



**LICENSING BOARD MEETING - SPECIAL AGENDA**

**TUESDAY, JULY 01, 2025 AT 6:45 PM**

**WATERTOWN MUNICIPAL BUILDING - 106 JONES STREET, WATERTOWN, WI 53094 UPPER  
LEVEL ROOM 2044**

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**Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 917 858 0897 Passcode: 53094 One tap mobile +16469313860

<https://us06web.zoom.us/j/9178580897?pwd=eUOpCUyvIV65zIPMYImMdPU1LVLx5I.1>

**1. CALL TO ORDER**

**2. BUSINESS**

- A. Review and take action: application for a Temporary "Class B" Wine and Temporary Class "B" Beer License for the July 4th Celebration event on July 3 and July 4, 2025 sponsored by American Legion Pitterle-Beaudoin Post 189 during the hours of 8 a.m. and 10 p.m. for location at Riverside Park

**3. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov) phone 920-262-4000*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

## Temporary Alcohol Beverage License

Municipality

C. Watertown

Section 2, Item A.

License(s) Requested	Fees	
	License Fees	\$ 10.00
	Background Check	\$ PREVIOUSLY PAID
	Total Fees	\$ 10.00

## Part A: Organization Information

1. Organization Name AMERICAN LEGION PITIERIE - BEAUDIN Post 189		
2. Organization Permanent Address 206 S. FIRST ST., PO BOX 22		
3. City WATERTOWN	4. State WI	5. Zip Code 53094
6. Mailing Address (if different from permanent address)		
7. FEIN 39-0784079	8. Date of Organization/Incorporation 10/10/1935	9. State of Organization/Incorporation WISCONSIN
10. Phone 920-262-9189	11. Email rogsan8152att.net	
12. Organization type (check one) <input type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input checked="" type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
14. Wisconsin Seller's Permit Number (if applicable) 456-1030347772-02		

## Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
ZILLMER	STEPHEN	COMMANDER	920-960-9111
GRILL	KIRK	ADJUTANT	920-285-9214
HERBERT	ROGER	FINANCE OFFICER	920-253-9373

Continued →

**Part C: Event Information**

1. Name of Event (if applicable) <b>JULY 4th CELEBRATION</b>			
2. Dates of Operation <b>JULY 3 AND JULY 4, 2025</b>		3. Hours of Operation <b>8am - 10 PM</b>	
4. Premises Address <b>RIVERSIDE PARK</b>			
5. City <b>WATERTOWN</b>		6. State <b>WI</b>	7. Zip Code <b>53094</b>
8. County <b>JEFFERSON</b>	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <b>WATERTOWN</b>		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  <b>ENTIRE RIVERSIDE PARK, INCLUDING, BUT NOT LIMITED TO, UPPER PAVILION, CELEBRATION SHELTER, ISLAND (FOR FIREWORKS).</b>			

**Part D: Attestation**

Who must sign this application?

- one officer or director of the nonprofit organization

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <b>HERBERT</b>		First Name <b>ROGER</b>		M.I. <b>W.</b>
Title <b>FINANCE OFFICER</b>	Email <b>rogsan815@att.net</b>		Phone <b>920-253-7373</b>	
Signature <b>Roger W. Herbert</b>			Date <b>6/10/25</b>	

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk <b>06-10-2025</b>	License Number <b>2025-027</b>
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

# Outdoor Open Container Entertainment Event

## Permit Application

The following items **MUST** accompany this application:

- Event map including fencing plans and street closures
- Specific plan indicating where patrons will be permitted to carry alcoholic beverages
- Detailed description of all public entertainment associated with the event
- Detailed security plan for the event
- Proof of insurance must be provided no later than 10 days prior to the event

### Section 1 – Applicant Information

Corporation/ Organization Name:

*AMERICAN LEGION PITTLERLE - BEAUDOIN POST 189*

Responsible Party:

*ROGER W. HERBERT*

Driver's License # (list State if not WI):

*H616-7394-8067-01*

Date of Birth:

*2/27/1948*

Address:

*1502 UTAH ST*

City:

*WATERTOWN*

State:

*WI*

Zip Code:

*53094*

Telephone Number:

*920-253-7373*

E-mail Address:

*rogsan815@aatt.net*

### Section 2 – Event Information

Name of Event:

*JULY 4TH CELEBRATION*

Purpose of Event:

*ALLOW COMMUNITY AND VISITORS TO CELEBRATE AMERICA'S INDEPENDENCE.*

Locations/Address of Event (must include event map including fencing plans, barricades, street closures, etc.):

*RIVERSIDE PARK, 916 LABAREE ST, WATERTOWN, WI 53094*

Event Dates (limit 4 consecutive days):

*JULY 3-4, 2025*

Event Hours (must be between 6 a.m. & 11 p.m.):

*8AM - 10 PM*

*ALCOHOLIC BEVERAGES WILL ONLY BE AT THE UPPER PAVILION AND CELEBRATION SHELTER. THIS WILL ALSO BE WHERE THE MUSICAL ENTERTAINMENT WILL BE. BASIC SECURITY WILL BE BY LEGION MEMBERS.*

Maximum Daily Attendance:

*1000*

Have you applied for a temporary Class "B" malt or temporary "Class B" wine license for the event? ☒ Yes ☐ No  
If no, contact Clerk's Office to obtain proper licenses/permits. No hard liquor may be sold/served/given away at events.

Have you applied for a special event permit for the event? ☒ Yes ☐ No  
If no, contact Clerk's Office to obtain proper licenses/permits.

Permit # (office use only)

Date Application Received:

Approved ☐

Denied ☐

INSURANCE

Each applicant shall furnish to the City, no later than 10 days prior to the event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 101, Wis. Stats. The certificate shall provide that the company will furnish the City with a 10-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000.00 per person/aggregate.

I hereby make an application for an Outdoor Open Container Entertainment Event Permit as detailed above. The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a permit for an Outdoor Open Container Entertainment Event.

Signature: Roger W. Herbert

Date Signed: 6/10/2025



THERE WILL BE NO FENCING,  
BARRICADES OR STREET CLOSURES.

## Share