

City of Portage
Legislative & Regulatory Committee Meeting
Wednesday, January 13, 2016, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda

Members: Rita A. Maass, Chairperson; Mike Charles, Mary E. Hamburg, Martin Havlovic, Jeffrey F. Monfort

1. Roll call
2. Approval of minutes from previous meeting.
3. Discussion and possible recommendation on change of agent for Kwik Trip, Inc., Kwik Trip 653, 1223 East Wisconsin Street, Class "A" Fermented Malt Beverage and "Class A" Cider License – Patricia J. Lintl
4. Discussion and possible recommendation on Plan Commission structure
5. Adjournment

Rita A. Maass, Chairperson

**City of Portage
Legislative & Regulatory Committee Meeting
Monday, December 7, 2015, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Rita A. Maass, Chairperson; Mike Charles, Mary E. Hamburg, Martin Havlovic, Jeffrey F. Monfort

Also present: City Clerk Moe, Administrator Murphy, Deputy Clerk Ness, Mayor Tierney, J. Daniel Daley, Alderperson Richard Lynn, Jacquelynne McGowan, Tara Glendenning

Media Present: Craig Sauer from Daily Register and Bill Welsh from Cable TV

1. Roll call

The meeting was called to order by Chairperson Maass at 7:00 p.m. Chairperson Maass requested a moment of silence for Pearl Harbor Day and for all veterans.

2. Approval of minutes from previous meeting

Motion by Charles, second by Hamburg to approve minutes from November 2, 2015 meeting. Motion carried unanimously with call of roll.

3. Discussion and possible recommendation on status of DeWitts End LLC alcohol license

Maass stated Ron Spangler has relinquished his alcohol license to Clerk Moe so this item is closed.

4. Discussion and possible recommendation on change of agent for Kwik Trip, Inc., Kwik Trip 653, 1223 East Wisconsin Street, Class "A" Fermented Malt Beverage and "Class A" Cider License – Michael J. Larkins

Clerk Moe reviewed the application stating it had been reviewed and signed off by department heads. Motion by Charles, second by Hamburg to recommend to council change of agent for Kwik Trip, Inc., Kwik Trip 653, 1223 East Wisconsin Street, Class "A" Fermented Malt Beverage and "Class A" Cider License – Michael J. Larkins. Motion carried unanimously with call of roll.

5. Discussion and possible recommendation on Class B Combination License application for Jack's Tap, LLC, 1207 Dunn Street, Tara Glendenning, agent

Maass stated she would be abstaining due to family ties. Committee reviewed the application. Clerk Moe stated the premise is currently not a licensed premise and the full application had been reviewed and signed off by department heads. Clerk Moe stated the premise description will be entire first floor and outdoor fenced area--patio and horseshoe pits. The proposed opening is end of December, beginning of January. Motion by Havlovic, second by Monfort to recommend to council Class B

Combination License application for Jack's Tap, LLC, 1207 Dunn Street, Tara Glendenning, agent. Motion carried 4-1 with Maass abstaining.

6. Discussion and possible recommendation on revisions to Class A alcohol license ordinance.

Committee reviewed proposed ordinance. Maass stated the ordinance was put together as requested with no minimum or maximum number as each license will be reviewed with the guidelines previously adopted. Charles stated he would like to have a number cap in the ordinance and then have economic license available similar to Janesville. Administrator Murphy stated creating another classification would create two tiers of licenses and be difficult to track. The guidelines are stated and published so applicants will know what can be used for denial. Having no number doesn't mean a license will be given out to every applicant. Motion by Hamburg, second by Monfort to recommend to Council revisions to Ordinance No. 15-011 relative to Business Licenses as presented. Motion carried 4-1 with Charles voting no.

7. Discussion and possible recommendation for no parking area in the 100 block of West Franklin Street

Administrator Murphy stated the personnel from Rusch School had requested a handicap parking spot in the 100 block of West Franklin St. This revision of the ordinance makes it possible to add a handicap stall. A handicap stall can be created by state statute but needs to be recognized by Common Council. Ordinance will be coming forth to recognize handicap stalls in the city. Motion by Charles, second by Monfort to recommend to council Ordinance relative to motor vehicles and traffic as presented. Motion carried unanimously on call of roll.

8. Adjournment

Motion by Charles, second by Hamburg to adjourn. Motion carried unanimously on call of roll at 7:29 p.m.

Rebecca C. Ness
Deputy City Clerk



November 23, 2015

Ms. Marie Moe, City Clerk
City of Portage
115 W. Pleasant
Portage, WI 53901-1742

RE: Change of Agent
Kwik Trip 653
1223 E. Wisconsin St.

Dear Marie:

A new manager, Patricia Lintl, has been assigned to oversee our Kwik Trip 653 convenience store. Therefore, we would like to appoint Patricia as the agent of the store.

Enclosed please find completed appointment of agent and auxiliary questionnaire forms as well as a \$10.00 check for the administrative fee. I respectfully request that you include this item on the agenda of your City Council meeting for consideration.

If you require anything further from me, please don't hesitate to call me, I can be reached at (608) 793-6262. Thank you in advance for your assistance with this matter.

Yours truly,

Deanna Hafner
Licensing Agent

Enclosures

*- Sent under
separate
cover in
error.*

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town of City of Portage County of Columbia
 Village
 City

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
Kwik Trip 653
(trade name)

located at 1223 E. Wisconsin Ave., Portage, WI 53901

appoints Patricia J. Lintl
(name of appointed agent)

[Redacted]
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Agent Kwik Trip 857, Reedsburg, WI, until new agent appointed.

Is applicant agent subject to completion of the responsible beverage server training course? Yes No All my life

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? _____

Place of residence last year [Redacted]

For: Kwik Trip, Inc.
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Patricia J. Lintl, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] [Date] Agent's age 40
(signature of agent) (date)
S3065B Fox Hill Rd., Baraboo, WI 53913 Date of birth 6/10/75
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
 (Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Lintl		Patricia		Jean	
Home Address (street/route)		Post Office	City	State	Zip Code
[REDACTED]		Baraboo		WI	53913
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		[REDACTED]	[REDACTED]	Prairie du Sac, WI	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent** of **Kwik Trip, Inc.**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? All my life
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. Agent Kwik Trip 859, Reedsburg, WI, until new agent appointed.
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name Express Mart	Employer's Address Phillips, WI	Employed From 5/95	To 5/95
Employer's Name Fiscars	Employer's Address Sauk City, WI	Employed From 12/94	To 4/95

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

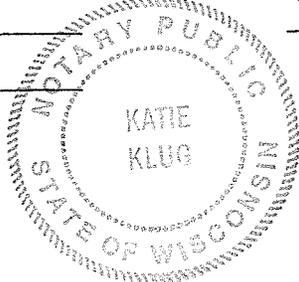
Notary Public

this 20th day of November, 2015
Katie Klug
(Clerk/Notary Public)

My commission expires 9-18-16

Patricia J Lintl
(Signature of Named Individual)

Patricia J Lintl



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Wisconsin Department of Revenue