



**Village of Thiensville
Committee of the Whole
AGENDA**

Date:
Monday, September 14, 2026

LOCATION: 250 Elm Street, Thiensville, WI

Time: 6:00 PM

I. CALL TO ORDER

II. ROLL CALL

President

John Rosing

Administrator

Colleen Landisch-Hansen

Staff

Director of Community Services/Public Works Andy LaFond

Police Chief Curt Kleppin

Deputy Village Clerk/Administrative Coordinator Ben Honeck

Board of Trustees

Jennifer Abraham

Angelina Apostolos

Kristina Eckert

Nick Ernster

David Lange

Dan Weber (Excused)

III. CITIZENS TO BE HEARD

A. Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per §19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you must pre-register by emailing the Village Clerk at clandisch@thiensville.org by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

IV. OATH OF OFFICE

A. Village Administrator/Interim Clerk Colleen Landisch-Hansen to Administer Oath of Office

1. Police Officer Dillan S Timm

B. Motion to Take 15-Minute Recess

C. Motion to Reconvene

V. BUSINESS

A. Review and Recommendation Regarding Ordinance 2026-04 an Ordinance Amending Section 30-88(3)c.1 of the Village Code (att)

B. Review and Recommendation Regarding Resolution 2026-15 A Resolution for Existing Wisconsin Public Employers to Change Program Option in the Group Health Insurance Program (att)

C. Review and Recommendation Regarding the Following Street Closing Applications

1. Parade Application for Homestead High School Homecoming Parade on October 19, 2026 from 4:30 PM to 5:45 PM (att)
2. Street Closing Application for the Turkey Trot 5k Race/Walk on November 26, 2026 from 8:30 AM to 10:30 AM (att)

D. Recognition of Service to the Historic Preservation Commission for Nathan Matson

E. Review and Recommendation Regarding the Following Citizen Appointments

Item	Name	Board/Commission	End of Term
a.	Carol Gengler - 137 Buntrock Avenue	Historic Preservation Commission	May, 2027

F. Review and Recommendation Regarding the Following License Approvals

1. Class B Beer & Class B Liquor (att)

Item	Name	Agent	Address	License(s)	New or Renewal
a.	Stone and Slate LLC	Fatima Kumar	105 S Main Street	Class B Beer, Class B Liquor	New

G. Review and Action Recommendation the Following Operator's Licenses

1. New

Item	Name	Address	New or Renewal
a.	Ashleigh Smith	Remingtons River Inn, 130 S Main Street	New

H. Road Program Update - Andy LaFond, Director of Community Services

VI. MISCELLANEOUS BUSINESS BY TRUSTEES AS MAY PROPERLY BE BROUGHT BEFORE THE BOARD

A. Tax Incremental District NO. 2

B. Acceptance/Report of Gifts Received

1. \$1,250 from Ellen MacFarlane Towards Village Park Relmaged

C. Review Meeting Date Schedule

1. September 21, 2026 - Board of Trustees at 6:00 PM
2. October 5, 2026 - Budget Workshop at 5:00 PM
3. October 5, 2026 - Committee of the Whole at 6:00 PM
4. October 19, 2026 - Board of Trustees at 6:00 PM

VII. ADJOURNMENT

Colleen Landisch-Hansen, Village Clerk

September 11, 2026

Please advise the Thiensville Municipal Hall, 250 Elm Street (262-242-3720) at least 24 hours prior to the start of this meeting if you have disabilities and desire special accommodations.

**VILLAGE OF THIENSVILLE
ORDINANCE NO. 2026-04**

**AN ORDINANCE AMENDING
CHAPTER 30, DIVISION 2, Section 30-88(3)c.1.
OF THE VILLAGE OF THIENSVILLE MUNICIPAL CODE**

WHEREAS, the Village Board of the Village of Thiensville desires to extend the permitted seasonal outside storage period established in Section 30-88(3)c.1. of the Thiensville Municipal Code; and

NOW, THEREFORE, the Village Board of the Village of Thiensville, Wisconsin, hereby ordains as follows:

SECTION 1. Section 30-88(3)c.1. of the Village of Thiensville Municipal Code is amended as follows (strikethrough text indicates deletion and underline indicates addition):

c. Storage Time Limits

1. Outside storage of the following vehicles is strictly prohibited except during the time periods provided herein. No more than one boat, camper, or transporting trailer may be stored outside during the months of April through ~~October~~ November. No more than the number of wave runners, jet skis, other personal water craft, trail bikes, or motorized recreational vehicles which are located on one transporting trailer may be stored outside during the months of April through ~~October~~ November. No more than one race car may be stored outside for a period of time not to exceed 72 hours in any seven day time period. For purposes of this section, in no event shall more than four wave runners, jet skis, other personal water craft, motorized recreational vehicles, or snowmobiles be allowed to be stored on one transporting trailer. No more than the number of snowmobiles which are located on one transporting trailer may be stored outside during the months of November through March.

SECTION 2. Severability. If any provision of this ordinance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions of this ordinance.

SECTION 3. Effective date. This ordinance shall be effective upon publication.

PASSED AND ADOPTED this 21st day of September, 2026.

John Rosing, Village President

ATTESTED TO:

Colleen Landisch-Hansen, Village Clerk

Sec. 30-88. Outside storage.

General requirements of owners and tenants relating to outside storage on premises are as contained in this section. Unless otherwise stated, all owners and tenants shall comply with the following requirements:

- (1) *Junk and rubbish.* No owner or tenant shall cause or permit the accumulation of building materials, tools and equipment, household goods including furniture and appliances, miscellaneous paraphernalia, rubbish, debris or waste or machinery. No owner or tenant shall cause or permit the accumulation of firewood such as may tend to create a nuisance or to adversely affect the health, general welfare, safety or economic prosperity of the village and specifically of the immediate neighborhood in which it is located, including consideration as to the effect on the established character, quality and physical attractiveness of the area.
- (2) *Motor vehicles.* No owner or tenant shall park, store, leave, or permit the parking, storing, or leaving of any motor vehicle of any kind which is in an unlicensed, abandoned, wrecked, dismantled, inoperative, rusted, junked or partially dismantled condition whether attended or not, upon any public or private property within the village for a period of time in excess of 72 hours in any seven-day period. These provisions shall not apply to automobile sales or repair shops, which may leave such vehicles on private property for up to 30 days, as long as the area in which the vehicles are parked is fully screened from public view. These provisions shall not apply to unlicensed vehicles located on the premises of a new or used automobile sales dealer as long as such vehicles are not wrecked, dismantled, inoperative, junked or partially dismantled and as long as such vehicles are located on the premises for the purpose of being sold.
- (3) *Recreational vehicles.* Except as provided in this section, no boat, wave runner, jet ski, or other personal water craft, snowmobile, camper, motorized recreational vehicle, trail bike, transporting trailer, race car or any other recreational vehicle may be stored outside on a premises.
 - a. *Resident-owned vehicles only.* Any of the foregoing that are stored outside on a premises must be owned by the owner or tenant of the premises.
 - b. *Storage location.* Vehicles stored in the front of the premises may only be parked on the driveway or other paved pad. Vehicles may be parked within the side or rear setback requirements of the zoning district applicable to the subject premises. Subject to (d) vehicles must be located as close as practicable to a permanent structure located on said parcel, and in no event shall be located closer than ten feet to the boundary line of the parcel. Any vehicles which are stored in the side yard of a premises must be located on a concrete, asphalt, brick, or other paved, or hard-packed gravel surface.
 - c. *Storage time limitations.*
 1. Outside storage of the following vehicles is strictly prohibited except during the time periods provided herein. No more than one boat, camper, or transporting trailer may be stored outside during the months of April through ~~October~~ November. No more than the number of wave runners, jet skis, other personal water craft, trail bikes, or motorized recreational vehicles which are located on one transporting trailer may be stored outside during the months of April through ~~October~~ November. No more than one race car may be stored outside for a period of time not to exceed 72 hours in any seven day time period. For purposes of this section, in no event shall more than four wave runners, jet skis, other personal water craft, motorized recreational vehicles, or snowmobiles be allowed to be stored on one transporting trailer. No more than the number of snowmobiles which are located on one transporting trailer may be stored outside during the months of November through March.

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- d. *Exception for river frontage.* Subject to any other terms or provisions of this ordinance not otherwise to the contrary, storage of a boat, wave runner, jet ski, or other personal water craft shall be allowed at or within ten feet of the ordinary high water mark of a river for any parcel that is abutting a river.
 - e. *Recreational vehicles sales dealer or repair shop.* A recreational vehicle sale or repair shop may leave a vehicle on its premises for up to 30 days as long as the area in which the vehicle is parked is fully screened from public view. These provisions shall not apply to recreational vehicles located on the premises of a licensed sales dealer as long as the vehicles are not wrecked, dismantled, inoperative, junked or partially dismantled and as long as the vehicles are located on the premises for the purpose of being sold.
 - f. *Application of other ordinances.* The conditions set forth in this subsection shall not contravene any other ordinance of this village which can be construed as more restrictive than the terms set forth herein.
- (4) *Parking of cars.* All cars shall at all times be parked in their entirety on a driveway or parking area.
 - (5) *Refuse and litter collection.* Every owner of a dwelling, dwelling unit or commercial property shall maintain litter collection and storage areas in a clean condition and ensure that all litter is properly contained. All litter that is subject to movement by the elements shall be secured by the owner of the premises where it is found before the litter is allowed to be removed from the premises by the elements.
 - (6) *Sale of motor vehicles.* It shall be unlawful for any person to offer a motor vehicle for sale on any property, except where licensed, unless offered for sale within the following conditions:
 - a. No more than one vehicle at anytime or two vehicles in any one calendar year period shall be offered for sale.
 - b. Any such vehicle offered for sale shall be owned by a resident of the property on which such vehicle is located.
 - c. No vehicle shall be offered for sale that exceeds 10,000 pounds GVW.
 - d. Any vehicle offered for sale must be parked on or adjacent to a driveway.

Definition of *motor vehicle* shall include automobile, mobile home, moped, motor bicycle, motorcycle, motor driven cycle, motor home, motor truck and motor vehicle as defined in Wis. Stats. § 840.

(Ord. No. 1991-5, § 22.04, 4-15-91; Ord. No. 1998-01, 2-16-98; Ord. No. 1999-12, 9-20-99; Ord. No. 2011-02, 4-18-11)

Cross reference(s)—Buildings and building regulations, ch. 14; businesses, ch. 18; solid waste, ch. 58; traffic and vehicles, ch. 74; zoning, ch. 82.

VILLAGE OF THIENSVILLE

RESOLUTION NO. 2026-15

A RESOLUTION TO CHANGE THE VILLAGE OF THIENSVILLE PROGRAM OPTION
UNDER THE WISCONSIN PUBLIC EMPLOYERS
GROUP HEALTH INSURANCE PROGRAM

WHEREAS, the Village of Thiensville is currently enrolled in the Wisconsin Public Employers (WPE) Group Health Insurance Program administered by the State of Wisconsin Group Insurance Board through the Wisconsin Department of Employee Trust Funds (ETF); and

WHEREAS, pursuant to Wis. Stat. § 40.51(7), participating employers may elect the health insurance program option to be offered to eligible employees; and

WHEREAS, the Village Board of the Village of Thiensville has reviewed the health insurance program options available through WPE and has determined that a change in the Village's program option is appropriate for the upcoming plan year.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Thiensville that effective January 1, 2027, the Village elects to participate in the following Wisconsin Public Employers Group Health Insurance Program option:

Deductible HMO-Standard PPO w/ Dental, P04

BE IT FURTHER RESOLVED, that the Village Administrator is hereby authorized and directed to execute and submit the required Employer Option Resolution and any other documents required by the Wisconsin Department of Employee Trust Funds to implement the Village's election, and to take all other necessary and appropriate actions to effectuate the change.

PASSED AND ADOPTED by the Village Board of the Village of Thiensville, County of Ozaukee, State of Wisconsin, on this 21st day of September, 2026.

John Rosing, Village President

Colleen Landisch-Hansen, Village Clerk



Existing Employer Option Resolution Wisconsin Public Employers' Group Health Insurance Program

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

Due by October 1

RESOLVED, by the Village Board of the Village of Thiensville
(Governing Body) (Employer Legal Name)

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to offer the Wisconsin Public Employers (WPE) Group Health Insurance program to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).

All participants in the WPE Group Health Insurance program will need to be enrolled in a program option. An employer may elect participation in program options listed below, **with each program option to be offered to different employee classifications (pursuant to collective bargaining). Individual employees cannot choose between program options.**

We choose to participate in the: (check applicable options)

- ☐ Traditional HMO-Standard PPO W/Dental, P02
- ☒ Deductible HMO-Standard PPO W/ Dental, P04
- ☐ Coinsurance HMO-Standard PPO W/ Dental, P06
- ☐ High Deductible Health Plan HMO-Standard HDHP PPO W/ Dental, P07
- ☐ Traditional HMO-Standard PPO W/O Dental, P12
- ☐ Deductible HMO-Standard PPO W/O Dental, P14
- ☐ Coinsurance HMO-Standard PPO W/O Dental, P16
- ☐ High Deductible Health Plan HMO-Standard HDHP PPO, P17

Send resolution(s) to:
Department of Employee Trust Funds
Division of Insurance Services
PO Box 7931
Madison WI 53707-7931

or

ETFSMBESSNewEmployer@etf.wi.gov

The resolution must be received by the Department of Employee Trust Funds no later than October 1 for coverage to be effective the following January 1. The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the 21 day of September, year 2026 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this ____ day of _____, year ____.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

396006387
Federal tax identification number (FEIN/TIN)

69-036-0849
ETF employer identification number

Number of eligible employees 18

Ozaukee
Employer county

clandisch@thiensville.gov
Employer benefit contact email address

Authorized employer representative signature

Colleen Landisch-Hansen
Authorized employer representative printed name

Village Administrator
Authorized representative title

250 Elm Street

Thiensville, WI 53092
Mailing address

For ETF use only
EFFECTIVE DATE OF COVERAGE
ENTERED BY ETF:





PARADE/STREET CLOSING APPLICATION

Event (purpose for street closing): Homecoming Parade
Date of Event: Oct 9, 2026 Time: 5:00pm (hit the road) to 5:30pm (all vehicles secured)
Route of Parade (streets to be closed): Grace Lutheran Church (grandave secured) down (south) on green bay road to riverview and green bay east to elm street end at Village park

The undersigned agrees to be personally liable to the Village of Thiensville and to indemnify the Village of Thiensville for property damage and for any expense incurred by, at, or in consequence of such use of the Village streets.

The undersigned further agrees to hold the Village of Thiensville, its servants, agents and employees harmless from any and all causes of action, claims or damages arising out of the use of the streets and highways by the undersigned and any and all persons permitted upon those streets by the undersigned.

The Village of Thiensville reserves the right to require property damage and public liability insurance in an amount sufficient to protect the Village of Thiensville.

The undersigned further agrees to abide by ordinances and other regulations of the Village of Thiensville and all direction from Village staff and law enforcement officers.

The person and/or entity seeking to close a Village street for the purpose of a party, parade or similar activity shall, not less than 30 days prior to the event, apply for a permit from the Village.

Homestead High School Student Council
Organization
Dawn Pfaff
Print Name of Applicant
Dawn Pfaff
Signature of Applicant
5000 W Mequon Rd, Mequon
Address
262-707-0639
Phone

Village Use Only

Approved: ☐ Yes ☐ No

Village Administrator

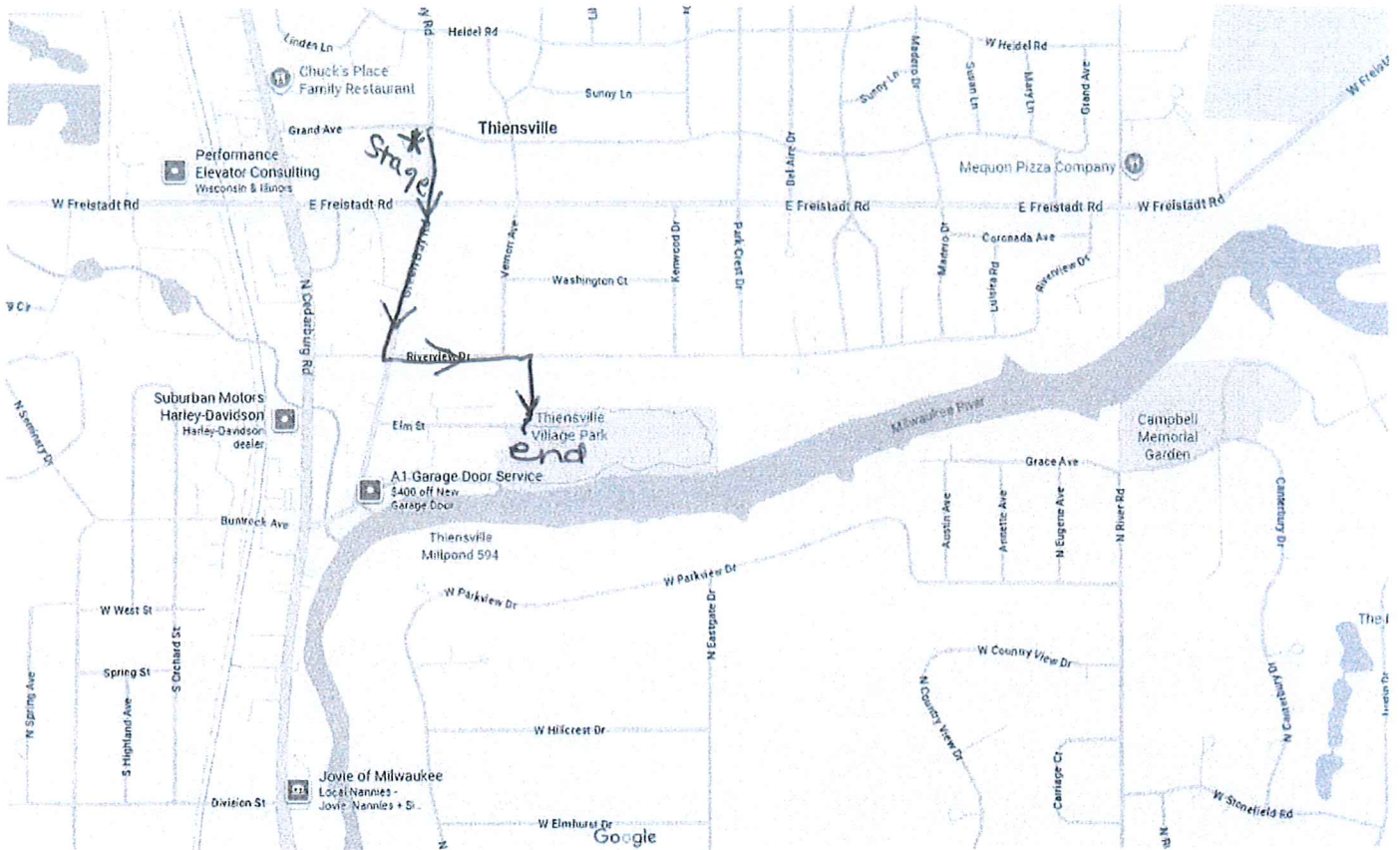
Date

Permit Fee Received \$ _____

Receipt Number: _____

Date: _____

Using the map below, please highlight your parade/street closing route, making sure to note beginning and ending locations.





PARADE/STREET CLOSING APPLICATION

Event (purpose for street closing): Junior Woman's Club of M-T Turkey Trot

Date of Event: 11/26/2026 Time: 0830 AM to 1030 AM

Route of Parade (streets to be closed): Riverview, Coronada, Grand, Heidel,
Alta Loma, Crescent, Laurel, ~~Vernon~~, Elm
Vernon

The undersigned agrees to be personally liable to the Village of Thiensville and to indemnify the Village of Thiensville for property damage and for any expense incurred by, at, or in consequence of such use of the Village streets.

The undersigned further agrees to hold the Village of Thiensville, its servants, agents and employees harmless from any and all causes of action, claims or damages arising out of the use of the streets and highways by the undersigned and any and all persons permitted upon those streets by the undersigned.

The Village of Thiensville reserves the right to require property damage and public liability insurance in an amount sufficient to protect the Village of Thiensville.

The undersigned further agrees to abide by ordinances and other regulations of the Village of Thiensville and all direction from Village staff and law enforcement officers.

The person and/or entity seeking to close a Village street for the purpose of a party, parade or similar activity shall, not less than 30 days prior to the event, apply for a permit from the Village.

Junior Woman's Club of Mequon-Thiensville
Organization

Sara Gaine
Print Name of Applicant

[Signature]
Signature of Applicant

PO Box 123
Address

864-490-8125
Phone

Village Use Only

Approved: ☐ Yes ☐ No

Village Administrator

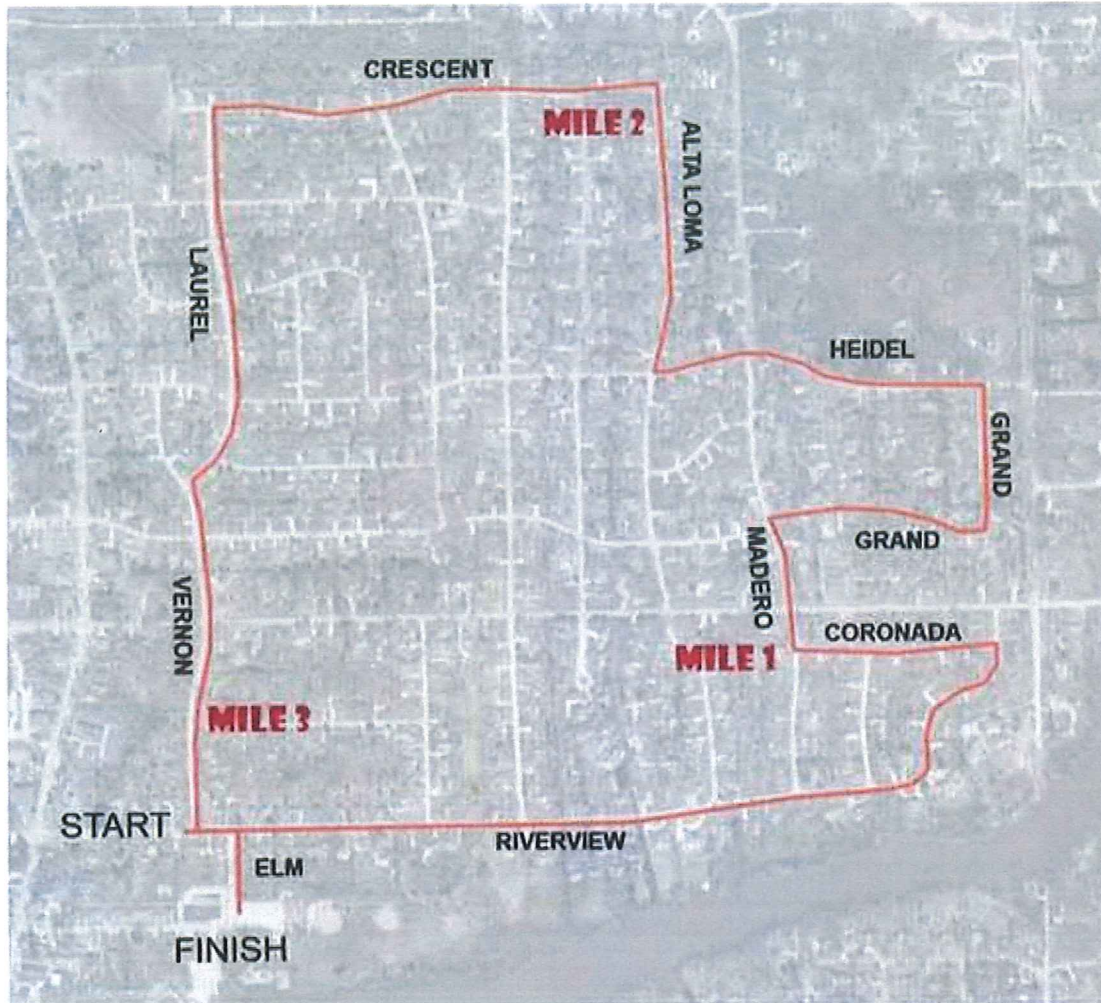
Date

Permit Fee Received \$ _____

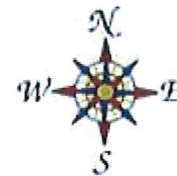
Receipt Number: _____

Date: _____

5K Turkey Trot Course



1. Start at the corner of Riverview Drive and Vernon Avenue, head East on Riverview
2. Turn West/left at Coronada
3. Turn North/right at Madero
4. Turn East/right at Grand, follow to Heidel
5. Turn West/left at Heidel
6. Turn North/right at Alta Loma
7. Turn West/left at Crescent
8. Turn South/left at Laurel
9. Veer South/left onto Vernon
10. Turn East/left at Riverview
11. Turn South/right at Elm
12. Finish in front of the Thiensville Fire Station



Form AB-200 Instructions

Alcohol Beverage License Application

Who needs an alcohol beverage license?

Any individual or entity that wants to sell alcohol beverages to consumers or allow consumption in a public place must get a retail alcohol beverage license.

Who issues alcohol beverage licenses?

Cities, villages, and towns issue alcohol beverage licenses after the governing body (city council, town or village board) grants the license.

Specific Instructions

License Period:

- Annual licenses expire June 30 each year, except licenses issued by the City of Milwaukee. Annual licenses issued by the City of Milwaukee also may be issued at any time throughout the year, but are valid for one year from the date of issuance.

Application Type:

- Select “Initial (New)” if this is the first time you are applying for an alcohol beverage license for this premises.
- Select “Renewal” if you are renewing an alcohol beverage license that was issued sometime in the past year.

License(s) Requested and Fees:

- Select the alcohol beverage license(s) you would like to apply for.
- Generally, you may apply for no more than two licenses for the same premises. Further, some license combinations are not acceptable, (e.g., “Class A” and a Class “B”). See [Publication 309](#), *Appendix B*, for more information about acceptable license combinations.
- For descriptions of each of the alcohol beverage licenses and their authorizations, see [Publication 302](#), *Information for Wisconsin Alcohol Beverage and Tobacco Retailers*, and [Fact Sheet 3101](#), *Licenses for Retail Sale of Alcohol Beverages*.
- License costs are determined by the municipality within a range set by state law. Ask your clerk how much the license, background check, and publishing fees in that municipality cost.
- License fees for licenses issued for less than one year must be prorated according to the number of months or fraction of months remaining in the licensing period.

Part A: Premises/Business Information

- Box 1: Enter the legal business name or individual name if a sole proprietor.
- Box 2: Enter the trade name or “doing business as” name, if different than the name in box 1.
- Box 3: Enter the Federal Employer Identification Number (FEIN) for the applicant business.
- Box 4: Seller’s permits begin with the digits “456.” For questions about obtaining a seller’s permit, see [Seller’s Permit Common Questions](#).
- Box 5: Check one entity type to indicate how the business is legally organized.
- Box 6: When the controlling members or managers of a limited liability company are other businesses, the real people controlling the licensee through a parent company must be evaluated to determine if they are eligible to hold an alcohol beverage license under state law. Evaluate the upstream ownership chain until the controlling members or managers are natural persons. Describe or illustrate the license applicant’s ownership, including the legal entity names and persons associated with each entity. List all natural persons associated with this question in Form AB-200, *Appendix A*. Submit Form AB-100 for each person listed in Appendix A according to the instructions in Part C.
- Box 7-8: Provide the state and the date of organization of the legal entity.
- Box 9: If you selected “Corporation” or “LLC” in box 5, provide the Wisconsin Department of Financial Institutions Registration number. This number is assigned to the entity when it is registered with DFI. It can be located using the Department of Financial Institution’s [Corporate Records Search](#). If your registration with DFI is not in good standing, that does not disqualify you from holding an alcohol beverage license under state law. It is one element a municipality may use to prove the legitimacy of your business. Sole proprietors, partnerships, and nonprofit organizations may not have this number. If you do not have a DFI Registration number, write N/A in the box.
- Boxes 10-19: All requests for “premises” information are requests for the physical location within the municipality and contact information to reach the business during open hours.

- **Box 20:** Describe the premises in detail. A street address alone is insufficient. Include outdoor spaces if your municipality allows it. Some municipalities have specific requirements for outdoor spaces as a part of the licensed premises. Call your municipal clerk to learn more. Attach a floor plan if possible.
 - If you are renewing an application and do not wish to change your premises description from the most recent license year, check the box “for renewal applicants only.” If your license is granted, the municipal clerk will use the same premises description as the previous license year on your license certificate document.
 - If you are renewing an application and wish to change your premises description, do not check the box “for renewal applicants only” and describe your new premises in Box 20.
- Example:** The premises is located at 1234 Main St., Realtown, WI 12345 and includes only the first-floor bar room, dining room, kitchen, north storage room, and south office of the 5,000 square foot building.
- **Box 21-24** Provide the mailing address for the business, if different from the address in boxes 9-12.

Part B: Questions

- **Questions 1 and 2:** Disclose any civil or criminal violations of law and pending charges in any jurisdiction (federal, state, or local ordinance). Include detailed descriptions of any violations of law involving alcohol beverages. Attach additional sheets as necessary.
- **Question 3:** Wisconsin law generally prohibits alcohol beverage industry members from having an interest in another tier. The law provides some exceptions, with limitations, for restricted investors. If the applicant business, or any of its officers, directors, members, agent, employees, owners, or other related individuals has an interest in an alcohol beverage producer or wholesaler, list the restricted investors and describe the nature of their interest. A restricted investor with an allowable interest in another tier must complete AB-104, Restricted Investor Affidavit. Attach additional sheets as necessary.
- **Question 4:** Wisconsin law requires all sole proprietors, partners, and agents of corporations and LLCs to successfully complete a Wisconsin approved responsible beverage server (RBS) training course within the past two years unless one of the following applies.
 - The applicant is renewing a license, or
 - Within the past two years:
 - a. The applicant held a manager’s or operator’s (bartender) license or permit.
 - b. The applicant held or was the agent of a corporation or LLC that held any municipally issued alcohol beverage license in Wisconsin.
- Submit the associated documentation with this application.

Note: To learn about your responsibility to complete the responsible beverage server requirement, please review [Publication 302, Information for Wisconsin Alcohol Beverage and Tobacco Retailers](#).

- **Question 5:** A licensee may only buy liquor or beer for cash or on credit terms for a period not to exceed 15 days for beer and 30 days for liquor. A person may not be issued a license if they are indebted to a wholesaler in excess of these limits.
- **Question 6:** Renewal of licenses may be denied pursuant to a local ordinance if the licensee owes past due municipal taxes, assessments, or other fees.

Part C: Individual Information

- Check each attestation to indicate you have completed the appropriate supplementary paperwork to complete your application.
- Use Form AB-200AA, *Appendix A*, to provide a list of all persons involved in the applicant business. Appendix A is the final page of Form AB-200. Attach additional sheets if necessary.
- Persons holding the following titles in the applicant business and in businesses referenced in Part A, Question 6 must provide contact and personal information to determine their fitness to hold an alcohol beverage license under state law:
 - Sole proprietor
 - All partners of a partnership
 - All officers, directors, and agent of a corporation or nonprofit organization
 - All members or managers, and agent of a limited liability company.

Example: Titles could include Agent, President, Treasurer, Director, Chief Financial Officer, Member, Partner, etc.

- Sole-proprietors, partners in a partnership, and the agent of an LLC or corporation must reside in Wisconsin continuously for 90 days prior to application. For additional qualification information, see [Publication 309, Part 5](#).
- Include an accurate Form AB-100, *Alcohol Beverage Individual Questionnaire*, for each person listed on Form AB-200AA with the submission of this application except for the following:

- Corporate shareholders who are not also officers, directors, or agent
- LLC members in a manager-managed LLC who do not have day-to-day involvement in the business
- Beneficiaries of a trust that have an interest in the license
- When an applicant LLC's members are other business entities, the following persons must submit Form AB-100:
 - The trustee of a trust that is a member of an applicant LLC
 - Corporate officers and directors of a corporation that is a member of an applicant LLC
 - Members of managing members of an LLC that is a member of an applicant LLC
- *For Initial (New) Applicants:* Every person listed in Appendix A must submit a completed Form AB-100, except as provided above.
- *For Renewal Applicants:* Submit the **most accurate** copy of Form AB-100 for each person listed in Appendix A, except as provided above. If the paperwork from the previous licensed period is still accurate, you may include a copy of the old paperwork to complete this application. If you do not have paperwork from the previous license period, you may ask the municipality to copy it for you. If the municipality cannot provide the paperwork, you must submit a new Form AB-100 to complete your application.
- Limited Liability Companies, Corporations, and Nonprofit Organizations must appoint an agent using Form AB-101, *Alcohol Beverage Appointment of Agent*.
 - *For Initial (New) Applicants:* Submit a completed Form AB-101 to appoint an agent on behalf of the applicant business.
 - *For Renewal Applicants:* Submit the **most accurate** copy of Form AB-101. If the paperwork from the previous licensed period is still accurate, you may include a copy of the old paperwork to complete this application. If you do not have paperwork from the previous license period, you may ask the municipality to copy it for you. If the municipality cannot provide the paperwork, you must submit a new Form AB-101 to complete your application.
- The application is not considered complete until all required persons are listed in Form AB-200, *Appendix A*, and the most accurate copies of Forms AB-100 and AB-101 are submitted.

Part D: Attestation

- Read the attestation carefully, then sign and date.

Part E: For Clerk Use Only

- “*Date license granted*” means the date the municipal governing body approves the license to be issued.
- “*Date license issued*” means the date the municipal clerk issues the license certificate document.

Appendix A: List of Persons Involved in the Applicant Business

- Select “Initial (New)” if this is the first time you are applying for an alcohol beverage license at this premises.
- Select “Renewal” if you are applying to renew an existing alcohol beverage license.
- Use the same license period listed at the beginning of Form AB-200.
- Box 1: Enter the same legal business name or individual name from Part A, Box 1.
- Box 2: Enter the same legal business name or individual name from Part A, Box 2.
- Box 3: Enter the same FEIN from Part A, Box 3.
- First Name and Middle Initial: List a first name and middle initial of a person.
- Last Name: List the last name of a person.
- Title/Relationship to Applicant Business: Titles could include Agent, President, Treasurer, Director, Chief Financial Officer, Member, Partner, etc.
- Phone Number: Enter a phone number where the person can be reached during business hours.
- Email: Enter an email for each person.
- Status:
 - New: All entries on an initial (new) application, or a new entry on a renewal application. Submit a Form AB-100 for each person with this status. Submit a Form AB-101 for any person with this status and the title “Agent.”
 - Remove: Use this status to indicate a person is no longer serving as a part of the applicant business at renewal.
 - Update: Use this status to indicate a person has changed information contained on Forms AB-100 or AB-101 or their relationship to the entity has changed. Submit new Forms AB-100 or AB-101 to reflect the changes.
 - No Change: Use this status on renewal applications to indicate that a person's relationship to the applicant business has not changed and no information requested on Forms AB-100 and/or AB-101 has changed. Include the **most accurate** copy of Forms AB-100 and/or AB-101 for persons with this status.

Completion and Submission of AB-200

- Submit the completed application to the clerk of the municipality in which you are applying for a license.
- License applications must be filed with the municipal clerk at least 15 days before they can be considered by the governing body, except licenses issued by municipalities within Milwaukee County. Governing bodies of municipalities within Milwaukee County establish their own period that applications must be filed with the municipal clerk.
- In addition to Form **AB-200**, include:
 - An accurate Form AB-100, *Alcohol Beverage Individual Questionnaire*, for all individuals listed in Appendix A
 - An accurate Form AB-101, *Alcohol Beverage Appointment of Agent*, for corporation, nonprofit organizations, and LLC applicants
 - License and publication fees as required by your municipality
 - All other information and documentation required by your municipality
 - Responsible beverage server training course completion certificate or other acceptable replacement document described in Part B, Question 4
 - Proof the applicant holds a seller's permit, such as a copy of the seller's permit document

Note: See [Publication 206](#), *Sales Tax Exemptions for Nonprofit Organizations*, for information on when a nonprofit organization may be exempt from holding a seller's permit.

Note: You are required by federal law to register as an Alcohol Dealer with the federal Alcohol and Tobacco Tax and Trade Bureau (TTB) before beginning business. Use [Form TTB F 5630.5d](#), *Alcohol Dealer Registration*, and return the form to the address listed on the instructions.

Open Records

This application is an open record under Wisconsin law (sec. [19.35](#), Wis. Stats.) and may be provided to the public. If this license is issued by your municipality, your municipality must report the license to the Division of Alcohol Beverages. The division publishes a list of alcohol beverage licensees reported by municipalities. The division will not disclose personal information such as residential addresses, home phone numbers, social security numbers, age, birth date, and place of birth of individuals, including partners, officers, directors, members, managers, and agents of corporations or LLCs.

Assistance

This form is designed by the Division of Alcohol Beverages for use by municipal governments. If you require assistance with this form, consider reaching out to your municipal clerk for assistance with the following:

- Submission of this application and associated forms
- Availability and cost of certain licenses

If you have questions about alcohol beverage laws and regulations, you may contact the Division of Alcohol Beverages using the contact information below.

Website: [DOR Alcohol Beverage \(wi.gov\)](http://DORAlcoholBeverage.wi.gov)

Write: DORAlcohol@wisconsin.gov

Call: (608) 266-2526

Resources Provided by the Division of Alcohol Beverages

[License frequently asked questions](#)

[Publication 302](#) *Information for Wisconsin Alcohol Beverage Retailers*

[Publication 309](#) *Retail Alcohol Beverage Licensing Guide for Municipalities*

[Fact Sheet 3101](#) *Licenses for Retail Sale of Alcohol Beverages*

[Fact Sheet 3103](#) *Licensed or Permitted Premises Description*

[Fact Sheet 3116](#) *Reserve "Class B" Liquor Licenses*

[Fact Sheet 3118](#) *"Class B" Liquor License Quotas*

Alcohol Beverage License
Application

For Municipal Use Only

Municipality

License Period

Application Type (check one)

☐ Initial (New)☐ Renewal

License(s) Requested: (up to two boxes may be checked)

☐ Class "A" Beer \$ _____ ☐ Class "B" Beer \$ _____☐ "Class A" Liquor \$ _____ ☐ Regular "Class B" Liquor \$ _____☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____☐ "Class C" Liquor (wine only) \$ _____ ☐ Above-Quota "Class B"
Liquor \$ _____

Fees

License Fee(s) \$

Background Check Fee \$

Publication Fee \$

Total Fees \$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

2. Business Trade Name or DBA

3. FEIN

4. Wisconsin Seller's Permit Number

5. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☐ Limited Liability Company☐ Corporation☐ Nonprofit Organization6. If the applicant business is an LLC, are the controlling members other LLCs or corporations? ☐ Yes ☐ No
If yes, the members, managers, officers and directors of those business entities must be listed in Part C and provide a Form AB-100.

7. State of Organization

8. Date of Organization

9. Wisconsin DFI Registration Number

10. Premises Address

11. City

12. State

13. Zip Code

14. County

15. Governing Municipality: ☐ City ☐ Town ☐ Village
of: _____

16. Aldermanic District

17. Premises Phone

18. Premises Email

19. Website

20. Premises Description

Initial (New Applicants Only): Describe the building or buildings where alcohol beverages are produced, 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.**Renewal Applicants Only:** I am renewing a license and by checking the box following this statement, I affirm that I have reviewed the last issued license certificate and the premises description remains the same. ☐

21. Mailing Address (if different from premises address)

22. City

23. State

24. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☐ No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☐ No

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

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or wholesaler? . . ☐ Yes ☐ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☐ Yes ☐ No

5. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☐ No

6. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☐ No

Part C: Individual Information

Check each box to attest that you have provided the appropriate supplementary information to complete your application. See the instructions for Part C of this application, beginning on page 2, to complete this section.

☐ I have accurately listed and provided contact and personal information for all required persons involved in the applicant business and any business identified in Part A, Question 6 using Form AB-200AA.

☐ I have provided an accurate Form AB-100 for each person listed in Form AB-200AA.

☐ (For corporations, limited liability companies, and nonprofit organizations only) I have provided an accurate Form AB-101 to appoint an agent on behalf of my business.

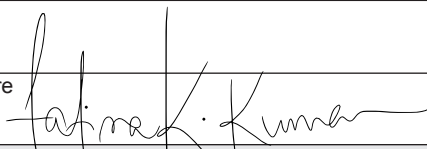
☐ I understand that my application is not complete until this supplementary paperwork is received by the municipal clerk where I am applying for an alcohol beverage license.

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one 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.

Last Name		First Name		M.I.
Title		Email		Phone
Signature 			Date	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage License Application
Appendix A - List of Persons Involved in the Applicant Business

Application Type <i>(check one)</i>	
☐ Initial (New)	☐ Renewal
License Period	

Instructions		*Status Definitions
This form is required supplemental material to Form AB-200, Alcohol Beverage License Application, for new and renewal applications. The persons holding the following titles in the applicant business and any businesses referenced in Part A, Question 6, must provide contact and personal information to determine fitness to hold an alcohol beverage license under state law: • Sole proprietor • All partners of a partnership • All officers, directors, and agent of a corporation or nonprofit organization • All members or managers, and agent of a limited liability company Contact and personal information for persons named above must be listed in the table below and submitted with this application. Attach additional sheets if necessary. Each person holding a title named above must submit the most accurate Form AB-100 with this application. Corporations, nonprofit organizations, and limited liability companies must submit the most accurate Form AB-101 with this application.		New: All entries on a new application or any person added to a renewal application for the first time. Remove: This person no longer has a relationship to the applicant business. Update: There are changes to this person's personal or contact information, or their relationship to the applicant business. No Change: There are no changes to this person's personal or contact information, or their relationship to the applicant business.
1. Legal Business Name (individual name if sole proprietorship)		
2. Business Trade Name or DBA	3. FEIN	

Listing of Persons Involved in Applicant Business					
First Name and Middle Initial	Last Name	Title/Relationship to Applicant Business	Phone Number	Email	Status*
					New
					New