



AGENDA OF THE PROTECTION AND POLICY COMMITTEE

MONDAY, JANUARY 23, 2023, 6:00 PM

**In person at City Hall Room 207. Virtual attendance also available
via Zoom.**

A. Zoom Meeting Information.

1. This item contains a document providing virtual meeting instruction and the comment form link.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approval of the minutes from January 9, 2023.

E. Regular Business.

1. Consideration with possible action on a change of agent at MJ Hospitality (Drink) at 708 Bodart St. to Jo Anna Albertz.
2. Consideration with possible action on a request by Catering with Taste, Inc. at 618 Gray St. to extend the issuance of their licensed premises to April 11, 2023.
3. Consideration with possible action on a request by Confetti's Inc. at 217 E. Walnut St. to extend the issuance of their license premises to mid-May.
4. Consideration with possible action on a request by 1001 Club LLC at 1001 Main St. to extend the issuance of their license to mid-February.
5. Consideration with possible action on a request by Harp & Eagle, LTD. (St. Brendan's Inn) at 234 S. Washington St. to temporarily extend their license premises to their parking lot on March 12 (St. Baldrick's Fundraiser), March 17 (St. Patrick's Day) and March 18 (DTGB St. Patrick's Day Parade).

6. Consideration with possible action on a request by The Sardine Can, Inc. at 128 S. Broadway to temporarily expand their license premises to the back parking lot until December 31, 2023.
7. Consideration with possible action on a request by Sardine Can, Inc. at 128 S. Broadway to temporarily extend their license premises to the parking lot on June 14, June 28, July 12, July 19, July 26, August 9 and August 23.
8. Consideration with possible action on an appeal by John Rome, 1315 S. Oakland Ave, regarding reinspection fees (filed with the Law Department on 1/11/2023).
9. Consideration with possible action on an appeal by H&P Smeester Family, 1368 Biemeret St., regarding an appeal of Invoice 164984.

F. Informational.

1. The Liquor Violation Report for January 23, 2023.
2. The Clerk's Office Liquor Licensing Report.
3. A report by the Clerk regarding the November 8, 2022 Election.
4. All future Protection & Policy Committee Meetings will be held at 6 p.m.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Protection and Policy committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.
- 5) FOR ALL LICENSING ISSUES, the Committee may convene in closed session pursuant to §19.85 (1)(b) and/or §19.85 (1)(f) Wis. Stats., for the purpose of considering information with respect to licensing for a person, including financial, social, or personal information. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

Virtual Meeting Instructions



Protection and Policy 2023 01-23

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/83026584024>

Meeting ID: 830 2658 4024

Passcode: 065588

One tap mobile

+13017158592,,83026584024#,,,,*065588# US (Washington DC)

+13052241968,,83026584024#,,,,*065588# US

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

Meeting ID: 830 2658 4024

Passcode: 065588

Find your local number: <https://us02web.zoom.us/j/kdpLSOMLgs>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties —you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button





Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on a change of agent at MJ Hospitality (Drink) at 708 Bodart St. to Jo Anna Albertz.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. CHANGE OF AGENT-708 BODART ST.



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on a request by Catering with Taste, Inc. at 618 Gray St. to extend the issuance of their licensed premises to April 11, 2023.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 618 GRAY ST COMMUNICAITON



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on a request by Confetti's Inc. at 217 E. Walnut St. to extend the issuance of their license premises to mid-May.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 1001 MAIN ST & 217 E WALNUT ST



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on a request by 1001 Club LLC at 1001 Main St. to extend the issuance of their license to mid-February.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 1001 MAIN ST & 217 E WALNUT ST



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on a request by Harp & Eagle, LTD. (St. Brendan's Inn) at 234 S. Washington St. to temporarily extend their license premises to their parking lot on March 12 (St. Baldrick's Fundraiser), March 17 (St. Patrick's Day) and March 18 (DTGB St. Patrick's Day Parade).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Expansion Form-234 S WASHINGTON ST



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on a request by The Sardine Can, Inc. at 128 S. Broadway to temporary expand their license premises to the back parking lot until December 31, 2023.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Block Party Map 2023
2. 2023 Block Party Application Letter



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action on a request by Sardine Can, Inc. at 128 S. Broadway to temporarily extend their license premises to the parking lot on June 14, June 28, July 12, July 19, July 26, August 9 and August 23.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Block Party Map 2023
2. 2023 Block Party Application Letter



Report to the
**Protection and Policy Committee
of the City of Green Bay**

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.8

Consideration with possible action on an appeal by John Rome, 1315 S. Oakland Ave, regarding reinspection fees (filed with the Law Department on 1/11/2023).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. sharpscans@greenbaywi.gov_20230116_141828
2. PRESENCE REQUESTED



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # E.9

Consideration with possible action on an appeal by H&P Smeester Family, 1368 Biemeret St., regarding an appeal of Invoice 164984.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Invoice 164894



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # F.I

The Liquor Violation Report for January 23, 2023.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 22LiqVio
2. Report January 23 2023
3. 23LiqVio

2022 LIQUOR VIOLATIONS

[illegible]

CITY OF GREEN BAY POLICE DEPARTMENT

TO: PROTECTION AND POLICY COMMITTEE

FROM: COMMUNITY POLICING

DATE: January 23, 2023

From January 9, 2023, to January 23, 2023, there have been no liquor violations, no DA referrals, no ordinance violations and no property referrals.

Sincerely,

**LT. STEVE MAHONEY & LT. ERIN BLOCH
DISTRICT POLICING**

sp

2023 LIQUOR VIOLATIONS

[illegible]



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # F.2

The Clerk's Office Liquor Licensing Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. I.18.2023 CLERK'S OFFICE LIQUOR LICENSING REPORT

**Licenses Granted By Common Council, but not yet
Issued as of (1/18/2023):**

COMPANY NAME	TRADE NAME	ADDRESS	TYPE	APPROVER	LICENSE GRANTED
Confetti's, Inc. (Renewal)	Confetti's	217 E. Walnut St.	"Class B" Liquor & Class "B" Beer License	Inspections	License Start Date of 7/1/2022
Taqueria Maldonado's Main Street LLC (Renewal)	The Razz by Maldonado's	400 Schoen St.	"Class B" Liquor & Class "B" Beer License	Inspections	License Start Date of 7/1/2022 (Council Granted Extension on 9-20-2022 to anticipated opening date end of November).
1001 Club, LLC	1001 Club	1001 Main St.	"Class B" Liquor & Class "B" Beer License	Inspections	Granted 9/20/2022 with waiver in 60-day opening requirement (anticipated opening Nov. 30)
Catering With Taste, Inc.	Catering With Taste	618 Gray St.	"Class B" Liquor & Class "B" Beer License	Inspections	Granted 9/20/2022
R&D and Restaurant Holdings LLC	Delilah's	115 N. Adams	"Class B" Liquor and Class "B" Beer License	Inspections	Granted 12/6/2022
Allegedly LLC	Allegedly	2056 Main St.	Class "B" Beer License	Inspections	Granted 12/20/2022
Vast Properties Group LLC	Waterfront Market	401 N Washington St.	"Class B" Liquor & Class "B" Beer Reserve License	Inspections	Granted 1/17/2023

Summary of Licenses Granted and Issued for Available Liquor Licenses:

The City of Green Bay has a quota of 172 Class B Combination Liquor and Beer licenses under state law.

The City of Green Bay issued 167 of the 172 available Class B Combination Liquor and Beer licenses.

The City granted 5 licenses that have not yet been issued (see page 1).

The Clerk's Office cannot take any more applications for available liquor licenses at this time.

The City of Green Bay set forth by resolution that available liquor licenses are considered to those who apply with fully completed applications and first in time.

Liquor License Checklist:

(<https://greenbaywi.gov/264/Liquor-Sales---New-Establishments>)

The Clerk's Office shall only accept the number of applications that we have available licenses.

Summary of Licenses Granted and Issued for Reserve Liquor Licenses:

The City of Green Bay has a quota of 23 Class B Combination Liquor and Beer Reserve licenses under state law.

The City of Green Bay has 1 Class B Combination Liquor and Beer Reserve issued.

The City of Green Bay has 1 Class B Combination Liquor and Beer Reserve granted but not yet been issued.

The difference between a Reserve and available liquor license is that a reserve is at a cost of a one-time non-refundable \$10,000 issuance fee (plus license fee). The license shall not be transferred or surrendered.



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # F.3

A report by the Clerk regarding the November 8, 2022 Election.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2022-11-28 Dist 8 to P and P
2. 2022-11-08 Election Report

From: noreply@civicplus.com
To: [Celestine Jeffreys](#)
Subject: Online Form Submittal: Alders' Petitions and Communications
Date: Wednesday, November 16, 2022 8:18:04 PM

Alders' Petitions and Communications

Name	Chris Wery
Committee Name	Protection and Policy Committee
Text of Communication	Request a written and verbal report of the 11/1/22 election. Explain the Early Absentee Voting handling of ballots. What is the chain of custody procedure until election day counting? Respectfully Submitted, Alderman Chris Wery

Email not displaying correctly? [View it in your browser.](#)

2022-11-08 Election Report

General information for the 2022-11-08 Election

425 poll workers
27 polling locations
59 wards (including split wards)
10,735 absentee ballots cast
24,633 at-polls ballots cast
101 hours IPAV
16 data entry specialists and greeters

Alternate IPAV voting locations—Issue Discussed by Protection and Policy Committee

Last year, the committee discussed the possibility of approving alternate IPAV sites for the November election. The committee asked for an update after the November General Election. The following points should be considered before the Council would approve alternate location(s) for in-person absentee voting:

- These IPAV locations, by statute, must be approved by Council at least two weeks before primary-election absentee ballots are mailed, and must remain in place for the general election.
- If there are alternate location(s), the Clerk's office may not be used for any election-related activities, including the return of absentee ballots.
- Issues to consider for 2024 alternate IPAV locations:
 - Locations should be secured and approved by early June 2024 for Fall 2024; or by December 2023 for Spring 2024.
 - Should there be one or two alternate IPAV locations (east side, west side)?
 - Should the Council consider renovating the first floor to better accommodate voters for high-turnout elections (as well as annual tax collection and other meetings)?
 - Alternate location(s) would have identical hours of operation and staffing levels
 - Alternate location(s) must be ADA accessible
 - Budget considerations: computers, furniture, storage materials, office supplies, ballot security materials, police escort, data entry specialist and greeter salaries.
 - Clerk will report IPAV options before budget in November 2023.

For the upcoming two elections, 2/21/23 and 4/4/23, IPAV (issuing a ballot, voting the ballot and witnessing the ballot) will take place in the clerk's office (see attached images). There will be one observation area for election activities.

Month/year	Total votes cast	Month/year	Total votes cast
April 2015	15,942	April 2016 (PP)	31,457
April 2017	11,568	April 2018	13,543
April 2019	20,047	April 2020 (PP)	14,579
April 2021	11,742	April 2022	12,934
		PP=presidential preference	

Communication: Explain the Early Absentee Voting handling of ballots. What is the chain of custody procedure until election day counting?

Absentee Ballots may be requested up to a few days before Election Day (depending on absentee type):

Voter wants an absentee ballot (AB), due to illness, disability (“indefinitely confined”), presence in the military, presence overseas, being out of town or working. Voters aren’t required to provide a reason for an absentee ballot by election or for the calendar year. Nor do they have to provide a reason for requesting a ballot as an indefinitely confined voter. Only currently active registered voters may request an absentee ballot.

An Indefinitely Confined (IC) voter wants an absentee ballot→ Voter may make request online at myvote.wi.gov or complete an absentee ballot request form and mail it to the clerk’s office. Clerk’s staff enters the request into WisVote. This request is then bundled with other requests on file. These voters don’t have to provide a photo ID for an IC absentee ballot. Many of these requests are already on file and we mail them out on the first day; that’s January 31, 2023, and March 14, 2023. Ballots are contained in two envelopes, the outer envelope has a USPS tracking bar code, and an inner envelope which is the AB certificate, also containing a bar code with the voter’s information. The AB envelopes contain an insert of uniform instructions and an example of a complete certificate. The Clerk posts these inserts online.

Voter wants an AB for one election or for the entire year → Voter may make a request online at myvote.wi.gov or complete an absentee ballot request form and mail it to the clerk’s office. Clerk’s staff enters the request into WisVote. This request is then bundled with other requests on file. These requests must include a copy of the voter’s photo ID.

Voter is military personnel, family of military personnel, temporarily overseas or permanently overseas→the process is a bit more complicated; we may email the ballot to the voter and the voter would send back, via mail, the completed ballot and AB certificate. We reconstruct these ballots on Election Day.

Voter wants to vote, in-person absentee (IPAV)→The voter enters the clerk’s office during designated IPAV days and hours. They proceed as if they were at-polls, providing their name/address/photo ID before obtaining a ballot. The clerk’s staff (or data entry specialist) enters the voter’s name in WisVote and prints a label, without a bar code. Clerk’s staff/data entry specialist provides instructions to the voter to complete the ballot and certificate. The voter places the voted ballot in the certificate envelope, signs and dates the certificate, seals the envelope, and gives it to Clerk’s staff/greeter to witness. Clerk’s staff/greeter signs their name and uses the office address stamp.

Voters in care facilities→vote by a Special Voting Deputy. The Clerk and the eligible care facility mutually agree upon a date and time the Special Voting Deputies may visit the facility. The Special Voting Deputy serves in much the same way as a poll worker. These votes are effectively conducted as on-site IPAVs or polling locations. Dates and times of special voting deputy visits are posted on the care

facility door as well as the city's website. Care facilities may decline special voting deputy visits; in that case the Clerk will send ballots to the facility's currently registered voters.

Lifecycle of an Absentee Ballot

- A request is received by the Clerk
- All Clerk's staff (and LTE workers) who handle absentee ballots are deputized by the Clerk
- We create two labels, one with a USPS code and one with an AB certificate code (unique to each voter)
- All AB are mailed in an outer envelope with a USPS bar code
- All AB certificates have bar codes unique to each voter, postage is pre-paid on this envelope (except IPAV certificates)
- The mail room stamps postage on the envelopes and mails
- Returned AB certificates come to the mail room from USPS
- Voters may also drop-off their ballots at the Clerk's office, up to and including Election Day
- Mail room delivers the AB certificates to the Clerk's office
- Clerk's staff sorts them, weeding out any insufficient certificates for further review
- We scan the certificate's bar code into WisVote
- The ballots are placed in trays, by ward, and then later sorted alphabetically, by ward
- They are stored in a secure area, only clerk's staff may access this area for election-related purposes
- Bar codes are communicated with myvote.wi.gov to allow a voter to track their ballot
- A few days prior to Election Day, the trays of AB are packed in secure bags by the Clerk and staff, and sealed with security tags
- The bags remain in a secure area until Election Day
- The Clerk is accompanied by party-affiliated central count poll workers as she brings the carts of ballots to the central count area
- The Deputy Clerk/Chief Central Count Inspector cuts the security labels and documents in the Chief Inspector Statement

The percentage of AB cast over total votes cast, has consistently trended downward from two-thirds in November 2020 to one-third/one-quarter in November 2022.

The Clerk will provide another election report to Protection and Policy in May 2023 for the April General election.

IPAV 2023

REGISTRATION, OBTAIN BALLOT
& WITNESS



VOTE BALLOT





Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # F.4

All future Protection & Policy Committee Meetings will be held at 6 p.m.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None