



License Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Tuesday, September 5, 2017

7:00 PM

De Pere City Hall Riverview Room

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **License Committee** of the City of De Pere will be held on **September 5, 2017** at **7:00 PM** in the **De Pere City Hall Riverview Room, 335 S. Broadway, De Pere, WI 54115**.

Call to Order

1. Roll Call
2. Approval of the Minutes of the August 15, 2017 License Committee Meeting.
3. Public Comment Period and other Announcements.
4. Operator License Applications.*
5. Application for a Temporary Premise Description Change for St. Norbert College.*
6. Consideration of Ordinance #17-15, Creating Section 7-8(b) De Pere Municipal Code Regarding Removal of Litter and Other Materials From Licensed Establishment Exterior*
7. Adjournment.

Respectfully Submitted,

Shana Ledvina, Clerk - Treasurer

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Mayor
Alderspersons
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Tyler Baker
Gary Boyer II
Sonia Busch
Lauren Martens
Wa Lee
Vincent Bougie
Pattie Braun
Cassandra Jackson
Janice Kurowski
Sean Leonard
Caitlin Petersen

Amanda Wolfe
Terrie DuBois

City of De Pere, Wisconsin



Request For License Committee Action

MEETING DATE: September 5, 2017

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Approval of the Minutes of the August 15, 2017 License Committee Meeting.

ATTACHMENTS:

- 8-15-17 License Committee Minutes (DOC)



License Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Tuesday, August 15, 2017

7:00 PM

De Pere City Hall Riverview Room

1. Call to Order

The meeting was called to order at 7:00 PM by Alderperson Boyd.

Attendee Name	Title	Status
James Boyd	Alderperson	Present
Dan Carpenter	Alderperson	Present
Jonathon Hansen	Alderperson	Present

2. Approval of the Minutes of the August 1, 2017 License Committee Meeting.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Dan Carpenter, Alderperson
SECONDER: Jonathon Hansen, Alderperson
AYES: James Boyd, Dan Carpenter, Jonathon Hansen

3. Public Comment Period and other Announcements.

4. Operator License Applications.*

CITY OF DE PERE	
License Committee - August 15, 2017	
Previously Tabled Operator License Applications	
1	MARTENS, LAUREN M.
2	BUSCH, SONIA A.
New Operator License Applications	
1	BAKER, TYLER S.
2	BOYER II, GARY D.
3	BRISSON, CHRISTI L.
4	CHRISTENSEN, BENNETT J.
5	ELWELL, DANIELLE D.
6	EVANS, MARY E.
7	GOVIN, DYLAN P.
8	HINZEL, CHRISTOPHER M.
9	JARVAIS, TRAVIS L.
10	KLINKHAMMER, PAUL J.
11	LE MAY, ANDREW D.
12	MACOVEI, INA
13	PARLOW, JOHN L.
14	STIEGLITZ-VAN VONDEREN, SADIE B.
15	WENTLAND, DANIEL V.

Alderperson Boyd moved, seconded by Alderperson Carpenter to table Previously Tabled Operator License Applications #1 and 2. Upon vote, motion carried unanimously.

Attachment: 8-15-17 License Committee Minutes (6158 : Approval of the Minutes of the August 15, 2017 License Committee Meeting.)

Operator License Application #1 for Tyler S. Baker was presented. Alderperson Carpenter moved, seconded by Alderperson Boyd to table the application. Upon vote, motion carried unanimously.

Operator License Application #2 for Gary D. Boyer II was presented. Alderperson Boyd moved, seconded by Alderperson Carpenter to table the application. Upon vote, motion carried unanimously.

Operator License Application #14 for Sadie B. Stieglitz-Van Vonderen was presented. Alderperson Boyd moved, seconded by Alderperson Carpenter to open the meeting. Upon vote, motion carried unanimously. The applicant answered the Committee's questions. Alderperson Boyd moved, seconded by Alderperson Hansen to close the meeting. Upon vote, motion carried unanimously.

Alderperson Carpenter moved, seconded by Alderperson Hansen to approve Operator License Applications #3-15. Upon vote, motion carried unanimously.

5. Application for a Temporary Premise Description Change for St. Norbert College.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen

6. Consideration of Regulations for Managing numbers of Alcohol Beverage Licenses Issued in Certain Geographic Areas (Ald. Jennings)

Alderperson Jennings provided an update on his request and asked the License Committee to delay this agenda item to the September 19th Meeting. Alderperson Carpenter moved, seconded by Alderperson Boyd to table the agenda item until the scheduled September 19th License Committee Meeting. Upon vote, motion carried unanimously.

7. Consideration of Ordinance to Require Licensed Establishments to Perform Exterior Cleanup After Closing (Ald. Jennings)

Alderperson Jennings asked the License Committee to delay this agenda item to the September 5th Meeting. Alderperson Boyd moved, seconded by Alderperson Hansen to table the agenda item until the scheduled September 5th License Committee Meeting. Upon vote, motion carried unanimously.

8. Adjournment.

Alderperson Boyd moved, seconded by Alderperson Carpenter to adjourn the meeting at 7:09 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,

Shana Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin



Request For License Committee Action

MEETING DATE: September 5, 2017
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Operator License Applications.*

ATTACHMENTS:

- 09-05-17 (PDF)

CITY OF DE PERE
License Committee - September 5, 2017

Previously Tabled Operator License Applications	
1	BAKER, TYLER S.
2	BOYER II, GARY D.
3	BUSCH, SONIA A.
4	MARTENS, LAUREN M.

Temporary Operator License Applications	
1	LEE, WA

New Operator License Applications	
1	BOUGIE, VINCENT H.
2	BRAUN, PATTIE J.
3	JACKSON, CASSANDRA L.
4	KUROWSKI, JANICE M.
5	LEONARD, SEAN M.
6	PETERSEN, CAITLIN M.
7	WOLFE, AMANDA L.

City of De Pere, Wisconsin**Request For License Committee Action**

MEETING DATE: September 5, 2017

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Application for a Temporary Premise Description Change for St. Norbert College.*

ATTACHMENTS:

- Temp Premise Description Change_SNC (PDF)

Premise Description Change

5.a

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning JULY 1 20 17 ;
ending JUNE 30 20 18

TO THE GOVERNING BODY of the: ☐ Town of }
☐ Village of } DEPERE
☒ City of }

County of BROWN Aldermanic Dist. No. _____ (if required by ordinance)

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LIMITED LIABILITY COMPANY
☒ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ST. NORBERT COLLEGE, INC.

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>PRESIDENT BRIAN BRUESS</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Vice President/Member			
Secretary/Member	<u>SECRETARY AMY SORENSON</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Treasurer/Member	<u>TREASURER EILEEN JAHNKE</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Agent	<u>CATERING DIRECTOR TERRIE DUBOIS</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Directors/Managers			

3. Trade Name ST NORBERT COLLEGE Business Phone Number 9204031352
4. Address of Premises SEE ATTACHED Post Office & Zip Code 54115

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
9. 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.) SEE ATTACHED-FOR DATES OF EXTENSION OF PREMISE
10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
(b) If yes, under what name was license issued? ST NORBERT COLLEGE INC
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5d) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 27th day of July, 20 17
Patricia A. Wery
(Clerk/Notary Public)

My commission expires 2/14/20

Eileen M. Jahnke
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Amy Sorensen
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
[Signature]
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>7-27-17</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Extension of Premise for:

Mulva Family Fitness & Sports Center; 601 Third St.

Oct. 14th, 2017, 7:30pm – 12:30 am

City of De Pere, Wisconsin**Request For License Committee Action**

MEETING DATE: September 5, 2017

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration of Ordinance #17-15, Creating Section 7-8(b) De Pere Municipal Code Regarding Removal of Litter and Other Materials From Licensed Establishment Exterior*

ATTACHMENTS:

- Alderperson Boyd-License Committee Memo-Exterior Cleanup Ordinance8-23-17 (PDF)
- Ord17-15 (DOCX)

MEMORANDUM

TO: Alderperson James Boyd, Chair
License Committee Members

FROM: Judith Schmidt-Lehman, City Attorney 

DATE: September 5, 2017

RE: Consideration of an Ordinance #17-15 Creating Section 7-8(b) De Pere Municipal Code Regarding Removal of Litter and Other Materials From Licensed Establishment Exterior

Ald. Jennings has requested the Committee to consider recommending the Council adopt an ordinance requiring alcohol license holders to clean the entrance area(s) of the licensed establishment after closing.

Attached please find a draft ordinance to address this request. As you know, the city code currently requires all property owners to maintain their premises. That ordinance reads:

§8-9 (g) *Maintenance of premises.* The owners or person in control of any private property shall at all times maintain the premises free to litter; provided, however, that this section shall not prohibit the storage of litter in authorized refuse or garbage containers for collection.

("Litter" is defined as: *Litter* means garbage, refuse and rubbish as defined in this section and all other waste material which is thrown or deposited as prohibited in this section, and tends to create a danger to public health, safety and welfare.

"Refuse/rubbish" is defined as: *Refuse or rubbish* means miscellaneous waste material that is bulky or of such a size that will not fit in polycart and as is not normally collected with garbage.....)

The attached ordinance places additional requirements on owners/persons in charge of licensed establishments for clean-up while the establishment is open and at the time of closing. This draft has been reviewed by Chief Beiderwieden, who supports the proposed change.

If you have any questions regarding this proposed ordinance, please feel free to call me at 339-4042. I look forward to discussing this at the September 5, 2017 License Committee meeting.

H:\azills\Memos\2017\Alderperson Boyd-License Committee Memo-Exterior cleanup ordinance8-23-17.docx

Attachment: Alderperson Boyd-License Committee Memo-Exterior Cleanup Ordinance8-23-17 (6146 : Ordinance Regarding Exterior Cleanup at

ORDINANCE #17-15

CREATING SECTION 7- 8(b) DE PERE MUNICIPAL CODE REGARDING REMOVAL OF LITTER
AND OTHER MATERIALS FROM LICENSED ESTABLISHMENT EXTERIOR

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

SECTION 1: Section 7-8 (b) *Duty to remove litter and other materials from and around licensed premises*, is hereby created as follows:

In addition to the requirements for litter removal under Section 8-9(g) of this Code, owners and persons in charge of establishments licensed under this Chapter shall maintain the exterior entrance(s) and surrounding areas used by customers, invitees and guests of the licensed premises, clean, free and clear of all other noxious materials or matter, including bodily fluids and other such offensive substances. This paragraph applies during all hours of operation of the licensed premises. The owner or person in charge is responsible to make sure that said area(s) are clean and free of all such materials after all patrons and employees have left and the licensed premises is closed.

with subsequent paragraphs being re-lettered accordingly.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5th day of
September, 2017.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Board/Committee Approval: _____

Publication Date: _____

Effective Date: _____