



ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Monday, November 1, 2021 at 8:00AM
Location: City Hall, 101 South Boulevard, Baraboo, WI 53913
Room: C205 *Dennis O Thurow* Committee Room

This meeting is open to the public. However, with the health concerns regarding COVID-19, anyone appearing in person will be required to socially distance themselves.

Remote participation at this meeting is allowed and encouraged. Committee Members and the public wanting to participate remotely must dial:

Conference Call: 1 (414) 662-3639 Conference Code: 706 941 080#

Notices:

Full Paper to Members: Alderpersons: John Ellington, Heather Kierzek & Kathleen Thurow
Citizen or other notices: Mayor, Rob Nelson, City Administrator, Casey Bradley; Police Chief, Mark Schauf; Finance Director, Julie Ostrander; City Engineer, Tom Pinion; Clerk, Brenda Zeman, Library for subsequent posting, and Media

- 1) Call to Order:
 - a) Roll call of members
 - b) Note Compliance with Open Meeting Law.
 - c) Approve minutes – October 4, 2021.
 - d) Approve agenda.
- 2) Action Item(s):
 - a) Review and recommendation to the Common Council on approving the Temporary Liquor License (aka Picnic License) for the Downtown Baraboo Winter Wine Walk, November 19, 2021.
 - b) Review and recommendation to the Common Council on approving the Temporary Liquor License (aka Picnic License) for the Sauk County Historical Society Christmas at the Mansion, December 10, 2021.
 - c) Review and recommendation to the Common Council on approving the Temporary Liquor License (aka Picnic License) for the Baraboo Young Professionals Baraboo Night Market, December 17, 2021.
- 3) Discussion Item(s):
 - a) City of Baraboo Municipal Codebook §29.11, Number of Cats and Dogs per Household
- 4) Information Item(s):
 - a) Date and time of next meeting: Monday, December 6, 2021 at 8:00AM
- 5) Adjournment: Alderperson Ellington

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

Agenda prepared by Brenda Zeman, (608) 355-2700
Agenda Posted by Donna Munz on October 27, 2021

Any person, who has a qualifying disability as defined by the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk at 101 South Boulevard, Baraboo, Wisconsin or by phone (608) 355-2700 during regular business hours at least 48 hours before the meeting to ensure reasonable arrangements are made to accommodate each request.

Present: Alderpersons John Ellington, Heather Kierzek, Kathleen Thurow
Absent: None.
Also Present: Mayor Nelson, City Clerk, Brenda Zeman; Finance Director Julie Ostrander, Police Chief Schauf
Citizen Present: Lacey Howard, D. Brett Williamson

The meeting was called to order by Chairman John Ellington at 8:00AM, with roll call and noting compliance with the Open Meetings Law.

Motion by Thurow, seconded by Kierzek to approve the September 27, 2021 minutes. Motion carried unanimously.

Motion by Kierzek, seconded by Thurow to approve the Agenda. Motion carried unanimously.

Consider the Class “B” Liquor License for 608 Axe Throwing

Ald. Thurow noted that the paperwork submitted by D. Brett Williamson only included his last employer, not two as indicated on the form. D. Brett Williamson explained that prior to Chula Vista, he was part-time jobs. Police Chief Schauf does not have issue with the paperwork that was submitted; there are no red flags with this application. Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Class “B” (Beer) Liquor License for 608 Axe Throwing. Motion carried unanimously.

Consider Request for Excessive Household Animals from Lacey Howard

Police Chief Schauf explained that there has been only one complaint received by the police department for these dogs. He does not have sufficient support to not allow this to happen. Ald. Ellington noted that he stopped by the house and was greeted by the dogs but also noted that the dogs did not bark the rest of the time he was there. City Clerk Zeman read into the record an email received from Bridgett Foster, Owner/Trainer of BDH Canine Solutions LLC regarding the progress that has been made with the dogs. Motion by Thurow, seconded by Kierzek to recommend to Council approving Lacey Howard’s request for three dogs. Motion carried unanimously.

Consider Amending §29.13 of the Baraboo Municipal Code, Chicken Permit

Police Chief Schauf explained one of his concerns with allowing chickens to be raised in an educational setting is the treatment of the chickens when the school wasn’t in session and making sure the animals are not harassed by students. The revisions made by the Police Chief Schauf and City Clerk Zeman were reviewed by legal counsel. Motion by Kierzek, seconded by Thurow to recommend to Council amending §29.13 of the Baraboo Municipal Code, allowing chickens to be raised in an educational setting.

Discussion Items: None.

Informational Items

The next meeting will be Monday, November 1, 2021 at 8:00AM.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:14AM.

Respectfully submitted,
Brenda Zeman, City Clerk

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

Application Date: 10/14/2021

City of Baraboo

County of Sauk

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

A Temporary Class "B" license to sell fermented malt beverages at picnics of similar gatherings under § 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under §125.51(10), Wis. Stats.

At the premises described below during a special event beginning 11/19/2021 and ending 11/19/2021 and agrees to comply with all laws, resolutions, ordinances and regulation (stat, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization (check appropriate box)→

<input type="checkbox"/>	Bona fide Club	<input type="checkbox"/>	Church	<input type="checkbox"/>	Lodge/Society
<input checked="" type="checkbox"/>	Chamber of Commerce or similar Civic or Trade Organization	<input type="checkbox"/>	Fair Association	<input type="checkbox"/>	
<input type="checkbox"/>	Veteran's Organization	<input type="checkbox"/>		<input type="checkbox"/>	

(a) Name DOWNTOWN BARABOO INC.

(b) Address PO BOX 216 Baraboo 53913
(Street) _____ City _____

(c) Date Organized 11/19/2021

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President LACEY STEFFES

Vice President PJ Kruschel

Secretary Courtney Atwater

Treasurer Steve Ramsey

(g) Name and address of manager or person in charge of affair: DANIELLE ROSENE

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Store, and Areas Where Alcohol Beverage Records Will Be Stored:

(a) Street Number PO Box 216 Baraboo

(b) Outdoor Event Description _____

(c) Do premises occupy all or part of building? Part of Building/Space

(d) Describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:
All main retail spaces will be part of the Wine Walk and where wine is poured - Please see attached excel file with detailed notes on each location.

3. Name of Event

(a) List name of the event 2021 WINTER WINE WALK

(b) Dates of event 11/19/2021 11/19/2021

E-mail address: downtownbaraboo@gmail.com

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.

PAYMENT OPTIONS: (choose one)

On line

US mail

In person

City Hall Night Deposit

Approvers:

DOWNTOWN BARABOO INC.

(Name of Organization)

esigned via SeamlessDocs.com
Danielle Rae Rosene

Officer: _____

(Signature/date)

10/14/2021

2021 Winter Wine Walk Business Participation

Business Name	License Name	Business Owner	Premises	Business Address
8 Angels and Arrows Boutique	Amy Millie	Amy Millie	Main retail space	100 3rd Street
17 Blank Canvas Arts	Brett or Holly Klawitter	Brett & Holly Klawitter	Main retail space	614 Oak Street
12 Countryside Refind	Jennifer Lamberty-Loveless	Jennifer Lamberty-Loveless	Main floor retail space	115 3rd Ave
9 The Jewelers Edge	Sarah Fay	Sarah Fay	Main retail space	416 Oak Street
18 Etcetera by BLH	Courtney Atwater	Courtney Atwater	Main retail space	102 4th Ave
13 A Sense of Adventure	Jill Addy	Jill Addy	Main retail space	512 Oak Street
11 Tin Roof Dairy	Michael Yount	Michael Yount	Main retail space	119 3rd Ave
16 A Vintage Co-op	Erin LaPorte	Erin LaPorte	Main retail space	119 4th Street
5 Spirit Lake Trading Company	Mike Palm	Mike Palm	Main retail space	138 3rd Street
2 Radio Shack	PJ Kruschel	PJ Kruschel	Main retail space	135 3rd Street
4 Eclectic Treasures	Erin Zirbel	Erin Zirbel	Main retail space	142 3rd Street
6 Recycled Sallys	Betsy Hansen	Betsy Hansen	Main retail space	124 3rd Street
3 Spa Serenity	Lacey Steffes	Lacey Steffes	Main retail space	137 3rd Street
10 Johnsen Insurance	Kayce Dervetski	Bill (William) Johnsen	Main entry/visitor space	402 Broadway Street
19 Just Imagine Toys	Todd Wickus	Todd Wickus	Main retail space	120 4th Ave
7 Brunker Realty Group	Samantha Brunker	Samantha Brunker	Main entry/visitor space	116 3rd Street
14 Bullfrog Cards	Jeremiah or Lisa Newberry	Jeremiah & Lisa Newberry	Main retail space	524 Oak Street #11
20 AI Ringling Theater	Shannon Hill	Shannon Hill	Main theater/stage space	136 4th Ave
1 Bekah Kate's	Bekah Stelling	Bekah Stelling	Main retail space	117 3rd Street
15 Zach's Bar & Grill	Zach Ziegler	Zach Ziegler	Main Bar/Establishment area	126 4th Street

JA

10/14/2021

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

Application Date: 10/12/2021

City of Baraboo

County of Sauk

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

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

At the premises described below during a special event beginning 12/10/2021 and ending 12/10/2021 and agrees to comply with all laws, resolutions, ordinances and regulation (stat, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box)→
- | | | |
|---|---|---|
| <input type="checkbox"/> Bona fide Club | <input type="checkbox"/> Church | <input checked="" type="checkbox"/> Lodge/Society |
| <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization | <input type="checkbox"/> Veteran's Organization | <input type="checkbox"/> Fair Association |

(a) Name SAUK COUNTY HISTORICAL SOCIETY

(b) Address PO BOX 651 BARABOO 53913
(Street) City

(c) Date Organized Nov. 24, 1905

(d) If corporation, give date of incorporation Nov. 24, 1905

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

(f) Names and addresses of all officers:
President MONA LARSEN

Vice President Bev Vaillancourt

Secretary Bill Schuette

Treasurer Chuck Ecklund

(g) Name and address of manager or person in charge of affair: PAUL WOLTER

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Store, and Areas Where Alcohol Beverage Records Will Be Stored:

(a) Street Number 531 Fourth Avenue Baraboo

(b) Outdoor Event Description _____

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

(d) Describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:
The event will be at the historical museum housed in the Van Orden Mansion. The event will be held in the first and second floors of the museum.

3. Name of Event

(a) List name of the event CHRISTMAS AT THE MANSION - WINE & APPETIZER PREMIER

(b) Dates of event 12/10/2021

E-mail address: executivedirector@saukcountyhist.org

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.

PAYMENT OPTIONS: (choose one)

- On line
- US mail
- In person
- City Hall Night Deposit

SAUK COUNTY HISTORICAL SOCIETY

(Name of Organization)

©Signed via SwambornDocu.com
Mona Carol Larsen
Key: aca56c2b713b219e4034c0a8470472

Officer: _____

Approvers:

(Signature/date)

©Signed via SwambornDocu.com
Police Chief Schauf
Key: 7412727e4ad03e485c0a39d07700ce28c

10/18/2021

10/13/2021

JA

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

10/05/2021

Application Date: 10/5/21

City of Baraboo

County of Sauk

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

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

At the premises described below during a special event beginning 12/17/21 and ending 12/17/21 and agrees to comply with all laws, resolutions, ordinances and regulation (stat, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box)→
- | | | | | | |
|-------------------------------------|--|--------------------------|------------------|--------------------------|---------------|
| <input type="checkbox"/> | Bona fide Club | <input type="checkbox"/> | Church | <input type="checkbox"/> | Lodge/Society |
| <input checked="" type="checkbox"/> | Chamber of Commerce or similar Civic or Trade Organization | <input type="checkbox"/> | Fair Association | <input type="checkbox"/> | |
| <input type="checkbox"/> | Veteran's Organization | <input type="checkbox"/> | | <input type="checkbox"/> | |

(a) Name BARABOO YOUNG PROFESSIONALS

(b) Address 402 BROADWAY Baraboo, WI 53913

(c) Date Organized 3/1/17

(d) If corporation, give date of incorporation 1/9/18

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

(f) Names and addresses of all officers: President MIKE JOHNSEN

Vice President Ashley Schreiber

Secretary Dan Rindfleisch

Treasurer Kortnee Carroll

(g) Name and address of manager or person in charge of affair: NICKI GREEN

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Store, and Areas Where Alcohol Beverage Records Will Be Stored:

(a) Street Number 4th Ave between Oak Street & Broadway Baraboo, WI

(b) Outdoor Event Description Baraboo Night Market is an open-air market event with food vendors, shopping vendors, and beer/wine. The entire event grounds

(c) Do premises occupy all or part of building? no

(d) Describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: The block of 4th Ave between Oak Street & Broadway will be closed. The block will be fenced in (with security at entrances) to contain alcohol consumption to event premises only.

3. Name of Event

(a) List name of the event BARABOO NIGHT MARKET

(b) Dates of event 12/17/21

E-mail address: cabajn@gmail.com

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.

PAYMENT OPTIONS: (choose one)

- On line
- US mail
- In person
- City Hall Night Deposit

BARABOO YOUNG PROFESSIONALS

(Name of Organization)

Nicole Green

Officer:

(Signature/date)

10/05/2021

Police Chief Schauf

10/05/2021

- (4) **RABIES VACCINATION REQUIRED.** It shall be unlawful for any person to keep an adult dog in the City which has not received a rabies vaccination as required by §95.21, Wis. Stats., or to keep an adult cat in the City which has not received a rabies vaccination. No license shall be issued until a certificate of rabies vaccination issued by a veterinarian has been presented to the City Clerk or designee. A rabies vaccination tag shall be attached to the collar of all licensed dogs and cats at all times, except as provided in §95.21, Wis. Stat.
- (5) **UNTAGGED DOGS AND CATS.** Untagged adult dogs and cats are prohibited. An adult dog or adult cat is considered to be “untagged” if a rabies vaccination tag or City-issued license tag is not attached to a collar which is kept on the dog or cat whenever the dog or cat is outdoors unless the dog or cat is confined.

29.11 NUMBER OF DOGS AND CATS PER HOUSEHOLD LIMITED; SPECIAL EXCEPTION PERMIT.

- (1) **DOG AND CAT LIMITS.** Except as otherwise permitted by this Chapter, no person shall own, harbor or keep more than two adult dogs and two adult cats in a household. If more than two adult dogs and two adult cats are owned, harbored or kept in or by any one household, the head of the household shall be deemed the person so owning, harboring or keeping such animals, notwithstanding that the dog or cat license or licenses may be issued to other members of the household as owners of such animals.
- (2) **SPECIAL EXCEPTION PERMIT.** The Common Council shall be authorized to grant a Special Exception Permit to allow a greater number of adult dogs and/or adult cats for a specific household provided the following conditions are satisfied:
 - a. Permit Request.
 - i. The head of household must submit a request for a Special Exception Permit in writing to the City Clerk, who, upon receipt, shall schedule the request to be considered at the next regularly scheduled Administrative

Committee meeting where the notice requirements described in sub. ii, below, can be timely made.

- ii. Upon receiving the request, the City Clerk or designee shall attempt to notify the owners of property immediately adjacent to the requestor’s property regarding the request. This attempt shall be made by regular mail to be posted at least 10 calendar days prior to the date of the Administrative Committee meeting at which the application will be heard.
- b. Administrative Committee Review. Before the Council considers a request for a Special Exception Permit, the request shall be reviewed by the Administrative Committee. If the Administrative Committee finds that the Permit should not be issued based on the factors listed in Subs. (c) i-vii, below, this determination shall be final and shall constitute a formal denial of the request. If the Administrative Committee finds that the Permit should be granted, or granted with conditions in addition to those listed in Par. (3), below, this determination shall be deemed a recommendation only and the final determination shall be made by the Council.
- c. Common Council Authorization. Upon a recommendation from the Administrative Committee to grant a Special Exemption Permit, or to grant a Special Exemption Permit with conditions in addition to those listed in Par. (3), below the Council shall make the final determination based on the following factors: (1885 10/08/96, 2448 09/13/16)
 - i. Whether the need for the additional animal is based on a change in