



MEETING	DATE	TIME	LOCATION
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Town Board	Tuesday, January 5, 2016	Follows 7:00 p.m. Sanitary District Meeting	Grand Chute Town Hall Board Room 1900 Grand Chute Blvd
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A. CALL TO ORDER/ROLL CALL

B. APPROVAL OF AGENDA/ORDER OF THE DAY

C. OATHS OF OFFICE- Police Department

D. LIQUOR LICENSE SUSPENSION HEARING

1. College BP, Gurvinder Singh-Agent. Total point accumulation is 130 = 10-day suspension of license.

E. PUBLIC INPUT

Members of the public are welcome to address the Commission and Town Board. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Input segment of the meeting. This segment is placed early in the agenda so that the public may make their comments prior to any discussion or action by the Commission or Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. The Commission/Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience. Note regarding non-agendized Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given

F. CONSENT AGENDA

(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

1. Approval of Regular Meeting minutes – December 15, 2015 & Special Meeting minutes – October 15, 2015.
2. Licensing: (*applications on file in the clerk's office*)(*License Committee recommends approval*)
 - a. Liquor Licenses:
 - 1) Change of Agent – TGI Fridays appoints John Hartnell
 - 2) Change of Agent – Buffalo Wild Wings appoints Kimberly Lutzewitz
 - b. Special Event Permits:
 - 1) Appleton Baseball Club, wedding/banquet fireworks on 2/6/16 and 3/5/2016. Conditions: No fireworks display may begin after 10:00 p.m.; Display to comply with NFPA 1123 standards.
 - 2) Appleton Baseball Club, Post Game Fireworks, 2400 N. Casaloma Drive, on the following 2016 dates 5/21, 6/3, 6/4, 6/24, 6/25, 7/8, 7/9, 7/22, 7/23, 8/5, 8/6, 8/19, 8/20, and 9/2 with the following conditions: 1) No fireworks display may begin after 11:00 p.m., and 2) Display to comply with NFPA 1123 Standards.

G. FINANCIAL REPORTS

1. Approval of Voucher List – January 5, 2016

H. NEW BUSINESS

1. Plan Commission Recommendations:
 - a. SE-27-15 Special Exception requested by Joseph E. and Karla J. Berken, dba J&B Home Improvement, 3225 E. First Avenue, to allow contractor storage use of a building on property zoned AGD General Agricultural District. PC recommends denial.
2. Buca Di Beppo - Assessment of points for liquor license violation.

I. ORDINANCE

1. Ordinance 01-2016 prohibiting Town Board Supervisors from being Election Inspectors.

J. ADJOURNMENT

Accommodation Notice: [Any person requiring special accommodation who wishes to attend this meeting should contact \(Administration at 832-1573\) at least 48 hours in advance](#)



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**LIQUOR LICENSE COMMITTEE MEETING
TOWN OF GRAND CHUTE**

TOWN CLERK
1900 W. Grand Chute Blvd, Grand Chute, WI 54913
PH. 920-832-5644 • FAX 920-993-7032
www.grandchute.net

TO: College BP, Inc
Gurvinder Singh, Agent
3640 W. College Avenue
Grand Chute, WI 54914

CERTIFIED MAIL

RE: LIQUOR LICENSE VIOLATION

You are hereby notified that the Grand Chute Liquor Licensing Committee, pursuant to Municipal Code 335-8(c)(2), will hold a meeting on November 17, 2015 at 1:30 p.m. to address the following liquor license violation(s).

<u>OFFENSE DATE</u>	<u>CONVICTION DATE</u>	<u>OFFENSE</u>	<u>POINTS ASSESSED</u>
3/24/2015	10/21/2015	Unlicensed Bartender	50

Below is a list of violations for which demerit points are assessed. Demerit points may be reduced as shown on the schedule (qualified reductions) if the license holder has had no violations for three (3) years prior to the offense and has met with the Licensing Committee.

DEMERIT POINT SCHEDULE

TYPE OF VIOLATION	STATE STATUTE	TOWN ORDINANCE	DEMERIT POINTS	QUALIFIED REDUCTIONS
Selling to Underage Person	125.07(1)(a)	335-18	80	60
Selling to Intoxicated Person	125.07(2)	335-18	50	35
Underage Person on Premises	125.07(3)(a)	335-18	50	35
Failure to be Licensed	125.04	335-2	100	75
False Statement on Application	125.04	335-2	50	35
Transfer of license without permission, including operating on another's license	125.68	335-9	90	70
Conducting unlawful business	125.66	335-2	50	35
Unlicensed Bartender	125.17	335-10	50	35

Open After Hours	125.68 (4)	335 Art.	50	35
No carry-out after hours	125.68 (4)	335-12	25	20
Gambling	945	415-8	50	35
Adult entertainment/entertainer without permit		335-14	75	55
Nude or semi-nude entertainer employee visible outside	944.21		50	35
Solicitation of drinks by employee	944.36	415-2	50	35
Failure to display permit	125.04 (10)	335-6	25	20
Owner/ Manager selling controlled substance	961.574	415-2	130	100
Employee selling controlled substance	961.574	415-2	75	55
Possession of drug paraphernalia by employee/ employer	961.573		75	55

When your accumulation of points is 100 - 149 within a 12-month period, your license will be suspended for a period of not less than ten (10) days. If your point accumulation is 150 - 199 points in a 12-month period, your license will be suspended for a period of not less than twenty (20) days. If your point accumulation is 200 points or greater within an 18-month period, the penalty shall be revocation. Upon revocation, at least twelve (12) months from the date of revocation shall elapse before another license may be issued.

You are invited to attend this meeting with the Licensing Committee because this affects the demerit points assessed against your license.

Signed: 
 Karen L. Weinschrott, Town Clerk
 Town of Grand Chute

Dated: 11/3/15



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MUNICIPAL COURT
1900 W. Grand Chute Blvd, Grand Chute, WI 54913
PH. 920-832-1605 • FAX 920-832-1660
www.grandchute.net

Charles W. Klasen
Judge

Barbara Timm
Clerk of Courts

OCTOBER 2015 LIQUOR LAW CONVICTIONS

<u>NAME</u>	<u>VIO DT</u>	<u>CONV DT</u>	<u>VIO/CIT NUMBER</u>
MENDOZA, QUINNA M. (BP - 3640 W. COLLEGE AVE.)	03/24/2015	10/21/2015	335-10 UNLICENSED BARTENDER - 16422459(LIQUOR LIC VIOL-125.17)

SIGNED

Karen J. Wierschke

DATE

10/27/15

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:



**COLLEGE BP INC
GURVINDER SINGH
3640 W COLLEGE AVE
GRAND CHUTE WI 54914**



9590 9401 0121 5225 2361 50

2. Article Number (Transfer from service label)

7013 2630 0000 1509 0791

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

- Agent
- Addressee

B. Received by (Printed Name)

Ramanak Singh

C. Date of Delivery

11/16/15

- D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Registered Mail
- Registered Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt



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TOWN CLERK

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www.grandchute.net

**LIQUOR LICENSE COMMITTEE MEETING
TOWN OF GRAND CHUTE**

TO: College BP, Inc
Gurvinder Singh, Agent
3640 W. College Avenue
Grand Chute, WI 54914

CERTIFIED MAIL

RE: LIQUOR LICENSE VIOLATION

You are hereby notified that the Grand Chute Liquor Licensing Committee, pursuant to Municipal Code 335-8(c)(2), will hold a meeting on December 15, 2015 at 1:30 p.m. to address the following liquor license violation(s).

<u>OFFENSE DATE</u>	<u>CONVICTION DATE</u>	<u>OFFENSE</u>	<u>POINTS ASSESSED</u>
10/21/2015	11/04/15	Serve Alcohol to a Minor	80

Below is a list of violations for which demerit points are assessed. Demerit points may be reduced as shown on the schedule (qualified reductions) if the license holder has had no violations for three (3) years prior to the offense and has met with the Licensing Committee.

DEMERIT POINT SCHEDULE

TYPE OF VIOLATION	STATE STATUTE	TOWN ORDINANCE	DEMERIT POINTS	QUALIFIED REDUCTIONS
Selling to Underage Person	125.07(1)(a)	335-18	80	60
Selling to Intoxicated Person	125.07(2)	335-18	50	35
Underage Person on Premises	125.07(3)(a)	335-18	50	35
Failure to be Licensed	125.04	335-2	100	75
False Statement on Application	125.04	335-2	50	35
Transfer of license without permission, including operating on another's license	125.68	335-9	90	70

Conducting unlawful business	125.66	335-2	50	35
Unlicensed Bartender	125.17	335-10	50	35
Open After Hours	125.68 (4)	335 Art.	50	35
No carry-out after hours	125.68 (4)	335-12	25	20
Gambling	945	415-8	50	35
Adult entertainment/entertainer without permit		335-14	75	55
Nude or semi-nude entertainer employee visible outside	944.21		50	35
Solicitation of drinks by employee	944.36	415-2	50	35
Failure to display permit	125.04 (10)	335-6	25	20
Owner/ Manager selling controlled substance	961.574	415-2	130	100
Employee selling controlled substance	961.574	415-2	75	55
Possession of drug paraphernalia by employee/ employer	961.573		75	55

When your accumulation of points is 100 - 149 within a 12-month period, your license will be suspended for a period of not less than ten (10) days. If your point accumulation is 150 - 199 points in a 12-month period, your license will be suspended for a period of not less than twenty (20) days. If your point accumulation is 200 points or greater within an 18-month period, the penalty shall be revocation. Upon revocation, at least twelve (12) months from the date of revocation shall elapse before another license may be issued.

You are invited to attend this meeting with the Licensing Committee because this affects the demerit points assessed against your license.

Signed: 
 Karen L. Weinschrott, Town Clerk
 Town of Grand Chute

Dated: 12/2/15



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www.grandchute.net

Charles W. Klasen
Judge

Barbara Timm
Clerk of Courts

NOVEMBER 2015 LIQUOR LAW CONVICTIONS

<u>NAME</u>	<u>VIO DT</u>	<u>CONV DT</u>	<u>VIO/CIT NUMBER</u>
HODSON, ALISON M. (BUCA DI BEPPO)	10/21/15	11/04/15	335-18 SERVE ALCOH/MINOR 5G80TVJ8WK-(LIQUOR LIC VIOL-125.07(1)(A))
JACKSON, KRISTOFFER K. (FAMOUS DAVE'S BBQ)	10/21/15	11/04/15	335-18 SERVE ALCOH/MINOR 5G80TVJ8WN-(LIQUOR LIC VIOL-125.07(1)(A))
SINGH, AMANDEEP (BP-3640 W. COLLEGE AVE.)	10/21/15	11/04/15	335-18 SERVE ALCOH/MINOR 5G80TVJ8WM-(LIQUOR LIC VIOL-125.07(1)(A))
VAN DYKE, MARY P. (VANHANDEL'S CHEESE HUT)	10/21/15	11/04/15	335-18 SERVE ALCOH/MINOR 5G80TVJ8WH-(LIQUOR LIC VIOL-125.07(1)(A))

SIGNED

Karen J. Weinschrott

DATE

11/30/15

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

College BP, Inc
Gurvinder Singh, Agent
3640 W. College Avenue
Grand Chute, WI 54914

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
X  Addressee

B. Received by (Printed Name) C. Date of Delivery
12-5-15

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

2. Article Number
(Transfer from service label)

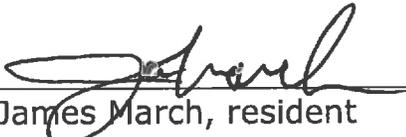
7013 2630 0000 1509 0128

LIQUOR LICENSE DEMERIT POINTS ASSESSED										
BUSINESS NAME	OFFENSE DATE	CONVICTION DATE	MET W LC	POINTS ASSESSED	POINTS YTD	SUSPEND	SUSPENSION DATE	REVOKE		
All Stars Sports Club - Closed	12/6/2014	5/20/2015	n/a	50						
American Legion #38	12/20/2007	1/9/2008	2/28/2008	60	0					
	9/12/2009	2/17/2010	3/17/2010	80	0					
Buca Di Beppo	11/30/2012	1/9/2013	2/21/2013	60	0					
	10/21/2015	11/4/2015		80	80					
Butte des Mort Golf Club	5/15/2013	3/19/2014	5/6/2014	60	60					
Carmella's	12/6/2011	1/11/2012	2/28/2012	60	60					
	2/11/2014	3/12/2014	5/6/2014	80	80					
Cheese Hut	12/17/2007	1/9/2008	2/28/2008	60	0					
	10/21/2015	11/4/2015		60	60					
Chill's	12/21/2007	1/9/2008	2/28/2008	60	0					
Chillerz	5/4/2014	9/17/2014	no	50	50					
Cinders	5/15/2013	6/12/2013	8/20/2013	80	80					
College BP	10/11/2008	11/5/2008	12/9/2008	60						
	12/12/2008	11/18/2009	Underage	80		10-day	02/22/2010-03/04/2010			
	12/12/2008	11/18/2009	No Carry Outs After Hours	25		Cannot assess concurrent points 9.01 (8)(d)				
	9/3/2010	3/16/2011		50						
	9/19/2012	10/3/2012		50		0	No Licensed Operator			
	3/24/2015	10/21/2015	No show	50		50	No Licensed Operator			
	10/21/2015	11/4/2015	No show	80		130	Serving Underage			
							10-day suspension			

COMPLAINT

I, the undersigned resident of the Town of Grand Chute, Wisconsin, Outagamie County, hereby file this sworn written Complaint with the Town Clerk of the Town of Grand Chute. I allege that the following College BP, Inc, who is licensed to sell beer and alcohol on the following described premises, 3640 W. College Avenue, has violated Chapter 335 of the Municipal Code of the Town of Grand Chute and more specifically State Statute 125, specifically 125.17 Unlicensed Bartender and 125.07(1)(a) Selling to Underage Person.

Dated this 15th day of December, 2015.


James March, resident

State of Wisconsin,
Outagamie County,
Town of Grand Chute

Subscribed and sworn to before me, this

15th day of December, 2015.


Notary Public, State of Wisconsin
My Commission Expires 10/25/2019

SUMMONS

STATE OF WISCONSIN
OUTAGAMIE COUNTY
TOWN OF GRAND CHUTE

The State of Wisconsin, to any peace officer of the town:

Whereas, complaint was made in writing, under oath, to the Town Clerk of the Town of Grand Chute, Outagamie County, Wisconsin, by James March, a resident of the Town, that College BP, Inc who possesses a "Class A" liquor license from the Town of Grand Chute, license granted pursuant to law, has violated Chapter 335-18 and 335-10 of the Municipal Code is in violation pursuant to the attached complaint.

Therefore, you are commanded to summon Gurvinder Singh, Agent, who is commanded to be and appear before the Town Board at 1900 Grand Chute Boulevard, Board Room, on the 5th day of January, 2016, at 7:00 P.M. to show cause why the license should not be suspended/revoked.

Given under my hand, by order of the Town Board, this
15 day of December, 2015



Karen L. Weinschrott, Town Clerk
Town of Grand Chute
Outagamie County, Wisconsin

TOWN OF GRAND CHUTE
Outagamie County, State of Wisconsin

AFFIDAVIT OF PERSONAL DELIVERY
Liquor License Complaint and Summons
College BP Inc, dba College BP
3640 W. College Avenue, Grand Chute
Gurvinder Singh, Agent

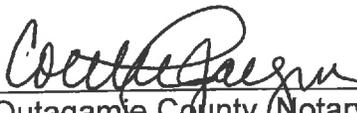
STATE OF WISCONSIN)
) ss.
COUNTY OF OUTAGAMIE)

Karen L. Weinschrott, being first duly sworn, states that she is the Town Clerk for the Town of Grand Chute and that on the 15th day of December, 2015, directed a peace officer to deliver to Gurvinder Singh, a Complaint and Summons, attached hereto, to appear before the Town Board at a Liquor License Hearing on January 5, 2016, at 7:00 p.m.

RECEIVED BY: Amandeep Singh / manager

DELIVERED BY:  LOGAN T. POUPORE
Officer – Town of Grand Chute

Subscribed and sworn to before me
this 15 day of December, 2015.


Outagamie County, Notary Public
State of Wisconsin
My Commission Expires: 10/11/19



AGENDA REQUEST
1/5/2016

TOPIC: Liquor License Suspension Hearing for College BP, Inc.

<input type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Clerk's Office	Submitted By: Karen Weinschrott, License Committee Chairperson

ISSUE: Shall the Town Board issue a 10-day liquor license suspension to College BP, Inc., pursuant to Town Ordinance 335-8 E(1) due to failed compliance checks.

BACKGROUND/ANALYSIS: Twice per year, the police department conducts liquor license compliance checks of all Grand Chute licensed establishments. The employee who fails the compliance check is fined and must appear at Municipal Court. The manager or agent is sent a certified letter indicating the time and place to appear before the Licensing Committee per Town Ordinance 335-8 C(2). At this meeting, the agent/manager provides explanation of the incident and what corrective measures will be taken to prevent future violations.

As Chairperson, I provide an explanation of the demerit point schedule to the agent/manager and caution them as to the consequences should another violation occur within a 12- or 18-month period.

Agent Gurvinder Singh was mailed two certified letters, one signed November 20, 2015, and one signed December 5, 2015, to appear before the Licensing Committee to discuss recent violations. He failed to appear at each scheduled meeting. Due to 2 violations occurring within 7 months, a 10-day suspension should occur beginning 30 days from the date of notice from my office.

RECOMMENDATION: Licensing Committee recommends a 10-day suspension of this license in accordance with Town Ordinance.

FISCAL IMPACT: N/A

ATTACHMENTS: Demerit Point Assessment Document; Notices of Licensing Committee Meetings; Summons & Complaint

Town of Grand Chute, WI
Wednesday, December 30, 2015

Chapter 335. Intoxicating Liquor and Fermented Malt Beverages

Article I. Licensing

§ 335-8. Revocation and suspension of licenses.

- A. Procedure. Except as hereinafter provided, the provisions of § 125.12, Wis. Stats., shall be applicable to proceedings for the revocation or suspension of all licenses or permits granted under this article. Revocation or suspension proceedings may be instituted by the Town Board upon its own motion by adoption of a resolution, subject to any additional requirements under § 125.12, Wis. Stats., for both suspension and revocation proceedings.
- B. Purpose. The purpose of this section is to administratively interpret those portions of the Grand Chute Code relating to alcohol beverage violations and to establish a system for suspension and revocation.
- C. Point schedule.
- (1) The scheme of demerit points is listed according to the type of alcohol beverage violation. This demerit point system is used to identify habitually troublesome license holders who have repeatedly violated state statutes and the Grand Chute Town ordinances for the purpose of recommending suspension or revocation of their alcohol beverage license.
 - (2) Establishments in violation of state statute or Town ordinance will be scheduled to meet with the Licensing Committee at a time set by the Town Clerk. Below is a list of violations for which demerit points will be assessed. Demerit points may be reduced as shown on the schedule if the license holder has had no violations for three years prior to the offense and has met the with the Licensing Committee as indicated above. Failure of the license holder to meet with the Licensing Committee will result in a hearing before the Town Board.^[1]

Type of Violation	State Statute	Town Ordinance	Demerit Points	Qualified Reductions
Selling to underage person	§ 125.07(1)(a)	§ 335-18	80	60
Selling to intoxicated person	§ 125.07(2)	§ 335-18	50	35
Underage person on premises	§ 125.07(3)(a)	§ 335-18	50	35

Type of Violation	State Statute	Town Ordinance	Demerit Points	Qualified Reductions
Failure to be licensed	§ 125.04	§ 335-2	100	75
False statement on application	§ 125.04	§ 335-2	50	35
Transfer of license without permission, including operating on another's license	§ 125.68	§ 335-9	90	70
Conducting unlawful business	§ 125.66	§ 335-2	50	35
Unlicensed bartender	§ 125.17	§ 335-10	50	35
Open after hours	§ 125.68(4)	Ch. 335, Art. I	50	35
No carry-out after hours	§ 125.68(4)	§ 335-12	25	20
Gambling	Ch. 945	§ 415-8	50	35
Adult entertainment/entertainer without permit		§ 335-14	75	55
Nude or seminude entertainer employee visible outside	§ 944.21		50	35
Solicitation of drinks by employee	§ 944.36	§ 415-2	50	35
Failure to display permit	§ 125.04(10)	§ 335-6	25	20
Owner/manager selling controlled substance	§ 961.574	§ 415-2	130	100
Employee selling controlled substance	§ 961.574	§ 415-2	75	55
Possession of drug paraphernalia by employee/employer	§ 961.573		75	55

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

- D. Calculation of violations. In determining the accumulative demerit points against a licensee within 12 months or 18 months, the Town shall use the date each violation was committed as the basis for a determination if there has been a conviction. If the violations are committed concurrently, the highest point violation shall be assessed.
- E. Suspension and revocation of license.
- (1) If the demerit points accumulated from the date of a violation which results in a conviction meet or exceed 50 points in a twelve-month period, the agent or officer will be required to meet with the Licensing Committee. The accumulation of points shall result in suspension or revocation of the license in accordance with the following schedule, subject to the exception that for violations under §§ 125.07(1)(a) and 125.04(5)(a)¹, Wis. Stats., such violations may be counted only if the licensee has committed another violation under

§ 125.07(1)(a), Wis. Stats., within 12 months of the present violation, in which case all violations committed within one year of a prior violation may also be considered:

[Amended 2-21-2008 by Ord. No. 2008-03^[2]]

100 to 149 points within 12 months: 10-day minimum suspension

150 to 199 points within 12 months: 20-day minimum suspension

200 points within 18 months: revocation

[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

(2) When a license is revoked pursuant to this article, the revocation shall be recorded by the Clerk and no other license issued under Ch. 125, Wis. Stats., may be granted within 12 months of the date of revocation to the person whose license was revoked. No part of the fee for any license so revoked may be refunded.

F. Upon determination by the Town Board, after hearing, that the license is subject to suspension or revocation, the Clerk shall give notice of such suspension or revocation to the person whose license is suspended or revoked. Such suspension or revocation shall take effect 30 days from the date said notice is given to the licensee. Such notice may be given in person or mailed by certified mail to the address of the addressee shown on the licensee's application. Notice by mail shall be deemed effective three days from the date of mailing. If the suspension or revocation is appealed to the Circuit Court by service of notice of appeal on the Town in accordance with § 125.12(2)(d), Wis. Stats., on or before 30 days from the effective date of notice of suspension or revocation, the revocation or suspension shall be stayed pending a decision by the Circuit Court on the appeal unless the Board finds that public health, safety, or welfare imperatively require emergency action and incorporates a finding to that effect in its order. If the Circuit Court affirms the suspension or revocation, the period of suspension or revocation shall then take effect beginning on the fifth day following the date the decision is signed by the Circuit Court Judge unless a different date is ordered by the Court.^[3]

[3] *Editor's Note: Original § 9.01(8)(g), which immediately followed this subsection, was repealed 12-20-2011 by Ord. No. 2011-30.*

G. Repossession of license or permit. Whenever any license or permit under this article shall be revoked or suspended by the Town Board or action of any court or Subsection C, it shall be the duty of the Clerk to notify the licensee or permit holder of such suspension or revocation and to take physical possession of the license or permit wherever it may be found and file it in the Clerk's office.

[Amended 12-20-2011 by Ord. No. 2011-30]

H. Transfer/sale of licensed business.

[Added 6-2-2009 by Ord. No. 2009-12]

(i) Upon the transfer or sale of the licensed business, all accumulated demerit points shall be canceled unless any of the following apply:

(a) The new licensee is related to the former licensee by blood, adoption, or marriage.

(b) The new licensee held a business interest in the previous licensed business, real estate, or equipment.

- (c) The former licensee retains an interest in the business or equipment used by the business.
[Amended 12-20-2011 by Ord. No. 2011-30]
 - (d) The new licensee's acquisition of the business did not involve an arm's length transaction consisting of an open market sale in which the owner is willing but not obligated to sell and the buyer is willing, not obligated, to buy.
- (2) If any of the above apply, the new licensee shall inherit the demerit points previously assessed and be subject to all penalties set forth by this article.

SPECIAL MEETING EXHIBITION CENTER – TOWN BOARD – TOWN OF GRAND CHUTE- 1900 GRAND CHUTE BLVD., GRAND CHUTE, WI – OCTOBER 15, 2015

CALL TO ORDER OF SPECIAL MEETING/ROLL CALL

Special Meeting of the Grand Chute Town Board called to order at 7:00 p.m. by Dave Schowalter, presiding officer.

PRESENT: Dave Schowalter, Jeff Nooyen, Jim Pleuss, Travis Thyssen, Bruce Sherman, and Karen L. Weinschrott, Town Clerk

STAFF: Jim March, Town Administrator; Greg Peterson, Police Chief; Bob Buckingham, Community Development Director; Mike DeBruler, Fire Department

OTHERS: 30 signed attendance

CITY OF APPLETON PRESENTATION ON THE PROPOSED EXHIBITION CENTER

Mayor Hanna stated the Exhibition Center has been in the works for over 20 years and it is time to make a decision whether or not they should move forward. He compared the proposed Exhibition Center to the Performing Arts Center and the 41/441 Highway interchange because of the amount of time that these projects were discussed.

Mayor Hanna explained the Exhibition Center originally started with a feasibility study in 2008/2009 to see if it made sense to build one in the Fox Valley. Convention Sports and Leisure was chosen to complete a study, which resulted in a high score for the Fox Cities as a destination area to have meetings. Convention Sports and Leisure estimated the Exhibition Center would have an \$8-8.5 million economic impact per year. A group was formed called the Convention Center Community Coalition to discuss site options. The consultant thought the Exhibition Center needed to be close to the major convention hotel, which is the Radisson Paper Valley Hotel. The top site was just behind the Radisson Paper Valley Hotel. The City of Appleton worked with Outagamie County on a site for the Exhibition Center. Since the recession, Convention Sports and Leisure updated the study to make sure it still made sense to build an Exhibition Center. The new 2014 study stated it would have a \$6-6.5 million economic impact per year.

Mayor Hanna explained the Fox Valley Performing Arts Center does not generate revenues and operates with the help of donations while the Exhibition Center will generate revenues. The private sector will not build an Exhibition Center because they will not generate revenues after they pay for taxes and debt service. City of Appleton currently has an agreement with Outagamie County to purchase property for the Exhibition Center with some contingencies. The only reason the County will sell the property is for the Exhibition Center. The price for the land includes the demolition, parking lot, and then preserving 103 parking spots for the County. The two contingencies for the closing of the property is to have an agreement with the Radisson Paper Valley Hotel to manage the daily operations of the Exhibition Center and an agreement to raise the room tax by a percentage to cover the capitol costs. They would like to close on the property by November 30, 2015.

Ben LaFrombois, Attorney for the City of Appleton, helped negotiate the agreement with the Radisson Hotel, the financial arrangements, and the inter-municipal agreements. He discussed the management agreement and the terms. He believes the owners to be good counterparts and members of the community. There will be a legal distinction between the owner of the hotel and the operation of the Exhibition Center management company. They have not asked for a management fee and they do not anticipate profiting from the Exhibition Center revenue. They will gain revenues through the benefit of the attached hotel, such as, increased room nights and visitors to the hotel. They are also willing to fund the initial operating costs of the Exhibition Center, such as the first year of electric bills. He believes the Exhibition Center will be profitable by year two, which does not take into account any taxes or debt service and by year four, the Exhibition Center will create additional revenue. The City of Appleton would receive

SPECIAL MEETING EXHIBITION CENTER – TOWN BOARD – TOWN OF GRAND CHUTE- 1900 GRAND CHUTE BLVD., GRAND CHUTE, WI – OCTOBER 15, 2015

\$50,000 to cover the added costs of fire and police protection. An \$800,000 reserve would be setup to cover expenses like a new roof. Once the reserve is satisfied and the revenues exceed the expenses, money will go towards the CVB to promote tourism in the Fox Cities. There will be a booking policy in the agreement to make the Exhibition Center the catalyst in the Fox Cities. The management company is willing to not hold weddings or receptions in the Exhibition Center so they do not take business away from other hotels. This Exhibition Center would be designed for large conferences.

Robert Shamber, Inner Circle Hotels, stated that this project will create growth in the community and will improve the bottom line of the hotels and restaurants. They project 14-30 thousand extra room nights booked due to the Exhibition Center. When the demand goes up for hotel rooms, the room rates will go up. Inner Circle, who owns nine hotels throughout the country, has a great sales network with connections. When they first bought the hotel, they had to enter into an agreement with the Radisson franchise. The first phase would be to update the outside and make sure it has curb appeal; the second phase would update the public lobby areas with new paint and furniture; and the third phase would update the guest rooms with new carpet and fixtures.

Atty LaFrombois explained the hotel will be contributing \$367,000 (half of the cost) for the skywalk. The Exhibition Center will be an open facility for caterers. He explained the management agreement, intergovernmental agreements, and the Tax Commission agreement. The CVB will work with the Tax Commission, which consists of those appointed by the Chief Officer of each community. Municipalities that contribute over \$1,000,000 in room tax will receive 3 representatives, those that contribute \$750,000-\$1,000,000 will have 2 representatives, and those that contribute less than \$750,000 will have 1 representative. Draft ordinances will be tailored to each community with hotels, which will consist of 3% to the CVB, 2% to the PAC, 3.5% to the Exhibition Center, and 1% to each municipality. The net rate after the PAC is paid off would be 7.5%.

Mayor Hanna explained the Fox Cities Exhibition Center Board accomplished a building program to determine that the size of the Exhibition Center should be 65,000 square feet. The exhibition space itself is slated to be 33,000 square feet. The remaining space in the Exhibition Center would be dedicated to storage, preconference space, and general space for pre-meetings. They do not know what this building will cost because they need funds to hire an architect to design the project. They do not want design the project, if they do not have the support. The City of Appleton will be contributing \$4,000,000 towards the project for infrastructure, the skywalk, and parking. The site is on a slope, which presents some building challenges. After looking at building costs of other structures similar in size, they estimate it will cost about \$24-27 million. They looked at paying off the bonds for the PAC, but decided against it because the interest rate is 1.5% on those bonds which will be paid off in 2017. After the PAC bonds are paid off, the tax rate will be 7.5% which is lower than Green Bay, Oshkosh, and Fond du Lac.

Atty LaFrombois explained a PowerPoint slide of the PAC bond payment schedule, which is anticipated to be paid off in 2017. He believes that they would have an interest rate around 3.5% for the Exhibition Center. If costs are higher than expected, they could adjust the amortization schedule and stretch out the length of the bonds. If they have favorable projections, the Exhibition Center could be paid off early. The added hotel room tax rate would terminate after the bonds are paid off. If everything moves forward, they could issue the bonds as early as February/March 2016.

Chairman Schowalter asked if any hoteliers would like to voice their questions and concerns.

Charles Gifford, Comfort Suites, stated the Fox Cities CVB is a gold standard in the state. He thought the hotels in general are in favor of the Exhibition Center. Originally, they were told it would be a 2% increase and this was the first he heard about the rate increasing to 3.5%. They would like some percentage of room tax available for future projects like an indoor sports arena.

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Rich Batley, Copperleaf and Best Western Bridgewood Resort, is in favor of the Exhibition Center. He does not want to tie up all of the hotel tax dollars because they are hoping for another big project like an indoor sports arena. He wants to make sure it is built like an expo center and not a carpeted ballroom with chandeliers. He wants to make sure they are not competing for weddings. He questioned the logistics of the Exhibition Center availability to caterers.

Atty LaFrombois responded to the catering question stating that there will be a warming kitchen that hired caterers can use in the Exhibition Center.

Amanda Hedke, Appleton Residence Inn, explained how she traveled throughout the surrounding states and saw other tax commission models. The other tax commissions did not work with their communities to promote tourism. The hotels had no say on how the money was spent, so she would like the CVB to operate as it does currently. She is in favor of the Exhibition Center.

Chad Scott, Holiday Inn and Neenah Riverwalk, has been a proponent of this project and wants to make sure it is done right. Grand Chute is going to pay 60% of the room tax to fund the facility. He would like to make sure that all of those contributing to the project will benefit. He is concerned that new hotels would be built in downtown Appleton. He questioned what was in the management agreement concerning the property improvement plan to make sure the hotel is updated. He wants to make sure that the CVB is fully on board.

Atty LaFrombois stated he cannot guarantee that there will not be any new hotels built downtown.

Chairman Schowalter stated he was also concerned with the property improvement plan because there were rumors that the hotel needs \$8 million in repairs and updates.

Chad Scott explained they are spending \$4 million to update the 107 rooms, which has 10,000 square feet of meeting space at the Neenah Riverwalk.

Atty LaFrombois stated that the property improvement plan is governed by their lender.

Robert Shamber stated they would be spending multi-millions to update the hotel over many years. Once the major improvements are done, Radisson has a yearly capital improvement plan. Typically, Radisson will go through the property after 10 years and come up with a new property improvement plan. The hotel will always meet the Radisson standards.

Char Stankowski, Country Inn & Suites – Little Chute, stated the CVB was set up so that hoteliers and communities could determine where the tax dollars are spent. She is in favor of the Exhibition Center, but would like the CVB to watch how the money is spent. The CVB has an annual audit to ensure they are spending the money correctly.

Pam Siedl, Fox Cities Visitors & Convention Bureau, is in favor of the Exhibition Center.

Atty LaFrombois explained the CVB is the center of the current model.

Chuck Kuen, Village of Kimberly President, asked if state funding was available for the project. Eau Claire is getting money from the State in order to build a performing arts center and City of Neenah received money for their trails.

Atty LaFrombois explained that they were able to build the PAC on their own as a community. He asked for money to help with the project, but was turned down.

ADJOURNMENT

Motion (Sherman/Thyssen) to adjourn. Motion carried.

Meeting adjourned at 9:07 p.m.

These minutes were taken at a Special Meeting held on October 15, 2015 and entered in this record book November 4, 2015 by:

Karen L. Weinschrott

Karen L. Weinschrott, Town Clerk

Town of Grand Chute

November 4, 2015

INITIAL DRAFT

TOWN BOARD MEETING – TOWN OF GRAND CHUTE - 1900 GRAND CHUTE BLVD., GRAND CHUTE, WI – DECEMBER 15, 2015

CALL TO ORDER/ROLL

Meeting called to order at 7:03 p.m. by Dave Schowalter, presiding officer.

PRESENT: Dave Schowalter, Jeff Nooyen, Travis Thyssen, Bruce Sherman, Jim Pleuss and Karen L. Weinschrott, Town Clerk.

STAFF: Jim March, Town Administrator; Bob Buckingham, Community Development Director; Tim Bantes, Fire Chief; Julie Wahlen, Finance Director; Greg Peterson, Police Chief; Tom Marquardt, Public Works Director; Bob Heimann, IT Director; Mike Patza, Town Planner; Carl Sutter, McMahan Associates; Attorney Rossmeissl, Herrling Clark Law Offices

OTHERS: 6 signed attendance

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Pleuss/Sherman) to approve the agenda. Motion carried.

PUBLIC INPUT – There was no public input.

CONSENT AGENDA

Approval of Regular Meeting minutes December 1, 2015

Licensing: *(applications on file in the clerk's office) (License Committee recommends approval)*

Operator Licenses:

Operator's License Applications to expire: 2017 dated 11/25/2015 & 12/04/2015

Operator License Denial – Rudolph

Secondhand Article Licenses:

Renewal application for Furniture Depot, 1930 Wisconsin Avenue

Renewal application for ecoATM, Inc., 4301 W. Wisconsin Avenue

Accept Monthly Reports: Police Department, Fire Department, Community Development, and Public Works.

Supv. Nooyen asked to remove item B-1 from the consent agenda for discussion.

Motion (Pleuss/Thyssen) to approve all items except B-1. Motion carried.

Supv. Nooyen questioned the gravel driveway at Furniture Depot.

Dir. Buckingham explained it has grandfather status because it was not vacant for over 12 months.

Motion (Nooyen/Sherman) to approve item B-1 on the consent agenda. Motion carried.

FINANCIAL REPORTS

Approval of Voucher List – December 15, 2015

\$434,886.58 (89758-89794); Payroll \$285,410.62; ACH \$190,973.78

Motion (Thyssen/Sherman) to approve the voucher list. Motion carried.

NEW BUSINESS

Plan Commission Recommendations:

Grand Chute Official Map 2015 Amendments. PC recommends approval. *Ordinance O-19-2015.*

Motion (Pleuss/Thyssen) to approve. Motion carried.

Appointment of Election Inspectors, 2016-2017.

Motion (Nooyen/Pleuss) to approve.

Supv. Nooyen stated two relatives of a Town Board Supervisor are on the list as election inspectors and a candidate running for Town Board.

Clerk Weinschrott explained the Government Accountability Board recommended that election workers should not work if a relative is on the ballot. She further explained that a current Chief Inspector is running for Town Board and will not be working the Spring Election. She suggested passing an ordinance if the Board wishes to eliminate Town Board Supervisors being election inspectors.

The Town Board asked for the attorney to review an ordinance that can be placed on the January 5th agenda that would prohibit Town Board Supervisors to be Election Inspectors.

Motion carried.

Appointment to the CVB Board of Directors.

Motion (Nooyen/Thyssen) to appoint Administrator Jim March to the CVB Board of Directors. Motion carried.

Appointment to the Room Tax Commission.

Motion (Pleuss/Thyssen) to appoint Bruce Sherman, Jeff Nooyen, and Jim Pleuss to the Room Tax Commission. Motion carried.

Supv. Sherman directed Clerk Weinschrott to send a letter to Karen Harkness stating who was appointed to the Room Tax Commission.

Appointment to the Advisory Committee to the Appleton Redevelopment Authority.

Admin. March explained that a hotelier would know hotel operations. He recommended Chad Scott who was involved in previous discussions and has previously worked on the CVB.

Motion (Nooyen/Sherman) to appoint Chad Scott to the Advisory Committee to the Appleton Redevelopment Authority.

The Town Board discussed that if Mr. Scott breaks business ties with Grand Chute, they could reappoint a new member.

Motion carried.

Annual update of Winter Maintenance Policy.

Motion (Thyssen/Sherman) to approve. Motion carried.

TOWN BOARD MEETING – TOWN OF GRAND CHUTE - 1900 GRAND CHUTE BLVD., GRAND CHUTE, WI – DECEMBER 15, 2015

Contract for professional services with Tyler Technologies, Inc. for 2016 annual assessment services in the amount of \$108,800.

Motion (Thyssen/Nooyen) to approve. Motion carried.

Dedication and acceptance of roads and subdivisions in White Hawk Meadows North 2, Edgewood Acres First Addition, and Forest View Estates.

Motion (Thyssen/Sherman) to approve. Motion carried.

Dedication and acceptance of road extensions at W. Integrity Way and W. New Horizons Boulevard.

Motion (Thyssen/Pleuss) to approve. Motion carried.

Purchase request for three 2016 Dodge Charger marked patrol vehicles and one 2016 Chevrolet Tahoe used by the Patrol Supervisors as a patrol command vehicle from Ewald of Oconomowoc in an amount not to exceed \$113,007 (2016 budgeted item).

Motion (Nooyen/Sherman) to approve. Motion carried.

ADJOURNMENT

Motion (Thyssen/Sherman) to adjourn. Motion carried.

Meeting adjourned at 7:20 p.m.

These minutes were taken at a regular meeting held on December 15, 2015 and entered in this record book, December 22, 2015 by:

Karen L. Weinschrott

Karen L. Weinschrott, Town Clerk

Town of Grand Chute

December 22, 2015

INITIAL DRAFT

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
89835	01/05/2016	WITTHUHN PRINTING CO. INC	5240	DOOR HANGARS	10-10-51502-320	107.00
89835	01/05/2016	WITTHUHN PRINTING CO. INC	5246	BUSINESS CARDS DAVE IT	10-18-51400-310	51.00
Total 89835:						158.00
89836	01/05/2016	WTA	121115	MUNICIPAL ALCOHOL LICENSING MANUAL	10-12-51420-310	25.00
Total 89836:						25.00
Grand Totals:						193,295.86

Dave Schowalter, Chairman: _____

Jeff Nooyen, Supervisor: _____

Travis Thyssen, Supervisor: _____

Bruce Sherman, Supervisor: _____

Jim Pleuss, Supervisor: _____

Karen L. Weinschrott, Clerk: _____

Julie M. Wahlen, Treasurer: _____

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
89799	12/28/2015	WE ENERGIES	NOVEMBER 2	GAS & ELECTRIC BILL NOVEMBER 2015	10-18-51600-220	48,057.65
Total 89799:						48,057.65
89800	01/05/2016	A & W TOWING	893578	TOWING	10-17-52120-290	181.00
89800	01/05/2016	A & W TOWING	893583	TOWING	10-17-52120-290	156.00
89800	01/05/2016	A & W TOWING	893607	TOWING	10-17-52120-290	220.00
89800	01/05/2016	A & W TOWING	893648	TOWING	10-17-52120-290	156.00
Total 89800:						713.00
89801	01/05/2016	ACC PLANNED SERVICES INC	15622	ST.1 HVAC MAINT	10-13-52200-290	821.25
Total 89801:						821.25
89802	01/05/2016	BADGER RACE WRAPS LLC	420	NEW LOGO FOR TRUCK DOORS	10-14-53311-390	418.14
89802	01/05/2016	BADGER RACE WRAPS LLC	425	DOOR LOGOS	10-14-53311-390	518.88
89802	01/05/2016	BADGER RACE WRAPS LLC	426	NEW LOGO GRAND CHUTE SIGNS	10-18-51400-390	1,400.00
Total 89802:						2,337.02
89803	01/05/2016	BLOUNT HEATING & AIR CON	089695	NEW FURNACE FOR LIONS PARK	10-16-55200-360	2,950.00
Total 89803:						2,950.00
89804	01/05/2016	BOB'S TOWING	112215	TOWING	10-17-52120-290	185.00
Total 89804:						185.00
89805	01/05/2016	CITY OF APPLETON	228434	UTILITY LOCATE AT WESTHILL AND WOODMAN D	10-14-53311-290	80.40
89805	01/05/2016	CITY OF APPLETON	228435	USE OF CITY OF APPLETON YARD WASTE SITE-O	10-14-53635-290	4,166.66
89805	01/05/2016	CITY OF APPLETON	228514	SIGNAL MAINTENANCE FOR OCTOBER 2015	10-14-53311-348	127.25
Total 89805:						4,374.31
89806	01/05/2016	CITY OF NEENAH	35425	INSURANCE	46-09-56900-134	360.17
Total 89806:						360.17
89807	01/05/2016	COMMAND CENTRAL	17877	HARDWARE MAINTENANCE AGREEMENT	10-12-51440-290	3,820.00
Total 89807:						3,820.00
89808	01/05/2016	CREDIT MANAGEMENT CONT	1105	AUTOBODY	10-19-41900	50.00
Total 89808:						50.00
89809	01/05/2016	DAVEL ENGINEERING & ENVI	315820	WHITE HAWK NORTH-WREN DR PROFESSIONAL	55-14-57331-000	759.50
Total 89809:						759.50
89812	01/05/2016	FIRE APPARATUS & EQUIPME	14907	VEHICLE MAINT	10-13-52200-350	347.50
89812	01/05/2016	FIRE APPARATUS & EQUIPME	14908	VEHICLE MAINT	10-13-52200-350	137.50
89812	01/05/2016	FIRE APPARATUS & EQUIPME	14920	VEHICLE MAINT	10-13-52200-350	347.50

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 89812:						832.50
89813	01/05/2016	GRAND CHUTE UTILITIES	12/03/15	HIGHVIEW WATER	10-13-52200-220	825.52
89813	01/05/2016	GRAND CHUTE UTILITIES	12/04/15	ST.2 WATER	10-13-52200-220	109.08
89813	01/05/2016	GRAND CHUTE UTILITIES	12/14/15	ST.2 WATER SEWER	10-13-52200-220	534.91
Total 89813:						1,469.51
89815	01/05/2016	HOERNING, LISA	120815	REISSUE CHECK	64-00-23201	47.03
Total 89815:						47.03
89816	01/05/2016	JIM FISCHER INC	Fischer 11-201	R/W PURCHASE	45-09-57730-000	100.00
Total 89816:						100.00
89817	01/05/2016	M & E CONSTRUCTION	2015-72	SLIP LINE 30" CULVERT	10-14-53311-340	5,900.00
Total 89817:						5,900.00
89818	01/05/2016	MARCO INC NW7128	INV2966239	COPIER ADMIN AND MAILROOM	10-18-51400-290	1,026.98
89818	01/05/2016	MARCO INC NW7128	INV3024679	COPIERS	10-18-51400-290	990.72
Total 89818:						2,017.70
89819	01/05/2016	MARCO, INC	17998784	COPIERS	10-18-51400-290	1,770.72
Total 89819:						1,770.72
89820	01/05/2016	MCMAHON	0900800	WETLAND DELINEATION-EVERGREEN SITE	46-09-57725-000	6,452.55
89820	01/05/2016	MCMAHON	0900931	EROSION CONTROL INSPECTION	10-11-52400-210	24.18
89820	01/05/2016	MCMAHON	0900933	DRAINAGE FACILITIES CHECK	10-11-52400-210	104.00
89820	01/05/2016	MCMAHON	0900934	DRAINAGE FACILITIES CHECK	10-11-52400-210	480.55
89820	01/05/2016	MCMAHON	0900935	EROSION CONTROL INSPECTION	10-11-52400-210	81.04
89820	01/05/2016	MCMAHON	0900939	EROSION CONTROL INSPECTIONS	10-11-52400-210	968.12
89820	01/05/2016	MCMAHON	0900940	DRAINAGE FACILITIES CHECK	10-11-52400-210	655.00
89820	01/05/2016	MCMAHON	0900941	DRAINAGE FACILITIES CHECK	55-13-57220-100	1,329.60
89820	01/05/2016	MCMAHON	0900942	DRAINAGE FACILITIES CHECK	10-00-23008	928.55
89820	01/05/2016	MCMAHON	0900943	DRAINAGE FACILITIES CHECK	10-11-52400-210	3,888.90
89820	01/05/2016	MCMAHON	0900954	DRAINAGE PLAN REVIEW	10-11-52400-210	505.40
89820	01/05/2016	MCMAHON	0900955	PLAT REVIEW	10-09-56900-210	89.00
89820	01/05/2016	MCMAHON	0901003	WETLAND DELINEATION-EVERGREEN SITE	46-09-57725-000	401.20
89820	01/05/2016	MCMAHON	0901161	PROFESSIONAL SERVICES	55-14-57331-000	3,706.51
89820	01/05/2016	MCMAHON	900892	CASALOMA/NEW HORIZON ON SITE REPRESENTA	55-14-57331-000	13,929.98
89820	01/05/2016	MCMAHON	900948	COLLEGE AVE NORTH FRONTAGE RD-ADDING ST	55-14-57331-000	877.70
89820	01/05/2016	MCMAHON	900949	WHITE HAWK MEADOWS NORTH ON SITE REPRE	55-14-57331-000	2,158.65
89820	01/05/2016	MCMAHON	900950	CASALOMA DR/NEW HORIZON ON SITE REPRESE	55-14-57331-000	24,312.72
89820	01/05/2016	MCMAHON	900951	INTEGRITY WAY ON SITE REPRESENTATION SER	55-14-57331-000	3,576.00
89820	01/05/2016	MCMAHON	900952	WEST CAPITOL DR IMPROVEMENT DESIGN SERVI	55-14-57331-000	5,026.95
89820	01/05/2016	MCMAHON	900953	GENERAL ENGINEERING THRU 11/28/15	10-14-53311-210	329.05
89820	01/05/2016	MCMAHON	900956	MAPLE EDGE PARK PROFESSIONAL SERVICES T	55-16-57620-000	21.60
89820	01/05/2016	MCMAHON	900957	WHITEHAWK MEADOWS NORTH II STREET CONS	55-14-57331-000	72.25
89820	01/05/2016	MCMAHON	900958	SPENCER STREET SIDEWALK CONSTRUCTION A	55-14-57331-000	589.95
89820	01/05/2016	MCMAHON	900959	EDGEWOOD ACRES 1ST ADDN STREET CONSTR	55-14-57331-000	73.60
89820	01/05/2016	MCMAHON	900965	FORESTVIEW ESTATES STREET CONSTRUCTION	55-14-57331-000	912.50

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
89820	01/05/2016	MCPAHON	901048	BLUEMOUND DR ON SITE REPRESENTATION SER	55-14-57331-000	11,282.08
Total 89820:						82,777.63
89822	01/05/2016	OUTAGAMIE COUNTY TREAS	107991	ELECTION ENVELOPES	10-12-51440-320	555.00
Total 89822:						555.00
89823	01/05/2016	PETERS CONCRETE CO	120915 PAY C	SPENCER/GLENRIDGE COURT URBANIZATION PA	55-14-57331-000	10,926.84
Total 89823:						10,926.84
89824	01/05/2016	REGISTRATION FEE TRUST	121515	BALABCE OF TRAILER REGISTRATION	10-17-52100-350	40.00
Total 89824:						40.00
89825	01/05/2016	RICK STEFFENS ELECTRIC	5380	GATE WIRING AT TOWN HALL	10-18-51600-360	766.35
Total 89825:						766.35
89826	01/05/2016	SHAWANO CTY SHERIFF	122215	WARRANT #09CM1107 - DROULIAS	10-15-45100	130.00
Total 89826:						130.00
89827	01/05/2016	SIMPLEX GRINNELL	78260799	ANNUAL FIRE SPRINKLER INSPECTION	10-18-51600-360	1,075.35
Total 89827:						1,075.35
89828	01/05/2016	TAPCO	1510758	18" PED BODY SIGNAL TUNNEL VISOR	10-14-53311-348	1,032.32
Total 89828:						1,032.32
89829	01/05/2016	TITAN PUBLIC SAFETY SOLUT	3798	TIPPS	10-15-51200-290	4,761.00
Total 89829:						4,761.00
89830	01/05/2016	TYLER TECHNOLOGIES INC	060-4394	ANNUAL ASSESSMENT SVCS	10-10-51502-290	6,910.00
89830	01/05/2016	TYLER TECHNOLOGIES INC	060-4498	2015 REVAL SVCS	10-10-51502-290	6,510.00
Total 89830:						13,420.00
89832	01/05/2016	VERIZON WIRELESS -VSAT N	150252010	PHONE SUBPOENA	10-17-52120-390	50.00
89832	01/05/2016	VERIZON WIRELESS -VSAT N	150258885	PHONE SUBPOENA	10-17-52120-390	100.00
89832	01/05/2016	VERIZON WIRELESS -VSAT N	150258890	PHONE SUBPOENA	10-17-52120-390	100.00
89832	01/05/2016	VERIZON WIRELESS -VSAT N	150258896	PHONE SUBPOENA	10-17-52120-390	100.00
Total 89832:						350.00
89833	01/05/2016	WI DEPT OF JUSTICE	L4509T 12/01/	BACKGROUND CHECK	10-18-51100-390	133.00
Total 89833:						133.00
89834	01/05/2016	WISCONSIN DEPT OF TRANS	L40770	SPENCER ST URBANIZATION MAYFLOWER TO CA	55-14-57331-000	580.01
Total 89834:						580.01

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
12/08/2015	CITY OF APPLETON	120815	INSURANCE	10-17-52110-134	1,069.58
Total 151208001:					1,069.58
12/08/2015	RETURNED ITEM FEE	120815	RETURNED ITEM FEE	10-19-48110	10.00
Total 151208010:					10.00
12/09/2015	DELTA DENTAL	120915	TOWN DENTAL CLAIMS GROUP 1	11-18-59200-513	1,416.53
Total 151209001:					1,416.53
12/09/2015	NICOLET NATIONAL BANK	120915	CD PURCHASE	10-00-11505	490,000.00
12/09/2015	NICOLET NATIONAL BANK	120915 WIRE	WIRE TRANSFER FEE	10-19-48110	25.00
Total 151209002:					490,025.00
12/10/2015	TOWN OF GRAND CHUTE	020 10101260	DRAINAGE ART LECKER PARK	10-19-51910-390	163.08
12/10/2015	TOWN OF GRAND CHUTE	020101082500	STATE OF WI DEPT OF TRANS	25-00-26200	3,208.45
12/10/2015	TOWN OF GRAND CHUTE	020102478300	MAPLE EDGE PARK TAXES	10-16-55200-390	854.42
12/10/2015	TOWN OF GRAND CHUTE	020102478400	MAPLE EDGE PARK TAXES	10-16-55200-390	750.00
12/10/2015	TOWN OF GRAND CHUTE	020102478500	MAPLE EDGE PARK TAXES	10-16-55200-390	750.00
12/10/2015	TOWN OF GRAND CHUTE	020102505301	DRAINAGE	10-19-51910-390	40.00
Total 151210020:					5,765.95
12/15/2015	BENEFIT ADVANTAGE	121515	DCAP DECEMBER BILLING	10-00-13001	180.00
Total 151215001:					180.00
12/17/2015	PITNEY BOWES GLOBAL FINA	121715	POSTAGE	10-18-51400-311	500.00
Total 151217001:					500.00
12/18/2015	WISCONSIN ETF	121815	GROUP INSURANCE ETPPAY	10-00-21531	116,210.50
Total 151218001:					116,210.50
12/18/2015	DELTA DENTAL	121615	GROUP1 DENTAL CLAIMS	11-18-59200-513	1,564.10
Total 151218005:					1,564.10
12/21/2015	CITY OF APPLETON	110515 EAST	SEWER SERVICES	64-04-82600-290	2,114.12
Total 151221001:					2,114.12
12/22/2015	JP MORGAN CHASE	DEC15-10	CC-PANERA BREAD #601544	10-12-51420-390	22.09
12/22/2015	JP MORGAN CHASE	DEC15-100	CC-UFIRST *LAUNDRY SVCSFLUID/HOUSING	10-14-53311-391	74.91
12/22/2015	JP MORGAN CHASE	DEC15-101	CC-LAWSON PRODUCTSFILTERS	10-14-53313-340	245.11
12/22/2015	JP MORGAN CHASE	DEC15-102	CC-AIRGASS NORTHFTILER	10-14-53313-340	80.71
12/22/2015	JP MORGAN CHASE	DEC15-103	CC-INFOR XTREMENUTS AND BOLTS	10-14-53313-340	1,936.20
12/22/2015	JP MORGAN CHASE	DEC15-104	CC-BERGSTROM KAUKAUNA INCNEW TIRES	10-14-53313-350	321.75
12/22/2015	JP MORGAN CHASE	DEC15-105	CC-MATTHEWS TIRE APPLFLOOR MATS	10-14-53313-350	553.52
12/22/2015	JP MORGAN CHASE	DEC15-106	CC-PLFDTRCKCNTRYOFWISSONSSPOT LIGHT BULBS	10-14-53313-350	754.59
12/22/2015	JP MORGAN CHASE	DEC15-107	CC-CARQUEST 2353MIMI LAMP	10-14-53313-350	20.00-
12/22/2015	JP MORGAN CHASE	DEC15-108	CC-CARQUEST 2353FUSES	10-14-53313-350	290.49
12/22/2015	JP MORGAN CHASE	DEC15-109	CC-CARQUEST 2353NEW TIRES	10-14-53313-350	77.71

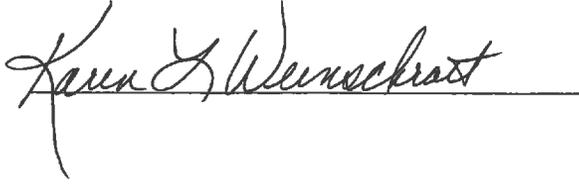
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12/22/2015	JP MORGAN CHASE	DEC15-11	CC-BEST WESTERN HOTELS	10-17-52120-210	65.00
12/22/2015	JP MORGAN CHASE	DEC15-110	CC-L AND S TRUCK CENTERFUEL FILTER	10-14-53313-350	84.55
12/22/2015	JP MORGAN CHASE	DEC15-111	CC-FASTENAL COMPANY01FILTER/BATTERY	10-14-53313-350	55.78
12/22/2015	JP MORGAN CHASE	DEC15-112	CC-CARQUEST 2353FILTER	10-14-53313-350	57.61
12/22/2015	JP MORGAN CHASE	DEC15-113	CC-MATTHEWS TIRE APPLMOUNTED LIGHTS	10-14-53313-350	435.76
12/22/2015	JP MORGAN CHASE	DEC15-114	CC-FACTORY MOTOR PARTS #1FILTER	10-14-53313-350	391.59
12/22/2015	JP MORGAN CHASE	DEC15-115	CC-PLFDTRCKCNTRYOFWISCONSOPOLY RIB GOLD LABEL BELT	10-14-53313-350	545.75
12/22/2015	JP MORGAN CHASE	DEC15-116	CC-CARQUEST 2353FILTER/WINTER BLADE	10-14-53313-350	7.50
12/22/2015	JP MORGAN CHASE	DEC15-117	CC-CARQUEST 2353AIR FILTER	10-14-53313-350	19.27-
12/22/2015	JP MORGAN CHASE	DEC15-118	CC-CARQUEST 2353RETURNED FILTER	10-14-53313-350	19.27
12/22/2015	JP MORGAN CHASE	DEC15-119	CC-BERGSTROM KAUKAUNA INCFILTERS	10-14-53313-350	428.61
12/22/2015	JP MORGAN CHASE	DEC15-12	CC-KALAHARI RESORTS	10-17-52110-330	79.00
12/22/2015	JP MORGAN CHASE	DEC15-120	CC-PACKER CITY INT TRKS IMOTOR SHAFT	10-14-53313-350	239.03
12/22/2015	JP MORGAN CHASE	DEC15-121	CC-MATTHEWS TIRE COMMNEW TIRES	10-14-53313-350	262.14
12/22/2015	JP MORGAN CHASE	DEC15-122	CC-SWIDERSKI POWERPUSH FRAME	10-14-53313-350	219.50
12/22/2015	JP MORGAN CHASE	DEC15-123	CC-HIETPAS WELDING INCBATTERY	10-14-53313-350	47.80
12/22/2015	JP MORGAN CHASE	DEC15-124	CC-KUNDINGER FLUID POWEROIL FILTER	10-14-53313-350	119.76
12/22/2015	JP MORGAN CHASE	DEC15-125	CC-CARQUEST 2353FILTERS	10-14-53313-350	213.04
12/22/2015	JP MORGAN CHASE	DEC15-126	CC-CARQUEST 2353OIL FILTER	10-14-53313-350	13.20
12/22/2015	JP MORGAN CHASE	DEC15-127	CC-CARQUEST 2353BALL BEARINGS	10-14-53313-350	10.72
12/22/2015	JP MORGAN CHASE	DEC15-128	CC-FACTORY MOTOR PARTS #1TRANS FILTER	10-14-53313-350	425.03
12/22/2015	JP MORGAN CHASE	DEC15-129	CC-CARQUEST 2353SERVICE ENGINE #4 AND OIL FILTER	10-14-53313-350	13.20
12/22/2015	JP MORGAN CHASE	DEC15-13	CC-SHRED-IT GREEN BAY	10-18-51400-310	153.37
12/22/2015	JP MORGAN CHASE	DEC15-130	CC-CARQUEST 2353BRAKE PARTS	10-14-53313-350	33.00
12/22/2015	JP MORGAN CHASE	DEC15-131	CC-BENS SMALL ENGINE LLCBRAKE PADS	10-14-53313-350	60.00
12/22/2015	JP MORGAN CHASE	DEC15-132	CC-CARQUEST 2353TRASH (61.3%)	10-14-53313-350	99.15
12/22/2015	JP MORGAN CHASE	DEC15-133	CC-CARQUEST 2353TRASH (61.36%)	10-14-53313-350	44.98
12/22/2015	JP MORGAN CHASE	DEC15-134	CC-MATTHEWS TIRE APPLRECYCLING (38.7%)	10-14-53313-350	567.12
12/22/2015	JP MORGAN CHASE	DEC15-135	CC-MATTHEWS TIRE APPLRECYCLING (38.64%)	10-14-53313-350	96.92
12/22/2015	JP MORGAN CHASE	DEC15-136	CC-BERGSTROM KAUKAUNA INC	10-14-53313-350	49.01
12/22/2015	JP MORGAN CHASE	DEC15-137	CC-L AND S TRUCK CENTERPORTABLE TOILET FOR LECKER PARK	10-14-53313-350	1,414.54
12/22/2015	JP MORGAN CHASE	DEC15-138	CC-KUNDINGER FLUID POWERBIKE SUMMIT REGISTRATION	10-14-53313-350	351.09
12/22/2015	JP MORGAN CHASE	DEC15-139	CC-CARQUEST 2353ICE RINK LINERS	10-14-53313-350	25.00-
12/22/2015	JP MORGAN CHASE	DEC15-14	CC-AMAZON.COM	10-12-51420-310	4.71-
12/22/2015	JP MORGAN CHASE	DEC15-140	CC-CARQUEST 2353TAX CREDIT ON CAMERA	10-14-53313-350	282.62-
12/22/2015	JP MORGAN CHASE	DEC15-141	CC-RIESTERER SCHNELL INSURVEILLANCE CAMERA FOR LECKER	10-14-53313-350	107.76
12/22/2015	JP MORGAN CHASE	DEC15-142	CC-CARQUEST 2353TOGGLE BOLTS	10-14-53313-350	599.66
12/22/2015	JP MORGAN CHASE	DEC15-143	CC-BALL AUTO PARTS 000202LIGHT BULBS	10-14-53313-350	27.28
12/22/2015	JP MORGAN CHASE	DEC15-144	CC-MATTHEWS TIRE APPLANITFREEZE	10-14-53313-350	567.12
12/22/2015	JP MORGAN CHASE	DEC15-145	CC-ADVANCED DISPOSAL ONLIHOR/VERT UNIV SLVR	10-14-53620-290	61,786.58
12/22/2015	JP MORGAN CHASE	DEC15-146	CC-ADVANCED DISPOSAL ONLIPAIN	10-14-53635-290	35,909.20
12/22/2015	JP MORGAN CHASE	DEC15-147	CC-BUBRICKS COMPLETE OFFICAMERA SECURITY BOX	10-15-51200-347	448.80
12/22/2015	JP MORGAN CHASE	DEC15-148	CC-BEST BUY MHT 00000273PADLOCK,LOCKING CABLE	10-15-51200-347	79.99
12/22/2015	JP MORGAN CHASE	DEC15-149	CC-WAL-MART #1982HARDWARE FOR NEW GATES	10-15-51200-347	4.74
12/22/2015	JP MORGAN CHASE	DEC15-150	CC-BUBRICKS COMPLETE OFFI	10-15-51200-347	25.60-
12/22/2015	JP MORGAN CHASE	DEC15-151	CC-BUBRICKS COMPLETE OFFI	10-15-51200-347	25.60
12/22/2015	JP MORGAN CHASE	DEC15-152	CC-PIT-STOP PORTABLESJOE TEIGEN - TASER INSTRUCTOR TRAINI	10-16-55200-290	82.00
12/22/2015	JP MORGAN CHASE	DEC15-153	CC-PIT-STOP PORTABLES	10-16-55200-290	78.50
12/22/2015	JP MORGAN CHASE	DEC15-154	CC-MENARDS APPLETON WESTJOE TEIGEN/PAT GRIESBACH - LESS	10-16-55200-340	7.98
12/22/2015	JP MORGAN CHASE	DEC15-155	CC-MENARDS APPLETON WESTSPLIT -10-17-52100-330 (71.88%)	10-16-55200-340	13.43
12/22/2015	JP MORGAN CHASE	DEC15-156	CC-THE HOME DEPOT 4903	10-16-55200-340	59.90
12/22/2015	JP MORGAN CHASE	DEC15-157	CC-NORTHSIDE TRUE VALUEPOWER CORD FOR IPAD	10-16-55200-340	5.36
12/22/2015	JP MORGAN CHASE	DEC15-158	CC-TRI CITY GLASS AND DOO	10-16-55200-340	13.50
12/22/2015	JP MORGAN CHASE	DEC15-159	CC-THE HOME DEPOT 4903	10-16-55200-340	61.68
12/22/2015	JP MORGAN CHASE	DEC15-16	CC	10-12-51420-310	.89-
12/22/2015	JP MORGAN CHASE	DEC15-160	CC-FASTENAL COMPANY01	10-16-55200-340	44.90
12/22/2015	JP MORGAN CHASE	DEC15-161	CC-RESTOCKIT ACQUISITIONSTHIS IS AN IPAD FOR PD THAT VELIE R	10-16-55200-340	143.40

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12/22/2015	JP MORGAN CHASE	DEC15-162	CC-THE HOME DEPOT 4903	10-16-55200-340	53.85
12/22/2015	JP MORGAN CHASE	DEC15-163	CC-FENCE MAT INTL PIPE	10-16-55200-340	129.80
12/22/2015	JP MORGAN CHASE	DEC15-164	CC-MENARDS APPLETON WESTTONER	10-16-55200-340	9.22
12/22/2015	JP MORGAN CHASE	DEC15-165	CC-TRI CITY GLASS AND DOOSPLIT -10-17-52110-310 (52.1%)	10-16-55200-340	43.17
12/22/2015	JP MORGAN CHASE	DEC15-166	CC-OTTERBOX/LIFEPROOF	10-16-55200-340	4.99
12/22/2015	JP MORGAN CHASE	DEC15-167	CC-THE HOME DEPOT 4903FUEL - CHICAGO-CHIEFS CONFERENCE	10-16-55400-340	63.76
12/22/2015	JP MORGAN CHASE	DEC15-168	CC-S.I.METALS & SUPPLY IN	10-16-55400-340	1,040.00
12/22/2015	JP MORGAN CHASE	DEC15-169	CC-MENARDS APPLETON EASTOATH OF OFFICE - CAKE - DOWNEY	10-16-55400-340	875.00
12/22/2015	JP MORGAN CHASE	DEC15-17	CC-GAN*WI NEWSPAPERS-CCCWETLAND DELINEATION - INTERSTA	10-00-23009	450.92
12/22/2015	JP MORGAN CHASE	DEC15-170	CC-MENARDS APPLETON WESTOATH OF OFFICE RECEPTION SUPP	10-16-55400-340	851.15
12/22/2015	JP MORGAN CHASE	DEC15-171	CC-THE HOME DEPOT 4903	10-16-55400-340	92.85
12/22/2015	JP MORGAN CHASE	DEC15-172	CC-MENARDS APPLETON WEST	10-16-55400-340	851.15
12/22/2015	JP MORGAN CHASE	DEC15-173	CC-STREICHERS MO	10-17-52100-291	630.00
12/22/2015	JP MORGAN CHASE	DEC15-174	CC-CROWNE PLAZA HOTELSSPLIT -10-17-52120-327 (47.9%)	10-17-52100-330	103.59
12/22/2015	JP MORGAN CHASE	DEC15-175	CC-CROWNE PLAZA HOTELS	10-17-52100-330	103.59
12/22/2015	JP MORGAN CHASE	DEC15-176	CC-THEDECARE - CASHIERSJULI SCHUH - DOUBLE CHARGE -TIME S	10-17-52100-341	412.30
12/22/2015	JP MORGAN CHASE	DEC15-177	CC-CELLCOMSPLIT -10-17-52120-330 (28.13%)	10-17-52110-221	1,069.80
12/22/2015	JP MORGAN CHASE	DEC15-178	CC-CDW GOVERNMENTJULI SCHUH TRAINING - TIME SYSTEM	10-17-52110-290	3,365.00
12/22/2015	JP MORGAN CHASE	DEC15-179	CC-SAMSCLUB #8321	10-17-52110-310	34.92
12/22/2015	JP MORGAN CHASE	DEC15-18	CC-GAN*WI NEWSPAPERS-CCCSPLIT - LENO IPAD MODEM (7.69%)	10-00-23009	463.46
12/22/2015	JP MORGAN CHASE	DEC15-180	CC-PAYPAL *WPLFSHIRT EMBLEM SETUP FEE FOR POLICE SHIRTS/J	10-17-52110-330	135.00
12/22/2015	JP MORGAN CHASE	DEC15-181	CC-AMG EMPL SOLUTION MENA	10-17-52110-341	56.00
12/22/2015	JP MORGAN CHASE	DEC15-182	CC-AMG EMPL SOLUTION MENAPLANNING COMMISSIONERS P. CRO	10-17-52110-341	135.00
12/22/2015	JP MORGAN CHASE	DEC15-183	CC-ERBERT AND GERBERTSLEGAL FEES FIRE NEGOTIATIONS	10-17-52110-390	25.70
12/22/2015	JP MORGAN CHASE	DEC15-184	CC-HAMPTON INN HOTELSSPLIT - IT 1 JETPACK MODEM (7.69%)	10-17-52120-210	201.12
12/22/2015	JP MORGAN CHASE	DEC15-185	CC-HOLIDAY INNCELL BILL 9/20/15	10-17-52120-210	119.95
12/22/2015	JP MORGAN CHASE	DEC15-186	CC-TRANSUNIONTDS BILL	10-17-52120-210	50.00
12/22/2015	JP MORGAN CHASE	DEC15-187	CC-AMERICAN AIRLINESUNITEL VENDOR BILL FOR THEIR ASSISTAN	10-17-52120-210	867.20
12/22/2015	JP MORGAN CHASE	DEC15-188	CC-FEMALS TOWING INCBACKUP THE GCAPPS1 OLD GENETEC	10-17-52120-290	770.00
12/22/2015	JP MORGAN CHASE	DEC15-189	(OMNI) VIDEO DATA AND THE OTHER ONE IS TO BACK UP GCPDBK U	10-17-52120-327	158.68
12/22/2015	JP MORGAN CHASE	DEC15-19	CC-ARROWHEAD SCIENTIFIC !THIS WAS A PURCHASE REQUEST BY	10-09-56900-211	1,975.00
12/22/2015	JP MORGAN CHASE	DEC15-190	CC-MARTENSON AND EISELE I	10-17-52120-327	98.50
12/22/2015	JP MORGAN CHASE	DEC15-191	CC-TRI TECH FORENSICS3 DATA CENTER FIRE EXTINGUISHERS	10-17-52120-327	205.50
12/22/2015	JP MORGAN CHASE	DEC15-192	CC-SIRCHIE FINGER PRINT LCREDIT SHIPPING CHARGE ON PAPER	10-17-52120-327	43.69
12/22/2015	JP MORGAN CHASE	DEC15-193	CC-ULINE *SHIP SUPPLIESTHIS WAS FOR THE ASSESSORS WHO NE	10-17-52120-346	158.22
12/22/2015	JP MORGAN CHASE	DEC15-194	CC-SHOPKO 50 00100503PAPER	10-17-52120-346	269.96
12/22/2015	JP MORGAN CHASE	DEC15-195	CC-SHOPKO 50 00100503PERFORMANCE APPRAISAL TOOL KIT - S	10-17-52120-346	158.22
12/22/2015	JP MORGAN CHASE	DEC15-196	CC-SHOPKO 50 00100503GENERAL ADMIN SUPPLIES (64.69%)	10-17-52120-346	469.00
12/22/2015	JP MORGAN CHASE	DEC15-197	CC-BADGER GRAPHIC SALDUWANE FROM PW REQUEST MORE INK	10-17-52120-390	17.50
12/22/2015	JP MORGAN CHASE	DEC15-198	CC-MANDERFIELD HOME BAKER	10-17-54100-390	433.30
12/22/2015	JP MORGAN CHASE	DEC15-199	CC-FOX VALLEY HUMANE ASSO	10-18-51100-320	65.25
12/22/2015	JP MORGAN CHASE	DEC15-20	CC-GAN*WI NEWSPAPERS-CCCKALAHARI TWO NIGHT STAY - H.R. C	10-09-56900-221	40.01
12/22/2015	JP MORGAN CHASE	DEC15-200	CC-VZWLSS*IVR VBSPLIT - ERIC IPAD MODEM (7.69%)	10-18-51300-210	308.00
12/22/2015	JP MORGAN CHASE	DEC15-201	CC-VON BRIESEN & ROPER SCLABOR LAW - PRE-CONFERENCE EVE	10-18-51400-221	40.01
12/22/2015	JP MORGAN CHASE	DEC15-202	CC-VZWLSS*IVR VBMATS & RUGS (65.73%)	10-18-51400-221	450.92
12/22/2015	JP MORGAN CHASE	DEC15-203	CC-CELLCOMPESTICIDE APPLICATION TOWN HALL	10-18-51400-221	936.56
12/22/2015	JP MORGAN CHASE	DEC15-204	CC-TDS METROCOMRT W/EZ CHANGE	10-18-51400-290	545.00
12/22/2015	JP MORGAN CHASE	DEC15-205	CC-CDW GOVERNMENTPAPER SUPPLIES FOR TOWN HALL	10-18-51400-290	130.00
12/22/2015	JP MORGAN CHASE	DEC15-206	CC-THEDECARE AT WORKDOOR LOCK	10-18-51400-290	150.00
12/22/2015	JP MORGAN CHASE	DEC15-207	CC-INFINITY TECHNOLOGY INTACK BOARDS	10-18-51400-310	148.28
12/22/2015	JP MORGAN CHASE	DEC15-208	CC-BUBRICKS COMPLETE OFFISLEEVE ANCHORS	10-18-51400-310	519.54
12/22/2015	JP MORGAN CHASE	DEC15-209	CC-MYBINDING COMBATHROOM AIR FRESHNERS	10-18-51400-310	158.27
12/22/2015	JP MORGAN CHASE	DEC15-21	CC-CDW GOVERNMENTBENCH FOR MENS LOCKER ROOM	10-09-56900-310	62.71
12/22/2015	JP MORGAN CHASE	DEC15-210	CC-COMplete OFFICE OF WISCELL BILL 9/20/15	10-18-51400-310	147.38
12/22/2015	JP MORGAN CHASE	DEC15-211	CC-CDW GOVERNMENTAPPLIANCE BULB	10-18-51400-310	552.46
12/22/2015	JP MORGAN CHASE	DEC15-212	CC-BUBRICKS COMPLETE OFFIFINANCE SUPPLIES (2.88%)	10-18-51400-310	149.49
12/22/2015	JP MORGAN CHASE	DEC15-213	CC-CDW GOVERNMENT2015 WGFOA MEMBER DUES	10-18-51400-310	144.59
12/22/2015	JP MORGAN CHASE	DEC15-213	CC-CDW GOVERNMENTWGFOA WINTER CONFERENCE FEE	10-18-51400-310	144.59

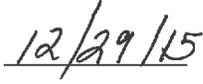
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12/22/2015	JP MORGAN CHASE	DEC15-214	CC-CDW GOVERNMENT2015 WGFOA WINTER CONFERENCE	10-18-51400-310	147.38
12/22/2015	JP MORGAN CHASE	DEC15-215	CC-BUBRICKS COMPLETE OFFINANCY EXCEL CLASS	10-18-51400-310	83.44
12/22/2015	JP MORGAN CHASE	DEC15-216	CC-PAYPAL *FOXVALLEYCHSETUP IP PHONES FIRE STATION	10-18-51400-330	30.00
12/22/2015	JP MORGAN CHASE	DEC15-217	CC-GREEN BAY DISTILLERY LCRANE DR BIDDING SERVICES THRU 8	10-18-51400-330	12.29
12/22/2015	JP MORGAN CHASE	DEC15-218	CC-THEDACARE AT WORKEXT CORD/WIRE	10-18-51400-390	150.00
12/22/2015	JP MORGAN CHASE	DEC15-219	CC-CDW GOVERNMENTUNIFORMS-WATER (14.91%)	10-18-51400-810	2,128.46
12/22/2015	JP MORGAN CHASE	DEC15-22	CC-TARGET 00008052	10-09-56900-310	63.29
12/22/2015	JP MORGAN CHASE	DEC15-220	CC-CDW GOVERNMENTUNIFORMS-WATER (14.63%)	10-18-51400-810	572.00
12/22/2015	JP MORGAN CHASE	DEC15-221	CC-CDW GOVERNMENTUNIFORMS-WATER (14.91%)	10-18-51400-810	5,526.36
12/22/2015	JP MORGAN CHASE	DEC15-222	CC-UFIRST *LAUNDRY SVCSUNIFORMS-WATER (5.07%)	10-18-51600-290	204.12
12/22/2015	JP MORGAN CHASE	DEC15-223	CC-NEWMAN SIGNS INCVALVE BOX PARTS	10-18-51600-360	1,095.00
12/22/2015	JP MORGAN CHASE	DEC15-224	CC-COMplete OFFICE OF WISWATER SAMPLE TESTING	10-18-51600-360	53.30
12/22/2015	JP MORGAN CHASE	DEC15-225	CC-CRESCENT ELECTRIC 087WATER SAMPLE TESTING	10-18-51600-360	213.66
12/22/2015	JP MORGAN CHASE	DEC15-226	CC-THE HOME DEPOT 4903WATER SAMPLES REAGENTS	10-18-51600-390	126.00
12/22/2015	JP MORGAN CHASE	DEC15-227	CC-WI DSPS LICENSURECURB AND LID	10-19-51501-321	82.00
12/22/2015	JP MORGAN CHASE	DEC15-228	CC-GRAEFNIPPLES	45-09-56900-290	2,680.00
12/22/2015	JP MORGAN CHASE	DEC15-229	CC-GAN*WI NEWSPAPERS-CCCDRILL	46-09-56900-390	153.65
12/22/2015	JP MORGAN CHASE	DEC15-23	CC-FOX STAMP SIGN & SPECI	10-09-56900-310	49.54
12/22/2015	JP MORGAN CHASE	DEC15-230	CC-BROCK WHITE 442NIPPLES	55-14-57331-000	1,000.00
12/22/2015	JP MORGAN CHASE	DEC15-231	CC-KIRBY BUILT PRODUCTCURB BOX LID	55-16-57620-000	1,390.10
12/22/2015	JP MORGAN CHASE	DEC15-232	CC-MCCNUTS AND BOLTS	55-16-57620-000	594.26
12/22/2015	JP MORGAN CHASE	DEC15-233	CC-MENARDS APPLETON WESTHYDRANT PARTS	55-16-57620-000	380.24
12/22/2015	JP MORGAN CHASE	DEC15-24	CC-FRV INC.	10-09-56900-310	100.81
12/22/2015	JP MORGAN CHASE	DEC15-25	CC-UWSP - PAYMENT	10-09-56900-330	240.00
12/22/2015	JP MORGAN CHASE	DEC15-26	CC-VZWRLLSS*IVR VB	10-11-52400-221	40.01
12/22/2015	JP MORGAN CHASE	DEC15-27	CC-CELLCOM	10-11-52400-221	185.45
12/22/2015	JP MORGAN CHASE	DEC15-28	CC-COMplete OFFICE OF WIS	10-11-52400-310	41.34
12/22/2015	JP MORGAN CHASE	DEC15-29	CC-UFIRST *LAUNDRY SVCS	10-11-52400-391	12.57
12/22/2015	JP MORGAN CHASE	DEC15-30	CC-UFIRST *LAUNDRY SVCS	10-11-52400-391	15.82
12/22/2015	JP MORGAN CHASE	DEC15-31	CC-UFIRST *LAUNDRY SVCS	10-11-52400-391	15.82
12/22/2015	JP MORGAN CHASE	DEC15-32	CC-UFIRST *LAUNDRY SVCSELECTION SUPPLIES (32.43%)	10-11-52400-391	15.82
12/22/2015	JP MORGAN CHASE	DEC15-33	CC-GENRAL CODE LLCSPILT - FD 10 JETPACK MODEMS (76.92%)	10-12-51420-290	625.05
12/22/2015	JP MORGAN CHASE	DEC15-34	CC-GENRAL CODE LLCCELL BILL 9/20/15	10-12-51420-290	995.00
12/22/2015	JP MORGAN CHASE	DEC15-35	CC-GAN*WI NEWSPAPERS-CCCMAT/MOP CLEANING	10-12-51420-320	146.68
12/22/2015	JP MORGAN CHASE	DEC15-36	CC-THEDACARE AT WORKST.1 ALARM MONITORING	10-13-52200-210	4,502.00
12/22/2015	JP MORGAN CHASE	DEC15-37	CC-IN *DIVERSIFIED INVESTWASTE MANAGEMENT	10-13-52200-210	342.90
12/22/2015	JP MORGAN CHASE	DEC15-38	CC-VZWRLLSS*IVR VBMAT/MOP CLEANING	10-13-52200-221	400.12
12/22/2015	JP MORGAN CHASE	DEC15-39	CC-CELLCOMMAT/MOP CLEANING	10-13-52200-221	261.56
12/22/2015	JP MORGAN CHASE	DEC15-40	CC-UFIRST *LAUNDRY SVCSGLUE STICKS	10-13-52200-290	63.46
12/22/2015	JP MORGAN CHASE	DEC15-41	CC-UL LLCCLIPBOARD AND OFFICE SUPPLIES	10-13-52200-290	2,057.90
12/22/2015	JP MORGAN CHASE	DEC15-42	CC-IN *XEROX GOVERNMENT SCOFFEE/CREAMER	10-13-52200-290	4,845.00
12/22/2015	JP MORGAN CHASE	DEC15-43	CC-ADVANCED DISPOSAL ONLIGIFT CARD FOR SCHOOL	10-13-52200-290	28.63
12/22/2015	JP MORGAN CHASE	DEC15-44	CC-UFIRST *LAUNDRY SVCSCANDY?	10-13-52200-290	84.66
12/22/2015	JP MORGAN CHASE	DEC15-45	CC-RECYCLE TECHNOLOGIES IEMS SUPPLIES	10-13-52200-301	204.70
12/22/2015	JP MORGAN CHASE	DEC15-46	CC-COMplete OFFICE OF WIS2652 PUMP REPAIR	10-13-52200-310	40.01
12/22/2015	JP MORGAN CHASE	DEC15-47	CC-COMplete OFFICE OF WIS2661 PORTABLE PUMP	10-13-52200-310	13.55
12/22/2015	JP MORGAN CHASE	DEC15-48	CC-AMAZON.COMRUST PROTECTION 2601	10-13-52200-310	4.10
12/22/2015	JP MORGAN CHASE	DEC15-49	CC-USPS 560250090325696422652 LIGHT BAR REPAIR	10-13-52200-311	21.58
12/22/2015	JP MORGAN CHASE	DEC15-50	CC-GAN*WINEWSPAPERIRCANTIFREEZE FOR FIRESTATION ON HI	10-13-52200-321	71.20
12/22/2015	JP MORGAN CHASE	DEC15-51	CC-MILLS FLEET FARM 100SHEET SETS	10-13-52200-322	114.56
12/22/2015	JP MORGAN CHASE	DEC15-52	CC-SAMS CLUB #8321ST.1 LAWN SERVICE	10-13-52200-322	33.92
12/22/2015	JP MORGAN CHASE	DEC15-53	CC-WM SUPERCENTER #1982STATION/TRUCK CLEANING SUPPLIES	10-13-52200-322	6.56
12/22/2015	JP MORGAN CHASE	DEC15-54	CC-SUBWAY 00516898ST.2 SUPPLIES	10-13-52200-322	68.00
12/22/2015	JP MORGAN CHASE	DEC15-55	CC-WAL-MART #1982TAX CREDIT FOR MATTRESS PADS	10-13-52200-323	99.25
12/22/2015	JP MORGAN CHASE	DEC15-56	CC-WAL-MART #1982STATION CLEANING SUPPLIES	10-13-52200-323	94.52
12/22/2015	JP MORGAN CHASE	DEC15-57	CC-NTC-NORTHCENTRAL TECHSHEET SETS	10-13-52200-330	30.00
12/22/2015	JP MORGAN CHASE	DEC15-58	CC-NWTC GB REGISTRATIONREPLACED CHAIN ON SAW	10-13-52200-330	74.85

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12/22/2015	JP MORGAN CHASE	DEC15-59	CC-FOX VALLEY TECHNICAL CSTRAP REPAIR SAWZALL	10-13-52200-330	2,000.79
12/22/2015	JP MORGAN CHASE	DEC15-60	CC-EMERGENCY MEDICAL PRODVARIOUS BATTERIES	10-13-52200-340	453.38
12/22/2015	JP MORGAN CHASE	DEC15-61	CC-AMERICAN WELDIGLUE FOR SPARKY	10-13-52200-340	75.92
12/22/2015	JP MORGAN CHASE	DEC15-62	CC-IN *CHOICE1 HEALTH CARBOOTS	10-13-52200-340	200.55
12/22/2015	JP MORGAN CHASE	DEC15-63	CC-THE HOME DEPOT 4903UNIFORM COATS	10-13-52200-346	14.28
12/22/2015	JP MORGAN CHASE	DEC15-64	CC-THE HOME DEPOT 4903ACCOUNTABILITY TAGS	10-13-52200-346	30.95
12/22/2015	JP MORGAN CHASE	DEC15-65	CC-UNITED PAPER CORPORATIUSB	10-13-52200-360	2,131.41
12/22/2015	JP MORGAN CHASE	DEC15-66	CC-SUPERIOR CHEMICAL CORPUNIFORMS	10-13-52200-360	376.80
12/22/2015	JP MORGAN CHASE	DEC15-67	CC-GOOD HOUSE KEEPING SHOUNIFORMS	10-13-52200-360	164.00
12/22/2015	JP MORGAN CHASE	DEC15-68	CC-LAKE SHORE CLEANERS INUNIFORMS	10-13-52200-360	494.45
12/22/2015	JP MORGAN CHASE	DEC15-69	CC-SAMS CLUB #8321UNIFORMS	10-13-52200-360	49.76
12/22/2015	JP MORGAN CHASE	DEC15-70	CC-BATTERIES PLUS APPUNIFORMS	10-13-52200-360	183.90
12/22/2015	JP MORGAN CHASE	DEC15-71	CC-WM SUPERCENTER #1982CELL BILL 9/20/15	10-13-52200-360	71.88
12/22/2015	JP MORGAN CHASE	DEC15-72	CC-BAYCOMDESK CALENDAR	10-13-52200-380	340.80
12/22/2015	JP MORGAN CHASE	DEC15-73	CC-INTERSTATE ALL BATTERYCALENDARS 2016	10-13-52200-380	107.94
12/22/2015	JP MORGAN CHASE	DEC15-74	CC-CINTAS CORP # F37COFFEE FILTERS	10-13-52200-380	91.84
12/22/2015	JP MORGAN CHASE	DEC15-75	CC-ALADDIN FIRE PROTECTIOTAX CREDIT	10-13-52200-380	111.00
12/22/2015	JP MORGAN CHASE	DEC15-76	CC-MILLS FLEET FARM 100LICENSE RENEWAL	10-13-52200-390	21.70
12/22/2015	JP MORGAN CHASE	DEC15-77	CC-ENGRAVING AWARDS AND GASCE MEMBERSHIP RENEWAL	10-13-52200-390	351.50
12/22/2015	JP MORGAN CHASE	DEC15-78	CC-WITMER PUBLIC SAFETY GHOTEL FOR APWA CONF	10-13-52200-391	20.00
12/22/2015	JP MORGAN CHASE	DEC15-79	CC-GUNDERSON CLEANERS-RICROAD STONE AND COLD MIX	10-13-52200-391	571.04
12/22/2015	JP MORGAN CHASE	DEC15-80	CC-AMAZON.COMTRAFFIC CONES-ORANGE	10-13-52200-391	1.68-
12/22/2015	JP MORGAN CHASE	DEC15-81	CC-GALLS HQROAD STONE	10-13-52200-391	14.83-
12/22/2015	JP MORGAN CHASE	DEC15-82	CC-GALLSMARKING PAINT (45.37%)	10-13-52200-391	75.67
12/22/2015	JP MORGAN CHASE	DEC15-83	CC-GALLSLP GAS	10-13-52200-391	126.46
12/22/2015	JP MORGAN CHASE	DEC15-84	CC-MASS GROUP INCSIGN SHEETING	10-13-52200-812	5,644.19
12/22/2015	JP MORGAN CHASE	DEC15-85	CC-CELLCOMSIGN MATERIAL	10-14-53100-221	220.22
12/22/2015	JP MORGAN CHASE	DEC15-86	CC-AMAZON.COMTAX CREDIT	10-14-53311-310	15.94-
12/22/2015	JP MORGAN CHASE	DEC15-87	CC-COMplete OFFICE OF WISREFUND FOR WRONG CC USED	10-14-53311-310	2.18-
12/22/2015	JP MORGAN CHASE	DEC15-88	CC-HEIDEL HOUSE RESORTSIGNING MATERIALS	10-14-53311-330	11.13-
12/22/2015	JP MORGAN CHASE	DEC15-89	CC-AIRGASS NORTHLAWN SEED	10-14-53311-340	71.51
12/22/2015	JP MORGAN CHASE	DEC15-9	CC-GAN*WI NEWSPAPERS-CCC	10-18-51100-320	297.70
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12/22/2015	JP MORGAN CHASE	DEC15-92	CC-MCCUNIFORMS STREET (70.73%)	10-14-53311-340	77.69
12/22/2015	JP MORGAN CHASE	DEC15-93	CC-MCCUNIFORMS STREET (70.17%)	10-14-53311-340	184.71
12/22/2015	JP MORGAN CHASE	DEC15-94	CC-SHERWIN INDUSTRIESUNIFORMS STREET (24.12%)	10-14-53311-340	477.00
12/22/2015	JP MORGAN CHASE	DEC15-95	CC-THEDACARE AT WORKWEATHER STATION	10-14-53311-341	62.00
12/22/2015	JP MORGAN CHASE	DEC15-96	CC-THEDACARE AT WORKWEATHER STATION LINK	10-14-53311-341	155.00
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12/22/2015	JP MORGAN CHASE	DEC15-98	CC-UFIRST *LAUNDRY SVCSLIFT GATE	10-14-53311-391	74.91
12/22/2015	JP MORGAN CHASE	DEC15-99	CC-UFIRST *LAUNDRY SVCSLIGHT BARS	10-14-53311-391	74.15
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Total 151223001:					1,266.98
12/28/2015	REDEPOSITED ITEM FEE	122815	REDEPOSITED FEE	10-19-48110	10.00
Total 151228005:					10.00
Grand Totals:					798,951.34

Karen L. Weinschrott, Clerk:

A handwritten signature in cursive script, reading "Karen L. Weinschrott", is written over a horizontal line.

Dated:

A handwritten date "12/29/15" is written in cursive script.

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Grand Totals:				
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12/18/2015	151218004	1008	GRODE, ROBERT W	1,425.17-
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12/18/2015	151218006	1011	URBAN, JOHN J	1,414.90-
12/18/2015	151218007	1015	HARTFIEL, BRIAN M	117.61-
12/18/2015	151218008	1024	ARFT, MICHAEL J	1,349.18-
12/18/2015	151218009	1025	STINGLE, GREGORY A	1,419.69-
12/18/2015	151218010	1027	COENEN, RANDY N	1,524.08-
12/18/2015	151218011	1030	FULCER, SAMUEL R	803.80-
12/18/2015	151218012	1043	BUCKINGHAM, ROBERT L	1,999.82-
12/18/2015	151218013	1049	BUTTERIS, JERROD B.	985.94-
12/18/2015	151218014	1050	MARQUARDT, THOMAS J	2,537.56-
12/18/2015	151218015	1052	WALL, BRIAN P	1,198.33-
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12/18/2015	151218017	1055	VELIE, ADAM P	738.09-
12/18/2015	151218018	2021	PLEUSS, JAMES R	294.53-
12/18/2015	151218019	2022	SCHOWALTER, DAVID A	450.84-
12/18/2015	151218020	2024	NOOYEN, JEFFREY T	380.21-
12/18/2015	151218021	2026	THYSSEN, TRAVIS J	379.36-
12/18/2015	151218022	2031	KLASEN, CHARLES W	518.29-
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12/18/2015	151218025	3007	MARCH, JAMES V	3,016.05-
12/18/2015	151218026	3008	NATE, CARY J	2,201.67-
12/18/2015	151218027	3009	KOPECKY, JEFFRY D	1,628.70-
12/18/2015	151218028	3012	ST JULIANA, LENO J	1,430.06-
12/18/2015	151218029	3014	OLEJNICZAK, TRACY L	1,015.22-
12/18/2015	151218030	3016	BAXTER, MARY J	1,078.07-
12/18/2015	151218031	3017	TIMM, BARBARA M	670.64-
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12/18/2015	151218034	3027	GABRIEL, LISA J	959.84-
12/18/2015	151218035	3033	THIEL, ERIC J	1,375.93-
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12/18/2015	151218037	3041	MROCKOWSKI, LISA M	1,275.07-
12/18/2015	151218038	3045	WAHLEN, JULIE M	1,784.88-
12/18/2015	151218039	3046	MILLER, ELIZABETH A.	175.34-
12/18/2015	151218040	3047	HEIMANN, ROBERT J	2,276.52-
12/18/2015	151218041	3048	BERKERS, SANDRA J	284.52-
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12/18/2015	151218062	6022	CHADA, MATTHEW W	725.96-
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12/18/2015	151218064	6027	BERGLUND, ERIC S	1,420.19-
12/18/2015	151218065	6028	THORSON, WADE J	1,474.02-
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12/18/2015	151218077	6057	EVERSON, NICOLAS A	491.23-
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12/18/2015	151218085	6082	CAHAK, JACOB D	393.69-
12/18/2015	151218086	6084	GRETZINGER, WILLIAM J	1,125.39-
12/18/2015	151218087	6085	SCHOMMER, BRIAN P	1,864.76-
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12/18/2015	151218098	6111	VAUGHAN, ERIC N	332.46-
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12/18/2015	151218110	7022	MOHR, GREGORY J	1,616.19-
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12/18/2015	151218118	7040	BLAHNIK, RUSSELL D	1,989.55-
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12/18/2015	151218120	7047	BOHLEN, JOSHUA D	1,854.02-
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12/18/2015	151218123	7056	MAAS, MARK H	1,726.22-
12/18/2015	151218124	7059	SCHULTZ, HOLLY J	1,150.41-
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12/18/2015	151218126	7065	OTTO, MICHAELA L	346.69-
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12/18/2015	151218132	7086	KEEN, SUSAN M	25.32-
12/18/2015	151218133	7088	PETERS, PHYLLIS J	1,171.23-
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12/18/2015	151218135	7098	LATZA, CHERYL A	321.55-
12/18/2015	151218136	7101	VUE, LIA	1,787.76-
12/18/2015	151218137	7103	SCHUH, JULIANNE M	803.88-
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12/18/2015	151218139	7105	KUNDINGER, JENNI L.	977.15-
12/18/2015	151218140	7107	DASKO, ASHLEY A	326.21-
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12/18/2015	151218142	7109	WAAS, TRAVIS J	1,625.72-
12/18/2015	151218143	7110	POUPORE, LOGAN T	1,633.34-
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12/18/2015	151218148	7115	DOWNEY, DANIELLE	1,289.30-
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12/18/2015	151218150	8021	CROSBY, PAMELA A	32.32-
12/18/2015	151218151	8035	PETERSEN, KAREN A	10.00-
12/18/2015	151218152	8036	HIDDE, JULIA P	32.32-
12/18/2015	151218153	8045	STADEL, ROBERT W	32.32-
12/18/2015	151218154	8056	HUTH, VIVIAN R	31.32-
12/18/2015	151218155	8061	MALENOSKI, JOSEPH W	32.32-
12/18/2015	151218156	8062	BOECKERS, DUANE J	32.32-
12/18/2015	151218157	9003	BARNDT, JACQUELINE E	10.00-
12/18/2015	151218158	9032	KRUEGER, CORRINE P	10.00-
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12/18/2015	151218160	9039	KRUEGER, RICHARD L	10.00-
12/18/2015	151218161	9042	KUKSA, JULIE A	10.00-
12/18/2015	151218162	9046	MALOTT, BETH M	10.00-
12/18/2015	151218163	9064	RICKERT, GERALD C	10.00-
12/18/2015	151218164	9080	WROBLESKI, MICHELLE A	10.00-
12/18/2015	151218165	7	DEFERRED COMP	7,345.00-
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12/18/2015	151218166	1	EFTPS	3,801.18-

Check Issue Date	Check Number	Payee ID	Payee	Amount
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12/18/2015	151218166	1	EFTPS	28,595.93-
12/18/2015	151218167	8	FLEX SPENDING	1,820.07-
12/18/2015	151218167	8	FLEX SPENDING	576.90-
12/18/2015	151218168	2	WISCONSIN DEPT OF REVENU	12,501.85-
Grand Totals:				
	<u>176</u>			<u>262,012.54-</u>

7

**Town of Grand Chute
Special Exception Request
Joseph E. & Karla J. Berken, dba J&B Home Improvement**

To: Plan Commission

From: Robert Buckingham, Community Development Director

Date: October 29, 2015; *UPDATED* – December 10, 2015

Address: 3225 E. First Avenue

App. #: SE-27-15

REQUEST

1. **Proposed Use(s):** Contractor storage use of existing building
2. **Project Description:** Special Exception Permit requested to make the existing, unauthorized use of the building compliant with the Zoning Code
3. **Plat/CSM Accurate parcel lines/lot recorded:** Yes

BACKGROUND

Applicant (Mr. Berken) owns the subject property and adjacent vacant farmland (reference map attached). Since 2012, staff has had discussions with Mr. Berken on potential plans for the conversion of the farmland to commercial service type uses, including a building for his window and home improvement business. A number of critical approvals and development steps were identified that would need to be completed for this conversion to occur. In July 2014, Mr. Berken informed staff that he would no longer be pursuing development of this land. Shortly thereafter, Mr. Berken inquired about building a commercial storage building on the property at 3225 E. First Avenue. He was advised that this use could only be authorized if the property were rezoned to Commercial classification, or if he was granted a Special Exception Permit to allow the use to operate under the prevailing AGD General Agricultural District standards. In October 2014, Mr. Berken applied for a building permit to build an agricultural storage building for farm equipment used on his adjoining land. It was made clear by the Building Inspector that this building could only be used for agriculture purposes. The building permit was issued based upon representations from Mr. Berken that its use would be for Ag purposes only. The permit was issued for an "Unoccupied Agricultural Storage Building." Construction of the building was completed in March 2015 (photos attached). Shortly thereafter, the Town was notified by an attorney representing the adjacent homeowner that it appeared Mr. Berken was using the building for his contractor business. The matter was referred to the Town Attorney and has been under investigation. It has been determined that Mr. Berken is using the building for storage of windows and building materials. The request for a Special Exception Permit is to establish the conditions by which Mr. Berken could use this building for contractor storage use in compliance with the Zoning Code.

Public Hearing testimony was given at the Plan Commission meetings of November 3, 2015 and November 15, 2015. The applicant and his attorney, along with residential neighbors near 3225 E. First Avenue, all spoke at the public hearing. The minutes of those meetings are attached. Subsequent to the hearings, I reached out to the four owners of residential properties that are adjacent to or in the vicinity of the Berken property. I was able to speak to 3 of the 4 owners (I was unable to speak to Mr. and Mrs. Ebben, 3217 E. First Avenue, but they have clearly stated their opposition to the Special Exception Permit, both in written correspondence and hearing testimony). Of the three owners I spoke to, one is strongly opposed to granting the Special Exception Permit. That owner subsequently wrote a letter to the Town to confirm their opposition and provided photographic evidence that semi's continued to deliver to the Berken property as recently as November 4, well past the date Mr. Berken told the Commission such deliveries had ceased (letter attached). The other 2 owners, after hearing public testimony and gathering more facts, said they do not support the Special Exception if Mr. Berken violated Town codes by operating a business without proper approvals. Both of these owners are concerned about the value and welfare of the investments in their homes if commercial uses are allowed to operate near them.

FINDINGS OF FACT IN GRANTING OF A SPECIAL EXCEPTION

- a. **The establishment, maintenance or operation of the proposed Special Exception use or structure at the proposed location will not be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity. *The standard has not been met.*** Testimony and supplemental information have been provided by all four owners of residential property that are adjacent to or in the vicinity of the applicant's property. All have expressed concern for the negative impacts of this commercial use, negative effect from commercial traffic that is generated on a residential road (First Avenue), the harm to the investments in their properties, and concerns over the long range prospect of having commercial uses operate near them.
- b. **The establishment, maintenance or operation of the proposed Special Exception use or structure, alone or in combination with other existing Special Exception uses and structures in the vicinity will not cause traffic hazards. *The standard has not been met.*** The unauthorized operation of this business without proper permitting has provided evidence of the negative traffic impact to the neighborhood. The design of the structure requires commercial vehicles to back into the property directly from First Avenue. This causes deterioration of a rural section residential road that was not built to accommodate commercial vehicle traffic. Photographic evidence of semi vehicles making deliveries to the property enhances the traffic hazards associated with the business.
- c. **Adequate provision is made for surface water drainage, ingress and egress to the property, and off-street parking. *The standard has not been met.*** The building at the subject property was approved by the Town as an unoccupied agricultural storage building. Due to the underlying AGD General Agricultural District zoning classification, the building did not require Site Plan approval, Drainage and Erosion Control Plan approval, on-site stormwater management facilities, or review for ingress-egress and off-street parking accommodation. All of these plans are required for a commercial use building, which is what Mr. Berken has used the property for without authorization.
- d. **Adequate public facilities and services are available for the proposed Special Exception use of structure. *The standard has not been met.*** First Avenue is a rural section residential road. It is not built to withstand the commercial truck traffic and vehicle turning that Mr. Berken's window business requires. Commercial vehicle access to First Avenue is via French Road, which is also a rural section road in poor condition. In its current configuration and level of traffic, adding any amount of commercial traffic will further deteriorate this road surface.

RECOMMENDATION

Staff has reviewed all the information and findings of facts, and supports a Plan Commission recommendation for denial of the Special Exception Permit (SE-27-15) requested by Joseph E. & Karla J. Berken, dba J&B Home Improvement, 3225 E. First Avenue, to allow contractor storage use of a building on property zoned AGD General Agricultural District. In denying the Special Exception, the Plan Commission and Town Board find that: (1) The establishment, maintenance or operation of the proposed Special Exception use or structure at the proposed location will be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity; (2) The establishment, maintenance or operation of the proposed Special Exception use or structure, alone or in combination with other existing Special Exception uses and structures in the vicinity will cause traffic hazards; (3) Adequate provision is not made for surface water drainage, ingress and egress to the property, and off-street parking; and, (4) Adequate public facilities and services are not available for the proposed Special Exception use of structure.

J&B HOME IMPROVEMENT

Location of Storage Unit:

3325 E. First Ave
Appleton, WI

Plans for use:

Windows and Door Storage

Number of employees:

1 owner
2 employees

Hours of Operation:

7:00 a.m. – 5:00 p.m.

Includes 7:00 a.m. loading truck and approximately 5:00 p.m. finish day
Work truck is stored at this location.

Use of this building includes:

Storing of windows and doors.

Storing plywood – insulation – nails – storm doors, that we pick up from local supply centers (Menards, Lowes, Home Depot).

Home Guard delivers steel insulated doors every 2 to 3 months.

Great Lakes Windows deliver twice a month.

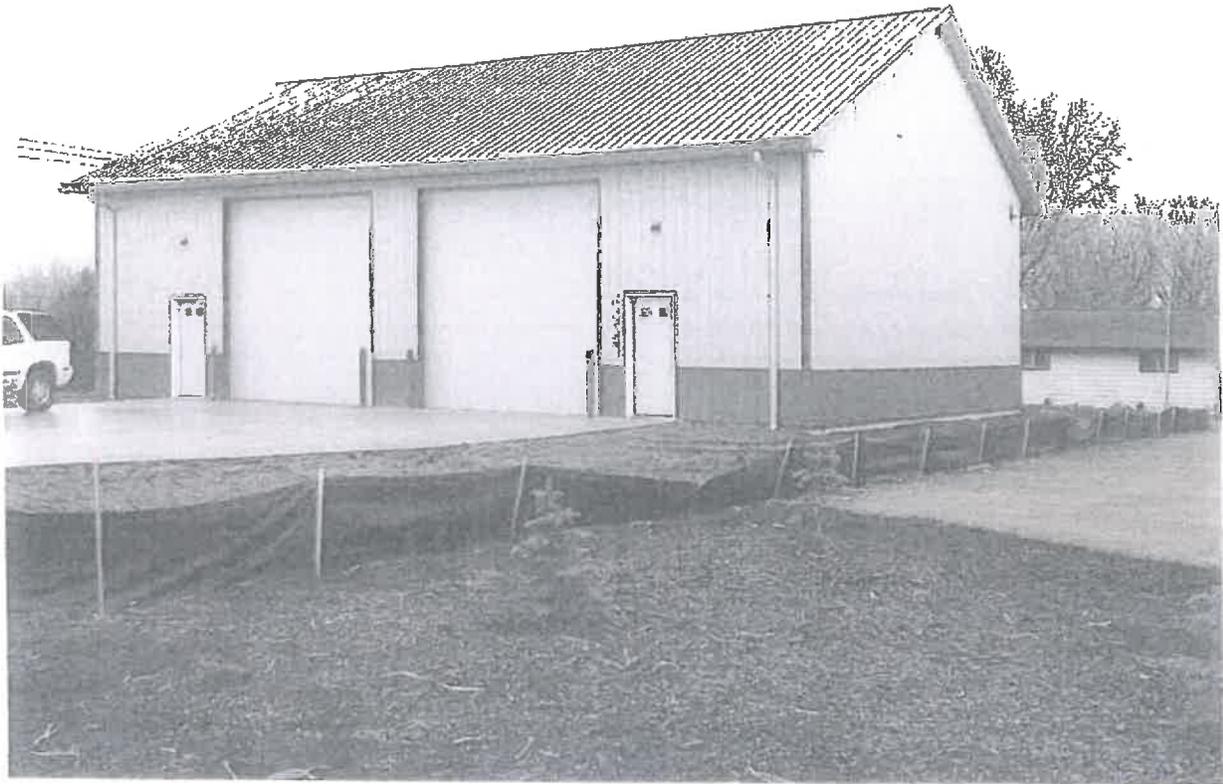
ABC supply delivers trim coil on a skid twice a year

Alside Supply Center delivers sill-seal insulation once a year, and garage windows 3 to 4 times a year.

Joe Berken (Owner) checks on operations 2 to 3 times daily and to restock plywood-insulation, nails, caulk, storm doors, lumber, etc.

Additional information:

There is no dumpster located on this site. We have an account with the Outagamie County Landfill.



GRAND CHUTE PLAN COMMISSION MINUTES

November 3, 2015

Members Present: Chairman Dave Schowalter, Commissioners Robert Stadel, Bruce Sherman, Julie Hidde, Joe Malenofski

Members Absent: Commissioner Duane Boeckers, Pam Crosby, Vivian Huth

Also Present: James March, Town Administrator; Thomas Marquardt, Public Works Director; Bob Heimann, IT Director; Julie Wahlen, Finance Director/Treasurer; Michael Patza, Town Planner; Robert Buckingham, Community Development Director; other interested parties (audience attendance approx. 9 Supervisors Pleuss

1. **ROLL CALL**

Chairman Schowalter opened the meeting at 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF AGENDA.**

Motion (Sherman/Malenofski) to approve the agenda. Motion carried, all voting aye.

4. **APPROVAL OF MINUTES** – OCTOBER 20, 2015 MEETING.

Motion (Hidde/Stadel) to approve the October 6, 2015 minutes. Motion carried, all voting aye.

5. **PUBLIC INPUT**

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** – NO REPORT.

7. **PUBLIC HEARING #1** – SPECIAL EXCEPTION (SE-27-15) REQUESTED BY JOSEPH E. & KARLA J. BERKEN, DBA J&B IMPROVEMENT, 3225 E. FIRST AVENUE, TO ALL CONTRACTOR STORAGE USE OF A BUILDING ON PROPERTY ZONED AGD GENERAL AGRICULTURAL DISTRICT.

Chairman Schowalter opened Public Hearing #1 at 6:02 p.m.

Ron Ebben, 3217 E. First Avenue said that he was attending to ask what exactly is going on over at 3225 E. First Avenue as it is a residential neighborhood and wanted to know about covenants.

Jerry Dorn, 3111 E. First Avenue stated that his concern was the semi's with trailers backing up in the road and also said that he does not wish to pay for the fixing of the road as it is not built to carry that type of weight.

Motion (Malenofski/Hidde) to close Public Hearing #1 at 6:04 p.m. Motion carried, all voting aye.

8. **SPECIAL EXCEPTION (SE-27-15)** – REQUEST BY JOSEPH E. & KARLA J. BERKEN, DBA J&B IMPROVEMENT, 3225 E. FIRST AVENUE, TO ALL CONTRACTOR STORAGE USE OF A BUILDING ON PROPERTY ZONED AGD GENERAL AGRICULTURAL DISTRICT.

Director Buckingham provided history saying that since 2012 Mr. Berken did have discussions with staff regarding the conversion of his farmland to a commercial service such as a building for his window and home improvement business. Mr. Berken was told of the requirements, including Plan Commission/Town Board approval, to allow a commercial service business. Director Buckingham said that in July of 2014, Mr. Berken informed staff that he would no longer be pursuing development of his land. In October 2014 after participating in Staff Site Plan Review meeting, again, Mr. Berken was told the requirements to allow for a commercial service business, however Mr. Berken stated that he would be using the building for agricultural purposes to store machinery only. Chief Building Inspector Nate issued the building permit

and stressed and wrote on the permit that the building was for an "Unoccupied Agricultural Storage Building". The construction of the building was completed in March 2015 and shortly thereafter, the Town was notified by an attorney representing the adjacent homeowner that Mr. Berken was using the building for a commercial storage contractor-type business.

Commissioner Hidde said however Mr. Berken did not apply for a property rezoning or the special exception.

Director Buckingham said that he did not.

Commission Stadel asked what can be done in this situation.

Director Buckingham said that our Town Attorney could recommend we begin to process citations up to \$1000/day and/or issue a cease and desist order.

Commissioner Malenofski asked Director Buckingham what the Comprehensive Plan shows for that property.

Director Buckingham stated that it shows agriculture/residential and then stated that he would like the Plan Commission to take some time to digest the information and review the facts.

The Chairman said he would like to suggest to re-open the Public Hearing and take no action tonight.

Motion (Sherman/Hidde) to defer action of the Special Exception (SE-27-15). Motion carried, all voting aye.

Motion (Sherman/Stadel) to hold open Public Hearing for Special Exception (SE-27-15) requested by Joseph E. & Karla Berken, dba J&B Improvement, 3225 E. First Avenue. Motion carried, all voting aye.

9. **CONDO PLAT (CP-02-15)** – REQUEST BY ALLIANCE DEVELOPMENT LLC, ON BEHALF OF 4890, 4914 & 4938 INTEGRITY WAY CONDOMINIUM, 4890-4954 W. INTEGRITY WAY, FOR CONVERSION OF A MULTI-TENANT COMMERCIAL BUILDING TO A 3-UNIT CONDOMINIUM.

Director Buckingham said this was originally built for Sam's Clue in 1988 and since their relocation in 2001, it has been leased as multi-tenant retail space.

Motion (Sherman/Malenofski) to recommend approval the Condo Plat (CP-02-15) requested by Alliance Development LLC, on behalf of 4890, 4914 & 4938 Integrity Way Condominium, 4890-4954 W. Integrity Way for conversion of a multi-tenant commercial building to a 3-unit condominium. Motion carried, all voting aye.

10. **SITE PLAN (SP-25-15)** – REQUEST BY TOWN OF GRAND CHUTE FOR DEVELOPMENT OF A NEW TOWN PARK AND ASSOCIATED SITE IMPROVEMENTS AT 3739 N. MAPLE EDGE COURT.

Planner Patza said that the park will consist of playground equipment, an open recreation space and a trail to connect to N. Casaloma Drive. He said after discussing with an adjacent neighbor, a modification to the landscape berm was made and will be constructed on the north end to create a buffer between the park and residential uses. The Park Commission will be charged with the official naming of the new park on November 9th, 2015.

Motion (Malenofski/Stadel) to approve the Site Plan (SP-25-15) requested by Town of Grand Chute, 3739 N. Maple Edge Court, for development of a new Town park and associated site improvements. Motion carried, all voting aye.

11. GRAND CHUTE 2016-2020 CAPITAL IMPROVEMENT PLAN – REVIEW OF THE PROPOSED 5-YEAR CAPITAL IMPROVEMENT PLAN.

Director Marquardt said there was a revision to Sanitary District #3 due to the quote of the Lanser Lane Culvert Repair as the \$20,000. Our Town Engineer McMahon examined the culvert and to repair the situation and accommodate the 100 year flood level, the road will need to be increased 9" for 500'.

Motion (Stadel/Hidde) to recommend approval of the Grand Chute 2016-2020 Capital Improvement Plan. Motion carried, all voting aye.

12. ADJOURNMENT.

Motion (Malenofski/Sherman) to adjourn at 6:24 p.m. Motion carried, all voting aye.

Respectfully Submitted,

Tracy Olejniczak
Community Development Secretary

GRAND CHUTE PLAN COMMISSION MINUTES

November 17, 2015

Members Present: Chairman Dave Schowalter, Commissioners Bruce Sherman, Joe Malenofski, Julie Hidde, Pam Crosby, Duane Boeckers

Members Absent: Commissioners Robert Stadel and Vivian Huth

Also Present: James March, Town Administrator; Thomas Marquardt, Public Works Director; Bob Heimann, IT Director; Michael Patza, Town Planner; Robert Buckingham, Community Development Director; other interested parties (audience attendance = approx. 13)

1. **ROLL CALL.**

Chairman Schowalter opened the meeting at 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF AGENDA.**

Motion (Sherman/Malenofski) to approve the agenda. Motion carried, all voting aye.

4. **APPROVAL OF MINUTES** – NOVEMBER 3, 2015 MEETING.

Motion (Hidde/Crosby) to approve the November 3, 2015 minutes. Motion carried, all voting aye.

5. **PUBLIC INPUT**

There was no public input.

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT** – No report.

7. **PUBLIC HEARING #1** *(continued from November 3, 2015 Plan Commission meeting)* – SPECIAL EXCEPTION (SE-27-15) REQUESTED BY JOSEPH E. & KARLA J. BERKEN, DBA J&B HOME IMPROVEMENT, 3225 E. FIRST AVENUE, TO ALLOW CONTRACTOR STORAGE USE OF A BUILDING ON PROPERTY ZONED AGD GENERAL AGRICULTURAL DISTRICT.

Chairman Schowalter announced the hearing open for comment at 6:02 p.m.

Ron Ebben, 3217 E. First Avenue, stated his opposition to granting the Special Exception Permit.

Tracy Ebben, 3217 E. First Avenue, stated her opposition to granting the Special Exception Permit.

Melba Dorn, 3111 N. French Road, stated her opposition to granting the Special Exception Permit. She also stated that it was her understanding the Town originally denied Mr. Berken a permit for a commercial building, then issued a permit for an agricultural building. Mr. Berken has informed her that he has done everything the Town asked of him, so she does not understand how it is possible he can use an agricultural building for storage of doors and windows. She also expressed a concern that the Town must have known he was having products delivered by semi, so she does not understand why it was not stopped if the road is not equipped for trucking.

Clint DeKeyser, 2909 N. French Road, questioned whether the Town permitted this to happen or if Mr. Berken made a mistake by doing something that is not allowed. He stated that if this was a mistake made by Mr. Berken, he agrees with other neighbors opposed to granting the Special Exception Permit. He stated that he personally does not see a big difference between using the building for Ag storage versus windows, except for the trucking concern voiced by other neighbors. He said his real concern has more to do with development of the vacant land to the north. He asked that the Town keep the neighbors informed as plans progress, as this will impact the investments the current residents have in their properties,

Director Buckingham clarified what the building permit received by Mr. Berken allowed him to do. The Town did not deny him a permit and then later re-issue it. The permit the Town issued was for an agricultural unoccupied storage building. The permit did not grant Mr. Berken any right to store anything except machinery or equipment used for agricultural purposes. Before the permit was issued, Mr. Berken was informed that if he intended to use the new building for anything other than agricultural storage, he would either have to rezone the property to commercial classification, or be granted a Special Exception Permit to allow contactor storage use. The building permit issued was for agricultural storage use only. The Town told Mr. Berken what the permit allowed and he then put the building to a use that is not allowed.

Toni Hoh, 3117 N. French Road, stated that she and her husband are not as concerned about the building as those neighbors who are directly adjacent to it, although she is opposed to truck deliveries. She stated her opinion that the building is a symptom of a bigger issue and would be happy to be bought out for future development. She described the area as an island nobody wants, with heavy traffic, a bad road and services that are extremely limited.

Attorney Bob Sweeney, representing Mr. Berken, provided Commissioners with a handout and talked about the history of this area. He said the land was platted for single family lots in 1956 and in 1957 covenants were placed on the land that stated only residential single-family development was allowed. He stated that his client was not aware of these covenants when he purchased the property in 2010. Three houses were built within the plat in the later 1950's and early 1960's. At that time, County zoning was in effect. Town zoning became effective in 1990. In 1999, the land was placed in trust by the Romenesko's and in March 2010, Mr. Berken purchased 16 vacant platted lots. The building being discussed was built in 2014. In May 2015, Mr. Berken received a letter from Attorney David Winkel, representing the Ebbens, stating that their property value was diminished by \$30,000 as a result of his building. The letter stated that Mr. Berken should pay them that amount or the Ebbens would enforce the matter in court. He said that before the structure was built, Mr. Berken received a letter from Mr. Ebben, in which Mr. Ebben wrote the following: "To whom it may concern, Joe Berken has been keeping me informed and it would be better to set the building back as far as possible which will allow for maximum land use for the future." Attorney Sweeney stated that Mr. Berken obtained a similar letter from Mr. DeKeyser.

Attorney Sweeney stated that the land itself is zoned General Agricultural District and he quoted from the Zoning Code concerning the intent of this district being primarily for farming and agricultural related uses with some non-ag uses for small-scale, family-oriented businesses on a case-by-case basis. Attorney Sweeney said an argument could be made that Mr. Berken's use of the building would be the type of business that would be suitable here. He quoted excerpts from the Zoning Code Exclusive Agricultural classification noting the agricultural uses that are allowed by right without a Special Exception Permit, as well as permitted uses in the AGD classification that do not require a Special Exception Permit. Those uses are parks and nature preserves and single-family detached dwellings unrelated to farm operations and which are built on individual lots not part of a recorded subdivision. Attorney Sweeney stated that what that means is that Mr. Berken's only permitted use of the land in question would be for Ag purposes.

Attorney Sweeney informed the Commission that he was just brought onto this case last Thursday and his objective was to try to table this again so that he could have the opportunity to talk to the neighbors and see what could be worked out before coming back to the Plan Commission. He said it was his understanding through communication with Director Buckingham that if the neighbors are opposed to granting the Special Exception Permit, the Plan Commission most likely would oppose it too. He has asked if the property can be used for keeping livestock, such as cows or pigs. Director Buckingham has informed him that the minimum lot size for keeping livestock is 4 acres. He questions if the neighbors actually would want livestock on the property. Another question he raised is what is the highest and best use of the land and what does the Comprehensive Plan indicate as future land use in the area.

Director Buckingham corrected a statement he had made at the November 3 Plan Commission meeting. The Comprehensive Plan projects future land use to be Urban Development with a mix of commercial and industrial uses.

Attorney Sweeney said that as vacant land becomes developed Mrs. Hoh's question becomes relevant.

Attorney Sweeney said his client has represented that the Town continually stressed the building could not be occupied with an office. Mr. Berken did not understand that there would be a restriction to agricultural storage use only.

Joe Berken, 73 Bellevue Place, Appleton, stated that he should not have allowed semis to make deliveries to the building. He has stopped that from happening now.

Attorney Sweeney stated for the record that he would like the opportunity of time to talk with Director Buckingham and the neighbors. He stated that if the Special Exception Permit is denied, Mr. Berken could seek to have the property rezoned commercial. He does not know if the Town or the neighbors would be in favor of that. He noted that Mr. Berken owns the majority of the vacant land within the platted subdivision. If the Special Exception Permit is denied and the property is not rezoned, it can be questioned if the property can even be put to its full Ag use. Even if it can, do the neighbors want that, and how would Ag use affect property values? Attorney Sweeney concluded by stating that based on the Comprehensive Plan and what Mr. Berken represented, the Special Exception Permit should be granted. He stated that if this permit is denied and if Mr. Berken cannot build a single-family home or conduct farming operations on a lot less than 4 acres in size, this could be considered a taking. In other words, Mr. Berken could explore just compensation from the Town.

Tracy Ebben spoken again and stated that she has been provided information that refutes Mr. Berken's claim he was unaware of the covenants and restrictions at the time he purchased land from the Romenesko Trust. Concerning the letter her husband signed, she was unaware of that letter initially, and soon after began researching the matter and discovered some of the issues now being discussed.

Attorney Sweeney said that Mr. Berken did not have direct, personal knowledge of the covenants at the time he purchased the property.

Motion (Sherman/Hidde) to close Public Hearing #1 at 6:28 p.m. Motion carried, all voting aye.

8. **SPECIAL EXCEPTION (SE-27-15)** – REQUEST BY JOSEPH E. & KARLA J. BERKEN, DBA J&B HOME IMPROVEMENT, 3225 E. FIRST AVENUE, TO ALLOW CONTRACTOR STORAGE USE OF A BUILDING ON PROPERTY ZONED AGD GENERAL AGRICULTURAL DISTRICT.

Motion (Sherman/Hidde) to table consideration of Special Exception Permit SE-27-15 until the 12/01/15 Plan Commission meeting.

Director Buckingham advised the Commission to isolate the various decision-points that were made over the past 6 decades when considering the Special Exception Permit. Plans and regulations dating to the 1950's had a very different purpose than what we are faced with today. Concerning the existing vacant lots that were platted in the 1950's, they are valid lots of record but the Zoning Code would only permit homes to be constructed if the land were rezoned from AGD General Agricultural to RSF Single-Family Residential. Regarding the long-range plan, an intermunicipal boundary agreement between Grand Chute and Appleton provides that this part of the Town is within the City's growth area. Any future development requiring sewer and water service will have to annex to the City. In the meantime, the status quo continues and there is little incentive for the Town to invest significant funds to rebuild roads that will eventually be annexed. He stated that while the topic of long-range planning and zoning issues is a good

one, discussion should occur at a later date. These topics do not directly relate to the decision regarding the Special Exception Permit.

Director Buckingham re-iterated that Mr. Berken received a building permit for a new agricultural unoccupied storage building but is using the building for another purpose. He noted that if the Town had understood Mr. Berken's true intentions, the review process would have been quite different. The use for contractor storage would have required a Special Exception Permit and Site Plan approval before the building permit was issued. The building construction plans would have been reviewed against commercial code requirements. Placement of the building on the site would have been different in order to accommodate all truck turning movements on the property.

Commissioner Sherman asked if there was any interest from the Commission to hold the public hearing open for continuation at the 12/01/15 meeting.

Chairman Schowalter stated his opinion that after two meetings, the Town has received all the testimony we can get on the subject.

Chairman Schowalter and Commissioner Sherman both stated that if there would be some resolution reached between Mr. Berken and the neighbors before the next Commission meeting, information could be conveyed to the Town through the attorneys involved.

Motion to table SE-27-15 until the 12/01/15 Plan Commission meeting carried, all voting aye.

9. **PUBLIC HEARING #2** – SPECIAL EXCEPTION (SE-28-15) REQUESTED BY JOHN LINDSAY/XTRA AUTO SALES, 2010 W. WISCONSIN AVENUE, FOR OWNERSHIP AND OPERATION OF AN EXISTING AUTOMOBILE SALES ESTABLISHMENT.

Chairman Schowalter opened Public Hearing #2 at 6:38 p.m.

There was no input.

Motion (Malenofski/Sherman) to close Public Hearing #2 at 6:38 p.m. Motion carried, all voting aye.

10. **SPECIAL EXCEPTION (SE-28-15)** – REQUEST BY JOHN LINDSAY/XTRA AUTO SALES, DBA WEST END AUTO SALES, 2010 W. WISCONSIN AVENUE, FOR OWNERSHIP AND OPERATION OF AN EXISTING AUTOMOBILE SALES ESTABLISHMENT.

Motion (Hidde/Crosby) to recommend approval of the Special Exception Permit (SE-28-15) requested by John Lindsay/Xtra Auto Sales, dba West End Auto Sales, 2010 W. Wisconsin Avenue, for ownership and operation of an existing automobile sales establishment. Motion carried, all voting aye.

11. **PUBLIC HEARING #3** – SPECIAL EXCEPTION (SE-29-15) REQUESTED BY TOM VANDE HEY, DBA FLIP AUTOS, LLC, 1237 N. LYNNDALE DRIVE, FOR OWNERSHIP AND OPERATION OF AN AUTOMOTIVE WHOLESALE BUSINESS.

Chairman Schowalter opened Public Hearing #3 at 6:40 p.m.

There was no public input.

Motion (Sherman/Boeckers) to close Public Hearing #3 at 6:40 p.m. Motion carried, all voting aye.

12. **SPECIAL EXCEPTION (SE-29-15)** – REQUEST BY TOM VANDE HEY, DBA FLIP AUTOS, LLC, 1237 N. LYNNDALE DRIVE, FOR OWNERSHIP AND OPERATION OF AN AUTOMOTIVE WHOLESALE BUSINESS.

Motion (Sherman/Boeckers) to recommend approval of the Special Exception Permit (SE-29-15) requested by Tom Vande Hey, dba Flip Autos LLC, 1237 N. Lynndale Drive, for operation of an automotive wholesale business. Motion carried, all voting aye.

13. **SITE PLAN AMENDMENT (SPA1-09-14)** – REQUEST BY WERNER ELECTRIC SUPPLY CO., 4800 W. PROSPECT AVENUE, FOR INSTALLATION OF A MONUMENT SIGN.

Motion (Sherman/Hidde) to approve the Site Plan Amendment (SPA1-09-14) requested by Werner Electric Supply Co., 4800 W. Prospect Avenue, for a monument sign. Motion carried, all voting aye.

14. **SITE PLAN AMENDMENT (SPA1-10-15)** - REQUEST BY BANK FIRST NATIONAL, 4201 W. WISCONSIN AVENUE, FOR INSTALLATION OF A MONUMENT SIGN.

Motion (Malenofski/Sherman) to approve the Site Plan Amendment (SPA1-10-15) requested by Bank First National, 4201 W. Wisconsin Avenue, for a monument sign. Motion carried, all voting aye.

15. **SITE PLAN AMENDMENT (SPA1-25-00)** – REQUEST BY TOONEN COMPLANIES INC., DBA MCCARTHY CREEK APARTMENTS, 1395 N. MCCARTHY ROAD, FOR CONSTRUCTION OF A DETACHED GARAGE FOR TENANT AND MAINTENANCE VEHICLE PARKING.

Motion (Malenofski/Hidde) to approve the Site Plan Amendment (SPA1-25-00) requested by Toonen Companies Inc. dba McCarthy Creek Apartments, 1395 N. McCarthy Road, for construction of a detached garage, subject to staff approval of a Lighting Plan. Motion carried, all voting aye.

SITE PLAN AMENDMENT (SPA1-33-00) – REQUEST BY HCA PROPERTIES, LLC & AG II PROPERTIES, LLC ETAL, DBA RANGEVIEW VILLAS APARTMENTS, 1618 W. EVERGREEN DRIVE, FOR CONSTRUCTION OF A LEASING OFFICE AND ASSOCIATED SITE IMPROVEMENTS.

Motion (Sherman/Boeckers) to approve the Site Plan Amendment (SPA1-33-00) requested by HCA Properties, LLC & AG II Properties, LLC etal, dba Rangeview Villas Apartments, 1618 W. Evergreen Drive, for construction of a leasing office and associated site improvements, subject to staff approval of Lighting and Landscape Plans and building elevations. Motion carried, all voting aye.

16. **SITE PLAN AMENDMENT (SPA1-15-15)** – REQUEST BY ANAGEN 11 SALON, 2320 N. CASALOMA DRIVE, FOR INSTALLATION OF A MONUMENT SIGN.

Motion (Hidde/Crosby) to approve the Site Plan Sign Amendment (SPA1-15-15) requested by Anagen 11 Salon, 2320 N. Casaloma Drive, for a monument sign. Motion carried, all voting aye.

17. ADJOURNMENT.

Motion (Sherman/Malenofski) to adjourn at 6:48 p.m. Motion carried, all voting aye.

Respectfully Submitted,

Tracy Olejniczak
Community Development Secretary

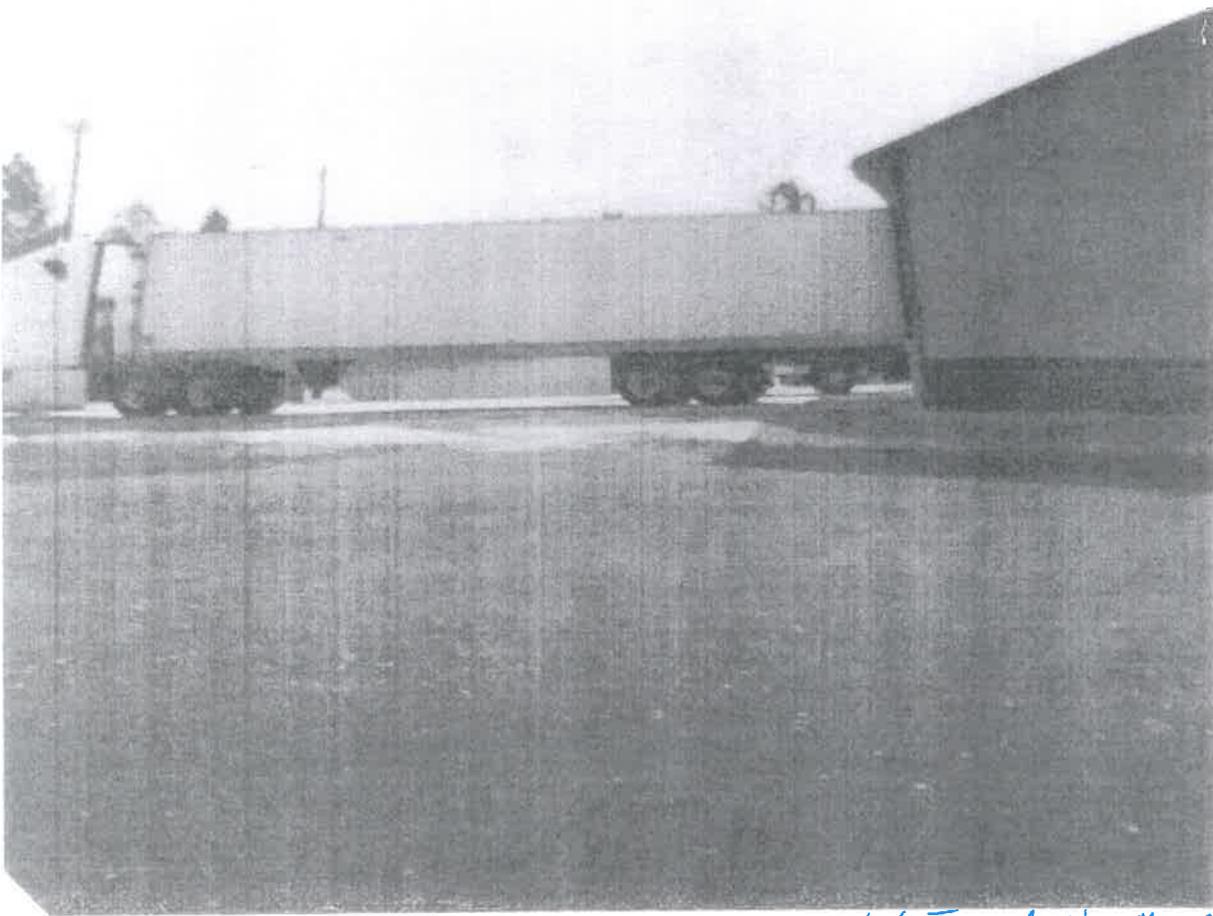


Photo From April or May 2015

RECEIVED
NOV 25 2015

November 23, 2015

Robert Buckingham
Community Development Director
Town Grand Chute

Hello Mr. Buckingham,

This is regarding your reaching out to the neighbors about being available if we would like to meet with you about our concerns with Mr. Berken's property. I feel we have already stated our opposition to a special exception permit for Mr. Berken.

On the November 3rd. Meeting it was stated that no semis or commercial vehicles were allowed on 1st street because it basically is a residential rd. I am enclosing pictures that were taken since then showing commercial vehicles delivering to J&B windows. Please note the date on the pictures.

Regards,

Jerry & Melba Dorn

Jerry Dorn
Melba Dorn



Photo Taken 11/4/15

RECEIVED
DEC 21 2015
DEPUTY CLERK
December 17, 2015

Grand Chute Town Board

Dear Board Members:

This letter is regarding the special exemption requested by Joe Berken to store his commercial merchandise in an agriculture shed on his property.

We were at the November 28th meeting and also the December 1st, 2015 meeting voicing our opposition against granting the special exemption to Mr. Berken. It is my understanding that the planning commission denied this request from Mr. Berken at the December 15th meeting.

We are in Florida for the winter and know that the Town Board will review this decision at the January 5th ²⁰¹⁶ meeting and just want the board to know that we are still in opposition to this special exemption for Mr. Berken.

Respectfully,


Jerry and Melba Dorn
3111 N French Rd.
Appleton, WI 54911

LIQUOR LICENSE DEMERIT POINTS ASSESSED									
BUSINESS NAME	OFFENSE DATE	CONVICTION DATE	MET W LC	POINTS ASSESSED	POINTS YTD	SUSPEND	SUSPENSION DATE	REVOKE	
All Stars Sports Club - Closed	12/6/2014	5/20/2015	n/a	50					
American Legion #38	12/20/2007	1/9/2008	2/28/2008	60	0				
	9/12/2009	2/17/2010	3/17/2010	80	0				
Buca Di Beppo	11/30/2012	1/9/2013	2/21/2013	60	0				
	10/21/2015	11/4/2015		80	80				
Butte des Mort Golf Club	5/15/2013	3/19/2014	5/6/2014	60	60				
Carmella's	12/6/2011	1/11/2012	2/28/2012	60	60				
	2/11/2014	3/12/2014	5/6/2014	80	80				
Cheese Hut	12/17/2007	1/9/2008	2/28/2008	60	0				
	10/21/2015	11/4/2015		60	60				
Chill's	12/21/2007	1/9/2008	2/28/2008	60	0				
Chillerz	5/4/2014	9/17/2014	no	50	50				
Cinders	5/15/2013	6/12/2013	8/20/2013	80	80				
College BP	10/11/2008	11/5/2008	12/9/2008	60					
	12/12/2008	11/18/2009	Underage 1/6/2010	80		10-day	02/22/2010-03/04/2010		
	12/12/2008	11/18/2009	No Carry Outs After Hours	25		Cannot assess concurrent points 9.01 (8)(d)			
	9/3/2010	3/16/2011		50					
	9/19/2012	10/3/2012		50	0	No Licensed Operator			
	3/24/2015	10/21/2015	No show	50	50	No Licensed Operator			
	10/21/2015	11/4/2015	No show	80	130	Serving Underage 10-day suspension			
College Ct Shell	4/7/2006	5/30/2006	7/18/2006	80					
	10/10/2008	11/5/2008	12/9/2008	80	0				
	11/28/2012	1/9/2013	2/21/2013	60	60				
	2/11/2014	3/12/2014	5/6/2014	80	80				
Comfort Suites	10/10/2008	11/5/2008	12/9/2008	60	0				
	11/30/2012	1/9/2013	3/5/2013	60	60				
	2/11/2014	3/12/2014	No Show	80	80				
Copps Food Center #8118	2/3/2014	3/12/2014	5/6/2014	60	60				
Dick & Joans Supper Club	12/18/2007	1/9/2008	2/28/2008	60	0				
	11/30/2012	1/9/2013	2/21/2013	60	0				



AGENDA REQUEST
1/5/2016

TOPIC: Liquor License Violation Bucca Di Beppo

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Town Board
Department Reporting: Clerk's Office	Submitted By: Karen L. Weinschrott, License Committee Chairperson

ISSUE: Shall the Town Board consider a reduction in demerit points for a liquor license violation, contrary to Town Ordinance 335-8 C(2).

BACKGROUND/ANALYSIS: Twice per year, the police department conducts liquor license compliance checks of all Grand Chute licensed establishments. The employee who fails the compliance check is fined and must appear at Municipal Court. The manager or agent is sent a certified letter indicating the time and place to appear before the Licensing Committee per Town Ordinance 335-8 C(2). At this meeting, the agent/manager provides explanation of the incident and what corrective measures will be taken to prevent future violations.

Three representatives from Buca Di Beppo attended the December 15, 2015 Licensing Committee meeting. At this meeting, Buca's legal counsel provided detailed explanation of their extensive corporate training procedures to prevent liquor license violations. You will find this detailed information attached with this memo.

The License Committee must adhere to the ordinance listed as 335-8 C(2) which states, "Demerit points may be reduced as shown on the schedule if the license holder has had no violations for three years prior to the offense and has met with the Licensing Committee as indicated above." Buca missed the three-year period with no violations by a little over one month.

RECOMMENDATION: Other than 2 possible violations listed in the Town's code, lowering the demerit points for this violation would not have an impact on reaching the 100-point level should another violation occur within a 12- to 18-month period. The Board may wish to consider amending the Ordinance as opposed to making this exception.

FISCAL IMPACT: N/A

ATTACHMENTS: Demerit Point Assessment Document; Notices of Licensing Committee Meeting, Becker Law Firm Correspondence, Training Documents

December 22, 2015

Grand Chute Town Board
Grand Chute Town Hall
1900 W. Grand Chute Blvd.
Grand Chute, WI 54913

Re: BUCA (GGGROUP) LLC ("Buca") dba Buca Di Beppo - Liquor License Violation

Esteemed members of the Town Board:

I am writing in follow up to the recent meeting of the Liquor License Committee held on December 15, 2015 at which the Committee considered the recent liquor license violation that occurred at Buca Di Beppo – Grand Chute located at 1190 N. Casaloma Drive, Grand Chute, on October 21, 2015. At the conclusion of that meeting, the Committee voted to permit Buca to submit a letter to the entire Town Board detailing its actions taken before and following the license violation to ensure that all of Buca's alcohol servers and bartenders are appropriately trained in the safe service of alcohol and that they are following all of Buca Di Beppo's responsible alcohol service policies.

By way of brief background, Buca has several corporate policies related to the safe and responsible service of alcohol that include requiring all guests who appear to be under the age of 40 to show appropriate legal identification. However, since November 2012, the management team of the Grand Chute location was directed to implement and use an enhanced policy pursuant to which all servers and bartenders are required to request a legal ID from all guests regardless of age ("ID-carding policy"). Despite this enhanced policy, unfortunately one of the servers failed to request such an ID and the Grand Chute location failed an alcohol compliance check.

As a result of this recent compliance failure, the offending server was immediately terminated on November 22, 2015 and the manager on duty was issued a final written warning. Additionally, pursuant to Buca's Liquor Violation Standard of Procedure, this manager shall be immediately terminated if another violation occurs. Please note that the enhanced policy requiring ID of all guests that order alcohol is still in place and will remain so indefinitely.

The Buca management team and the company as a whole take responsible alcohol service and commitment to the Town of Grand Chute very seriously and the failed compliance check to be unacceptable. Buca has invested considerable time and resources by taking the following actions to prevent any future violations. In addition to the ID-carding policy, Buca has numerous policies and procedures in place to ensure the safe and legal service of alcohol, including the following:

1. All employees that serve alcohol complete the Responsible Service of Alcohol training program before being allowed to serve alcohol.

2. All employees must sign an Acknowledgement/Awareness form stating that they are aware of Buca di Beppo's alcohol policies and acknowledging that they will be terminated for failure to comply with same.
3. Management holds daily pre-shift meetings where all servers and bartenders are reminded of the ID-carding policy and ramifications of failure to comply.
4. Buca posts "Born-on-Date" posters and Responsible Alcohol Service Flyer reminders are posted on the premises (at every POS terminal stations and by the bread station) and appear on the screens of the POS terminals.
5. Since the opening date of June 25, 2012 for the Grand Chute location, Buca has hired the "BARS Program" which is a third party vendor that sends in a "mystery shopper" that appears to be under 21 to order an alcoholic beverage. If the server requests an ID, the restaurant is given a "green card" for the visit. However, if the server fails to request an ID, the restaurant is given a "red card" for the visit. A "red card" will result in the termination of the employee. Prior to the recent alcohol violation, the "mystery shop" occurred on a monthly basis at the Grand Chute location. As a result of the recent violation, the "mystery shops" were increased to occur on a weekly basis. Since the opening date of the Grand Chute location, the restaurant has passed 31 out of 32 compliance visits.
6. Immediately following the October 2015 license violation, Buca sent its TIPs certified corporate alcohol trainer to the Grand Chute location to conduct a mandatory re-training of all of its employees that serve alcohol. Also at the re-training, employees were required to sign another acknowledgment form stating that they understand and are aware of Buca's responsible alcohol service policies and acknowledging that they will be terminated for a violation of those policies.

On behalf of the Officers, Directors and management team of Buca, they have requested to express their gratitude with you, the Grand Chute Town Board, in taking time to review all of the information provided and the consideration of the resources invested and steps Buca have taken, and will continue to take, with regards to responsible alcohol awareness training. We recognize the opportunity that this situation has afforded the company to further expand their compliance training efforts. It is widely recognized that alcohol is the most commonly used and abused drug by individuals under the age of 21. As such, we commend your continued dedication to protecting the youth and community of Grand Chute. We appreciate the opportunity to present this information to the Town Board and appreciate any reduction in the demerit points assessed against Buca Di Beppo in considerations of these policies.

Respectfully submitted,

BECKER LAW FIRM, P.A.



Katherine E. Becker
Enclosures



Liquor Violation Standard Operating Procedure

DEPARTMENT	DATE
Human Resources	September 4, 2013
SUBJECT	SOP INDEX CODE
Liquor Violation	
REFERENCE	DATE ISSUED
DISTRIBUTION LIST	REVISION DATE (IF ANY)
Buca di Beppo Restaurants	

PURPOSE OF POLICY:

To provide corrective and preventative action to service staff and management upon failing to card patrons age 40 and under who are served alcohol at the restaurant.

ATTACHMENTS: Serving Alcohol Responsibly Recap /Pages from Handbook & Training Guide

1. Pages from Employee Handbook, 53-54
2. Responsible Alcohol Service / Alcohol Awareness Acknowledgment
3. Pages from Bartender Position Training Guide, 26-31
4. Pages from Host Position Training Guide, 34-39
5. Pages from Server Position Training Guide, 44-49
6. Pages from Wait Assistant Position Training Guide, 20-25

PROCEDURE:

It is the responsibility of each hourly service staff member to card all patrons age 40 and under per the Buca di Beppo Alcohol Awareness policy. Upon serving patrons under the legal drinking age, the following protocol will be followed:

1. The hourly service staff member will be terminated.
2. The manager on duty will be issued a final written warning.
3. The DVP will be issued a verbal warning documented by Human Resources Dept.
4. All Front of the House employees who handle alcoholic beverages will receive third party TIPS training as soon as possible but no later than 30 days from the date of the failed compliance check.
5. Managers will reiterate the Serving Alcohol Responsibly Recap and Guidelines during shift meetings at the offending restaurant no less than once a day until further notification.
6. The BARS Program will provide random visits to the offending location to ensure we are meeting expectations in carding all patrons under the age of 40.



Responsible
Alcohol Service
Training



We are providing you with this information to encourage you to take a personal approach to safe, responsible service of alcoholic beverages in our restaurants. We want to protect our Guests, Family Members, Paisano/Manager and the restaurant with regards to the safe consumption of alcohol.

We will train and educate service staff personnel by taking an active part in an ever-increasing awareness regarding alcohol use, abuse and control.

In addition to this training, some states may require the seller or Server of alcohol to go through training designated by the liquor authority and/or to be registered with the liquor authority. Please consult with your Manager for specific requirements for your location.

The Legalities

As you are likely aware, the public is taking drinking and driving very seriously. This demonstrates changing social standards which also demands responsible alcohol service and consumption. What you may not know, is that Buca di Beppo and you, as the Server, could be held responsible if a patron leaves the restaurant and has an alcohol related traffic offense.

Failure on the part of an establishment, or any employee, to comply with all applicable laws of a country, state, county or municipality could result in a fine, jail time and possibly even the loss of the liquor license. With that in mind, it is imperative that you are familiar with various laws and regulations. Here are some basics, which hold true in many jurisdictions:

- It is illegal to serve or sell alcoholic beverages to anyone under the legal drinking age.
- It is illegal to serve or sell alcoholic beverages to a guest who's already intoxicated.
- It is against the law to permit a guest to become legally intoxicated on the premises.
- In most jurisdictions, it is illegal to have drugs and/or firearms on the same premise where alcohol is served.

According to applicable state statutes, restaurants who serve alcoholic beverages may be held responsible for injuries or deaths that occur due to intoxication and/or over-service of patrons. The area of law that holds liquor-serving establishments responsible for accidents caused by intoxicated patrons is called dram shop liability. A *dram shop case* typically occurs when an intoxicated patron of a restaurant or bar leaves in a motor vehicle and then injures or kills another driver or pedestrian. Another example of a *dram shop case* would be if a patron were to injure or kill themselves in an accident after leaving the restaurant. The attorney for the plaintiff (the injured party) then brings a suit against the intoxicated driver and the bar or restaurant, seeking to recover personal injury damages. Legal verdicts are rendered for very large sums each year against restaurant establishments in drunk-driving injury and fatality liability cases.

The Legalities (continued)

The ability to serve customers responsibly while maintaining a courteous and professional demeanor is first and foremost. Teaching BUCA employees to serve alcohol in a responsible manner is a benefit to everyone in the community and it is our belief that preventing alcohol-related tragedies and underage drinking is everyone's responsibility. Alcohol awareness training is a component that BUCA will continue to take very seriously; BUCA conducts its own policing efforts, including self-operated "sting" operations similar to those that law enforcement agencies conduct. We must comply with our responsibilities as a vendor of this controlled substance. The only way we can do this is through continued teamwork on the part of the family members and management staff.

What is Alcohol and How Does it Affect the Body

Alcohol, ethyl alcohol, is an intoxicating agent found in liquor, beer and wine which is commonly produced during the fermentation process of starches, sugars and yeasts. Alcohol has long been classified as a drug because of its effects on the human body and the body's ability to function normally.

Many things will have an impact on the absorption rate of alcohol into the bloodstream and the ability of the liver to metabolize alcohol efficiently. Some of the factors include, but are not limited to, the amount of alcohol consumed, the contents of the stomach at the time of consumption, and the individual's age, race, gender, body type (size, weight and percentage of body fat) as well as any prescription medications, or other drugs, present in the body.

While studies have produced varied results, it has been shown that approximately 20% of alcohol is absorbed into the bloodstream through small blood vessels in the stomach lining. From there, the remaining alcohol, about 80%, enters the bloodstream by being absorbed through the small intestine.

It's been shown that a person who consumes alcohol on a full stomach will not feel the effects of alcohol as rapidly as if the same individual were drinking on an empty stomach. This is due in part to the stomach lining allowing a smaller portion of alcohol to be absorbed into the bloodstream than the small intestine allows. Additionally, the type of food present in the stomach can play a part in how long the effects of alcohol are delayed. Fatty foods, for example, take longer for the body process and will prolong the time it takes for an individual to feel the effects of alcohol.

Keeping in mind that alcohol's absorption into the bloodstream can be delayed, once alcohol has been introduced into a person's bloodstream, it is naturally removed in one of three ways. The primary means of the body removing alcohol from the bloodstream, typically more than 90%, is to allow the liver to metabolize, or break down, the alcohol. In general, a person's liver can metabolize roughly one drink, or 0.6oz of ethyl alcohol, per hour. That being said, if a person has had prolonged exposure to excessive drinking or is under the influence of other chemical substances, it may take their liver longer than one hour to process a standard drink. A very small amount of alcohol, typically less than 5%, is evaporated through a person's breath. Lastly, a portion of the alcohol which has been introduced is excreted by the body, primarily through urine, but also through tears and sweat.

Alcohol Awareness

What is Alcohol and How Does it Affect the Body (continued)

Many people believe that alcohol acts as a stimulant. On the contrary, alcohol is actually a depressant and will cause the individual to become more relaxed. As more alcohol is introduced to a person's bloodstream, brain activity is depressed. This can cause delayed responses, as well as, problems with coordination, balance and memory.

Remember: Time is the only cure for intoxication!

Buca di Beppo Rules

- You are fully accountable for any Guest you serve or any Guest in your service area.
- You cannot serve a Guest unless they have valid identification (state/government issued picture driver's license or identification card, passport, or military ID).
- You cannot serve alcohol to a minor, nor will minors be permitted to drink alcoholic beverages served to a Guest of legal age.
- You have the right to refuse the service of alcohol to any Guest, per the guidelines set forth in this handbook. Any Guest that may challenge your service decision is to be reported promptly to your Paisano/Manager.
- Do not serve alcoholic beverages to an intoxicated Guest.
- All drinks will be a measure-pour, unless otherwise specified by your Paisano/Manager.

Don't Forget That

- Many Guests consume alcohol prior to arriving at Buca di Beppo.
- The only way to reduce intoxication is to allow the liver sufficient time to process the alcohol in the body. Time is the only cure for intoxication.
- One drink is typically defined as:
 - 12 oz beer containing 5% Alcohol by Volume
 - 5 oz wine containing 12% Alcohol by Volume
 - 1.5 oz of 80 proof liquor containing 40% Alcohol by Volume
 - approx. 0.6 oz of pure alcohol (ethyl alcohol)
- The average person's liver can only process approximately 1 drink per hour.
- Our alcohol pours are:



Short Beer: 14 oz



Tall Beer: 22 oz



Wine Glass: 6 oz



Shot of liquor: 1.25 oz

Stop Sign Technique

The following technique is provided as a means of educating you on responsible service of alcohol.



Red Light (Stop Service)

- **SIGNS:** Guest is slurring speech, experiencing difficulty with coordination, stumbling, using vulgar language/gestures
- **WHAT TO DO:** Discretely Notify the Paisano/Manager, stop service and inform the Guest, suggest non-alcoholic beverages



Yellow Light (Slow Down)

- **SIGNS:** Guest is unusually loud/quiet, experiencing mood swings, annoying other Guests
- **WHAT TO DO:** Slow down service, make food suggestions, wait for entire party to finish the round before offering another beverage, discretely notify support team members, and notify your Paisano/Manager.



Green Light (Safe to Serve)

- Check identification for any Guest who looks younger than 40 years of age. Chat briefly with Guest about menu options or pairings in order to ascertain level of sobriety.

Identification Policy

Anyone, male or female, Guest or employee, that appears to be under the age of 40, must be asked to show proof of age. For verifying proof of age, we accept passports, driver's licenses, as well as, state and military issued I.D. cards.

If there is any doubt, whatsoever, as to the validity of an I.D., refer to the I.D. Checking Guide or consult with the Manager on duty. Remember, your responsibility is not only to Buca di Beppo and your community, but also to yourself. The consequences for not following these principles could involve personal, criminal liability as well as termination.

We don't want our guests to feel like criminals, so always remain pleasant and polite, keeping in mind how you've felt when you've been carded. Remember, underage guests will one day be of legal drinking age and we would like them to feel welcome to return.

Verifying Valid Identification

You must card EVERY guest who looks Forty or younger!

- When checking an ID, you must verify the following information:
 - That the ID verifies the guest is OVER 21
 - That the ID is valid.
 - That the ID has not been issued to a minor
 - That the ID is genuine
 - That the ID belongs to the Guest
- A valid ID has all of the following:
 - The owner's birth date
 - Expiration date
 - The owner's signature
 - The owner's photo
 - It's intact and the lamination is not peeling

Valid IDs will not say:

Genuine
Official
Valid
Secure
Authentic
Souvenir
Novelty

Determining if an ID has been issued to a minor

All states add special features on a minor's ID to make underage Guest's easy to spot. These include:

- Designated colors: Titled bars, photo backdrops, outlines and borders around photo
- Text: Most states will include the words "under 21" or "under 21 until 00-00-0000" on the ID
- Layout Features: Photo placement, format of the ID, ghost photo images

Check with your Manager or the ID checking guide that shows state by state what a valid ID looks like.

Discontinuing Service to the Guest

We are liable for the care, custody and control of every Guest. As such, it is OUR RESPONSIBILITY to ensure that we are promoting responsible alcohol consumption. As the host of the Guest's experience, it is your duty to prevent a Guest from consuming an amount of alcohol that would prevent them from safely operating a motor vehicle. In the event that you misjudge the Guest's level of intoxication and they consume too much alcohol, you will need to discontinue service to the Guest. We realize that refusing to serve a Guest can be a challenging responsibility, but do not ask your Paisano/Manager to "cut off" your Guest unless you feel it is absolutely the best way to handle the situation. You are their host; sometimes a Paisano/Manager's interference will only embarrass the Guest or make the Guest hostile.

Below is a list of ideas to assist you in dealing with a yellow or red light situation:

- Always consult with your Paisano/Manager before you refuse to serve a Guest.
- Do not use terminology or body language that judges, condescends or embarrasses.
- Do not use emotionally charged adjectives such as "drunk", "loaded", "bombed", "trashed", "hammered", etc.
- Do not laugh at the Guest.
- Do not appear frustrated, annoyed or be drawn into explanations or arguments.
- Discretely communicate the situation with the Guest, your support staff, and your Paisano/Manager.
- Be creative with your approach:
 - "It is my job to protect you as a Guest."
 - "I am sorry; it is illegal for me to serve you another drink."
 - "I want you back as a Guest."

Do not send an intoxicated Guest on the road! If the guest has a friend or dining companion present, that individual should be asked to drive the guest home. If this is not possible, Buca di Beppo will make the necessary arrangements for the guest to get home safely, which may include calling a taxi or assisting Guest in contacting a friend or relative.

UNDER NO CIRCUMSTANCE SHOULD AN INTOXICATED GUEST BE ALLOWED TO DRIVE.

Should a guest ignore our suggestions not to drive, management will alert the police. Never attempt to physically restrain a guest or detain a guest on the premise.



Over The Top Shift Meetings @ Buca 11:30 & 5:30 Daily

	Monday 10-26	Tuesday 10-27	Wednesday 10-28	Thursday 10-29	Friday 10-30	Saturday 10-31	Sunday 11-1
Weekly Over the Top Hospitality Focus	Card Everyone No Matter What!!!! Discuss: What if you don't card, what happens to you, your family members & the restaurant						
Wine/Drink of the Week	ID Guest What is the Wine you will be promoting every server needs to give a specific wine ID Guest						
Featured Menu Item	Create Your Own Pasta		Create Your Own Pasta		Create Your Own Pasta		Create Your Own Pasta
Daily Contest					Dessert/apps contest		Perfect Table
Sales Goals/Focus	ID Guest 3 Bottles of Wine 3 Desserts Appetizers		ID Guest 3 Bottles of Wine 3 Desserts Appetizers		ID Guest 3 Bottles of Wine 3 Desserts Appetizers		ID Guest 3 Bottles of Wine 3 Desserts Appetizers
Famiglia Dish							
Weekly Food Cost Focus	Consistency/quality. Making sure every item that come out of the kitchen is the same everytime. Proper portions, quality of the product, presentation of product.						
Promos/Events/Co-upons/Celebrations etc....	Buca Cannoli giveaway starting November 2nd						
Responsible Alcohol	How do you deal with a guest that gets upset with being carded	Who do we card	Red Straw for all non alcoholic beverages coming form the bar. Must happen everytime!!	What IDs do we Accept	Who do we card	Who do we card	What year & Date is someone 21
Topic - ID Guest							
Weekly Food Safety Focus	Washing hands often. Before putting gloves on. Before leaving the bathroom.. everytime!! After touch your face or hair. Changing out sani Buckets minimum of every 3.5 hours.						
Additional Topics....	Full hands in full hands out. Whether in the dining room or dish area. Help clear and set dishes. Card Everyone						

Weekly Manager Meeting

Facilitator: Derek Period: 10wk4 Date: 10/24

Time: 2:30pm

Note Taker: Mike Location:
Appleton

Attendees Names

Dean Elvert	Derek Mattson	Mike Ludwig

AGENDA:

Review Buca NEWS

Review Information from the weekly DVP call

"Sense of Urgency" what is our focus this week? *IDing, getting Apps/Desserts out quickly*

People: Staffing Needs, New Hires, Training Initiatives, Performance, Guest Initiatives:
Need to hire: 4 Servers, 1 line cook, 1 host New Hires: server Dakota Wright.
Training: Carding, check everyone, apologize if guest gives you grief – "it's store policy to ID everyone". Run Dessert contest tonight.

Mindshare: 80% for the period. 5 Surveys total, every gets at least 1 tonight.

Profits/**P**erformance: Sales, Labor, Food & Beverage Cost, Inventory, Execution
opportunities: \$6600 19%
Run a tight labor tonight, now that Dean is back we can run a tighter labor in the kitchen, cut back Gary's supervisor hours.

Sales Manager Updates:

Hit up Big Box stores in Green Bay. Need to do follow up calls to Appleton stores next week.

Place: Repairs/Maintenance, Safety, Sanitation, Everclean and Audits:
Cooler dry storage, one tile by back door, urinal Men's Room. Expecting Health department and Everclean in near future.

Parties and Events: Pasta Give away Sunday 10/25 (keep handing out throughout week until its gone)
Parties: None on the books for next week.

Projects/Action Items:	Assigned to:	Date due:
1. Order Lights Service lighting.	Mike / Sunday night	
2. Marketing Follow up Calls	Mike/Gary 10/29	
3. Detail Burners	Dean 10/26	
4. Detail hood filters 2/day	MOD EVERYDAY	
5.		

Praise: Recognition/Celebration **"Catch People Doing Something Right"**



**YOUR BIRTHDAY MUST BE ON OR BEFORE
TODAY'S DATE IN**

1994

TO PURCHASE ALCOHOLIC BEVERAGES

_____ **WARNING TO MINORS** _____

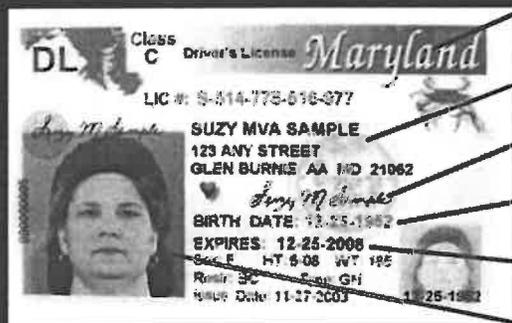
It is a misdemeanor for a minor to **ATTEMPT** to purchase alcoholic beverages. If you try using Fake Identification you may be guilty of another misdemeanor and your driver's license can be suspended.

WE MAY CALL THE POLICE IF YOU TRY TO BUY.

RESPONSIBLE ALCOHOL SERVICE

- You are fully accountable for any Guest you serve or any Guest in your service area.
- You cannot serve a Guest unless they have valid identification (state/government issued picture driver's license or identification card, passport, or military ID). Check ID of any Guest who looks younger than 40 years old.
- You cannot serve alcohol to a minor, nor will minors be permitted to drink alcoholic beverages served to a Guest of legal age.
- You have the right to refuse the service of alcohol to any Guest. Any Guest that may challenge your service decision is to be reported promptly to your Paisano/Manager.
- Do not serve alcoholic beverages to an intoxicated Guest.
- All drinks will be a measure-pour, unless otherwise specified by your Paisano/Manager.

CHECKING ID'S



- Issuing Authority
- Seal/Hologram
- Signature
- Date of Birth
- Expiration Date
- Picture

1. Check the ID expiration date
2. Figure out the customer's age
3. Find the signature
4. Compare the photo to the customer
5. Feel ID surface
6. Ask additional questions

ACCEPTABLE ID'S



Driver's License



Military ID



Passport

Guest's birthday must be on or before today's date in 1994

UNDER AGE ID'S

VERTICAL FORMAT: We do NOT accept any driver license in the vertical format, even if the Guest is 21 and is using an expired license



Under 18 Until

Under 21 Until

Under 21 Alcohol Restricted

STOP LIGHT TECHNIQUE

STOP SERVICE

- Slurred speech, uncoordinated, stumbling vulgar language
- Discretely notify Paisano, inform the Guest that you are stopping service, offer non-alcoholic beverages

SLOW DOWN

- Unusually loud/quiet, annoying other Guests
- Slow service, make food suggestions, wait for party to finish round before offering another beverage, discretely notify manager and supporting co-workers

SAFE TO SERVE

Check ID of any Guest who looks younger than 40 years old, offer food and drink pairings

Standard Operating Procedure

Topic:

Responsible Alcohol Service – Internal Compliance Checks – BARS Program

Topic Description:

In order to verify that BUCA is doing all that it can to promote responsible alcoholic beverage service, and that all employees are complying with the Company's expectations in all restaurants, the use of a third party vendor shall be used to evaluate compliance with Company Policy and accepted industry guidelines.

Procedure:

BUCA shall, from time to time, enlist the services of a third party vendor, BARS Program, to perform compliance checks throughout the Company. The compliance checks mimic an actual sting operation as conducted by the applicable regulators & will also verify compliance with BUCA's Responsible Alcohol Service Training. The BARS Program will send a program representative between 21 and 25 years old to the restaurant to order an alcoholic beverage. The directive to each BARS Program representative is:

- *Order a beer from the server or bartender.*
- *Allow the server or bartender every opportunity to ask for ID.*
- *If the server or bartender turns to get the drink (prior to requesting ID), stop them before they get the drink*
- *Cancel the order. **YOU NEVER RECEIVE ALCOHOL!***
- *Go to the hostess stand and ask to speak to the manager on duty.*
- *If ID was requested before the server left the table or the bartender turned to get the drink, give the Green Card to the manager on duty.*
- *If no ID was asked for (prior to turning to get the drink), give the Red Card to the manager on duty.*
- *Obtain the server and manager's name.*
- *LEAVE THE RESTAURANT*

If the server properly cards the representative, they will be handed a Green Card. If the server/bartender does not ask for ID prior to turning to retrieve the drink, then a Red Card will be issued. The representative will also speak with the Manager on Duty to let them know what the results of the compliance check were. BUCA will use the BARS Program visits as a training tool; however due to the ramifications of compliance failure, a red card issuance on a server/bartender will result in:

- **A server/bartender that is issued a Red card by a BARS Representative will result in termination.**
- A Paisano Partner who has two (2) red card issuances in his/her location in a 12-month period shall be issued a written warning and four (4) red card issuances in his/her location over two (2) year time period shall result in termination.
- A DVP who has two (2) or more Paisano Partners within a region terminated due to red card issuances over a 12-month period shall result in termination.

Refer questions to this department: Legal Department (407) 903-5500

SOP# 0000000

Date: 11/7/14

THE
BARS
PROGRAM

HOME

REPORTS

HOW IT WORKS

PROGRAM STATISTICS

TRAINING

TESTIMONIALS

Our Clients Don't Fail Stings!

Sign Up Now ▶



Now, as never before, compliance-trained employees will keep you out of court and can save you tens of thousands of dollars in fines, lost business, and attorney fees. [Learn more >>](#)

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THE BARS PROGRAM

Alcohol and Tobacco Compliance Checks

HOME

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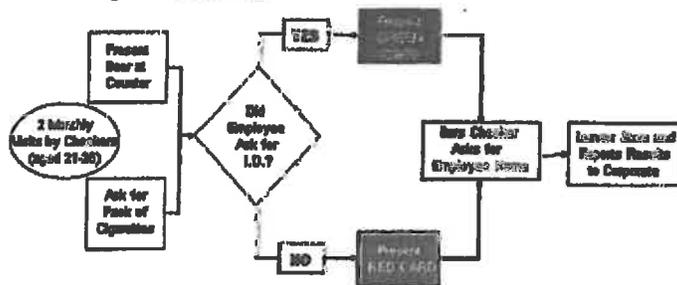


How It Works

The BARS Program takes compliance training into the store or restaurant. Twice each month, we send our Checkers, aged 21-25, into client store or restaurant locations to conduct our mock purchases of cigarettes and/or beer.

We are monitoring if the store employee asks for the customer's ID prior to quoting a price to complete the sale. If the ID is requested, the employee receives a Green Card. If not, a Red Card is given.

BARS Program Procedure



If a store uses an age-verification device, we will monitor whether the store employees use the device. We have visit procedures for any type of Point-Of-Sale (POS) systems, with or without age-verification devices.

After the visit, an email report is sent to the store's management. Visit results are archived in our password-protected reporting website. [View sample reports](#)

The result of our service is a reduced amount of failed stings.

When you compare the cost of just one failed sting to the nominal fee paid for our service, the return on investment is unquestionable. We have saved our clients hundreds of thousands of dollars over the years - profits that go directly to the bottom line.

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THE BARS PROGRAM

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Training

The BARS Program recommends retailers use the following 3 steps in responsibly training employees to sell age-sensitive products:

- 1) Online or Classroom Training—We Card (tobacco), ServSafe Alcohol (alcohol)
- 2) In-Store Compliance Check/Mystery Shop Training—The BARS Program
- 3) Age-Verification Device—built into POS or adjunct device



Recommended Company Policy

We recommend retailers have a policy to ID under 35 for customers that purchase tobacco and/or alcohol products.

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Our Clients Don't Fail Stings!

Sign Up Now ▶

Program Statistics

Our trademarked Green and Red Card System is the retailer's self-regulating solution for monitoring the sale of age-sensitive products.

Each month, we visit client locations performing our exclusive mock purchase procedure. Instantly, store employees are reminded of the importance of asking for ID with each alcohol or tobacco sale. Our procedure works with any type of POS or age-verification device.

Time in Program	Pass	Fail
After 1 month	65.8%	34.2%
After 3 months	83.9%	16.1%
After 6 months	89.3%	10.7%
After 12 months	95.5%	4.5%



Our daily reporting provides timely feedback to the store's management on employee carding performance. Daily and weekly reports provide quality information to ensure carding policies are followed by store employees. All store visit records are archived, available when you need them 24 hours a day.

With consistent visits, our clients have found their store employees make carding an automatic part of their behavior. Our service works.

Buca Restaurants 2, Inc. - Buca Di Beppo - Detailed Report for Store Number 4902
01/01/12 - 12/09/15

Total Visits:	32
Total Green Cards:	31
Total Red Cards:	1
% Green Cards:	97%
% Red Cards:	3%

Store Name	Store No.	Visit Date	Visit Time	Result	Employee	Manager on Duty
Appleton#4902	4902	03/06/13 (Wed)	2:20PM	G	HAELLE	MIKE DINING
Appleton#4902	4902	04/06/13 (Wed)	12:31PM	G	BROCKE	DEREK DINING
Appleton#4902	4902	06/03/13 (Wed)	4:51PM	G	NICK	DEREK DINING
Appleton#4902	4902	07/01/13 (Wed)	7:44PM	G	SARAH	MIKE DINING
Appleton#4902	4902	08/09/13 (Wed)	11:34AM	G	BECCA	MARK DINING
Appleton#4902	4902	09/22/13 (Wed)	3:31PM	G	ALEX	DEREK DINING
Appleton#4902	4902	10/11/13 (Wed)	12:26PM	G	FALLON	JOCELYN DINING
Appleton#4902	4902	11/06/13 (Wed)	7:49PM	G	NICK	JILL DINING
Appleton#4902	4902	12/06/13 (Wed)	5:22PM	G	ASHLEY	MIKE DINING
Appleton#4902	4902	01/08/14 (Wed)	2:36PM	G	FALON	JILL DINING
Appleton#4902	4902	02/04/14 (Wed)	7:12PM	G	MICHAEL	MIKE DINING
Appleton#4902	4902	03/05/14 (Wed)	2:34PM	G	MAKAYLA	JILL DINING
Appleton#4902	4902	04/02/14 (Wed)	6:45PM	G	MISA	MIKE DINING BAR
Appleton#4902	4902	05/07/14 (Wed)	1:26PM	G	ALEX	JILL BAR
Appleton#4902	4902	05/05/14 (Wed)	1:23PM	G	FALLON	DEREK DINING
Appleton#4902	4902	07/25/14 (Wed)	3:28PM	G	KAYLA	JOE DINING
Appleton#4902	4902	09/06/14 (Wed)	3:10PM	G	AMBER	MIKE DINING
Appleton#4902	4902	10/15/14 (Wed)	5:17PM	G	MOLLY	MIKE DINING
Appleton#4902	4902	11/07/14 (Wed)	5:36PM	G	JASON	MIKE DINING
Appleton#4902	4902	12/04/14 (Wed)	3:00PM	G	JILL	JILL BAR
Appleton#4902	4902	01/05/15 (Wed)	8:51PM	G	MISA	DEREK DINING
Appleton#4902	4902	02/03/15 (Wed)	1:35PM	G	MISA	MIKE DINING
Appleton#4902	4902	03/06/15 (Wed)	12:00PM	G	PATRICK	DERRICK
Appleton#4902	4902	04/03/15 (Wed)	2:22PM	G	ALLEY	DEAN DINING
Appleton#4902	4902	05/04/15 (Wed)	1:45PM	G	BECCA	ERIC DINING
Appleton#4902	4902	06/02/15 (Wed)	5:28PM	G	LEXI	DEREK DINING
Appleton#4902	4902	07/02/15 (Wed)	8:22PM	R	DESIREE	MIKE DINING
Appleton#4902	4902	08/05/15 (Wed)	7:54PM	G	ANDREW	DEREK DINING
Appleton#4902	4902	09/02/15 (Wed)	5:13PM	G	DEREK	GARY DINING
Appleton#4902	4902	10/05/15 (Wed)	6:57PM	G	KARL	DERRICK DINING
Appleton#4902	4902	11/03/15 (Wed)	5:33PM	G	GARY	DERRICK DINING
Appleton#4902	4902	12/03/15 (Wed)	5:45PM	G	KARL	DERRICK DINING

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Grand Chute
experience better

TOWN CLERK

1900 W. Grand Chute Blvd, Grand Chute, WI 54913
PH. 920-832-5644 • FAX 920-993-7032

www.grandchute.net

**LIQUOR LICENSE COMMITTEE MEETING
TOWN OF GRAND CHUTE**

TO: BUCA (GGGROUP) LLC dba Buca Di Beppo
Michael A. Ludwig, Agent
1190 N. Casaloma Drive
Grand Chute, WI 54913

CERTIFIED MAIL

RE: LIQUOR LICENSE VIOLATION

You are hereby notified that the Grand Chute Liquor Licensing Committee, pursuant to Municipal Code 335-8(c)(2), will hold a meeting on December 15, 2015 at 1:30 p.m. to address the following liquor license violation(s).

<u>OFFENSE DATE</u>	<u>CONVICTION DATE</u>	<u>OFFENSE</u>	<u>POINTS ASSESSED</u>
10/21/2015	11/04/15	Serve Alcohol to a Minor	80

Below is a list of violations for which demerit points are assessed. Demerit points may be reduced as shown on the schedule (qualified reductions) if the license holder has had no violations for three (3) years prior to the offense and has met with the Licensing Committee.

DEMERIT POINT SCHEDULE

TYPE OF VIOLATION	STATE STATUTE	TOWN ORDINANCE	DEMERIT POINTS	QUALIFIED REDUCTIONS
Selling to Underage Person	125.07(1)(a)	335-18	80	60
Selling to Intoxicated Person	125.07(2)	335-18	50	35
Underage Person on Premises	125.07(3)(a)	335-18	50	35
Failure to be Licensed	125.04	335-2	100	75
False Statement on Application	125.04	335-2	50	35
Transfer of license without permission, including operating on another's license	125.68	335-9	90	70

Conducting unlawful business	125.66	335-2	50	35
Unlicensed Bartender	125.17	335-10	50	35
Open After Hours	125.68 (4)	335 Art.	50	35
No carry-out after hours	125.68 (4)	335-12	25	20
Gambling	945	415-8	50	35
Adult entertainment/entertainer without permit		335-14	75	55
Nude or semi-nude entertainer employee visible outside	944.21		50	35
Solicitation of drinks by employee	944.36	415-2	50	35
Failure to display permit	125.04 (10)	335-6	25	20
Owner/ Manager selling controlled substance	961.574	415-2	130	100
Employee selling controlled substance	961.574	415-2	75	55
Possession of drug paraphernalia by employee/ employer	961.573		75	55

When your accumulation of points is 100 - 149 within a 12-month period, your license will be suspended for a period of not less than ten (10) days. If your point accumulation is 150 - 199 points in a 12-month period, your license will be suspended for a period of not less than twenty (20) days. If your point accumulation is 200 points or greater within an 18-month period, the penalty shall be revocation. Upon revocation, at least twelve (12) months from the date of revocation shall elapse before another license may be issued.

You are invited to attend this meeting with the Licensing Committee because this affects the demerit points assessed against your license.

Signed: 
 Karen L. Weinschrott, Town Clerk
 Town of Grand Chute

Dated: 12/2/15

Town of Grand Chute, WI
Wednesday, December 30, 2015

Chapter 335. Intoxicating Liquor and Fermented Malt Beverages

Article I. Licensing

§ 335-8. Revocation and suspension of licenses.

- A. Procedure. Except as hereinafter provided, the provisions of § 125.12, Wis. Stats., shall be applicable to proceedings for the revocation or suspension of all licenses or permits granted under this article. Revocation or suspension proceedings may be instituted by the Town Board upon its own motion by adoption of a resolution, subject to any additional requirements under § 125.12, Wis. Stats., for both suspension and revocation proceedings.
- B. Purpose. The purpose of this section is to administratively interpret those portions of the Grand Chute Code relating to alcohol beverage violations and to establish a system for suspension and revocation.
- C. Point schedule.
- (1) The scheme of demerit points is listed according to the type of alcohol beverage violation. This demerit point system is used to identify habitually troublesome license holders who have repeatedly violated state statutes and the Grand Chute Town ordinances for the purpose of recommending suspension or revocation of their alcohol beverage license.
 - (2) Establishments in violation of state statute or Town ordinance will be scheduled to meet with the Licensing Committee at a time set by the Town Clerk. Below is a list of violations for which demerit points will be assessed. Demerit points may be reduced as shown on the schedule if the license holder has had no violations for three years prior to the offense and has met the with the Licensing Committee as indicated above. Failure of the license holder to meet with the Licensing Committee will result in a hearing before the Town Board.^[1]

Type of Violation	State Statute	Town Ordinance	Demerit Points	Qualified Reductions
Selling to underage person	§ 125.07(1)(a)	§ 335-18	80	60
Selling to intoxicated person	§ 125.07(2)	§ 335-18	50	35
Underage person on premises	§ 125.07(3)(a)	§ 335-18	50	35

Type of Violation	State Statute	Town Ordinance	Demerit Points	Qualified Reductions
Failure to be licensed	§ 125.04	§ 335-2	100	75
False statement on application	§ 125.04	§ 335-2	50	35
Transfer of license without permission, including operating on another's license	§ 125.68	§ 335-9	90	70
Conducting unlawful business	§ 125.66	§ 335-2	50	35
Unlicensed bartender	§ 125.17	§ 335-10	50	35
Open after hours	§ 125.68(4)	Ch. 335, Art. I	50	35
No carry-out after hours	§ 125.68(4)	§ 335-12	25	20
Gambling	Ch. 945	§ 415-8	50	35
Adult entertainment/entertainer without permit		§ 335-14	75	55
Nude or seminude entertainer employee visible outside	§ 944.21		50	35
Solicitation of drinks by employee	§ 944.36	§ 415-2	50	35
Failure to display permit	§ 125.04(10)	§ 335-6	25	20
Owner/manager selling controlled substance	§ 961.574	§ 415-2	130	100
Employee selling controlled substance	§ 961.574	§ 415-2	75	55
Possession of drug paraphernalia by employee/employer	§ 961.573		75	55

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

- D. Calculation of violations. In determining the accumulative demerit points against a licensee within 12 months or 18 months, the Town shall use the date each violation was committed as the basis for a determination if there has been a conviction. If the violations are committed concurrently, the highest point violation shall be assessed.
- E. Suspension and revocation of license.
- (1) If the demerit points accumulated from the date of a violation which results in a conviction meet or exceed 50 points in a twelve-month period, the agent or officer will be required to meet with the Licensing Committee. The accumulation of points shall result in suspension or revocation of the license in accordance with the following schedule, subject to the exception that for violations under §§ 125.07(1)(a) and 125.04(5)(a)¹, Wis. Stats., such violations may be counted only if the licensee has committed another violation under

§ 125.07(1)(a), Wis. Stats., within 12 months of the present violation, in which case all violations committed within one year of a prior violation may also be considered:

[Amended 2-21-2008 by Ord. No. 2008-03^[2]]

100 to 149 points within 12 months: 10-day minimum suspension

150 to 199 points within 12 months: 20-day minimum suspension

200 points within 18 months: revocation

[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

(2) When a license is revoked pursuant to this article, the revocation shall be recorded by the Clerk and no other license issued under Ch. 125, Wis. Stats., may be granted within 12 months of the date of revocation to the person whose license was revoked. No part of the fee for any license so revoked may be refunded.

F. Upon determination by the Town Board, after hearing, that the license is subject to suspension or revocation, the Clerk shall give notice of such suspension or revocation to the person whose license is suspended or revoked. Such suspension or revocation shall take effect 30 days from the date said notice is given to the licensee. Such notice may be given in person or mailed by certified mail to the address of the addressee shown on the licensee's application. Notice by mail shall be deemed effective three days from the date of mailing. If the suspension or revocation is appealed to the Circuit Court by service of notice of appeal on the Town in accordance with § 125.12(2)(d), Wis. Stats., on or before 30 days from the effective date of notice of suspension or revocation, the revocation or suspension shall be stayed pending a decision by the Circuit Court on the appeal unless the Board finds that public health, safety, or welfare imperatively require emergency action and incorporates a finding to that effect in its order. If the Circuit Court affirms the suspension or revocation, the period of suspension or revocation shall then take effect beginning on the fifth day following the date the decision is signed by the Circuit Court Judge unless a different date is ordered by the Court.^[3]

[3] *Editor's Note: Original § 9.01(8)(g), which immediately followed this subsection, was repealed 12-20-2011 by Ord. No. 2011-30.*

G. Repossession of license or permit. Whenever any license or permit under this article shall be revoked or suspended by the Town Board or action of any court or Subsection C, it shall be the duty of the Clerk to notify the licensee or permit holder of such suspension or revocation and to take physical possession of the license or permit wherever it may be found and file it in the Clerk's office.

[Amended 12-20-2011 by Ord. No. 2011-30]

H. Transfer/sale of licensed business.

[Added 6-2-2009 by Ord. No. 2009-12]

(i) Upon the transfer or sale of the licensed business, all accumulated demerit points shall be canceled unless any of the following apply:

(a) The new licensee is related to the former licensee by blood, adoption, or marriage.

(b) The new licensee held a business interest in the previous licensed business, real estate, or equipment.

- (c) The former licensee retains an interest in the business or equipment used by the business.
[Amended 12-20-2011 by Ord. No. 2011-30]
 - (d) The new licensee's acquisition of the business did not involve an arm's length transaction consisting of an open market sale in which the owner is willing but not obligated to sell and the buyer is willing, not obligated, to buy.
- (2) If any of the above apply, the new licensee shall inherit the demerit points previously assessed and be subject to all penalties set forth by this article.

**TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WISCONSIN**

TOWN ORDINANCE 01-2016

WHEREAS, the Town Board of the Town of Grand Chute finds;

NOW, THEREFORE, the Town Board of the Town of Grand Chute does hereby create Ordinance 01-2016 and ordain as part of the Town of Grand Chute Code of Ordinances the following Ordinance subsection:

Section 110-1 E:

No sitting Town Board Member and no candidate running for election to the Town Board shall be permitted to work at election sites in the Town as an election inspector, election official, or in any other capacity as an employee of the Town for the purpose of performing election duties. In addition, family members of candidates whose name appears on the ballot shall not be permitted to work as an election inspector for those specific elections.

Approved and adopted this _____ day of _____, 20_____

TOWN OF GRAND CHUTE

Number Voted For _____

Number Voted Against _____

David A. Schowalter
Town Chairman

Karen L. Weinschrott
Town Clerk

NEW LANGUAGE

Approved as to form:

Attorney Chuck Koehler
Herrling Clark Law Offices
800 N. Lynndale Drive
Grand Chute, WI 54914