



To: Members of the Common Council

From: Chief Tim Styka

Date: August 5, 2013

RE: Bartender Recommendation of Denial Letters

In the Council Meeting on August 5, 2013, the question was raised as to what notification is provided to a person who applies for a bartender license and is denied based upon the guidelines set forth by the Common Council. Please find attached a sample letter which explains the denial and the process going forward.

Please let me know if there are any questions.

July 9, 2013

Name  
Address  
City

Re: City of Menasha Alcohol Operators License Application

Dear Ms/Mr

In conducting a background investigation in relationship to your alcohol operator's license application the following information was determined.

Based on your background investigation I will be recommending that the Menasha Common Council deny your request for an Operator's License in the City of Menasha, because under guideline #3 you are considered a habitual law offender.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol, individuals granted an Operator's License must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws and assist with minimizing disturbances of the peace and maintaining the safety of the community. The incidents that you have been convicted of substantially relate to the license for which you have applied, arouse out of separate incidents which occurred within a short period of time within the proceeding 10 years.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator's License within the City of Menasha. The recommendation will be given to the Common Council at its next meeting on July 15, 2013 at 6:00 pm or shortly thereafter. Should you wish to provide comment to the common council on your application you may do so during the public participation portion of meeting.

Sincerely,

Lt. Ron Bouchard  
Investigative Services  
Menasha Police Department