

**ALCOHOL LICENSE COMMITTEE
MEETING MINUTES
CITY OF FOND DU LAC, WISCONSIN
Meeting Room A
160 S Macy Street**

June 30, 2025

4:00 PM

ROLL CALL

Attendance

Present

Scott Gilgenbach
Andrew Hayes
Brandon Hiller
Melissa Kolstad
Thomas Schuessler

Absent

Mason Gravelle (Excused)
Kathryn Strong Langolf (Excused)

Administrative Staff

Deb Hoffmann, City Attorney
Anthony Hahn, Police Captain

Declaration Quorum Present

Chairperson Melissa Kolstad declared a quorum present.

CONSENT AGENDA

May 19, 2025 Minutes

A Motion was made by Brandon Hiller to approve May 19, 2025 Minutes and seconded by Scott Gilgenbach, and the motion was **Passed.**

Ayes: Gilgenbach, Hayes, Hiller, Kolstad, Schuessler

Absent: Gravelle, Strong Langolf

INPUT

Audience Comments

The Presiding Officer Shall Limit Comments To Items Noticed On The Agenda

No audience comments were made.

Proposed Ordinance To Amend Chapter 400 In Regards To Off Premise
Intoxicating Liquor Sales

Proposed Ordinance To Amend Chapter 400 In Regards To Off Premise
Intoxicating Liquor Sales was presented by City Attorney, Deb
Hoffmann

A Motion was made by Thomas Schuessler to recommend to the City
Council approval of the Proposed Ordinance To Amend Chapter 400 In
Regards To Off Premise Intoxicating Liquor Sales and seconded by
Brandon Hiller, and the motion was **Passed**.

Ayes: Gilgenbach, Hayes, Hiller, Kolstad, Schuessler

Absent: Gravelle, Strong Langolf

ACTIONS

Temporary Class "B" Licenses/Picnic Licenses

- FDL Co. Agricultural Society (FDL Fair 7/15-7/20/2025)
- Holy Family Catholic Community (25th Anniversary 8/16-
8/17/2025)

A Motion was made by Scott Gilgenbach to approve Temporary Class
"B" Licenses/Picnic Licenses and seconded by Andrew Hayes, and the
motion was **Passed**.

Ayes: Gilgenbach, Hayes, Hiller, Kolstad, Schuessler

Absent: Gravelle, Strong Langolf

ADJOURN

A Motion was made by Brandon Hiller to adjourn at 4:09 p.m. and
seconded by Scott Gilgenbach, and the motion was **Passed**.

Ayes: Gilgenbach, Hayes, Hiller, Kolstad, Schuessler

Absent: Gravelle, Strong Langolf

ALCOHOL LICENSE COMMITTEE
CITY OF FOND DU LAC, WISCONSIN

Title: May 19, 2025 Minutes

Subject:

Initiator:

Location:

Recommendation:

ATTACHMENTS:

File Name	Description
Minutes_2025_5_19_Meeting(1224).pdf	minutes

ALCOHOL LICENSE COMMITTEE
MEETING MINUTES
CITY OF FOND DU LAC, WISCONSIN
Meeting Room A
160 S Macy Street

May 19, 2025
4:00 PM

ROLL CALL

Attendance

Present

Scott Gilgenbach

Mason Gravelle

Andrew Hayes

Melissa Kolstad

Kathryn Strong Langolf (Arrived Late At 4:01 p.m.)

Absent

Brandon Hiller

Thomas Schuessler

Administrative Staff

Deb Hoffmann, City Attorney

Anthony Hahn, Police Captain

Declaration Quorum Present

Chairperson Melissa Kolstad declared a quorum present.

CONSENT AGENDA

April 28, 2025 Minutes

A Motion was made by Andrew Hayes to approve April 28, 2025 Minutes and seconded by Scott Gilgenbach, and the motion was **Passed.**

Ayes: Gilgenbach, Gravelle, Hayes

Abstain: Kolstad

Absent: Hiller, Schuessler, Strong Langolf

INPUT

The Presiding Officer Shall Limit Comments To Items Only Noticed On The Agenda

No audience comments were made.

Biannual Update On Licensed Establishments With Demerit Points
Presented By: Captain, Tony Hahn

ACTIONS

Temporary Class "B" Licenses/Picnic Licenses

- Campbellsport FFA Alumni & Supporters (Tractor Pull 6/7/2025)
- Downtown FDL Partnership (Summer Wine Walk 6/13/2025)
 - 111 S Main Street
 - 19 S Main Street
 - 28 N Main Street
 - 57 N Macy Street
 - 15 E 2nd Street
 - 1 N Main Street
 - 104 S Main Street
 - 74 S Main Street
 - 117 S Main Street
 - 130 S Main Street
 - 14 N Main Street
 - 36 N Main Street
 - 17 Forest Avenue Suite 116
- Big Brother Big Sisters of Fond du Lac Co (Halloweenie Street Party 10/31/2025)

A Motion was made by Mason Gravelle to approve Temporary Class "B" Licenses/Picnic Licenses and seconded by Kathryn Strong Langolf, and the motion was **Passed**.

Ayes: Gilgenbach, Gravelle, Hayes, Kolstad, Strong Langolf

Absent: Hiller, Schuessler

"Class A" Intoxicating Liquor and Class "A" Fermented Malt License
Limited Liability Co: SSV LLC
Agent Name: Chaitanya Reddy Godhala
d/b/a: Eastside Spirits
Business Address: 405 Fond du Lac Avenue

A Motion was made by Scott Gilgenbach to recommend to the City Council approval of "Class A" Intoxicating Liquor and Class "A" Fermented Malt License at 405 Fond du Lac Avenue for SSV LLC and seconded by Andrew Hayes, and the motion was **Passed**.

Ayes: Gilgenbach, Gravelle, Hayes, Kolstad, Strong Langolf

Absent: Hiller, Schuessler

ADJOURN

A Motion was made by Kathryn Strong Langolf to adjourn at 4:17

p.m. and seconded by Scott Gilgenbach, and the motion was **Passed.**

Ayes: Gilgenbach, Gravelle, Hayes, Kolstad, Strong Langolf

Absent: Hiller, Schuessler

**ALCOHOL LICENSE COMMITTEE
CITY OF FOND DU LAC, WISCONSIN**

Title: Audience Comments

Subject: The Presiding Officer Shall Limit Comments To Items Noticed On The Agenda

Initiator:

Location:

Recommendation:

**ALCOHOL LICENSE COMMITTEE
CITY OF FOND DU LAC, WISCONSIN**

Title: Proposed Ordinance To Amend Chapter 400 In Regards To Off Premise
Intoxicating Liquor Sales

Subject:

Initiator:

Location:

Recommendation:

ATTACHMENTS:

File Name	Description
Ordinance_9999_Class_B_off_premise_sales._9pm_and_Midnight.pdf	ordinance

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 400, INTOXICATING LIQUORS
AND FERMENTED MALT BEVERAGES, OF THE CODE OF THE CITY OF
FOND DU LAC TO**

The City Council of the City of Fond du Lac do ordain as follows:

Section 1. That Section 400-6(H), "Class B" and Class "B" license requirements, is hereby amended as follows:

Add the Underlined areas and revise the numbering:

Section 1. Section 400-6 H. "Class B" and Class "B" license requirements.

Regulations. The regulations in [Wis. Stat. Ch. 125](#) are adopted, except as modified below:

1. "Class B" Authorizations. Pursuant to [Wis. Stat. 125.51\(3\)\(b\)](#), a retail "Class B" license authorizes the sale of intoxicating liquor to be consumed by the glass on the premises where sold or off the premises if the licensee seals the container of intoxicating liquor with a tamper-evident seal before the intoxicating liquor is removed from the premises. The "Class B" license also authorizes the sale of intoxicating liquor in the original package or container, in any quantity, to be consumed off the premises where sold.
2. The Class "B" licensed establishment must have a completely separate premises description from all other licensed establishments and comply with all relevant provisions of Wis. Stats., Ch. 125, and the Code of the City of Fond du Lac. The following requirements must be met before the license can be issued.
3. Separate premises must include the following:
 - (a) The two businesses cannot permit cross access besides an emergency exit.
 - (b) The two businesses must be completely walled off from one another.
 - (c) Customers cannot easily go back and forth between the two businesses while consuming alcohol.

(d) There are separate outside entrances to each of the two businesses.

(e) There are separate counters at each location that can specifically monitor the requirements of each separate license.

(4) The applicant must submit a site plan to the City of Fond du Lac Inspections Department showing said separate premises descriptions.

(5) The property must pass all inspections with the City of Fond du Lac Inspections and Fire Departments and Fond du Lac County Health Department (when applicable), and obtain an occupancy permit.

(6) Hours of Sale Limited. Between 9:00 p.m. and 8:00 a.m., no person may do any of the following:

1. Sell alcohol beverages on a Class "A" or "Class A" premises.
2. Sell alcohol beverages on "Class B" premises in an original unopened package, container, or bottle.
3. Sell alcohol beverages on a "Class B" premises for consumption off the premises.

(7) Between 12:00 a.m. and 8:00 a.m., no person may do any of the following:

4. Sell alcohol beverages on Class "B" premises in an original unopened package, container, or bottle.
5. Sell alcohol beverages on a Class "B" premises for consumption off the premises.

Section 2. The appropriate City officials are hereby authorized and directed to take such action as is necessary to effectuate the terms of this Ordinance.

Section 3. All other ordinances and resolutions inconsistent with the provisions of this Ordinance are hereby repealed.

Section 4. This Ordinance shall take effect and be in force upon its passage and publication as provided by law.

ADOPTED:

Tiffany Brault, President
Fond du Lac City Council

Attest:

City Attorney:

Margaret Hefter, City Clerk

Reviewed DSM

**ALCOHOL LICENSE COMMITTEE
CITY OF FOND DU LAC, WISCONSIN**

Title: Temporary Class "B" Licenses/Picnic Licenses

Subject:

- FDL Co. Agricultural Society (FDL Fair 7/15-7/20/2025)
- Holy Family Catholic Community (25th Anniversary 8/16-8/17/2025)

Initiator:

Location:

Recommendation:

ATTACHMENTS:

File Name	Description
June_Special_Class_B_Licenses.pdf	applications

Temporary Alcohol Beverage License

C-2025-0106
Rpt #8449

License(s) Requested	Fees
<input checked="" type="checkbox"/> Temporary "Class B" Wine	License Fees \$ 10.00
<input checked="" type="checkbox"/> Temporary Class "B" Beer	Background Check \$ 0.00
	Total Fees \$ 10.00

IF NOT FILED 15 DAYS PRIOR TO ALC MEETING, A \$25.00
RUSH FEE WILL BE CHARGED, FOR A TOTAL OF \$35.00 DUE.

Part A: Organization Information

1. Organization Name Fond du Lac County Agricultural Society				
2. Organization Permanent Address 520 Fond du Lac Ave				
3. City Fond du Lac	4. State WI	5. Zip Code 54935		
6. Mailing Address (if different from permanent address) PO Box 1466 Fond du Lac WI 54986				
7. FEIN 39 0824864	8. Date of Organization/Incorporation 1852	9. State of Organization/Incorporation WI		
10. Phone 920 929 3168	11. Email info@fonddulaccountyfair.com			
12. Organization type (check one) <input type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input checked="" type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.				
13. Is this organization required to hold a Wisconsin Seller's permit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
14. Wisconsin Seller's Permit Number (if applicable)				
15. Agent/Contact Person of Organization in charge of Affair Matthew Imme		16. Agent/Contact Person's Phone Number or Email 920 251 1199 info@fonddulaccountyfair.com		
17. Agent/Contact Person's Address [REDACTED]		18. Agent/Contact Person's Date of Birth [REDACTED]		

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization

Last Name	First Name	Title	Phone
Enders	Jill	President	[REDACTED]
Ryan	Mark	Vice President	
Imme	Matthew	Treasurer	
Wagner	Wagner	Director	
Karen	Albert	Director	

Continued →

Part C: Event Information

1. Name of Event (if applicable) <i>Fond du Lac County Fair</i>			
2. Dates of Operation <i>7-15-25 to 7-20-25</i>		3. Hours of Operation <i>9 AM - 12 AM</i>	
4. Premises Address <i>520 Fond du Lac Ave Fond du Lac</i>			
5. City <i>FOND DU LAC</i>		6. State <i>WI</i>	7. Zip Code <i>54935</i>
8. County <i>FOND DU LAC</i>	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <i>FOND DU LAC</i>		10. Aldermanic District <i>N/A</i>
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>County Fairgrounds - tents + buildings same as in past</i>			

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Immel</i>		First Name <i>Matheu</i>		M.I. <i>M</i>
Title <i>Treasurer</i>	Email <i>info@fonddulaccountyfair.com</i>		Phone <i>920 251 1199</i>	
Signature <i>Matheu Immel</i>			Date <i>6-17-25</i>	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk <i>JUN 19 2025</i>	License Number <i>C-2025-0106</i>
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

CITY OF FOND DU LAC

Memorandum

Date:

To: Chief of Police Attn: Records Division

From: City Clerk

Subject: Temporary Class B License

The application copied on the reverse side was filed with this office within the preceding forty-eight hours.

It is respectfully requested that your recommendation on the granting and issuance of a license be provided to this office.

CITY OF FOND DU LAC

Memorandum

Date:

6-19-25

To: City Clerk

From: Chief of Police

Subject: Temporary Class B License

I hereby recommend that the application be:

X Granted a license

 Denied a license

Comments

A3HR 125-

Ref # 8494

Form
AB-220


Temporary Alcohol Beverage License

Municipality
CITY OF FOND DU LAC

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$ 0.00
	Total Fees	\$ 10.00


IF NOT FILED 15 DAYS PRIOR TO ALC MEETING, A \$25.00 RUSH FEE WILL BE CHARGED, FOR A TOTAL OF \$35.00 DUE.

Part A: Organization Information		
1. Organization Name Holy Family Catholic Community		
2. Organization Permanent Address 271 Fourth Street Way		
3. City Fond du Lac	4. State WI	5. Zip Code 54937
6. Mailing Address (if different from permanent address) 271 Fourth Street Way		
7. FEIN 39-1998002	8. Date of Organization/Incorporation 7/1/2000	9. State of Organization/Incorporation WI
10. Phone 920-921-0580	11. Email ethelen@hffdl.org	
12. Organization type (check one) <input type="checkbox"/> Bona Fide Club <input checked="" type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
14. Wisconsin Seller's Permit Number (if applicable)		
15. Agent/Contact Person of Organization in charge of Affair Eva Thelen		16. Agent/Contact Person's Phone Number or Email 920-921-0580 ext. 202 ethelen@hffdl.org
17. Agent/Contact Person's Address 271 Fourth Street Way, Fond du Lac, WI 54935		18. Agent/Contact Person's Date of Birth

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization			
Last Name	First Name	Title	Phone
Grob	Jeffrey	Archbishop	
Pruess	Ryan	Pastor	
Michels	Steven	Secretary	
Schneider	Harold	Treasurer	

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Holy Family's 25th Anniversary Festival			
2. Dates of Operation August 16 and 17, 2025		3. Hours of Operation Sat: noon-9pm, Sun: 11am-5pm	
4. Premises Address Fairgrounds Rec Center, 520 Fond du Lac Avenue			
5. City FOND DU LAC		6. State WI	7. Zip Code 54935
8. County FOND DU LAC	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: FOND DU LAC		10. Aldermanic District N/A
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event ethelen@hffdl.org 920-921-0580 ext 202	
13. Organizer Website hffdl.org		14. Event Website NA	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Our Festival will take place on August 16 and 17th at the Rec Center building at the FdL Co Fairgrounds. We would not have beverages outside. The building dimentions are 100' x 210'. Details attached.			

Part D: Attestation			
Who must sign this application?			
• one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Pruess		First Name Fr Ryan	
Title Pastor		Email pruessr@hffdl.org	M.I.
Signature 		Date 6-10-25	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk JUN 23 2025	License Number C-2025-0107
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

CITY OF FOND DU LAC

Memorandum

Date:

To: Chief of Police Attn: Records Division

From: City Clerk

Subject: Temporary Class B License

The application copied on the reverse side was filed with this office within the preceding forty-eight hours.

It is respectfully requested that your recommendation on the granting and issuance of a license be provided to this office.

CITY OF FOND DU LAC

Memorandum

Date:

6-24-25

To: City Clerk

From: Chief of Police

Subject: Temporary Class B License

I hereby recommend that the application be:

X Granted a license

 Denied a license

A3He 125

Comments _____

To Whom it May Concern:

Holy Family Catholic Community will be hosting a 25th Anniversary Festival at the Rec Center at the Fond du Lac fairgrounds on August 16th and 17th of this year. We would like to sell beer and wine on Saturday from noon to 9pm, then on Sunday from 11am until 5pm. We will be serving food, providing entertainment, and have other NA beverage options available. We will be checking ID's and providing a wristband to guests over 21 years old. Alcohol will not be permitted outside the Rec Center building.

I am a licensed bartender in the city of Fond du Lac. Several of our volunteers are also licensed bartenders. We will also have police presence at this event, as they typically do demonstrations for families during our festivals.

I've attached dimensions and amenities of the Rec Center.

Please reach out if you have any questions,

Eva Thelen Dunphy
Director of Parish Events
Holy Family Catholic Community
271 4th Street Way, Fond du Lac, WI
920-921-0580 ext 202