



LICENSING BOARD MEETING MINUTES

WEDNESDAY, JULY 10, 2024 AT 4:15 PM

WATERTOWN MUNICIPAL - 106 JONES STREET, WATERTOWN, WI 53094 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 Zoom. The following members were present: Mayor McFarland, Ald. Blanke, and Ald. Smith. Absent was Erin Schroeder and Cheri Martin. Staff present were: Police Chief David Brower, and City Clerk Megan Dunneisen. Other members of the public were also present.

1. **CALL TO ORDER** Mayor McFarland called the meeting to order at 4:18pm
2. **REVIEW AND APPROVE MINUTES**
 - A. Ald. Blanke made a motion to approve the Licensing Board minutes from June 12, 2024, seconded by Ald. Smith and carried by unanimous voice vote.
3. **BUSINESS**
 - A. Ald. Smith made a motion to approve the application for a "Class A" Malt and Liquor License from VAM United Inc DBA Watertown Mart (Poojaben Patel, Agent) located at 330 Summit Ave for licensing year July 1, 2024 - June 30, 2025 (former PNJ Enterprises LLC DBA Watertown BP Mart) conditional on current issued license to PNJ Enterprises being surrendered, seconded by Ald. Blanke and carried by unanimous voice vote.
 - B. Ald. Smith made a motion to approve the application for Temporary Class "B" Beer and Temporary "Class B" Wine license from Bartelme-Schwefel Detachment #349 at Marine Corps League Aero Park at 907 Boomer St for the Marine Corps League Annual Picnic event on Saturday, August 24, 2024, from 12:00 pm to 6:00 pm, seconded by Ald. Blanke and carried by unanimous voice vote.
 - C. Ald. Blanke made a motion to approve the application for Temporary Class "B" Beer and Temporary "Class B" Wine license from St. Henry Congregation at St. Henry Catholic Church 2024, 412 N Fourth St for the Watertown Catholic Parish Picnic event on Sunday, August 18, 2024 from 11:00 am to 5:00 pm, seconded by Ald. Smith and carried by unanimous voice vote.
 - D. Ald. Smith made a motion to approve the Permanent Premises Amendment application by Joshua Mueller for The Drafty Cellar located at 110 S. Third Street conditional on fencing permit and approved fire inspection, seconded by Ald. Blanke and carried by unanimous voice vote.
 - E. Ald. Blanke made a motion to approve the Temporary Premises Amendment application by Erin Schroeder at Run-Inn Erin's, 700 N 4th Street, for the annual St. Jude's Bags Tournament fundraiser on Sunday, July 14th, 2024, with a rain date of Sunday, July 28th, 2024, during the hours of 10:00 am and 6:00 pm conditional on outside east boundary having fencing, seconded by Ald. Smith and carried by unanimous voice vote.
 - F. 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: Megan Fileto,

seconded by Ald. Blanke and carried by roll call vote of: Yes; 3 (Smith, Blanke, McFarland), No;0.

- G. Mayor McFarland made a motion to reconvene to open session, seconded by Ald. Blanke and carried by unanimous voice vote.
- H. Ald. Blanke made a motion to deny the application for operator's license from Megan Fileto due to Cat. V of the City of Watertown Licensing Guidelines, seconded by Ald. Smith and carried by unanimous voice vote.
- I. 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: Carissa Sterwald-Finch, seconded by Ald. Smith and carried by roll call vote of: Yes; 3 (Smith, Blanke, McFarland), No;0.
- J. Ald. Blanke made a motion to reconvene to open session, seconded by Ald. Smith and carried by unanimous voice vote.
- K. Ald. Smith made a motion to approve the application for operator's license from Carissa Sterwald-Finch, seconded by Ald. Blanke and carried by unanimous voice vote.
- L. Discussion on changing August Licensing Board meeting due to the August 13 election – Consideration of July 31st at 4:45pm.

4. REPORTS

- A. The Special Events List was presented. Event list to be sorted by date of event for future.
- B. The Monthly Police Report was presented.

5. ADJOURNMENT Ald. Blanke made a motion to adjourn at 4:58 pm, 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.