



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved ALCOHOL LICENSE REVIEW COMMITTEE

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

*This meeting may be viewed LIVE on Charter Spectrum Channel 994, AT&T U-Verse  
Channel 99 or at [www.madisoncitychannel.tv](http://www.madisoncitychannel.tv).*

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Tuesday, January 16, 2024

5:30 PM

Virtual Meeting

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### Operating Procedures Subcommittee

#### VIRTUAL MEETING

The City of Madison is holding the Alcohol License Review Committee meeting in a hybrid to help protect our community from the Coronavirus (COVID-19) pandemic. Members of the public may choose to view and/or provide comment in person or virtually at hybrid Alcohol License Review Committee meetings.

1. Written Comments: You can send comments on agenda items to [licensing@cityofmadison.com](mailto:licensing@cityofmadison.com)

2. Register for Public Comment:

- Register to speak at the meeting.
- Register to answer questions.
- Register in support or opposition of an agenda item (without speaking).

If you want to speak at this meeting you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you need to join the virtual meeting.

3. Watch the Meeting: If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/WatchMeetings>

4. Listen by Phone:  
(877) 853-5257 (Toll Free)  
Webinar ID: 890 7124 1948

This meeting is governed by Robert's Rules of order. All speakers wishing to address the committee regarding an agenda item must first complete a registration form and submit it to the City Clerk designee.

Speakers may speak to the committee only after they are called by the Chair. Each speaker will be limited to three minutes.

The public is not allowed to address or respond to speakers or committee members unless they have been recognized by the Chair of the committee.

**Notified Absences: Reece**

**Call to Order/Roll Call**

**At 5:45 PM, meeting called to order. Amy Westra as acting Chair.**

**Present:** 6 - Charles Myadze; Michael E. Verveer; Amber McReynolds; Colin R. Barushok; Amy L. Westra and Sheri Carter

**Excused:** 9 - Jim Verbick; James Boxrud; Michael Hanson; Karen L. Reece; Kathryn M. Farley; Michael S. Donnelly; Amanda M. Jovaag; Linda Vakunta and Isadore Knox Jr.

**Public Comment**

1. [81583](#) Public Comment

**There were no registrants for public comment.**

**Disclosures and Recusals**

**Discussion Items**

2. [80734](#) Discussion on how the Alcohol License Review Committee can provide support to non-English speaking applicants to make informed decisions  
**Discussed scheduling an ALRC meeting where the Department of Civil Rights and possibly the city's community connectors could sit in. Committee members could also attend a city training on plain language workshop to learn to communicate better with translators to help applicant. The subcommittee identified entertainment licenses ordinance language and its application process as an area to simplify for applicants. The City Attorney's Office is working on a "matrix" to provide to applicants, to assist them in the licensing application process. Lastly, the recent addition of two bilingual (Spanish) City Clerk staff will improve language access for Spanish-speaking applicants submitting applications to the Clerk's Office.**

**Adjournment**

**A motion was made by Barushok, seconded by Verveer, to Adjourn at 6:23 PM. The motion passed by voice vote/other.**