



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

EMERGENCY DIAL .....911  
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  
Email .....trpolice@two-rivers.org

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

It is my recommendation to the Two Rivers City Council to deny the application for a regular Operator's License to serve alcohol to Mary Jo Lubeck. This recommendation is based on the fact that Lubeck's application had an undisclosed OWI conviction from 2010 and that there is a second and pending OWI offense occurring in March of 2022.

While this information was not disclosed on the application, Ms. Lubeck has been given the opportunity to correct the misinformation. Contact was made with Mary Jo Lubeck on June 23, 2022 and she stated she would report to the police department that day to make the correction. Ms. Lubeck did not report as stated. On July 8, 2022, contact was attempted but no message could be left. On August 4, 2022, a Certified Letter was sent to Mary Jo Lubeck requesting she make the necessary corrections by August 15, 2022. Ms. Lubeck 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 Mary Jo Lubeck on August 15, 2022. To date, Mary Jo Lubeck 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.





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August 3, 2022

Mary Jo Lubeck  
7136 tannery Road – Lot 34  
Two Rivers, WI 54241

Dear Mary Jo Lubeck,

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 July 8, 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, August 15, 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

