



ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Tuesday, November 15, 2022, at 8:00AM
Location: City Hall, 101 South Boulevard, Baraboo, WI 53913
Room: C205 *Dennis O Thurow* Committee Room

Notices:

Members Noticed: Alderpersons: Kathleen Thurow, Heather Kierzek & Bryant Hazard
Citizen or other notices: Mayor Rob Nelson, City Administrator Casey Bradley; Police Chief Rob Sinden; 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 – November 01, 2022
 - 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 Sauk County Historical Society, Christmas at the Mansion, 12-9-2022
- 3) Information Item(s):
 - a) Date and time of next meeting: Tuesday, December 6, 2022, at 8:00AM
- 4) Adjournment:

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 Griggel on November 10, 2022

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.

Administrative Committee

November 1, 2022

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 15th, 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

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

Application Date: 10/31/2022

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 12/09/2022 and ending 12/09/2022 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"/> Fair Association | |
| <input type="checkbox"/> Veteran's Organization | | |

(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
executivedirector@saukcountyhistory.org

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? all

(d) Describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:
Sauk county Historical Museum, all rooms on first and second floors

3. Name of Event

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

(b) Dates of event 12/09/2022

E-mail address: executivedirector@saukcountyhistory.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

Approvers:

SAUK COUNTY HISTORICAL SOCIETY

(Name of Organization)

Officer:

Mona Carol Larsen

(Signature/date)

10-31-2022