



## ADMINISTRATIVE COMMITTEE AGENDA - Amended

**Date and Time:** Monday, February 3, 2020 at 8:15AM CST  
**Location:** City Hall, 101 South Boulevard, Baraboo, WI 53913  
**Room:** C205 *Dennis O Thurrow* Committee Room

### Notices:

Full Paper to Members:	Alderspersons: John Alt, John Ellington & Heather Kierzek
Full Paper to Others:	Mayor, Mike Palm
Paper excluding Closed Session:	Library for subsequent posting
E-mail:	Clerks and Donna Munz
Outlook Meeting Calendar:	Administrator, Kennie Downey; City Attorney, Emily Truman; Police Chief, Mark Schauf; Finance Director, Cynthia Haggard; City Engineer, Tom Pinion; Clerk, Brenda Zeman
Citizen or other notices:	Robert Hasse & Elizabeth Hudson, Brittney Saxby, Vicki Weyh & Styles Grant

### 1. Call to Order:

- a. Roll call of members.
- b. Note Compliance with Open Meeting Law.
- c. Approve minutes – January 6, 2020.
- d. Approve agenda.

### 2. Action Items:

- a. Consider Operator's Licenses for the following applicants:
  - 1) NEW
    - a) Brittney Saxby, Baraboo Burger Company
    - b) Vicki Weyh, Bump's
  - 2) NEW – Recommended for Denial
    - a) Styles Grant, Get N Go
- b. Consider request for Excessive Household Animals – Robert Hasse & Elizabeth Hudson. See the following attachments:
  - 1) Memorandum from Cynthia Haggard, Finance Director
  - 2) Talk to The City of Baraboo communication from Robert Hasse & Elizabeth Hudson
- c. Review and possible recommendation to Common Council to adopt a Meeting Room Reservation Policy for the Municipal Building. See the following attachment:
  - 1) DRAFT Meeting Room Reservation Policy

### 3. Information Items

- a. Date and time of next meeting: March 2, 2020 at 8:15AM CST

### 4. Adjournment:

Aldersperson Alt

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

Agenda prepared by Cynthia Haggard, (608) 355-2700  
Agenda Posted by Donna Munz on January 29, 2020

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**

**January 6, 2020**

Present: Alderpersons John Alt, John Ellington and Heather Kierzek  
Absent: None  
Also Present: Mayor Palm; City Administrator, Kennie Downing; Police Chief, Mark Schauf; Attorney, Emily Truman and City Clerk, Brenda Zeman  
Citizen Present: None

The meeting was called to order by Chairman John Alt at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of December 3, 2019, seconded by Ellington and unanimously carried.

Motion by Ellington to approve agenda, seconded by Kierzek and unanimously carried.

Review and recommendation to the Council – Picnic License

Ald. Ellington questioned who receives the license. Chief Schauf noted that a Picnic License must be issued to a bona fide club and anyone vending alcohol must be under the direct control of the Agent or a licensed operator.

Motion by Ellington, seconded by Kierzek to approve the following Picnic Licenses:

- a) St. Joseph Catholic Parish, Gala of Gratitude, 1-24-20
- b) St. Joseph Catholic Parish, Fish Fry, 2-28-20, 03-13-20, 04-03-20
- c) St. Joseph Catholic Parish, Tri-Parish Trivia Night, 04-06-20

Motion carried unanimously.

Review and recommendation to the Council - Operator's Licenses

Motion by Kierzek, seconded by Ellington to approve and move on to Council NEW licenses for the following applicants:

- a) Dustin Nachtigal, Wal-Mart
- b) Tyler James Nemitz-King, Casey's
- c) Mariah Deyo, Baraboo Burger Company

Motion carried unanimously.

Review and recommendation to Common Council to amend § 8.05 of the City Code regarding Snow and Ice Removal

Atty. Truman explained that the proposed change is adding an appeals process. Currently, if someone appeals their ice or snow removal bill, it would go to the Administrative Review Board. This change would allow these appeals to come before the Administrative Committee. Motion by Ellington, seconded by Kierzek to recommend to Council for action. Motion carried unanimously.

Member comments

The next meeting will be Monday, February 3, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

It's proposed that the March meeting be held on February 25<sup>th</sup>. More discussion to follow at the February 3<sup>rd</sup> meeting.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:25AM CST.

Respectfully submitted,  
Brenda Zeman, City Clerk



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## Finance Department Memorandum

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To: Administrative Committee

From: Cynthia Haggard, Finance Director, 

Date: January 29, 2020

Re: Robert Hasse & Elizabeth Hudson – Request for Excessive Household Animals

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A letter was prepared and hand delivered by the Police Department to residents adjacent to the property at 938 Council St., Baraboo WI, 53913 where Robert Hasse & Elizabeth Hudson reside. The letter included a copy of the agenda for the February 3, 2020 meeting; residents were invited to attend.



## Talk to the City of Baraboo....

Category You will be asked for a Category before submitting this document.

Request To the Common Counsel:

Good Morning, We have received a 10 notice to have our dogs registered with the city of Baraboo, we have an appointment Tue the 28th to have them get their shoots so we can get them resisted. The problem is that we have three dogs. We are requesting a weaver of the only 2 dogs ordinance Baraboo has. When Elizabeth and I bought the house in July of 2018 we each already had had the three dogs, Zion is 7 and a half, Jax is almost 4 and Sierra 2 years of age. I have had Zion since he was a puppy and Elizabeth has had the other two also since they were puppies. We are deeply attached to these dogs and had we realized that there would have

Name Robert Hasse & Elizabeth Hudson

Street Address 938 Council St.

City Baraboo

State WI

Zip Code 53913

Phone

E-Mail

eSigned via SeamlessDocs.com  
*Robert W. Hasse Jr*  
Key: 789612113443af99d1e1bd0384667e17

Citizen Signature

<b>CITY OF BARABOO POLICY</b>	TITLE: <b>ADMINISTRATIVE BUILDING – MEETING ROOM RESERVATION POLICY</b>	
TARGET AUDIENCE: <b>City Employees; Community Groups; General Public</b>	POLICY SOURCE: <b>City Administrative Department</b>	POLICY LOCATION: <b>City Website, City Clerk</b>
DATE APPROVED BY COUNCIL: XXXX	DATE AMENDED BY COUNCIL:	ATTORNEY REVIEW: XXXX

**SECTION 1 - PURPOSE**

- 1.1 PURPOSE.** The City of Baraboo encourages the use of the meeting rooms in the Municipal Building, located at 101 South Boulevard in Baraboo, when the use does not interfere with the normal function of the building and when the use conforms to the guidelines of this Policy. Meeting rooms are available for use by groups and for the presentation of informational, educational or recreational programs. Meeting rooms are intended for use by larger groups, and therefore a minimum attendance requirement may be imposed.

The City does not advocate or endorse the viewpoints of meetings or meeting room users, and meeting room users must not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed or approved by the City unless permission to do so has been given in advance by the City Administrator.

**SECTION II - POLICY**

**2.1 GENERAL RESERVATION TERMS.**

- 2.1.1 Advance reservations are required to use a meeting room, and the individual making the reservation must agree to abide by this Policy and all other applicable laws and regulations, in addition to agreeing to indemnify the City.
- 2.1.2 Individuals may request a specific meeting room; however, rooms will be assigned by City staff based on the size of group and room availability.
- 2.1.2 First preference for reservations will be for City sponsored and associated meetings and programs. Second preference will be to other government agencies. Third preference shall be for local non-profit/community groups.
- 2.1.3 Eating and drinking is prohibited in all meeting rooms without prior written authorization from the City Administrator or designee. The decision to allow food and/or drinks is in the sole discretion of the City Administrator or designee.
- 2.1.4 Meeting rooms must be left in a clean and orderly condition after their use. For example, garbage must be properly disposed of, table/chairs returned to the position they were in prior to the use, and audiovisual equipment must be properly stored. City staff must be informed immediately of any damage that occurs to City property during the use of a meeting room. See also: Sections 2.3.2 and 2.3.3.
- 2.1.5 Temporarily or permanently attaching items to the walls, doors and fixtures in meeting rooms is prohibited.
- 2.1.6 The City retains the right to monitor all meetings, programs and events conducted on the premises and in meeting rooms to ensure compliance with this Policy and other applicable laws and regulations.
- 2.1.7 City staff must have free access to meeting rooms at all times and no entry or exit door may be locked or barred.
- 2.1.8 Meetings must be held during regular building hours.
  - 2.1.8.1 With advance notice to the City Administrator or designee, special accommodations may be made for meeting room usage outside of regular building hours; however, any City costs associated with the use of a room outside of regular business hours, such as staffing to ensure the building is secure after the meeting room use, will be the sole responsibility of the applicant and the prepayment of the costs may be required.

- 2.1.9 The City, as determined by the City Administrator or designee, retains the absolute right to deny a reservation request.
- 2.1.10 The City, as determined by the City Administrator, Fire Chief, Police Chief or City Engineer or their respective designees, may terminate a reservation at any time for any reason deemed to be safety related.
- 2.1.11 A violation of this Policy may result in a reservation being terminated, the violator being removed from the building, the individual or group being unable to make future room reservations, and any other lawful recourse available to the City.

**2.2 PROHIBITED USE OF ROOMS.** The following uses of City meeting rooms is strictly prohibited:

- 2.2.1 Use that involves the sale, advertising, solicitation (including the solicitation of donations and gifts) and/or promotion of products and services, including political rallies and fundraisers.
- 2.2.2 Personal and family meetings and parties.
- 2.2.3 Use that requires a fee of any kind, including entrance fees or participation fees, with the exception of fees associated with participating in City sponsored or related functions.
- 2.2.4 Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
- 2.2.5 Use that involves illegal activity and/or activity that may pose a safety risk to persons or property, including any activity that involves combustible materials or any other device or object that may trigger a smoke alarm or sprinkler system.
- 2.2.6 Use that supports, advocates for, encourages or results in any discriminatory practice or activity, whether done intentionally or unintentionally, including, but not limited to, meetings that are not open to an individual based on the individual's age, race, creed, physical or mental disability, religion, gender, gender identity or sexual orientation.
- 2.2.6 Any other use that the City reasonably believes will violate the purpose or intent of this Policy.

**2.3 FEES.**

- 2.3.1 Except as otherwise described in this Policy relating to City costs, reservations are free of charge
- 2.3.2 If City staff provides cleanup of a room after use, a minimum fee of \$25 will be charged to the individual who signed up for the use of the room. The total fee amount will depend on the actual cost of cleaning. Any fee charged must be paid within 30 days of the date of the City's invoice or interest in the amount of 1.5% per month shall accrue.
- 2.3.3 Damage to City property, whether accidental or otherwise, that is caused by a person attending a meeting held in a meeting room shall be the sole responsibility of the individual who signed up for the use of the room. The City's actual costs to repair any damages, plus any applicable administrative costs and fees, shall be charged to the individual with payment due within 30 days of the date of the City's invoice or interest in the amount of 1.5%/month shall accrue.