



## ADMINISTRATIVE COMMITTEE AGENDA

**Date and Time:** Tuesday, September 27, 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 – September 6, 2022
  - d) Approve agenda.
- 2) Action Item(s):
  - a) Review and recommendation to the Common Council on approving the Temporary Liquor Licenses (aka Picnic License) for Shakespeare on the Edge, Inc, A Gathering of Rogues & Ruffians – A Renaissance Faire, 10/08/2022-10/09/2022
  - b) Review and recommendation to the Common Council for the Liquor License Change of Agent for Al Ringling Theatre to Charlene Flygt.
  - c) Review and recommendation to Common Council concerning John Ellington's request to consider possible changes to the Council's public comment policy.
  - d) Review and recommendation to Common Council amendments to Chapter 7.24 of the Code of Ordinances to correct an oversight by adding a reference to 7.09(20) into 7.24(4).
- 3) Information Item(s):
  - a) Date and time of next meeting: Tuesday, November 1, 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 jointly prepared by Brenda Zeman & Julie Ostrander, (608) 355-2700  
Agenda posted by Donna Griggel on September 22, 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: None

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 August 3, 2022, minutes.

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

**Action Items:**

- a) Review and recommendation to the Common Council for a Reserve "Class B" Combination License for The Relish Tray Bistro, LLC, 106 4<sup>th</sup> Ave.

Interim Police Chief Rob Sinden reported no issues. City Clerk Brenda Zeman indicated that city has four (4) reserve licenses remaining.

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

- b) Review and recommendation to the Common Council on approving the following Temporary Liquor Licenses (aka Picnic License):
  - i. Downtown Baraboo, Inc., 2022 Brew Ha Ha, 9-23-2022

Interim Police Chief Rob Sinden commented that they have self-policed very well.

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

- ii. Baraboo Young Professionals, Baraboo Night Market, 9-16-2022

Interim Police Chief Rob Sinden commented that they have self-policed very well.

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

- iii. Baraboo Acts Coalition, Celebrate Sauk, 9-23-2022

New application therefore Interim Police Chief Sinden had questions but will see how it goes. Since there were conflicting dates, the motion assumes the actual event to be held on 9-24-2022 and Clerk Brenda Zeman will verify. Mayor Rob Nelson is on the board of Baraboo Acts Coalition, and he was sure the date should be 9-24-2022. This issue will be resolved before it is approved by council.

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

- c) Review and recommendation to the Common Council on Ginger Stromberg's application for an Operator's License.

Interim Police Chief Sinden reported six (6) OWI's on Ginger's record with the last being in 2018, which affect the conditional approval and other violations that did not. Clerk Zeman pointed out that this is her appeal since she was denied initially.

Motion by Thurow seconded by Hazard to deny. Motion carried unanimously

- d) Consider Pamela Zeman's application for keeping chickens at 313 13<sup>th</sup> Ave.
  - a) Correspondence from tenant at 325 13<sup>th</sup> Street

Interim Police Chief Sinden stated that the necessary conditions were met. The committee members discussed whether Casey Andrew, who sent a rebuttal letter, may be part of a duplex at 325 13<sup>th</sup> street. Clerk Zeman indicated that his residence was not part of a duplex.

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

- 3) Information Item(s):
  - a) Date and time of next meeting: Tuesday, September 27, 2022, at 8:00AM.

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

Respectfully submitted, Julie Ostrander, Finance Director

BM

09/12/2022

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

Application Date: 09/09/2022

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 10/08/2022 and ending 10/09/2022 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 type="checkbox"/> Lodge/Society               |
| <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization | <input type="checkbox"/> Veteran's Organization | <input checked="" type="checkbox"/> Fair Association |

(a) Name SHAKESPEARE ON THE EDGE, INC

(b) Address PO BOX 352 Monroe, WI 53566  
(Street) City

(c) Date Organized 10/2004

(d) If corporation, give date of incorporation 10/2005

(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 PAULA VESTIN Monroe, WI 53566

Vice President Calvin Vestin Lacrosse, WI

Secretary Steven Johnston Brodhead, WI

Treasurer Zen Johnston Milwaukee, WI

(g) Name and address of manager or person in charge of affair: JENNIFER BETHEL

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 550 Water Street Baraboo

(b) Outdoor Event Description Fundraiser Renaissance Faire

(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:  
The outdoor grounds of Circus World

3. Name of Event A GATHERING OF ROGUES AND RUFFIANS-A RENAISSANCE FAIRE

(a) List name of the event

(b) Dates of event 10/08/2022 10/09/2022

E-mail address: info@shakespeareontheedge.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

SHAKESPEARE ON THE EDGE, INC  
(Name of Organization)

  
esignd via SeamlessDocs.com

Officer: \_\_\_\_\_

Approvers:  
  
esignd via SeamlessDocs.com  
Key: 7012727ee448544850ba39d37806ca3E

09/12/2022

(Signature/date)

09/09/2022

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

SEP 14 2022

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

Charlene Flygt - Al. Ringling theatre

Reason for Cancellation of Appointed Agent

previous agent no longer at the theatre

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

Signature of President / Member: Charlene Flygt

Date: Sept 13, 2022

Section 2: Agent Information and Acknowledgement

Agent Name

Charlene Flygt

Mailing Address

City or Post Office

State

Zip Code

Baraboo

Wi

53913

Agent Questions

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

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 Theatre and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Signature of Agent: Charlene Flygt

Date: Sept. 13, 2022

Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official

Discussion of possible changes to public comment policy and amendment of 2.04(16)

Ald. Ellington requested a review of the current policy which limits public comment to topics which appear on the Council agenda. Chapter 2.04(16) currently limits public comment to “business that is on the agenda for Council action.” One example of a change to broaden this provision could limit comments to “business within the jurisdiction of the Common Council.” (For example, a citizen commenting on immigration policy would be out of order, since the City does not regulate immigration.)

In the interest of avoiding all-night Council meetings, provisions might also be possible which limit the total length of public comment or give priority to items on the agenda, or give the presiding officer the discretion to do so. As long as such guidelines are viewpoint-neutral, they would likely be legal.

If the committee is favorable to further considering a change, the mayor can draft proposed language and get feedback from legal counsel before bringing an action item back at the next meeting.

(16) CITIZENS' RIGHTS TO ADDRESS COUNCIL. (a) Any citizen shall have the right to speak on any item of business that is on the agenda for Council if he is recognized by the presiding officer. Speakers may be limited in length of address by majority vote of the Council; otherwise, the presiding officer shall determine the length of time that a citizen may speak on a question. No citizen shall be permitted to speak on petitions, communications and reports when first introduced before the Council and which are scheduled to be referred to and reported back at a later meeting or which will be taken up at a later time in the regular meeting.

The City of Baraboo, Wisconsin

**Background** In reviewing Chapter 7 of the Code of Ordinances, it was discovered that violations of the time limits for parking in City parking lots, as defined in 7.09(20), were not included in the penalty section of that chapter. This amendment corrects that oversight by adding a reference to 7.09(20) into 7.24(4).

Section 7.09(15) simply designates legal holidays, so should not be included in the penalty section.

*Note: (√one) [x] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted*  
**Comments:**

**Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

**Section 7.24 (4), Traffic Code, Penalty, of the Baraboo Municipal Code is hereby amended as follows:**

(4) PENALTY FOR PARKING VIOLATIONS. The forfeiture for parking violations, other than those violations charged as a violation of State Statutes, adopted by reference in §7.01 of this chapter, shall be as hereinafter provided in addition to any costs associated with the prosecution thereof which are required or authorized by State Statutes as follows:

(a) The penalty for violation of §7.09(19) of this Chapter shall be a forfeiture of not less than \$30.00, nor more than \$300.00.

(b) When the motor vehicle weighs less than 8,000 pounds, the penalty for violation of §7.09 (4), (5), (6), (7), (8), (9), (10), (11), (12), , (16), (17), and (20) and §7.14 of this Chapter shall be as follows: (1922 11/11/97, 2422 09/23/2014) 1. \$10.00 if paid within 10 days of the issuance of the violation citation. 2. \$20.00 if paid after 10 days.

(c) When the motor vehicle weighs 8,000 pounds or more, the penalty for violation of §7.09 (4), (5), (6), (7), (8), (9), (10), (11), (12), ,(16), (17), and (20) of this Chapter shall be as follows: 1. \$25.00 if paid within 10 days of the issuance of the violation citation. 2. \$35.00 if paid after 10 days

(d) The penalty for violation of §7.09(3) of this Chapter shall be as follows: 1. \$10.00 if paid within 10 days of the issuance of the violation citation. 2. \$20.00 if paid after 10 days. (1560 2/90; 1624 8/91)

(e) The penalty for violation of §7.09(21) of this Chapter shall be a forfeiture of not less than \$20.00 nor more than \$40.00 for the first offense and not less than \$50.00 nor more than \$100.00 for the second or subsequent offense within a 12 month period. (2030 09/12/2000)

**Offered by:** Administrative Committee  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_