

TOWN OF BARABOO

Minutes of the Regular Monthly Town Board Meeting

January 12, 2026

1. The meeting was called to order by Chair, Bill Klemm at 7:00PM. Deputy Clerk, Barbara Terry verified compliance with Wisconsin's open meetings laws.
2. Roll call of the town's elected officials taken. Present were: Chair, Bill Klemm, Supervisors, Randy Puttkamer, Mike Terry and Bill Steinhorst. Treasurer, Mary Farrell-Stieve. Excused, Supervisor, Steve Hess.
3. Pledge of Allegiance was recited.
4. Motion to adopt meeting agenda by Supervisor, Randy Puttkamer. Motion was seconded by Supervisor, Mike Terry. All in favor. Motion carried.
5. Motion was made by Supervisor, Bill Steinhorst to approve the minutes of the regular town board meeting held on December 9, 2025.(Which was rescheduled from Monday December 8, 2025). Motion was seconded by Supervisor, Randy Puttkamer. All in favor. Motion carried.
6. Citizens' appearance; Joseph McClearn, Construction Manager for CONGRUEX spoke on permit needed for underground line work in the Town of Baraboo. He was advised to work with the Town Engineer, Brad Boettcher.
7. Motion was made by Supervisor, Randy Puttkamer to approve Public Resolution #2026-01 Adopting the Sauk County hazard Mitigation Plan:2025-2029. Motion was seconded by Supervisor, Bill Steinhorst. All in favor. Motion carried.
8. No action on renewal of Special Exception Permit for the Milestone (Heimlich Property) Fox Ridge Plant. (Called and moved to Feb. Agenda.)
9. Motion was made by Supervisor, Randy Puttkamer to approve Resolution #2026-02 to approve Prevail Bank as Financial Institution for CD#90913742. Motion was seconded by Supervisor, Mike Terry. All in favor. Motion carried.
10. No action taken at this time as to formal input regarding the proposed amendments to Chapter 7 of Sauk County's Code of Ordinances. (County Board in February).
11. Discussion was given in regards to exploring possible alternatives for website administration. No action taken.
12. Discussion on 2026 District Meeting registration. Supervisors to let Deputy Clerk know who is attending.
13. No action taken on update of 2 WI DNR MUNICIPAL FLOOD CONTROL GRANT PROGRAM. Forrest Drive does not qualify.
14. Motion was made by Supervisor, Mike Terry to set date for January 19, 2026 for a Personnel Committee meeting regarding future clerk position. Motion was seconded by Supervisor, Bill Steinhorst. All in favor. Motion carried.
15. Motion was made by Supervisor, Randy Puttkamer to set a Special Electors Meeting for February 9, 2026 at 6PM prior to Town Board meeting to pass a Resolution to go from Elected Clerk to Appointed Clerk position. Position vacated December 22, 2025 by Clerk, Morgan Olson. Motion was seconded by, Supervisor, Bill Steinhorst. All in favor. Motion carried.
16. Discussion only on Town of Baraboo Comprehensive Plan. Plan Commission to work with Cassandra at the county. Names have been taken for persons interested in serving on the committee.

17. Motion was made by Supervisor, Mike Terry to accept quote of \$2,235.60 from JComp for upgrading two new computers. Motion was seconded by Supervisor, Randy Puttkamer. All in favor. Motion carried.
18. Motion was made by Supervisor, Mike Terry to have Pellitteri Waste Systems come to Town Hall to shred old town documents. Motion was seconded by Supervisor, Bill Steinhorst. All in favor. Motion carried. Date set for Feb. 9, 2026
19. Motion was made by Supervisor, Mike Terry to approve repairs & equipment needed for Town Hall: women's bathroom toilets & lock on bathroom door; new shelving for storage room and fix sink in kitchen draining very slowly and new door bell. Motion was seconded by Supervisor, Bill Steinhorst. All in favor. Motion carried.
20. Discussion regarding Town of Baraboo keys: numbers assigned to who & type. Deputy Clerk, Barbara Terry will start list.
21. Elected officials' reports were given.

- Chairperson Bill Klemm: Public Works (*Town Highway & Building Projects*)
- Supervisor Randy Puttkamer: Public Safety (*Town of Baraboo Representative – Baraboo Area Fire & EMS District*); Sauk County Land Resources & Extension Liaison (*Citizen Member – Farm Services Agency Representative*)
- Supervisor Steve Hess: Conservation & Development (*Chairperson – Plan Commission*)
- Supervisor Mike Terry: Health & Human Resources (*Recycling Center*); Culture, Recreation, & Education (*Town of Baraboo Representative – Great Sauk State Trail Committee*)
- Supervisor Bill Steinhorst: Capital Outlay; Debt Services (*General Finances*)
- Dep. Clerk Barbara Terry: Annexation Requests; Open Records Requests; Public Inquiries; Elections (*Town Business*)
- Treasurer Mary Farrell-Stieve: General Government (*Town's Reserved & Unreserved Funds*)

22. Motion was made by Supervisor, Randy Puttkamer to approve Treasurer's Reconciliation reports for November and December 2025. All in favor. Motion carried.
23. Motion was made by Supervisor, Randy Puttkamer to approve vouchers and checks. Motion was seconded by Supervisor, Bill Steinhorst. All in favor. Motion carried.
24. Motion was made by Supervisor, Randy Puttkamer to adjourn at 9:15 PM. Motion was seconded by Supervisor, Bill Steinhorst.

Minutes prepared by:
Barbara A. Terry, Deputy Clerk