



## LICENSING BOARD MEETING MINUTES

WEDNESDAY, DECEMBER 11, 2024 AT 4:15 PM

WATERTOWN MUNICIPAL - 106 JONES STREET, WATERTOWN, WI 53094 - UPPER LEVEL RM 2044

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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 2044 and via Zoom. The following members were present: Mayor McFarland, Ald. Smith, Blanke, Erin Schroeder and Cheri Martin. Staff present were: Police Chief David Brower, City Attorney Steven Chesebro (4:35-4:50), 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 4:17pm
2. **REVIEW AND APPROVE MINUTES**
  - A. Ald. Smith made a motion to approve the licensing Board minutes from November 13, 2024, seconded by Schroeder and carried by unanimous voice vote.
3. **BUSINESS**
  - A. Martin 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: Ashley E Grimm, seconded by Schroeder and carried by roll call vote of: Yes;5 (Martin, Schroeder, Smith, Blanke, McFarland; No;0.
  - B. Schroeder made a motion to reconvene to open session, seconded by Ald. Blanke and carried by unanimous voice vote.
  - C. Ald Smith made a motion to deny the application for operator's license from Ashley E Grimm due to Cat. I and Cat. II of the licensing guidelines and made mention that operators licenses are not issued to specific locations and can be used to serve at any establishment in the City, seconded by Schroeder and carried by unanimous voice vote.
4. **REPORTS**
  - A. Special Events List was presented – Schroeder noted that the Watertown High School parade should have been listed as no under federal holiday.
  - B. Monthly Operator's List was presented.
  - C. Monthly Police Report was presented – discussion on possible proactive approach with establishments for next year around thanksgiving time and bigger crowds.
5. **ADJOURNMENT** – Schroeder made a motion to adjourn the meeting at 4:51pm, 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.