



LICENSING BOARD MEETING MINUTES

WEDNESDAY, NOVEMBER 08, 2023 AT 4:30 PM

WATERTOWN MUNICIPAL BUILDING - 106 JONES STREET, ROOM 0041

The Licensing Board met on the above date and time in person at the Municipal Building 106 Jones St. in Room 0041 and via GoToMeeting. The following members were present: Mayor McFarland, Ald. Blanke, Cheri Martin, and Erin Schroeder. Absent was Ald. Smith. Staff present were: Police Chief David Brower, City Attorney Steven Chesebro, and City Clerk Megan Dunneisen.

1. CALL TO ORDER Mayor McFarland called the meeting to order at 4:30pm

2. REVIEW AND APPROVE MINUTES

- A. Martin made a motion to approve the Licensing Board minutes from October 25, 2023, seconded by Schroeder, and carried unanimous voice vote.

3. BUSINESS

- A. Martin made a motion to approve the application for a "Class B" Malt and Liquor License from Saldivar Food Service LLC (Luis Saldivar, Agent) located at 1727 S. Church Street, seconded by Ald. Blanke. Mr. Saldivar was present and informed that they were still in the process of getting a contract in order. Motion was unanimously approved by voice vote with conditions of Mr. Saldivar providing the rights to the property and passed inspections by required departments.

(Mayor McFarland asked if there would be any objections to moving Item E, F, G before item B. There were none.)

- E. Schroeder made a motion to Convene into Closed Session pursuant to Wis. Stats. 19.85(1)(b) Considering licensing or discipline of any person licensed by a board or commission or the investigation of charges against such a person, and the taking of formal action on any such matter; provided that the person licensed is given actual notice of an evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand the evidentiary hearing or meeting be held in open session. This closed session does not apply to any such evidentiary hearing or meeting where the person licensed requests that an open session be held to discuss specific licenses: Application for operator license: Rebecca L Kieffer, seconded by Ald. Blanke and carried by roll call vote: Yes-4 (Schroeder, Martin, Blanke, McFarland); No:0.
- F. Schroeder made a motion to reconvene to open session, seconded by Martin and carried by unanimous voice vote.
- G. Ald. Blanke made a motion to approve the application for an operator's license from Rebecca L. Kieffer only to be used at Illuminus (Marquardt) properties in Watertown, seconded by Mayor McFarland and carried by unanimous voice vote.
- B. Ald. Blanke made a motion to Convene into Closed Session pursuant to Wis. Stats. 19.85(1)(b) Considering licensing or discipline of any person licensed by a board or commission or the investigation of charges against such a person, and the taking of formal action on any such matter; provided that the person licensed is given actual notice of an evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand the evidentiary hearing or meeting be held in open session. This closed session does not apply to any such evidentiary hearing or meeting where the person licensed requests that an open session be held to discuss specific licenses: Application for operator license: Sally M Samano,

seconded by Schroeder and carried by roll call vote of Yes: 4 (Blanke, McFarland, Schroeder, Martin); No:0.

- C. Schroeder made a motion to reconvene to open session, seconded by Mayor McFarland and carried by unanimous voice vote.
 - D. Ald. Blanke made a motion to deny the application for operator's license from Sally M Samano due to false to missing information, either intentional or unintentional on the license application, seconded by Martin and carried by unanimous voice vote.
 - H. Review Special Events from Clerk's Office was presented.
 - I. Review Operator's List from Clerk's Office was presented.
 - J. Review Police Report from Police Department was presented.
4. **ADJOURNMENT** Schroeder made a motion to adjourn at 5:28pm, seconded by Martin and carried by unanimous voice vote.

Respectfully submitted,

Megan Dunneisen, City Clerk

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.