



License Committee

Regular Meeting

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

Agenda

Tuesday, October 16, 2018

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 **October 16, 2018** 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 October 2, 2018 License Committee Meeting.
3. Public Comment Period and other Announcements.
4. Operator License Applications.*
5. Renewal Application for a Class "B" Fermented Malt Beverage License for De Pere Deacons Hockey Team, Inc (DBA De Pere Deacons Hockey Team), 1450 Ft Howard Av. Submitted by De Pere Deacons Hockey Team, Inc, Agent: David E. Lepp, De Pere, WI.*
6. Application for a Premises Description Change for Skogen's Foodliner, Inc (DBA Festival Foods).*
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.

***Items with an asterisk require City Council approval.**

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Skye J. Amond
Conrad K. Weis
Patricia L. Ashford
Dominique M. De Falco
Brenna L. Derenne
Ashley B. Helms

Alexis M. John
William J. Lueskow
Elizabeth E. Sandoval
Lana L. Sommer
Steven A. Torborg
David E. Lepp, De Pere Deacons Hockey Team
Jon Wieser, Festival Foods

City of De Pere, Wisconsin



Request For License Committee Action

MEETING DATE: October 16, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Approval of the Minutes of the October 2, 2018 License Committee Meeting.

ATTACHMENTS:

- 10-02-18 License Committee Minutes (DOC)



License Committee

Regular Meeting

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

Draft Minutes

Tuesday, October 2, 2018

7:15 PM

De Pere City Hall Riverview Room

1. Call to Order: The meeting was called to order at 7:15 PM by Alderperson Boyd.

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

2. Approval of the Minutes of the September 18, 2018 License Committee Meeting.

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

3. Public Comment Period and other Announcements. None.

4. Operator License Applications.*

Previously Tabled Operator License Application #1 for Conrad K. Weis was presented. Aldersperson Carpenter moved, seconded by Aldersperson Hansen to table the application. Upon vote, motion carried unanimously.

Operator License Application #1 for Skye J. Amond was presented. Aldersperson Boyd moved, seconded by Aldersperson Hansen to table the application. Upon vote, motion carried unanimously.

Operator License Application #5 for Alexandra G. Elwell was presented. Aldersperson Boyd moved, seconded by Aldersperson Carpenter to open the meeting. Upon vote, motion carried unanimously. The applicant answered the Committee's questions.

Aldersperson Boyd moved, seconded by Aldersperson Carpenter to close the meeting. Upon vote, motion carried unanimously. Aldersperson Carpenter moved, seconded by Aldersperson Hansen to approve Operator License Applications #2-8. Upon vote, motion carried unanimously.

5. Application for Change of Agent submitted by Green Room Theatre LLC.*

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

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

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

7. Adjournment. Aldersperson Boyd moved, seconded by Aldersperson Carpenter to adjourn the meeting at 7:20 p.m. Upon vote, motion carried unanimously.

Attachment: 10-02-18 License Committee Minutes (7523 : Approval of the Minutes of the October 2, 2018 License Committee Meeting.)

Respectfully submitted,

Shana Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin



Request For License Committee Action

MEETING DATE: October 16, 2018
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Operator License Applications.*

ATTACHMENTS:

- 10-16-18 (PDF)

CITY OF DE PERE
License Committee - October 16, 2018

Previously Tabled Operator License Applications	
1	AMOND, SKYE J.
2	WEIS, CONRAD K.

New Operator License Applications	
1	ASHFORD, PATRICIA L.
2	DE FALCO, DOMINIQUE M.
3	DERENNE, BRENN A.
4	HELMS, ASHLEY B.
5	JOHN, ALEXIS M.
6	LUESKOW, WILLIAM J.
7	SANDOVAL, ELIZABETH E.
8	SOMMER, LANA L.
9	TORBORG, STEVEN A.

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

MEETING DATE: October 16, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Renewal Application for a Class "B" Fermented Malt Beverage License for De Pere Deacons Hockey Team, Inc (DBA De Pere Deacons Hockey Team), 1450 Ft Howard Av. Submitted by De Pere Deacons Hockey Team, Inc, Agent: David E. Lepp, De Pere, WI.*

ATTACHMENTS:

- De Pere Deacons_10-16-18 (PDF)

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 12.01.18 ending: 05.01.19
(MM DD YYYY) (MM DD YYYY)TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☒ City of De PereCounty of Brown Aldermanic Dist. No. _____ (If required by ordinance)CHECK ONE ☐ Individual ☐ Partnership ☐ Limited Liability Company
☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code
DEPERE DEACONS HOCKEY TEAM, INC.

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company

Address of Corporation/Limited Liability Company (if different from licensed premises)

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title Name (Inc. Middle Name) Home Address Post Office & Zip Code

President/Member DAVID E LEPPVice President/Member GREG F NUTHALLS

Secretary/Member

Treasurer/Member

Agent DAVID E LEPPDirectors/Managers DAVID E LEPPC. 1. Trade Name DEPERE DEACONS HOCKEY TEAM, INC. Business Phone Number 920.660.09332. Address of Premises 1450 E F HOWARD AV Post Office & Zip Code DEPERE, WI 541153. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No4. 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.) 1st + 2nd FLOOR @ DEPERE ICE ARENA

5. Legal description (omit if street address is given above):

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side ☐ Yes ☒ Nob. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side ☐ Yes ☒ No7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. ☐ Yes ☒ No8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☒ Yes ☐ No9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] EXEMPT PER CHARLIE ☐ Yes ☒ No10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ 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.)

SUBSCRIBED AND SWORN TO BEFORE ME

this _____ day of _____, 20 _____

(Clerk/Notary Public)

My commission expires _____

David E Lepp - Member
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9-21-18</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

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

MEETING DATE: October 16, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Application for a Premises Description Change for Skogen's Foodliner, Inc (DBA Festival Foods).*

ATTACHMENTS:

- Festival Premises Description Change_10-16-18 (PDF)

Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning July 1 20 18 ;
ending JUNE 30 20 19TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } DE PERE
☒ 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): SKOGEN'S FOODLINER, 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 (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member	<u>CEO/PRESIDENT SKOGEN, MARK D</u>		
Vice President/Member			
Secretary/Member	<u>CFO/EXEC VP STOA, KIRK A</u>		
Treasurer/Member	<u>CFO/EXEC VP STOA, KIRK A</u>		
Agent	<u>STORE DIRECTOR JON WIESER</u>		
Directors/Managers	<u>DIRECTOR SKOGEN, MARK D</u>		

3. Trade Name FESTIVAL FOODS Business Phone Number 920-336-6520

4. Address of Premises 1001 MAIN AVENUE Post Office & Zip Code DE PERE, WI 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 WISCONSIN and date 12/07/66 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.) 83,930SQ.FT-1 STORY BLDG, INCL DESIG STALLS IN PARKG

10. Legal description (omit if street address is given above): LOT FOR ON-LINE P-UP, SEP W&SPIRITS CHECKOUT, BKRM STRG

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? SKOGEN'S FOODLINER, INC

12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277]. ☒ 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

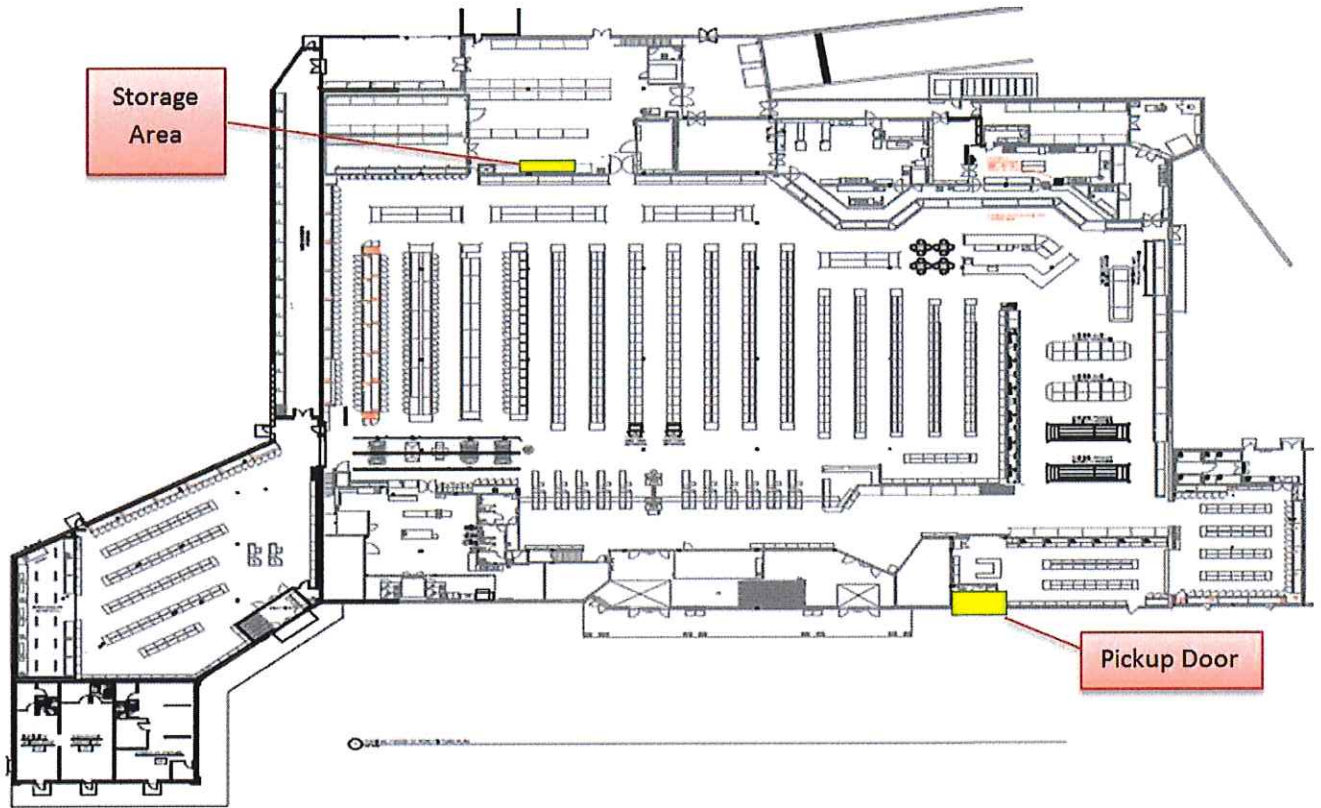
READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees 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, or one member of a partnership applicant must sign; one corporate officer, one member/manager 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.

Mark Skogen
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9-27-18</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Festival #2721 – De Pere



Festival #2721 – De Pere



Compliance & Ethics

Online Grocery Pickup (Click N Go)

Procedure Guide

Placing Order

- Customer visits festfoods.com and creates an account by providing applicable information such as phone #, zip code, email address, etc.
- The customer will be able to select the store of their choice from our 31 options currently in Wisconsin. Not all locations are providing this service at this time.
- Customer will be able to shop for goods at their desired location.
- Customer will be able to select a pick up timeframe.
- Customer completes the order by supplying their credit card information.
- Festival Foods authorizes and holds the card information, but funds are not transferred from the card.

Click N Go

Shop

Checkout

Payment Method

Card Number

Month

Year

Cardholder Name

Cardholder Address

Provisional Hold

Place Order

Checkout Summary

Item	Price
Item Total:	\$3.88
Pick Up Fee:	\$6.55
Provisional Hold:	\$5.00
1st 3 Free:	(\$5.55)
*Estimated Total:	\$9.88

* Taxes not included

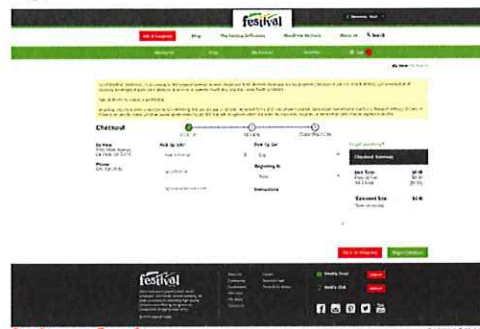
- Credit Card is the only form of Payment for Click N Go.
- There will be a \$5 or 10% of total hold on your credit card until the order is completed.
- After completed select "Place Order"

- Where allowed by state and local law, customers can include alcoholic beverage product in their online grocery order through festfoods.com
- Orders containing alcohol will be flagged with notification explaining the restrictions around purchasing this product.
- The following verbiage will be included on all orders during checkout.

GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery, and may cause health problems.

Sale of alcohol to minors is prohibited.

At pickup, you must show a valid photo ID confirming that you are age 21 or over. Accepted forms of ID are: Driver's License, State-issued Identification Card, U.S. Passport, Military ID Card, or Tribal ID in specific states, or other similar government issued ID's that are recognized within the state. No discounts, coupons, or tax-exempt sales may be applied to alcohol.



Picking/Staging

- On the day a customer is scheduled to pick up an order, a Festival Foods associate, identified as an "Online Shopper", will "shop" for the customer order in the store.
- All shopping is completed on the pickup day to ensure the customer receives the freshest products.
- If a customer's order contains alcohol product, it will be flagged with a "Check ID" sign so that the Online Shopper knows to card the guest at time of pickup.



- This sign will enable our online shoppers to clearly identify items that are subject to additional regulatory restrictions.
- All picked orders are kept in a secure backroom staging area, not open to the public, and only where Festival Foods employees are permitted to enter.

Customer Pickup: Order Review

- Online Grocery Pickup (Click N Go) is currently offered between 10am-7pm, 7 days a week (except holidays or other store closures).
- When the customer arrives, they notify our online shopper of their arrival by calling or texting their name to our online shopper's cell phone.
- Only online shoppers meeting the age requirements within the regulatory jurisdiction are allowed to handle and/or dispense orders with alcoholic beverage products.
- If alcohol is not allowed to be sold at the time of dispense, the associate will not complete the transaction. The item will be removed from the transaction and the physical product will be removed from their cart.
- Must verify the driver is over 21, photo ID must be verified by a licensed operator.
- Licensed operator must verify that the person placing the order is the same person picking the order up. Sale is only to be made by licensed operator.
- If over 21, the customer's order will be charged accordingly and the item will be placed into the customer's vehicle by our online shopper.
- If the customer is under 21 and/or cannot provide a valid ID, the alcohol beverage products are removed from the customer's order and the customer is not charged for these products.

Customer Pickup: Dispensing

- Once the customer and online shopper have:
 - Reviewed any substituted items, fragile items, and out of stock items
 - Removed any rejected products that the customer no longer wants
 - Verified the customer's age and identification if the order contained any age restricted items (and if necessary, removed age restricted items)
- The customer is then charged for the items and the customer's account is charged with the final order amount (after removing the cost of any products removed from the order)
- The online shopper places the final order into the customer's vehicle, and the transaction is considered complete.

