



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Alcohol Policy Subcommittee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of: **Alcohol Policy Committee**

Date/Time: Wednesday, July, 5 2023 @ 1:00 p.m. Central Time (US and Canada)

Location: The meeting will be conducted as a hybrid meeting. (Virtual and In Person)

In-Person: at Stoughton Area EMS, 516 S. 4th Street, Stoughton, WI 53589

Virtual: You can join the meeting from your computer, tablet, or smartphone via Zoom

<https://us06web.zoom.us/j/84692144333?pwd=OUhNbUtlQ3lMMk95ZzJydjlxG9LQT09>

Meeting ID: 846 9214 4333

Passcode: 871704

One tap mobile

+13052241968,,84692144333#,,,,*871704# US

+13092053325,,84692144333#,,,,*871704# US

Members: Joseph Baird (Chair), Teresa Pellett, Jim Baldauf, Todd McVey, Jerry Deschane, DJ Payton, Adam Wallace, Chad O'Neil, Cole Sargent

Item # AGENDA

1. Call to Order
2. Communications
3. Approval of June 6, 2023 Meeting Minutes

OLD BUSINESS

NEW BUSINESS

4. Prioritize Municipal Alcohol Policy Inventory
5. Update on the Re-Design of the Liquor License Program
6. Review Best Practices for Outdoor Events & Festivals

FUTURE AGENDA ITEMS/Guests:

ADJOURNMENT

cc. Mayor Swadley, Department Heads, Council, Attorney Matt Dregne, Library Clerical Asst., Receptionists, Stoughton Newspapers/Wisc State Journal ***Note:** An expanded meeting may constitute a quorum of the Council. Meeting may close per Statutes 19.85 (1)(b) to consider the licensing of a person, then reopen for regular course of business.

Dial by your location

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

Meeting ID: 865 3203 7682

Passcode: 301167

Find your local number: <https://us06web.zoom.us/j/kc5P0ymI3b>

City of Stoughton

Alcohol Policy Subcommittee

Meeting notes for June 6, 2023

The Alcohol Policy Subcommittee held its monthly meeting on Tuesday, June 6, 2023 at the EMS Training Room, 516 S. 4th Street, Stoughton, WI 53589. Individuals present included: Teressa Pellett, Joseph Baird (Chair), Jim Baldauf, Jerry Deschane, Cole Sargent (attending virtually), Mayor Tim Swadley.

Item #	AGENDA
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1. Call to Order: The meeting was called to order at 1:00 pm by Joseph Baird.

OLD BUSINESS :

2. **Communications-none.**
3. **Approval of meeting minutes 4-4-23:** Motion to approve made by Deschane and seconded by Baldauf and carried. (No meeting in May, therefore no minutes for that month.)

NEWBUSINESS

4. **Subcommittee description.** Pellett reported that the Public Safety Committee has discussed the subcommittee description but tabled it for more information.
5. **Committee Chair and Secretary:** No change to existing roles for the time being.
6. **Future meetings:** Change subcommittee meeting time to First Thursday of the Month at 5:00 p.m. to accommodate needs of subcommittee members. Motion to approve by Baldauf, seconded by Deschane and carried.
7. **Municipal Alcohol Policy Inventory Prioritizing:** After discussion, it was agreed by consensus that Pellett will discuss with Sargent and bring back recommendations.
8. **Retailer Information Meeting:** Looking to schedule a meeting in August or September. Draft agenda was reviewed. No actions taken.
9. **Liquor License holders:** List was reviewed and discussed. No actions taken.
10. **New Liquor License Application Process:** Online application process in place; needs a few tweaks. New process streamlined for applicants and city, with Clerk-level approval for routine applications and committee/council review and approval available for applications with issues substantially related to licensure. No actions taken.
11. Adjournment: Jim Baldauf motioned, seconded by Deschane and passed; adjourn at

1:51 p.m.

Topic: Community Well-being	Ordinance(s) Citation	Policy Summary	Is it enforced and how?	Links
Chapter 125 Adopted	Sec. 14-33	"The provisions of the Wisconsin Statutes set forth in this section are adopted and made a part of this section by reference, exclusive of any provisions thereof relating to the penalty to be imposed or the punishment for violation of such statutes. A violation of any such provision shall constitute a violation of this section. This adoption by reference shall include all amendments of and to the listed provisions. Any act required to be performed or prohibited by any statute incorporated in this section by reference is required or prohibited by this section."		https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nodeId=MUCO_CH14B_U_ARTIIALBE_S14-33STSTAD
Click & Collect Regulations	None			
Open Intoxicants, ban or limits	Sec. 50-6(a)	"No person shall carry or expose to view any open can, bottle or any other container of malt beverages, intoxicating liquor or other alcohol beverages or drink the same on any sidewalk, street, alley, parking lot, or other public place, except as provided in subsection (b)."		https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nodeId=MUCO_CH50FMIP_R_S50-6ALBEPUPL
Alcohol-free venues & parks	Sec.50-6(b)	"Fermented malt beverages and wine coolers may be possessed and consumed in Mandt Park, Virgin Lake Park, East Park, Bjoin Park, Norse Park, Rotary Park, Racetrack Park, and Nordic Ridge Park only with the prior written authorization of the parks and recreation department and city clerk."		https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nodeId=MUCO_CH50FMIP_R_S50-6ALBEPUPL
Limitations on Single serving sizes & kegs	None			
Signage Limitations	Sec.78-812	No sign accessory to any parking area shall be permitted except in compliance with the following regulations:		https://library.municode.com/wi/stoughton/codes/code_of_ordinances?n

		<p>(1) One sign may be erected to designate each entrance to or exit from a parking area; each such sign shall be no more than five square feet in area; such signs are exempt from minimum setback requirements but shall be located at least one foot behind the lot line. Such signs shall not contain non-directory content.</p> <p>(2) One sign designating the conditions of use shall be permitted for each parking area; each such sign shall be limited to a maximum area of nine square feet. Such signs are exempt from minimum setback requirements but shall be screened from adjoining property</p> <p>Rules regarding advertisements over windows or at height of youth?</p>		<p>odId=MUCO_CH78ZO_AR TVIIISIRE_S78-812SIACPAA R</p>
Topic: Licensing				
Clear procedure for awarding licenses	Ch. 14, Art. II, sec 14-36-application; sec.14-38 issuance of license; Wisconsin statute 125.04 General licensing requirements	“The application for such licenses shall be in writing on forms furnished by the state department of revenue and shall contain the following information verified under oath by the applicant.”		<p>https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nOdId=MUCO_CH14BU_ARTIIIALBE_S14-32ALBELI</p>
Public notice & involvement during application review	Sec 14-31-Revocation, suspension, or non-renewal of license	“The following provisions shall apply to the revocation, suspension or nonrenewal of any license issued pursuant to this chapter notwithstanding any other provisions of this chapter, except those providing for revocation or suspension of any license by the court:”		<p>https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nOdId=MUCO_CH14BU_ARTIIIALBE_S14-32ALBELI</p>

Guidelines or criteria set for awarding licenses	Ch. 14, Art. II, sec 14-36-application; sec.14-38 issuance of license; Wisconsin statute 125.04 General licensing requirements	"The application for such licenses shall be in writing on forms furnished by the state department of revenue and shall contain the following information verified under oath by the applicant..."		https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nodeId=MUCO_CH14BU_ARTIIALBE_S14-32ALBELI
Policy or guidelines for granting operators' licenses	Sec 14-33 State statute adopted 125.17 issuance of operator's license; 125.04 general licensing requirements	"The provisions of the Wisconsin Statutes set forth in this section are adopted and made a part of this section by reference, exclusive of any provisions thereof relating to the penalty to be imposed or the punishment for violation of such statutes. A violation of any such provision shall constitute a violation of this section. This adoption by reference shall include all amendments of and to the listed provisions. Any act required to be performed or prohibited by any statute incorporated in this section by reference is required or prohibited by this section."		https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nodeId=MUCO_CH14BU_ARTIIALBE_S14-33STSTAD
Are licensees disciplined?	Sec. 14-42(b) point schedule	<i>Purpose.</i> The purposes of this section are to require the public safety committee to initiate nonrenewal, revocation or suspension proceedings under certain conditions, and to specify the minimum suspension that shall be imposed under certain conditions. Nothing in this section is intended to limit or modify the city's authority to refuse to renew, suspend or revoke any license under this chapter, or to require the city to apply the point schedule for any purpose other than those purposes expressly provided for in this section.		https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nodeId=MUCO_CH14BU_ARTIIALBE_S14-42POVAALBE_LIOUCOPECALIVIRESU

Alcohol license conditions frequently applied	None			
Topic: Underage Drinking				
Ongoing regular alcohol age compliance checks	None	Done twice per year by the Stoughton Police Department		
Citations issued to ages 18+ for providing locations for drinking	Ch 50 Sec. 50-14	“The common council of the City of Stoughton intends to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence, and intends to hold persons civilly responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol”		https://library.municode.com/wi/stoughton/codes/code_of_ordinances?nodeId=MUCO_CH50OFMIP_R_S50-6ALBEPUPL
Small Talks campaign conducted locally		-SWC website -yard signs -billboards?		
Efforts to secure alcohol on private property		-Fridge locks		

Best Practices for Temporary Class “B” Liquor Licensing

Here are the Best Practices for Festivals:

1. Mandate a minimum of one licensed bartender (operator) on site whenever alcohol is sold or served. This helps those that don't feel comfortable refusing service to those that seem intoxicated to have a licensed bartender step in. An alternative is to have a security officer at the point of sale so that they can be the ones to refuse serving those that seem intoxicated or those underage from being served.
2. Create a secure perimeter around the licensed area with a double fence (with a minimum 7-foot gap), a single entrance and photo ID check. This is important so that those underage cannot have access to the beer being served. Having a separate exit is also an advantage so that there is no confusion as to who is entering or leaving the beer tent.
3. Use wrist bands in rotating patterns to identify customers age 21 and older for alcohol purchase. This is to verify that those entering are of age to drink and no underage person will be served.
4. Require that no servers be allowed to consume alcoholic beverages during hours of service and that no server may have a Blood Alcohol Content of 0.04 or higher prior to start of service.
5. Allow only 16oz(or smaller) clear cups with sale limited to two servings per consumer, per sale. No event may allow the sale of alcohol in any pitcher or pitcher like container. The reasoning behind this is to eliminate binge drinking and to also make sure that no one under the age of 21 will be given beer away from the point of sale.
6. Require point of sale and alcohol consumption area be cleared of patrons and all alcohol properly stored, prior to end of licensing period.
7. Require vendors to offer food or allow food purchased from vendors into the area of the event. Food vendors may not be allowed within the licensed area. This allows those customers an alternative to eat something while they are drinking.
8. Nonalcoholic drinks be priced less than alcohol beverages. Offering water and other nonalcoholic drinks is also an alternative for customers to enjoy themselves without having to drink. Plus, it helps to slow down binge drinking.
9. No one under age 21 will be served alcohol even when accompanied by a parent, guardian.
10. Make toilet facilities available within the secure perimeter.
11. Limit the use of beverage signage within the beer tent area (Miller, Budweiser, Craft beer, etc.). Make sure there is signage for responsible drinking, no one served under the age of 21, etc.

