



LICENSING BOARD MEETING AGENDA

WEDNESDAY, MARCH 13, 2024 AT 4:30 PM

WATERTOWN MUNICIPAL - 106 JONES STREET, WATERTOWN, WI 53094 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 February 14, 2024

3. BUSINESS

- A. Review and take action: application for Temporary Class "B" license from Fiesta Cultural Org at Bentzin Family Town Square for the Dueling Pianos event on Saturday June 29, 2024 from 5pm - 9pm
- 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: Jessica L Raatz
- C. Reconvene to open session
- D. Review and take action: application for operator's license from Jessica L Raatz
- E. Review and take action: update the City's beverage operator application (regular and temporary) to include applicant providing information on any previous operator's license denials

4. REPORTS

- A. Review and discuss: Special Events List
- B. Review and discuss: Monthly Operator's List
- C. Review and discuss: Monthly Police Report

5. 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, FEBRUARY 14, 2024 AT 4:30 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 GoToMeeting. The following members were present: Mayor McFarland, Ald. Blanke, and Cheri Martin. Absent was Ald. Smith and Erin Schroeder. 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 4:30pm
2. **REVIEW AND APPROVE MINUTES**
 - A. Ald. Blanke made a motion to approve the Licensing Board minutes from December 13, 2023, seconded by Martin and carried by unanimous voice vote.
3. **BUSINESS**
 - A. Martin made a motion to approve application for Temporary Class "B" and Temporary "Class B" license from Luther Prep School Booster Club at 1300 Western Ave (school gym) for the Lives Prepared Auction Gala on April 20, 2024, seconded by Ald. Blanke and carried by unanimous voice vote.
 - B. Martin made a motion to approve the applications for Temporary "Class B" Licenses for the Whiskey and Wine Walk event hosted by Watertown Chamber of Commerce on April 27, 2024, during the hours of 1 p.m. and 4:30 p.m. Locations include Ava's Posh Boutique, 209 E. Main St., Bradow Jewelers, 217 E. Main St., Brown's Shoe Fit Co., 212 E. Main St., Central Block, 416 E. Main St., Draeger's Floral, 616 E. Main St., Literatus & Co, 401 E. Main St., White Oak Builders, 14 E. Main St., and Studio 9, 9 E. Main St., seconded by Ald. Blanke and carried by unanimous voice vote
 - C. City Attorney Steven Chesebro gave a presentation on the updates to Wisconsin's alcohol laws which included but not limited to updates to beverage operator permits issued through the state, public places, and reserve license transfers.
4. **REPORTS**
 - A. The Special Events List was presented.
 - B. Monthly Operator's List was presented.
 - C. Monthly Police Report was presented.
5. **ADJOURNMENT** Martin made a motion to adjourn at 5:00pm, seconded by Ald. Blanke and carried by unanimous voice vote.

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Application for Temporary Class "B" / "Class B" Retailer's License

Section 3, Item A.

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 3/8/2024

☐ Town ☐ Village ☒ City of Watertown

County of Jefferson

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 5:00 PM and ending 9:00 PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Samuel J. Galaviz Fiesta Cultural Org.

(b) Address N 1028 CTH M Watertown, WI 53098

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 6/29/24 3/12/2012

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Samuel J. Galaviz

Vice President Colleen Galaviz

Secretary Sandra Olaguez

Treasurer Colleen Galaviz

N 1028 CTH M Watertown

301 Dakota St. Watertown, WI 53098

N 1028 CTH M Watertown, WI 53098

(g) Name and address of manager or person in charge of affair:

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Bentzin Family Town Square

(b) Lot Block

(c) Do premises occupy all or part of building? Yes (Restrooms)

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event Fiesta at the Park Concert

(b) Dates of event 6/29/24 and 7/1/24 Same Location

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Samuel J. Galaviz

(Signature / Date)

Fiesta Cultural. com

(Name of Organization)

Date Filed with Clerk 3/8/24

Date Reported to Council or Board 3/13/24

Date Granted by Council

License No.

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:

Fiesta @ the Park

Responsible Party:

Samuel J. Galaviz

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

G412 7904 9183 09 5/23/49

Date of Birth:

Address:

N 1028 CTH M

City:

Watertown

State:

WI

Zip Code:

53098

Telephone Number:

(920) 285-1949

E-mail Address:

galavizsp@gmail.com

Section 2 – Event Information

Name of Event:

Fiesta @ the Park (Fiesta Cultural. com)

Purpose of Event:

We celebrate Cultures & our vision is to unite cultures

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

Event Dates (limit 4 consecutive days):

8/31/2024

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

10:00AM - 8:00PM

Maximum Daily Attendance:

500

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 ☐

APPLICATION FOR BEVERAGE OPERATOR LICENSE

Applicants MUST complete ALL sections of application

Section 3, Item E.

"DO NOT WRITE IN THIS AREA"

Type of License: ☐ NEW ☐ RENEWAL
Date Last Held License: _____ Where _____
Date of Application: _____
Applicant Must Attend Course: ☐ Yes ☐ No
Date Class Attended: _____
Fee: \$35.00 – Date Paid: _____ Receipt # _____
Provisional License Issued: (Date: _____) Fee: \$15.00 – Date Paid _____ Receipt # _____
Date to Licensing Board: _____
Action of Lic. Bd. _____
Granted by Council: _____
Pick Up ☐ Mail ☐

APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN!!! A POLICE CHECK WILL BE COMPLETED. PLEASE READ CAREFULLY AND ANSWER HONESTLY. FALSIFICATION AND/OR MISREPRESENTATION IS GROUNDS FOR DENIAL OF LICENSE/PERMIT.

PLEASE INITIAL HERE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENT: _____

FULL NAME _____ OTHER NAMES USED (i.e. maiden name) _____

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

How long have you lived at your present address? _____ If less than 5 years, list previous address(s) and dates: _____

PHONE NUMBER _____

AGE _____ DATE OF BIRTH _____ BIRTH PLACE _____

MALE ☐ FEMALE ☐ HAIR _____ EYES _____ HEIGHT _____ WEIGHT _____ RACE _____

DRIVER'S LIC. NUMBER _____ STATE _____ SSN _____

(**IF ADDITIONAL SPACE IS NEEDED FOR THE BELOW QUESTIONS, PLEASE USE THE BACK OF THIS FORM OR ANOTHER SHEET OF PAPER**)

How long have you continuously resided in Wisconsin? _____ Place of employment as an Operator: _____

Do you currently hold, or have you ever previously held, within the last five years, an operators, premises or managers license issued by the City of Watertown or any other jurisdiction? (attach proof of any current license issued outside the City of Watertown) Yes ☐ No ☐

Have you ever had an operators, premises or managers license, issued by ANY jurisdiction, suspended, revoked, cancelled or acted upon in any other manner limiting the privileges of the license? Yes ☐ No ☐

If yes, identify location(s) allegation(s), approximate date(s) and disposition(s): _____

Have you ever been convicted of a FELONY? Yes ☐ No ☐

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Have you been convicted of a MISDEMEANOR in the past 10 years? Yes ☐ No ☐

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Are there any pending FELONY or MISDEMEANOR charges against you? Yes ☐ No ☐

If yes, identify location(s) charge(s) and approximate date(s): _____

Are there any pending drug/alcohol related offenses* against you? Yes ☐ No ☐

If yes, identify location(s) charge(s) and approximate date(s): _____

Have you ever, whether as a juvenile or an adult, been convicted of drug/alcohol related offenses* in the last 5 years? Yes ☐ No ☐

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Have you been denied a Beverage Operator License from any municipality in the last 5 years? Yes ☐ No ☐

If yes, identify the municipality, approximate date(s), and disposition(s): _____

"DRUG/ALCOHOL RELATED OFFENSE" IS TO BE READ IN THE BROADEST POSSIBLE SENSE. IF YOU HAVE ANY DOUBT AS TO WHETHER AN OFFENSE IS CONSIDERED ALCOHOL/DRUG RELATED, YOU MUST DISCLOSE.

ANY FALSE OR MISSING INFORMATION, WHETHER THE OMISSION WAS INTENTIONAL OR UNINTENTIONAL, WILL RESULT IN DENIAL OF YOUR OPERATOR'S LICENSE.

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to a driver's license check, a local police records check, and a criminal history background check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Signature _____ Date _____

Police Chief _____ Approved ☐ Denied ☐

APPLICATION FOR TEMPORARY BEVERAGE OPERATOR LICENSE

Section 3, Item E.

Applicants MUST complete ALL sections of application

"DO NOT WRITE IN THIS AREA"

Type of License: **TEMPORARY** Dates license is needed? (1 – 14 days) From: _____ To: _____
Date of Application: _____ Fee: \$15.00, Date Paid: _____ Receipt # _____

THIS IS A TEMPORARY LICENSE THAT CAN ONLY BE OBTAINED ONCE IN ANY SINGLE CONSECUTIVE TWELVE (12) MONTH PERIOD. APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN!!! A POLICE CHECK WILL BE COMPLETED. PLEASE READ CAREFULLY AND ANSWER HONESTLY. FALSIFICATION AND/OR MISREPRESENTATION MAY BE GROUNDS FOR DENIAL OF LICENSE/PERMIT.

PLEASE INITIAL HERE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENT: _____

FULL NAME _____ OTHER NAMES USED (i.e. maiden name) _____

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

How long have you lived at your present address? _____ If less than 5 years, list previous address(s) and dates: _____

PHONE NUMBER _____

AGE _____ DATE OF BIRTH _____ BIRTH PLACE _____

MALE _____ FEMALE _____ HAIR _____ EYES _____ HEIGHT _____ WEIGHT _____ RACE _____

DRIVER'S LIC. NUMBER _____ STATE _____ SOC. SEC. # _____

(*IF ADDITIONAL SPACE IS NEEDED FOR THE BELOW QUESTIONS, PLEASE USE THE BACK OF THIS FORM OR ANOTHER SHEET OF PAPER***)**

How long have you continuously resided in Wisconsin? _____ Place of employment as an Operator: _____

Do you currently hold, or have you ever previously held, within the last five years, an operators, premises or managers license issued by the City of Watertown or any other jurisdiction? (attach proof of any current license issued outside the City of Watertown) Yes ☐ No ☐

Have you ever had an operators, premises or managers license, issued by ANY jurisdiction, suspended, revoked, cancelled or acted upon in any other manner limiting the privileges of the license? Yes ☐ No ☐

If yes, identify location(s) allegation(s), approximate date(s) and disposition(s): _____

Have you ever been convicted of a FELONY? Yes ☐ No ☐

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Have you been convicted of a MISDEMEANOR in the past 10 years? Yes ☐ No ☐

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Are there any pending FELONY or MISDEMEANOR charges against you? Yes ☐ No ☐

If yes, identify location(s) charge(s) and approximate date(s): _____

Are there any pending drug/alcohol related offenses* against you? Yes ☐ No ☐

If yes, identify location(s) charge(s) and approximate date(s): _____

Have you ever, whether as a juvenile or an adult, been convicted of drug/alcohol related offenses* in the last 5 years? Yes ☐ No ☐

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Have you been denied a Beverage Operator License from any municipality in the last 5 years? Yes ☐ No ☐

If yes, identify the municipality, approximate date(s), and disposition(s): _____

****"DRUG/ALCOHOL RELATED OFFENSE" IS TO BE READ IN THE BROADEST POSSIBLE SENSE. IF YOU HAVE ANY DOUBT AS TO WHETHER AN OFFENSE IS CONSIDERED ALCOHOL/DRUG RELATED, YOU MUST DISCLOSE.***

ANY FALSE OR MISSING INFORMATION, WHETHER THE OMISSION WAS INTENTIONAL OR UNINTENTIONAL, MAY RESULT IN DENIAL OF YOUR OPERATOR'S LICENSE.

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to a driver's license check, a local police records check, and a criminal history background check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Signature _____ Date _____

Police Chief _____

Approved ☐

Denied ☐

2024 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 #	City Sponsored Event - No charges/fees or Insurance needed	YEAR OF EVENT	EVENT FOR A FEDERAL HOLIDAY? (no fees)	DEPT. APPROVED?	APPROVAL LETTER SENT?
10/30/2023	7/16/1905	TOWN SQUARE EVENT LISTING	Town Square event listing submitted 10/31/2023 per agreement	N/A	Yes				
11/7/2023	8/8-8/11	Riverfest	Community Festival	2024-01	no	37th	no		
11/20/2023	7/9/2024	Lights N Sirens	Safety Fair	2024-02	Yes	24th	No	yes	yes
11/21/2023	3/16/2024	Jig Jog	Run	2024-03	No	10th	No	yes	yes
12/20/2023	2/10/2023	Dessert Walk Main Street Program	Dessert Tasting	2024-04	No	1st	No	yes	yes
12/10/2023	05/2024 - 10/2024	Watertown Farmers Market - Main Street Program	Year Farmers Market	2024-05	No	10+	no	yes	yes
1/15/2024	3/3/2024	Watertown Main St Morning Mixer	Adult Beverage Walk	2024-06	No	5th	No	yes	yes
2/5/2024	4/27/2024	Chamber Whiskey/Wine walk	Adult Beverage Walk	2024-07	No	4th	no		
2/16/2024	7/20/2024	Pride in the Park	Vendor fair to celebrate LGBTQ & Pride	2024-08	No	3rd	No		
2/16/2024	7/4/2024	4th of July Parade	Federal holiday Parade	2024-09	No	100+	Yes		
	Total number of Events	8							

Report Criteria:

License.Type.Description = "Operator's License"

License.License issued date = 02/01/2024-02/29/2024

Business Name	Works At	Mailing Address 1	Mailing City	Mailing State	Mailing Zip	Date of Birth	License Issued Date
Chancelor L Hernandez	River Tap	1119 Center St	Watertown	WI	53098	01/09/1986	02/15/2024
Evan C Stindt	Watertown Country Club	1214 W Main St	Watertown	WI	53098	05/15/1991	02/02/2024
Gurinderpal Khasria	Justmans	316 Stonefield Dr	Johnson Creek	WI	53038	08/20/2005	02/16/2024
Lolita D Dunn-Carter	Bajwa Gas LLC -- dba Clark gas station	85 Cardinal Ct	Watertown	WI	53098	07/20/1960	02/15/2024
Steven D Sellnow	Uptown of Water town LLC--dba The Uptown of Watertown	W3023 East Gate Dr	Watertown	WI	53094	03/27/1996	02/05/2024
Thomas J Schoechert	Rusty Nail	615 N Church St	Watertown	WI	53098	08/08/1987	02/15/2024
Zachary D Scher	WALmart	N8917 Martins Way	Watertown	WI	53094	12/12/2005	02/02/2024