



ADMINISTRATIVE COMMITTEE AGENDA

Date and Time: Monday, April 6, 2020 at 8:00AM CST
Location: City Hall, 101 South Boulevard, Baraboo, WI 53913
Room: C205 *Dennis O Thuro* Committee Room

This meeting is open to the public. However, with the health concerns regarding COVID-19, anyone appearing in person will be required to socially distance themselves.

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: 200 760 011#

Notices:

Full Paper to Members:	Alderspersons: John Ellington, Heather Kierzek & Vacant
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:	Marianne Prusiewicz, Jeffery Hinze & David Bower

1. Call to Order:
 - a. Roll call of members
 - b. Note Compliance with Open Meeting Law.
 - c. Approve minutes – February 26, 2020.
 - d. Approve agenda.

2. Action Items:
 - a. Consider Operator's Licenses for the following applicants:
 - i. NEW
 1. Marianne Prusiewicz, Pierces Express Market
 2. Jeffery Hinze, United Cooperative
 3. David Bower, St. Josephs, Gem City, Four Seasons
 - ii. Review and recommendation to Council to amend Section 12.02 of the Baraboo Municipal Code to have the Common Council delegate the ability to issue operator's licenses to the City Clerk.

3. Information Item(s):
 - a. Date and time of next meeting: May 4, 2020 at 8:15AM CST

4. Adjournment: Alderperson Ellington

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

Agenda prepared by Cynthia Haggard, (608) 355-2700
Agenda Posted by Donna Munz on April 3, 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.

Present: Alderpersons John Ellington, Heather Kierzek & Vacant
Absent: None
Also Present: Mayor, Mike Palm; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Lieutenant, Ryan La Broschian; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.
Citizen Present: Larry Mike, Tracy Blake & Russell Fenske

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

Moved by Kierzek to approve the minutes of February 3, 2020, seconded by Ellington and unanimously carried.

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

Review and recommendation to the Council – Operator’s Licenses.

Lieutenant La Broschian mentioned there was nothing precluding the issuance of licenses to Tepanga Peschl, Dana Qualy, Justine DeFosse and Dawn Wilson and recommended approval.

Motion to recommend to approve and move on to Council the Operator’s Licenses for Tepanga Peschl, Dana Qualy, Justine DeFosse and Dawn Wilson by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend staff to draft an ordinance to allow Council and Commission members to attend meetings via phone or video

City Administrator Downing was joined by City Attorney Truman via conference. Downing stated that the goal is to see if we could get more diversity on the City Commissions and Council by allowing members to attend meetings by phone or video. Downing informed the Commission that Department Heads wanted to establish a maximum for the amount of times someone could call in or video conference.

Ellington suggested allowing Department Heads to be able to call in or use video conferencing as well.

Motion to have staff draft an ordinance to allow Council and Commission members to attend meetings via phone or video by Ellington, seconded by Kierzek and unanimously carried.

Review and recommend revision to Section 14.05 of the Building Code.

Engineer Pinion stated that the City’s Building Inspector noticed the Code was outdated. It’s now updated to the current respective Chapter of the Administrative Code that is referenced and that govern the City Code.

Motion to recommend revision to Section 14.05 of the Building Code to Council by Kierzek, seconded by Ellington and unanimously carried.

Review and recommendation to Council for excessive household animals

Larry Mike was present to speak on behalf of Dakota Traver. He mentioned that there were 5 dogs with 1 being rehomed.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Tracy Blake was present and disclosed she had 3 dogs.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Russell Fenske was present and disclosed he had 2 dogs and 4 cats.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, April 6, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:20AM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director

NBO-
The City of Baraboo, Wisconsin

Background: On March 3, 2020, the State enacted Wisconsin Act 166, which permits a governing body to authorize a designated municipal official to issue alcoholic beverage operator's licenses, including temporary operator's licenses and provisional licenses, so long as the authorization is codified in ordinance.

It is recommended that the City Council amend the City Code to authorize the City Clerk to issue operator's licenses, including temporary and provisional licenses, so long as the applicant meets all of the minimum legal requirements (background check, training, age, etc.). The Council, by way of the Administrative Committee, will continue to review any licenses that are not automatically granted by the Clerk.

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. Section 12.02, INTOXICATING LIQUOR AND FERMENTED MALT BEVERAGES, of the Baraboo Municipal Code is amended as follows:

(5) APPLICATION INVESTIGATION AND REVIEW.

- (a) The City Clerk shall notify the Chief of Police, the Zoning Administrator, the Building Inspector, and the Fire Inspector, or their respective designees, regarding all license applications, except operator's license applications which shall only be submitted to the Chief of Police. These officials shall cause an investigation to be made to determine whether the applicant and/or the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto. These officials shall furnish to the City Clerk the information derived from such investigation.
- (b) The City Clerk shall review and consider said reports and shall apply the licensing standards set forth in this section and in Ch. 125 Wis. Stats., and if the City Clerk finds that there is no reasonable basis for denying the license applied for, he/she shall (xxxx):
 - (i) Issue the license if it is an operator's license, provisional operator's license or temporary operator's license, or, if it is not an operator's license,

(ii) ~~R~~Recommend the issuance of the license to the Administrative Committee, who shall then make a recommendation to the Common Council

...

(7) OPERATOR'S LICENSE. Applications for an operator's license shall be reviewed and considered in accordance with Subs. (4) above. A regular operator's license shall be valid for a period of not more than two years and shall expire on June 30. A conditional operator's license issued pursuant to the Current Standards Regarding Issuance of Bartender's Licenses established by the Common Council shall be valid for a period of one year and shall expire on June 30. All applications shall be filed on or before June 15, provided that nothing shall prevent ~~the Council~~ ~~from~~ granting any licenses that are applied for at any other time for a fraction of the license period if the required license fee is paid. (1773 11/08/94, 2096 09/24/02, xxxx)

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 20__, and is recorded on page ____ of volume _____.

City Clerk: _____