



OFFICIAL PUBLIC NOTICE
MEETING OF THE PUBLIC SAFETY COMMITTEE
MONDAY, APRIL 14, 2025 AT 5:30 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.](#) PSC Minutes 3-3-2025

APPROVAL OF OPERATOR LICENSES

DISCUSSION AND ACTION ITEMS

- [2.](#) Application For Temporary Class "B"/ "Class B" Retailer License for Richland County Performing Arts Council
- [3.](#) Street Closing Application for The Creative Outlet Block Pool Party, 100 Block of East Court Street between 10am and 5pm on Aug. 16th, 2025.
- [4.](#) Temporary Alcohol Beverage License for NASCAR Fans United G.R.A.C.E Team, Quilt Gala on 05-17-25 from 6pm-11pm at the RC Community Center.
- [5.](#) Rodeo Parade Permit for 6/14/2025
- [6.](#) Memorial Day Parade Permit for 5/26/2025
7. Pedestrian pedestal signs for the center line of N. Church Street at Court Street in the crosswalk.
- [8.](#) Discussion on Starting a Municipal Court for the City of Richland Center

CHIEF OF POLICE REPORT

- [9.](#) February 2025 PD Report
- [10.](#) March 2025 RCPD 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 11th day of April, 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 OF THE PUBLIC SAFETY COMMITTEE

MONDAY, MARCH 03, 2025 AT 5:30 PM

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

Minutes

The meeting is called to order at 5:31 PM, Melby, Fruit, Downs all present.

Motion to approve the PSC minutes from 02-03-2025 by Fruit, seconded by Downs, motion carried. (3-0)

APPROVAL OF OPERATOR LICENSES

Motion by Melby to approve the OPERATOR LICENSES as presented, seconded by Fruit, motion carried. (3-0)

DISCUSSION AND ACTION ITEMS

1. Motion by Melby to approve the Application for Temporary Class "B" Retailer's License for Richland County Performing Arts Council, for the event Thief of Bagdad- Silent Movie with Music seconded by Fruit, motion carried. (3-0)

CHIEF OF POLICE REPORT

Reported on alcohol compliance checks- 5 failures, warning letters to be issued.

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

Fruit- Bike trail sign down at the intersection with Redi Mix Drive

SET NEXT MEETING DATE April 14th, 2025. 530pm

ADJOURNMENT

Motion by Downs and seconded by Melby to adjourn the meeting at 5:48p. Motion carried. (3-0)

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: 03/26/2025

☐ 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 05/10/2025 and ending 05/10/2025 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)

(c) Date organized 11/09/2005

☐ Town ☐ Village ☒ City

(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 interior only top 2 floors

(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 "The Jammers" Band a 60's, 70's and 80's Concert

(b) Dates of event May 10, 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. _____

CITY OF RICHLAND CENTER STREET CLOSING APPLICATION FOR EVENTS

Date: 3/26/25

Name of Event: Block Pool Party

Name of Contact: Jean Noble

Telephone Number [REDACTED]

Alternate Contact: The Creative Outlet

Telephone Number [REDACTED]

Name of Organization / Business requesting closure: The Creative Outlet

Address: 156 East Court Street Richland Center, WI 53581

Date of Event Aug 16, 2025

Street Closure Request: Would like to close off the block that the stores on for a Block Pool Party.

Street will be closed between the hours of: 10:00 pm - 5 pm

Explain how the street closure will be marked such as cones or barricades: Could use cones or might use a food truck. Still working on it.

Jean Noble Date filed with Clerk 3/26/2025
Signature of Applicant (s)

Referred to Public Safety on _____

Action of Public Safety _____

Form
AB-220

Temporary Alcohol Beverage License

Municipality
Richland Center

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name NASCAR Fans United G.R.A.C.E. Team / April Schildgen		
2. Organization Permanent Address 1611 Leslie Dr.		
3. City Richland Center	4. State WI	5. Zip Code 53581
6. Mailing Address (if different from permanent address)		
7. FEIN	8. Date of Organization/Incorporation	9. State of Organization/Incorporation
10. Phone [REDACTED]	11. Email [REDACTED]	
12. Organization type (check one) <input checked="" type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Lorna Maxwell	Lorna	Event Organizer	[REDACTED]
Schildgen	April	Team Captain	[REDACTED]
Tom Gethings	Tom	Team Member	
Lisa Gethings	Lisa	Team Member	

Continued →

Part C: Event Information

1. Name of Event (if applicable) Quilt Gala			
2. Dates of Operation 5/17/25		3. Hours of Operation 6pm - 11pm	
4. Premises Address RC Community Center, 1050 N. Orange St.			
5. City Richland Center		6. State WI	7. Zip Code 53581
8. County Richland	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Richland Center		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Lorna Maxwell		12. Email and/or Phone Number for Organizer of Event [REDACTED]	
13. Organizer Website		14. Event Website [REDACTED]	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. RC Community Center - Gym and Kitchen only			

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

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 organization 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 according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted 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.

Last Name Guthrie	First Name Thomas	M.I. J.
Title	Email [REDACTED]	Phone [REDACTED]
Signature [Signature]		Date 3-25-2025

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 3/25/2025	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk Amanda Keller	

CITY OF RICHLAND CENTER PARADE PERMIT

Name of organization: Greater Richland Tourism
 Contact Person (Permittee): Marty Richards
 Address: 397 W. Seminary St.
Richland Center, WI 53581
 Tel #: [REDACTED] Cell #: [REDACTED]

Date of Parade: 06/14/25 Start time: 10:30 End time: 12:00pm

Estimated number of units involved: 65

Will there be any animal units (circle one) YES* NO

*If yes, owner of animal/s is responsible for removing and disposing of waste.

Indicate what streets will be used during the parade: County AA. Horse traffic only.
Parade Route - south on Central Ave to Court St to Church St -
back North to 6th St. Parade starts & ends at 6th St.
6th - 7th & Central used for lineup. In addition, please highlight route
 on the attached city map.

Where will the parade assemble? Area of Central Ave + 6th to 8th St.
 Where will the parade disassemble? Area of Church + 6th St.

Special parking or street closures required? (please describe):

Please See Map

By applying for this Parade Permit, the above named Organization, and its agents and officers, hereby agree to hold the City of Richland Center harmless, and indemnify the City of Richland Center, for any and all claims, damages, losses, or injuries, of any nature whatsoever, occurring during, before or after the parade, and USER agrees to forever release and discharge the City of Richland Center, and its heirs, successors, and assigns, as well as its agents and employees, and all other persons who are or might be liable, from any and all claims occurring as a result of the issuance of this Parade Permit.

Dated this 7 day of April, 2025.

[Signature]
 Name of person authorized to sign on behalf of
 organization and its officers

CITY OF RICHLAND CENTER

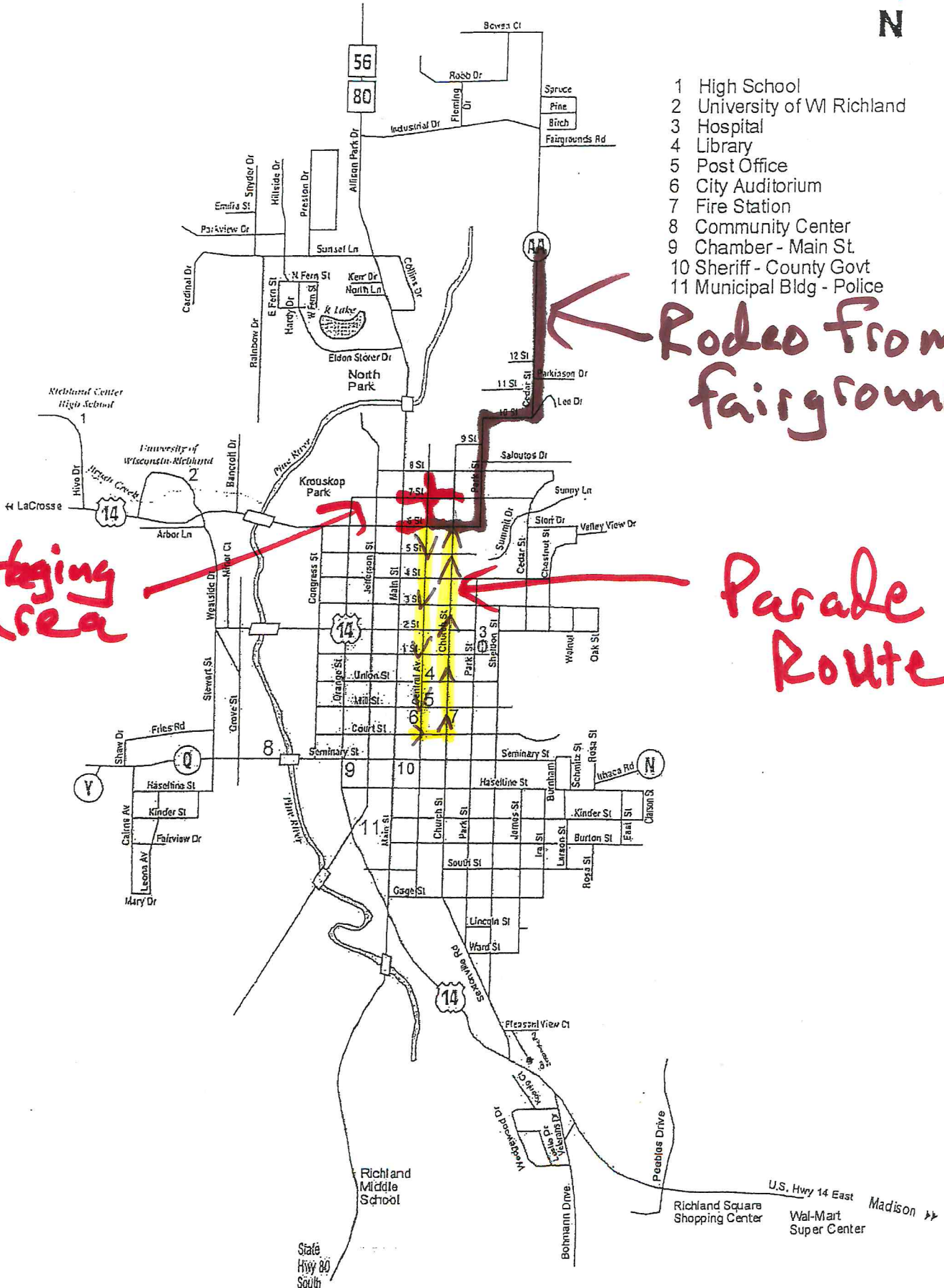


- 1 High School
- 2 University of WI Richland
- 3 Hospital
- 4 Library
- 5 Post Office
- 6 City Auditorium
- 7 Fire Station
- 8 Community Center
- 9 Chamber - Main St
- 10 Sheriff - County Govt
- 11 Municipal Bldg - Police

Rodeo from
fairgrounds

Parade
Route

Staging
area



CITY OF RICHLAND CENTER PARADE PERMIT

Name of organization: Bower-Gunnill-Dalton VFW Post
Contact Person (Permittee): Marge Freeman Commander 2267
Address: [REDACTED]

Tel #: [REDACTED] Cell #: [REDACTED]

Date of Parade: 5/26/25 Start time: 10:00 AM End time: 10:30 AM

Estimated number of units involved: 6-10

Will there be any animal units (circle one) YES* NO American Legion Auxiliary may have Donkey Mascots in the parade

*If yes, owner of animal/s is responsible for removing and disposing of waste.

Indicate what streets will be used during the parade: Park 1 3rd street then proceed on North church to Richland Center Cemetery
In addition, please highlight route on the attached city map.

Where will the parade assemble? Richland Hospital Employee parking lot
Where will the parade disassemble? Richland Center Cemetery

Special parking or street closures required? (please describe):
yes church street at intersection of 3rd + N. church for blocks continuing to the Cemetery

By applying for this Parade Permit, the above named Organization, and its agents and officers, hereby agree to hold the City of Richland Center harmless, and indemnify the City of Richland Center, for any and all claims, damages, losses, or injuries, of any nature whatsoever, occurring during, before or after the parade, and USER agrees to forever release and discharge the City of Richland Center, and its heirs, successors, and assigns, as well as its agents and employees, and all other persons who are or might be liable, from any and all claims occurring as a result of the issuance of this Parade Permit.

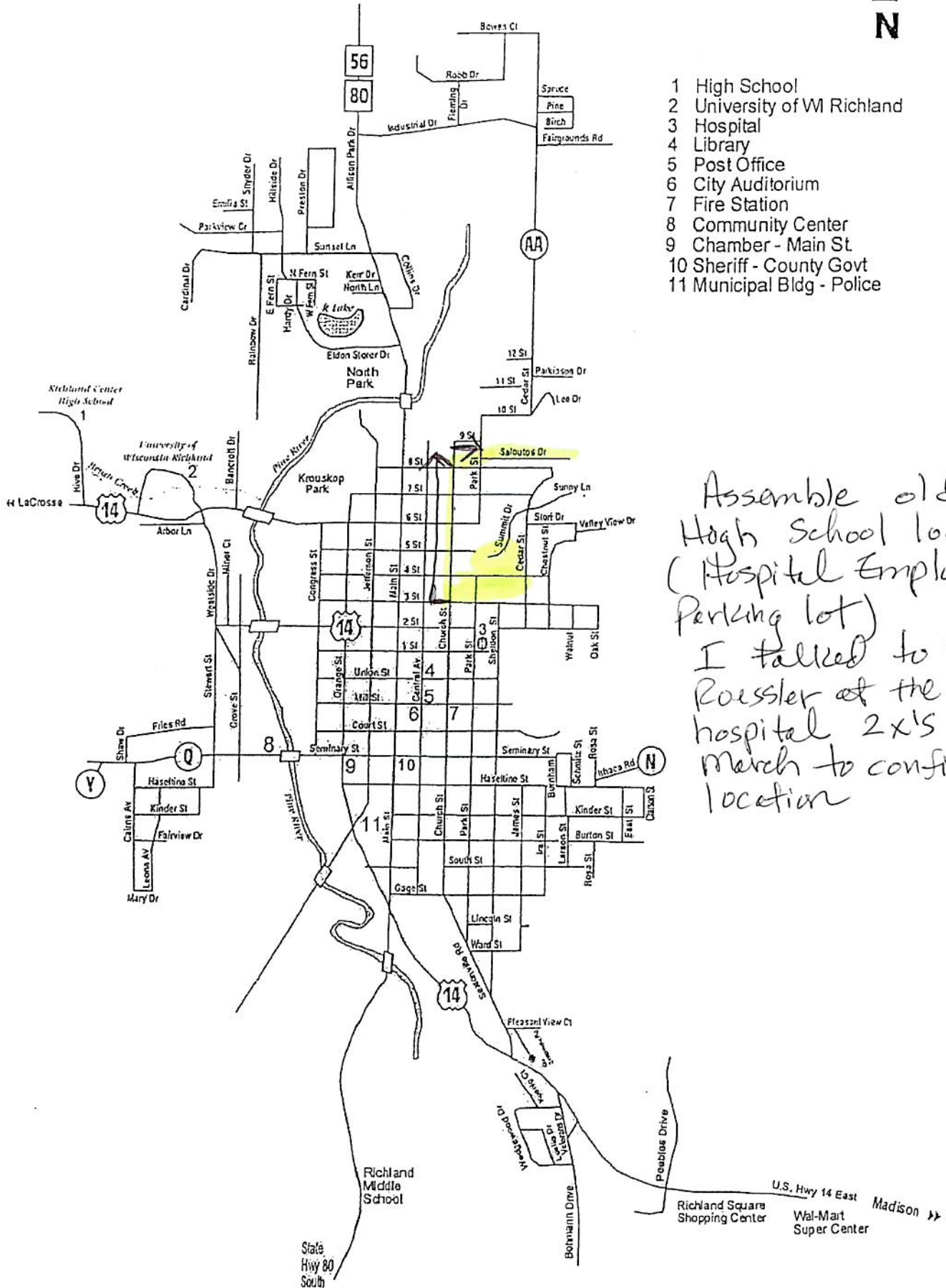
Dated this 28th day of April, 2002025

Marge Freeman VFW Post 2267
Name of person authorized to sign on behalf of organization and its officers

CITY OF RICHLAND CENTER



- 1 High School
- 2 University of WI Richland
- 3 Hospital
- 4 Library
- 5 Post Office
- 6 City Auditorium
- 7 Fire Station
- 8 Community Center
- 9 Chamber - Main St
- 10 Sheriff - County Govt
- 11 Municipal Bldg - Police



WISCONSIN SUPREME COURT

Starting a Municipal Court



Director of State Courts
Office of Judicial Education
110 E. Main St., Suite 200
Madison, WI 53703-3328
www.wicourts.gov



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS
110 E. MAIN STREET, SUITE 200
MADISON, WISCONSIN 53703-3328

Hon. Randy R. Koschnick
Director of State Courts

Patience D. Roggensack
Chief Justice

Karla J. Baumgartner, Director
Judicial Education

Todd Meurer
Education Manager
Municipal Judge Education
Telephone (608) 266-7816
Fax (608) 261-6650

Starting a Municipal Court

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Resources:

List of Chief Judges and District Court Administrators
Contact Info for Director of State Courts Office
Contact Info for Office of Judicial Education
Contact Info for the Judicial Commission
Sample of ordinance for creating single municipal Court
Sample ordinance for creating joint municipal court

Creation of Court

Item 8.

NOTICE: It is highly advised that any municipality contemplating starting a municipal court contact the Chief Judge and/or District Court Administrator in their Judicial District and contact the Office of Judicial Education (608)266-7816.

§755.01(1) A municipal court shall become operative when the city, town or village:

- adopts an ordinance or bylaw providing for the election of a judge and the operation and maintenance of a court; and
- receives a certification from the chief judge of the judicial administrative district that the court meets the requirements of § 755.09, 755.10, 755.11 & 755.17; and
- provides notification to the director of state courts of the adoption of the ordinance or bylaw

§755.01(2) The governing body may abolish a municipal court at the end of any term for which the judge is elected. It may not abolish the court when a joint court agreement is in effect.

Joint Court

§755.01(4) Two or more cities, towns or villages may enter into an agreement under §66.30 for the joint exercise of power. Any agreement under §66.30 for creation of a municipal court shall be effected only by enactment of identical ordinances by each affected city, town or village.

Electors of each municipality entering into the agreement shall be eligible to vote for the judge of the municipal court so established.

If a municipality enters into an agreement with a municipality that already has a municipal court, the municipalities may provide by ordinance or resolution that the judge for the existing court will serve as judge for the joint court until the end of the term or until a special election is held under §8.50(4)(fm).

Each municipality shall adopt an identical ordinance or bylaw under §755.01(1) prior to entering the agreement. The contracting municipalities need not be contiguous and need not all be in the same county.

A certified copy of the ordinance effecting the agreement must be transmitted to the appropriate filing officer under §11.02(3e). The county clerk or board of election commissioners of the county having the largest portion of the population in the jurisdiction served by the judge.

§66.0303 In addition to the provisions of any other statutes specifically authorizing cooperation between municipalities, unless such statutes specifically exclude action under this section, any municipality may contract with another municipality for receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law.

Residency Requirements for Municipal Judges

Item 8.

Wisconsin
Constitution
Article VII
Sec. 10

No person shall be eligible to the office of judge who shall not, at the time of election or appointment, be a qualified elector within the jurisdiction for which chosen

§8.28(1)

Any individual who believes that an individual holding or elected to state or local office is not a resident or inhabitant of this state or of the jurisdiction or district in which he or she serves, whenever such qualification is required by the constitution of this state or by any applicable law, may file a verified complaint with the attorney general alleging such facts as may cause him or her to believe that the individual is not qualified to hold office because of failure to meet a residency requirement

§60.30(2)(a)

Towns -- Only an elector of the town may hold a town office

§61.19

Villages -- No person not a resident elector...shall be elected to any office therein

§62.09(2)(a)

Cities -- No person shall be elected by the people ...who is not at the time of election a citizen of the United States...and an elector of the city

§62.53

Residency requirement for public officials in 1st class cities. Any public official may not serve more than 180 days after confirmation unless he or she resides within boundaries of the 1st class city by which employed

Municipal Judge Education & Education Fee

Item 8.

As required by §755.18 Wis. Stats, municipalities bear the cost of the mandatory municipal judge education required by SCR 33. An annual education fee is charged by the Director of State Courts Office to each municipality that operates a Municipal Court. This education fee covers the following services provided by the Municipal Judge Education section of the Office of Judicial Education.

Seminars

The Director of State Courts Office of Judicial Education generally produces four municipal judge seminars each reporting period (Jan. 1 – Dec. 31). Seminars are two days in length. Judges must attend at least one seminar during each reporting period but may attend all of them. Major costs associated with each seminar, paid for by judicial education, include a luncheon for all attendees; room, board and travel expenses for all faculty; educational materials and copying; snacks and coffee breaks and meeting room fees. Attendance per seminar averages 90.

The Office of Judicial Education also produces one municipal court clerk seminar each year, attended by approximately 220 clerks.

Approximately every two years we participate in a faculty development seminar with the rest of the Office of Judicial Education. The Office brings in a professional trainer and invites potential circuit and municipal judge faculty members to an intensive two-day training session. Municipal Judge Education pays for the lodging and lunch of our Municipal Judge invitees.

Committees

There are five committees that assist the office of Judicial Education. All members of the committees take time away from their regular jobs, without compensation, to serve in an advisory capacity to this office. Costs of their travel, food and lodging (if any) is paid for by this office.

Education Committee: Composed of the statutory minimum -- two lawyer judges, two non-lawyer judges and a Municipal Judges Association designee, this committee assists the office in designing the Trial, Special Topic and Traffic seminars, grants or denies approval of alternative credit, makes recommendations for uniform policies and procedures in municipal court, and holds non-compliance hearings. The committee meets approximately 5 times a year for a lunch/afternoon meeting, and once a year in January for an evening and a day to analyze the past year's seminars and make general recommendations for the next year. The January meeting includes continuing, oncoming and retiring members of the committee.

Benchbook Committee: Composed of ten judges, this committee updates the Municipal Judge Benchbook on an annual basis. Each member is responsible for at least one chapter of the Benchbook. The committee meets for two days and reviews all chapters, forms and related materials.

New Laws/New Cases Committee: Composed of two judges and one court commissioner, this committee is responsible for preparing the materials to be used at each seminar to present a 90 minute presentation which updates the attendees regarding any new legislative or caselaw changes.

Clerk Committee: Composed of four municipal court clerks, this committee meets twice yearly. One meeting is a planning meeting for the Municipal Court Clerk Seminar and is held in April or May. The second meeting is to review the seminar and make general recommendations for the following year, and to update the Municipal Court Clerk Procedures Manual. This meeting is held after the Benchbook Committee meeting.

Publications:

We produce and distribute on an annual basis the following publications:

- A Municipal Judges Benchbook update
- A Municipal Court Clerk Procedures manual update
- A Municipal Court Directory (Published in June)
- A Municipal Court Reference Manual (provided to Chief Judges, District Court Administrators and Municipal Court Liaisons)

We also produce and distribute a periodic newsletter entitled "Muni View," and serve as a legal resource for the judges.

The Municipal Judge Education section of the Office of Judicial Education consists of two persons whose salary and benefits are paid by the Municipal Judge Education Fee. They are: Atty. Todd Meurer, Municipal Judge Education Manager, and Carol Koschel, Municipal Judge Education Program Assistant, a three-quarter time employee of Municipal Judge Education.

Out of the municipal judge education fee, as ongoing costs, we pay rent to the state for our space, pay for our telephones, pay a fee for the services of the fiscal office and the information technology staff, pay for our use of a copier and fax machine and buy our own paper and office supplies. On major items, we buy our own computers and printers and share the cost with the rest of the Office of Judicial Education for training equipment such as laptop computers, projectors and video camera, and for all office equipment such as the copier, fax machine and telephones.

Surcharges/Court Costs

Penalty Surcharge

§757.05

(1)(a) Whenever a court imposes a fine or forfeiture for a violation of state law or for a violation of a municipal or county ordinance except for a violation of ...municipal or county ordinances involving nonmoving traffic violations or safety belt use violations..., there shall be imposed in addition a penalty surcharge

(1)(c) If a fine or forfeiture is imposed by a municipal court, after a determination by the court of the amount due, the court shall collect and transmit such amount to the treasurer of the county, city, town or village, and that treasurer shall make payment to the state treasurer as provided in §66.0114(1)(bm)

Jail Surcharge

§302.46

(1)(a) If a court imposes a forfeiture for a violation of "a municipal or county ordinance except for a violation of ...municipal or county ordinances involving nonmoving traffic violations or safety belt use violations ..., the court, in addition, shall impose a jail assessment in an amount of 1% of the fine or forfeiture imposed or \$10 whichever is greater....

(1)(c) If a fine or forfeiture is imposed by a municipal court, after a determination by the court of the amount due for the jail assessment, the court shall collect and transmit the jail assessment to the county treasurer under §800.10(2)...

Crime lab and drug enforcement surcharge

§165.755

(1)(a) A court shall impose a crime laboratories and drug law enforcement assessment of \$13 if the court ...imposes a forfeiture...for a violation of a municipal ...ordinance

(1)(b) A court may not impose the [above] assessment...for a violation of a state law or municipal or county ordinance involving a nonmoving traffic violation or a safety belt use violation

Ignition Interlock Surcharge

§343.301(5)

(5) If the court enters an order under sub. (1g), the court shall impose and the person shall pay to the clerk of court an ignition interlock surcharge of \$50.00. The clerk of court shall transmit the amount to the county treasurer.

Ordinance Violations/Forfeitures

Item 8.

- §800.02 Form of citation, complaint, summons and warrant in municipal ordinance violation cases
- §800.02(1) An action in municipal court for violation of a municipal ordinance is a civil action and the forfeiture or penalty imposed by any ordinance of the municipality may be collected in an action in the name of the municipality
- §800.02 If a person is issued a citation in a case specified in §800.02(1), the person must be advised:
- §800.02(ag)4. To appear at a date, time and place for a court appearance and be advised as to whether the court appearance is mandatory
- §800.02(ag)5. Amount of deposit and stipulation in lieu of a court appearance, if applicable
- §800.037 The amount of deposit shall be set by the municipal judge, but shall not be effective until approved by the governing body of the municipality. The amount shall not exceed the maximum penalty for the offense, including any penalty surcharge that would be applicable under §165.87, any jail surcharge that would be applicable under §302.46(1), and crime laboratories and drug law enforcement surcharge that would be applicable under §165.755 and any domestic abuse surcharge that would be applicable under §973.055(1), plus court costs . . .

Court costs

- §814.65 Court costs on municipal citations may be anywhere between \$15.00 and \$28.00. Five dollars of the court costs go to the state, the rest remains with the municipality

COSTS TO MUNICIPALITY

- §814.67 Municipality must pay witness fees for prosecution witnesses and interpreter fees. \$5 per day witness fee, \$10 per half-day interpreter fee minimum, .20 per mile travel
- SCR 33 Supreme Court Rule 33 requires municipal court judge's to earn at least
§755.18 4 judicial education credits each annual reporting period. Municipalities must pay the cost of required education of municipal judges. Fee for seminar year May 2011 to April 2012 is \$625.00. Municipality pays the cost of the judge attending the educational program i.e., room, food, travel. There is no registration fee at seminars.

Illness/Absence/Permanent Vacancy

Item 8.

§17.245 [I]f a city, village or town enacts an ordinance or bylaw creating a municipal court under §755.01 before the December 1 preceding the spring election the office of municipal judge for that court shall be considered vacant and a temporary appointment may be made by the city, village or town governing body pending the election of the initial elected occupant of the office

§800.06(1) Temporary vacancy If any municipal judge is to be temporarily absent or is sick or disabled...the municipal judge may be written order, filed in the court and with the approval of the chief judge of the judicial administrative district designate another municipal judge from any municipality within the state to perform his or her duties for a period not to exceed 30 days

§800.06(3) Permanent Vacancy Notwithstanding §751.03(2), if there is a permanent vacancy, the chief judge of the district may designate another municipal judge to perform his/her duties until the municipal governing body fills the vacancy by temporary appointment under §8.50(4)(fm).

By Chief Judge rule, the Chief Judge will not appoint for longer than 90 days absent extraordinary circumstances.

§8.50(4)(fm) Permanent vacancy in office of municipal judge may be filled by temporary appointment by the municipal governing body. Office shall then be permanently filled by special election, held concurrently with next spring election following occurrence of the vacancy, except that vacancy occurring during period after Dec. 1 and on or before date of spring election shall be filled at the 2nd succeeding spring election.

§751.03(2)(b) If municipal judge incompetent, unable to act, fails to act, Chief Judge to assign another municipal judge, former municipal judge or former circuit judge to serve until incompetency, inability or failure ceases, until municipal judge term expires or until vacancy permanently filled. No interim appointment to last longer than 90 days absent extraordinary circumstances.

Answers to Commonly Asked Questions

Item 8.

- | | | |
|----------------------|-----|--|
| §755.02 | 1. | All municipal judge terms begin on the May 1 following the spring election. The term is for 4 years. |
| §8.50(4)(fm) | 2. | Municipal judges appointed prior to December 1 must run for election the following spring. Municipal judges appointed after December 1 and before the spring election must run in the 2nd succeeding spring election. A person so elected shall serve the residue of the unexpired term. |
| | 3. | In 2009, a citation to circuit court for a municipal ordinance violation was \$99 to \$107 more than a citation to municipal court. The forfeiture amount the municipality receives is the same regardless of where the citation is filed. |
| | 4. | Without a municipal court, the municipality pays the circuit court five dollars for each municipal ordinance violation heard. |
| SCR 60 | 5. | Municipal judges are governed by the Code of Judicial Conduct. |
| §755.04 | 6. | The judge's salary must be fixed in lieu of fees and costs. It may not be decreased during a term. |
| SCR 62.02
§755.17 | 7. | A judge is required to wear a black robe when on the bench. |
| §800.03(3) | 8. | Bond for municipal ordinance violations is set by the municipal judge. Bond for traffic and boating citations is set by the Judicial Conference and must be followed by a municipal court |
| §755.10 | 9. | The municipal judge appoints and supervises his or her clerk. |
| §755.01(1) | 10. | The court is part of the judicial branch of government and, as such, is a separate and autonomous branch of government. The municipal judge is answerable only to the electorate. |
| §800.035(2m) | 11. | The municipal judge is required to appoint a guardian ad litem or a social worker for any defendant the court has reason to believe is mentally incompetent. |

Municipal Court Statistics

As of **October 2017**, there are:

Courts

240 Courts

70 courts are joint courts serving from 2 to 17 municipalities

Judges

242 Judge seats, 7 Reserve judges

There are four full-time municipal judges in the State of Wisconsin. Three serve the city of Milwaukee and one serves the city of Madison.

A municipal judge's term is four years unless altered by municipality's passage of a charter ordinance.

50 sitting judges are women, 192 are men.

117 sitting judges are attorneys.

Clerks

There are 347 Municipal Court clerks

Cases

In 2016, Municipal Courts processed over 517,000 tickets

Chief Judges & District Court Administrators

District I - Milwaukee County

Hon. Maxine White, Chief Judge (414) 278-5116
 Holly Szablewski, District Court Administrator (414) 278-5115
 Milwaukee County Courthouse
 901 N. 9th Street, Rm. 609
 Milwaukee, WI 53233-1425

District II - Kenosha, Racine, Walworth

Hon. Jason A. Rossell, Chief Judge (262) 653-2663
 Louis C. Moore, District Court Administrator (262) 636-3133
 Racine County Courthouse
 730 Wisconsin Avenue
 Racine, WI 53403-1274

District III - Jefferson, Ozaukee, Washington, Waukesha

Hon. Jennifer R. Dorow, Chief Judge (262) 548-7538
 Michael G. Neimon, District Court Administrator (262) 548-7210
 Waukesha County Courthouse
 515 W. Moreland Blvd. Rm. C-359
 Waukesha, WI 53188-2428

District IV - Calumet, Fond du Lac, Manitowoc, Sheboygan, Winnebago

Hon. Barbara Hart Key, Chief Judge (920)-236-4835
 Jon J. Bellows, District Court Administrator (920) 424-0028
 404 N. Main St., Suite 105
 Oshkosh, WI 54901-4773

District V - Dane, Green, Lafayette, Rock

Hon. James P. Daley, Chief Judge (608) 266-4200
 Theresa M. Owens, District Court Administrator (608) 267-8821
 215 S. Hamilton St.
 Madison, WI 53703

District VI - Adams, Clark, Columbia, Dodge, Green Lake, Juneau,**Marquette, Portage, Sauk, Washara, Wood****Hon. Gregory J. Poter, Chief Judge**

Ron Ledford, District Court Administrator

3317 Business Park Dr., Suite A

Stevens Point, WI 54481-8834

(715) 421-8520

(715) 345-5295

District VII - Buffalo, Crawford, Grant, Iowa, Jackson, LaCrosse**Monroe, Pepin, Pierce, Richland, Trempealeau, Vernon****Hon. Robert P. VanDeHey, Chief Judge**

Patrick Brummond, District Court Administrator

LaCrosse County Law Enforcement Center

333 Vine Street, Room 3504

LaCrosse, WI 54601-3296

(608) 723-7826

(608) 785-9546

District VIII - Brown, Door, Kewaunee, Marinette, Oconto**Outagamie, Waupaca****Hon. James A. Morrison, Chief Judge**

Thomas S. Schappa, District Court Administrator

414 E. Walnut, Suite 221

Green Bay, WI 54301-5020

(920) 448-4110

(920) 448-4281

District IX - Florence, Forest, Langlade, Lincoln, Marathon**Menomonee, Oneida, Price, Shawano, Taylor, Vilas****Hon. Greg B. Huber, Chief Judge**

Susan Byrnes, District Court Administrator

2100 Stewart Ave., Suite 310

Wausau, WI 54401

(715) 261-1350

(715) 842-3872

District X - Ashland, Barron, Bayfield, Burnett, Chippewa, Douglas**Dunn, Eau Claire, Polk, Rusk, St. Croix, Sawyer, Washburn****Hon. Scott R. Needham, Chief Judge**

Donald W. Harper, District Court Administrator

1101 Carmichael Rd., Suite 1260

Hudson, WI 54016-7708

(715) 386-4611

(715) 245-4105

Contact Information

Director of State Courts Office

16 East State Capitol
 PO Box 1688
 Madison, WI 53701-1688
 FAX - Director's Office.....(608) 267-0980
 Koschnick, Hon. Randy R. - Director.....(608) 266-6828
 Foster, Sara(608) 266-6828
 Rottier, Nancy M. - Legislative Liaison.....(608) 267-9733
 Sheehan, Thomas J. - Court Information Officer.....(608) 261-6640

Office of Judicial Education

110 East Main St.
 Suite 200
 Madison, WI 53703-3328
 (608)266-7816
 FAX (608)261-6650

Atty. Todd Meurer, Education Manager
todd.meurer@wicourts.gov

Carol Koschel, Program Assistant
carol.koschel@wicourts.gov

Judicial Commission

110 East Main St. Suite 700
 Madison WI, 53703
 (608) 266-7637

Atty. Jeremiah VanHecke, Director

Sample Ordinance For Creating A Municipal Court

Item 8.

ESTABLISHMENT OF A MUNICIPAL COURT FOR THE _____ OF _____

1. Court Established

Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes there is hereby created and established a Municipal Court to be designated “Municipal Court for the (City) (Town) (Village) of _____” said court to become operative and function on _____, 20____.

2. Jurisdiction

The municipal court shall have jurisdiction over incidents occurring on or after (date of establishment) as provided in Article VII, §14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by state law. In addition, it shall have exclusive jurisdiction over actions in which the municipality seeks to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119 and §66.0119(3), Wis. Stats.

The municipal court has jurisdiction over juvenile offenders when it enacts an ordinance under the authority of §938.17(2)(cm), Wis. Stats.

3. Municipal Judge

- a. *Qualifications.* There is hereby created the office of municipal judge of the Municipal Court of the (City) (Town) (Village) of _____. The municipal judge shall be a resident of the municipality (and shall be licensed to practice law in the State of Wisconsin).
- b. *Oath and Bond.* The judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and file such oath with the clerk of (City) (Town) (Village) of _____. At the same time, the judge shall execute and file an indemnity bond with the clerk of the municipality in an amount of \$ _____. The judge shall not act until the oath and bond have been filed as required by §19.01(4)(c), Wis. Stats. and the requirements of §755.03 Wis. Stats., have been complied with.
- c. *Salary.* The municipal judge shall receive a salary as determined by the (city council) (town board) (village board) which shall be in lieu of fees and costs. No salary shall be paid to the Judge for any time during his/her term for which he/she has not executed and filed the official bond and oath. The salary may be increased by the (city council) (town board) (village board) before the start of the second or subsequent year of service of the term of the judge, but shall not be decreased during a term.
- d. *Election. Term.* The municipal judge shall be elected at large for a term of four years at the spring election held (in odd-numbered) (in even-numbered) years and shall take office on May 1 following the election.

(Mid term vacancies in the office of municipal judge shall be filled by special election to be held not less than 55 nor more than 70 days after the order of the (city council) (town board) (village board) therefore.)

(Any vacancy occurring in the office of municipal judge shall be filled pursuant to state law.)

4. **Municipal Court**

Hours. The municipal court for the (city council) (town board) (village board) _____ shall be open as determined by order of the municipal judge.

Employees. The judge shall in writing appoint such clerks and deputy clerks as are authorized by the (city council) (town board) (village board). Their salaries shall be fixed by the (city council) (town board) (village board).

Location. The municipal judge shall keep his/her office and hold court in an adequate facility provided by the municipal governing body. However, the municipal judge may issue process and perform ministerial functions at any place in the county.

5. **Collection of Forfeitures and Costs**

The municipal court shall collect all forfeitures, penalty assessments, fees and taxable costs in any action or proceeding and shall pay over such monies to the (city) (town) (village) treasurer within thirty (30) days of collection. At such time, the municipal court shall report to the treasurer the title, nature of offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

6. **Contempt of Court**

The municipal judge, after affording an opportunity to the person accused to be heard in defense, may punish for contempt as provided in §800.12, Wis. Stats., and may impose a forfeiture therefore not to exceed fifty dollars (\$50) or upon nonpayment of the forfeiture, penalty assessment under §165.87, Wis. Stats., and jail assessment under §302.46, Wis. Stats., a jail sentence not to exceed seven (7) days.

7. **Stipulations and Deposits**

Deposits for Ordinance violations. The municipal judge shall establish and submit to the (city council) (town board) (village board) for approval in accordance with §800.03(3), Wis. Stats., a schedule of deposits for violations of (city) (town) (village) ordinances, resolutions and bylaws.

Deposits for Traffic and Boating violations. The deposit schedule established by the Wisconsin Judicial Conference and the procedures set forth in Chapters 23 and 345, Wis. Stats., shall apply to stipulations and deposits for violations of traffic regulations enacted in accordance with §345.27 and boating regulations enacted in accordance with §30.77, Wis. Stats.

Stipulations and Deposits in Lieu of Court Appearance. Persons cited for violations of (city) (town) (village) ordinances, resolutions or bylaws or violations of traffic or boating regulations for which a deposit has been established, shall be permitted to make a stipulations of no contest and a deposit in lieu of court appearance as provided in §800.03, §800.04 and §800.09 Wis. Stats.

Sample Ordinance For Creating A Joint Municipal Court

AN ORDINANCE TO CREATE SECTION _____ OF THE
MUNICIPAL CODE OF THE (City, Town, Village) OF _____
AND THE (City, Town, Village) OF _____
(and the City, Town, Village of additional municipalities if needed)
PER §66.0301 OF THE WISCONSIN STATUTES

THE (COMMON COUNCIL) (VILLAGE BOARD) (TOWN BOARD) OF THE _____ OF _____, DO ORDAIN AS FOLLOWS:

SECTION 1.

1) **Municipal Court Created**

Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated “Municipal Court for the (City)(Town)(Village) of _____ and the (City) (Town) (Village) of _____” said court to become operative and function on _____, 20__.

2) **Municipal Judge**

Qualifications: The joint court shall be under the jurisdiction of and presided over by a municipal judge, (who shall be an attorney licensed to practice law in Wisconsin, and) who resides in one of the municipalities that is a party to the agreement forming this joint court.

Oath and Bond: The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time execute and file an official bond in the amount of \$_____. The judge shall not act until the oath and bond have been filed as required by §19.01(4)(c) Wis. Stats., and the requirements of §755.03(2) have been complied with.

Salary: The salary of the municipal judge shall be fixed by the (common council)(village board)(town board) of the municipalities that are parties to the agreement which shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or official oath, as required by §755.03, Wis. Stats., and filed pursuant to §19.01(4)(c) Wis. Stats. The municipalities may by separate ordinance allocate funds for the administration of the municipal court pursuant to §66.0301 Wis. Stats.

3) Elections

Term: The municipal judge shall be elected at large in the spring election (in odd-numbered)(in even-numbered) years for a term of four years commencing on May 1. All candidates for the position of municipal judge shall be nominated by nomination papers as provided in §8.10, Wis. Stats., and selection at a primary election if such is held as provided in §8.11, Wis. Stats. The Elections Division of the Government Accountability Board shall serve as filing officer for the candidates.

Electors: Electors in all municipalities that are parties to the agreement shall vote for judge.

4) Jurisdiction

The municipal court shall have jurisdiction over incidents occurring on or after (date of establishment) as provided in Article VII, §14 of the Wisconsin Constitution, §§755.045 and 755.05, Wis. Stats., and as other provided by State Law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119, Wis. Stats.

The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the agreement enacts an ordinance under the authority of §938.17(2)(cm), Wis. Stats.

5) Municipal Court

Hours: The municipal court shall be open at such location and at such times as determined by the governing bodies of the municipalities that are parties to the agreement and the municipal judge.

Employees: The Judge shall, in writing, appoint such clerks and deputy clerks are authorized and funded by the (city council) (town board) (village board) of the municipalities that are parties to the agreement.

6) Collection of Forfeitures and Costs

The municipal judge may impose punishment and sentences as provided by Chapters 800 and 938 Wis. Stats., and as provided in the ordinances of the municipalities that are parties to the agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the municipality within which the case arose within thirty (30) days after receipt of the money by the municipal court. At the time of the payment, the municipal court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

7) Contempt of Court

The municipal judge, after affording an opportunity to the person accused to be heard in defense, may impose a sanction authorized under §800.12 Wis. Stats. and may impose a forfeiture therefore not to exceed

two-hundred dollars (\$200) or upon nonpayment of the forfeiture and the assessments thereon, a jail sentence not to exceed seven (7) days.

Item 8.

8) Abolition

The municipal court hereby established shall not be abolished while the §755.01(4) agreement is in effect.

SECTION 2

All ordinances or parts of ordinances contravening or inconsistent with the provisions of this ordinance be and are hereby repealed.

SECTION 3

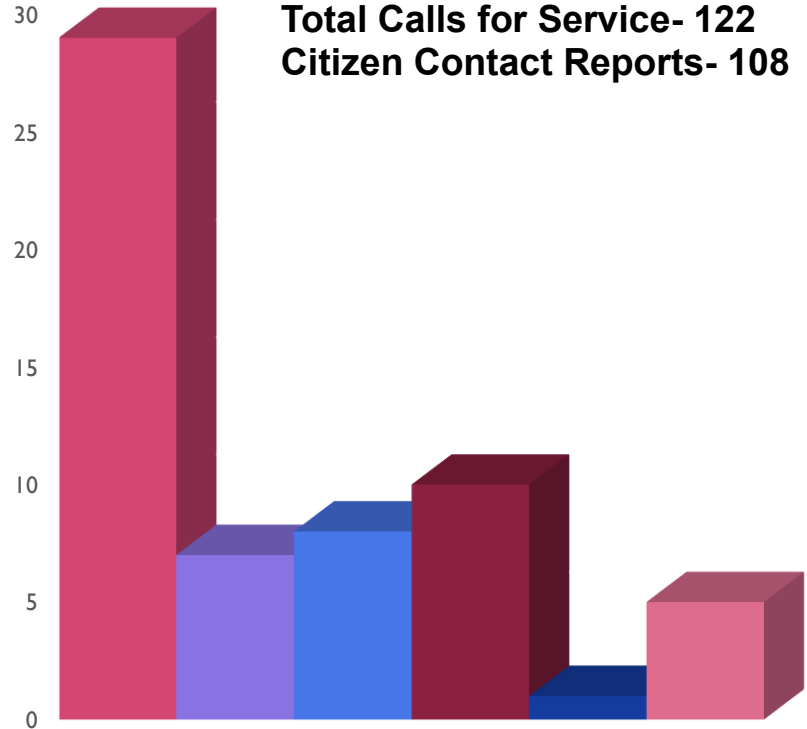
This ordinance shall take effect and be in full force and effect from and after its passage by the municipalities that are parties to the agreement and publication as required by law.

RICHLAND CENTER POLICE DEPARTMENT

Monthly Report- **FEBRUARY 2025**

Incident Examples:

■ Criminal Arrests	29
■ Municipal Ordinance Arrests	7
■ Juvenile Arrests	8
■ Traffic Citations	10
■ Emergency Detentions	1
■ Warrant Arrests (Incl. P&P Pickup Orders)	5



Revenue from Parking Violations	\$ 3,646.00
Revenue from Miscellaneous	\$ 254.97
Court Ordered Payments	<u>\$ 1,368.23</u>

**Total Revenue Collected and Deposited
with the City Treasurer from RCPD** **\$ 5,269.20**

Respectfully submitted,

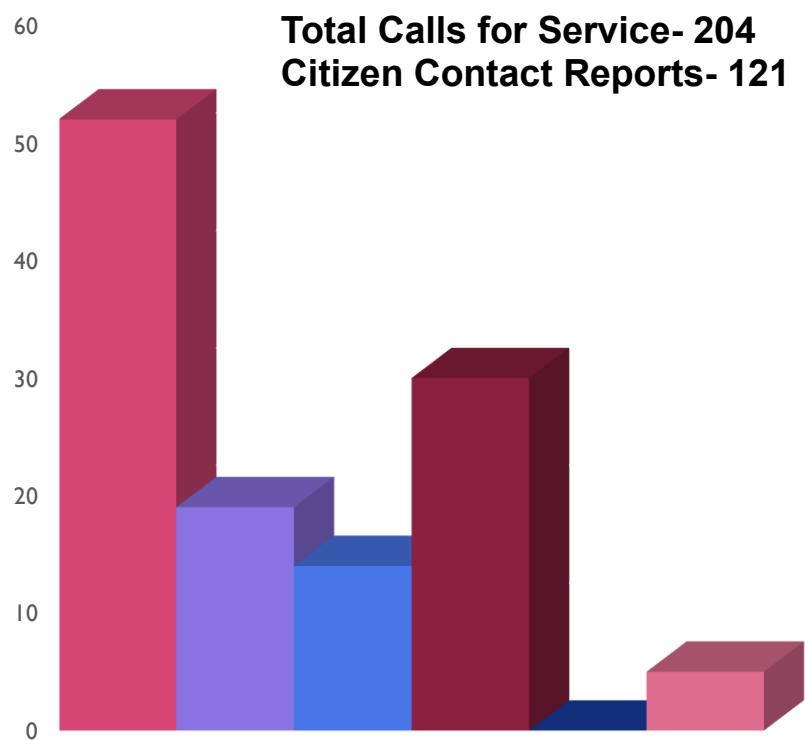
Chief of Police
City of Richland Center

RICHLAND CENTER POLICE DEPARTMENT

Monthly Report- **MARCH 2025**

Incident Examples:

■ Criminal Arrests	52
■ Municipal Ordinance Arrests	19
■ Juvenile Arrests	14
■ Traffic Citations	30
■ Emergency Detentions	0
■ Warrant Arrests (Incl. P&P Pickup Orders)	5



Revenue from Parking Violations	\$ 1,678.00
Revenue from Miscellaneous	\$ 775.00
Court Ordered Payments	<u>\$ 1,462.42</u>

**Total Revenue Collected and Deposited
with the City Treasurer from RCPD** **\$ 3,915.42**

Respectfully submitted,

Chief of Police
City of Richland Center