



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, NOVEMBER 28, 2016
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)

1. Approve minutes from the Council meeting held on November 14, 2016.
2. Approve Operator's License (New) – for Andrea Catalano-Mortiner – Corner Pub.
3. Approve Operator's License (New) – for Cindy Strasdin – CENEX.

II. OFFICE OF THE MAYOR:

- A. Coming Community Events:
- B. Appointment: Lorraine Longan to Room Tax Commission

III. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

Finance Committee

1. Approve/Deny Herbert Web Trust Fund Policies

Ordinance Committee

2. Public Hearing and 2nd reading Ordinance 1837-16: Tourist Room House (TRH) Ordinance.

IV. GENERAL BUSINESS:

1. Presentation by Keri Olson on Sauk County Development Corporation (SCDC)

The City Council approval the 2017 Program and Finance Plan providing \$7,500 through Reedsburg industrial and Commercial Development Commission (RICDC) to Sauk County Development Corporation (SCDC). The RICDC also discuss his item at the November 16, meeting.

V. COMMITTEE AND STAFF REPORTS:

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the City Clerk at (608)524-6404, 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.



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Community Development Authority
Historic Preservation Commission
Library Commission
Personnel Committee
Public Works Committee

Finance Committee
Ordinance Committee
Parks & Recreation Committee
Plan Commission
Other Commissions or Committees or Boards

VI. INTERIM CITY ADMINISTRATOR REPORTS:

1. City Clerk – Treasurer: Third Quarter FY 2016 – Financial Report
2. Bi-Monthly City Administrator Report

VII. CLOSED SESSION:

Consider going into per section 19.85(1)(e), Wisconsin Statutes, to consider deliberation or negotiation of the sale of public properties, for competitive and bargaining reasons

Interim City Administrator will seek direction and authority to negotiate the sale of the properties.

1. Homestead Acres Property
2. Former Baraboo Concrete Property

VIII. COMMENTS REGARDING UPCOMING CIVIC EVENTS:

IX. ADJOURN

Posted: November 23, 2016

Last Resolution: 4263-16

Last Ordinance: 1838-16

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the City Clerk at (608)524-6404, 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

November 14, 2016

Present: Mayor Dave Estes; Alderpersons Bill Finnegan, Dave Moon, Mike Gargano, Dave Knudsen, Calvin Craker, Phil Peterson, Jim Heuer, and Jason Schulte.

Absent: Alderman Brandt Werner

Others Present: Jim Gerlach, Brian Duvalle, Matt Scott, Stephen Compton, Jacob Crosetto, Timothy Becker, Citizens, Press.

Mayor Estes called the regular session of the Common Council to order at 7:00 pm. in the Common Council Chambers.

Approve Consent Agenda: Consisting of minutes from the Council meeting held on Oct. 24, 2016; Bills for November 2016; approval of Operator's Licenses for Timothy Warner, Trevor Templin, Heather Drier, Kelly Geier, Patricia Schutz, and Krystle Weber; and approval of Temporary Class B Retailer License for Sacred Hearts Winters Gala (545 N. Oak Street, February 11, 2017 – February 12, 2017).

Motion: Craker, Second: Schulte. Motion Carried 8-0.

OFFICE OF THE MAYOR:

1. Appointment: Adam Kaney to Community Development Block Grant Committee
 - a. **Motion: Moon, Second: Gargano to confirm appointment. Motion Carried 8-0.**

RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

Finance Committee

1. Request from Personnel Committee: Adjust the Fiscal 2017 Year Proposed Budget. Lower the Community Improvement line \$5,000 to \$20,000 and place these funds into a new line 10-566200-02 to be managed by the Personnel Committee for employee "Merit Pay" adjustments. The "Merit Pay" program would be developed in 2017 and would include recommendations from Department Head and Interim City Administrator.
2. Request from Reedsburg industrial and Commercial Development Commission (RICDC): Don Lichte, Committee Chairman of RICDC recommends to the Finance and City Council in the Fiscal 2017 Year Proposed Budget to provide support of the newly reconstituted Sauk County Development Corporation (SCDC) in the amount of \$7,500 to come from the RICDC 2017 - Budget 10-564400-03. RICDC would also be the City monitoring agency for the expenditure of these funds and would see that information reporting from Sauk County Development Corporation (SCDC) is provided to the Mayor and City Council. This amount is in relationship to the City of Baraboo amount of \$10,000.
 - a. **Motion: Peterson, Second: Gargano to approve request from Personnel Committee for Merit Pay in the FY17 Budget AND to acknowledge the RICDC/SCDC relationship. Motion carried 8-0.**

Industrial & Commercial Development Commission (RICDC)

1. Approve/Deny 1st Developer Agreement for Loeb/Lorman Recycling Inc. Don Lichte, RICDC Committee Chairman presented the request from the Property Owner.
 - a. **Motion: Knudsen, Second: Heuer to approve Loeb/Lorman Agreement. Motion carried 8-0.**

Planning Commission

1. Approve/Deny Resolution 4263-16 to approve Certified Survey Map – 711 S. Preston.
 - a. **Motion: Gargano, Second: Schulte to approve Resolution 4263-16. Motion carried 8-0.**

GENERAL BUSINESS

1. Public Hearing: Open public hearing on “Public Transit Unmet Needs”. Approve/Deny by motion the City of Reedsburg “Taxi Cab – Shared Ride Program” is in compliance with all four (4) criteria: (Equity, Timing, Feasibility and Performance) and has “Reasonability met Public Transit Needs”
 - a. **Motion: Knudsen, Second: Gargano that the Taxi Cab – Shared Ride Program” is in compliance with all four (4) criteria: (Equity, Timing, Feasibility and Performance) and has “Reasonably met Public Transit Needs”. Motion carried 8-0.**
2. Public Hearing: Fiscal 2017 Proposed Program and Financial Plan (Version 2.20). Open public hearing for comments on the Fiscal 2017 Proposed Program and Financial Plan. Approve/Deny Resolution 4262-16 Approving the 2017 Program and Financial Plan and adopting and setting the tax levy.
 - a. **Motion: Peterson, Second: Finnegan to approve Resolution 4262-16 with the addition of the \$5,000.00 merit pay adjustment and airport fuel adjustments per the Interim City Administrator and Director of Public Works. Motion carried 8-0.**

Moved: Craker, Second: Heuer to adjourn. Motion Carried 8-0.

Meeting adjourned at 7:40 pm

Respectfully submitted,



Jacob Crosetto

City Clerk-Treasurer

Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New Renewal

~~Provisional~~ - \$15.00 Pd cash 11-16-16

Operator Fee - \$50.00

Operator Fee - \$25.00 Pd cash 11-16-16
[eff. July of even-numbered years]

Office Use Only License # _____ Provisional # 2016003544 **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 (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 <u>Catabano</u>	First Name <u>Andrea</u>	M.I. <u>F.M.</u>	E-Mail Address _____
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Residence: Street Address <u>Plum 544</u>	City <u>Reedsburg</u>	State <u>Wis</u>	Zip _____
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Phone <u>432</u> <u>(608) 33415</u>	Date of Birth _____	Birth Place (City, State) <u>Toledo Ohio</u>	Race <u>W</u>	Sex <u>F</u>	Height <u>55</u>	Weight <u>150</u>	Hair <u>Brn</u>	Eyes <u>Brn</u>
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Driver's License Number (State & Number) _____	Place of Employment <u>corner Pub</u>	Contact Person & phone number <u>Dennis Selle 773 203 7531</u>
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Other names, aliases or birth names ever used _____

Cities and States lived in since age 18, including where you now reside:	From:	To:
<u>Hawaii - Colorado Springs - Rockford</u>	<u>95</u>	<u>2016</u>
<u>Reedsburg</u>		

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 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Continue on Reverse Side

B
2

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?
2004	can't really remember Oregon	Battery	NO	NO
2014	Rockford	Driving Suspended	NO	NO
2014	Rockford	Driving Susp.	NO	NO
2013	Rockford	Driving Susp	NO	NO

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 10th day of November, 202016

Anita M. Young
Notary Public

[Signature]
Applicants Signature

My Commission expires 11-03-17

Approved by the Common Council on _____ Initials _____

To be filled out 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

[Signature]
Reedsburg Police Department Authorized Signature

11/16/16
Date

Serving Alcohol Operator License

Andrea Catalano-Mortiner

has successfully completed the course

Wisconsin Alcohol Seller-Server

License Code

8bh8wltHAg

Verify online at
servingalcohol.com

Serving Alcohol Inc.

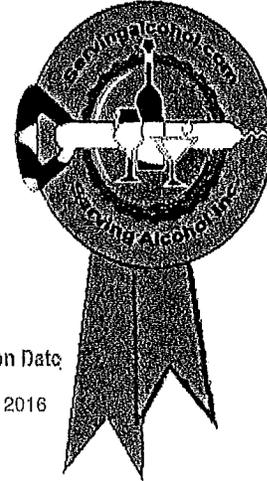
APPROVED BY THE STATE OF WISCONSIN SS-125.04; PROVIDER TRAINING IN COMPLIANCE WITH SS-134.66; STUDENT ACKNOWLEDGED UNDERSTANDING OF SS-134.88: Restrictions on sale or gift of cigarettes or tobacco products; that state law prohibits selling tobacco products to any person under the age of 18; and failure to comply with these restrictions may result in a citation.

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES:

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATIONS
- * DETERMINE THAT PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION AS TO THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

Certification Date

Nov 15th, 2016



CERTIFICATE IS VALID FOR THREE YEARS

Wisconsin Bartender License

Name: Andrea Catalano-Mortiner

Certification Date: Nov 15th, 2016

Certificate Code: 8BH8WLT-HAG

Verify Online: servingalcohol.com

Wisconsin Alcohol Seller-Server License

Serving Alcohol Inc - Valid for 3 years

Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

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

Office Use Only License # _____ Provisional # 2016003545 **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 (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 <u>Strasdin</u>	First Name <u>Cindy</u>	M.I. <u>M</u>	E-Mail Address
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Residence: Street Address <u>424 Laurel St</u>	City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>
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Phone <u>608 415 8810</u>	Date of Birth <u>-</u>	Birth Place (City, State) <u>Hooper KS</u>	Race <u>W</u>	Sex <u>F</u>	Height <u>5</u>	Weight <u>126</u>	Hair <u>blondish brown</u>	Eyes <u>Blue</u>
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Driver's License Number (State & Number) <u>-</u>	Place of Employment <u>Penex</u>	Contact Person & phone number <u>Debbie (715) 213-9436</u>
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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:
<u>Reedsburg WI</u>	<u>2013</u>	<u>Now</u>
<u>Ishpeming MI</u>	<u>1998</u>	<u>2013</u>
<u>Salina KS</u>	<u>1989</u>	<u>1998</u>

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 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" 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

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?
		None		

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?
		None		

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 18th day of Nov, 2016

Klaire M. Wokring
Notary Public

Cindy Studer
Applicants Signature

My Commission expires 1-14-18

Approved by the Common Council on _____

Initials _____

To be filled out 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

J.P.B.
Reedsburg Police Department Authorized Signature

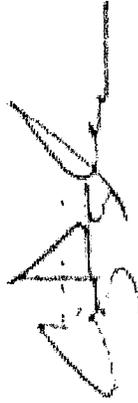
11/21/2016
Date

WISCONSIN

SELLER / SERVER CERTIFICATION

Trainee Name: Cindy Strasdin
Date of Completion: 11/18/2016

School Name: 360training.com, Inc.
Certification # WI-49895



I, _____
certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Corporate Headquarters
13805 Blumert Rd, Suite 100
Austin, Texas 78737
P: 800-442-1729

Citizen Participation Packet/Application

Dear Mayor and Members of the City Council,
 I am a City of Reedsburg resident and interested in serving on the following boards, commissions or committees. Date: 11/22/2016

Please place a "X" in the box for the committees for which you are interested:

Committees	X
Airport Commission – manages the Reedsburg Airport	X
Block Grant Committee – provides housing and small business loans	
Board of Review – considers appeals of property assessments	
Community Development Authority – economic development body of the City, works on redevelopment of properties for economic development	
Ethics Committee – advise employees and elected officials about application of the ethics code	
Finance Committee – review bills, set financial policies	
Historic Preservation Committee – advise the Mayor and City Council on historic properties; public education	
Industrial Development Commission – direct development of Reedsburg's Industrial areas	
Library Board – manage the library	
Ordinance Committee – advise the Mayor and City Council about new laws and review applications for various licenses	
Parks and Recreation Committee – advise on the operation of park, recreation and forestry programs	
Personnel Committee – set personnel policies, participate in labor negotiations	
Plan Commission – plans and manages the growth and development of the City	
Police and Fire Commission – civil service body for the Police and Fire Departments	
Public Works – advise the Mayor and City Council about streets, sidewalks, wastewater treatment plant and other facilities	
Reedsburg Area Dev. Council (ET) - plans and manages growth and development of the extraterritorial area	
Room Tax Commission – manage the room tax funds for tourism promotion and development	X
Utility Commission – manages the water, electrical & telecommunications utility	
Zoning Board of Appeals – considers hardship variances to the Zoning and Building Codes	

Name: Lorraine Longan Telephone: 608 495-9046
 Address: 211 North Park Street, Reedsburg, WI 53959 Email: neilswife.11@gmail.com
 Qualifications/Special Interest: owner of Parkview Bed & Breakfast, Retired Elementary Teacher, interested in working with the commission and helping allocate room tax revenue for our community.

Return this application to:
Mayor's Office
City of Reedsburg
134 S. Locust St., PO BOX 490
Reedsburg, WI 53959-0490

For more information call City Hall 608-524-6404 or email us at cityhall@ci.reedsburg.wi.us

drw/citizen app

City of Reedsburg

WEBB FUND POLICY

(August 2016)

Herbert Webb Trust Fund Policies

1. Proposals should be for substantial item(s) or project(s) and have a useful life of at least five years. Proposals should be consistent with the general outlines of the Herbert Webb Trust Fund. General outlines of the Webb Trust can be obtained from the City Clerk-Treasurer.
2. Items purchased or capital projects will be approved on a case-by-case basis. Capital projects may require final inspection by the Community Development or Public Works Departments.
3. Items purchased or projects constructed must be located within the city limits of Reedsburg.
4. A dedication plaque is required. The City of Reedsburg Parks and Recreation Department will acquire these plaques and install them accordingly. Applicants must reimburse the City for plaque costs at a rate predetermined by the City Council. Applicants will meet with the City Clerk-Treasurer to review purchases or project invoices to certify that expenses are in accordance with Webb Fund policies prior to release of funds.
5. The Finance Committee of the City Council will consider requests and make recommendations to the City Council for approval. Other City committees may also make or consider requests and make subsequent recommendations to the Council.
6. Non-governmental or corporate groups may submit applications so long as the civic purpose is consistent with the general outlines of the Herbert Webb Trust Fund. All requests will be in writing via Webb application form provided by the City Clerk-Treasurer.
7. Applications will be accepted quarterly. Applicants must consider policy #13 when applications are filed with the City.
8. The Finance Committee, as advised by the staff, will monitor the annual earnings of the Webb Fund. The Finance Committee may recommend changes in the re-allocation of assets to the Harris Bank through the City Investment Committee. . However, Harris Bank has the ultimate say on investment decisions.
9. The Council, advised by the Finance Committee, will prudently manage the disbursement of the Webb Fund so as not to over-commit future earnings and the revenue stream coming to the City.
10. The Council will report annually to the citizens of Reedsburg—via the official newspaper of the City—the status of the Herbert Webb Trust Fund.

11. Applicants shall have at least two quotes from contractors for capital projects over \$1,000.

12. Applicants shall contribute at least 25% of the project cost or cost of item(s) purchased.

13. Applicants may only apply for funds once per calendar year.

STAFF REPORT

AGENDA ITEM: III - 2

To: Ordinance Committee and City Council
Prepared By: Brian Duvalle, Planning/Building
Thru: Stephen P. Compton, Interim City Administrator *SPC*
Date of Meeting: November 28, 2016

Subject: Tourist Rooming House (TRH) Draft - Ordinance #1837-16

BACKGROUND AND REQUEST

For the last few years, short-term rental properties have been growing in popularity through internet use. These properties are generally rented out on a nightly basis to tourists or transients as compared to long-term monthly or yearly leases. The entire house may be rented or just a bedroom.

ANALYSIS

TRHs are regulated by the State (Dept of Ag, Trade and Consumer Protection – DATCP). There are currently at least three TRHs in Reedsburg. This ordinance would complement DATCP regulations by providing a mechanism for administration, licensing, inspection, and enforcement. It would allow the City to verify that the State licensing is being followed and ensure that effects (noise, garbage, etc) are enforceable. While it is proposed as a licensing activity, the Plan Commission has reviewed the ordinance too and is in support of it.

**Since the last Ordinance meeting I discussed the draft with Jim Gerlach. We changed the density distance to 250', with the intent of permitting about two TRHs per city block with no additional review. There are also some wording changes for better clarity and consistency but that do not alter the actual regulations.*

FINANCIAL IMPACT

NA

CC: Draft Ordinance

ORDINANCE NO. 1837-16
(Tourist Rooming Houses)

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

SECTION I: PURPOSE:

The purpose of this ordinance is to establish local license, administration and enforcement standards for Tourist Rooming Houses.

SECTION II: PROVISION AMENDED:

City of Reedsburg Code Section 12.15 is hereby amended to read as follows:

12.15 ~~(RESERVED FOR FUTURE USE)~~ TOURIST ROOMING HOUSE (TRH)

- (1) A Tourist Rooming House is any lodging place or tourist cabin and cottage, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, bed and breakfast establishments or units operated by a hotel, motel or resort.
 - (A) The TRH shall have a current license from the Dept of Agriculture, Trade and Consumer Protection or the successor State licensing agency.
 - (B) Owner shall register with Clerk/Treasurer's office and pay room tax as required under Municipal Code Chapter 3.
 - (C) Only the owner of the property may operate a TRH.
 - (D) The license shall remain in effect subject to annual reviews by the Building Inspector to disclose that a lodging license has been obtained and is current and the conditions attached to the license and all requirements of this chapter are adhered to. Re-application for renewal shall be required with a change in ownership, alterations to the operational rules, noncompliance with the standards of this chapter, or documented violations.
- (2) Standards for Tourist Rooming Houses.
 - (A) The TRH shall comply with Wis. Stat. Ch. 97 and Admin. Code ATCP 72 or the successor statute and/or administrative code that are in effect at the time.
 - (B) The maximum number of tenants allowed to reside in the TRH for overnight accommodations shall not exceed 2 persons per bedroom, plus 2 persons.
 - (C) Each TRH shall have a registry available onsite for inspection, indicating the identity of all guests and dates of stay. The registry shall include all information from the current registry year and the year immediately prior.
 - (D) Contact information shall be posted on an exterior wall near the main and/or transient entrance and an interior common area of the TRH with a minimum display area of 5" x 7". The following must be provided:
 1. Address of property.
 2. Emergency contact information (police, fire, ambulance).
 3. Owner's and local contact person's telephone numbers.
 4. Maximum number of occupants allowed.
 - (E) **No TRH shall be located within (250) feet from any other TRH, Bed and Breakfast, or Boardinghouse unless approved by the Ordinance Committee.**
 - (F) At least one (1) onsite off-street paved parking space shall be available.
 - (G) No tourist shall use a gas grill, charcoal grill, or other similar device on or under any combustible surface or use a recreational camping vehicle in conjunction with the TRH
 - (H) Garbage and refuse shall be stored inside a building or concealed from public and neighbor view. It shall be placed in proper containers and comply with Municipal Code Chapter 11.
 - (I) Performance standards shall comply with Municipal Code Chapter 17. The appearance

of the dwelling shall not be altered in a manner that would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emission of sounds, odors, dust, vibrations, or other effects that can carry beyond the premises.

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 provision 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 12.

Dated this 28th day of November, 2016.

David G. Estes, Mayor

Jacob Crosetto, Clerk/Treasurer

1 st Reading at Council:	October 24, 2016
Public Hearing Noticed:	November 17, 2016
2 nd Reading at Council/Public Hearing:	November 28, 2016
Published, Enactment Date:	December 8, 2016



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

AGENDA ITEM: IV - 3-1

To: Mayor and Common Council

Prepared By: Jacob Crosetto, City Clerk-Treasurer

Through: Stephen P. Compton, Interim City Administrator *SPC*

Date of Meeting:

Subject: 2016 75% Budget – Third Quarter Report (Jan. to Sep. 2016)

BACKGROUND:

The purpose of this report is to provide the City Council with a status of the FY 2016 Operating Budget at the 75% point, including an overview of revenue and expenditures. This report also includes a brief discussion of the City's current year General Fund Reserve, Enterprise and Other Funds.

FY 2016 75% BUDGET STATUS:

The 2016 Budget Performance Report is a report covering a nine month period from January 1, 2016 to end of September 30, 2016. Revenues are tracking higher than budgeted and actual expenses typically occur lower than budgeted (less that of the Debt Service, skewing the numbers). Operating Revenue from economically sensitive sources such as property tax levy's, and intergovernmental funds indicate the economy continues in a positive direction. In addition, increased activity in the Planning/Building Department has led to higher revenues for Building Permits, Trade Fees (Electrical and Plumbing) than projected. Staff continues to monitor all of these revenue sources on a regular basis to ensure that projections are valid for the budgeted fiscal year.

General Fund Revenue Table:

General Funds	2016 Budget Approved	2016 75% Budget	2016 75% Actual	2016 75% Budget Minus Actual	Variance
General Fund Revenue					
Taxes	\$ 3,976,575.83	\$ 2,982,431.87	\$ 3,899,596.61	\$ (917,164.74)	
Intergovernmental Revenues	\$ 1,482,627.58	\$ 1,111,970.69	\$ 168,012.38	\$ 943,958.31	
Regulation and Compliance	\$ 372,385.00	\$ 279,288.75	\$ 330,526.39	\$ (51,237.64)	
Public Charges for Services	\$ 125,560.00	\$ 94,170.00	\$ 118,692.67	\$ (24,522.67)	
Intergovernmental Charges	\$ 83,870.26	\$ 62,902.70	\$ 22,220.00	\$ 40,682.70	
Public Improvement Revenues	\$ 5,000.00	\$ 3,750.00	\$ 5,533.00	\$ (1,783.00)	
Other General Revenues	\$ 24,460.00	\$ 18,345.00	\$ 41,712.04	\$ (23,367.04)	
Commercial Revenues	\$ 56,225.00	\$ 42,168.75	\$ 16,385.36	\$ 25,783.39	
TOTAL GENERAL FUND REVENUE	\$ 6,126,703.67	\$ 4,595,027.75	\$ 4,602,678.45	\$ 1,524,025.22	75.12%

Actual revenue to budgeted revenue is .12% percent higher as property taxes are fully collected during the first two quarters. The decrease in intergovernmental revenue is due to the State and the time in which we receive funds such as ERP, shared revenue, etc. We expect to be receiving the majority of the remaining in the next two weeks. Additionally, the City Clerk-Treasurer will be tracking past shared revenue and ERP payments paid in 2016, but not journaled.



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General Fund Expense Table:

General Fund Expense					
General Government	\$ 1,239,203.12	\$ 929,402.34	\$ 952,817.93	\$ 286,385.19	
Public Safety	\$ 2,955,626.14	\$ 2,216,719.61	\$ 1,855,409.44	\$ 1,100,216.70	
Health and Social Services	\$ 5,250.00	\$ 3,937.50	\$ 5,100.00	\$ 150.00	
Public Works	\$ 1,169,189.53	\$ 876,892.15	\$ 866,047.62	\$ 303,141.91	
Leisure Activities	\$ 546,443.69	\$ 409,832.77	\$ 404,472.52	\$ 141,971.17	
Conservation and Development	\$ 178,861.45	\$ 134,146.09	\$ 105,371.75	\$ 73,489.70	
Public Service Enterprises	\$ 16,000.00	\$ 12,000.00	\$ -	\$ 16,000.00	
Debt Service (Misc.)	\$ 33,975.00	\$ 25,481.25	\$ 318.67	\$ 33,656.33	
Debt Service (Airport)	\$ 15,000.00	\$ 11,250.00	\$ 15,000.00	\$ -	
Debt Service (Transfer Out)	\$ 10,000.00	\$ 7,500.00	\$ 10,000.00	\$ -	
TOTAL GENERAL FUND EXPENSE	\$ 6,169,548.93	\$ 4,627,161.70	\$ 4,214,537.93	\$ 1,955,011.00	68.31%

Actual expenses to budgeted expenses are running approximately 6.69% under by all general fund departments. During the last three quarters, even with the hiring of a part-time City Administrator and full-time City Clerk-Treasurer position, the general fund is on track for strong savings in 2016. The Interim City Administrator presented mid-year adjustments to bring the General Fund budget back into line watching for compliance to the State Expenditure Restraint program and the City Clerk-Treasurer continues to work on the Cost Allocation Plan (CAP) to look for additional savings. You will also notice continued savings from the airport in that a new fund (Fund 42) has been created to mitigate against levied funds being used in the airport. In 2017, we expect a similar fund to curb expenses from the general from for the municipal court.

Enterprise Fund Revenue and Expense Table:

Enterprise Funds		2016 Budget Approved	2016 75% Budget	2016 75% Actual	2016 75% Budget Minus Actual	Variance
Enterprise Fund Revenue						
20	Waste Water	\$ 2,832,000.00	\$ 2,124,000.00	\$ 2,297,315.83	\$ (173,315.83)	
21	Solid Waste	\$ 395,500.00	\$ 296,625.00	\$ 402,356.99	\$ (105,731.99)	
23	Storm Water	\$ 525,000.00	\$ 393,750.00	\$ 375,633.89	\$ 18,116.11	
41	Taxi Cab	\$ 204,000.00	\$ 153,000.00	\$ 116,086.89	\$ 36,913.11	
42	Airport	\$ 84,505.72	\$ 63,379.29	\$ 84,930.72	\$ (21,551.43)	
TOTAL ENTERPRISE FUND REVENUE		\$ 4,041,005.72	\$ 3,030,754.29	\$ 3,276,324.32	(245,570.03)	81.08%
Enterprise Fund Expense						
20	Waste Water	\$ 2,732,000.00	\$ 2,049,000.00	\$ 2,171,324.15	\$ (122,324.15)	
21	Solid Waste	\$ 395,500.00	\$ 296,625.00	\$ 362,863.08	\$ (66,238.08)	
23	Storm Water	\$ 525,000.00	\$ 393,750.00	\$ 243,612.03	\$ 150,137.97	
41	Taxi Cab	\$ 204,000.00	\$ 153,000.00	\$ 147,062.94	\$ 5,937.06	
42	Airport	\$ 84,505.72	\$ 63,379.29	\$ 38,929.68	\$ 24,449.61	
TOTAL ENTERPRISE FUND EXPENSE		\$ 3,941,005.72	\$ 2,955,754.29	\$ 2,963,791.88	(8,037.59)	75.20%

Actual Sewer Revenue to budgeted revenue is 6.08% percent higher than budgeted. Actual Expenses to budgeted expenses are running slightly ahead of the budget period, by 0.2%. The Public Works Director reviews these funds since second quarter. Both solid waste and storm water are slightly over expenses at this time, however they are also above their projected revenue. The Taxi Cab Fund is used to manage the Federal Grant for operation and capital expenses for the shared Taxi Service. Revenue lags (56% of budget) at this time period and is being reviewed by the Interim City Administrator. Expenditures are at 72% of budget. The Taxi Cab will be receiving additional payment for the final two quarters of 2016.

Special Funds Revenue and Expense Table:

	Special Funds	2016 Budget Approved	2016 75% Budget	2016 75% Actual	2016 75% Budget Minus Actual	Variance
Special Funds Revenue						
11	CDA Lease Revenue	\$ 69,785.00	\$ 52,338.75	\$ 69,785.00	(17,446.25)	
30	Debt Service	\$ 1,288,405.00	\$ 966,303.75	\$ 10,740,792.78	(9,774,489.03)	
56	Library Fund (Operations)	\$ 673,200.00	\$ 504,900.00	\$ 680,621.82	(175,721.82)	
90	Room Tax Commission	\$ 87,500.00	\$ 65,625.00	\$ 70,465.33	(4,840.33)	
93	Community Aid Fund (CD)	\$ -	\$ -	\$ 59.66	(59.66)	
94	Nishan Park Ballfield & Concession Impro.	\$ -	\$ -	\$ 969.24	(969.24)	
96	Rescue Funds (Fire)	\$ 50,000.00	\$ -	\$ -	-	
TOTAL SPECIAL FUND REVENUE		\$ 2,168,890.00	\$ 1,589,167.50	\$ 11,562,693.83	(9,973,526.33)	533.12%
Special Funds Expense						
11	CDA Lease Revenue	\$ -	\$ -	\$ -	-	
30	Debt Service	\$ 1,288,405.00	\$ 966,303.75	\$ 8,811,723.58	(7,845,419.83)	
56	Library Fund (Operations)	\$ 673,200.00	\$ 504,900.00	\$ 558,932.08	(54,032.08)	
90	Room Tax Commission	\$ 87,500.00	\$ 65,625.00	\$ 70,769.58	(5,144.58)	
93	Community Aid Fund (CD)	\$ -	\$ -	\$ 29.99	(29.99)	
94	Nishan Park Ballfield & Concession Impro.	\$ -	\$ -	\$ 749.97	(749.97)	
96	Rescue Funds (Fire)	\$ 50,000.00	\$ 37,500.00	\$ -	37,500.00	
TOTAL SPECIAL FUND EXPENSE		\$ 2,099,105.00	\$ 1,574,328.75	\$ 9,442,205.20	(7,867,876.45)	449.82%

Within special funds, it is important to note the changes from debt service (Fund 30). These numbers reflect the bond refinancing (Series A and B), thus skewing the numbers substantially vs. what was budgeted in FY16. You will also note that Room Tax is both over in revenue and expenses. The Room Tax Commission is drafting new rules to ensure that the commission is solvent and able to help the most amount of people.

Trust Funds Revenue and Expense Table:

	Trust Funds	2016 Budget Approved	2016 75% Budget	2016 75% Actual	2016 75% Budget Minus Actual	Variance
Trust Funds Revenue						
49	Popple Trail Fiduciary Fund	\$ -	\$ -	\$ -	\$ -	
91	Webb Fund	\$ 40,000.00	\$ 30,000.00	\$ 21,397.66	\$ 8,602.34	
95	Webb Trust Investment Fund	\$ -	\$ -	\$ -	\$ -	
92	Mannigal Fund	\$ -	\$ -	\$ -	\$ -	
TOTAL TRUST FUND REVENUE		\$ 40,000.00	\$ 30,000.00	\$ 21,397.66	8,602.34	53.49%
Trust Funds Expense						
49	Popple Trail Fiduciary Fund	\$ -	\$ -	\$ -	\$ -	
91	Webb Fund	\$ 40,000.00	\$ 30,000.00	\$ 10,000.00	\$ 20,000.00	
95	Webb Trust Investment Fund	\$ -	\$ -	\$ -	\$ -	
92	Mannigal Fund	\$ -	\$ -	\$ -	\$ -	
TOTAL TRUST FUND EXPENSE		\$ 40,000.00	\$ 30,000.00	\$ 10,000.00	20,000.00	25.00%

The Webb Fund is performing well in 2016, despite the market, but still lags behind the revenue. We will be receiving two more interest checks, but it should be expected that the numbers will be slightly lower than budgeted. Likewise, on the expense side, the Webb Fund is substantially under budgeted expenses.

TIF, Capital Equipment and Improvement Projects Fund Revenue and Expense Table:



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Capital Projects		2016 Budget Approved	2016 75% Budget	2016 75% Actual	2016 75% Budget Minus Actual	Variance
Capital Projects Revenue						
63	Tax Increment District 63	\$ 109,211.15	\$ 81,908.36	\$ 110,540.64	\$ (28,632.28)	
64	Tax Increment District 64	\$ 390,429.63	\$ 292,822.22	\$ 389,313.56	\$ (96,491.34)	
65	Tax Increment District 65	\$ 76,998.72	\$ 57,749.04	\$ 76,423.93	\$ (18,674.89)	
66	Tax Increment District 66	\$ 45,170.01	\$ 33,877.51	\$ 15,846.69	\$ 18,030.82	
67	Tax Increment District 67	\$ 30,570.00	\$ 22,927.50	\$ 16,821.00	\$ 6,106.50	
68	Tax Increment District 68	\$ 93,750.00	\$ 70,312.50	\$ -	\$ 70,312.50	
69	Tax Increment District 69	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	
70	Capital Equipment	\$ 325,000.00	\$ 243,750.00	\$ 330,359.65	\$ (86,609.65)	
75	Capital Improvement Programs	\$ 665,000.00	\$ 498,750.00	\$ 730,000.00	\$ (231,250.00)	
TOTAL CAPITAL PROJECTS REVENUE		\$ 1,736,129.51	\$ 1,302,097.13	\$ 1,679,305.47	\$ 56,824.04	96.73%
Capital Projects Expense						
63	Tax Increment District 63	\$ 109,211.15	\$ 81,908.36	\$ 3,102.10	\$ 78,806.26	
64	Tax Increment District 64	\$ 390,429.64	\$ 292,822.23	\$ 64,751.02	\$ 228,071.21	
65	Tax Increment District 65	\$ 76,998.72	\$ 57,749.04	\$ 1,847.49	\$ 55,901.55	
66	Tax Increment District 66	\$ 45,170.00	\$ 33,877.50	\$ 88,339.31	\$ (54,461.81)	
67	Tax Increment District 67	\$ 30,570.00	\$ 22,927.50	\$ 520.83	\$ 22,406.67	
68	Tax Increment District 68	\$ 93,750.00	\$ 70,312.50	\$ 151.59	\$ 70,160.91	
69	Tax Increment District 69	\$ -	\$ -	\$ 7,602.25	\$ (7,602.25)	
70	Capital Equipment	\$ 325,000.00	\$ 243,750.00	\$ 234,431.00	\$ 9,319.00	
75	Capital Improvement Programs	\$ 630,000.00	\$ 472,500.00	\$ 602,074.16	\$ (129,574.16)	
TOTAL CAPITAL PROJECTS EXPENSE		\$ 1,701,129.51	\$ 1,275,847.13	\$ 1,002,819.75	\$ 698,309.76	58.95%

The above table includes all of the Capital Improvement Funds in one location. For all funds in this section 96.73% of revenue has been collected and 58.95% expensed. The Public Works Director and the Interim City Administrator are developing a specific Capital Project reporting for future use by the Public Works Committee and City Council.

Non-Major Funds Revenue and Expense Table:

Non-Major Funds		2016 Budget Approved	2016 75% Budget	2016 75% Actual	2016 75% Budget Minus Actual	Variance
Non-Major Funds Revenue						
25	Sidewalk Repair/ADA Barrier	\$ 10,250.00	\$ 7,687.50	\$ 8,744.16	\$ (1,056.66)	
43	Subdividers Fund (Impact Fees)	\$ -	\$ -	\$ 4,848.51	\$ (4,848.51)	
40	Community Dev. Block Grant	\$ -	\$ -	\$ -	\$ -	
45	Drug Education	\$ -	\$ -	\$ 6,372.73	\$ (6,372.73)	
48	Community Recreation Programs	\$ -	\$ -	\$ 31,543.00	\$ (31,543.00)	
50	Historical Preservation and Cultural Arts	\$ -	\$ -	\$ 224.00	\$ (224.00)	
52	Fireworks Fund	\$ 16,500.00	\$ 12,375.00	\$ 20,981.79	\$ (8,606.79)	
TOTAL NON-MAJOR FUND REVENUE		\$ 26,750.00	\$ 20,062.50	\$ 72,714.19	(52,651.69)	271.83%
Non-Major Funds Expense						
25	Sidewalk Repair/ADA Barrier	\$ 10,250.00	\$ 7,687.50	\$ 1,834.84	\$ 5,852.66	
43	Subdividers Fund (Impact Fees)	\$ -	\$ -	\$ -	\$ -	
40	Community Dev. Block Grant	\$ -	\$ -	\$ -	\$ -	
45	Drug Education	\$ -	\$ -	\$ 2,963.66	\$ (2,963.66)	
48	Community Recreation Programs	\$ -	\$ -	\$ 3,722.29	\$ (3,722.29)	
50	Historical Preservation and Cultural Arts	\$ -	\$ -	\$ -	\$ -	
52	Fireworks Fund	\$ 16,500.00	\$ 12,375.00	\$ 19,222.48	\$ (6,847.48)	
TOTAL NON-MAJOR FUND EXPENSE		\$ 26,750.00	\$ 20,062.50	\$ 27,743.27	(7,680.77)	103.71%



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Within the Non-Major Funds, the sidewalk repair is both over revenue and under expense for the 75% mark of the fiscal year. Likewise is the fireworks fund.

ANALYSYS:

The City's outlook at 75% of the year is encouraging due to planned expenditure reductions and increased revenues. The Third Quarter Budget Report includes a number of recommended budget adjustments that were made since the mid-year budget update. Overall, the City is substantially above on revenue. Accounting for the bond sales, the City is still approximately \$160,000 above revenue for the 75% mark of the year. Accounting for the bond sales, the City is also approximately \$150,000 below expenses for the 75% mark of the year.

STAFF RECOMMENDATION:

Staff is not recommending any action by the Council at this time.

ATTACHMENTS:

STAFF REPORT

AGENDA ITEM: IV - 4 - 12

To: Common Council

Prepared By: Brian Duvalle, Planning/Building

Thru: Stephen P. Compton, Interim City Administrator *SPC*

Date of Meeting: November 28, 2016

Subject: Homestead Acres / former Baraboo Concrete Property (140 Eagle St)

BACKGROUND AND REQUEST

Habitat for Humanity is pursuing five families for USDA houses, so the City purchased two lots and divided them into a 5-lot plat. The City also purchased the former Baraboo Concrete property at 140 Eagle St. The lot was divided into three with the intent of selling Lots 1 and 3.

ANALYSIS

The following is a timeline for the Habitat Lots:

- 6/16/15 – CDA approved a purchase of the two lots contingent on Habitat receiving grant and finding 5 families.
- 12/15/15 – CDA reaffirms purchase.
- 3/15/16 – CDA approves Plat bid.
- 9/24/16 – Council approves Plat

The following is a timeline for 140 Eagle St:

- 5/21/15 – City purchases property.
- 6/16/15 – Decided to hold meeting onsite with neighbors.
- 7/21/15 – CDA meets onsite, discusses options with neighbors.
- 8/18/15 – CDA discusses selling section of lot to neighbor on W Main St; no action taken
- 1/19/16 – RFP is approved for summer business rental; no responses would be received.
- 8/8/16 – Council approves moving forward with CSM.

FINANCIAL IMPACT

N/A

ATTACHMENTS:

CC: Project File: Homestead Acres / 140 Eagle St