



ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Tuesday, July 6, 2021 at 8:00AM CST
Location: City Hall, 101 South Boulevard, Baraboo, WI 53913
Room: C205 *Dennis O Thurow* Committee Room

This meeting is open to the public. 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: 717 050 597#

Notices:

Members Noticed: Alderpersons: John Ellington, Heather Kierzek & Kathleen Thurow
Citizen or other notices: Mayor Rob Nelson, Administrator, Casey Bradley; Police Chief, Mark Schauf; 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 – June 21, 2021.
- d. Approve agenda.

2. Action Items:

- a. Review and recommendation to the Common Council the following Temporary Liquor Licenses (aka Picnic Licenses):
 - (1) Downtown Baraboo, Inc., Summer Wine Walk, July 23, 2021
 - (2) Baraboo Young Professionals, Baraboo Night Market, September 17, 2021
- b. Review and recommendation to the Common Council the Liquor License Change of Agent for Al Ringling Brewing Company, Inc. to Joe Colossa.
- c. Review and recommendation to the Common Council to approve amending §1.31(1) of the Baraboo Municipal Code, Membership of the UW-Baraboo/Sauk County Campus Commission.

3. Information Items

- a. Date and time of next meeting: August 2, 2021 at 8:00AM CST

4. Adjournment:

Aldersperson 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 July 2, 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
Absent: Alderperson Kathleen Thurow
Also Present: City Clerk, Brenda Zeman; Police Chief, Mark Schauf
Citizen Present: None.

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 Ellington, seconded by Kierzek to approve the June 7, 2021 minutes. Motion carried unanimously.

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

Consider the following Temporary Liquor Licenses

- Baraboo American Legion Post 26, June 26, 2021 – June 27, 2021
- Baraboo American Legion Post 26, July 9, 2021 – July 11, 2021

Motion by Kierzek, seconded by Ellington to approve and recommend to Council both Temporary Liquor Licenses, aka Picnic Licenses, for the Baraboo American Legion Post 26. Motion carried unanimously.

Informational Items

The next meeting will be Tuesday, July 6, 2021 at 8:00AM.

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

Respectfully submitted,
Brenda Zeman, City Clerk

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

06/30/2021

Application Date: 06/30/2021

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 07/23/2021 and ending 07/23/2021 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"/> | Veteran's Organization | | | | |

(a) Name DOWNTOWN BARABOO INC.

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

(c) Date Organized 07/23/2021

(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: BEKAH STELLING

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 3rd Ave/Street 4th Ave/Street 5th Ave Baraboo, WI

(b) Outdoor Event Description _____

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

(d) Describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:
Please see businesses that are participating in the Summer Wine Walk with the names of those pouring the wine for each establishment.

3. Name of Event

(a) List name of the event SUMMER WINE WALK

(b) Dates of event 07232021

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

DOWNTOWN BARABOO INC.

(Name of Organization)

Danielle Rae Rose

Officer: _____

(Signature/date)

06/30/2021

Approvers:

Key: 70127276aa4850ba39d37806ca30

06/30/2021

Businesses Participating in the Summer Wine Walk

	Person 1	Person 2	Person 3	Person 4
1 Bekah Kate's	Bekah Stelling			
2 Radio Shack	PJ Kruschel	Nicole Kruschel		
3 Spa Serenity	Lacey Steffes			
4 Spirit Lake Trading Company	Mike Palm	Bonnie Palm		
5 Eclectic Treasures	Jayme Roller			
6 Recycled Sally's	Angelene Garske	Catie Newbury		
7 Bruncker Realty Group, LLC	Rebecca Jackson	Sabel Zaffiro		
8 Angels and Arrows Boutique	Amy Millie	Elizabeth Brennan		
9 The Jeweler's Edge	Sarah Fay			
10 Countryside Refind	Mike Ender	Don Loveless		
11 Tin Roof Dairy	Megan Yount	Jennifer Yount		
12 Just Imagine Toys	Kimberly Bauer			
13 Etcetera by BLH	Donald Atwater			
14 Baraboo Social Club	James Kimball	Erik Esch	John Catterson	Zack Tedal
15 Blank Canvas Arts	Holly Klawitter	Emily Keefer		
16 Cornerstone Gallery	Wolfgang Calnin	Sue Calnin		
17 A Vintage Co-op	Erin Laporte	Daphne Copeland		
18 Baraboo Vintage	Melanie Mielke	Jamie Kennedy		
19 Zach's	Zach Ziegler	Donald Walker		
20 Bullfrog Cards	Lisa Newberry	Michelle Burch		
21 Karmen Lindner Photography	Karmen Lindner			
22 A Sense of Adventure	Kelly Leatherberry	Sharon Addy	Emily Boldt	

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

Application Date: 05/25/2021

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 09/17/2021 and ending 09/17/2021 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 BARABOO YOUNG PROFESSIONALS

(b) Address 402 BROADWAY STREET Baraboo, WI 53913
(Street) City

(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 Oak/4th of the Square in downtown Baraboo, WI

(b) Outdoor Event Description Baraboo Night Market: fair on the square-style event. Live music, enclosed beer/wine, food vendors, craft/artisan vendors, interactive

(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 streets of: Oak Street between 3rd & 4th, 4th between Oak & Broadway. Streets are fenced off to contain alcohol consumption to event premises only.

Intersection of Oak/4th closed, intersections of Oak/3rd & 4th/Broadway open. Sidewalks open, stairs to courthouse lawn open.

3. Name of Event

(a) List name of the event BARABOO NIGHT MARKET

(b) Dates of event 09/17/2021

E-mail address:

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

NICKI GREEN

(Name of Organization)

eSigned via SeamlessDocs.com
Nicole Green

Key: a0e5008b71302100e024805a70470472

Officer: _____

(Signature/date)

05/25/2021

Approvers:

eSigned via SeamlessDocs.com
Police Chief Schauf

06/21/2021

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

Al Ringling Brewing Company

Reason for Cancellation of Appointed Agent

Griffin James stepped down from Board.

The undersigned appoints Joe Colossa as agent in accordance with sec. 125.04(6), Wis. Stats.

Donald H. Horowitz
Signature of President / Member

7/1/21
Date

Section 2: Agent Information and Acknowledgement

Agent Name

Joe Colossa

Mailing Address

623 Broadway Street

City or Post Office

Baraboo

State

WI

Zip Code

53913

Agent Questions

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| 1. Are you of legal drinking age? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been convicted of a federal law violation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Have you ever been convicted of a state law violation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Have you ever been convicted of a local ordinance violation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? .. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for Al Ringling Brewing Company and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

[Signature]
Signature of Agent

7/1/21
Date

Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official

NBO-1

The City of Baraboo, Wisconsin

Background:

In 2014, the UW-Baraboo/Sauk County Campus Commission amended its bylaws to confer membership to either the clerk or administrator of each governing jurisdiction. The Sauk County Board of Supervisors and the Baraboo Common Council both approved these changes at that time. However, city ordinances were apparently never updated to reflect this change, resulting in confusion over the correct makeup of the Commission.

This amendment brings the Baraboo Municipal Code into alignment with the current Campus Commission bylaws.

Fiscal Note: (check one) Not Required Budgeted Expenditure Not Budgeted
Comments:

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Baraboo Municipal Code Section 1.31(1), UW-BARABOO/SAUK COUNTY CAMPUS COMMISSION, is hereby amended as follows:

(1) MEMBERSHIP. The Commission shall consist of seven members. One member shall be the City Clerk or City Administrator (at the discretion of the Common Council); one member shall be the County Clerk or County Administrator (at the discretion of the County Board); two members shall be Alderpersons appointed by the Mayor for one-year terms; two members shall be County Supervisors appointed by the County Board Chairperson; and one member shall be appointed jointly by the Mayor and County Board Chairman, subject to the residency requirements of the Commission's bylaws. The Mayor and the County Board Chairperson shall be non-voting *ex officio* members, but may vote if an Aldersperson-City or Supervisor-County members, respectively, is absent.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the _____ day of _____, 2021 and is recorded on page XXX of volume XX. A summary of this Ordinance was published in the local newspaper on the ____ day of _____, 2021.

City Clerk: _____