

**CITY OF WATERTOWN  
OFFICE OF CITY CLERK/TREASURER  
106 Jones Street  
Watertown, WI 53094  
920-262-4000**

Dear License Applicant:

This is to notify you that you must take the Bartender's Awareness Course.

There are several approved courses/classes. They are:

- [Affordable Alcohol Training dba LIQUORexam.com](#)
- [CARE](#) (American Hotel & Lodging Education Institute)
- [Learn2Serve](#)
- [Rservering.com](#) (Professional Server Certification Corporation)
- [Seller/Server.com](#)
- [ServerLicense.com](#)
- [Serving Alcohol Inc. - Wisconsin Alcohol Seller/Server Course](#)
- [ServSafe Alcohol](#) (WRAEF/NRAEF)
- [TEAM](#)
- [TIPS](#)

**\*\*\*PLEASE NOTE: the website you choose may ask you to "choose your State". If this is the case, please make sure you choose WISCONSIN!!!**

According to the Department of Revenue's Alcohol Beverage Bill, Wisconsin Act 259 of the Wisconsin State Statutes and Watertown Municipal Code 220-5 I, all applicants must attend the Bartender's Awareness Course if:

- 1 – You never held a beverage operator's license in the City of Watertown.
- 2 – You did have a beverage operator's license (either in the City of Watertown or another municipality), but it expired more than 2 years ago.

(You are exempt from attending if you attended the course within the last 2 years or held a license within the past 2 years.)

Please consider this notification that your license will be granted but not issued until you have completed the course.

If you have any questions, please feel free to contact my office at 262-4000.

Elissa Meltesen  
City Clerk/Treasurer

## Licensing Guidelines

These Guidelines are created to advise applicants of the licensing procedures under Chapter 220 of the Watertown Municipal Code. A complete copy of Chapter 220 is available through the City's website. Generally, the duties of City Staff are as follows:

1. To receive applications and collect all fees associated with the license/permit.
2. To investigate all license applications required by Chapter 220 of the Municipal Code and the Wisconsin Statutes.
  - a. The City Clerk provides copies of each application for a license, including renewal of existing licenses, to the Chief of Police or his/her designee and other departments as necessary.
  - b. The City departments review each application and conduct any other appropriate investigation for the purpose of determining whether the department has any objection to the issuance of the requested license.
  - c. The City departments will submit its recommendation in writing to the City Clerk stating whether the department has any objection to the issuance of the license or permit and, if it does, the basis for the objection.
3. The City Clerk will prepare a report with the department's recommendation to the City Council or the Alcohol License Review Board whenever required. If application is recommended for denial the City Clerk shall notify the applicant and give notification of the appeal process. The Common Council shall receive a copy of the denial letter.
4. If the recommendation is for approval, the City Clerk will issue the license and/or permit in accordance with Chapter 220 of the Municipal Code and State Statutes.

Applicants are reminded that possession of a City-issued license is a privilege, not a right. The City of Watertown retains broad discretionary authority in denying or recommending the granting of license applications based on the guidelines contained herein, and each case will be considered on an individual basis.

If a decision is made to deny a license for which an individual has applied, staff is required to provide that individual with a written notification and reason for the denial. Denial of a license is considered final action unless the applicant appeals the decision.

### **FALSIFICATION OF APPLICATIONS**

***Any applicant(s) who materially falsifies an application for a license, including the omission of information, will not be eligible for a license and may not reapply for a license for a period of one (1) year from the date of denial of such application.***

## **GUIDELINES:**

The following guidelines were established by the City of Watertown to help determine the circumstances under which applicants may be eligible for the issuance of certain licenses. Deviation from these guidelines may be allowed if mitigating circumstances are documented and explained by the applicant.

In addition to the qualifications below, each applicant must comply with, and be eligible to hold the license applied for under the applicable state statutes or local ordinance.

### **A. Alcohol Related Licenses**

Individuals who hold an alcohol related license (premises, regular, provisional or temporary) hold a position of trust with the City and, consequently, must act in cooperation with law enforcement to insure that alcohol-related laws are enforced. Applications from individuals with a past history of negative or uncooperative contacts with police agencies will be given heightened scrutiny.

### **CATEGORY I.**

Any applicant who has been convicted of, released from incarceration in a federal or state prison system or a county jail, or released from parole or probation status for an offense substantially related to the license sought within the last five (5) years will not be eligible for a license. Such offenses include, but are not limited to the following:

- a. Violent offenses against the person of another, including but not limited to homicide, aggravated battery, sexual assault, injury by negligent use of a weapon, injury by negligent use of a vehicle, or injury by intoxicated use of a vehicle.
- b. Offenses involving cooperation with law enforcement officials including but not limited to, any offense of false alarms, obstructing a police officer, harassment of a police officer, resisting arrest, bribery of public officers or employees, misconduct in public office, perjury, false swearing, assault by prisoner, escape from custody, bail jumping or bond scares.
- c. Offenses involving dishonesty, theft or misappropriation of funds, including but not limited to, burglary, entry into a locked vehicle, theft, fraud on hotel or restaurant keeper, issue of more than one worthless check, receiving or transferring stolen property, loan sharking, robbery, forgery and retail theft.
- d. Offenses involving children, including but not limited to, any abuse of children, sexual assault to a child, contributing to the delinquency of a minor, receiving stolen property from children, selling drugs to children, or any crime involving child pornography.
- e. Drug-related felony offenses, including but not limited to, any offense involving the sale of narcotics or other controlled substances, whether to adults or juveniles.

## **CATEGORY II.**

Any applicant who has been convicted of, released from incarceration in a federal or state prison system or county jail, or released from parole or probation status for any of the following offenses within the last five (5) years will not be eligible for a beverage operator's license:

- a. Alcohol beverage offenses, including but not limited to, sale of alcohol beverages without a license or permit, furnishing alcoholic beverages to underage persons, furnishing alcoholic beverages to intoxicated persons, or any other violation of Chapter 125 of the Wisconsin Statutes or a local ordinance enacted in conformity therewith;
- b. Drug related misdemeanors;
- c. Drug related municipal ordinance offenses arising from two or more separate incidents.

However, the furnishing of alcoholic beverages to an underage individual, unless the licensee has committed two (2) such violations within one (1) year, shall not be a reason for a denial of a license.

## **CATEGORY III.**

Any applicant who has, within the last three (3) years, been convicted of any criminal drug or alcohol related offense arising from two or more separate incidents, including, by way of example only, and, not limited to:

- a. Operating a motor vehicle while under the influence of intoxicating beverages or drugs.
- b. Operating a motor vehicle with a Prohibited Alcoholic Content (PAC) in excess of .08% by weight.
- c. Open intoxicants in public places or in a motor vehicle.

## **CATEGORY IV.**

Applicants who have a pending outstanding arrest warrant for a related offense are not eligible for a license, or a renewal of a license, if a conviction for the offense would place the applicant in any other category. An applicant may re-apply when the underlying matter is concluded.

## **CATEGORY V.**

Applicants who have pending matter for any related charge as of the date of application, are not eligible for a license or a renewal of a license, if a conviction of the offense would place the applicant in any other category. The applicant may re-apply when the underlying matter is concluded.

## **CATEGORY VI.**

Any applicant who has a history of violations/convictions not specifically identified above that would lead a reasonable person to believe or conclude that the applicant is a habitual law offender, shall not be eligible for a license. The police department shall consult with the City Attorney prior to a recommended denial reference this paragraph.

For the purposes of these Guidelines, a habitual law offender includes, but is not limited to a person who has committed:

1. Two (2) or more offenses, each a separate incident, within the immediately preceding six (6) months.
2. Three (3) or more offenses, each a separate incident, within the immediately preceding two (2) years.
3. Six (6) or more offenses, each a separate incident, within the preceding ten (10) years.

## **B. Other Chapter 2 Licenses (taxis, solicitors, vending, etc...)**

### **CATEGORY I.**

Any applicant who has been convicted of, released from incarceration in a federal or state prison system or a county jail, or released from parole or probation status for any offense with the last five (5) years in the following subcategories will not be eligible for a license:

- a. Violent offenses against the person of another, including but not limited to homicide, aggravated battery, sexual assault, injury by negligent use of a weapon, injury by negligent use of a vehicle, or injury by intoxicated use of a vehicle.
- b. Offenses involving cooperation with law enforcement officials including but not limited to, any offense of false alarms, obstructing a police officer, harassment of a police officer, resisting arrest, bribery of public officers or employees, misconduct in public office, perjury, false swearing, assault by prisoner, escape from custody, bail jumping or bomb scares.
- c. Offenses involving dishonesty, theft, or misappropriation of funds, including but not limited to, any felony, misdemeanor, or ordinance violation for burglary, entry into a locked vehicle, theft, fraud on hotel or restaurant keeper, issue of more than one worthless check, receiving or transferring stolen property, loan sharking, robbery, forgery and retail theft.
- d. Offenses involving children, including but not limited to, any abuse of children, sexual assault to a child, contributing to the delinquency of a minor, receiving stolen property from children, selling drugs to children, or any crime involving child pornography.
- e. Drug-related felony offenses, including but not limited to, any offense involving the sale of narcotics or other controlled substance, whether to adults or juveniles.

**CATEGORY II.**

Any applicant will not be eligible for a license that has a drug related misdemeanor or municipal ordinance offenses within the last three (3) years.

**CATEGORY III.**

Any applicant will not be eligible for a license that has a pending outstanding arrest warrant for any offense and will not be eligible to reapply for a period of one (1) year as of the date of the application.

**CATEGORY IV.**

Any applicant will not be eligible for a license that has a pending disposition for any charges whether or not filed in any court of law as of the date of application. This paragraph will only apply if the pending charge would result in possible denial of the application.

**CATEGORY V.**

Any applicant who has a history of violations/convictions not specifically identified above that would lead a reasonable person to believe that the applicant is a habitual law offender as defined above, shall not be eligible for a license. The police department shall consult the City Attorney prior to a recommended denial in reference to this paragraph.

**QUESTIONS.**

Questions regarding this process may be directed to either the City Clerk or the City Attorney's office.