

Present: Alderpersons Kathleen Thurow, Heather Kierzek, Bryant Hazard

Absent: None.

Also Present: City Clerk Brenda Zeman, Interim Police Chief Rob Sinden, Finance Director Julie Ostrander, Rob Nelson

Citizen Present: Paul Wolter

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

Motion by Hazard second by Kierzek to approve the September 27, 2022, minutes.

Motion by Kierzek second by Hazard to approve the agenda. Motion carried unanimously.

**Action Items:**

- a) Review and recommendation to the Common Council on approving the Temporary Liquor Licenses (aka Picnic License) for Downtown Baraboo, Inc, Wine Walk, 11/18/2022.

Rob Sinden commented they self-police well and there are no problems.

Motion by Hazard seconded by Kierzek to approve. Motion carried unanimously.

- b) Review and recommendation to the Common Council for the Liquor Licenses Change of Agent for Con Amici, LLC to Cornelia Schmitz.

Thurow noticed the address was not included and Zeman indicated she had redacted the address. Rob Sinden had no problems with the change of agent.

Motion by Kierzek seconded by Hazard to approve. Motion carried unanimously

Discussion:

- a) Strategic Plan assignments – Initial discussion to breakdown the plan into manageable pieces and determine completion strategy.

Members of the committee read and reviewed the Strategic Plan master for Administrative Committee assignments. The roles and responsibilities for each assignment would go to Departments Heads with the Administrative Committee having oversight. Mayor Nelson noted there are too many high priority items so the Council should weigh in on this decision. Kierzek believes the gaps in service along with meaningful metrics should be addressed by Department Heads. Thurow indicated her desire for the City Administrator attend the next regularly scheduled meeting for guidance and direction for rolling out the plan. The Strategic Plan will be a standing item on the agenda until finished.

Information Item(s):

- a) Date and time of next meeting: Tuesday, December 6, 2022, at 8:00AM.

Zeman noted that a special meeting needs to take place to address a license she received yesterday so it will get to Council in a timely manner before the event.

Motion by Hazard seconded by Kierzek to approve a special Administrative Meeting on Nov 15<sup>th</sup>, 2022. Motion carried unanimously.

Motion to adjourn by Hazard, seconded by Kierzek at 8:15 AM and unanimously carried.

Respectfully submitted, Julie Ostrander, Finance Director