



OFFICIAL PUBLIC NOTICE
MEETING OF THE PUBLIC SAFETY COMMITTEE
MONDAY, OCTOBER 06, 2025 AT 5:00 PM

SMALL CONFERENCE ROOM, MUNICIPAL BUILDING; 450 S. MAIN STREET; RICHLAND CENTER, WI 53581

AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES

- [1.](#) 9-1-2025 PSC Minutes

APPROVAL OF OPERATOR LICENSES

DISCUSSION AND ACTION ITEMS

- [2.](#) RCSO and RCPD Range MOU
- [3.](#) Application for Temporary Class B Retailer License for Richland County Performing Arts Council, Silent Movie "The Phantom of the Opera" on October 24, 2025. Note; No wine can be sold as the have reached their limit.
- [4.](#) Application for Temporary Class B Retailer License for Richland County Performing Arts Council, Bobby G. Rice Concert, at 2p on October 25, 2025. Note; No wine can be sold as the have reached their limit.
5. Municipal License, Mobile Dessert/Food Establishment Application for Cooke's Kitchen LLC.
- [6.](#) Street Closure Request for Richland Center Pumpkinfest on Oct. 25th from 8a to 4p, This will be for the 200 Block of South Park St. between E. Seminary Street and the norther most entrance of the Courthouse parking lot.
7. Request from Ken Judson to place stop signs on North Congress to help with the speeding issues.

CHIEF OF POLICE REPORT

- [8.](#) August 2025 PD Report

REPORTS, REQUESTS, CONCERNS *No action will be taken on any matter originating under this item.*

SET NEXT MEETING DATE *First Monday of the Month*

ADJOURNMENT

Posted this 3rd day of October, 2025 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

Minutes

CALL TO ORDER: All committee members, Doug Martyniuk, Steve Downs and Ron Fruit, were in attendance. It was noted the meeting had been properly noticed. Chief Jones was also present.

APPROVAL OF MINUTES

1. Motion by Downs to approve the 8/4/2025 Public Safety Meeting Minutes as presented, seconded by Martyniuk. Motion carried 3-0

APPROVAL OF OPERATOR LICENSES

Motion by Downs to approve the operators' licenses as presented seconded by Martyniuk. Motion carried 3-0

DISCUSSION AND ACTION ITEMS

2. Motion by **Martyniuk** to approve the Street Closure request for Edward Jones Client Appreciation Event, Cook-out and Music. Date of 10/01/2025, 4PM - 7PM, seconded by **Downs**. Motion carried. 3-0
3. Motion by Downs to approve the Street Closure request for St. Marys Parish Festival/Car Show on 09/20/2025 from 3PM - 9PM. Fifth Street between Main and Church Streets. Seconded by Martyniuk, motion carried. 3-0
4. Motion by Downs to approve the Street Closure request for Richland County Performing Arts Central Ave Fall Bash on 09/27/2025 between 11AM - 7PM. Central Ave from Mill Street to Court Street. Seconded by Martyniuk, motion carried. 3-0
5. Motion by Downs to approve the Street Closure request for RCHS Athletic Booster Club to hold the annual Duck Race on 10/03/2025 in the 100 Block of East Court Street between Central Ave and Church St. immediately following the Home Coming Parade. Seconded by Martyniuk, motion carried. 3-0
6. Motion by Downs to approve the Temporary Alcohol Beverage License for St. Marys Parish Festival at 160 W 4th St on 09/20/2025 from 4PM-10PM. Seconded by Martyniuk, motion carried. 3-0
7. Motion by Downs to approve the Temporary Alcohol Beverage License for the Greater Richland Area Chamber Suits & Sequins Wine Walk on 09/26/2025 from 5PM-8PM. Seconded by Martyniuk, motion carried. 3-0
8. Motion by Downs to approve the Temporary Alcohol Beverage License for Richland County Performing Arts Council Central Ave Fall Bash Block Party at 182 N Central Ave on 09/27/2025 from 2PM-6PM. Seconded by Martyniuk, motion carried. 3-0
9. Motion by Fruit to approve the Parade Permit for 2025 RCHS Homecoming Parade on 10/3/2025 beginning at 3PM with setup starting at 1:30PM. Seconded by Downs, motion carried. 3-0
10. Motion by Downs to approve the Parade Permit for 2025 Canyon of Lights Parade on 10/4/2025, 7PM-8:45PM. Seconded by Martyniuk, motion carried. 3-0
11. Motion by **Downs** to recommend to the Common Council the approval of Ordinance No. 2025-____, 'An

Ordinance Amending Section 980.06 of the Municipal Code of the City of Richland Center Relating Persons Authorized to Issue Citations and Consolidating Citation Authority,' finding that it will improve clarity, efficiency, and effective enforcement of municipal ordinances. Seconded by **Martyniuk**, motion carried. 3-0

Item 1.

12. Motion by **Fruit** to recommend to the Common Council the approval of Ordinance No. 2025-07, "An Ordinance Amending Section 300.10(4) of the Municipal Code of the City of Richland Center Relating to Forfeitures for Public Nuisances," finding that this amendment establishes clear forfeiture amounts. Code of the City of Richland Center Relating to Forfeitures for Public Nuisances. Seconded by **Downs**, motion carried. 3-0

CHIEF OF POLICE REPORT

13. June and July PD Reports – Presented by Chief Jones
14. Police 2026 Budget/ Draft – Presented by Chief Jones

REPORTS, REQUESTS, CONCERNS

Fruit: 2 locations where sight and signs are obstructed- N. Central and Union St. North bound when looking to the east sight is obstructed by bushes, Jim Lanes residence.

Then, Third St. east bound towards Jefferson St. there is tree in the boulevard that is obstructing the full view of the stop sign.

SET NEXT MEETING DATE: October 6th, 2025, 5:30PM

ADJOURNMENT: Motion by **Downs** to adjourn, seconded by **Martyniuk**. Motion carried. 3-0

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into on this 6th day of October 2025, by and between:

- **The Richland Center Police Department**, a municipal law enforcement agency located at 470 S. Main St., Richland Center, WI 53581, hereinafter referred to as "RC Police Department,"
- **The Richland County Sheriff's Office**, a county law enforcement agency located at 181 W. Seminary St., Richland Center, WI 53581, hereinafter referred to as "RC Sheriff's Office,"
- **The City of Richland Center**, a municipal corporation located at 450 S. Main St, Richland Center, WI 53581, hereinafter referred to as "City,"
- **Richland County**, the governing body of Richland County, Wisconsin, located at 181 W. Seminary St., Richland Center, WI 53581, hereinafter referred to as "County."

WHEREAS, the RC Police Department and RC Sheriff's Office mutually agree to share responsibility for the enhancement and use of the law enforcement range located on Richland Center property, identified as [address or specific location description], hereinafter referred to as the "Range."

WHEREAS, the RC Police Department and RC Sheriff's Office agree to contribute equally to the costs associated with enhancing and maintaining the Range for training purposes, and

WHEREAS, the County will ensure that all County staff utilizing the Range are covered by the County's insurance.

WHEREAS, the City and County wish to clearly define the structure of liability regarding the use of the Range.

NOW, THEREFORE, the undersigned parties agree as follows:

1. Responsibilities for Cost of Enhancements

- The RC Police Department and the RC Sheriff's Office shall equally agree on the type of improvements and share the costs associated with enhancing, maintaining, and improving the Range. These enhancements may include, but are not limited to, the installation of targets, safety features, infrastructure improvements, and any necessary repairs.

2. Insurance Coverage for County Staff

- It is understood that all County staff, including employees or other personnel from the RC Sheriff's Office, who use the Range for law enforcement training or other approved

activities, will be covered by the County's insurance policy for the duration of their use of the Range.

- The County shall ensure that its insurance policy provides appropriate coverage for injuries, accidents, or other incidents that may occur while using the Range.

3. Limitation of Liability for the City

- The City of Richland Center shall not be held liable for any injuries, accidents, or damage that occur to any individuals, including staff from the RC Police Department, RC Sheriff's Office, or any other individuals utilizing the Range for approved activities.
- The RC Police Department, RC Sheriff's Office, and Richland County agree to indemnify and hold harmless the City of Richland Center from any and all claims, liabilities, or costs arising out of any incident, injury, or damage occurring at the Range.

4. Duration and Termination

- This MOU shall remain in effect for an initial period of one year, beginning on the date of execution. Thereafter, the agreement shall automatically renew on an annual basis unless terminated by any party with 30 days' written notice.
- Any party to this MOU may terminate it with written notice to the other parties, provided that all outstanding financial obligations are settled, and the termination does not affect any obligations accrued before the termination date.

5. Amendments

- This MOU may be amended or modified only in writing, signed by the authorized representatives of all parties.

6. Miscellaneous

- This MOU constitutes the entire understanding between the parties and supersedes any previous agreements related to the subject matter herein.
- If any provision of this MOU is found to be invalid or unenforceable, the remainder of the MOU shall remain in effect.

7. Authorized Users

- Use of the range is restricted to law enforcement officers of the RC Police Department and RC Sheriff's Office. This includes, but is not limited to, department-sponsored training that may involve participation from outside agencies.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year first written above.

For the Richland Center Police Department:

By: _____
Name: Billy J. Jones
Title: Chief of Police
Date: _____

For the Richland County Sheriff's Office:

By: _____
Name: Clay Porter
Title: Sheriff
Date: _____

For the City of Richland Center:

By: _____
Name: Ashley Oliphant
Title: City Administrator
Date: _____

For Richland County:

By: _____
Name: Tricia Clements
Title: County Administrator
Date: _____

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

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

FEE \$ _____ Application Date: 09/24/2025

☐ Town ☐ Village ☒ City of Richland Center County of Richland

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

see note

- ☒ 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 10/24/2025 and ending 10/24/2025 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

(a) Name Richland County Performing Arts Council

(b) Address 182 N Central Ave Richland Center WI 53581
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 11/09/2005

(d) If corporation, give date of incorporation 11/15/2005

(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 Duane Welte

Vice President Kent Adsit

Secretary Robin Cosgrove

Treasurer Michael Cosgrove

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

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 182 N Central Avenue

(b) Lot _____ Block _____

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

(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 Silent Movie " The Phantom of the Opera"

(b) Dates of event Oct 24, 2025

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer 
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Richland Cty Performing Arts Council
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

PICNIC LICENSE APPLICATION
Temporary Class B/Class B Retailer's License
Municipal Code, Chapter 399

Application Submission, applicant must provide:

1. Driver's License or Photo ID [must obtain birth date, height, weight, hair color if not indicated on ID]
2. \$10 Investigation Fee

| | |
|--|--|
| Internal Use Only | |
| \$10 Date Paid <u>9/25/25</u> | <i>note: has met limit of 2 wine licenses for the year prior to this application</i> |
| <p>Background Check</p> <p><input type="checkbox"/> Individual has no criminal arrest record with either the Wisconsin State Crime Bureau or the RCPD.</p> <p><input type="checkbox"/> See attached for criminal arrest records.</p> <p>Police Chief Signature _____ Date Check Performed _____</p> | |
| <p>Safety Committee Review Determination <input type="checkbox"/> DENIED <input type="checkbox"/> APPROVED</p> <p>Safety Committee Representative _____ Date Reviewed _____</p> | |
| <p>Council Determination <input type="checkbox"/> DENIED <input type="checkbox"/> APPROVED</p> <p align="right">Date Reviewed _____</p> | |
| <p>License Number _____ License Period _____ through _____</p> <p>City Clerk/Treasurer/ Deputy Clerk _____</p> | |

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

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

FEE \$

Application Date: 09/24/2025

☐ Town ☐ Village ☐ City of Richland Center County of Richland

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 10/25/2025 and ending 10/25/2025 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

(a) Name Richland County Performing Arts Council

(b) Address 182 N Central Ave Richland Center WI 53581

(c) Date organized 11/09/2005

(d) If corporation, give date of incorporation 11/15/2005

(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 Duane Welte

Vice President Kent Adsit

Secretary Robin Cosgrove

Treasurer Michael Cosgrove

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

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 182 N Central Avenue

(b) Lot Block

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

(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 Bobby G Rice Concert 2pm

(b) Dates of event Oct 25, 2025

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk

Date Granted by Council

Richland Cty Performing Arts Council
(Name of Organization)

Officer (Signature/date)

Officer (Signature/date)

Date Reported to Council or Board

License No.

PICNIC LICENSE APPLICATION
Temporary Class B/Class B Retailer's License
Municipal Code, Chapter 399

Application Submission, applicant must provide:

1. Driver's License or Photo ID [must obtain birth date, height, weight, hair color if not indicated on ID]
2. \$10 Investigation Fee

Internal Use Only

\$10 Date Paid 09/25/25

note: has met limit of 2 wine licenses per year prior to this application

Background Check

- ☐ Individual has no criminal arrest record with either the Wisconsin State Crime Bureau or the RCPD.
☐ See attached for criminal arrest records.

Police Chief Signature _____ Date Check Performed _____

Safety Committee Review Determination ☐ DENIED ☐ APPROVED

Safety Committee Representative _____ Date Reviewed _____

Council Determination ☐ DENIED ☐ APPROVED

Date Reviewed _____

License Number _____ License Period _____ through _____

City Clerk/Treasurer/ Deputy Clerk _____

STREET CLOSURE REQUEST

Event Information

Event Date October 25, 2025

Event Name Richland Center Pumpkinfest

Brief description of event Pumpkins on courthouse lawn, petting zoo, caramel apples

Event Sponsor RC Chamber, RC Lions, WP Dental

Street location to be closed Central Ave between E Haseltine and W Seminary

Hours of closure 8AM - 4PM

Principal Contact Suzanne Anderson

Phone _____ Email _____

Alternate Contact Christy Adsit

Phone _____ Email _____

List businesses affected by the closure

- No Businesses but will affect the Park Apartments
- _____
- *The closure is north of the County Courthouse parking lot driveway. So that will be open
- as well as the Ceneex Gas Station
- _____
- _____
- _____
- _____
- _____
- _____

Have you contacted the above-listed businesses to inform of road closure? ☒ Yes ☐ No

Applicant's Signature: Suzanne Anderson Date: 09/16/2025

Internal Use Only

Public Works Review Determination **DENIED** **APPROVED**

Director of Public Works _____ Date _____

Police Department Review Determination **DENIED** **APPROVED**

Chief of Police _____ Date _____

If approved, date permit was ☐ emailed ☐ mailed _____

☐ Curtesy email to Fire Department

☐ Curtesy email to EMS

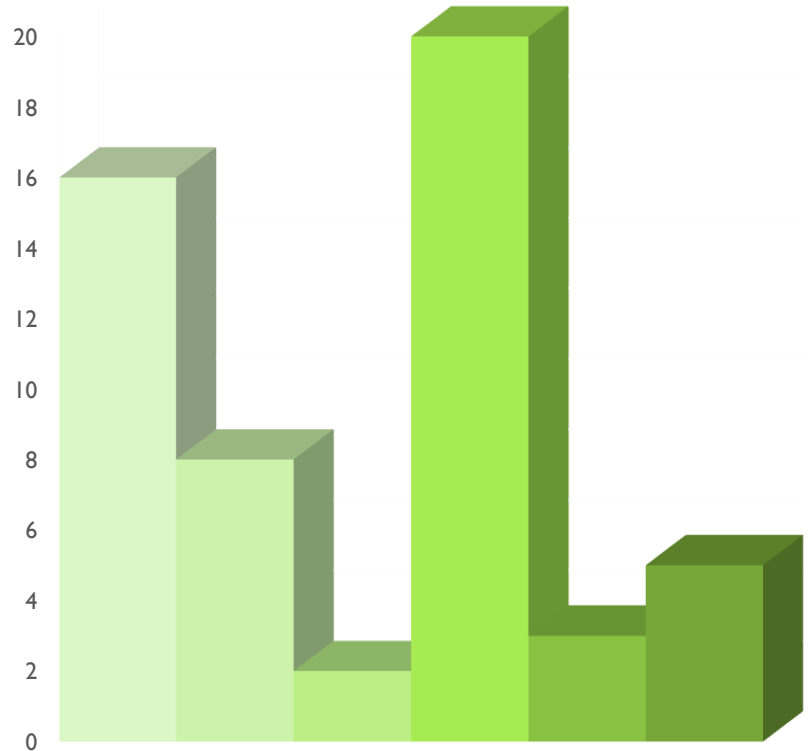
City Clerk/Treasurer/ Deputy Clerk _____

RICHLAND CENTER POLICE DEPARTMENT

Monthly Report- **AUGUST 2025**

Total Calls for Service- 167

- Criminal Arrests 16
- Municipal Ordinance Arrests 8
- Juvenile Referrals/Citations 2
- Traffic Citations 20
- Emergency Detentions 3
- P&P Pick-Up Orders/Warrant Arrests 5



| | |
|--|------------|
| Revenue from Parking Violations & Miscellaneous Charges (records requests, bike licenses, restitution, donations, printing/copying, etc.) | \$1,360.00 |
|--|------------|

| | |
|------------------------|-------------------|
| Court Ordered Payments | <u>\$1,025.35</u> |
|------------------------|-------------------|

| | |
|----------------------|-------------------|
| Total Revenue | \$2,385.35 |
|----------------------|-------------------|

Respectfully submitted,

Chief of Police
Richland Center Police Department