



## ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Monday, May 23, 2022 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 either in-person or remotely.**

**Conference Call: 1 (414) 662-3639      Conference Code: 935 271 427#**

Notices:

Full Paper to Members:  
Citizen or other notices:

Alderspersons: Kathleen Thurow, Heather Kierzek & Bryant Hazard  
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 – May 2, 2022.
  - d) Approve agenda.
- 2) Action Item(s):
  - a) Consider the 2022, 6-month Class “B” Liquor License Application for the Baraboo Dugout Club.
- 3) Information Item(s):
  - a) Date and time of next meeting: Tuesday, June 7, 2022 at 8:00AM
- 4) Adjournment:

For more information about the City of Baraboo, visit our website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com).

Agenda prepared by Brenda Zeman, (608) 355-2700  
Agenda Posted by Donna Griggel on May 20, 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**

**May 2, 2022**

Present: Alderpersons Kathleen Thurow, Heather Kierzek, Bryant Hazard

Absent: None.

Also Present: City Clerk Brenda Zeman, Finance Director Julie Ostrander, Mayor Rob Nelson,  
Police Captain Siden

Citizen Present: None.

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

Motion by Kierzek, seconded by Hazard to approve the April 4, 2022 minutes, with one change to remove the 1040 inadvertently inserted. Motion carried unanimously.

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

**Action Items:**

- a. Review and recommendation to the Common Council for the Liquor License Change of Agent for Fore Seasons at Baraboo Country Club to Eric McConnell.

Capitan Sinden reported clean background checks for the Change of Agent.

Motion by Kierzek, seconded by Hazard for recommendation to the Common Council for the Liquor License Change of Agent for Fore Seasons at Baraboo Country Club to Erick McConnell.

Motion carried unanimously.

- b. Review and recommendation to the Common Council for a Class “B” Fermented Malt Beverage and “Class C” Wine License for Gordon & Hollie Ringelstetter Log Cabin Family Restaurant and Bakery, LLC, 1215 8<sup>th</sup> Street.

Captain Sinden reported clean background check for Log Cabin Family Restaurant. Clerk Zeman pointed out this was a change in ownership.

Motion by Hazard, seconded by Kierzek for recommendation to the Common Council for the a Class “B: Fermented Malt Beverage and “Class C” Wine License for Gordon & Hollie Ringelstetter Log Cabin Family Restaurant and Bakery, LLC, 1215 8<sup>th</sup> Street.

Motion carried unanimously.

**Discussion Items:**

**Informational Items**

- a) Date and time for next meeting: Tuesday, June 7, 2022 at 8:00AM

Motion to change meeting day to Tuesday by Hazard, seconded by Kierzek.

Motion to adjourn by Kierzek, seconded by Hazard at 8:06AM and unanimously carried.

Respectfully submitted, Julie Ostrander, Finance Director

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# Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 6-1-22 ending: 11-30-22  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the:  Town of } Baraboo  
 Village of }  
 City of }

County of Sauk Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one:  Individual  Limited Liability Company  
 Partnership  Corporation/Nonprofit Organization

Complete A or B. All must complete C.

### A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
			<u>APR 05 2022</u>
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
			<u>CITY OF BARABOO</u>
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

### B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
<u>Baraboo Degout Club</u>	<u>118 15<sup>th</sup> Ave. Baraboo, WZ. 53913</u>

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kujak</u>	<u>Paul</u>	<u>AARON</u>	<u>118 15<sup>th</sup> Ave. Baraboo, WZ. 53913</u>

### All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kujak</u>	<u>Paul</u>	<u>A.</u>	<u>118 15<sup>th</sup> Ave. Baraboo, WZ. 53913</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Lewis</u>	<u>Dan</u>		<u>131 Monroe Baraboo, WZ. 53913</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Collins</u>	<u>Delores</u>		<u>800 Madison St. Baraboo, WZ. 53913</u>
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Lewis</u>	<u>Dan</u>		<u>131 Monroe, Baraboo - WZ. 53913</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kujak</u>	<u>Paul</u>		<u>118 15<sup>th</sup> Ave. Baraboo, WZ. 53913</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Lewis</u>	<u>Dan</u>		<u>131 Monroe Baraboo, WZ. 53913</u>

### C. Business Information

1. Trade Name Baraboo Degout Club Business Phone Number 608-963-1875  
2. Address of Premises 118 15<sup>th</sup> Ave. Post Office & Zip Code Baraboo, WZ. 53913

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... Yes  No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Concession stand at Pieve Park including bleachers area.

5. Legal description (omit if street address is given on previous page): Piece Park Hwy 123.
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** .....  Yes  No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** .....  Yes  No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** .....  Yes  No
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8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** .....  Yes  No
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9. Does the applicant understand they must hold a Wisconsin Seller's Permit? .....  Yes  No  
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? .....  Yes  No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? .....  Yes  No
12. Does the applicant owe municipal property taxes, assessments, or other fees? .....  Yes  No  
**(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).**

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) <u>Paul Kujak</u>	Title / Member <u>President</u>	Date <u>4-5-22</u>
Signature <u>Paul Kujak</u>	Phone Number <u>608-963-1875</u>	Email Address <u>PKUJAK52521@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>4-5-22</u>	Date reported to council / board <u>5-24-22</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk