



REPORT TO VILLAGE BOARD

ITEM NAME:	Operator "Bartender" License – Tracy L. Rucinski
MEETING DATE:	June 22, 2026
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	Dan Joling
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ISSUE: Issuing an Operator "Bartender" License for Tracy L. Rucinski

OBJECTIVES: Approval or denial of Tracy L. Rucinski's application for an Operator "Bartender" License

ISSUE BACKGROUND/PREVIOUS ACTIONS:

Tracy L. Rucinski has completed the application; paid the fee; and provides proof of a "Responsible Beverage Servers Training Course" certificate.

Board members have been sent application and background check information to review.

Qualifications needed for an Operator's License:

- Must be 18-year of age
- Meet criminal record requirements subject to the fair employment act
- Completion of Responsible Beverage Server course. This can be waived if application is a renewal or if applicant holds a license from another municipality.

If a license is denied, a reason must be given. (See Bartender License Rejection in Wisconsin document.)

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Approve or deny an operator license for Tracy L. Rucinski

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY

Account Number:

Remaining:

ATTACHMENTS (describe briefly): Redacted Application, License Rejection in Wisconsin



- ☐ Operator License \$50.00 Expires on 6/30 in odd years
☒ Operator License Renewal \$50.00 Expires on 6/30 in odd years
☐ Provisional Operator License \$15.00 Expires in 60-days Temporary
☐ Operator License \$15.00 One time use only for nonprofits

FEE IS NON-REFUNDABLE

LICENSE APPLICATION FOR OPERATOR (BARTENDER) LICENSE

SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Kucinski, Tracy L.</u>		All former Names [REDACTED]	
Street Address [REDACTED]	City <u>Rothschild</u>	State <u>WI</u>	Zip <u>54474</u>
Driver's License Number [REDACTED]	Date of Birth [REDACTED]	Phone Number [REDACTED]	

SECTION 2 - CONVICTION RECORD (Please make sure to list ALL convictions. Application may be denied if not listed)

1. The VILLAGE OF KRONENWETTER performs background checks on all applicants. The VILLAGE may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
2. The VILLAGE OF KRONENWETTER does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
3. Even if your license has been granted, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.

Have you ever been arrested, or have charges pending or been convicted of any offenses, or violations of ANY federal, state, or municipal laws or ordinances here or any other municipality? ☐ NO ☒ YES (Complete arrest or conviction information below)

[REDACTED]

List additional information regarding arrest / conviction information on the back of this application.

SECTION 3 - CERTIFICATION/LICENSE (You must have at least ONE of the items below)

Do you have a "Responsible Beverage Servers Training Course" certificate from within the last **two** years? ☒ Yes ☐ No

If yes please attach a copy of your certificate

Are you currently enrolled in a "Responsible Beverage Servers Training Course"? ☐ Yes ☒ No

If yes please attach a copy of your enrollment receipt

Do you currently hold an **unexpired** Operator's License from the Village of Kronenwetter or another municipality? ☐ Yes ☒ No

If yes, please attach a copy of your license

SECTION 4 - PENALTY NOTICE/OATH

I hereby apply for a license to serve fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

Under penalty of perjury, I certify that the information on this application is true and correct to the best of my knowledge and belief.

Signature: [REDACTED]

FOR OFFICE USE ONLY

Date sent to KPD 6/4/26

Board Date: 6/22/2026

Approved: Y / N

Date Payment Received: 6/8/26

Check # _____ or Cash By cash

OPERATOR'S LICENSE (BARTENDER LICENSE) REVIEW GUIDE

For Licensing Committee and Village Board Members

Purpose

This guide is intended to assist Licensing Committee and Village Board members in reviewing applications for Operator's Licenses pursuant to Wisconsin Statutes Chapter 125. Committee members should base their decisions on the qualifications established by state law and the facts presented during the application review process.

IMPORTANT LEGAL PRINCIPLE

An Operator's License is not a discretionary license that may be denied simply because a board member does not like an applicant or has concerns unsupported by evidence.

Wisconsin Statute § 125.17 provides that a municipality shall issue an Operator's License to a qualified applicant. Therefore, any denial should be based on legally supportable grounds.

Board members should focus on the following questions:

- ✓ Does the applicant meet all statutory requirements?
- ✓ Is there evidence of a conviction record that substantially relates to the licensed activity?
- ✓ Has the applicant provided truthful and complete information?
- ✓ Has the applicant complied with all local licensing requirements?

APPLICANT QUALIFICATIONS CHECKLIST

Age Requirement

- ☐ Applicant is at least 18 years old.

Authority:

Wis. Stat. §§ 125.04(5)(a)3 and 125.17

Responsible Beverage Server Training

- ☐ Applicant has completed an approved Responsible Beverage Server Training Course.

OR

- ☐ Applicant qualifies for a statutory exemption.

Authority:

Wis. Stat. § 125.17(6)

Application Completeness

- ☐ Application is complete.
- ☐ All required fees have been paid.
- ☐ Required documentation has been provided.
- ☐ Background check has been completed, if required by ordinance.

CRIMINAL CONVICTION REVIEW

Convictions May Be Considered

Wisconsin law allows municipalities to consider conviction records when the circumstances of the offense substantially relate to the duties and responsibilities of holding an Operator's License.

Relevant considerations may include:

- Alcohol-related offenses
- Operating While Intoxicated (OWI) convictions
- Theft or fraud offenses involving handling money
- Violent conduct occurring in licensed establishments
- Repeated violations of alcohol beverage laws

Authority:

Wis. Stat. § 125.04(5)(a)1

Wis. Stat. § 111.335

Convictions Should Not Automatically Result in Denial

Board members should consider:

- Nature of the offense

- Age of the offense
- Number of offenses
- Relationship between the offense and bartending duties
- Evidence of rehabilitation

The committee should avoid blanket policies that automatically deny applicants with criminal records.

HABITUAL LAW OFFENDER CONSIDERATION

The committee may consider whether an applicant demonstrates a pattern of repeated disregard for laws or ordinances. Factors may include:

- Multiple criminal convictions
- Repeated alcohol-related offenses
- Repeated violations over an extended period
- Failure to comply with court orders

Authority:

Wis. Stat. § 125.04(5)(a)1

The committee should be prepared to explain the factual basis supporting any finding that an applicant is a habitual law offender.

FALSE OR MISLEADING INFORMATION

The committee may consider whether the applicant:

- Failed to disclose convictions
- Provided false information
- Submitted inaccurate documents
- Made material misrepresentations during the application process

Truthfulness is an important factor in determining whether an applicant is qualified to hold an Operator's License.

FACTORS THAT SHOULD NOT BE CONSIDERED

The committee should not base a decision solely on:

- X Rumors
- X Unverified allegations
- X Personal disagreements
- X Political views
- X Public pressure
- X Social media comments
- X Arrests not resulting in conviction (except as otherwise permitted by law)
- X Generalized concerns unsupported by evidence

IF CONSIDERING DENIAL

The committee should clearly identify:

1. The specific statutory basis for denial.
2. The facts supporting that basis.
3. How the facts support the committee's conclusion.

The record should demonstrate that the decision was based on evidence and applicable law.

SAMPLE FINDING FOR DENIAL

"The Licensing Committee recommends denial of the Operator's License application pursuant to Wis. Stat. §§ 125.17 and 125.04(5)(a) because the applicant's conviction record, specifically _____, is substantially related to the duties and responsibilities associated with the sale and service of alcohol beverages."

REMINDER

The committee's role is not to determine whether an applicant is perfect. The committee's role is to determine whether the applicant is legally qualified to hold an Operator's License under Wisconsin law.