



## LICENSING BOARD MEETING MINUTES

WEDNESDAY, DECEMBER 13, 2023 AT 4:30 PM

WATERTOWN MUNICIPAL BUILDING - 106 JONES STREET, ROOM 0041

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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, Ald. Smith, and Erin Schroeder. Absent was Cheri Martin. 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 4:30 p.m.
2. **REVIEW AND APPROVE MINUTES**
  - A. Schroeder made a motion to approve the Licensing Board minutes from November 08, 2023, seconded by Ald. Smith, and carried by unanimous voice vote.
3. **BUSINESS**
  - A. Schroeder made a motion to approve the Application for a "Class A" Malt and Liquor License from Liberty Square Gas Station Inc DBA Refuel Pantry - Watertown (Lakhbir, Singh, Agent) located at 1429 E. Main Street (currently licensed to Clark Gas Station) conditioned upon approved inspections, possession of building, and current license surrender, seconded by Ald. Smith and carried by unanimous voice vote.
  - B. Ald. Smith made a motion to approve the application for Temporary Class "B" License from Watertown Riverfest Inc. for Watertown Riverfest located at 812 Labaree St (Riverside Park) on August 8 through August 11, 2024, seconded by Ald. Blanke and carried by unanimous voice vote.
  - C. Carl Schwarze was present to discuss his questions pertaining to the Gasthaus liquor license. Dunneisen commented on the requirements needed and not needed for license renewals. Mr. Schwarze asked what he should do when he has a tenant change – Attorney Chesebro replied that he is welcome to inform the city of any changes at any time.
  - D. Ald. Smith 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: Karisa Fendt, seconded by Schroeder and carried by roll call vote of Yes:4 (Schroeder, Blanke, Smith, McFarland); No:0. (Ms. Fendt and her manager, Lori, were present.)
  - E. Schroeder made a motion to reconvene to open session seconded by Ald. Blanke and carried by unanimous voice vote.
  - F. Ald Blanke made a motion to approve the application for operator's license from Karisa Fendt seconded by Schroeder and carried by unanimous voice vote.
  - G. Special Event list from the Clerk's Office was presented.
  - H. Operator's List from the Clerk's Office was presented.
  - I. Police Report from the Police Department was presented.
4. **ADJOURNMENT** Ald. Blanke made a motion to adjourn the meeting at 5:26 p.m., seconded by Ald. Smith 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.