

**CITY OF SPARTA**  
**PUBLIC SAFETY AGENDA**  
**May 6, 2019**

**CITY HALL**

**5:30 p.m.**

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of Minutes from the April 8, 2019 regular meeting, and Police Department's monthly report for March and bills.**
- 3. Consideration of New/Renewal Bartenders Licenses**

Temporary licenses:	Bob Phillips	Brad Bohl	Collin Nugent
Charles Weaver, Jr.	Kim Smith	Garlynn Brookshaw	Ray Weibel
Randy Pfaff			
Brooke Schultz	Amy Kiernan	Morgan Koonce	Sheila Cavadini
Stephanie Johnson			
- 4. Consideration of Recommendation of Denial for Class "B" Beer License for Stacey Hoffmann to run Concession Stand in Memorial Park**
- 5. Consideration of Temporary Class "B"/"Class B" Retailer's License for Sparta Festivals, Inc. for Butterfest in Memorial Park on June 6<sup>th</sup> through June 9, 2019**
- 6. Consideration of Carnival License for Sparta Area Chamber for Butterfest from June 6<sup>th</sup> through June 9, 2019**
- 7. Consideration of "Class B"/Class "B" Liquor License for VFW Post 2112 located at 121 S. Rusk Avenue**
- 8. Discussion/Consideration of Request for Change of Premises Description for "Class A" Retail Liquor and Beer License for WalMart located at 1600 W. Wisconsin Street to Include Online Grocery Pickup Designated Location**
- 9. Items for Future Consideration**
- 10. Adjourn**

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 5-3-19

**CITY OF SPARTA**  
**PUBLIC SAFETY MINUTES**  
**April 8, 2019**

**PRESENT:** Ed Lukasek, Kevin Brueggeman, Josh Lydon, Alli Karrels

**ABSENT:** Jim Church

**ALSO PRESENT:** Mark Sund, Kevin Riley, Dave Kuderer, Dawn Justin, Mary Von Ruden

Josh Lydon called the meeting to order at 5:30 p.m.

A motion was made by Alli Karrels and seconded by Kevin Brueggeman to approve the consent agenda consisting of the minutes of the March 4, 2019 meeting, and the Police Department's monthly report for February and bills. Motion carried 4-0.

Upon proper payment of any fees, the following new or renewal bartenders licenses were approved on a motion by Alli Karrels and seconded by Kevin Brueggeman. Motion carried 4-0.

Kimberly Giraud	Alicia Erdman	Douglas Wurzel
Eric Sherman	Katie Arnold	Paul Fluekiger
Joel Egbert	Jesse Roper	Lori Krueger
Mallory Ramirez	Kelly Kovac	Marcus McMahan
Melissa Stark	Carroll Niedfeldt	
Temporary licenses:	Gordon Bakken	Therese Bergholz
Phyllis Frisk	Jill Oswald	Jacelyn Jaeger
Patricia Barnes	Barbara Allard-Bluske	Anne Axelsen
Trent Ziegler	Julie Haas	Marilyn Witmer
Sally Lang	Diana Hobson	Hayley Rolfs
Deborah Moore		

A motion was made by Alli Karrels and seconded by Kevin Brueggeman to approve the Agent Change for Kwik Trip #318 located at 1014 S. Black River Street. Motion carried 4-0.

A motion was made by Ed Lukasek and seconded by Kevin Brueggeman to approve the Secondhand Article License for ecoATM, LLC to be located in the Sparta WalMart. Motion carried 4-0.

A motion was made by Alli Karrels and seconded by Ed Lukasek to approve the Temporary Class "B"/"Class B" Retailer's License for Sparta Area Chamber of Commerce for Sparta Wine Walk on May 9, 2019 from 5:00 – 8:00 p.m. Motion carried 4-0.

An Item Mentioned for Future Consideration was:

Would like information from the Fire District on the cost of the 4 pieces of equipment, bids, etc.

A motion was made by Kevin Brueggeman and seconded by Alli Karrels to adjourn at 5:38 p.m. Motion carried 4-0.

Respectfully Submitted, Julie Hanson, City Clerk

# Sparta Police Department

## Monthly Report



March 2019



### ***Activity Report:***

During the month of March the Sparta Police Department responded to 1195 calls for service, issued 94 traffic citations, arrested 9 people for operating while under the Influence and made 164 non-traffic related arrests. The overall activity level was lower when compared with the prior year.

### ***Index Crimes:***

#### **Part I Offenses Reported:**

Homicide: <b>0</b>	Sex Offense: <b>4</b>	Assault: <b>0</b>	Burglary: <b>0</b>
Theft: <b>10</b>	Motor Vehicle Theft: <b>0</b>	Arson: <b>0</b>	Robbery: <b>0</b>

#### **Part II Offenses Reported:**

Fraud: <b>14</b>	Criminal Damage: <b>10</b>	Drug: <b>24</b>
Domestic: <b>1</b>	Disorderly: <b>2</b>	Weapons: <b>3</b>

#### **Part III Traffic Offenses Reported:**

Crashes: <b>23</b>	Traffic Complaints: <b>16</b>	Traffic Stops: <b>312</b>
Parking Complaints: <b>0</b>	Parking Tickets Issued: <b>34</b>	

#### **Part IV Incidents:**

Alarms: <b>12</b>	Mental: <b>4</b>	Suspicious: <b>34</b>	Open door/window: <b>3</b>
Warrants: <b>16</b>	Noise: <b>15</b>	911 hang up: <b>30</b>	Animal: <b>18</b>

## Citations & Arrests

Traffic: 94

Non-Traffic: 164

Speed Related	12	Bail Jumping	37
Traffic Signs & Signals	4	Battery	2
Driver License Violations	28	Burglary	0
Vehicle Registration	13	Disorderly Conduct	11
Operating intoxicated / PAC	12	Obstructing / Resisting	8
Insurance	14	Drug Related	21
Seat Belts	1	Theft	2
All Others	10	Underage Drinking	0
		Curfew	0
		Truancy	3
		All Others	80

## Chief's Report

### Training:

- The Combined Tactical Unit conducted monthly training
- The two K-9 units conducted their monthly training with the other area K-9s
- Det. Tovar completed Scenario Instructor training
- Deputy Chief Nottestad attended the command college refresher
- Officer Mrdjenovich attended a pursuit refresher course
- Officer James and Officer Johnson attended canines in courtroom training
- Chris Haas attended WAI conference on evidence storage and property rooms
- Officer Guralski attend the ASP conference for Tactical Team training

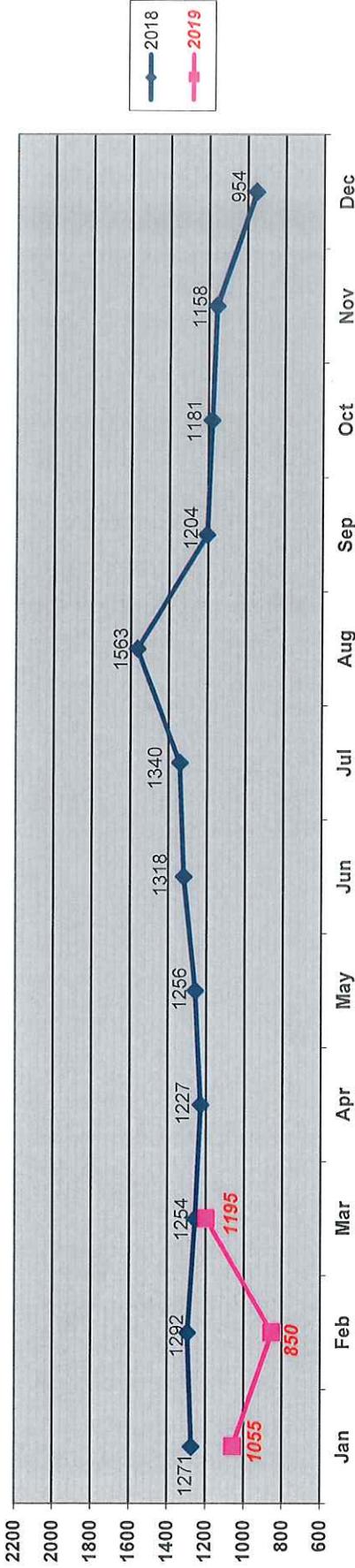
### Code Enforcement: (Chris Haas)

- New Complaints – 11
- Site visits and/or pictures taken – 14
- Complaints resolved – 6
- Warning letters sent - 9
- Citations Issued – 0

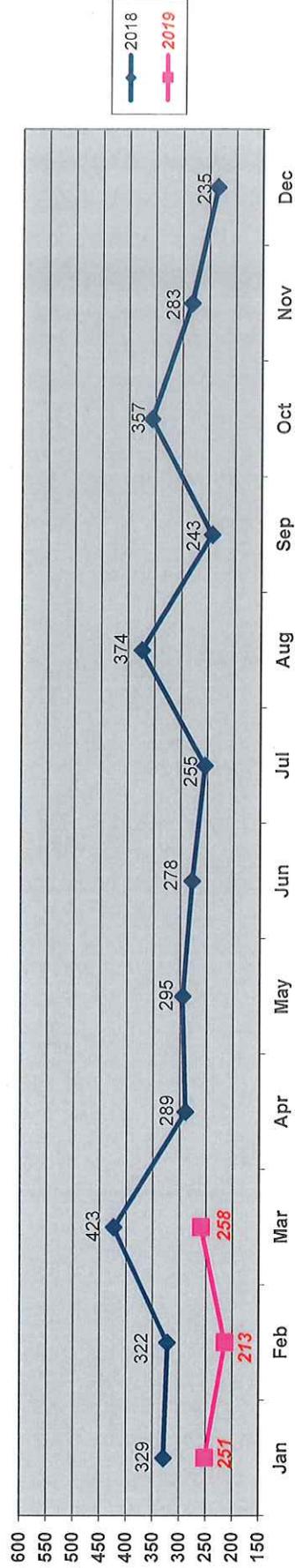
### Personnel:

- Officer Fischer is gone on active Military Duty
- Officer Lee is on light duty for a medical issue (pregnancy)
- Officer Mrdjenovich celebrated his 1 year anniversary with the PD

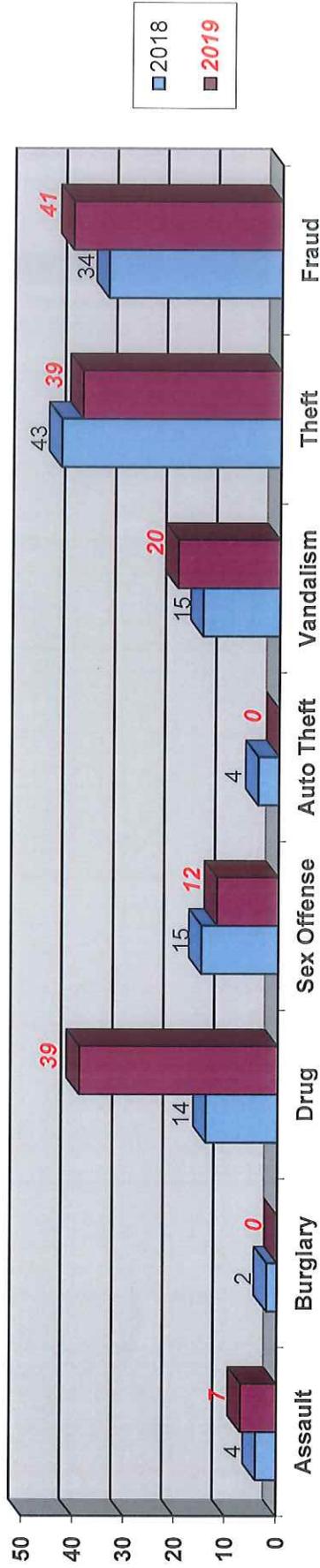
### 2018/2019 Year to Date Calls for Service



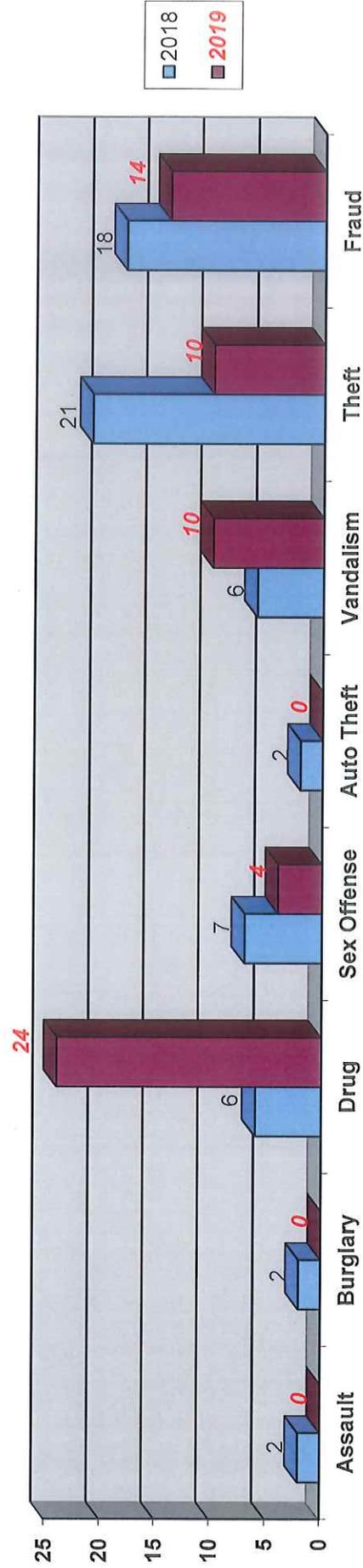
### 2018/2019 Year to Date Citations & Arrests



### Year to Date Major Crime Comparison Running Total 2018/2019

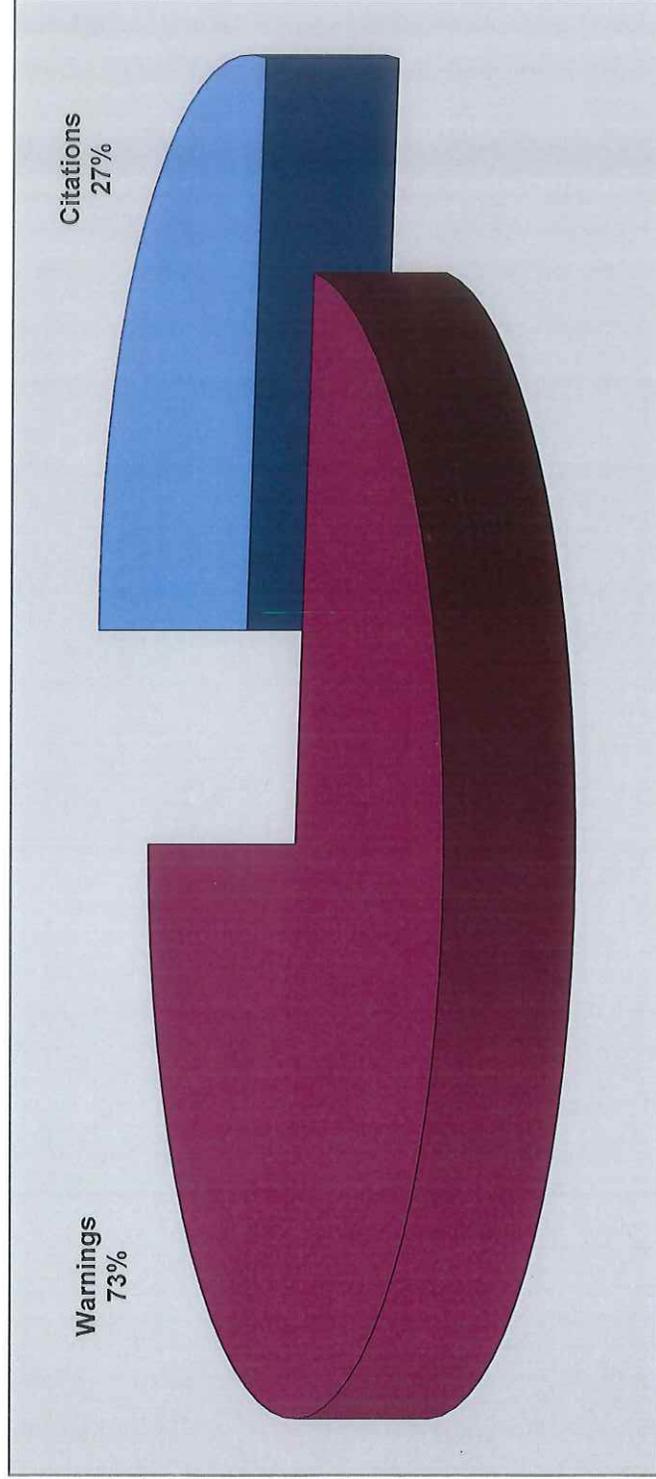


### Major Crime Comparison March 2018/2019



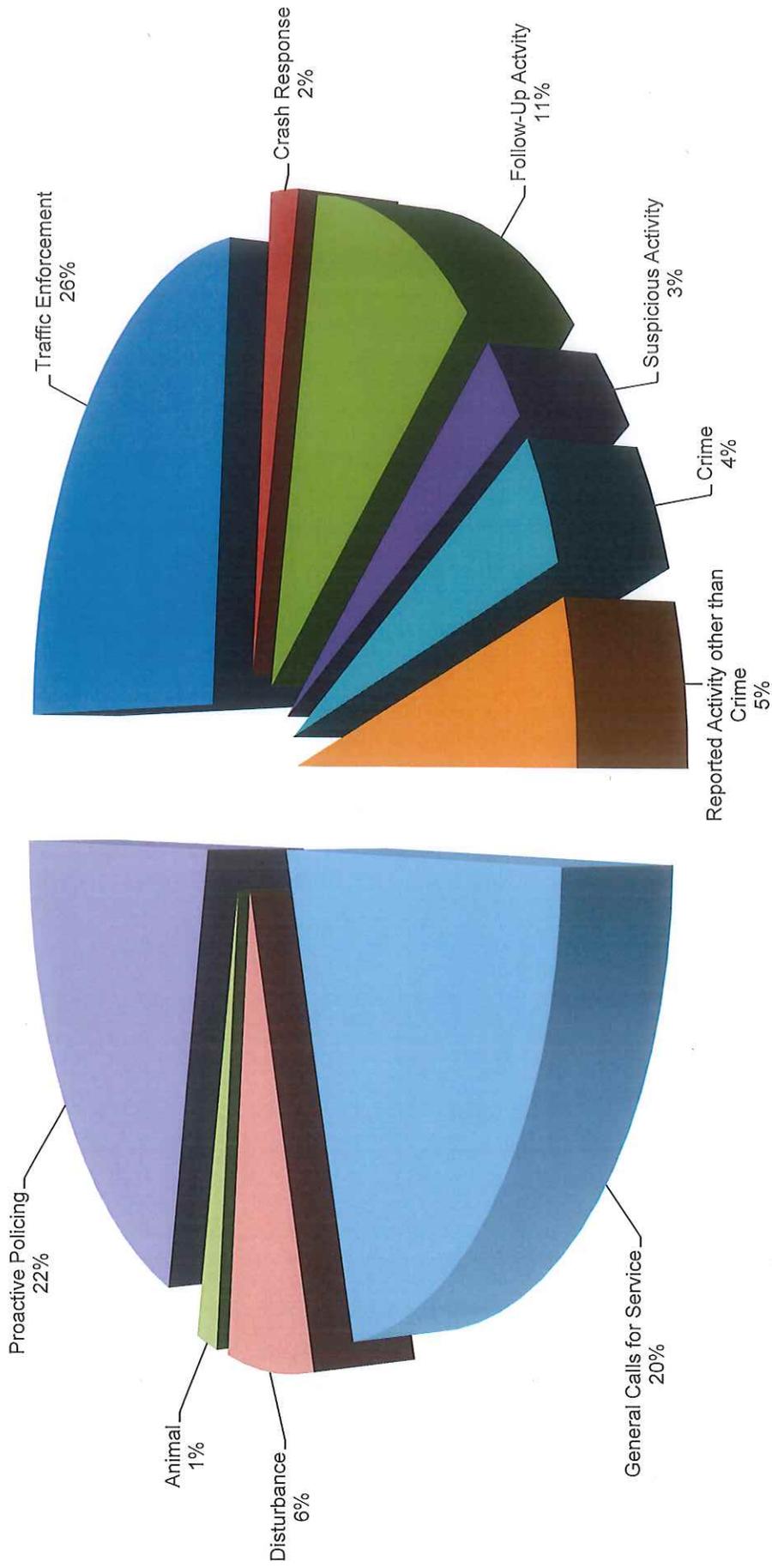
# March 2019 Traffic Stops Warnings/Citations Comparison \*

Traffic Stops



\* Data does not take into account multiple citations issued on a single stop.

# March 2019 Allocation of Police Services



**SPARTA POLICE DEPARTMENT**

**Monthly Generated Income Report to the Common Council**

**Report for March 2019**

<b>PARKING TICKETS:</b>	<b>TOTALS:</b>
Monthly Total	\$2,920.00

<b>GENERAL FUNDS:</b>	
Direct Seller's Permit & Copy Fees	\$145.06

<b>OTHER INCOMES:</b>	
Roxanne Metcalf (Towing 18-1641 - Operating)	\$211.00
Total Revenue	\$3,276.06
Less Amount Paid Directly or Previously Deposited to City Hall	\$0.00
Less Parking Amount Paid Directly to City Hall	\$0.00
Less Parking Paid by Tax Intercept	\$250.00
Less Parking Paid by Credit Card & PayPal	\$848.50
<b>TOTAL DEPOSIT</b>	<b>\$2,177.56</b>

Highlighted lines indicate previously deposited with City hall with the exception of parking tickets which is indicated on 3rd to last line.

# Parking Summary By Ordinance

Sparta Police Department

From 03/01/2019 To 03/31/2019

Date Run: 4/1/2019 3:53PM

Ordinance Description	Current Month	Fine Total	Year To Date	Same Month	
				Prior Year	Last Year
All Other Parking (New)	0	\$0	0	0	1
Alternate	0	\$0	0	96	166
Alternate Side Parking (New)	20	\$300	317	0	71
Excess of 48 Hour Parking (New)	1	\$15	5	0	5
Excess of 48 Hours	0	\$0	0	4	30
Handicapped	1	\$100	1	1	5
No 2:00 am - 6:00 am	0	\$0	0	4	29
No 2AM-6AM Parking (New)	7	\$105	30	0	13
No Parking Anytime	0	\$0	0	0	9
No Parking Anytime (New)	5	\$75	5	0	3
No Truck or Van	0	\$0	0	0	10
No Truck or Van Parking (New)	0	\$0	0	0	2
Overnight Parking	0	\$0	0	6	13
Overnight Parking (New)	6	\$90	19	0	10
Residential Parking	0	\$0	0	0	2
Restricted	0	\$0	0	1	22
Restricted Parking-CS (New)	0	\$0	1	0	1
Restricted Parking-In City Park (New)	0	\$0	2	0	1
School Parking Violation (New)	0	\$0	0	0	1
State Traffic Parking	0	\$0	0	0	8
Two Hour Parking (New)	0	\$0	1	0	0
<b>Totals:</b>	<b>40</b>	<b>\$685</b>	<b>381</b>	<b>112</b>	<b>402</b>

Transaction - Last month  
03/01/2019 through 03/31/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>Capital Outlay - Building 402-54020-631</b>								
03/01/2019	Capital Outlay - ...	13569	Flock's Heating...	Boiler Mainten...	[Capital Outlay ...]	Invoice	R	-4,456.35
03/04/2019	Capital Outlay - ...	13674	Flock's Heating...	Sales Tax	[Capital Outlay ..]	Invoice	R	-3,690.00
03/11/2019	Capital Outlay - ...	13673	Flock's Heating...	Replace moto...	[Capital Outlay ...]	Invoice	R	192.37
03/11/2019	Capital Outlay - ...	13674	Flock's Heating...	Thermostat - ...	[Capital Outlay ...]	Invoice	R	-698.94
<b>Electric 100-52100-220</b>								
03/13/2019	Electric 100-52...		Xcel Energy	Department	[Electric 100-52...]	Check	R	-259.78
03/29/2019	Electric 100-52...		Xcel Energy	Police Evidence	[Electric 100-52...]	Check	R	-627.17
<b>Equipment - Radios 401-54010-540</b>								
03/04/2019	Equipment - Ra...	1917180	Witmer Public ...	19PO13 - (4)	[Equipment - R...]	Invoice	R	-40.78
03/07/2019	Equipment - Ra...	118791	Air Science	Ductless Furn...	[Equipment - R...]	Check	R	-20,103.50
03/07/2019	Equipment - Ra...	118794	Cellebrite	Cell Phone H...	[Equipment - R...]	Check	R	-421.00
03/27/2019	Equipment - Ra...	1917180.002	Witmer Public ...	19PO13 (x6)	[Equipment - R...]	Invoice	R	-5,092.00
<b>Equipment - Squads 401-54010-531</b>								
03/04/2019	Equipment - Sq...	4112	Belco	Ambulance de...	[Equipment - S...]	Invoice	R	-13,959.00
03/12/2019	Equipment - Sq...		Sleepy Hollow	Squads	[Equipment - S...]	Invoice	R	-631.50
03/25/2019	Equipment - Sq...	1640	Zuercher	RMS Software...	[Equipment - S...]	Invoice	R	-58,602.39
<b>Gas-Oil</b>								
03/04/2019	Gas-Oil		Kwik Trip	February Stat...	[Gas-Oil]	Invoice	R	-2,568.99
<b>Heating 100-52100-221</b>								
03/05/2019	Heating 100-52...		WE Energies		[Heating 100-5...]	Invoice	R	-2,210.64
<b>Office Supplies 100-52100-310</b>								
03/05/2019	Office Supplies...	1623048653	Staples	19PO20 & 19...	[Office Supplie...]	Invoice	R	-639.62
03/20/2019	Office Supplies...		Wal-Mart	February Stat...	[Office Supplie...]	Invoice	R	-732.07
03/27/2019	Office Supplies...	1623408528	Staples	19PO34, 19P...	[Office Supplie...]	Invoice	R	-270.23
<b>Operating 100-52100-340</b>								
03/01/2019	Operating 100-...		Arnold's Servic...	Towing of Bla...	[Operating 100-...]	Invoice	R	-18.97
03/01/2019	Operating 100-...		Balance Adjust...		[Operating 100-...]	Invoice	R	-442.87
03/04/2019	Operating 100-...	24329666	EO Johnson	Copies	[Operating 100-...]	Invoice	R	-85.00
03/04/2019	Operating 100-...	1354783	Streicher's	Collar Brass	[Operating 100-...]	Invoice	R	53.60
03/04/2019	Operating 100-...		The Hardware ...	Nozzle for wat...	[Operating 100-...]	Invoice	R	-256.76
03/05/2019	Operating 100-...		State Departm ...	WORCS	[Operating 100-...]	Invoice	R	-32.00
03/05/2019	Operating 100-...	2147	1st Community ...	February Stat...	[Operating 100-...]	Invoice	R	1.30
03/05/2019	Operating 100-...		Galls	16063 Exchan...	[Operating 100-...]	Invoice	R	-56.00
03/05/2019	Operating 100-...		Wisconsin Dep...	Parking Tickets	[Operating 100-...]	Check	R	-115.53
03/07/2019	Operating 100-...		Mayo Clinic	February Bloo...	[Operating 100-...]	Invoice	R	-89.49
03/07/2019	Operating 100-...		RIPP	February rental	[Operating 100-...]	Invoice	R	-5.00
							R	-180.00
							R	-40.00

**Transaction - Last month**  
03/01/2019 through 03/31/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
03/11/2019	Operating 100-...		The Hardware ...	Nozzle for wat...	[Operating 100-...	Invoice	R	-6.49
03/14/2019	Operating 100-...	1354784	Carol Leis	Sewing - 6 shi...	[Operating 100-...	Invoice	R	-108.00
03/20/2019	Operating 100-...		Wal-Mart	February Stat...	[Operating 100-...	Invoice	R	-12.32
03/20/2019	Operating 100-...	135162	Davis & Stanto...	Uniform Polic...	[Operating 100-...	Invoice	R	-83.00
03/20/2019	Operating 100-...	106650623	Uline	19PO40 (CD ...	[Operating 100-...	Invoice	R	-77.86
03/22/2019	Operating 100-...	915303	Carol Leis	Sewing badges	[Operating 100-...	Invoice	R	-36.50
03/25/2019	Operating 100-...	2146	Tracker Products	Labels for evi...	[Operating 100-...	Invoice	R	-64.90
03/28/2019	Operating 100-...		Wisconsin Dep...	Parking Tickets	[Operating 100-...	Check	R	-30.00
<b>Pubs-Dues-Sems 100-52100-320</b>								
03/01/2019	Pubs-Dues-Se...		David Kuderer	Chiefs Confer...	[Pubs-Dues-Se...	Reimbur...	R	-134.87
03/05/2019	Pubs-Dues-Se...		1st Community ...	February Stat...	[Pubs-Dues-Se...	Invoice	R	-1,451.30
03/11/2019	Pubs-Dues-Se...		Criminal Justice	Career Day - ...	[Pubs-Dues-Se...	Check	R	-35.00
03/15/2019	Pubs-Dues-Se...		Christine Haas	Travel to conf...	[Pubs-Dues-Se...	Reimbur...	R	-230.22
03/15/2019	Pubs-Dues-Se...	19014	FORCE Conce...	Document For...	[Pubs-Dues-Se...	Invoice	R	-349.00
03/27/2019	Pubs-Dues-Se...	8227	Western Techn...	Mrdjenovich - ...	[Pubs-Dues-Se...	Invoice	R	-25.00
<b>Repairs &amp; Maintenance 100-52100-240</b>								
03/12/2019	Repairs & Main...	317867	Goodyear Auto...	Squad #53	[Repairs & Mai...	Invoice	R	-891.96
03/14/2019	Repairs & Main...		Kenworthy's Tr...	WO #s 05480...	[Repairs & Mai...	Invoice	R	-7,956.66
03/14/2019	Repairs & Main...	317868	Belco	#80 squad - d...	[Repairs & Mai...	Invoice	R	-90.00
03/22/2019	Repairs & Main...	10933	Arnold's Servic...	Squad #22	[Repairs & Mai...	Invoice	R	-298.93
03/22/2019	Repairs & Main...	10973	Arnold's Servic...	Squad #82	[Repairs & Mai...	Invoice	R	-96.00
03/28/2019	Repairs & Main...	10974	Goodyear Auto...		[Repairs & Mai...	Invoice	R	-363.84
03/29/2019	Repairs & Main...		Brian James	New Headligh...	[Repairs & Mai...	Reimbur...	R	-25.31
<b>Shooting Program 100-52100-341</b>								
03/05/2019	Shooting Progr...		1st Community ...	February Stat...	[Shooting Progr...	Invoice	R	-130.00
<b>Telephone 100-52100-391</b>								
03/11/2019	Telephone 100...		Verizon	03/02-04/01	[Telephone 100...	Invoice	R	-515.53
03/11/2019	Telephone 100...		CenturyLink	03/04 - 04/03	[Telephone 100...	Invoice	R	-556.90
03/12/2019	Telephone 100...		CenturyLink	03/04 - 04/03	[Telephone 100...	Invoice	R	-2.17
<b>Uniform Allowance 100-52100-393</b>								
03/04/2019	Uniform Allowa...	12048376	Galls	19UN003 #53	[Uniform Allow...	Invoice	R	-123.98
03/05/2019	Uniform Allowa...		1st Community ...	February Stat...	[Uniform Allow...	Invoice	R	-1,086.87
03/15/2019	Uniform Allowa...		Christine Haas	Uniform Reim...	[Uniform Allow...	Reimbur...	R	-94.20
03/15/2019	Uniform Allowa...	12056772	Galls	19UN018 #46	[Uniform Allow...	Invoice	R	-76.55
03/20/2019	Uniform Allowa...		Jose Tovar	19UN020 & 1...	[Uniform Allow...	Reimbur...	R	-233.94
03/22/2019	Uniform Allowa...	915303	Carol Leis	Heming pants...	[Uniform Allow...	Invoice	R	-24.00
<b>OVERALL TOTAL</b>								<b>-103,428.70</b>

# Sparta Police Department



121 E. Oak Street Sparta, WI 54656

[www.spartawisconsin.org](http://www.spartawisconsin.org)

David Kuderer  
Chief of Police

Fax (608) 269-2156  
Phone (608) 269-3122



May 2, 2019

Public Safety Committee Members  
City of Sparta  
201 W. Oak St.  
Sparta, WI 54656

RE: Denial of Alcohol Beverage License Application for Stacey Hoffmann

Committee Members,

I have reviewed the Alcohol Beverage License Application submitted by Stacey Hoffman and recommend denial based on the following back ground information:

- Convicted of Adult Drug Paraphernalia on October 9, 2018
- Stacey didn't truthfully answer question #2 on the supplication (falsification of a legal document)

Question #2 stated the following: *Have you ever been convicted of any offenses (other than traffic unrelated to alcoholic beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?* Stacey Hoffmann's answer was "No".

Stacey Hoffmann has been convicted of the following offenses:

- OWI on 3/19/2009
- Disorderly Conduct on 1/11/2001
- Bail Jumping-misdemeanor on 10/09/2018
- Disorderly Conduct while using a dangerous weapon on 10/09/2018
- Drug Paraphernalia on 10/09/2018

The denial recommendation is supported by:

Sparta City Ordinance Article II Sec. 12-27 (b) (2).c.3. (3) Any non-felony drug related convictions or pending charges within the last 12 months.

Stacey Hoffmann signed the bottom of the application stating that all the questions have been truthfully answered to the best of her knowledge.

The above recommendation is made in accordance with current guidelines.

Respectfully submitted,

David Kuderer  
Chief of Police

# Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning 20 19 ;  
ending 20 19

TO THE GOVERNING BODY of the:  Town of } Sparta  
 Village of }  
 City of }

County of Monroe Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named  Individual  Partnership  Limited Liability Company  
 Corporation / Nonprofit Organization

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Stacey Hoffmann

5-1-19

Applicant's WI Seller's Permit No.:		FEIN Number:	
LICENSE REQUESTED ▶			
TYPE	FEE		
<input type="checkbox"/> Class A beer	\$		
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>		
<input type="checkbox"/> Class C wine	\$		
<input type="checkbox"/> Class A liquor	\$		
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A		
<input type="checkbox"/> Class B liquor	\$		
<input type="checkbox"/> Reserve Class B liquor	\$		
<input type="checkbox"/> Class B (wine only) winery	\$		
Publication fee	\$ <u>17.00</u>		
<b>TOTAL FEE</b>	<b>\$ <u>117.00</u></b>		

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

Title	Name (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member	<u>Hoffmann Stacey</u>	<u>1408 James P.O. Box 304 Bangor</u>	<u>54614</u>
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Stacey Hoffmann</u>		
Directors/Managers			

3. Trade Name Stell's Grand Slam Concession Stand Business Phone Number 608 351-9404  
4. Address of Premises Memorial Park Post Office & Zip Code 54614

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No
8. (a) Corporate/limited liability company applicants only: Insert state \_\_\_\_\_ and date \_\_\_\_\_ of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Concession Stand
10. Legal description (omit if street address is given above): \_\_\_\_\_
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
(b) If yes, under what name was license issued? \_\_\_\_\_
12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277].  Yes  No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].  Yes  No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

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

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Hoffmann</u>		(first name) <u>Stacey</u>		(middle name)	
Home Address (street/route) <u>1408 James St</u>		Post Office <u>P.O. Box 304</u>	City <u>Bangor</u>	State <u>WI</u>	Zip Code <u>54614</u>
Home Phone Number <u>1208-351-9404</u>		Age <u>40</u>	Date of Birth <u>08/18/1978</u>	Place of Birth <u>Wisconsin</u>	

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

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

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

- How long have you continuously resided in Wisconsin prior to this date? 40 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>Neshance Sports/Dandys</u>	Employer's Address <u> Hwy 16 West Salem</u>	Employed From <u>2018</u>	To <u>2019</u>
Employer's Name <u>Rockeland Stop &amp; Go</u>	Employer's Address	Employed From <u>2010</u>	To <u>2018</u>

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Stacey Hoffmann  
(Signature of Named Individual)

4-17-19

### Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 4-16-19

Town  Village  City of Sparta

County of MONROE

The named organization applies for: (check appropriate box(es))

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
  - Church
  - Lodge/Society
  - Chamber of Commerce or similar Civic or Trade Organization
  - Veteran's Organization
  - Fair Association

(a) Name SPARTA FESTIVALS, INC.

(b) Address P.O. Box 89 Sparta, WI 54656  
(Street)  Town  Village  City

(c) Date organized 2-17-84

(d) If corporation, give date of incorporation 2-17-84

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Kim Smith

Vice President Charles Weaver

Secretary Colin Nugent

Treasurer Garlyan Brookshaw

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Memorial Park - Rusk Ave. Sparta, WI

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? No

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

### 3. Name of Event

(a) List name of the event Butterfest

(b) Dates of event JUNE 6 thru June 9 2019

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Kim Smith  
(Signature/date)

Officer Garlyan Brookshaw  
(Signature/date)

Date Filed with Clerk 4-17-19

Date Granted by Council \_\_\_\_\_

SPARTA FESTIVALS  
(Name of Organization)

Officer Charles Weaver  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. \_\_\_\_\_

\$ 35.00

CITY OF SPARTA

APPLICATION FOR MISCELLANEOUS LICENSE,  
AND/OR LICENSES

City of Sparta,  
Monroe County, Wisconsin

Name John Hendricks

Address 111 Milwaukee St

Business Name Sparta Area Chamber

Business Address \_\_\_\_\_

Phone No. (Home) \_\_\_\_\_ (Business) 608 269-4123

I, Sparta Area Chamber

the undersigned hereby apply for the following license, or

licenses. Carnival

June 6 - June 9

under all provisions of Federal Law, Wisconsin State Statutes, and the Ordinances  
of the City of Sparta, County of Monroe, governing the issue of such license, or  
licenses.

DATED AT SPARTA, WISCONSIN 4-23, 2019

J Hendricks  
Signature of Applicant

Receipt # 2020079 Amt. Paid 35.00

4-23-19

Date Issued \_\_\_\_\_ License No. \_\_\_\_\_



**julie hanson**

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**From:** Diller, Becky A. <Becky.Diller@quarles.com>  
**Sent:** Tuesday, April 16, 2019 9:24 AM  
**To:** julie hanson  
**Subject:** Walmart #979 - Request for Change of Premises Description [QBLLP-ACTIVE.FID39340272]  
**Attachments:** Walmart Online Grocery Pickup Procedure Guide.pdf; Walmart #979 - Floor Plan and Site Map.pdf

Dear Julie,

You are aware that Quarles & Brady serves as legal counsel for Walmart with respect to alcohol beverage licensing for its Wisconsin stores. As follow-up to our phone conversation, this email is to provide you with details regarding an online grocery pickup service that Walmart is launching in select Wisconsin stores. Customers using this service will be able to place an order online and provide a credit card to hold the order. The customer will then come to their local Walmart store to complete the payment and pick up the order at a dedicated parking space.

Walmart would like to offer their customers in your community the opportunity to include alcohol beverages in an online order. We have contacted the Wisconsin Department of Revenue, which has confirmed that this is permitted under State law provided payment is made at the time of pickup and the customer's age is verified by an employee licensed to sell alcohol beverages in a face-to-face transaction that occurs within the licensed premises. Walmart, therefore, is seeking to amend the premises description in its current license to include the pickup location (dedicated parking spaces), as follows:

1 room, 1 story, approximately 157,816 sq. ft. including stalls and/or canopy locations in parking lot specifically designated for online grocery pickup.

Attached to this email are the following documents which provide more detailed information about the online grocery program:

- \* A copy of Walmart's Online Grocery Pickup Procedure Guide.
- \* A combination floor plan and site map of the local Walmart store which shows (1) the secured area in the store where shopping carts will be held for customer pickup (highlighted in orange) and (2) the location in the parking lot of the dedicated parking spaces which will be designated for online grocery pickup.

Please let us know whether this change of premises description will require approval of the Sparta City Council and/or Committee thereof. If so, we kindly request that the proposed amendment be considered at their next upcoming

meeting(s) as Walmart would like to rollout this program in your municipality on or around June 15th. Also, we would be pleased to make a representative from the local Walmart store available at all such meetings to answer any questions the Council or Committee members may raise.

Please let us know if you need any additional information.

Regards,  
Becky

Becky Diller / Paralegal/Office Administrative Coordinator [Becky.Diller@quarles.com](mailto:Becky.Diller@quarles.com) / LinkedIn  
<<https://www.linkedin.com/company/quarles-&-brady-llp>> BIO <<http://www.quarles.com/rebecca-diller/>> vCard  
<<http://www.quarles.com/rebecca-diller.vcf>>

Quarles & Brady LLP

150 South Fifth Street, Suite 1800 / Minneapolis, MN 55402 Office 612-224-3756 / [quarles.com](http://quarles.com)

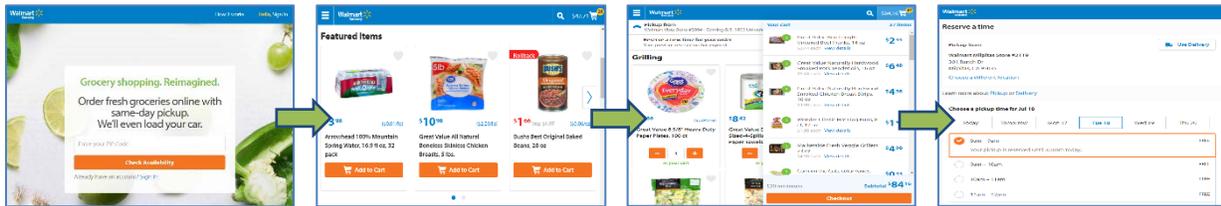
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# Compliance & Ethics

## Online Grocery Pickup Procedure Guide

### Placing Order

- Customer visits [walmart.com/grocery](http://walmart.com/grocery) and creates an account by providing applicable information such as phone #, zip code, email address, etc.
- Based on the customer's zip code, he or she will be provided with a list of the closest stores eligible for Walmart Online Grocery Pickup program
- Customer selects desired pickup store location and the pickup timeframe
- Customer completes the order by supplying Walmart with payment information
- Walmart authorizes and holds the card information but funds are not transferred from the card



- Where allowed by state and local law, customers can include alcoholic beverage product in their online grocery order through [walmart.com/grocery](http://walmart.com/grocery).

- All alcoholic beverage product item pages are flagged with a notification explaining the restrictions around purchasing this product (pictured right)

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

The sale of alcohol to minors is prohibited.

At delivery or pickup, you must show a valid photo ID and provide a signature confirming that you are age 21 or over. Accepted forms of ID are: Driver's Licenses, State-issued Identification Cards, U.S. Passports, Military Identification Cards, U.S. Immigration Cards, or Tribal IDs in specific states, or other similar government issued IDs that are recognized within the state. Drivers will not deliver to anyone who appears to be intoxicated. No discounts, coupons or tax-exempt sales may be applied to alcohol. An order of alcohol totaling 20 gallons or more will not be allowed.

- If the customer checkouts with an alcoholic beverage product in their basket, another notification is displayed at checkout (pictured right) and an acknowledgement box must be checked by the customer (pictured below).

**Alcohol Disclosure** ⓘ

By checking this box, you confirm that you are at least 21 years old and will not resell any alcohol you purchase.

**Alcohol Disclosure** ⓘ

**Your order contains alcohol. Please read our policy before purchase.**

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

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# Compliance & Ethics

## Online Grocery Pickup Procedure Guide

### Picking / Staging

- On the day a customer is scheduled to pickup an order, a Walmart associate, identified as a “Personal Shopper,” will “shop” for the customer order in the store
- All shopping is completed on the pickup day to ensure customer receives the freshest products



- If a customer’s order contains an alcohol beverage product, the product is assigned to a “Restricted” commodity group to ensure only personal shoppers that have taken the appropriate training and are of a legal age will pick the alcohol beverage product
- Only personal shoppers meeting the age requirements within the regulatory jurisdiction are allowed to handle and/or dispense orders with alcohol beverage products
- **In Wisconsin**, Personal shoppers must hold an operator/bartender license issued by their local municipality
- The picking carts that our shoppers use to pick items, have a roll of stickers labeled with the word “alcohol”
- Orders containing alcohol beverage products are bagged and labeled with an alcohol sticker (*pictured right*)
- This sticker enables our personal shoppers to clearly identify items that are subject to additional regulatory restrictions
- All picked orders are kept in a secure backroom staging area, not open to the public, and only where Walmart employees are permitted to enter
- Online Grocery orders are staged separately than other online orders (Site to Store or Pickup Today programs)



# Compliance & Ethics

## Online Grocery Pickup Procedure Guide

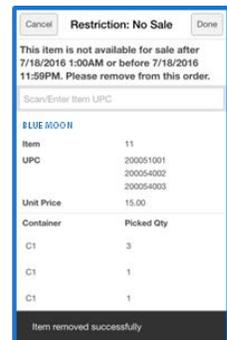
### Customer Pickup: Order Review

- Online Grocery Pickup is currently offered between 8am – 8pm, 7 days a week (except holidays or other store closures)
- When the customer arrives, they notify our personal shoppers of their arrival by calling, using mobile check-in, or check-in via the pickup kiosk (options vary by location)
- The personal shopper assigned to dispense the order uses the handheld device to identify the order number and pull the appropriate totes from the staging areas
- Prior to putting the customer's order in their vehicle, the personal shopper uses their handheld device to review the order with the customer
- The personal shopper will also review any substituted items, fragile items, out of stock items, and verify customer's identification if the customer purchased any age restricted items
- This review allows the customer to ensure they are getting what they want and provides the customer an opportunity to return or reject any item

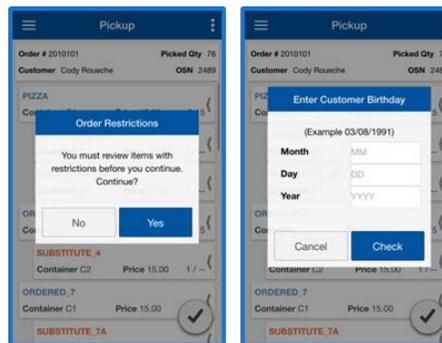


- Only personal shoppers meeting the age requirements within the regulatory jurisdiction are allowed to handle and/or dispense orders with alcohol beverage products
- If a customer's order includes alcohol beverage product, the personal shopper is prompted by their handheld device that there are restricted items in their order

- If alcohol is not allowed to be sold at the time of dispense, the associate is notified (via their handheld device) that sale of the product is currently restricted, the items are automatically removed from the customer's digital basket (the customer will not be charged), and the personal shopper will remove the physical product from the order (pictured right)



- The personal shopper will request valid identification and enter the customer's date of birth from the identification into their handheld device (pictured below)



# Compliance & Ethics

## Online Grocery Pickup Procedure Guide

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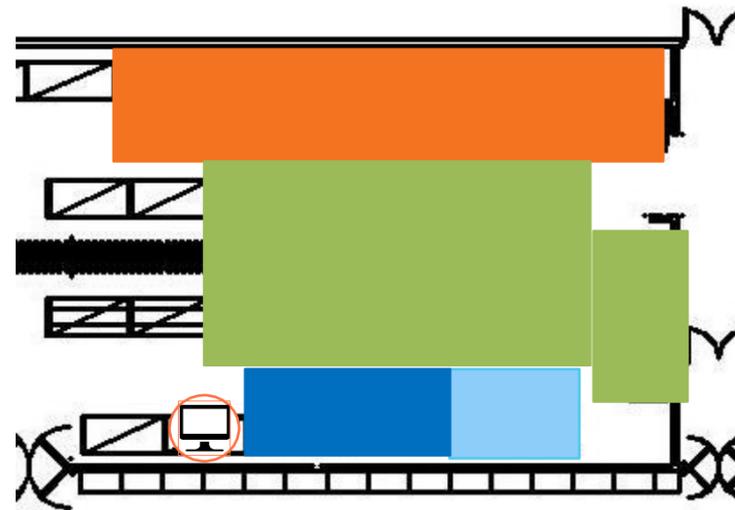
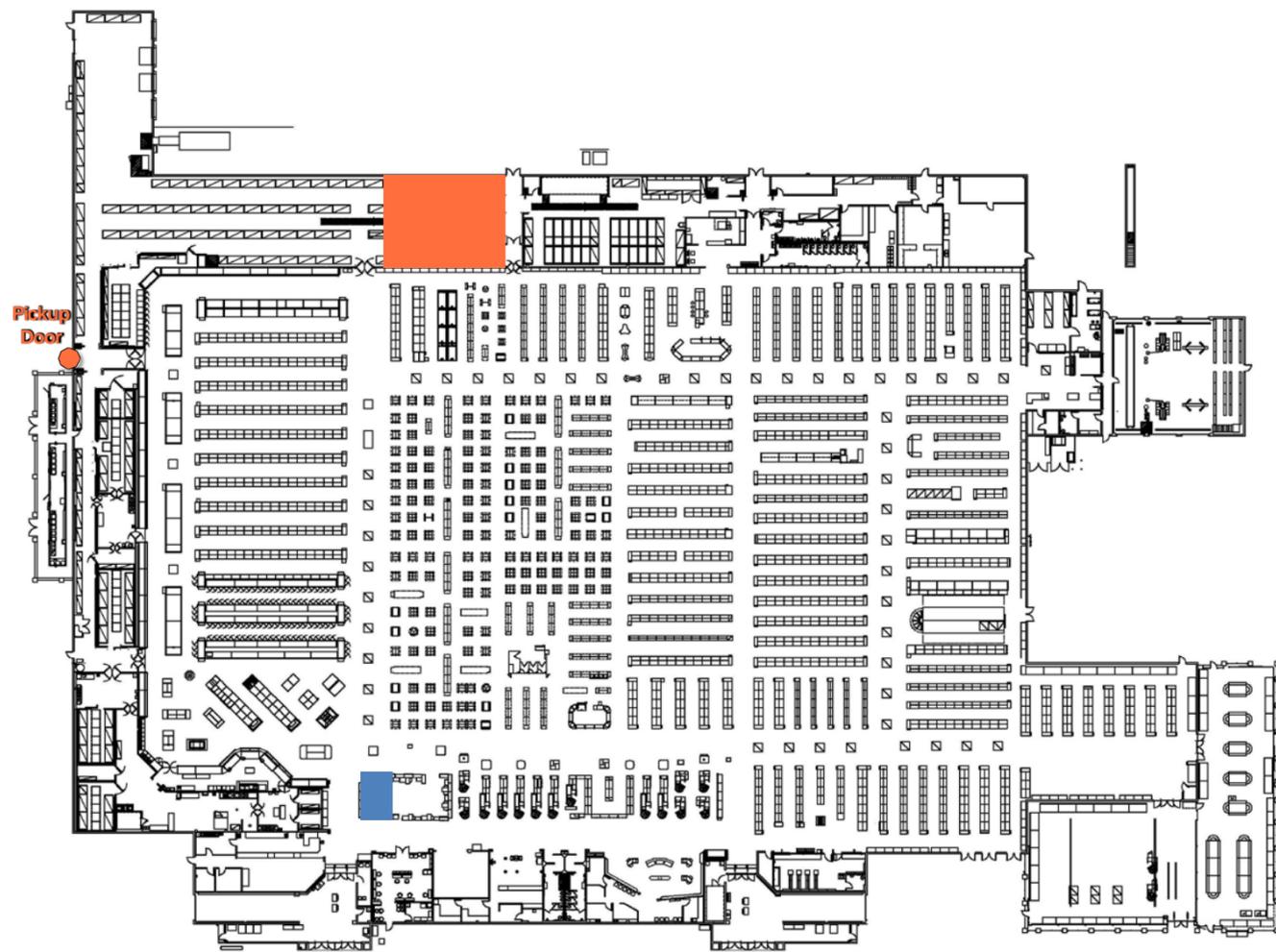
- If over 21, the customer can sign for the order, and the personal shopper can place the final order into the customer's vehicle
- If the customer is under 21 and/or cannot provide a valid ID, the alcohol beverage products are removed from the customer's order and the customer is not charged for these products. (pictured right)



### Customer Pickup: Dispensing

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





Check-In  
Inlane (Standard)



Solution  
Canopy

Stall Quantity  
10

