

**PNSH-22-21**

Pawn Shop, Secondhand Stores, and Secondhand Jewelry Dealers

**Status:** Active**Date Created:** May 5, 2022**Applicant**

Robert Griffiths  
 w.i.numismatics@sbcglobal.net  
 3020 S. 108th St  
 West Allis, WI 53227  
 4145463233

**Location**

3020 S 108 ST  
 West Allis, WI 53227

**Owner:**

Southtown Outlot, Inc  
 3020 S. 108th St West Allis, WI 53227

**Application Information****Check here if applying in person.**☐**Are you a charitable organization?**

No

**Application Filed After May 9?**

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**New or Renewal**

Renewal

**License Type**

Secondhand Article/Junk Dealer and Secondhand Jewelry Dealer

**Pawnbroker** is a person who engages in the business of lending money on the deposit or pledge of any article or jewelry other than choses in action, securities or written evidences or indebtedness; or purchases any article or jewelry with an expressed or implied agreement of understanding to sell it back at a subsequent time at a stipulated price.

**Secondhand Article or Junk Dealer** is a person, other than an auctioneer, who engages in the business of purchasing or selling secondhand articles as defined above, who is not either a "pawnbroker" or a "secondhand jewelry dealer," as defined above.

**Secondhand Jewelry Dealer** is a person, other than an auctioneer, who engages in any business of any transaction consisting of purchasing, selling, receiving, or exchanging secondhand jewelry, who is not a pawnbroker within the above definition.

**Applicant / License Agent Information****Applicant's Full Name**

Robert J Griffiths

**Mailing Address**

3020 S. 108th St

**State**

WI

**County**

Milwaukee

**E-Mail Address**

w.i.numismatics@sbcglobal.net

**City**

West Allis

**Zip Code**

53227

**Phone Number**

4145463233

**Upload Driver's License** Driver's License.pdf

Uploaded by Robert Griffiths on May 5, 2022 at 2:01 pm

**Business Information****Federal Employer Identification No. (FEIN)**

361662874

<b>Type of Organization</b> Sole Proprietor	<b>DBA/Trade/Business Name</b> W. I. Numismatics
<b>Business Address (License Location)</b> 3020 S 108th St	<b>Business City</b> West Allis
<b>Business State</b> WI	<b>Business Zip Code</b> 53227

Check here if the mailing address is the SAME as the address of the licensed premises.



If you are the ONLY officer or member of the organization, you do not need to fill out the additional partner, member, or officer information. If your organization is a partnership or has more than one member/officer, you MUST fill out the additional partner, member, or officer information. Failure to do so will result in your application not being processed.

Plan of Operation

Describe, in detail, the nature of the business, kind of materials to be collected, bought, sold or otherwise handled.  
Coins, Currency, Foreign Coins & Paper, Gold, Silver, Platinum, Palladium & Rhodium. Fabrics,Rulers,& Notions

<b>Hours of Operation</b>	Please check all the days you will be in operation and the hours of operation for that day. If you will be closed on a certain day, type closed.
<b>Sunday Open</b>	<b>Sunday Close</b> CLOSED
<b>Monday Open</b>	<b>Monday Close</b> 11:00AM-5:00PM
<b>Tuesday Open</b>	<b>Tuesday Close</b> 11:00AM-5:00PM
<b>Wednesday Open</b>	<b>Wednesday Close</b> Check Website Calendar
<b>Thursday Open</b>	<b>Thursday Close</b> Check Website Calendar
<b>Friday Open</b>	<b>Friday Close</b> Check Website Calendar
<b>Saturday Open</b>	<b>Saturday Close</b> Check Website Calendar

Floor Plan

A detailed floor plan must be submitted with application.

The detailed floor plan must include: Area in square feet and dimensions of the licensed premises. Locations of all entrances and exits to the premises together with a description of how patrons will enter the premises. Locations of all public restrooms. Locations of all stairs and elevators. Location of public areas and nonpublic areas in the premises. Location of all fire extinguishers and other safety equipment. Location of all refuse/recycling containers inside and outside of the premises for items that are not purchased or received by the licensee. The North point and date.

Upload Floor Plan

pdf

FP - PNSH-22-21.pdf

Uploaded by Gina Gresch on May 6, 2022 at 4:49 pm

Recordkeeping, Holding, and Other Requirements

1. I understand no pawnbroker, secondhand article dealer, or secondhand jewelry dealer may engage in a transaction of purchase, receipt or exchange of any secondhand article or secondhand jewelry from a customer without securing adequate identification from the customer at the time of the transaction.



2. I understand no pawnbroker, secondhand article dealer, or secondhand jewelry dealer may engage in a transaction of purchase, receipt or exchange of any secondhand article or secondhand jewelry from a customer without securing adequate identification from the customer at the time of the transaction.



3. I understand for each purchase, receipt, or exchange of any secondhand article or secondhand jewelry from a customer, every pawnbroker, secondhand article dealer, and secondhand jewelry dealer licensed under this section shall keep a permanent record and inventory in such form as the Chief of Police shall prescribe, in which the dealers shall record legibly in English the name, address and date of birth of each customer and driver's license number or number of other adequate identification presented. The dealer shall also record the date, time, and place of the transaction and an accurate and detailed account and description of each article being purchased, including, but not limited to, any trademark, identification number, serial number, model number, brand name, description by weight and design of such article, and other identifying marks, identifying descriptions of the personal nature, and when applicable, whether the article is a male or female item. The book shall be kept in ink, and no entry in such book shall be erased, mutilated, or changed. The pawnbroker, secondhand article dealer, or secondhand jewelry dealer shall retain an original and a duplicate of each record and inventory for not less than one year after the date of transaction.



4. I understand every pawnbroker, secondhand article dealer, and secondhand jewelry dealer shall on a weekly basis prepare a list that contains the name and address of each customer during the week for which the list was prepared, the date, time, and place of each transaction with each of those customers, and a detailed description of the secondhand article or secondhand jewelry, including the serial number and model number, if any. The dealer or pawnbroker shall retain the list for not less than one year after the date on which the list was prepared.



5. I understand the dealer or pawnbroker shall also obtain a written declaration of the seller's ownership which shall state whether the article or jewelry is totally owned by the seller, how long the seller has owned the article or jewelry, whether the seller or someone else found the article or jewelry and, if the article or jewelry was found, the details of its finding. The dealer or pawnbroker shall retain an original and duplicate of the declaration for not less than one year after the date of the transaction.



6. I understand the seller shall sign, in ink, his or her name in such inventory register and on the declaration of ownership.



7. I understand such inventory registers, declarations of ownership, and weekly lists shall be made available to any police officer for inspection at any time that the dealer's principal place of business is open or within one business day of an officer's request.



8. I understand Any dealer or pawnbroker shall electronically report each article purchased or received using a computer program approved by the West Allis Police Department. Such report shall occur no more than twenty-four (24) hours after the article is purchased or received and shall contain a complete description as required in Subsection (7)(b)(2) and a clear, unaltered digital photograph of any jewelry or article without a serial or identification number.



9. I understand any secondhand article or secondhand jewelry purchased or received by a pawnbroker shall be kept on the pawnbroker's premises or other place for safekeeping for not less than 30 days after the date of purchase or receipt, unless the person known by the pawnbroker to be the lawful owner of the secondhand article or secondhand jewelry recovers it. Any secondhand article or jewelry purchased by a secondhand article dealer or secondhand jewelry dealer shall be kept on the dealer's premises or other place for safekeeping for not less than 21 days after the date of purchase or receipt. Any article or jewelry shall be held separate and apart from any other transaction and shall not be changed or altered in any manner. The dealer shall permit the Chief of Police or any other police officer designated by the Chief to inspect the article or jewelry during the holding period within one business day of an officer's request.



10. I understand any coin or bullion purchased by a pawnbroker, secondhand article dealer, or secondhand jewelry dealer shall be kept on the dealer's premises or other place for safekeeping for not less than 48 hours after the date of purchase or receipt. Any coin or bullion shall be held separate and apart from any other transaction and shall not be changed or altered in any manner. The dealer shall permit the Chief of Police or any other police officer designated by the Chief to inspect the coin or bullion during the holding period.



11. I understand the Chief of Police, or any police officer designated by the Chief, may, in his or her discretion, cause any object which has been exchanged or purchased by a dealer licensed under this section, which he or she has reason to believe was not sold or exchanged by the lawful owner, to be held for the purposes of identification or investigation for such additional reasonable length of time as the Chief of Police or designee deems necessary.



12. I understand every pawn broker, secondhand jewelry dealer, or secondhand article dealer in the City of West Allis who obtains by pawn, purchase or exchange any secondhand firearm, whether smooth bore, shotgun, rifle or handgun, shall, within one business day after receiving such firearm, report to the Chief of Police of the City of West Allis the fact that the same has been received, with the name, address, date of birth, and description of the person from whom such firearm was received, together with a description of such firearm.



13. I understand every pawnbroker, secondhand article dealer, or secondhand jewelry dealer in the City of West Allis who obtains in pawn, purchase or exchange any secondhand article made in whole or in part of platinum, gold, silver, copper, brass, bronze or other precious metal, or precious or semi-precious stones or pearls, shall, within one business day after receiving such article, report to the Chief of Police of the City of West Allis the fact that same has been received, with the name, address, date of birth, and description of the person from whom such jewelry was received, together with the description of such article.



14. I understand no pawnbroker, secondhand article dealer, or secondhand jewelry dealer may engage in a transaction of purchase, receipt or exchange of any secondhand article or secondhand jewelry from an unemancipated minor unless the minor is accompanied by his or her parent or guardian at the time of the transaction or the minor provides written consent from his or her parent or guardian to engage in the transaction.



15. I understand no person shall pawn, pledge, sell, consign, leave, or deposit any item with or to a licensed pawnbroker if the item of property is not owned by the person; the item of property is owned by another, regardless of whether the transaction is occurring with the permission of the owner; or another person has a security interest in the item of property.



16. I understand the licensee and/or the employees and agents of the licensee shall cooperate with police investigations of theft, fraud, burglary, and other violations of City and state laws.



17. I understand for all transactions where a pawnbroker licensee pays a customer for an item where payment equals or exceeds \$250, the payment shall be paid by check or prepaid debit card from the pawnbroker licensee to the customer. The pawnbroker licensee shall not thereafter cash said check and provide cash to the customer. A transaction may not be broken down in increments of less than \$250 to avoid the requirements of this provision.



## Acceptance & Signature

1. I agree to inform the City Clerk within 10 days of any substantial changes in the information supplied in this application.



2. I understand that the fee is due at the time of application. Failure to submit the required fee will result in the application not being processed. You will receive an email with the a link to pay the fee after you submit this application.



## READ CAREFULLY BEFORE SIGNING:

Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

Any person, firm or corporation violating this section shall, upon conviction for a first offense, forfeit not less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000), together with the costs of prosecution and, in default of payment, shall be imprisoned in the House of Correction until such forfeiture and costs are paid, but not more than the number of days set forth in Sec. 800.095(1)(b)1, Wis. Stat. Any person, firm or corporation violating this section shall, upon conviction for the second or subsequent offenses, forfeit not less than five hundred dollars (\$500), nor more than two thousand dollars (\$2,000), together with the costs of prosecution and, in default of payment, shall be imprisoned in the House of Correction until such forfeiture and costs are paid, but not more than the number of days set forth in Sec. 800.095(1)(b)1, Wis. Stat.

## Digital Signature (Individual, Partner, Manager of Limited Liability Company (LLC), Member, Officer of Corporation)

Robert J Griffiths

05/05/2022

**Failure to submit the required fee will result in your application not being processed. You will receive an email with the a link to pay the fee after you submit this application.**

## Check for Outstanding Personal Property Taxes

**Are there any outstanding Personal Property Taxes?**

Yes

**Amount of Personal Property Taxes Owed**

4.47

**Money Owed Thru This Date**

05/31/2022

**Ok to Proceed?**

No

## Notes

PPT Act#30240 Unpaid balance for 2021 taxes of \$4.47, good through 5/31/22.

**Complete these two fields once outstanding PP taxes have been paid.**

**Date outstanding Personal Property Taxes were paid**

06/15/2022

**Outstanding PP Tax has been paid is license can be granted.**

Yes

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#### Police Department Review

**DL**

Valid

**Check here if there are not any DOT violations.**



**DOT Notes**

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**Check here if they are not any Local Violations**



**Locals Notes**

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#### Clerk Administration Information

**Review WORCS report for record. If okay to grant, enter the common council grant date and common council tentative decision below.**

**WORCS Attachment**



Uploaded by ... on

**Check here if there are not any WORCS violations.**



**WORCS Notes**

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**Okay to Grant?**

Yes

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#### LH/CC Action

**Don't complete step until the time the notice should be sent.**

**License and Health Date**

--

**License and Health Time**

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**Meeting Room**

**License and Health Recommendation**

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**Common Council Date**

08/05/2022

**Common Council Tentative Decision**

Grant

**Common Council Final Decision (do not complete until after the council makes a decision as the license will be issued or denial letter sent right away after you enter the information)**

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**List reasons for denial.**

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#### Attachments











No attachments

## History

Date	Activity
May 5, 2022 at 1:56 pm	Robert Griffiths started a draft of Record PNSH-22-21
May 5, 2022 at 2:19 pm	Robert Griffiths submitted Record PNSH-22-21
May 5, 2022 at 2:22 pm	completed payment step Fee Payment on Record PNSH-22-21
May 5, 2022 at 2:22 pm	approval step Clerk's Office Application Review For Completion and Accuracy was assigned to Jenny Slivka on Record PNSH-22-21
May 5, 2022 at 2:22 pm	changed the deadline to May 06, 2022 on approval step Clerk's Office Application Review For Completion and Accuracy on Record PNSH-22-21
May 5, 2022 at 2:22 pm	approval step Initial Notification for Departments of Completed Application Received was assigned to Sally Bukowski on Record PNSH-22-21
May 5, 2022 at 2:22 pm	changed the deadline to May 05, 2022 on approval step Initial Notification for Departments of Completed Application Received on Record PNSH-22-21
May 5, 2022 at 2:22 pm	approval step Check for Outstanding Personal Property Taxes was assigned to Kris Palmer on Record PNSH-22-21
May 5, 2022 at 2:22 pm	changed the deadline to May 10, 2022 on approval step Check for Outstanding Personal Property Taxes on Record PNSH-22-21
May 5, 2022 at 2:52 pm	Sally Bukowski approved approval step Initial Notification for Departments of Completed Application Received on Record PNSH-22-21
May 5, 2022 at 6:12 pm	Jenny Slivka assigned approval step Clerk's Office Application Review For Completion and Accuracy to Gina Gresch on Record PNSH-22-21
May 6, 2022 at 1:08 pm	Gina Gresch assigned approval step Clerk's Office Application Review For Completion and Accuracy to Jenny Slivka on Record PNSH-22-21
May 6, 2022 at 3:10 pm	Jenny Slivka assigned approval step Clerk's Office Application Review For Completion and Accuracy to Gina Gresch on Record PNSH-22-21
May 6, 2022 at 4:50 pm	Gina Gresch approved approval step Clerk's Office Application Review For Completion and Accuracy on Record PNSH-22-21
May 7, 2022 at 8:10 pm	Gina Gresch assigned approval step Dispatch to Police Amber Alert Group on Record PNSH-22-21
May 7, 2022 at 8:10 pm	Gina Gresch changed the deadline to May 09, 2022 on approval step Dispatch on Record PNSH-22-21
May 7, 2022 at 8:20 pm	Police Amber Alert Group approved approval step Dispatch on Record PNSH-22-21
May 9, 2022 at 2:19 pm	Kris Palmer changed Are there any outstanding Personal Property Taxes? from "" to "Yes" on Record PNSH-22-21
May 9, 2022 at 2:19 pm	Kris Palmer changed Amount of Personal Property Taxes Owed from "" to "4.47" on Record PNSH-22-21
May 9, 2022 at 2:19 pm	Kris Palmer changed Money Owed Thru This Date from "" to "05/31/2022" on Record PNSH-22-21
May 9, 2022 at 2:19 pm	Kris Palmer changed Ok to Proceed? from "" to "No" on Record PNSH-22-21
May 9, 2022 at 2:20 pm	Kris Palmer changed Notes from "" to "PPT Act#30240 Unpaid balance for 2021 taxes of \$4.47, good through 5/31/22." on Record PNSH-22-21
May 9, 2022 at 2:20 pm	Kris Palmer approved approval step Check for Outstanding Personal Property Taxes on Record PNSH-22-21
Jun 1, 2022 at 1:23 pm	Gina Gresch changed Business Address (License Location) from "3020 S. 108th St." to "3020 S 108th St" on Record PNSH-22-21
Jun 1, 2022 at 1:23 pm	Gina Gresch changed Business State from "Wisconsin" to "WI" on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Sunday Open from "Closed" to " " on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Tuesday Close from "5pm" to "11:00AM-5:00[" on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Monday Close from "5pm" to "11:00AM-5:00[" on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Monday Open from "11am" to " " on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Tuesday Open from "11am" to " " on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Wednesday Open from "Check Website Calendar" to " " on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Friday Close from "Check Website Calendar" to " " on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Thursday Open from "Check Website Calendar" to " " on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Tuesday Close from "11:00AM-5:00[" to "11:00AM-5:00PM" on Record PNSH-22-21
Jun 1, 2022 at 1:24 pm	Gina Gresch changed Monday Close from "11:00AM-5:00[" to "11:00AM-5:00PM" on Record PNSH-22-21
Jun 1, 2022 at 1:25 pm	Gina Gresch changed Friday Open from "Check Website Calendar" to " " on Record PNSH-22-21
Jun 1, 2022 at 1:25 pm	Gina Gresch changed Saturday Open from "Check Website Calendar" to " " on Record PNSH-22-21
Jun 1, 2022 at 1:25 pm	Gina Gresch changed Friday Close from " " to "Check Website Calendar" on Record PNSH-22-21
Jun 1, 2022 at 1:25 pm	Gina Gresch assigned approval step Police Background to Police Amber Alert Group on Record PNSH-22-21
Jun 1, 2022 at 1:25 pm	Gina Gresch changed the deadline to Jun 02, 2022 on approval step Police Background on Record PNSH-22-21
Jun 1, 2022 at 1:25 pm	Gina Gresch unassigned approval step Police Background from Police Amber Alert Group on Record PNSH-22-21
Jun 1, 2022 at 1:25 pm	Gina Gresch assigned approval step Police Background to Lisa Bergmann on Record PNSH-22-21
Jun 7, 2022 at 11:21 am	Lisa Bergmann changed DL from "" to "Valid" on Record PNSH-22-21
Jun 7, 2022 at 11:21 am	Lisa Bergmann changed Check here if there are not any DOT violations. from "" to "true" on Record PNSH-22-21
Jun 7, 2022 at 11:22 am	Lisa Bergmann changed Check here if they are not any Local Violations from "" to "true" on Record PNSH-22-21
Jun 7, 2022 at 11:22 am	Lisa Bergmann approved approval step Police Background on Record PNSH-22-21
Jun 28, 2022 at 9:31 am	Kris Palmer changed Date outstanding Personal Property Taxes were paid from "" to "06/15/2022" on Record PNSH-22-21

Date	Activity
Jun 28, 2022 at 9:31 am	Kris Palmer changed Outstanding PP Tax has been paid is license can be granted. from "" to "Yes" on Record PNSH-22-21
Aug 4, 2022 at 10:26 am	Rebecca Grill completed payment step Payment Due for Outstanding Personal Property Taxes on Record PNSH-22-21
Aug 4, 2022 at 10:26 am	changed the deadline to Aug 07, 2022 on approval step Clerk Review After Background Completed on Record PNSH-22-21
Aug 4, 2022 at 10:26 am	approval step Clerk Review After Background Completed was assigned to Rebecca Grill on Record PNSH-22-21
Aug 4, 2022 at 10:26 am	changed the deadline to Aug 07, 2022 on approval step Clerk Review After Background Completed on Record PNSH-22-21
Aug 4, 2022 at 10:28 am	Rebecca Grill altered inspection step Fire Inspection, changed status from Inactive to Skipped on Record PNSH-22-21
Aug 4, 2022 at 10:28 am	Rebecca Grill altered inspection step Health Inspection, changed status from Inactive to Skipped on Record PNSH-22-21
Aug 4, 2022 at 10:28 am	Rebecca Grill altered inspection step BINS Inspection, changed status from Inactive to Skipped on Record PNSH-22-21
Aug 4, 2022 at 10:28 am	Rebecca Grill changed Okay to Grant? from "" to "Yes " on Record PNSH-22-21
Aug 4, 2022 at 10:28 am	Rebecca Grill changed Common Council Date from "" to "08/05/2022" on Record PNSH-22-21
Aug 4, 2022 at 10:28 am	Rebecca Grill changed Common Council Tentative Decision from "" to "Grant" on Record PNSH-22-21
Aug 4, 2022 at 10:28 am	Rebecca Grill approved approval step Clerk Review After Background Completed on Record PNSH-22-21
Aug 4, 2022 at 10:28 am	approval step Common Council Consideration was assigned to Rebecca Grill on Record PNSH-22-21

## Timeline

Label	Status	Activated	Completed	Assignee
 Fee Payment	Paid	May 5, 2022 at 2:19 pm	May 5, 2022 at 2:22 pm	-
 Initial Notification for Departments of Completed Application Received	Complete	May 5, 2022 at 2:22 pm	May 5, 2022 at 2:52 pm	Sally Bukowski
 Clerk's Office Application Review For Completion and Accuracy	Complete	May 5, 2022 at 2:22 pm	May 6, 2022 at 4:50 pm	Gina Gresch
 Dispatch	Complete	May 7, 2022 at 8:10 pm	May 7, 2022 at 8:20 pm	Police Amber Alert (
 Check for Outstanding Personal Property Taxes	Complete	May 5, 2022 at 2:22 pm	May 9, 2022 at 2:20 pm	Kris Palmer
 Outstanding Personal Property Taxes Invoice	Issued	Jun 1, 2022 at 2:09 pm	Jun 1, 2022 at 2:10 pm	Gina Gresch
 Police Background	Complete	Jun 1, 2022 at 1:25 pm	Jun 7, 2022 at 11:22 am	Lisa Bergmann
 Payment Due for Outstanding Personal Property Taxes	Paid	May 9, 2022 at 2:20 pm	Aug 4, 2022 at 10:26 am	-
Fire Inspection	Skipped	-	Aug 4, 2022 at 10:28 am	-
Health Inspection	Skipped	-	Aug 4, 2022 at 10:28 am	-
BINS Inspection	Skipped	-	Aug 4, 2022 at 10:28 am	-
 Clerk Review After Background Completed	Complete	Aug 4, 2022 at 10:26 am	Aug 4, 2022 at 10:28 am	Rebecca Grill
 Common Council Consideration	Active	Aug 4, 2022 at 10:28 am	-	Rebecca Grill