



LICENSING BOARD MEETING AGENDA

WEDNESDAY, NOVEMBER 08, 2023 AT 4:30 PM

WATERTOWN MUNICIPAL BUILDING - 106 JONES STREET, ROOM 0041

In-Person: Watertown Municipal Building 106 Jones Street Room 0041

Virtually: <https://meet.goto.com/496523101> or by calling: +1 (646) 749-3129

Access Code: 496-523-101

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

- [A.](#) Licensing Board minutes from October 25, 2023

3. BUSINESS

- [A.](#) Review and take action: Application for a "Class B" Malt and Liquor License from Saldivar Food Service LLC (Luis Saldivar, Agent) located at 1727 S. Church Street
- B. 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
- C. Reconvene to open session
- D. Review and take action: application for operator's license from Sally M Samano
- E. 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
- F. Reconvene to open session
- G. Review and take action: application for operator's license from Rebecca L Kieffer
- [H.](#) Review Special Events from Clerk's Office
- [I.](#) Review Operator's List from Clerk's Office
- J. Review Police Report from Police Department

4. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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



LICENSING BOARD MEETING MINUTES

WEDNESDAY, OCTOBER 25, 2023 AT 4:15 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 (virtual), Ald. Smith, Cheri Martin, and Erin Schroeder. Staff present were: Police Chief Robert Kaminski, City Attorney Steven Chesebro, and City Clerk Megan Dunneisen.

1. CALL TO ORDER Mayor McFarland called the meeting to order at 4:21pm

2. REVIEW AND APPROVE MINUTES

- A. Ald. Smith made a motion to approve the Licensing Board minutes from September 13, 2023, and minutes from September 27, 2023, seconded by Martin. Schroeder noted a correction needs to be made to the September 27th minutes to properly reflect the vote count as Schroeder voting no and not Martin. Motion carried by unanimous voice vote.

3. BUSINESS

- A. Schroeder made a motion to approve the agent change for American Legion Pitterle - Beaudoin Post 189 from Robert Hamburger to Stephen Zillmer, seconded by Ald. Smith and carried by unanimous voice vote.
- B. Ald. Smith made a motion to approve the application for a "Class B" Malt and Liquor License from Dani's Pour Decisions LLC DBA Pour Decisions (Danielle Glazar, Agent) located at 715 W. Main Street with conditions of all inspections being passed by required departments, seconded by Schroeder. The applicant is aware of the work to be done and is working in collaboration with the building landlord and the city to get resolved. Motion carried by unanimous voice vote. (applicant was present in person).
- C. Schroeder made a motion to convene into Closed Session pursuant to Wis. Stats. 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or 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 paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held to discuss specific licenses: Application for operator license: Jessica Raatz(present in person), seconded by Martin and carried by roll call vote of: Yes; 5 (Schroeder, Martin, McFarland, Blanke, Smith), No:0.
- D. Schroeder made a motion to reconvene to open session, seconded by Martin and carried by unanimous voice vote.
- E. Ald. Smith made a motion to deny the application for operator's license from Jessica Raatz based on Cat I. of the City of Watertown's Licensing Guidelines and the restrictions of probation, seconded by Schroeder, and carried by unanimous voice vote.
- F. Special Event list from Clerk's Office was presented.
- G. Operator's List from Clerk's Office was presented.
- H. Police Report from Police Department was presented.

4. **ADJOURNMENT** Martin made a motion to adjourn the meeting, seconded by Schroeder and carried by unanimous voice vote at 4:44pm.

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.

Form
AT-106Original Alcohol Beverage
License Application

FOR CLERK
Municipality <u>C. of Watertown</u>
License Period <u>7/1/23 - 6/30/24</u>

License(s) Requested

- ☐ Class "A" Beer \$ _____
 ☐ "Class A" Liquor \$ _____
- ☒ Class "B" Beer \$ 100.
☒ "Class B" Liquor \$ 450.
- ☐ "Class C" Wine \$ _____
 ☐ "Class A" Liquor (Cider Only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____
 ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$
Publication Fee	\$ <u>175.00</u>
Background Check	\$
Total Fees	\$

Ad
10/11/23

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) SALDIVAR FOOD SERVICES LLC		
2. Trade Name or DBA		
3. Premises Address 1727 S CHURCH ST WATERTOWN WI 53094		
4. County JEFFERSON	5. Municipality	6. Aldermanic District
7. Mailing Address (if different from premises address) W4672 GROTH LN WATERTOWN WI 53094		
8. FEIN 93-3768875	9. Wisconsin Seller's Permit Number 456103149848104	
10. Premises Phone (920) 253-6424	11. Premises Email marias.watertown@gmail.com	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary. The facilities include a dinning room and a bar where the alcohol beverages will be served/sold. The is a storage room is where we will keep the alcohol beverages. This storage room will be locked. The records will be kept in the office which is besides the storage room.		

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
 If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration WISCONSIN		2. Date of Registration 10/05/20
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Parent Company	FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name SALDIVAR	Agent's First Name LUIS	Phone (920) 253-6424

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
SALDIVAR	LUIS	MEMBER/OWNER	(920) 253-6424

Part E: Attestation

Who must sign this application?

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

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 business 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 this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized 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.

Signature <i>Luis U. Saldivar</i>	Date 10/10/2023
Name (Last, First, M.I.) SALDIVAR LUIS	
Title MEMBER/OWNER	Email marias.watertown@gmail.com
Phone (920) 253-6424	

Part F: For Clerk Use Only

Date application was filed with clerk 10/11/23	Date reported to governing body 11/08/23	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

2023 SPECIAL EVENTS

APPLICATION INFORMATION FILLED IN BY CLERK'S OFFICE

DATE RECEIVED & DATE OF EVENT	DATE OF EVENT	EVENT NAME and ORGANIZATION (Attach Application Here)	EVENT DESCRIPTION	PERMIT #	YEAR OF EVENT	DEPT. APPROVED?	APPROVAL LETTER SENT?
9/16/2022	3/18/2023	Watertown Jig Jog - Educational Foundation of Watertown	Run-Sponsor Educational Foundation of Wttn	2023-03 - First event for 2023	9th	yes	(contingent approval) 3/9/2023 full
1/13/2023	7/6/2023	Lights and Sirens.pdf	Safety Fair- Sponsor Police Dept	2023-04	23rd	yes	yes
1/19/2023	3/19/2023	Main St Morning Mixer.pdf	Walk for fundraiser- Sponsor Wttn Main St Program	2023-05	3rd	yes	yes
1/19/2023	Tues- 5/2-10/31	Watertown Farmers Market.pdf	Vendor Farmers Market-Sponsor Wttn Main St Program	2023-06	161st	yes	yes
2/10/2023	6/24/2023	Watertown Community celebration and Vendor Fair.pdf	Vendor Fair/ Wttn Chamber of Commerce Support	2023-07	3rd	yes	yes
2/10/2023	7/29/2023	2023-08 Pride in the Park.pdf	LGBTQ/Sponsor Unity Project of Wttn	2023-08	2nd	yes	yes
2/28/2023	4/29/2023	Whiskey and Wine Walk (Chamber).pdf	Whiskey & Wine walk Sponsor Wttn Chamber of Commerce	2023-09	3rd	yes	yes
3/2/2023	6/8/2023	Moose Lodge Car Show.pdf	Car Show- Sponor Moose Lodge	2023-10	6th	yes	yes
3/10/2023	7/4/2023	4th of July Parade.pdf	Parade Sponsor by the city Parade Committee	2023-11	100+	yes	yes
3/16/2023	5/12/2023	Community Baby Shower.pdf	Baby Shower for Community/Sponsor Wttn Family	2023-12	1st	yes	yes
3/23/2023	8/10-8/13	Riverfest.pdf	Festival sponsor Riverfest	2023-13	1st	yes	yes
3/28/2023	5/20/2023	Town Square Grand Opening.pdf	Grand Opening Celebration/Wttn Park & Rec	2023-14	1st	yes	yes
3/29/2023	6/3/2023	Cash for Carp Rock River Rescue.pdf	Remove Carp from River Sponsor Rock River Rescue	2023-15	5th	yes	yes
3/31/2023	5/6/2023	Mystic Car Club.pdf	Car Show-Sponsor Mystic Car Show	2023-16	1st	yes	yes
3/31/2023	5/11/2023	St Marks Entertainment Night.pdf	Year End Family night sponsor St Marks School	2023-17	3rd	yes	yes

4/14/2023	6/24/2023	Tour Da Goose.pdf	Bike Ride Sponsor Rock River Community Clinic	2023-18		yes	yes
4/19/2023	5/29/2023	Memorial Day Celebration	Ceremony Sponsor Wttn Veterans Council	2023-19	75+	yes	yes
4/28/2023	7/13/2023	Watertown Craft beer Walk.pdf	Walk /Sponsor Wttn Chamber of Commerce	2023-20	6th	yes	yes
5/12/2023	6/11/2023	Corpus Christi Procession-Watertown Catholic.pdf	Procession Sponsor Wttn Catholic Church	2023-21	2nd	yes	yes
5/25/2023	7/3-7/4	July 4th Celebration	Celebration	2023-22	100+	yes	yes
6/7/2023	7/22/2023	Community Open House	Open house	2023-23	1st	yes	yes
6/13/2023	7/22/2023	Wttn Main St Program Sidewalk Sales	Sidewalk Sale/Sponsor Wttn Main St Program	2023-24	10+	yes	yes
6/22/2023	8/26/2023	Bartelme Schwefel Annual Picnic.pdf	Annual Picnic	2023-25	30th	yes	yes
6/23/2023	8/3-10/12	Garden Tales Farmers Market.pdf	Farmers Market	2023-26		cancelled	X
6/27/2023	9/23/2023	Blocktoberfest.pdf	Bar celebration-Sponsor Karah Pugh	2023-27	2nd	yes	yes
6/29/2023	9/27/2023	The Marquardt Homecoming Parade.pdf	Parade- Sponsor The Marquardt	2023-28	3rd	yes	yes
6/30/2023	9/7/2023	Wttn Downtown Wine Walk.pdf	Wine Walk/Sponsor Wttn Chamber of Commerce	2023-29	7th	yes	Yes
7/6/2023	8/20/2023	St Pauls Church Picnic.pdf	Church Picnic/Sponsor St Pauls	2023-30	1st	yes	Yes
7/18/2023	8/19/2023	Elks Music & Bags fundraiser	Fundraiser/Sponsor Elks Club	2023-31	3rd	yes	Yes
7/19/2023	11/23/2023	Run Turkey Run 5K	Run- Sponsor Sarah Sullivan	2023-32	11th		
7/26/2023	9/9/2023	Freedom Ride	Motorcycle Ride/Sponsor b-Cause We Care Inc	2023-33	8th	yes	yes
8/2/2023	8/12/2023	YMCA/Riverfest 5k	Run/Sponsor YMCA	2023-34	4th	yes	yes
8/23/2023	10/28/2023	Pumpkin Palooza	Festival- Sponsor Wttn Main St Program	2023-35	5+	yes	yes
8/28/2023	10/28/2023	Trunk or Treat	Halloween Event Sponsor Moose Lodge	2023-36	6	yes	yes

9/8/2023	11/25/2023	Christmas Parade	Parade Sponsor by the city Parade Committee	2023-37	30+	yes	yes
9/18/2023	9/29/2023	Watertown Homecoming Parade	Parade/ watertown School District	2023-38	7+	yes	yes
9/22/2023	10/19/2012	Regional Veterans Benefit Expo	Health /benefits expo sponsored by Elk lodge	2023-39	1st	yes	yes
9/23/2023	11/3/2023	Watertown Catholic Schools	Community Fellowship Walk	2023-40	2nd	yes CANCELLED VIA EMAIL ON 10/18/23	yes
9/27/2023	10/28/2023	Trunk or Treat- Ad-Tech	Halloween Event Sponsor Ad Tech	2023-41	1st	yes	yes
			Total Events	39			

Report Criteria:

License Type.Description = "Operator's License"

License.License issued date = 10/01/2023-10/31/2023

Business Name	Works At
Amanda Kostroski	Water Trap
Amber R Mayer	Watertown Mart Inc -- dba Watertown Mart
ASHLEY HILBURN-DIAZ	Marquardt Village
Danielle Kompsi	
Denise Leholm	Clark Gas Station
Erica Ochoa	Marias
Hope E Sanborn Wolfgram	Gasthaus
Kelly R Kwapil	
LeAnna Faye Price	Scores Sports Pub
Mary Kamuchey	Clark Gas Station
Matthew N Villwock	Elks Lodge 666 -- dba Elks Lodge
Melissa A Breitenstein	Gasthaus
Melissa M Seeber	
Michael J Rowoldt	Wttn Gymnastic Assoc,Inc--dba Turner Hall
Nicholas J Lindemann	Gasthaus
Shannon L Lubben	Watertown Mart Inc -- dba Watertown Mart
Trisha L Schuett	Gasthaus
Wayne A Arbogast	Elks Lodge 666 -- dba Elks Lodge
William Mathew Nick	A1 OIL