

TOWN OF BARABOO
Minutes of the Monthly Town Board Meeting
May 12, 2025

1. The meeting was called to order by town board chairperson Bill Klemm at 7:01 PM. Clerk Morgan Olson verified compliance with Wisconsin's open meeting laws. *Reference Wis. Stat. § 19.84.*
2. Roll call was taken. Present were: chairperson Bill Klemm; supervisors Randy Puttkamer, Steve Hess, Mike Terry, and Bill Steinhorst; clerk Morgan Olson; and treasurer Mary Farrell-Stieve.
3. Pledge of Allegiance was recited.
4. Motion was made by Steve Hess to adopt the meeting agenda as proposed. Motion was seconded by Mike Terry. Voice vote was taken; **motion carried unanimously.**
5. Motion was made by Steve Hess to approve the minutes of the regular town board meeting held on April 14, 2025. Motion was seconded by Mike Terry. Voice vote was taken; **motion carried unanimously.**
6. Public reminder was given that the initial two-hour Board of Review is scheduled for 4:00 PM – 6:00 PM on Tuesday, May 27, 2025 at the Baraboo Town Hall.
7. Citizen's appearance; no citizens delivered a presentation.
8. Motion made by Steve Hess to approve the draft 2022 & 2023 Financial Review Report drafted by Hillary Sorge of MBE CPAs. Motion was seconded by Bill Steinhorst. Voice vote was taken; **motion carried unanimously.**
9. Motion was made by Steve Hess to direct General Engineering Company to prepare a legal description and scale map of Pikes Peak Road for use with either an Application for Laying Out, Altering, or Discontinuing a Highway or a town board resolution for the same purpose. Motion was seconded by Bill Steinhorst. Voice vote was taken; **motion carried unanimously.**
10. Motion was made by Steve Hess to approve a Certified Survey Map application from owner Robert Bonham of Bonham Farms, LLC on tax parcel 002-0323-10000, located off of Steinke Road. Motion was seconded by Randy Puttkamer. Voice vote was taken; **motion carried unanimously.**
11. Motion was made by Steve Hess to approve a Conditional Use Permit and Tourist Rooming House Permit application, contingent upon the property connecting to the Baraboo Sanitary Sewer District #1 before the Sauk County Land Resources & Extension Committee public hearing, from owner David Mitchell on tax parcel 002-0351-00000, located at S5687 Old Lake Road. Motion was seconded by Randy Puttkamer. Voice vote was taken; Bill Klemm, Randy Puttkamer, Steve Hess, and Bill Steinhorst voted "Aye"; Mike Terry abstained **Motion carried four votes to none.**
12. Motion was made by Steve Hess to adopt Resolution 2025-01 to authorize the town board to accept sealed bids for a one-year contract for machine rental and associated labor at the June town board meeting. Motion was seconded by Randy Puttkamer. Roll call vote was taken; Bill Klemm – "Aye", Randy Puttkamer – "Aye", Steve Hess – "Aye", Mike Terry – "Aye", Bill Steinhorst – "Aye". **Motion carried unanimously.**
13. Motion was made by Steve Hess to adopt Ordinance 2025-3 to amend Ordinance 2024-2 and Chapter 36 "Weight Limits" of the Town of Baraboo Code of Ordinances in order to include additional highways on the special weight limitations list. Motion was seconded by Randy Puttkamer. Roll call vote was taken; Bill Klemm – "Aye", Randy Puttkamer – "Aye", Steve Hess – "Aye", Mike Terry – "Aye", Bill Steinhorst – "Aye". **Motion carried unanimously.**
14. Discussion was held in regards to updating the Town of Baraboo Comprehensive Plan. After discussion, the town board agreed to start the process of updating the comprehensive plan, starting with the next plan commission meeting.
15. Motion was made by Steve Hess to direct clerk Morgan Olson to draft a resolution in support of the Baraboo Sanitary Sewer District #1 stating that the sewer district's assets shall not be used to provide service to the City of Baraboo parcels on the south side of the city. Motion was seconded by Randy Puttkamer. Voice vote was taken; **motion carried unanimously.** Further motion was made by Steve Hess to direct clerk Morgan Olson to draft a resolution in support of Town of Baraboo residents and

landowners stating that the town desires for the City of Baraboo to only consider proposals for Single Family Residential projects in the area around the Tranquility Subdivision, in keeping with the carefully crafted aesthetic of the area. Motion was seconded by Randy Puttkamer. Voice vote was taken; **motion carried unanimously.**

16. Motion was made by Steve Hess to solicit for quotes and/or bids for curbside trash and recycling services for all Town of Baraboo residences. Motion was seconded by Mike Terry. Voice vote was taken; **motion carried unanimously.**
17. Discussion was held in regards to approval to purchase an electronic display for the meeting room of the town hall for presentations. After discussion, the town board agreed to discuss the issue further after looking around at additional retailers for prices of appropriate 65" and larger smart televisions.
18. Discussion was held in regards to appointment of a qualified resident to the Sanitary Sewer District to fill the vacant seat of resigned term holder Steve Sinnott. No new information to report.
19. Correspondence, communications, and committee reports were given.
 - Chairperson Bill Klemm: Public Works (*Town Highway & Building Projects*)
 - Supervisor Randy Puttkamer: Public Safety / Baraboo Area Fire & EMS District Liaison (*Town of Baraboo Representative*); Sauk County Land Resources & Extension Liaison (*Citizen Member – Farm Services Agency Representative*)
 - Supervisor Steve Hess: Conservation & Development (*Plan Commission*)
 - Supervisor Mike Terry: Public Expenses (*Recycling Center*); Great Sauk State Trail Liaison (*Town of Baraboo Representative*)
 - Supervisor Bill Steinhorst: General Government
 - Clerk Morgan Olson: Open Records Requests; Public Inquiries
 - Treasurer Mary Farrell-Stieve: Town's Reserved & Unreserved Funds; Park Commission
20. Discussion was held in regards to approval of the Treasurer's Detailed Transaction Report for March 2025. After discussion, the town board agreed to postpone the report to next month to allow treasurer Mary Farrell-Stieve to address some quirks in the way the accounting software reported the transactions.
21. Motion was made by Steve Hess to approve the Treasurer's Financial Report for the month of April 2025. Motion was seconded by Bill Steinhorst. Voice vote was taken; **motion carried unanimously.**
22. Motion was made by Steve Hess to approve the vouchers and checks as presented. Motion was seconded by Bill Steinhorst. Voice vote was taken; **motion carried unanimously.**
23. Motion was made by Steve Hess to adjourn. Motion was seconded by Bill Steinhorst. Voice vote was taken; **motion carried unanimously.** Meeting adjourned at 9:41 PM.

Minutes prepared by Morgan Keith Olson, Town Clerk