



**OFFICIAL PUBLIC NOTICE**

**MEETING OF THE COMMON COUNCIL**

TUESDAY, MAY 07, 2024 AT 6:30 PM

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COUNCIL ROOM, MUNICIPAL BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI 53581 & VIRTUALLY

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**Microsoft Teams Meeting:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODgzY2Y4ZmQtNzVmMC00ZmJkLTkyNzktM2NhMjliNGIOMjc0%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODgzY2Y4ZmQtNzVmMC00ZmJkLTkyNzktM2NhMjliNGIOMjc0%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d)

**Meeting ID:** 244 499 265 731

**Passcode:** UqeJ25

**AGENDA – Amended**

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

**APPROVAL OF MINUTES:** *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

1. Minutes of April 16, 2024 Regular Meeting
2. Minutes of April 22, 2024 Special Meeting

**APPROVAL OF AGENDA:**

3. Council Agenda of May 7, 2024

**CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:**

**MAYOR AND ALDERPERSONS:** *Committee/Commission/Board Reports and Comments*

**FUTURE AGENDA ITEMS:** *Items to be discussed at a future meeting.*

**TREASURER'S REPORT:**

4. Treasurer's Report for April 30, 2024

**PAYMENT OF BILLS:**

5. Bills for May 7, 2024

**ITEMS FOR DISCUSSION AND ACTION:**

6. Appointment of Interim City Clerk
7. Appointment of Interim City Treasurer
8. Creation of Ad Hoc Committee to update Council Rules

**PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:**

9. Class "B" Beer License Application from AD German Warehouse Conservancy, Timothy Abair agent, for 300 S. Church Street effective July 1, 2024
10. Class "A" Beer License Application from Delicias De Las 4 Hermanas LLC, Joselin De La Cruz Garcia agent, for 146 S. Main Street effective May 8, 2024
11. Temporary Class B Beer Picnic License from Southwest Partners Inc. dba Richland Rejuvenates for RC Thunderfest on Saturday, June 29, 2024
12. Temporary Class B Beer & Class B Wine License from Greater Richland Area Chamber for a Beer & Wine Walk on May 17, 2024.

**FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:**

13. Digital Billboard Advertising Package Renewal

**APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:**

14. Confirmation of the Tree Board Appointment of the City Forester

**CREATION OF AD HOC COMMITTEE TO UPDATE COUNCIL RULES**

**CITY ATTORNEY UPDATE ON COMMITTEE STRUCTURE REVIEW**

**PUBLIC COMMENT:** *No Council action will be taken on any matter originating under this item.*

**CLOSED SESSION:**

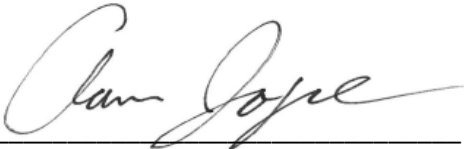
15. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Council will consider the investment of public funds.
16. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2) to vote on matters discussed during closed session. Roll call vote if motion is not unanimous.

**ADJOURN:**

17. Adjourn

Posted this 6<sup>th</sup> day of May, 2024 by 4:30 PM.

Copy to the official newspaper the Richland Observer.



Aaron Joyce, City Clerk/Treasurer

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.

CITY OF RICHLAND CENTER - TREASURER'S REPORT				
4/30/2024				Item 4.
FUNDS	BEG/MO BAL	RECEIPTS	DISBURSEMENTS	END/MO BAL
<i>Deposits</i>				
<i>Disbursements</i>				
<b>City General Unassigned:</b>	<b>\$ 150,100.30</b>	<b>\$ 807,610.77</b>	<b>\$ 540,639.56</b>	<b>\$ 417,071.51</b>
<b>State Investments #1 Unassigned</b>	<b>\$ 5,979,088.85</b>			<b>\$ 5,979,088.85</b>
<b>Property Tax Account (partial unassigned)</b>	<b>\$ 64,536.01</b>	<b>\$ 225.50</b>		<b>\$ 64,761.51</b>
<b>#2 Landfill long term care (for landfill issues)</b>	<b>\$ 624,742.36</b>			<b>\$ 624,742.36</b>
<b>#3 TIF-Panorama Estates (TIF 6)</b>	<b>\$ 262,243.04</b>			<b>\$ 262,243.04</b>
<b>#6 TIF 2-5 (only #4)</b>	<b>\$ 142,737.63</b>			<b>\$ 142,737.63</b>
RLF Business Savings	\$ 581,407.48	\$ 572.44	\$ 2,041.14	\$ 579,938.78
RLF Business Checking	\$ 1,164.57	\$ -	\$ -	\$ 1,164.57
<b>RESTRICTED FUNDS: (by outside entity)</b>				
CDBG Housing RLF	\$ 158,377.33	\$ 553.58		\$ 158,930.91
Landfill Long Term Care CD to 2045	\$ 306,912.88			\$ 306,912.88
Landfill Long Term Care CD to 2045	\$ 305,968.89			\$ 305,968.89
Library Checking	\$ 201,107.83	\$ 1,787.15	\$ 13,944.92	\$ 188,950.06
Room Tax	\$ 16,104.74	\$ 13,057.40		\$ 29,162.14
Greater Richland Tourism	\$ 51,649.64			\$ 51,649.64
Redevelopment Authority	\$ 70,468.55	\$ 246.15		\$ 70,714.70
<b>#5 Renew RC Loan Program-Affordable Housing</b>	<b>\$ 1,051,514.36</b>			<b>\$ 1,051,514.36</b>
<b>Renew RC Loan Program-Checking</b>	<b>\$ 44,755.47</b>	<b>\$ 156.34</b>		<b>\$ 44,911.81</b>
<b>COMMITTED: (by resolution of the Council)</b>				
<b>#4 Projects committed</b>	<b>\$ 1,695,530.65</b>			<b>\$ 1,695,530.65</b>
<b>ASSIGNED: (for specific use, not assigned)</b>				
Cemetery CDs	\$ 4,879.87	\$ 2.80		\$ 4,882.67
Centennial Committee	\$ 2,773.09	\$ 9.68		\$ 2,782.77
Canine Fund	\$ 40,655.15		\$ 101.17	\$ 40,553.98
Park/Rec/Comm Center	\$ 11,538.42	\$ 40.31		\$ 11,578.73
Aquatic Center	\$ 136,606.94			\$ 136,606.94

## TABLE OF CONTENTS: RULES OF THE COMMON COUNCIL

**RULE 1 MEETINGS**

- 1 Organizational Meeting
- 2 Regular Meetings
- 3 Special Meetings

**RULE 2 QUORUM REQUIRED****RULE 3 CALL TO ORDER****RULE 4 ORDER OF BUSINESS****RULE 5 INTRODUCTION OF BUSINESS**

- 1 Requirements for Introduction

**RULE 6 PRESIDING OFFICER: POWERS AND DUTIES**

- 1 Designated
- 2 Duty of Presiding Officer
- 3 Ejection of Unruly Persons
- 4 Questions of Order
- 5 Members to Remain In Chambers During Meetings

**RULE 7 PRESIDENT OF THE COUNCIL**

- 1 Selection
- 2 Powers in Absence of Mayor

**RULE 8 VOTING**

- 1 Call for Question
- 2 Form of Voice Vote
- 3 Matters Which Require Roll Call Vote
- 4 Matters Which Require Voting by Ballot
- 5 Roll Call Vote Upon Demand
- 6 No Explanation of Vote During Voting
- 7 Mayor's Vote
- 8 Changing Vote
- 9 Abstaining from Vote

**RULE 9 RECONSIDERATION OF QUESTION****RULE 10 RIGHT OF DISSENT AND PROTEST****RULE 11 MAYOR'S VETO****RULE 12 ORDINANCES**

- 1 Limitation as to Subject Matter
- 2 Procedure for Adoption of Ordinances
- 3 Passage of Ordinances the Same Day as Introduced

**RULE 13 COMMITTEES**

- 1 Appointment of Standing Committees



**RULES OF THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER**

**RULE 1 MEETINGS**

1 ORGANIZATIONAL MEETING Following the spring election of each year, the Common Council shall meet on the third Tuesday of April for the purpose of organization.

2 REGULAR MEETINGS The regular meetings of the Common Council shall be held on the first Tuesday of each month at half past seven o'clock in the evening. This Rule shall not prohibit any adjourned meeting of any such regular meeting.

3 SPECIAL MEETINGS (a) The Mayor may call special meetings by written notice to each Council member, delivered to the members or left at their usual place of abode at least six (6) hours in advance of the meeting. The notice shall specify the time, place, and purpose of the meeting. Attendance at a Council meeting by any Council member constitutes a waiver of any defect of notice.

(b) As an alternative, the Mayor may call a special meeting at a regularly convened meeting of the Common Council if all members are present, in which case no additional notice to the members of the special meeting is required.

(c) As a second alternative, a special meeting may be called without formal notice to the members if all members consent in writing to the holding of such a meeting. If written consent is obtained, it shall be filed with the Clerk before or at the commencement of the meeting.

(d) Special meetings shall be deemed regular meetings for the purpose of transacting any business permitted by law.

(e) At special meetings of the Council, no business shall be transacted but that for which the meeting shall have been called, unless by unanimous consent and as permitted under the Wisconsin Open Meeting Law.

**RULE 2 QUORUM REQUIRED**

A quorum is required for the transaction of any Council business. Two-thirds (2/3) of the members of the Council, excluding the Mayor, shall constitute a quorum.

**RULE 3 CALL TO ORDER**

The presiding officer shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order, and may at the instance of any member order the attendance of any absentee.

**RULE 4 ORDER OF BUSINESS**

The business of the Council shall be conducted in the following order:  
(a) Call to order by the presiding officer  
(b) Roll call  
(c) Reading of the minutes of the preceding meeting. The minutes of the last meeting shall be either approved or, in the event of mistake, such mistake shall be

corrected. Reading aloud of such minutes may be waived by the Council if copies of such minutes have been furnished to the members previous to such waiver.

(d) At each regular monthly meeting the Treasurer shall give his/her report as to the amount of money in the general treasury liable to appropriation during the fiscal year, and shall in addition furnish any other data requested by the Presiding Officer or by any member of the Council.

(e) Consideration of agenda items. Matters shall be taken up in the order in which they appear on the agenda, except that the presiding officer may bring up agenda items out of the order in which they appear on the agenda, subject to an appeal to the Council.

(f) Alderperson’s reports.

(g) City departments, officers, and utilities reports.

(h) Mayor’s comments and correspondence.

(I) Consideration of approval and payment of bills.

**RULE 5 INTRODUCTION OF BUSINESS**

1 REQUIREMENTS FOR INTRODUCTION All ordinances, petitions, resolutions, or other communications shall be in writing, and shall have a brief statement of their contents endorsed upon them together with the name of the member presenting them. Prior to their consideration by the Council, they shall be filed with the Clerk. No matter shall be entertained unless the same is on the agenda. Every member presenting such an item at a Council meeting shall begin by giving a brief statement of the contents thereof, and, if requested by a member, it shall be read before any other action is taken thereon.

2 FILING Each proposed ordinance or resolution shall be filed with the Clerk at least 24 hours prior to that scheduled Council meeting at which the measure is to be introduced. The Council may nevertheless waive this pre-filing If it is impossible or impractical, and consideration of the measure by the Council shall constitute such a waiver.

**RULE 6 PRESIDING OFFICER: POWERS AND DUTIES**

1 DESIGNATED The Mayor shall act as presiding officer at all meetings of the City Council. In the absence of the Mayor, the President of the Council shall call the members to order, and shall act as presiding officer. If both the Mayor and the President of the Council are absent, the Clerk/Treasurer shall call the Council to order and thereupon the Council shall elect a chairperson to act as presiding officer at such meeting.

2 DUTY OF PRESIDING OFFICER It shall be the duty of the presiding officer to preserve decorum, and if any member shall transgress the rules of the Council, the presiding officer shall, or any member may, call to order, in which case the member called to order shall immediately sit down and be silent unless permitted by the presiding officer to explain. Any member called to order may appeal the matter to the Council, which shall decide the matter.

3 EJECTION OF UNRULY PERSONS The presiding officer shall have the right to order the ejection of any member of the public who shall persistently speak out of order or otherwise act so as to disrupt a meeting of the Council.

4 QUESTION OF ORDER The presiding officer shall decide all questions of order subject to an appeal to the Council. The procedure on procedural appeals to the Council shall be as follows: any member who disagrees with an action or ruling of the presiding officer, for which an appeal to the Council shall lie pursuant to provisions of the Rules of the Council, may initiate an appeal by stating the fact of his/her disagreement and demanding determination by the Council as to whether the action of the presiding officer shall stand, or be reversed. The matter shall thereupon be forthwith voted upon by the Council, without debate. No action of the presiding officer shall be reversed unless two-thirds (2/3) of the members present shall vote for such reversal.

5 MEMBERS TO REMAIN IN CHAMBERS DURING MEETINGS No member shall leave the Council chambers after commencement of a meeting without permission of the presiding officer.

**RULE 7 PRESIDENT OF THE COUNCIL**

1 SELECTION The Council president shall be selected by a majority vote of all Council members at the annual organizational meeting conducted on the third Tuesday of April.

2 POWERS IN ABSENCE OF MAYOR During the Mayor’s absence from the City or inability to serve, the Council president shall be acting mayor and shall be vested with the powers and duties of the Mayor, except that the Council president may not approve an act which the Mayor has vetoed. When presiding over the Council, the president retains his/her vote as an Alderperson and may not cast an additional vote in case of tie.

**RULE 8 VOTING**

1 CALL FOR QUESTION The presiding officer may suggest a vote on a question under discussion by the Council in these words: “Is the Council ready to vote on the matter under consideration?” Thereupon, any member may call for the question, which shall bring the matter to a vote. After the presiding officer has recognized a call for the question, until the question has been decided there shall be no further discussion before the vote.

2 FORM OF VOICE VOTE All questions on a voice vote shall be put to the Council in this form: “All those in favor of \_\_\_\_\_ signify by saying ‘Aye’; those opposed say ‘No’”. When the outcome of a voice vote is uncertain, the presiding officer may direct or any member may call for a show of hands or a roll call vote.

3 MATTERS WHICH REQUIRE ROLL CALL VOTE Votes on the following matters shall always be by roll call vote:

- (a) Confirming appointments, which shall require a majority vote of all of the members.
- (b) Adopting any measure that assesses or levies taxes.
- (c) Appropriating or disbursing money.
- (d) Creating any liability or charge against the City or any fund of the City.

4 MATTERS WHICH REQUIRE VOTING BY BALLOT The election of all officers of the Council shall be by ballot.

5 ROLL CALL VOTE UPON DEMAND The “ayes and noes: by roll call vote shall be taken and recorded upon any question before the Council at the direction of the presiding officer or upon the demand of any member.

6 NO EXPLANATION OF VOTE DURING VOTING While the ayes and noes are being called, it shall not be in order for any member to explain his or her vote.

7 MAYOR’S VOTE The Mayor shall not be entitled to vote except in the case of a tie. When the Mayor does vote in the case of a tie, his or her vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on the matter.

8 CHANGING VOTE A Council member may change his or her vote on a matter up to the time the result of the vote is announced.

9 ABSTAINING FROM VOTE (a) A Council member shall not vote on any proposed ordinance, resolution, motion, order, or proposition in which he or she has a direct pecuniary or personal interest not common to other members of the Council.

(b) A Council member who is required by law to abstain from voting on any particular matter shall not be counted for determining:

- 1. The number of “members present” if passage of that measure requires a favorable vote by a majority or other fractional vote of the Alderpersons present.
- 2. The presence or absence of a quorum for purposes of that particular vote.

**RULE 9 RECONSIDERATION OF QUESTION**

It shall be in order for any member who voted in the majority on any question, or for any member who voted in the negative when the Council was equally divided, to move a reconsideration of such vote at the same meeting of the Council. A similar motion to reconsider may be made at the next succeeding meeting of the Council, provided public notice of the subject matter of the reconsideration has been given

sufficient to comply with the Wisconsin Open Meeting Law. Only one motion to reconsider any vote may be made.

**RULE 10 RIGHT OF DISSENT AND PROTEST**

Any member shall have the liberty to dissent from and protest against any ordinance, resolution, motion, or order of the Common Council which he/she may think injurious to the public or any individual and to have the reason for his/her dissent entered on the journal. Such matter shall be stated immediately after the vote on such ordinance, resolution, or order, or the right to dissent and protest shall be deemed waived.

**RULE 11 MAYOR’S VETO**

The Mayor shall have the veto power as to all acts of the Council, except where is expressly or by necessary implication otherwise provided by Wisconsin Statutes. All acts of the council shall be submitted to the Mayor by the Clerk and shall be in force upon approval evidenced by the Mayor’s signature, or upon failing to approve or disapprove within 5 days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves an act of the Council the Mayor’s objections shall be filed with the Clerk, who shall present them to the Council at its next meeting. A two-thirds vote of all the members of the Council shall then make the act effective notwithstanding the objections of the Mayor. [sec. 62.09 (8) (c)].

**RULE 12 ORDINANCES**

1 LIMITATION AS TO SUBJECT MATTER No ordinance, other than a recodification of ordinances as pursuant to sec. 66.035 Wis. Stats., shall contain more than one subject, and the subject shall be clearly expressed in its title. No ordinance, or section thereof, shall be revised or amended unless the new ordinance contains the number of the ordinance or the section revised or amended.

2 PROCEDURE FOR ADOPTION OF ORDINANCES All proposed ordinances shall be read not less than 2 times before the Council votes on them. The first reading shall be at the time the proposed ordinance is introduced. The second reading shall be immediately prior to the Council’s actual vote on its adoption, which shall not be at the same meeting at which it was introduced. By adoption of a motion to suspend the rules, the Council may dispense with any required such reading.

3 PASSAGE OF ORDINANCES THE SAME DAY AS INTRODUCED No ordinance shall be passed on the same day that it was introduced unless the Council votes to suspend the rules and either:

1. Such ordinance shall have been read at length prior to a vote on its adoption, or
2. Written copies of the newly introduced ordinance have been furnished to the members of the Council prior to suspension of the rules.

**RULE 13 COMMITTEES**

1 APPOINTMENT OF STANDING COMMITTEES The standing committees of the Council shall be appointed by the mayor at the annual organizational meeting on the third Tuesday in April. Such appointments shall then be confirmed by vote of the Council.

2 SPECIAL COMMITTEES The Council may provide for special committees from time to time as it deems necessary. Appointments to such special committees shall be made by the Mayor.

3 COMMITTEE OF THE WHOLE The Mayor may declare at any meeting the entire Council, a committee of the whole for informal discussion on any matter unless an Alderperson objects at such meeting. If an objection is made, the entire Council may not convene as committee of the whole unless a motion to so convene is adopted. Such a motion is not debatable. A majority vote is required to approve such a motion. The Mayor shall ex officio be the chairperson of the committee of the whole.

4 COMMITTEE REPORTS Each committee shall submit a written report to the Council on all matters referred to it or taken up by it. Such a report may be in the form of minutes of committee meetings. Committees, upon making their reports as to any matter previously referred to them, shall return to the Clerk any original petition, resolution, or other paper containing the subject matter so referred to the Clerk. All reports of standing committees or of special committees shall be noted in the Council’s minutes and filed with the Clerk.

**RULE 14 FINANCIAL MATTERS**

1 PROCEDURE FOR CERTIFICATION, AUDIT & PAYOUT OF FUNDS No account or other demand shall be allowed and directed to be paid until after it has been examined and certified to be correct by a committee of the Council and subsequently reported to and audited by the Council. However, payment of regular wages and salaries of officers and employees according to schedules adopted by the Council may be made by the Clerk without submission to the Council after ratification by the department head submitting them.

2 PAYOUT OF CONTINGENCY FUNDS No funds held in any contingency fund shall be paid out until the Council has either authorized such payment pursuant to (1) above or has authorized transfer of such funds from the contingency fund to a regular fund and approved a payout schedule.

**RULE 15 MANNER OF FLOOR DELIBERATION BY MEMBERS**

1 RECOGNITION BY CHAIR No Alderperson shall address the Council until recognized by the presiding officer. When a member is about to speak to a question or make a motion, he or she shall respectfully address the presiding officer, who shall

determine and pronounce the name of the member entitled to the floor. The member shall confine himself or herself to the question under consideration and avoid irrelevancies or personal confrontation.

2 LIMIT ON SPEAKING TO A MATTER No member shall speak more than twice upon any question, nor for more than ten minutes at any one time without leave of two-thirds of the members present. The same rule shall be observed in committee of the whole.

3 PRECEDENCE OF MOTIONS When a question is before the Council, no motion shall be received, except:

1. A motion to adjourn;
2. A motion to recess;
3. A motion to lay the question on the table;
4. A call for a vote on the question;
5. A motion to amend;
6. A motion to postpone to a certain day;

Such motions shall have precedence in the order in which they appear above.

4 MOTION TO ADJOURN A motion to adjourn shall always be in order unless the Council is engaged in voting, and such a motion shall be decided without debate.

5 MAKING AND SECONDING MOTION PREREQUISITE TO ACTION No motion shall be discussed or acted upon until it has been seconded, unless these rules specifically permit one Alderperson to initiate action. When a motion is made and seconded, it shall be deemed to be in possession of the Council and shall be stated by the presiding officer or by the Clerk. If the motion was submitted in writing, it shall be delivered to the Clerk and read by the presiding officer or by the Clerk previous to debate.

6 RECORDING OF MOTIONS Every motion or proposition shall either be reduced to writing or written verbatim into the Clerk's minutes.

7 WITHDRAWAL OF MOTIONS No motion shall be withdrawn without the consent of the Alderperson making and seconding the motion.

8 AMENDMENT OF MOTIONS No motion shall be amended without the consent of the Alderperson making and seconding the motion.

9 DIVISION OF QUESTION INTO COMPONENTS Any member may call for a division of a question into component questions when such a division can reasonably be made.



10 FILLING IN BLANKS Where the question under consideration has blanks, the largest number, longest time, and highest sum in filling up blanks shall be first put to the Council.

**RULE 16 PRESIDING OFFICER'S POWER TO DESIGNATE PERSONS TO ADDRESS COUNCIL**

The presiding officer may at any time request or permit the Council to be addressed regarding any matter then under discussion by any person, including but not limited to City officials, department heads or employees; agents or representatives of any other branch of government; representatives of any quasi-governmental agency; representatives of any private contractor or consultant; or any other person deemed by the presiding officer to have special knowledge of the matter at hand or of municipal operation. Such presentation shall be for the purpose of explaining, clarifying, or otherwise assisting the Council in evaluating the merits or legality of the matter under consideration.

**RULE 17 PETITIONS FROM MEMBERS OF THE PUBLIC**

All petitions from members of the public shall be presented by the presiding officer or by a member in his place. Their contents shall then be briefly stated and such petitions may then be referred to an appropriate committee.

**RULE 18 ADDRESSING COUNCIL BY MEMBERS OF THE PUBLIC**

The presiding officer may allow any member of the public to address the Council at any time that an Alderperson could address the Council under these rules. The presiding officer shall have the right to limit the time any such person may speak, may limit the number of persons speaking, and may place any other restrictions upon such presentation as the presiding officer may deem appropriate. The presiding officer may summarily cut off the presentation of any such member of the public who violates any restriction so imposed, or who indulges in personal insults or other disrespectful or inappropriate behavior before the Council.

**RULE 19 SUSPENSION OF RULES**

These rules or any part of them may be suspended in connection with any matter under consideration by a roll call vote of two-thirds of the members present, except where such suspension would be contrary to any provision of the Wisconsin Statutes.

**RULE 20 AMENDMENT OF RULES**

By a roll call vote of two-thirds of the members of the Council these rules or any part of them may be amended.

**RULE 21 PRIOR RULES SUPERSEDED**

The foregoing standing rules supersede and replace all previous rules of the Council, and shall be in full force and effect from and after their adoption by the Council.

**Agenda Item:** Creation of Ad Hoc Committee to update Council Rules

**Committee Review:** None

**Meeting Date:** Council – May 7, 2024

**Requested by:** Karin Tepley - Alderperson

**Presented by:** Karin Tepley

**Background:** Recently, there have been several situations where our Council Rules have not served us well. I would like to form an Ad Hoc Committee consisting of three-five people along with an advisory team – Council President, Ryan Cairns and Attorney Windle.

**Requested Action:**

**COUNCIL:** Motion to authorize the creation of an Ad Hoc Committee for the purpose of updating Council Rules

**Attachment(s):**

- Council Rules

Form  
AT-106

Original Alcohol Beverage  
License Application

FOR CLERKS ONLY		Item 9.
Municipality	City of Richland Center	
License Period	7/1/24 - 6/30/25	

License(s) Requested

- Class "A" Beer ..... \$ \_\_\_\_\_     "Class A" Liquor ..... \$ \_\_\_\_\_  
 Class "B" Beer ..... \$ 100     "Class B" Liquor ..... \$ \_\_\_\_\_  
 "Class C" Wine ..... \$ \_\_\_\_\_     "Class A" Liquor (Cider Only) \$ \_\_\_\_\_  
 Reserve "Class B" Liquor \$ \_\_\_\_\_     "Class B" (Wine Only) Winery \$ \_\_\_\_\_

License Fees	\$ 100.00
Publication Fee	\$ 15.99
Background Check	\$ 15.00
<b>Total Fees</b>	<b>\$ 130.99</b>

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) <u>AD GERMAN WAREHOUSE CONSERVANCY, INC.</u>		
2. Trade Name or DBA		
3. Premises Address <u>300 S CHURCH STREET</u>		
4. County <u>RICHLAND</u>	5. Municipality <u>RICHLAND CENTER</u>	6. Aldermanic District <u>Dist. #1</u>
7. Mailing Address (if different from premises address) <u>P O BOX 436 RICHLAND CENTER, WI 53581</u>		
8. FEIN <u>46 4001430</u>	9. Wisconsin Seller's Permit Number <u>456 - 10286 48447 - 03</u>	
10. Premises Phone <u>608 647 0255</u>	11. Premises Email <u>IN70ADGERMANWAREHOUSE@GMAIL.COM</u>	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" 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.  <u>FOUR STORY MASONRY WAREHOUSE BUILDING DESIGNED BY FRANK LLOYD WRIGHT. ALCOHOL STORAGE, SALES &amp; CONSUMPTION WOULD BE LIMITED TO THE BASEMENT, GROUND FLOOR AND SECOND FLOOR</u>		

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 <i>WISCONSIN</i>		2. Date of Registration <i>2013</i>	
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 <i>ABAIR</i>		Agent's First Name <i>TIMOTHY</i>	Phone <i>608 3833336</i>

**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
<i>MARSHALL</i>	<i>BARB</i>	<i>PRESIDENT</i>	<i>6086046977</i>
<i>KINTE</i>	<i>JANE</i>	<i>VICEPRESIDENT</i>	<i>6085532631</i>
<i>ABAIR</i>	<i>TIMOTHY</i>	<i>TREASURER</i>	<i>608 3833336</i>
<i>MOTT</i>	<i>ASHLEY</i>	<i>SECRETARY</i>	<i>6084750114</i>
<i>ZIEGAHN</i>	<i>BARRY</i>	<i>BOARD MEMBER</i>	<i>6086476046</i>

**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>Timothy Abair</i>		Date <i>03/05/24</i>	
Name (Last, First, M.I.) <i>ABAIR, TIMOTHY L</i>			
Title <i>TREASURER</i>	Email <i>TIMOTHYABAIR406@GMAIL.COM</i>		Phone <i>608 3833336</i>

**Part F: For Clerk Use Only**

Date application was filed with clerk <i>3/6/2024</i>	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		



# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  Village  City of RICHLAND CENTER County of RICHLAND

The undersigned duly authorized officer/member/manager of AD GERMAN WAREHOUSE CONSERVANCY, INC.  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

located at 300 S CHURCH ST RICHLAND CENTER, WI 53581  
(Trade Name)

appoints TIMOTHY ABAIR  
(Name of Appointed Agent)

18519 TUCKAWAY VALLEY RD RICHLAND CENTER, WI 53581  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No  
How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 50+ YRS

Place of residence last year 18519 TUCKAWAY VALLEY RD RICHLAND CENTER WI 53581

For: AD GERMAN WAREHOUSE CONSERVANCY, INC.  
(Name of Corporation / Organization / Limited Liability Company)

By: Barbara Mouskall  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

### ACCEPTANCE BY AGENT

I, TIMOTHY ABAIR, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 2/29/24 Agent's age 65  
(Signature of Agent) (Date)

18519 TUCKAWAY VALLEY RD RICHLAND CENTER WI 53581 Date of birth 6/25/58  
(Home Address of Agent)

### APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 3/22/2024 by [Signature] Title Chief of Police  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Date 2/29/24

Form AT-103

Alcohol Beverage License Application Supplemental Questionnaire

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
• all partners of a partnership
• all officers, directors, and agent of a corporation or nonprofit organization
• managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information
1. Registered Entity Name (or individual name if sole proprietor) AD GERMAN WAREHOUSE CONSERVANCY, INC.
2. Trade Name or DBA N/A
3. Entity Type (check one) Sole Proprietor Partnership Limited Liability Company Corporation Nonprofit Organization

Part B: Individual Information
1. Name (Last, First, M.I.) ABBAIR, TIMOTHY L
2. Relationship to Registered Entity (Title) BOARD MEMBER
3. Email TIMOTHYABBAIR406@GMAIL.COM
4. Phone 608 383 3336
5. Home Address 18519 TUCKAWAY VALLEY RD
6. City RICHLAND CENTER
7. State WI
8. Zip Code 53581
9. Date of Birth 0625 1958
10. Drivers License/State ID Number A160 8125 8225 09
11. Drivers License/State ID State of Issuance WISCONSIN

Part C: Address History
List in chronological order your last two residence addresses within the last 5 years.
Previous Address 1 NOT APPLICABLE
Previous City, State, Zip
Dates (MM/YYYY - MM/YYYY)
Previous Address 2
Previous City, State, Zip
Dates (MM/YYYY - MM/YYYY)

Part D: Employment History
List in chronological order your last two employers within the last 5 years.
Employer's Name NOT APPLICABLE
Employer's Address
Dates Employed (MM/YYYY - MM/YYYY)
Employer's Name



**Part E: Criminal History**

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No  
If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated \_\_\_\_\_ Trial Date \_\_\_\_\_

Penalty Imposed \_\_\_\_\_ Was sentence completed? . . . . .  Yes  No

Law/Ordinance Violated \_\_\_\_\_ Trial Date \_\_\_\_\_

Penalty Imposed \_\_\_\_\_ Was sentence completed? . . . . .  Yes  No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No  
If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part F: Questions**

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. . . . .  Yes  No

2. How long have you continuously lived in Wisconsin prior to the date of application? Years 50+ Months \_\_\_\_\_

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed.  Yes  No

**Part G: Attestation**

**READ CAREFULLY BEFORE SIGNING:** 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 [Handwritten Signature] Date 2/29/24



Form  
**AT-103**

## Alcohol Beverage License Application Supplemental Questionnaire

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

<b>Part A: Premises/Business Information</b>				
1. Registered Entity Name (or individual name if sole proprietor) AD German Warehouse Conservancy				
2. Trade Name or DBA				
3. Entity Type (check one)				
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input checked="" type="checkbox"/> Nonprofit Organization

<b>Part B: Individual Information</b>				
1. Name (Last, First, M.I.) Barbara S Marshall				
2. Relationship to Registered Entity (Title) Board President		3. Email bsmrcwi@gmail.com		4. Phone 608-604-6977
5. Home Address 25058 Hwy N				
6. City Richland Center		7. State WI	8. Zip Code 53581	9. Date of Birth 10/21/1957 <sup>30</sup>
10. Drivers License/State ID Number M6240775788100			11. Drivers License/State ID State of Issuance Wisconsin	

<b>Part C: Address History</b>	
List in chronological order your last two residence addresses within the last 5 years.	
Previous Address 1	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)
Previous Address 2	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)

<b>Part D: Employment History</b>	
List in chronological order your last two employers within the last 5 years.	
Employer's Name Retired	
Employer's Address	Dates Employed (MM/YYYY - MM/YYYY)
Employer's Name	
Employer's Address	Dates Employed (MM/YYYY - MM/YYYY)

## Alcohol Beverage License Application Supplemental Questionnaire

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

<b>Part A: Premises/Business Information</b>	
1. Registered Entity Name (or individual name if sole proprietor) <i>A. D. German Warehouse Conservancy</i>	
2. Trade Name or DBA	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization	

<b>Part B: Individual Information</b>			
1. Name (Last, First, M.I.) <i>Ziegahn, Barry A.</i>			
2. Relationship to Registered Entity (Title) <i>Member</i>		3. Email <i>bzstc72@gmail.com</i>	4. Phone <i>608-647-6046</i>
5. Home Address <i>1807 W. Fern St.</i>			
6. City <i>Richland Center</i>	7. State <i>WI</i>	8. Zip Code <i>53581</i>	9. Date of Birth <i>10-20-1947</i>
10. Drivers License/State ID Number <i>7250-0614-7380-01</i>		11. Drivers License/State ID State of Issuance <i>Wisconsin</i>	

<b>Part C: Address History</b>	
List in chronological order your last two residence addresses within the last 5 years.	
Previous Address 1	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)
Previous Address 2	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)

<b>Part D: Employment History</b>	
List in chronological order your last two employers within the last 5 years.	
Employer's Name <i>Capital Wealth Advisory Group</i>	
Employer's Address <i>1313 W. Seminary St., Richland Center, WI 53581</i>	Dates Employed (MM/YYYY - MM/YYYY) <i>June 2007 - Sept. 2023</i>
Employer's Name	
Employer's Address	Dates Employed (MM/YYYY - MM/YYYY)



**Part E: Criminal History**

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No  
If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part F: Questions**

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. . . . .  Yes  No

*foreign - Australia - 1972-74*

2. How long have you continuously lived in Wisconsin prior to the date of application?	Years <i>49</i>	Months <i>10</i>
--	-----------------	------------------

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed.  Yes  No

**Part G: Attestation**

**READ CAREFULLY BEFORE SIGNING:** 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>Bay Egan</i>	Date <i>2/28/24</i>
---------------------------	---------------------

# Application Supplemental Questionnaire

Item 9.

Form  
**AT-103**  
Date 2/27/24

## Alcohol Beverage License

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor • all officers, directors, and agent of a corporation or nonprofit organization • all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

### Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

AD German Warehouse

2. Trade Name or DBA

3. Entity Type (check one)

Nonprofit Organization

### Part B: Individual Information

1. Name (Last, First, M.I.)

Kintz, Jane, M.

6. City Richland Center

2. Relationship to Registered Entity (Title)

3. Email janekintz@gmail.com

AD German Warehouse Conservancy Board

9. Date of Birth 5/15/1955

Member.

7. TWI

8. 53581

5. Home Address 21945 Galway Lane

4. Phone 608 553-2631

10. Drivers License/State ID Number

### Part C: Address History

K532-4535-5675-02

11. Drivers License/State ID State of Issuance *Ind 1*

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

Previous City, State, Zip Dates (MM/YYYY - MM/YYYY) Previous Address 2 None

Item 9.

Previous City, State, Zip Dates (MM/YYYY - MM/YYYY)

**Part D: Employment History**

List in chronological order your last two employers within the last 5 years.

Employer's Name Riverdale School District

Employer's Address 747 6th St., Muscoda, WI 53573

Dates Employed (02/2023 - 06/2023)

Employer's Name

Employer's Address Dates Employed (MM/YYYY - MM/YYYY)

- 1 -

AT-103 (R. 06-23) Wisconsin Department of Revenue

**Part E: Criminal History**

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . . No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated Penalty Imposed

Was sentence completed? . . . . . Yes No

Trial Date

Law/Ordinance Violated Trial Date

Penalty Imposed Was sentence completed? . . . . . Yes No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . . Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part F: Questions**

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2 . . . . . No

Years

2. How long have you continuously lived in Wisconsin prior to the date of application?

Life 08 years, 9 months

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? No  
If yes, please explain using the space below. Attach additional sheets as needed.

**No Part G: Attestation**

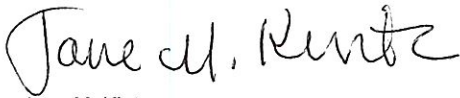
READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void



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.

Item 9.

Signature Date



Jane M. Kintz

2/27/24

- 2 - AT-103 (R. 06-23)

## Form AT-103 Instructions

### Alcohol Beverage License Application/Supplemental Questionnaire

#### Who must complete Form AT-103?

All persons involved in the applicant business who are partners of a partnership, officers, directors, managing members, sole proprietors, or agents. These persons must be identified in the schedule for appointment of agent (Form AT-104), original license application (Form AT-106), retail license transfer (Form AT-108) the renewal license application (Form AT-115), or the appointment of successor agent (Form AT-200).

#### Where do I submit Form AT-103?

Submit this form with Form AT-104, AT-106, AT-108, AT-115, or AT-200 to the clerk of the municipality in which the applicant business is located.

#### Specific Instructions

##### Date

- Date the form in the top left corner.

##### Part A: Premises/Business Information

- Enter the legal business name in box 1. If sole proprietor, enter the individual's first and last name. • Enter the trade name or "doing business as" name in box 2, if different than the name in box 1. • Check one entity type in box 3 to indicate how the business is legally organized.

**Note:** This business information must match the information on the license application (Form AT-106 or AT-115).

##### Part B: Individual Information

- Provide all requested personal information.
- For box 2: Enter your title or describe your relationship to the business. Examples: President, Treasurer, Director, Chief Financial Officer, Member, Partner, Agent, etc.

##### Part C: Address History

- List your two most recent addresses within the past five years.

##### Part D: Employment History

- List your two most recent employers/business ventures within the past five years.

##### Part E: Criminal History

- Question 1: Disclose any civil or criminal violations of law in any jurisdiction (federal, state, or local ordinance), and include detailed descriptions of any violations of law involving alcohol beverages (OWI, disorderly conduct, etc.). • Question 2: Disclose any pending charges against you in any jurisdiction and include detailed descriptions of any charges involving alcohol beverages.

Date  
02/27/24Form  
AT-103**Alcohol Beverage License Application  
Supplemental Questionnaire**

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

<b>Part A: Premises/Business Information</b>	
1. Registered Entity Name (or individual name if sole proprietor) A D German Warehouse Conservancy Inc.	
2. Trade Name or DBA	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization	

<b>Part B: Individual Information</b>			
1. Name (Last, First, M.I.) Mott, Ashley R			
2. Relationship to Registered Entity (Title) Secretary		3. Email armott@outlook.com	4. Phone 608-475-0114
5. Home Address 23995 Buckhorn Ln			
6. City Richland Center	7. State WI	8. Zip Code 53581	9. Date of Birth 04/20/87
10. Drivers License/State ID Number M300-0168-7640-08		11. Drivers License/State ID State of Issuance Wisconsin	

<b>Part C: Address History</b>	
List in chronological order your last two residence addresses within the last 5 years.	
Previous Address 1 23995 Buckhorn Ln.	
Previous City, State, Zip Richland Center, WI 53581	Dates (MM/YYYY - MM/YYYY) 10/2020-Present
Previous Address 2 20654 Hidden Valley Rd.	
Previous City, State, Zip Richland Center, WI 53581	Dates (MM/YYYY - MM/YYYY) 06/2019-10/2020

<b>Part D: Employment History</b>	
List in chronological order your last two employers within the last 5 years.	
Employer's Name TitleWorks, LLC	
Employer's Address 161 N Central Ave., Richland Center, WI 53581	Dates Employed (MM/YYYY - MM/YYYY) 12/2020-Present
Employer's Name W. Chris McGough Attorney at Law	
Employer's Address PO BOX 548, Richland Center, WI 53581	Dates Employed (MM/YYYY - MM/YYYY) 06/2019-12/2021



**Part E: Criminal History**

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part F: Questions**

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. . . . .  Yes  No

Minnesota, Alabama


2. How long have you continuously lived in Wisconsin prior to the date of application?

Years	Months
4	8

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed.  Yes  No

**Part G: Attestation**

**READ CAREFULLY BEFORE SIGNING:** 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 	Date 2/27/2024
---	----------------

Original Alcohol Beverage  
License Application

<b>FOR CLERKS ONLY</b>	
Municipality	City of Richland Center
License Period	May 8, 24 06/30/2024

Item 10.

License(s) Requested

- Class "A" Beer ..... \$ 14.79     "Class A" Liquor ..... \$ \_\_\_\_\_
- Class "B" Beer ..... \$ \_\_\_\_\_     "Class B" Liquor ..... \$ \_\_\_\_\_
- "Class C" Wine ..... \$ \_\_\_\_\_     "Class A" Liquor (Cider Only) \$ \_\_\_\_\_
- Reserve "Class B" Liquor \$ \_\_\_\_\_     "Class B" (Wine Only) Winery \$ \_\_\_\_\_

License Fees	\$ <u>14.79</u>
Publication Fee	\$ 15.99
Background Check	\$ 15.00
<b>Total Fees</b>	<b>\$ <u>45.78</u></b>

**Part A: Premises/Business Information**

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)  
Delicias De las 4 Hermanas LLC

2. Trade Name or DBA

3. Premises Address  
146 S Main St

4. County Richland    5. Municipality Richland Center    6. Aldermanic District

7. Mailing Address (if different from premises address)

8. FEIN 09-1587885    9. Wisconsin Seller's Permit Number 456-1031623366-04

10. Premises Phone 608-383-3331    11. Premises Email Deliciasdelas4Hermanas24@gmail.com

12. Entity Type (check one)  
 Sole Proprietor     Partnership     Limited Liability Company     Corporation     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.  
This premises is located on 146 S. Main St Richland Center  
NO basement  
NO upstairs

**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 3/11/2024

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  Yes  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)?  Yes  No  
If yes, please explain using the space below. Attach additional sheets if necessary.

5. Agent's Last Name \_\_\_\_\_ Agent's First Name \_\_\_\_\_ Phone \_\_\_\_\_

**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

**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 Joselin De La Cruz Garcia Date 3/20/24

Name (Last, First, M.I.) Joselin De La Cruz Garcia

Title Owner Email Joselin1996@live.com Phone 608-383-3331

**Part F: For Clerk Use Only**

Date application was filed with clerk <u>4-12-2024</u>	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Item 10.

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  Village  City of Richland Center County of Richland

The undersigned duly authorized officer/member/manager of Delicias De Las 4 Hermanas LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

located at 146 S Main St (Trade Name) Richland Center WI 53581

appoints \_\_\_\_\_  
(Name of Appointed Agent)

\_\_\_\_\_  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
Delicias De Las 4 Hermanas

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 24 years

Place of residence last year \_\_\_\_\_

For: \_\_\_\_\_  
(Name of Corporation / Organization / Limited Liability Company)

By: \_\_\_\_\_  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

### ACCEPTANCE BY AGENT

I, Joselin De La Cruz Garcia, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Joselin De La Cruz Garcia 3/20/2024 Agent's age 27  
(Signature of Agent) (Date)

236 S. Sheldon St Apt D Richland Center WI Date of birth 10/29/1996  
(Home Address of Agent)

### APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 4/19/2024 by [Signature] Title Chief of Police  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

# Alcohol Beverage License Application Supplemental Questionnaire

Date: 3/20/24

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

<b>Part A: Premises/Business Information</b>	
1. Registered Entity Name (or individual name if sole proprietor) <span style="font-size: 1.2em;">Delicias De Las 4 Hermanas LLC</span>	
2. Trade Name or DBA	
3. 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	

<b>Part B: Individual Information</b>			
1. Name (Last, First, M.I.) <span style="font-size: 1.2em;">DeLaCruz-Garcia Joselin</span>			
2. Relationship to Registered Entity (Title) <span style="font-size: 1.2em;">Owner</span>		3. Email <span style="font-size: 1.2em;">joselin1996@live.com...</span>	4. Phone <span style="font-size: 1.2em;">608-383-3331</span>
5. Home Address <span style="font-size: 1.2em;">236 S. Sheldon St Apt D</span>			
6. City <span style="font-size: 1.2em;">Richland Center</span>	7. State <span style="font-size: 1.2em;">WI</span>	8. Zip Code <span style="font-size: 1.2em;">53581</span>	9. Date of Birth <span style="font-size: 1.2em;">10/29/1996</span>
10. Drivers License/State ID Number <span style="font-size: 1.2em;">D426-4209-6889-02</span>		11. Drivers License/State ID State of Issuance	

<b>Part C: Address History</b>	
List in chronological order your last two residence addresses within the last 5 years.	
Previous Address 1 <span style="font-size: 1.2em;">236 S. Sheldon St Apt D</span>	
Previous City, State, Zip <span style="font-size: 1.2em;">Richland Center WI 53581</span>	Dates (MM/YYYY - MM/YYYY) <span style="font-size: 1.2em;">08/2020 - Present</span>
Previous Address 2	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)

<b>Part D: Employment History</b>	
List in chronological order your last two employers within the last 5 years.	
Employer's Name <span style="font-size: 1.2em;">Allied Machinery LLC</span>	
Employer's Address <span style="font-size: 1.2em;">1000 Foundry Drive E - Richland Center</span>	Dates Employed (MM/YYYY - MM/YYYY) <span style="font-size: 1.2em;">10/2021 - present</span>
Employer's Name	
Employer's Address	Dates Employed (MM/YYYY - MM/YYYY)

**Part E: Criminal History**

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No  
If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No  
If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part F: Questions**

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. . . . .  Yes  No

2. How long have you continuously lived in Wisconsin prior to the date of application?	Years 24 years	Months
--	-------------------	--------

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed.  Yes  No

**Part G: Attestation**

**READ CAREFULLY BEFORE SIGNING:** 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>Joselin D. Garcia</i>	Date 3/20/2024
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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 \$ 10.00

Application Date: 04/26/2024

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 06/29/2024 and ending 06/29/2024 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 Southwest Partners Inc dba Richland Rejuventes

(b) Address PO Box 651, Richland Center WI 53581 (Street) Town Village City

(c) Date organized 03/03/2016

(d) If corporation, give date of incorporation 03/03/2016

(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: [checked]

(f) Names and addresses of all officers:

President Michael Breininger 24810 Mourning Dove Ln, Richland Ctr WI 53581

Vice President Dale Bender, PO Box 244, Richland Center WI 53581

Secretary Liz Perkins 23009 Cty Hwy AA Richland Center WI 53581

Treasurer Michael Cosgrove 25218 Cty HWY Y, Richland Center WI 53581

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

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

(a) Street number Krouskop Park 1100 N Jefferson Street, Richland Ctr WI 53581

(b) Lot Block

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

(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 RC Thunderfest

(b) Dates of event 06-29-2024

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.

Southwest Partners Inc dba Richland (Name of Organization)

Officer [Signature] (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk 4/29/2024

Date Reported to Council or Board

Date Granted by Council

License No.



May 17, 2024 - Richland Center Wine Walk 2024				
Event Time: 5:30-8:30 PM				
Sponsor:		The Greater Richland Area Chamber of Commerce		
BUSINESS	ADDRESS	LOCATION FOR SERVING/CONSUMPTION	WINE & BEER	BEER ONLY
Advanced Pump & Well	278 W. Court St.	Front room	X	
Computer Doctors	122 W. Court St.	First floor, front lobby	X	
Creative Layers	142 S. Central Ave.	Salon area main floor	X	
Diploia	100 W. Court St.	First floor, Central Ave. side	X	
Essential Wellness	186 E. Mill St.	Lobby Area	X	
Herb Rx	145 W. Court St.	Main level, store front	X	
J. Jay Walsh Jewelers	157 N. Main St.	Front portion of the store	X	
Los Amigos II **	100 N. Main St.	Bar area	X	
Phoenix Center **	100 S. Orange St.	Banquet area	X	
Pine River Smoke Company	249 W. Court St.	Front room	X	
Richland Family Restaurant	211 N. Main St.		X	
Richland Locker Co.	590 S. Main St.	Front retail area	X	
State Farm Insurance	172 S. Main St.	Lobby	X	
The Creative Outlet	156 E. Court St.	1st floor	X	
The Gym-boree	142 E. Court St.	1st floor	X	
The Island Drink Shop	54 N. Church St.	Lower level drink shop area	X	
Christy's Sunnyside	101 W. Court St.	Lower level	X	
Dreams Boutique	100 S. Main St.		X	
K.W. Realty	125 S. Church St.	Main floor	X	
New York Life	179 E. Court St.	Front lower level	X	
Royal Bank	101 E. Court St.	Main level, lobby area	X	
Verison-Team Wireless	172 S. Main St. Unit B	Front Space	X	