



ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Tuesday, December 6, 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; Interim 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 15, 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 Baraboo Theatre Guild, Bootlegger's Ball, 1-7-2023

Discussion:

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

3) Information Item(s):

- a) Date and time of next meeting: Tuesday, January 3, 2023, at 8:00AM

4) Adjournment:

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

Agenda jointly prepared by Brenda Zeman & Julie Ostrander (608) 355-2700
Agenda posted by Donna Grigg on December 2, 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.

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 November 1, 2022, minutes. Motion carried unanimously.

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 License (aka Picnic License) for the Sauk County Historical Society, Christmas at the Mansion, 12-9-2022

Rob Sinden commented there are not issues on the part of the Police Department.

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

Information Item(s):

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

Motion to adjourn by Kierzek, seconded by Hazard at 8:03 AM and unanimously carried.

Respectfully submitted, Julie Ostrander, Finance Director

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

Application Date: 11/14/2022

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 01/07/2023 and ending 01/07/2023 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) → Bona fide Club Church Lodge/Society
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name BARABOO THEATRE GUILD

(b) Address PO BOX 276 Baraboo, WI 53913
(Street) _____ City _____

(c) Date Organized 10/14/1947

(d) If corporation, give date of incorporation 1/20/2000

(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 GRIFFIN JAMES

Vice President Rahne Forbes

Secretary Josh Garant

Treasurer Autumn Elliott

(g) Name and address of manager or person in charge of affair: JONATHAN BAKER
jbaker@barabooheatreguild.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 541 4th Ave Baraboo, WI

(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:
Entire Van Orden Mansion

3. Name of Event

(a) List name of the event BOOTLEGGERS BALL

(b) Dates of event 01/07/2023

E-mail address: jbaker@barabooheatreguild.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:

BARABOO THEATRE GUILD

(Name of Organization)

Officer:

Jonathan Baker

(Signature/date)

11-14-2022

Committee	Staff	Objective	Priority
Committees	City Administrator	Cross-training is prioritized in departments to ensure high level of customer service.	1
Committees	City Administrator	Department Heads take the lead on documenting SOPs (standard operating procedures) for department functions.	1
Committees	City Administrator	Employees document their daily, weekly, monthly, and less frequent responsibilities within their role, as a supplement to updated position descriptions and internal reference guide.	2
Committees	City Administrator	Develop and implement an offboarding process for retiring / exiting employees to not fully lose institutional knowledge upon exit.	2
Committees	City Administrator	Conduct regular "stay interviews" between employees and supervisors to understand their capacity and resource needs.	1
Committees	City Administrator	Maintain a culture of open and honest feedback in City Hall by promoting and appointing leaders who are open to feedback.	1
Committees	City Administrator	Develop program to recognize and invest in future leaders (including professional development, tuition reimbursement, passing responsibility downward).	2
Committees	City Administrator	Incentivize and encourage employees to suggest fresh ideas and enhance City service delivery.	3
Committees	City Administrator	Retain employees looking to move into leadership roles wherever possible through cross-training and professional development opportunities.	3
Committees	City Administrator	Each department to conduct an evaluation of their skills inventory and identify gaps annually.	1
Committees	City Administrator	<i>Build mentorship into the organization as a standard practice. Use HR/Assistant City Administrator role as a model to attract rising talent to the organization.***</i>	1
Committees	City Administrator	Explore non-monetary benefits for employees such as position-sharing, flexible schedules, remote work, or limiting City Hall customer service hours.	1
Committees	City Administrator	Council establishes desired metric(s) from each department that will be reported to Council. These metrics will help make data-driven decisions	1
Committees	City Administrator	City Administrator helps empower Department Heads to track the Council-determined metrics for their department.	1
Committees	City Administrator	Benchmarks for paper use reduction are set for each department annually.	2
Committees	City Administrator	Incentivize and encourage employees to identify ways to make more services available online.	3

Admin	City Administrator	Maintain non-virtual formats of communication for residents who cannot access and/or understand technological delivery models.	1
Admin	City Administrator	<i>Create a social media presence for City of Baraboo which consolidates the majority of City communications under one account. Police and Library will still maintain independent social media presences. ***</i>	2
Admin	City Administrator	Confirm from Library and Police Department experiences that language needs of non-English speaking Baraboo community members are being met through City communications.	3
Admin	City Administrator	Create benchmarks to measure reach and impact of social media use to understand which platforms to prioritize.	3
Admin	City Administrator	Evaluate ways to enhance the virtual meeting experience (i.e., not on Microsoft Teams) to ensure inclusivity for members and residents who want to join meetings virtually.	1
Admin	City Administrator	Evaluate A/V enhancements for Council Chambers that improve user experience for attendees to participate in real time.	1
Admin	City Administrator	Create a tech onboarding procedure for elected officials and staff.	1
Admin	City Administrator	Explore ways to enhance public engagement through technology other than through meeting attendance.	2
PSC/Admin	City Administrator/ Police Chief	Continue working with community partners to understand community needs and gaps in terms of wrap-around services (mental health, drug and alcohol treatment, social services, etc.)	1
Committees	City Administrator	Draft and present a report to City Council on emerging community needs and service alignment (service expansion / change) as Baraboo grows.	1
PSC/ADMIN	Police Chief	Meet with community partners to identify ways to serve a changing family unit norm (including challenges such as childcare, caregiving, and socioeconomic challenges)	2
Admin.	Mayor	Mayor evaluates developing a constituent-facing communication that breaks down City Council decisions and decision-making process.	1
Admin.	City Administrator	Develop a proactive communications strategy that lets the City tell the story (rather than having the narrative shaped by inadequate media coverage).	1
Admin/Finance	City Administrator	Develop educational materials to better explain and share information about the annual budget process with the public in hopes of increasing engagement.	1
Admin.	City Administrator	Empower the public to engage with City government by expanding volunteer opportunities for low-risk projects (also reduces staff burden).	2

Admin/Finance	City Administrator	Research communications / public information officer roles in other similarly sized communities to manage website, social media, and external communications for City.	2
Admin.	City Administrator/Mayor	Reach different demographics within Baraboo through multimedia communications approach (newsletter, social media, community forums, service club talks).	2
Admin	City Administrator	Evaluate ways to make City information as accessible as possible (website improvements, technology usage) to enhance customer service experience.	1
Committees	City Administrator	Staff determine meaningful datasets to drive budgetary decision-making that should be presented to Council by department heads.	1
Committees	Department Heads	Council solicits meaningful data from departments on a regular basis to drive decision-making.	1
Committees	City Administrator	Evaluate switch from line item budget to outcome-based budgeting beginning with 2023 budget cycle.	1
Committees	City Administrator	City Council solicits quarterly or semi-annual reports on departmental assets from staff.	2
Committees	City Administrator	Evaluate the metrics for coverage and demand of services based on population to understand service gaps that will emerge with continued growth.	1