



Police Department
1717 East Park Street
Post Office Box 87
Two Rivers, WI 54241-0087

EMERGENCY DIAL911
Non-Emergency Police Response.....(920)686-7200

Police Business Office.....(920)793-1191
Mon.-Fri. 7:00 a.m. to 4:30 p.m.

Fax(920) 793-5500
Emailtrpolice@two-rivers.org

TO: City Manager – Greg Buckley
FROM: Chief Brian W. Kohlmeier 
DATE: October 4, 2022
SUBJECT: Operator's License Application: Kayla Anderson

It is my recommendation to the Two Rivers City Council to deny the application for a regular Operator's License to serve alcohol to Kayla M. Anderson. This recommendation is based on the fact that Anderson's application has an undisclosed criminal charge.

While this information was not disclosed on the application, Ms. Anderson has been given the opportunity to correct the misinformation. Contact was made with Kayla Anderson on January 7, 2022, on January 18, 2022, and again on June 24, 2022. On each occasion, Ms. Anderson said she would report to the police department to make the corrections but failed to do so. On June 29, 2022, a Certified Letter was sent to Kayla Anderson requesting she make the necessary corrections by July 11, 2022. Ms. Anderson was advised I would hold the application until that time.

On October 4, I was advised that the Two Rivers Post Office did deliver the Certified Letter to Kayla Anderson on July 1, 2022. To date, Kayla Anderson has made no efforts to correct her application.

The applicant's unwillingness to address the incorrect and incomplete information on her application indicate that she is not suitable to hold an Operator's License within the City of Two Rivers at this time.





COPY

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June 29, 2022

Kayla Anderson
2121 Adams Street
Two Rivers, WI 54241

Dear Kayla Anderson,

We have attempted to contact you in reference to your application with the City of Two Rivers for a Regular Beverage Operator's License. There are correctable matters in which we have communicated with you. When we last contacted you on June 23, 2022, you were made aware that your application was not accurate and that there was an undisclosed charge(s) that need to be noted on the application.

Without this addition(s) to your application, pursuant to guidelines established in City Ord. 6-2-2, your application will be deemed incomplete and a recommendation will be made to deny the issuance of a license. In order to avoid this recommendation, we are requesting that you contact our department and make the corrections to your application by **Monday, July 11, 2022**. If you do not make the necessary corrections by this date, we have no other option but to recommended denial of a license to the Two Rivers City Council.

Please note: Pursuant to Wis. Stat. Sec. 125.12(3). You have an opportunity for a hearing before the City Council at which you may present evidence and argument to show cause that your license should be renewed/approved by the City Council. A separate notice would be sent to you for this purpose.

Sincerely,

Brian W. Kohlmeier
Chief of Police, Two Rivers Police Department

