2018, and that such Resolution is on file in the City Clerk's office.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the City of Reedsburg this this 25<sup>TH</sup> day of June, 2018.

\_\_\_\_\_  
 Jacob Crosetto, City Clerk -Treasurer



City of Reedsburg  
 134 South Locust Street, P.O. Box 490  
 Reedsburg, WI 53959  
 Ph. 608-524-6404 Fax. 608-524-8458  
 www.reedsburgwi.gov

## 2019 Budget – Preliminary Accounts

Fund 15 Municipal Court Fund		2016	2017	2017	2018	2019	
Fund Balance Applied		ADJ BUD	Estimated	Budget	Budget	Budget	% +/-)
		EOM Sept	End of Year				
		\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 73,913.52	47.83%
<b>Revenues</b>							
15-436100	Court Penalties - City	165,840.98	165,840.98	195,000.00	185,000.00	185,000.00	
15-436125	Court Penalties - County	3,822.75	5,097.00	4,300.00	5,000.00	5,000.00	
15-436150	Court Fees	-	-	-	-	-	
15-436200	Parking Violations	10,778.50	14,371.33	11,000.00	12,000.00	12,000.00	
15-436300	Misc. Forfeitures	270.00	360.00	500.00	500.00	500.00	
		-	-	-	-	-	
		-	-	-	-	-	
	<b>TOTAL REVENUES</b>	180,712.23	185,669.31	210,800.00	202,500.00	202,500.00	0.0%
<b>Expenses</b>							
				** Distributed			
15-515120	01 Muni Court Wages	40,784.38	54,379.17	39,641.54	56,224.83	39,832.00	
15-515120	02 Muni Court Fringes	21,175.91	28,234.55	17,508.01	25,799.65	18,277.54	
15-515120	03 Muni Court Operations	7,084.54	9,446.05	10,000.00	9,500.00	9,500.00	
15-515121	03 State Fees	30,891.45	41,188.60	50,000.00	42,000.00	42,000.00	
15-515122	03 County Fees	11,963.20	15,950.93	20,000.00	16,000.00	16,000.00	
15-515123	03 Restitution Fees	6,223.12	8,297.49	15,000.00	8,500.00	8,500.00	
15-515125	03 Town -Lavalle Fees	6,986.29	9,315.05	3,000.00	10,000.00	10,000.00	
15-515120	05 Municipal Court ISF	-	-	-	7,562.00	6,500.00	
15-596010	03 Transfer Out - General Fund	-	-	-	-	4,550.00	
15-596070	03 Transfer Out - Capital Equip.	-	-	-	-	5,000.00	
15-596075	03 Transfer Out - Capital Impro.	-	-	-	3,000.00	75,000.00	
	<b>TOTAL EXPENSES</b>	125,108.89	166,811.85	155,149.54	178,586.48	235,159.54	31.7%
	<b>Revenues Over Expenses (Lc</b>	\$ 55,603.34	\$ 68,857.46	\$ 105,650.46	\$ 73,913.52	\$ 41,253.98	-44.2%



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax. 608-524-8458  
www.reedsburgwi.gov

**STAFF REPORT**

**AGENDA ITEM:** III-C

**To:** Mayor and Common Council  
**Prepared By:** Steven Zibell, Public Works  
**Through:** Stephen P. Compton, City Administrator   
**Date of Meeting:** June 25, 2018

**Subject: Renaming East Reedsburg Road to Eighth Street – Resolution 4342-18**

**BACKGROUND AND REQUEST**

The City recently annexed half of East Reedsburg Road as part of the new school project. Currently the existing road is half in the Township and half in the City from Eastridge Drive to Golf Course Road.

**ANALYSIS**

Public Works Committee discussed this and it has been past policy to change the name of Reedsburg Road to Eighth Street as the City grows along Reedsburg Road. The name on the most eastern street is already Eighth Street from Viking Drive to Eastridge Drive. This will continue the street naming policy in use for the City and postal addresses impact would be limited to three maybe four developed parcels.

Some discussion has been made with the Township on this and they will take it to their board for consideration. Derek Horkan has investigated this since we only control half and thought the City should rename their portion first and request the Township to consider renaming their portion.

Public Works has recommended proceeding with the name change.

**STAFF RECOMMENDATION**

Staff recommends approving Resolution 4342-18

Attachment:  
Resolution 4342-18  
Map



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax. 608-524-8458  
www.reedsburgwi.gov

RESOLUTION

(Changing the Name of East Reedsburg Road to Eight Street)

File No. 4342-18

WHEREAS, the Common Council of the City of Reedsburg wishes to rename the portion of East Reedsburg Road located within the city limits, and

WHEREAS, it is the recommendation of the Public Works Committee to rename the street Eighth Street, and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Reedsburg that is hereby changes the name of East Reedsburg Road to Eighth Street.

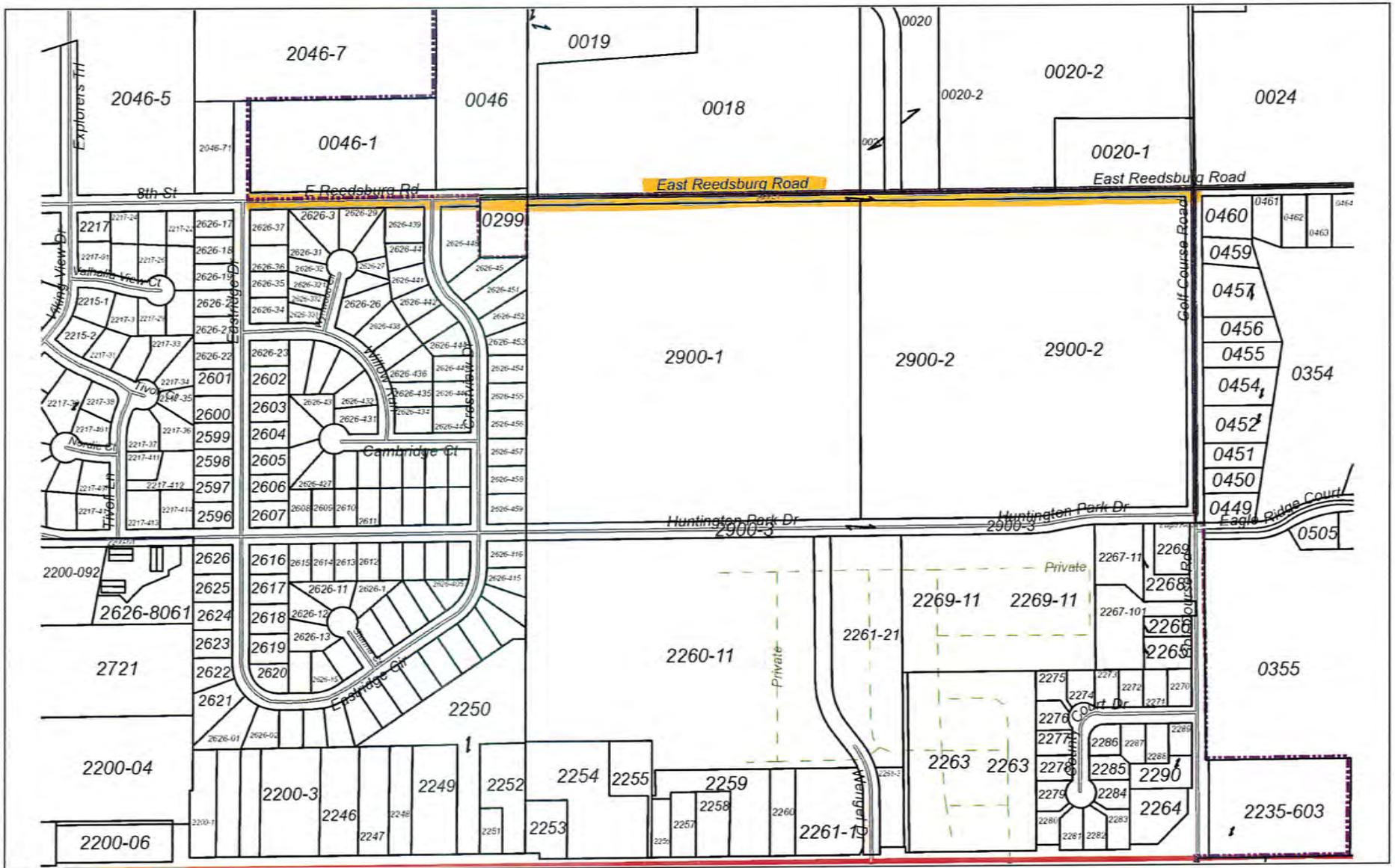
STATE OF WISCONSIN)  
COUNTY OF SAUK )

I hereby certify that the foregoing resolution is a true, correct and complete copy of a resolution duly and regularly passed by the Common Council of the City of Reedsburg on the 25<sup>th</sup> day of June, 2018 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 25<sup>th</sup> day of June, 2018.

---

City Clerk



**City of Reedsburg GIS**



DISCLAIMER: The City of Reedsburg Does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

SCALE: 1" = 555'

**CITY OF REEDSBURG**

134 S. Locust Street  
 PO Box 490  
 Reedsburg, WI 53959  
 608-524-6404

Print Date: 6/12/2018

**STAFF REPORT**

**AGENDA ITEM:** III-D

---

**To:** Mayor and Common Council  
**Prepared By:** Brian Duvall, Planning and Building  
**Thru:** Stephen P. Compton, City Administrator *SPC*  
**Date of Meeting:** June 25, 2018

**Subject: Grosskrueger CSM – Town of Reedsburg; Resolution 4343-18**

---

**BACKGROUND AND REQUEST**

**APPLICANT:** Paul & Kathryn Grosskrueger  
**LOCATION:** S3476 Old Loganville Rd; parcel #030-0594  
**ZONING:** Ag  
**PROPOSED LAND USE CHANGE:** Certified Survey Map (CSM)  
**DESCRIPTION OF PROPERTY/IMPROVEMENTS:** Consider CSM to divide a parcel into two parcels.

**ANALYSIS**

This CSM would divide the parcel with the house from a new second parcel with the farm field. This would permit the owner to sell them separately.

**STAFF RECOMMENDATION**

The RADC and Plan Commission recommend approval.

**FINANCIAL IMPACT**

N/A

**ATTACHMENTS**

Resolution 4343-18, Application

**City of Reedsburg Land Use Application**

134 S. Locust St.  
PO Box 490  
Reedsburg, WI 53959

Ph: 608-524-6404  
Fax: 608-524-8458  
bduvalle@ci.reedsburg.wi.us

APPLICANT: PAUL & KATHRYN GROSSKOWEGER

ADDRESS: 60120 LANE DR. CITY: REEDS. STATE: WIS.

ZIP: 53959 PHONE: 608-415-3792 FAX: N/A

E-MAIL: \_\_\_\_\_

PROPERTY OWNER: (if different from Applicant) PAUL & KATHRYN GROSS. REV. TRUST

LOCATION: S3476 OLD LOGANVILLE RD, PARCEL #: 030-0594-00000

**LAND USE REQUEST**

(Please describe one or more as applicable – attach extra pages/maps if necessary)

**Certified Survey Map (CSM):** JUST AROUND HOUSE + BLDGS. IN SW CORNER SW 1/4 - NW 1/4 SEC 15 T12N, R4E TOWN OF REEDS.

**Conditional Use Permit:** \_\_\_\_\_

For *CONDITIONAL USE PERMIT* requests, also answer "A & B" on back page.

**Preliminary Plat:** \_\_\_\_\_ **Final Plat:** \_\_\_\_\_ **Name of Plat:** \_\_\_\_\_

**Rezoning - From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **TID #** \_\_\_\_\_

**Site Plan Review:** (See "B" on back page) \_\_\_\_\_

**Zoning Appeal / Interpretation:** \_\_\_\_\_

**Zoning Variance:** \_\_\_\_\_

For *VARIANCE* requests, also answer "C" on back page.

**Other or Annexation:** \_\_\_\_\_

AFFIDAVIT

I certify that the information and plans submitted are true and accurate to the best of my knowledge. I also give permission to City zoning officials to enter my property for inspection purposes.

Greg A. Jansen 4/3/18

Applicant Signature / Date

Paul Grosse 4/12/18

Owner Signature / Date

Extraterritorial Committee Date: \_\_\_\_\_

Plan Commission Date: \_\_\_\_\_

Board of Zoning Appeals Date: \_\_\_\_\_

City Council Action & Date: \_\_\_\_\_

Account #10-461500-00

**The applicant or representative MUST ATTEND the meeting.**

Cond Use; Site Plan \$153	_____
Cond Use-Agriculture \$400	_____
Variance \$112	_____
Rezoning \$200	_____
C.S.M. \$171	_____
Subdivision Plat \$610	_____
- w/ Stormwater Plan \$100	_____
Flood Plain Zone \$189	_____
Annexation \$200	_____
Plan Amend \$200	_____
Date Paid	<u>1.027897</u>
Receipt #	_____

Town MTC 4/12/18 1:30 PM BOTH

pol v 04.12.18



SAUK COUNTY CSM No. \_\_\_\_\_, Vol./Pg. \_\_\_\_\_, Doc. No. \_\_\_\_\_

Sheet 2 of 3  
51318

**SURVEYOR'S CERTIFICATE:**

I, Gregory A. Fauerbach, Professional Land Surveyor, hereby certify that under the direction of Mr. Paul Grosskrueger, Trustee of the Paul E. & Kathryn Grosskrueger Revocable Trust, I have surveyed, monumented and mapped a part of the SW1/4 of the NW1/4, Section 15, T12N, R4E, Town of Reedsburg, Sauk County, Wisconsin, which is located in the Extraterritorial review area of the City of Reedsburg and more fully described as follows:

Beginning at the W1/4 Corner of Section 15, T12N, R4E;  
Thence N 00°15'58" W along the westerly line of the SW1/4 of the NW1/4 of Section 15, 421.47 feet  
Thence East, 33.00 feet to the easterly right-of-way of Old Loganville Road;  
Thence continuing East, 379.48 feet;  
Thence S 12°09'33" E, 133.19 feet;  
Thence S 20°40'25" W, 69.60 feet;  
Thence S 53°45'00" W, 160.12 feet;  
Thence S 32°34'09" W, 157.11 feet to the northerly line of CSM 6060 and northerly line of the NW1/4 of the SW1/4 of Section 15;  
Thence N 89°43'52" W along said line, 167.30 feet to the easterly right-of-way of Old Loganville Road;  
Thence continuing N 89°43'52" W, 33.00 feet to the point of beginning.

Contains 3.41 acres (148,559 sq. ft.), and is subject to the right-of-way of Old Loganville Road and all other easements of record.

I certify that I have fully complied with Chapter 236.34 of Wisconsin Statutes, Chapter AE 7 of the Wisconsin Administrative Code, the Ordinances of the Town of Reedsburg, the City of Reedsburg and Land Division Regulations of Sauk County Conservation, Planning & Zoning, and that the above map is a true and correct representation of the exterior boundaries of the land surveyed, divided and mapped, to the best of my knowledge and belief.

Fauerbach Surveying & Engineering, LLC  
552 Water Ave., PO Box 140  
Hillsboro, WI 54634-0140  
Ph/Fax 608-489-3363  
fse1@comantenna.com



SAUK COUNTY CSM No. \_\_\_\_\_, Vol./Pg. \_\_\_\_\_, Doc. No. \_\_\_\_\_

Sheet 3 of 3  
51318

**OWNER'S CERTIFICATE**

WE, certify that we caused the land herein described to be surveyed and agree with the survey as shown. We also acknowledge that under Wis. Stat. 236.10 or 236.12, this CSM must be submitted for Review to the following Agencies for Approval or Rejection: 1) The Town of Reedsburg, 2) the City of Reedsburg, 3) Sauk County Conservation, Planning & Zoning.

\_\_\_\_\_  
Dated Paul E. Grosskrueger-owner

\_\_\_\_\_  
Dated Kathryn Grosskrueger-owner



**TOWN OF REEDSBURG BOARD APPROVAL:**

Resolved that this Certified Survey Map is hereby approved by the Town of Reedsburg Board on Recommendation of the Town Plan Commission at it's 4/23/18 Meeting.

\_\_\_\_\_  
Dated Ed Brooks - Town Chairman

I hereby certify that the foregoing is a copy of a resolution adopted by the Town of Reedsburg Board,

\_\_\_\_\_  
Dated Becky Meyer - Town Clerk

**CITY OF REEDSBURG - COMMON COUNCIL RESOLUTION**

Resolved that this Certified Survey Map in the Town of Reedsburg is hereby approved by the Common Council of the City of Reedsburg.

\_\_\_\_\_  
Dated David Estes - Mayor

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Reedsburg.

\_\_\_\_\_  
Dated Jacob Crosetto - City Clerk

**SAUK COUNTY CONSERVATION, PLANNING & ZONING DEPARTMENT APPROVAL:**

Approved by Sauk County Conservation, Planning and Zoning, this

\_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Lisa Wilson - Administrator

**STAFF REPORT**

**AGENDA ITEM:** III-E

---

**To:** Mayor and Common Council  
**Prepared By:** Jacob Crosetto, City Clerk-Treasurer  
**Through:** Stephen Compton, City Administrator *SC*  
**Date of Meeting:** June 25, 2018  
**Subject:** Reedsburg Arts Committee "In Cahoots" Grants

---

**BACKGROUND AND REQUEST**

The City of Reedsburg Arts Committee was formed in March 2017 and receives funding through a Percent for Art program tied to the City's capital spending. The committee, made up of citizens nominated by the City Council & Mayor, is seeking ways to use some of these resources for the development of more arts & culture in the City. This mini-grant is the inaugural program in support of this goal.

**ANALYSIS**

Four grants of up to \$500 will be available in the 2018 calendar year to individuals or organizations whose proposals best demonstrate the potential to showcase a creative synergy with these established events. This could mean proposing music, dance, theater, poetry, painting or sculpture that connects with and strengthen these events.

The "In Cahoots" grant proposal forms will be able to be downloaded from the City's website. Applications will accepted each month until all funds for this program are awarded. Applications will be due to the Reedsburg Arts Committee by the 1st of each month. The RAC meets monthly and will review the merits of each application and decide which projects will be funded.

By approving this application, the Council is granting the authority to expend these funds, up to \$2,000.00 in calendar year 2018. Any amount above \$2,000.00 must seek further Council approval.

**FINANCIAL IMPACT**

The funding for these grants has been budgeted to come out of the 1% Arts Budget that was set aside by the Council for use by the Reedsburg Arts Committee.

**STAFF RECOMMENDATION**

Staff recommends the approval of this application and use of funds.

Attachment:  
Reedsburg Arts Committee "In Cahoots" Mini-Grant Application

## Reedsburg Arts Committee "In Cahoots" Mini-Grant

The Reedsburg Arts Committee (RAC) was formed in March 2017 and receives funding through a Percent for Art program tied to the City's capital spending. The committee, made up of citizens nominated by the City Council & Mayor, is seeking ways to use some of these resources for the development of more arts & culture in the City. This mini-grant is the inaugural program in support of this goal.

Reedsburg has numerous festivals and celebrations occurring throughout the year ranging from Living Windows and Butterfest to the Reedikulus Arts Crawl and Fermentation Fest. These events bring the community together, bring visitors to our community and enhance Reedsburg's livability and vitality. The "In Cahoots" grant seeks applicants to propose creative activities that will amplify these existing events.

Four grants of up to \$500 will be available in the 2018 calendar year to individuals or organizations whose proposals best demonstrate the potential to showcase a creative synergy with these established events. This could mean proposing music, dance, theater, poetry, painting or sculpture that connects with and strengthen these events.

The "In Cahoots" grant proposal forms can be downloaded at (*website*).

Applications are accepted each month until all funds for this program are awarded. Applications are due to the Reedsburg Arts Committee by the 1st of each month. The RAC meets monthly and will review the merits of each application and decide which projects will be funded.

For more information please send an email to [arts@ci.reedsburg.wi.us](mailto:arts@ci.reedsburg.wi.us).

## Reedsburg Arts Committee Grant Application

### Applicant Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant status:

- 501(c)(3) not-for-profit organization
- Tax Exempt Unit of Local Government (includes school districts)
- Other IRS recognized not-for-profit organization
- Individual

Describe the Applicant:

*In the space provided please provide a concise summary of yourself or organization or attach a summary, 250 words or fewer.*

Project Title: \_\_\_\_\_

Location(s): \_\_\_\_\_

Install Start Date: \_\_\_\_\_ De-Install Date (if known) or Project Lifespan: \_\_\_\_\_

Amount requested from Reedsburg Arts Committee: \$ \_\_\_\_\_

**Project Description:** Please include what event you will be enhancing, project partners (if any), dimensions, materials, etc. (500 words or fewer)

**Project Budget:**

*In the space provided, please provide a concise summary of the proposed project budget including any revenues, expenditures and in-kind contributions (or attach a summary). Ideally your revenues should equal your expenditures.*

**Revenues:** Other grants, donations, sales or admissions received (if any)

**Expenditures:** Cost associated with the project

**In-Kind:** Donations other than cash

**Maintenance Required**, if applicable, and who will perform? (Include frequency of and anticipated costs of maintenance):

Do you have the necessary insurance coverage?    Yes         No         I'm not sure

This project will be (Please check one):

- Loaned to City of Reedsburg
- Donated to City of Reedsburg
- N/A

Comments:

By submitting this application,

The undersigned hereby certifies and affirms that:

1. They are an authorized representative of the applicant organization;
2. This application has received the approval of the applicant organization's governing board or chief administrative official;
3. The information contained in this application and its attachments is true and correct to the best of his/her knowledge.

**Applicant's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Submission Requirements:**

Submit at least two of the following, along with the application form. If submitted digitally, files should be saved as pdf or jpg:

- Artist resume
- 4-6 examples of previous work or Artist website
- Anything that demonstrates applicant's ability to realize the project

Email materials to [arts@ci.reedsburg.wi.us](mailto:arts@ci.reedsburg.wi.us) or drop off a paper copy to the attention of Reedsburg Arts Committee at Reedsburg City Hall: 134 S Locust Street.

**Deadlines:** Applications are accepted each month until all funds for this program are awarded. Applications are due to the Reedsburg Arts Committee by the 1st of each month. The RAC meets monthly and will review the merits of each application and decide which projects will be funded.

Questions? Email us at [arts@ci.reedsburg.wi.us](mailto:arts@ci.reedsburg.wi.us)

*(For Staff/Committee Use Only)*

Date/Time Received: \_\_\_\_\_ Received By: \_\_\_\_\_

**STAFF REPORT**

**AGENDA ITEM:** IV - A

**To:** Ordinance Committee, Mayor and Common Council

**Prepared By:** Jacob Crosetto, City Clerk-Treasurer

**Through:** Stephen Compton, City Administrator

**Date of Meeting:** June 25, 2018 (Finance June 11, 2018)

**Subject:** **Introduction, 1<sup>st</sup> Reading and setting Public Hearing Ordinance 1873-18  
An Ordinance Amendment to Chapter 36.06 – Municipal Court – Collections and  
Forfeiture and Costs.**

**BACKGROUND AND REQUEST**

The City of Reedsburg Municipal Court has been in existence since 2007 and has grown immensely since that time, even adding the Town of LaValle to its caseload. In just the last three years, the City of Reedsburg filed 5,706 cases – averaging over 1,900 cases per year. These cases include various types of citations including, but not limited to, parking violations, traffic violations, OWIs, and both adult and juvenile non-traffic offenses.

**ANALYSIS**

The 2018 Municipal Court Study shows the Municipal court as budgeted will make a profit and there is still a total of nearly \$170,000 per year in general fund expenditures. Under the guidelines of the State’s Expenditure Restraint Program (ERP), the Municipal Court’s expenditures, despite having an adequate revenue stream, still factors into the general expenses of the City. The Municipal Court is not supported by “Property Tax” levies.

Because of this, \$170,000 in Municipal Court expenses have a direct source of revenue play a very large role in our general fund budget. In fact, the Municipal Court’s expenses account for a total of 2.7% of the general fund expenses – a very large number with ERP considered. As you are aware, the City has struggled in the past to meet the ERP program and in 2017 the Internal Service Fund was created to ensure that we qualify for the ERP.

The question being studied: Should the Municipal Court be moved to a Special Revenue Fund, not only would it free up the \$170,000 in budgeted Court expenses, but there would fund in the annual budget amounts for things like Information system hardware and software, court related staffing time for the Police Department, Administration staffing time for payroll and benefits management, proportional Insurance and capital projects funding for changes to “Court” related use of City Hall Offices and the dual use of the City Council Chambers.

**Future Recommendations - Information Systems Expenses:**

- Additional Personal Computer and linking court software and printer.
- Flatbed projection system (Projection paper maps, drawings to TV)
- Security Cameras and recording system in the Court Room.
- ADA Hearing Impaired – Audio system.

**Future Recommended Capital Project Expenses:**

- Movement of Court Staff recommended by the “Space Needs” study and installation of a service counter and window. (Resolution Action 4339-18)
- Future installation of a “Wall” at the front of the City Council chambers to allow for a secure hallway, isolation of juvenile and adult court deliberations.



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- Security considerations in the Court Room.
- ADA - Access to the City Court Room / Council Chambers" Automated front doors.

**FINANCIAL IMPACT**

**Recommended Information Systems Expenses:**

Additional Personal Computer and linking court software and printer  
 Flatbed projection system (Projection paper maps, drawings to TV)  
 Security Cameras and recording system in the Court Room.  
 ADA Hearing Impaired – Audio system.

Subtotal

Estimated Costs - 5 Years

Municipal Court	General Fund	Total
1,500.00	0.00	1,500.00
1,200.00	2,000.00	3,200.00
5,000.00	5,000.00	10,000.00
4,000.00	4,000.00	8,000.00
<b>11,700.00</b>	<b>11,000.00</b>	<b>22,700.00</b>

**Recommended Capital Project Expenses:**

Movement of Court Staff: "Space Needs" study and installation of a service counter and window.  
 Future installation of a "Wall" at the front of the City Council chambers to allow for a secure hallway, isolation of juvenile and adult court deliberations.  
 Security considerations in the Court Room.  
 ADA - Access to the City Court Room / Council Chambers" Automated front doors.  
 ADA - Access to the City Court Room / Council Chambers" Lift Systems"  
 ADA - Access to the City Court Room / Council Chambers" Public Bathrooms"

Subtotal

Municipal Court	General Fund	Total
1,000.00	0.00	1,000.00
10,000.00	0.00	10,000.00
20,000.00	5,000.00	25,000.00
3,000.00	3,000.00	6,000.00
25,000.00	25,000.00	50,000.00
30,000.00	60,000.00	90,000.00
<b>89,000.00</b>	<b>93,000.00</b>	<b>182,000.00</b>

**STAFF RECOMMENDATION**

Schedule of Approvals to setup the New Municipal Court Funding Changes:

- A. Approve action this evening – June 25, 2018. Resolution 4339-18.
  - Changes to two Office areas: General Fund and Capital Improvements Budget Amendment.
- B. Beginning June 25, 2018
  - Draft Ordinance 1873-18 will be taken to the Ordinance Committee and to City Council
  - Set Public Hearing date – July 9, 2018
- C. Hold Public Hearing: July 9, 2018 on Ordinance 1873-18 changes to – Chapter 36.06
  - If approved: Will change Municipal Court – Establish changes to Collections and Forfeiture and Costs, establish a new special revenue fund and authorize Municipal Court Fees by City Resolution.
  - Effective Date: New Budget Year - January 2019.

**ACTION:**

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny – Introduction, 1<sup>st</sup> reading and setting a public hearing on July 9, 2018 for Ordinance 1873-18.**

Attachment:

Ordinance – 1873-18 Amendments – Changes to Chapter 36.06  
 2019 Budget – Preliminary

**ORDINANCE NO. 1873-18**  
**(Municipal Court – Chapter 36)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION 1: PURPOSE.

The purpose of this ordinance is to adjust the Municipal Court – Chapter 36 to incorporate a new funds and accounting authority.

SECTION II: PROVISION AMENDED.

Municipal Code Chapter 36 Section 35.06 establishes Collections and Forfeitures and Costs and will need to be amended to recognize that changes approved in the creation of a new Municipal Court Special revenue Fund.

CHAPTER 36

MUNICIPAL COURT

36.01 Purpose

36.02 Municipal Judge

36.03 Elections

36.04 Jurisdiction

36.05 Operations and Procedures

**36.06 Collection of Forfeitures and Costs**

36.07 Contempt of Court

36.08 Abolition

36.06 COLLECTION OF FORFEITURES AND COSTS (Rev. 03-22-10)

The Municipal judge may impose punishment and sentences as provided by Wis. Stat. Chaps. 800 and 938, and as provided in the ordinances of the City of Reedsburg and the Town of LaValle.

All forfeitures, fees, assessments, surcharges and costs of the Municipal Court shall be paid to the treasurer of the City of Reedsburg within seven (7) days after receipt of the money by the Municipal Court.

SECTION II: PROVISION AMENDED.

**The Municipal Court Funds shall be deposited into a separate “Special Revenue” Fund created solely for the purpose of managing Revenues and paying Expenses: Labor/Benefits, Operating and transfer of funds to support Internal Services and Capital Expenditures.**

Changes do not adjust the Chapter 9.10 BOND SCHEDULE approvals. A certified copy of bond schedules for the offenses set forth in this chapter shall be adopted and approved with the text as part of this ordinance and shall bear upon its face the attestation of the City Clerk and the Chief of Police and shall be available to the public in the office of the Chief of Police.

Changes thereafter to the bond schedule shall not be effective until entered and attested on the certified copy. Changes in the bond schedule shall be made by the Chief of Police with the approval of the Council. All approved changes shall be incorporated into the bond schedule and shall be available for public inspection.



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At the time of the payment, the Municipal Court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

**Distribution of Municipal Court revenue to contracted Cities, Villages shall be authorized by the municipal Judge and may be adjusted and memorialized in a Fees Resolution.**

The Town of LaValle shall be paid the amount collected on citations issued for violations in the Town of LaValle, less the court costs and \$5.00 processing fee.

SECTION IV: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION V: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION VI: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VII: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 36.

Dated this 9<sup>th</sup> day of July 2018.

\_\_\_\_\_  
David G. Estes, Mayor

\_\_\_\_\_  
Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:  
Public Hearing Noticed:  
2nd Reading at Council/Public Hearing:  
Published, Enactment Date:

June 25, 2018  
June 29, 2018 & July 6, 2018  
July 9, 2018  
July 30, 2018



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2019 Budget – Preliminary Accounts

Fund 15 Municipal Court Fund

		2016	2017	2017	2018	2019	
		ADJ BUD	Estimated	Budget	Budget	Budget	% +/-
		EOM Sept	End of Year				
Fund Balance Applied		\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 73,913.52	47.83%
<b>Revenues</b>							
15-436100	Court Penalties - City	165,840.98	165,840.98	195,000.00	185,000.00	185,000.00	
15-436125	Court Penalties - County	3,822.75	5,097.00	4,300.00	5,000.00	5,000.00	
15-436150	Court Fees	-	-	-	-	-	
15-436200	Parking Violations	10,778.50	14,371.33	11,000.00	12,000.00	12,000.00	
15-436300	Misc. Forfeitures	270.00	360.00	500.00	500.00	500.00	
TOTAL REVENUES		180,712.23	185,669.31	210,800.00	202,500.00	202,500.00	0.0%
<b>Expenses</b>							
				** Distributed			
15-515120	01 Muni Court Wages	40,784.38	54,379.17	39,641.54	56,224.83	39,832.00	
15-515120	02 Muni Court Fringes	21,175.91	28,234.55	17,508.01	25,799.65	18,277.54	
15-515120	03 Muni Court Operations	7,084.54	9,446.05	10,000.00	9,500.00	9,500.00	
15-515121	03 State Fees	30,891.45	41,188.60	50,000.00	42,000.00	42,000.00	
15-515122	03 County Fees	11,963.20	15,950.93	20,000.00	16,000.00	16,000.00	
15-515123	03 Restitution Fees	6,223.12	8,297.49	15,000.00	8,500.00	8,500.00	
15-515125	03 Town -Lavalle Fees	6,986.29	9,315.05	3,000.00	10,000.00	10,000.00	
15-515120	05 Municipal Court ISF	-	-	-	7,562.00	6,500.00	
15-596010	03 Transfer Out - General Fund	-	-	-	-	4,550.00	
15-596070	03 Transfer Out - Capital Equip.	-	-	-	-	5,000.00	
15-596075	03 Transfer Out - Capital Impro.	-	-	-	3,000.00	75,000.00	
TOTAL EXPENSES		125,108.89	166,811.85	155,149.54	178,586.48	235,159.54	31.7%
Revenues Over Expenses (Lc)		\$ 55,603.34	\$ 68,857.46	\$ 105,650.46	\$ 73,913.52	\$ 41,253.98	-44.2%



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## STAFF REPORT

AGENDA ITEM: IV-B

**To:** Mayor and Common Council  
**Prepared By:** Steven Zibell, Public Works  
**Through:** Stephen P. Compton, City Administrator *h*  
**Date of Meeting:** June 25, 2018

**Subject: Stop Sign relocation Booster and South Pine – Ordinance 1874-18  
Introduction, 1<sup>st</sup> Reading and setting Public Hearing July 9, 2018**

### BACKGROUND AND REQUEST

Currently a South Pine Street stops for Booster Boulevard from the south. There have been a few requests to look at this intersection and possibly have Booster Boulevard stop for South Pine Street and eliminate the stop sign for South Pine.

### ANALYSIS

Public Works Committee discussed this intersection at length and decided to remove the existing stop sign on South Pine Street and place a stop sign on Booster Boulevard where it enters South Pine Street. The reasoning is we have in the past been trying to keep the north south streets as through streets and have east west streets stop. This is also a T intersection so it's more logical to have the side street stop.

### STAFF RECOMMENDATION

Staff recommends approving Ordinance 1874-18.

Calendar of Actions:

1 <sup>st</sup> Reading at Council:	June 25, 2018
Public Hearing Noticed:	June 29 & July 6, 2018
2 <sup>nd</sup> Reading at Council/Public Hearing:	July 9, 2018
Published, Enactment Date:	July 30, 2018

Attachment:  
Ordinance No.1874-18  
Map

ORDINANCE NO. 1874-18

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE

The purpose of this ordinance is to move the stop sign at the intersection of South Pine Street and Booster Boulevard. Traffic will stop on Booster Boulevard where it meets South Pine Street; rather than, on South Pine Street proceeding North where it intersects with Booster Boulevard.

SECTION II: PROVISIONS REPEALED AND CREATED.

City of Reedsburg Code Section 7.05(12) is repealed and recreated.

SECTION III: PROVISION AS CREATED.

City Code sec. 7.05(12) is recreated as follows:

(12) On Booster Boulevard where it enters South Pine Street.

SECTION IV: VALIDITY:

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION V: CONFLICTING PROVISIONS REPEALED:

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION VI: EFFECTIVE DATE:

This Ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VII.

This ordinance becomes part of City of Reedsburg Code Chapter 7.

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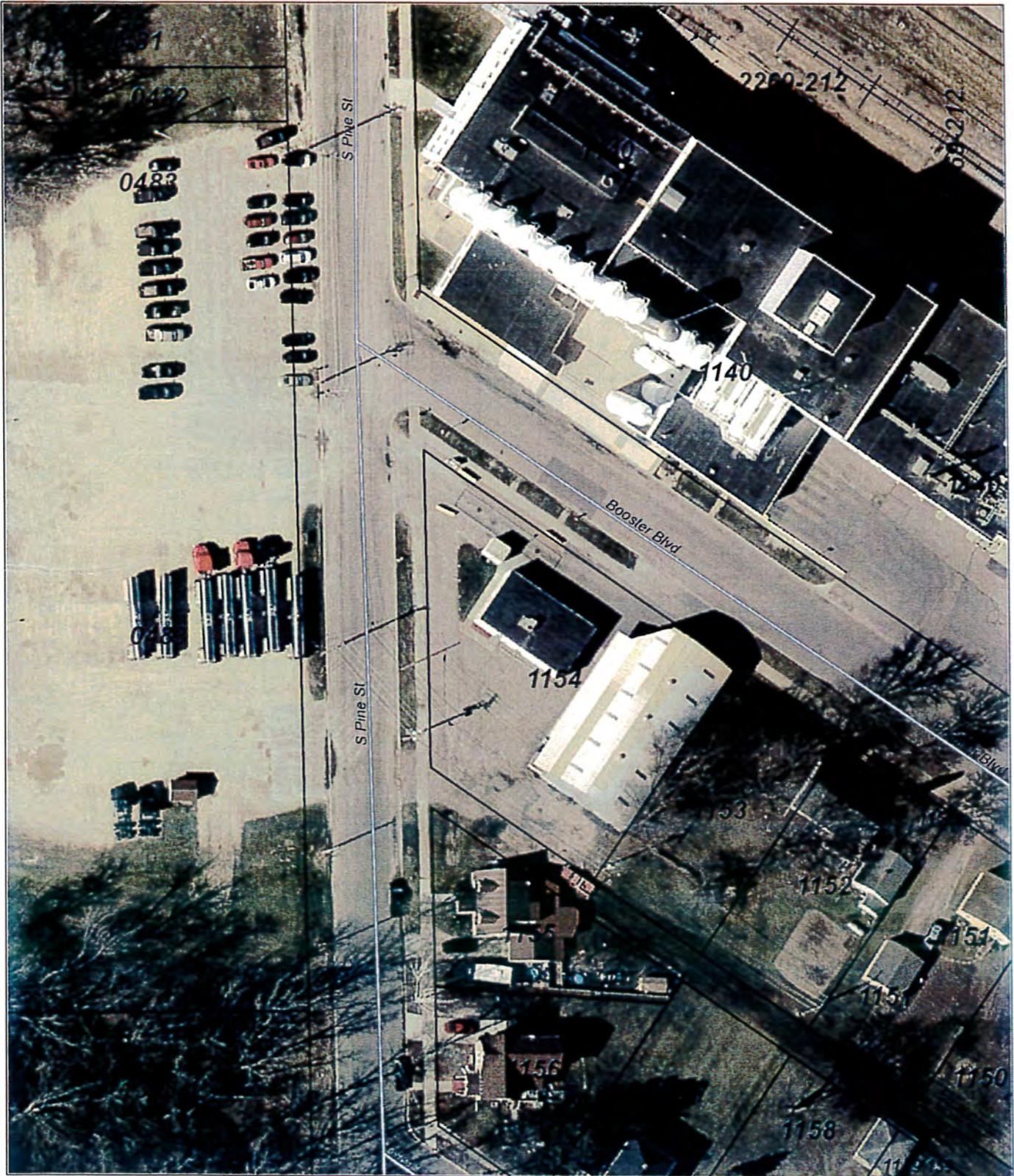
David G. Estes, Mayor

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Jacob Crosetto, City Clerk-Treasurer

1st Reading at Council:  
Public Hearing Noticed:  
2nd Reading at Council/Public Hearing:  
Published, Enactment Date:

June 25, 2018  
June 29, 2018 & July 6, 2018  
July 9, 2018  
July 30, 2018



**City of Reedsburg GIS**

**CITY OF REEDSBURG**

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 Reedsburg, WI 53959  
 608-524-6404

DISCLAIMER: The City of Reedsburg does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 69'

Print Date: 5/10/2018

**STAFF REPORT**

**AGENDA ITEM:** IV-C

**To:** City Council & Ordinance Committee  
**By:** Brian Duvall, Planning/Building  
**Through:** Stephen P. Compton, City Administrator *he*  
**Date of Meeting:** June 25, 2018

**Subject: Municipal Code Amendment for Chickens – ORD 1875-18 (1<sup>st</sup> Reading)**

**BACKGROUND AND REQUEST**

The Plan Commission reviewed a request in 2010 to allow chickens within the City. Their decision at that time was to deny the request. Since then there have been numerous additional requests to allow them, including an online petition. Based on that, Mayor Estes decided to bring the discussion back to the Plan Commission.

**ANALYSIS**

The proposed draft is similar to the 2010 version with a few modifications. In reviewing other city's chicken ordinances, most have the same standards: number of chickens, no roosters, cleanliness, etc. As proposed, we included similar standards but added the B-3 zone (so as not to omit those residences), PD background checks, nuisances, Schools, annual permits/costs and appeals through the Plan Commission.

The Plan Commission reviewed the proposal for Chapter 17. But Chapter 29 also needs to be amended to reflect chickens and not just cats and dogs should this ordinance be adopted.

**STAFF RECOMMENDATION**

The Plan Commission and Ordinance Committee recommend approval.

**ACTION:**

If the Mayor and City Council are in favor of the action, the following action may be made:

**“Motion to approve/deny – 1<sup>st</sup> Reading of Ordinance 1875-18 and set public hearing for July 23, 2018.”**

Attachments: Ordinance 1875-18; Petition

Calendar of Actions:

1 <sup>st</sup> Reading at Council:	June 25, 2018
Public Hearing Noticed:	July 5 & July 12, 2018
2 <sup>nd</sup> Reading at Council/Public Hearing:	July 23, 2018
Published, Enactment Date:	August 2, 2018

**ORDINANCE NO. 1875-18**  
**(Amendment to allow chickens)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to allow a limited number of chickens (hens) on residential use and school use properties within the city limits.

SECTION II: PROVISIONS AMENDED.

City of Reedsburg Code Sections 29.09 & 29.10 are hereby amended by this Ordinance.

**29.09 ~~DOGS AND CATS~~ ANIMALS AT LARGE**

- (1) ~~Dogs and cats~~ **Animals** are not permitted to be at large in the City of Reedsburg at any time. ~~Dogs and cats~~ **Animals** are at large when the animal is in any public street, alley, park, or other public grounds or when off of the premises of the owner or person who has custody of said ~~dog or cat~~ **animal** and not restrained by a leash, animal transport cage, or similar device, the only exception being if within one (1) hour after an ~~dog or cat~~ **animal** escapes from either the owner or the person having custody of the animal, the owner or custodian of the animal reports the escape of the said animal to the Police Department.

**29.10 ~~PENALTIES FOR DOGS AND CATS~~ ANIMALS AT LARGE**

- (1) Any person who permits any ~~dog or cat~~ **animal** to run at large in the City of Reedsburg in violation of this section shall, upon conviction thereof, forfeit not less than fifteen dollars (\$15), nor more than twenty-five dollars (\$25), together with costs, for the first offense. For each subsequent offense, the owner shall be assessed the amount of the preceding fine plus an additional ten dollars (\$10), the maximum fine being one hundred dollars (\$100), together with the costs of prosecution.
- (2) Any person who shall permit any ~~dog and/or cat~~ **animal** to run at large in the City of Reedsburg in violation of this section shall, upon conviction thereof, forfeit not less than thirty dollars (\$30), nor more than fifty dollars (\$50), together with costs, for the first offense. For each subsequent offense, the owner shall be assessed the amount of the preceding fine plus an additional twenty dollars (\$20), the maximum fine being two hundred dollars (\$200), together with the costs of prosecution.

SECTION III: PROVISIONS ADDED.

City of Reedsburg Code Section 17.22(7) is hereby added to this Ordinance.

17.22(7) Chickens. Chickens may be raised in the R-1, R-2 and B-3 zoning districts as well as public or private school properties provided the following conditions are met:

- (1) The chickens are raised by the property owner, or by a tenant with permission from the owner.
- (2) Roosters are prohibited.
- (3) A maximum of four (4) chickens are permitted.
- (4) The chickens shall be provided with a covered coop to include a run, fence enclosure of predator-proof material (no electric or barbed wire) and adequate shade from the sun and warmth from the cold weather. Feed and clean water shall be provided at all times but unavailable to predators or rodents.
- (5) Coops must be clean, dry, and odor-free, kept in a neat and sanitary condition at all times, in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor, or other adverse impact.
- (6) Provision must be made for the storage and removal of chicken manure. All stored manure shall be covered by a fully enclosed structure with a lid. All other manure not used for composting or fertilizing shall be removed from the premises. The coop and surrounding area must be kept free of accumulated droppings, and uneaten feed shall be removed as soon as possible.
- (7) The property owner or tenant shall take necessary action to reduce the attraction of predators and rodents and the potential infestation of insects and parasites.

- (8) The coop shall be a minimum two square feet per chicken to a maximum five square feet per chicken.
- (9) Chickens shall be kept inside a fence enclosure or run at all time and inside the coop during non-daylight hours.
- (10) Slaughtering of chickens on a residential-use or school lot is prohibited.
- (11) Coops and runs shall be located in the rear yard and a minimum 10' from any lot line.
- (12) The keeping of chickens shall require a permit issued by the Zoning Administrator. A permit shall not be issued until the Police Dept has verified no pattern of previous animal-related violations by the applicant.
- (13) Reedsburg Police Department personnel are authorized to catch and impound animals at-large with such authorization to include the pursuit of animals upon non-animal owner private property. It shall be a violation of this Ordinance to interfere with the Animal Control Officer or the Police Department employee in the performance of their duties.
- (14) The standards of 17.36 shall apply to the keeping of chickens.
- (15) In the event a permit holder accumulates three (3) violations, the permit may be revoked following a hearing with the Plan Commission. The Plan Commission shall also review all appeals under this subsection.

SECTION IV: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION V: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION VI: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VII: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17 and Chapter 29.

Dated this 23<sup>rd</sup> day of July, 2018.

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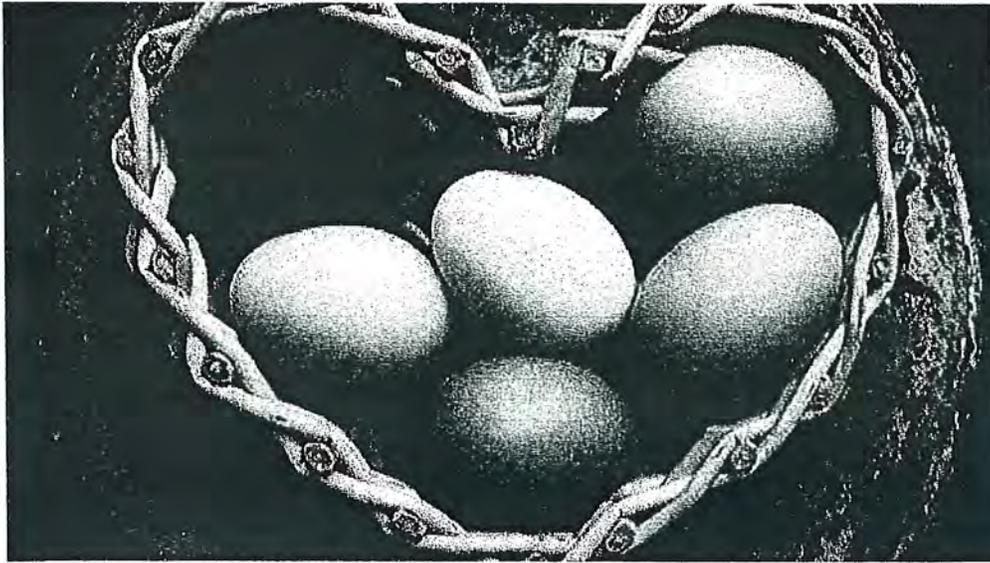
David G. Estes, Mayor

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Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:	June 25, 2018
Public Hearing Noticed:	July 5 & July 12, 2018
2nd Reading at Council/Public Hearing:	July 23, 2018
Published, Enactment Date:	August 2, 2018

# Hens in City allows FRESH eggs and healthy living!



182 have signed. Let's get to 200!



**Amy Dallman** started this petition to **City of Reedsburg**

I am starting this petition to the City of Reedsburg regarding chickens. I hope to achieve the goal of making a city ordinance that allows citizens within the city limits to raise and maintain chickens. There would be a household limit to 5 hens and hens only, NO roosters. I believe having chickens not only brings a piece of country to the city but will also offer healthy living. Eating fresh and FREE eggs are healthier because they contain more vitamin A & E as well as Omega-3s plus their lower in cholesterol & saturated fat. We as citizens have a voice loud enough to be heard. If you'd love to join and support chickens and what they can do for you please sign this petition. You make it count!

## **Start a petition of your own**

This petition starter stood up and took action. Will you do the same?

[Start a petition](#)

[Start a petition of your own](#)

[This petition starter stood up and took action. Will you do the same?](#)

## **Updates**

1. 11 months ago  
100 supporters
2. 12 months ago  
Amy Dallman started this petition

## **Reasons for signing**

# Signatures

<b>Name</b>	<b>Location</b>	<b>Date</b>
Amy Dallman	US	2017-05-15
Kayla Stolarski	Reedsburg, WI	2017-05-15
Briana Zimmerman	Reedsburg, WI	2017-05-15
Zach Dallman	Reedsburg, WI	2017-05-15
Leslie Johnson	Reedsburg, WI	2017-05-15
Tara Jenkins	Madison, WI	2017-05-15
Dan Dietz	Reedsburg, WI	2017-05-15
sarah zanon	reedsburg, WI	2017-05-15
Ashley Green	Reedsburg, WI	2017-05-15
Benjamin Johnson	Reedsburg, WI	2017-05-15
Becky Bergman	Hillpoint, WI	2017-05-15
Peg Gargano	Reedsburg, WI	2017-05-15
Amber Fick	Baraboo, WI	2017-05-15
Heather Gardner	Reedsburg, WI	2017-05-15
Marilyn Kinsman-kharbush	Reedsburg, WI	2017-05-15
Julie Martin	Frederic, WI	2017-05-16
Cathy Fehlauer	Reedsburg, WI	2017-05-16
Angela Nicholas	Reedsburg, WI	2017-05-16
Chip Nicholas	Reedsburg, WI	2017-05-16
Tieler Loomis	La Valle, WI	2017-05-16

<b>Name</b>	<b>Location</b>	<b>Date</b>
Nikki Keesee	Reedsburg, WI	2017-05-16
Nicolette Fendler	Reedsburg, WI	2017-05-16
sheryl knuese	Reedsburg, WI	2017-05-16
Jillena Spink	Neshkoro, WI	2017-05-16
Amanda Hendricks	Lavalle, WI	2017-05-16
Antoinette C. Gonzales,	Victorville, CA	2017-05-16
Robert Parkhurst	Wonewoc, WI	2017-05-16
Jacob Svetlik	Reedsburg, WI	2017-05-16
Heather Haefer	Reedsburg, WI	2017-05-16
Dan Haefer	Reedsburg, WI	2017-05-16
Noah Hahn	Reedsburg, WI	2017-05-16
Amanda Anderson	Reedsburg, WI	2017-05-16
Kevin Hahn	Reedsburg, WI	2017-05-16
Elise Klicko	Reedsburg, WI	2017-05-16
Dan Fuller	Reedsburg, WI	2017-05-16
Rebecca Pachowicz	Reedsburg, WI	2017-05-16
Shelly Enerson	Reedsburg, WI	2017-05-16
Andrew Gunther	Reedsburg, WI	2017-05-16
Austin Anderson	Reedsburg, WI	2017-05-16
Shannon hug	Elroy, WI	2017-05-16
Ray Stolarski	Reedsburg, WI	2017-05-16
Dan Hess	Reedsburg, WI	2017-05-16

<b>Name</b>	<b>Location</b>	<b>Date</b>
Laura Drennan	Reedsburg, WI	2017-05-16
Tim Kalepp	Loganville, WI	2017-05-16
Sasha Fenwick	Reedsburg, WI	2017-05-16
Jennifer Schoell	Reedsburg, WI	2017-05-16
Athena Murdock	Reedsburg, WI	2017-05-16
Nic Stage	REEDSBURG, WI	2017-05-16
James Flanagan	Greenville, RI	2017-05-16
Sarah Speich	Reedsburg, WI	2017-05-17
Mary Weber	Reedsburg, WI	2017-05-17
Roy Mares	Reedsburg, WI	2017-05-17
Nicole Groll	Wonewoc, WI	2017-05-17
Tina Brew	Wonewoc, WI	2017-05-17
Kristina Lillie	Reedsburg, WI	2017-05-17
Alicia Schrank	Reedsburg, WI	2017-05-17
Abby Bankenbush	Lyndon Station, WI	2017-05-17
Sara Durst	Reedsburg, WI	2017-05-17
Natalie Mast	Reedsburg, WI	2017-05-17
Debra Andersen-Trepanier	Reedsburg, WI	2017-05-17
Judith Brey	Reedsburg, WI	2017-05-21
Elizabeth Eberle	Reedsburg, WI	2017-05-22
Julie Medwetz	Munster, IN	2017-05-23
Wendy Blaundin	Highland, IN	2017-05-23

<b>Name</b>	<b>Location</b>	<b>Date</b>
Alison Rab	Reedsburg, WI	2017-05-23
Courtney Seitz	Wisconsin Dells, WI	2017-05-23
Margaret Verbeek	Munster, IL	2017-05-23
Kim Candler	Bedminster Township, NJ	2017-05-24
Steve Hinke	Reedsburg, WI	2017-05-29
Kris Houtler	Reedsburg, WI	2017-06-01
Max Shapiro	Reedsburg, WI	2017-06-01
Haley Weisert	Baraboo, WI	2017-06-01
Vicki Wildes	Reedsburg, WI	2017-06-01
Becky Parenteau	Reedsburg, WI	2017-06-01
Holly Fry	La Valle, WI	2017-06-01
Jessica Bauer	Reedsburg, WI	2017-06-01
Mj Doepke	Barron, WI	2017-06-01
Katie Lashway	Reedsburg, WI	2017-06-01
Amanda Simon	Madison, WI	2017-06-01
Katie Kowalke	Reedsburg, WI	2017-06-01
Angie Utley	Dysart, IA	2017-06-01
Joann Mundth	Reedsburg, WI	2017-06-01
Alison McShane	Reedsburg, WI	2017-06-01
Tracy Hameau	Reedsburg, WI	2017-06-01
Margaret Utley	Reedsburg, WI	2017-06-02
Kari Walker	Reedsburg, WI	2017-06-02

<b>Name</b>	<b>Location</b>	<b>Date</b>
Katherine Weix	Madison, WI	2017-06-02
Deena Oliver	Azle, TX	2017-06-02
Maria Lopez	Reedsburg, WI	2017-06-02
Cari Buchanan	Reedsburg, WI	2017-06-02
Katie Schofield	Reedsburg, WI	2017-06-02
Shannon Griebe	Reedsburg, WI	2017-06-02
Heidi Feller	Sturgeon Bay, WI	2017-06-02
Christina Asp	Reedsburg, WI	2017-06-02
Sarah Pittz	Reedsburg, WI	2017-06-02
Gina Schultz	Reedsburg, WI	2017-06-02
Alesha Davis	Reedsburg, WI	2017-06-02
William Ganem	Reedsburg, WI	2017-06-02
tristin rothwell	Reedsburg, WI	2017-06-02
Ashley Mitchell	Reedsburg, WI	2017-06-02
Kristina D'Ambrosio	Reedsburg, WI	2017-06-02
Sheldon Maly	Reedsburg, WI	2017-06-02
Jessica Maly	Reedsburg, WI	2017-06-02
Paula Brandt	Rock Springs, WI	2017-06-02
Michelle Gardner	Reedsburg, WI	2017-06-05
Jeff Machovec	Reedsburg, WI	2017-06-05
Nathanael Hahn	Reedsburg, WI	2017-06-06
Krystin Stockland	Reedsburg, WI	2017-06-08

<b>Name</b>	<b>Location</b>	<b>Date</b>
Missy Honer	Reedsburg, WI	2017-07-07
Jake Stanek	Milwaukee, US	2017-08-13
Paul Koehler	Westfield, WI	2017-08-13
Sarah Berger	Janesville, US	2017-08-13
Heather Lauter	Wisconsin Dells, WI	2017-08-13
April Jensen	escondido, CA	2017-08-13
Halie Zufall	Baraboo, WI	2017-08-13
Rachel Gruner	US	2017-08-13
Seth Brown	Berlin, US	2017-08-13
Ashley Johnson	Reedsburg, WI	2017-08-13
Kerri Eggleston	Colfax, WI	2017-08-15
Kimberly Miller	Madison, US	2017-08-15
Jessica Thorell	La Crosse, WI	2017-11-25
Kim H.	US	2018-01-06
Alysha Kalepp	fort collins, CO	2018-02-12
Jerod Lyon	Reedsburg, WI	2018-02-17
Caitlin Scanlon	Reedsburg, WI	2018-03-19
Lisa Bauer	Reedsburg, WI	2018-03-19
Dessa Bell	East Dubuque, IL	2018-03-19
Teilor Larson	West Bend, WI	2018-03-19
Bryan Reyes	US	2018-03-19
Ivonne Garcia	US	2018-03-19

<b>Name</b>	<b>Location</b>	<b>Date</b>
Lawrence Rebecca Waldon	US	2018-03-23
Martha Mulanax	Reedsburg, WI	2018-03-27
Shandra Dodd	US	2018-03-27
Patricia Heuer	Reedsburg, WI	2018-03-27
Shannon Walker	portage, WI	2018-03-27
Liz Teasdale	Rock Springs, WI	2018-03-27
Terrena Bachmann	Reedsburg, WI	2018-03-27
Alexis Smith	Reedsburg, WI	2018-03-27
Fatima Ruiz	Reedsburg, WI	2018-03-27
Melissa Hess	Baraboo, WI	2018-03-27
Melinda Dibble	Charlotte, NC	2018-03-27
Lauren Shaw	Madison, WI	2018-03-28
Brandon Young	Reedsburg, WI	2018-03-28
Christa Fausto	Antioch, TN	2018-03-28
Lauryn Hooker	Reedsburg, WI	2018-03-28
Diana Held	Reedsburg, WI	2018-03-28
Rena Sieber	La Valle, WI	2018-03-28
Jodine Martin	Reedsburg, WI	2018-03-28
Deb Monson	La Valle, WI	2018-03-28
Vicki Ladika	Cazenovia, WI	2018-03-28
june loomis	La Valle, WI	2018-03-28
Sheila Leverenz	Reedsburg, WI	2018-03-28

<b>Name</b>	<b>Location</b>	<b>Date</b>
Mary Markgraf	Reedsburg, WI	2018-03-28
Lois Mccllyman	Wautoma, WI	2018-03-28
Rachad Tayeb	Antioch, TN	2018-03-28
Mitzi Hisel	La Valle, WI	2018-03-29
Brenda Moya	Campbellsport, WI	2018-03-29
Samantha Ruiz	Reedsburg, WI	2018-03-29
Darrell Petty	Reedsburg, WI	2018-03-29
Heather Tikkanen	Madison, WI	2018-03-29
Hydee Bodendein	Madison, WI	2018-03-29
Theresa Wallace	Baraboo, WI	2018-03-29
Linda Mathews	Pardeeville, WI	2018-03-29
Amy Stull	Pardeeville, WI	2018-03-30
mary noble	Waterloo, WI	2018-03-30
Pamela Miller	Reedsburg, WI	2018-03-30
Doreen Lindsey	Roselle, IL	2018-03-30
linda meydrech	villa park, IL	2018-03-31
Jordan Lindsey	Roselle, IL	2018-03-31
Carol Regal	Dodgeville, WI	2018-03-31
Wanda potter	Reedsburg, WI	2018-04-01
Sarah Dahnke	Weyauwega, WI	2018-04-02
Ann Molloy	Bloomington, IL	2018-04-02
Krystle Ernstmeyer	Reedsburg, WI	2018-04-10

<b>Name</b>	<b>Location</b>	<b>Date</b>
Shelby Brown	Schaumburg, IL	2018-04-12
Jamie Stolte	Reedsburg, WI	2018-04-12
Marcia Signorile	Sun Prairie, WI	2018-04-12
Ali Schrank	Reedsburg, WI	2018-04-24
Cynthia Errett	Baraboo, WI	2018-04-24



City of Reedsburg  
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**STAFF REPORT**

**AGENDA ITEM:** IV-D

**To:** City Council  
**By:** Brian Duvalle, Planning/Building  
**Through:** Stephen P. Compton, City Administrator *sc*  
**Date of Meeting:** June 25, 2018

**Subject: Home Businesses in Rentals – ORD 1876-18  
Introduction, 1<sup>st</sup> Reading and Setting Public Hearing**

**BACKGROUND AND REQUEST**

A requirement for a home business (HB) is that it can only be approved if located in the primary residence of the owner/occupant. Recently the ZBA failed to approve a variance to allow an HB in a rental duplex.

**ANALYSIS**

The ordinance requirement stems from not wanting to allow HBs in rentals or apartments. If the owner/occupant has the HB conditional use permit, there is usually more control over the business, especially since CUPs run permanently with the land.

However state law now allows the Plan Commission to place expiration dates on CUPs. This ability, plus requiring owner’s consent and notification of neighbors, helps alleviate concerns over rental unit businesses. Multi-family apartments would still be prohibited.

**STAFF RECOMMENDATION**

The Plan Commission recommends approval.

**ACTION:**

If the Mayor and City Council are in favor of the action, the following action may be made:

**“Motion to approve/deny – 1<sup>st</sup> Reading of Ordinance 1876-18 and set public hearing for July 23, 2018.”**

Attachments: Ordinance 1876-18

Calendar of Actions:

1 <sup>st</sup> Reading at Council:	June 25, 2018
Public Hearing Noticed:	July 5 & July 12, 2018
2 <sup>nd</sup> Reading at Council/Public Hearing:	July 23, 2018
Published, Enactment Date:	August 2, 2018

**ORDINANCE NO. 1876-18**  
**(Amendment to allow Home Businesses in Rentals)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to allow a home business to be approved for a residential rental dwelling unit (single-family or duplex) with owner's approval.

SECTION II: PROVISION AMENDED.

City of Reedsburg Code Section 17.13(9)(C)(1) is hereby amended by this Ordinance.

- (C) Standards. All home business requests shall meet the following standards for approval in addition to the Conditional Use Permit standards of this Ordinance:
1. Uses permitted herein shall only be approved for parcel occupied by the parcel owner and which shall contain the owner's primary residence **or in an R-1, R-2, or B-3 zoned rental dwelling unit with the owner's consent.**

SECTION III: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION IV: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17.

Dated this 23<sup>rd</sup> day of July, 2018.

\_\_\_\_\_  
David G. Estes, Mayor

\_\_\_\_\_  
Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:  
Public Hearing Noticed:  
2nd Reading at Council/Public Hearing:  
Published, Enactment Date:

June 25, 2018  
July 5 & July 12, 2018  
July 23, 2018  
August 2, 2018



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www.reedsburgwi.gov

## STAFF REPORT

AGENDA ITEM: IV-E

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**To:** Ordinance Committee, Mayor and Common Council

**Prepared By:** Timothy M. Becker, Chief of Police

**Through:** Stephen Compton, City Administrator 

**Date of Meeting:** June 25, 2018

**Subject:** Introduction, 1<sup>st</sup> Reading and setting Public Hearing Ordinance 1877-18  
An Ordinance Amendment to Chapter 12 – License and Permits

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## BACKGROUND AND REQUEST

City staff is requesting a change to Chapter 12 – License and Permits, specifically section 12.01 as it relates to the application and approval of Operator's Licenses. Staff is requesting that the issuing of an Operator's License be made at the staff level with any appeal of staff decision going to the Ordinance Committee.

## ANALYSIS

Currently applicants for an Operator's License (permitting the service of alcoholic beverages at a Class B establishment) apply through the City a minimum of 15 days prior to an Ordinance Committee meeting. From there a background check by the Police Department is made to determine if the applicant has violated the City Guidelines that would prohibit a license to be issued. If no violation exists, the application bypasses Ordinance and moves to the Common Council consent agenda. If a violation exists, an appeal is scheduled before the Ordinance Committee and then brought before Council, still on the consent agenda, depending on Ordinance Committee decision. Staff is requesting that the decision to issue a permit be made by the Clerk, based on the Police background check, and should the applicant wish to appeal, they would appear before the Ordinance Committee in an effort to streamline the process, the Ordinance Committee decision would then be relayed to Staff for action. At this time, approximately 1% of Operator's Licenses are denied. With the recommended procedure, applicants could be approved in as little as a day. Currently the minimum turnaround time is over two-weeks.

## STAFF RECOMMENDATION

After review by City staff and the City Attorney's Office, staff would recommend approval of the amended ordinance.

### ACTION:

If the Mayor and City Council are ready, the following action may be made:

**Motion to approve/deny recommendation of the Ordinance Committee. Introduction, 1<sup>st</sup> reading and setting the public hearing on July 23, 2018 for Ordinance 1877-18. An Ordinance amending Chapter 12.01 Section (3) and (4).**

### ATTACHED:

Current and proposed language for section 12.01(3) and (4).

New Ordinance 1877-18 (Full-Text).

Revised Operator's License application.

**Current and Proposed Language Chapter 12.01**

12.01 Intoxicating Liquor and Fermented Malt Beverages

(3) Operator's Licenses. (Rev. 1-12-04)

(A) **Operator's License Required and Fees:** Except as provided by law, any person who is serving alcohol beverages in an establishment with a Class "A," Class "B", or Class "C" license shall have an Operator's License, **new and/or renewal, issued by the City Clerk.** The fee for an Operator's License shall be \$50.00 for two years or fraction thereof, except that any **Operator's License** issued for less than one year shall have a fee of \$25.00. In addition, the applicant shall also pay the current cost incurred by the City to obtain a records check regarding the applicant.

**All fees are non-refundable.** (Rev. 7-26-04)

(B) **Provisional Operator's License:** Applicants for Operator's Licenses **who have proof of a completed** ~~are enrolled in the~~ "Responsible Beverage Server" training course and who are otherwise **also** qualified, may be issued a Provisional Operator's License for a period not to exceed 60 days. A Provisional License will ~~be revoked if the applicant fails to successfully complete the course, may be revoked if the applicant's application contains false statements or~~ **purposely omitted information and will be revoked if the regular Operator's License is denied.** **The Provisional License may, by the applicant's request, stay active during the appeal process for no longer than 30 days after the original denial.** The fee for a provisional license shall be \$15.00.

(C) **Temporary Operator's Licenses:** Temporary Operator's Licenses may be issued to persons employed or donating their services to a non-profit corporation provided that a person is limited to one such license per year, and the license is valid for only up to 14 days. The fee for a Temporary Operator's License shall be \$10.00.

(D) **Staff Review:** **All applications for Operator's License shall be reviewed by City Staff, based on the approved City Policy Guidelines for Alcohol Beverage Licenses, and a decision made as to its approval or denial within 30 days of submission.**

(E) **Appeal Process:** **Should the City Clerk deny an Operator's License, the applicant can petition for an appeal by making a written request to the City Clerk for a hearing before the Ordinance Committee within 10 days of the date of the denial.**

(4) License Application.

(A) **With the exception of Operator's Licenses**, any person or persons applying for the licenses set forth above shall complete an application form for that license from the City Clerk. The applicable fee shall be due and payable for operators' licenses when the application is filed. The fee shall be due for all other licenses when the license is delivered. The City Clerk shall refuse to accept any incomplete application. **The fees shall be non-refundable.**

~~(B) All applications for operators' licenses shall be submitted to the City Clerk not less than fifteen days before the application will be considered by the City Council. The application shall also be submitted at least five days prior to the next Ordinance Committee meeting. In the event that the application is not filed within this period, the application shall be taken up by the Ordinance Committee at its regularly scheduled meeting the following month or, at the discretion of the Committee Chairperson, at any special meeting.~~

(B)(C) Applications for all other forms of licenses and renewals shall be submitted and/or published as provided by law.

**(C) With the exception of Operator's Licenses**, applicants for any non-renewal of a license must appear in front of the Ordinance Committee before the application may be considered by the City Council. The applicant will be informed whether or not the Committee will be making a positive recommendation and will not be required to appear before the City Council in the event of a positive recommendation. Otherwise, applicants must also appear before the City Council at the meeting in which their license will be considered.

(E) It is the obligation of all applicants to determine the date of any meetings at which they are required to appear pursuant to this ordinance. Failure to attend shall serve as a basis for the denial of the application and the applicant shall forfeit the application fee.



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax. 608-524-8458  
www.reedsburgwi.gov

**ORDINANCE NO. 1877-18**  
**(Amendment to “Bartenders Licenses”)**

New Ordinance – Full Text

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

**SECTION I: PURPOSE**

This ordinance streamlines the process which regulates application and issuance of operator’s licenses; more commonly known as bartender’s licenses. The City Clerk will approve or deny licenses after reviews by City staff, including the police department. Appeals of denials will be heard by the Common Council.

**SECTION II: PROVISIONS REPEALED AND CREATED.**

City of Reedsburg Code Section 12.01(3) and (4) are repealed and recreated.

**SECTION III: PROVISION AS CREATED.**

**12.01(3) Operator’s Licenses.**

(A) Operator’s License Required and Fees: Except as provided by law, any person who serves alcohol beverages in an establishment with a Class A, B or C license shall have an Operator’s License (bartender’s license), new and or renewal, issued by the City Clerk. The fee for an Operator’s License shall be \$50.00 for two years or fraction thereof, except that any Operator’s License issued for less than one year shall have a fee of \$25.00. The applicant shall also pay the current cost incurred by the City to obtain a record check regarding the applicant. All fees are due at application and are non-refundable.

(B) Provisional operator’s license. The Clerk may issue a provisional operator’s license to a person qualified under Wis. Stat. ch. 125 for an operator’s license, provided that such person has applied for a regular operator’s license and is enrolled in a training course under Wis. Stat. sec. 125.17(6). The fee for a provisional operator’s license shall be \$15.00, and such license shall expire 60 days after its issuance. A provisional license may not be issued to any person who has been denied an operator’s license by the Common Council, and the Clerk may revoke the provisional operator’s license if the holder of the license made a false statement on the application.

(C ) Temporary Operator’s Licenses. Temporary Operator’s Licenses may be issued to persons employed or donating their services to a non-profit corporation provided that a person is limited to one such license per year, and the license is valid for only to 14 days. The fee for a Temporary Operator’s License shall be \$10.00.

(D) Application Procedures. Applications for Operator’s Licenses shall be approved or denied by the City Clerk after review by and consultation with City staff, including the police department. Decisions shall be based upon the City’s “Policy Guidelines for Alcohol Beverage Licenses”. Denials shall be in writing and shall state the basis for the decision and the appeal process.

(E) Appeals. An applicant denied an operator’s license by the City Clerk shall have the right to appeal the denial to the City Council. The appeal shall be in writing and given to the City Clerk within ten (10) days of the denial. The City Clerk shall promptly place the matter on the earliest available council agenda. The City council shall independently review the applicant’s request for an operator’s license under this chapter.



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(F) License Card. The Clerk shall issue a wallet-sized card upon approval of the application. When working on licensed premises as an operator, the licensee must be able to show the card upon request of a law enforcement officer.

(G) Revocation of operator's license. Violation of any of the terms or provisions of the state law or of this article relating to operator's licenses by any person holding such operator's license shall be cause for revocation of the license.

#### **12.01(4) License Applications.**

(A) Any person or persons applying for the licenses set forth above shall complete an application form provided by the City Clerk. The fee shall be due when the license is delivered. The City Clerk may refuse to accept any incomplete application. The fees shall be non-refundable.

(B) Applications for all forms of licenses and renewals shall be submitted and/or published as provided by law.

(C) Applicants must appear before the Ordinance Committee before the application may be considered. The applicant will be informed whether or not the Committee will make a positive recommendation and will not be required to appear before the City Council in the event of a positive recommendation. Otherwise, applicants must also appear before the City Council at the meeting in which their license will be considered.

(D) It is the obligation of all applicants to determine the date of any meetings at which they are required to appear pursuant to this ordinance. Failure to attend may serve as a basis for the denial of the application.

(E) This subsection does not apply to Operator's Licenses.

#### **SECTION IV: VALIDITY:**

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

#### **SECTION V: CONFLICTING PROVISIONS REPEALED:**

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

This Ordinance shall be in force from and after its introduction and publication as provided by statute.  
**SECTION VII.**

This Ordinance becomes part of the City of Reedsburg Code, Chapter 12.

Dated this      day of July, 2018.

\_\_\_\_\_  
David G. Estes, Mayor

\_\_\_\_\_  
Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:	June 25, 2018
Public Hearing Noticed:	July 5 & July 12, 2018
2nd Reading at Council/Public Hearing:	July 23, 2018
Published, Enactment Date:	August 2, 2018

# Operator License Application

Pursuant to Reedsburg Ordinance, Section 12.01 – **Fees are Non-Refundable**

New  Renewal  Provisional - \$15.00  Operator Fee - \$50.00  Operator Fee - \$25.00

**Temporary (one temp. license per calendar year - valid for 14 days) - \$10.00**

*[eff. July of even-numbered years]*

Office Use Only	License #	Provisional #	Fee Is Non-Refundable						
<p><b>Filling out your application</b></p> <ul style="list-style-type: none"> <li>▪ An Operator License is a privilege, not a right. <b>Any false answers or omissions may result in the denial of your application.</b></li> <li>▪ This application must be filled out accurately and completely.</li> <li>▪ If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.</li> <li>▪ If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.</li> <li>▪ Your application will not be processed until you deal with outstanding warrants.</li> <li>▪ You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at <a href="http://www.wcca.wicourts.gov/index.xsl">www.wcca.wicourts.gov/index.xsl</a> (CCAP may not provide a comprehensive list of ALL arrests and convictions).</li> </ul> <p><b>Review of your application</b></p> <ul style="list-style-type: none"> <li>▪ The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.</li> <li>▪ If your arrest and/or conviction record as it relates to your application, <b>violates the City Guidelines</b>, or if it appears that you falsified or omitted information from your application, <b>your application will be denied by Staff.</b></li> <li>▪ <b>You may appeal the Staff decision by submitting a written request for an Ordinance Committee appeal to the City Clerk within 10 days of the date of your denial. If you fail to request an appeal within 10 days or you fail to appear at the appeal hearing, your denial will stand.</b></li> <li>▪ <i>Meetings of the Common Council are open to the public.</i></li> </ul>									
Last Name		First Name		M.I.	E-Mail Address				
Residence: Street Address			City		State	Zip			
Phone	Date of Birth	Birth Place (City, State)		Race	Sex	Height	Weight	Hair	Eyes
Driver's License Number (State & Number)			Place of Employment		Contact Person & phone number				
Other names, aliases or birth dates ever used									
Cities and States lived in since age 18, including where you now reside:					From:	To:			
Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident									
<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Alien <input type="checkbox"/> Temporary Resident (employment number )									
<b>Arrest and Conviction Record</b>									
Since your 17 <sup>th</sup> birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)					<input type="checkbox"/> Yes	<input type="checkbox"/> No			
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?					<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Have you ever been convicted by a military court-martial?					<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Have you ever been convicted of disorderly conduct that involved violence against another person?					<input type="checkbox"/> Yes	<input type="checkbox"/> No			
<b>**CONTINUE ON NEXT PAGE**</b>				<b>Page 1 of 2</b>					

**List Any Pending Criminal Charges, Citations or Tickets**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

**List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

**Application must be notarized.**

*The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.*

Subscribed and sworn before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Applicants Signature

My Commission expires \_\_\_\_\_

Approved  Denied by the City Clerk on \_\_\_\_\_  
(Check One)

\_\_\_\_\_  
Initials

**To be completed by the Reedsburg Police Department**

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

\_\_\_\_\_  
Reedsburg Police Department Authorized Signature

\_\_\_\_\_  
Date

# CITY OF REEDSBURG

## CITY POLICY GUIDELINES

### ALCOHOL BEVERAGE LICENSES

This policy will go into effect on November 25, 2002.  
Revised on March 12, 2007.  
Revised on October 13, 2008,  
Revised on June , 2018

City of Reedsburg  
134 South Locust Street  
Reedsburg, WI. 53959  
(608) 524-6404

## CITY OF REEDSBURG-POLICY GUIDELINES-ALCOHOL BEVERAGE LICENSES

Intent. As it is the responsibility of the City of Reedsburg Clerk's Office ~~the Ordinance Committee of the Reedsburg Common Council~~ to screen applications for alcohol beverage licenses within the City of Reedsburg under the licensing authority granted by Chapter 125 of the Wisconsin Statutes and Chapter 12 of the Reedsburg Ordinances, the Ordinance Committee adopts the following guidelines in order to specify the reasons for denying or non-renewing an alcohol beverage license. The City Clerk, on behalf of the Ordinance Committee, retains broad discretionary authority in this area. However, if a decision is made to deny a license, the City Clerk ~~committee~~ is required to provide that applicant with a written reason for the denial and an avenue for appeal. These guidelines are adopted to meet that requirement.

Since alcohol beverage license holders must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws, and assist with minimizing disturbances of the peace and maintaining the safety of the community, individuals with a past history of negative or uncooperative contacts with police agencies should be scrutinized; provided, however, that the Ordinance Committee shall not discriminate against such applicants based on a prior arrest or conviction record, pursuant to Wis. Stat. §§ 111.321, 111.322, 111.335 and 125.12(1)(b), unless said arrest or conviction record substantially relates to the circumstances of the particular licensed activity. This also applies to corporations, limited liability companies, agents, and partnerships. However, a corporation or limited liability company with a conviction record may be issued a license if the corporation has terminated its relationship with the individual whose actions directly contributed to the conviction [Sec. 125.04(5)(C)]. It is with these goals in mind, as well, that these guidelines are adopted.

Deviation from these guidelines may be allowed if mitigating circumstances are demonstrated by the applicant at the time of application. These may include, but are not necessarily limited to, the particular circumstances surrounding or the length of time that has expired since the applicant's last conviction of any other state law

**Reasons for Denial of Operator's License.** The following guidelines for denial are adopted by the Ordinance Committee for consideration of applicants for alcohol beverage licenses. A copy of these guidelines shall be provided to each applicant for a license who files said application.

**Guideline 1.** An applicant who has been convicted of any felony, which substantially relates to the circumstances of the particular licensed activity, unless duly pardoned, will not be eligible for an alcohol beverage license.

**Guideline 2.** An applicant who has been convicted of, any federal or state law or local ordinance, released from incarceration in a State or Federal Prison System, or a county jail for, or released from parole or probation status for any offense within the last five (5) years in the following subcategories will not be eligible for an alcohol beverage license (if the offense constitutes a felony, Guideline 1 shall apply):

- (a) Offenses against the person of another, including but not limited to homicide, aggravated battery, sexual assault, injury by negligent use of a weapon, injury by negligent use of a vehicle, or injury by intoxicated use of a vehicle.
- (b) Offenses involving non-cooperation with law enforcement officials including, but not necessarily limited to, battery to or obstructing a police officer, resisting arrest, bribery of public officers or any law employees, misconduct in public office, assault by prisoner, escape from custody, bail jumping, or bomb threats.
- (c) Drug-related offenses including, but not necessarily limited to, any offense involving the sale or possession of narcotics or other controlled substances, including:
  1. Manufacturing, distributing or delivering a controlled substance or controlled substance analog under Wis. State. § 961.41(1) or applicable municipal ordinance.
  2. Possessing with intent to manufacture, distribute or deliver, a controlled substance or

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controlled substance analog under Wis. Stat. § 961.41(1) or applicable municipal ordinance.

3. Possessing, with intent to manufacture, distribute, or deliver, or manufacturing, distributing or delivering a controlled substance or controlled substance analog under a federal law that is substantially similar to Wis. Stat. § 961.41(1) or (1m) or applicable municipal ordinance.
4. Possessing with intent to manufacture, distribute or deliver, or manufacturing, distributing or delivering a controlled substance or controlled substance analog under the law of another state that is substantially similar to Wis. Stat. § 961.41(1) or (1m) or applicable municipal ordinance.

**Guideline 3.** Any applicant who has been convicted of, any federal or state law or local ordinance, released from incarceration in a State or Federal Prison System, or county jail, or released from parole or probation status, for any offense within the last three (3) years in the following subcategories will not be eligible for an alcohol beverage license (if the offense constitutes a felony, Guideline 1 shall apply):

- (a) Alcohol Beverage Offenses, including but not limited to, sale of alcohol beverages without a license or permit, furnishing alcoholic beverages to underage persons; furnishing alcohol beverages to intoxicated persons, or any other violation of Chapter 125 of the Wisconsin Statutes or a local ordinance enacted in conformity therewith. This does not include offenses for possession or consumption of alcohol by a minor, which is covered in Guideline 4.
- (b) Perjury, false swearing, disorderly conduct or criminal damage to property.

**Guideline 4.** Any applicant who has had two (2) or more convictions within the last two (2) years any offense in any combination of the following subcategories will not be eligible for an alcohol beverage license (if the offense constitutes a felony, Guideline 1 shall apply):

- (a) Operating a motor vehicle while under the influence of intoxicants or drugs.
- (b) Operating a motor vehicle with a PAC in excess of .08% by weight.
- (c) Violations of Chapter 125 of the Wisconsin Statutes which are restricted to unlawful possessions or consumption of alcoholic beverages by a minor.
- (d) Open intoxicants in public places or in a motor vehicle.

**Guideline 5.** Any applicant who is an habitual law offender will not be eligible for an alcohol beverage license. An habitual law offender shall include, but is not necessarily limited to, an applicant, other than an applicant for a retail license, who has been convicted of, or charged with, 4 or more violations of any rule, ordinance, statute or law, within the 5 years before the most recent application, the circumstances of which violations substantially relate to the licensed activity.

**Guideline 6.** Any applicant who materially falsifies an application for an alcohol beverage license will not be eligible to re-apply for an alcohol beverage license for a period of six (6) months from the date of denial of such application. The Ordinance Committee may waive the provisions of this paragraph, allow the applicant to submit a corrected application, with the appropriate fee, and grant an alcohol beverage license to the applicant, if it appears to the Ordinance Committee that any falsifications on the application were the result of inadvertence, excusable neglect, or a mistake.

**Appeals: An applicant denied an operator's license by the City Clerk shall have the right to appeal the denial to the Ordinance Committee. The appeal shall be in writing and given to the City Clerk within ten (10) days of the denial. The City Clerk shall promptly place the matter on the earliest available Ordinance Committee agenda. The Ordinance Committee shall independently review the applicant's request for an operator's license under this chapter.**