



OFFICIAL PUBLIC NOTICE

MEETING OF THE COMMON COUNCIL

TUESDAY, FEBRUARY 06, 2024 AT 6:30 PM

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

Microsoft Teams Meeting:

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmU3MjlkODUtNGlZNi00ZTkYLWEyNGMtYTNmZGE4ZWUzYTk5%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d)

[join/19%3ameeting_YmU3MjlkODUtNGlZNi00ZTkYLWEyNGMtYTNmZGE4ZWUzYTk5%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmU3MjlkODUtNGlZNi00ZTkYLWEyNGMtYTNmZGE4ZWUzYTk5%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d)

Meeting ID: 235 010 265 779

Passcode: rLejiQ

AGENDA - Amended

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

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

- [1.](#) Approval of Council Minutes from 01/02 & 01/23

APPROVAL OF AGENDA:

2. Approve 2/6/24 Agenda

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

MAYOR AND ALDERPERSONS: *Committee/Commission/Board Reports and Comments and/or items to be discussed at a future meeting.*

TREASURER'S REPORT:

3. Treasurer's Report 01/31/2024

PAYMENT OF BILLS:

- [4.](#) Bills 02/06/2024

ITEMS FOR DISCUSSION AND ACTION:

5. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The body will consider appointment of City Treasurer.
6. Reconvene into open session pursuant to Wisconsin Stat, Sec 19.85(2) and consider vote on appointment of City Treasurer. Roll call vote if motion is not unanimous.
7. Appointment to Vacant Common Council Seat(s)
- [8.](#) Consider Approval of a City Donation Policy

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)

- [9.](#) Review bids received for the Phase 3, 2024 Eighth Street Utility and Roadway Improvements Project
- [10.](#) Review and Approval of Panorama Estates TIF Development Incentive for Buildings #2 & #3
- [11.](#) Bid for City Wayfinding and Entrance Sign Fabrication and Installation
- [12.](#) Land Acquisition from Hill Country Rentals, LLC

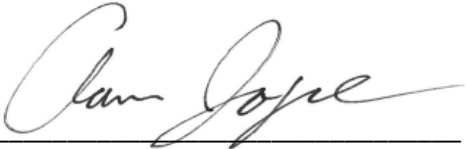
- [13.](#) Consider Request to Authorize Continued Financial Management Services from Southwest Wisconsin Regional Planning Commission
- [14.](#) Landfill Monitoring Services Agreement
- [15.](#) Furnace Replacements
- [16.](#) Request to Amend the Financial Policy to Include Payment Plans
- [17.](#) Skid Steer Purchase
- [18.](#) Community Center Water Heater Replacement

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

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

ADJOURN:

Posted this 5th day of February, 2024 by 1:00 PM.
Copy to the official newspaper the Richland Observer.



Aaron Joyce, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

AGENDA

CALL TO ORDER: Mayor Coppernoll called the meeting to order at 6:33 PM. Members present were Connie Hoppenjan, Karin Tepley, Tom McCarthy, Mark Chambers, Melony Walters, Kevin Melby, Steve Downs, and Ryan Cairns.

CLOSED SESSION

1. Motion by Walters to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The purpose is to discuss ongoing litigation and confer with legal counsel. Seconded by Downs. Motion carried 8-0 at 6:35 PM.
2. Motion by Tepley reconvene into open session pursuant to Wisconsin Stat, Sec 19.85(2) to discuss and/or vote on matters discussed during closed session. Seconded by Hoppenjan. Motion carried 8-0 at 6:47 PM.

INFORMATIONAL PRESENTATION - RICHLAND COUNTY AMBULANCE SERVICE

3. **Richland County Ambulance Presentation:** Amber Burch, Interim Director of the Richland County Ambulance Service, presented. Currently in the process of what the service director looks like. Brian McGraw is Joint Ambulance Committee Chair. Sharon Schmitz serves as the city's citizen representative on the committee along with Tom McCarthy the Council representative. Richland County Ambulance Service began in 1952 and the Joint Ambulance Committee began in 2015. MOU's exist with each municipality it serves. Fees go into a segregated fund. Staff consists of volunteers paid on call and full-time staff members. 15% of calls is taken by the back-up rig. There were a total of 1,228 calls in 2023. Averaging about 1,150 calls per year. Aging population affects the call volume. Average 80 transfers approximately per year. City of Richland Center 4-year call average is 677 per year. Annual total \$115,090. City has had a dramatic increase in the number of calls. Budget of Ambulance service is based on the municipality payments. There was a \$257,000 balance at the end of the last year, which is a benefit in case there is a sudden cost to replace an ambulance or repair building. Was able to stay in the black because of the segregated account and being budget conscious. Staffing is the highest priority of the department and recently wrote a grant to assist with staffing. Emergency Services Building is new for the service. Being fiscally responsible with the upgrades to the facility by doing much of the work themselves. Covid had an effect on the service - got PPE for the community, vaccine administration, volunteer testing. Several goals and priorities: staffing, representation (feedback from the communities), replace the 2003 ambulance, planning for financial needs, strengthening relationship with the hospital, working toward paramedic level service.

INFORMATIONAL PRESENTATION - RICHLAND CENTER TRANSIT

Amanda Running represented Richland Center Transit. She discussed the 2022 vs 2023 ridership and revenue. Trips in 2022: 23,533 vs 23,096 through November 2023. Monthly trips around 1800-2000. Running noted that the city is only billed for the hours drivers are on the road. In 2022 those hours were 7,461 and through November 2023 the hours were 6,634. She said the drop in the

number of hours is due to staffing issues. Operate shared ride transit in 32 communities in the state. Currently about a full-time position short. Apply at the Running website. 10,213 budgeted hours. Revenue was \$102,944 in 2022. 2023 was close to 2022 already through November. She said there were more rides in 2023 than 2022.

Item 1.

APPROVAL OF MINUTES: Motion by Chambers to approve the December 5, 2023 Council minutes as presented. Seconded by Hoppenjan. Motion carried 8-0.

APPROVAL OF AGENDA: Motion by Tepley to approve the current January 2nd agenda, with items #12 and #13 removed. Seconded by Melby. Motion carried 8-0.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

6. Economic Development Director Jasen Glasbrenner provided an update. He noted that the EPA study is complete and the Plan Commission will review it at the January 10th meeting.

MAYOR AND ALDERPERSONS: Tepley said that the Library Board has contracted with TC Networks for security cameras. Tepley also said the library is in the process of hiring a Program Coordinator. Mayor Coppernoll announced that the family of Jeanette Brewer gave a memorial donation to the Woodman Senior Center in the amount of \$725.

TREASURER'S REPORT:

7. **Treasurer's Report 12/31/2023**

Motion made by Tepley to approve the Treasurer's Report as presented. Seconded by McCarthy. Motion carried 8-0.

PAYMENT OF BILLS:

8. **Bills 01/02/2023**

Motion made by Walters to pay the January 2, 2024 Council Bills as presented. Seconded by Melby. Motion carried 8-0.

ITEMS FOR DISCUSSION AND ACTION:

9. **Consider Ordinance 2024-01 Annexing Parcels 022-2634-1000, 022-2634-1100, and 022-2643-2000**

The property in question is owned by the Richland Hospital, which purchased land on the east side of the city. It's commonly known as the Koch Tractor property. Glasbrenner noted that the Zoning Administrator has outlined the request thoroughly. The hospital wants to move forward with this land regardless if they are ready to move forward with their building project at this time. Motion by Downs to suspend the rules, waive the reading, and approve Ordinance 2024-01 annexing parcels 022-2634-1000, 022-2634-1100, and 022-2643-2000 as described in the Zoning Administrator's materials and CSM. Seconded by Melby. Motion carried 8-0.

10. **Consider Approval of a City Donation Policy**

Atty Windle sent the updated policy that includes the tiered system. Also includes some background on the policy. City does currently have a donation policy, but it is short on detail and process. Outlines how donations are recognized and reported. Would make clear to the giver that the donation becomes the property of the city and it's the city's prerogative on how it uses the contribution. Motion by Tepley to postpone this item to the next

meeting. Seconded by Hoppenjan. Motion carried 8-0.

Item 1.

11. Consider Securing Auditing Services with Johnson Block & Company for the Year Ending December 31, 2023

It was noted that the city has utilized the services of Johnson Block for many years and it has been a positive relationship. Motion by Hoppenjan to engage with Johnson Block to provide audit services for the city for the year ending December 31, 2023. Seconded by Downs. Motion carried 8-0.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

Mayor Coppernoll recommended the appointment of Terry Testolin to the Housing Authority, who will be replacing Mary Killoy. Motion by Melby to approve Terry Testolin to the Housing Authority. Seconded by Downs. Motion carried 8-0.

PUBLIC COMMENT: None

ADJOURN: Motion by Tepley to adjourn. Seconded by Downs. Motion carried 8-0 at 8:08 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk.

City of Richland Center

Payment Approval Report - Finance Committee
Report dates: 1/4/2024-2/6/2024Page: 1
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Report Criteria:

Invoices with totals above \$0.00 included.
Only unpaid invoices included.

Vendor Name	Invoice Date	Description	GL Account and Title		Net Invoice Amount
01/04/2024					
(0)					
AFLAC	01/04/2024	AFLAC AFLAC AFTER TAX Pay Period: 12/29/2	10-22240-000	EMPLOYEE SHA	58.14
AFLAC	01/04/2024	AFLAC AFLAC PRE TAX Pay Period: 12/29/202	10-22240-000	EMPLOYEE SHA	50.57
SECURIAN FINANCIAL G	01/04/2024	LIFE INSURANCE LIFE INSURANCE - SP/DEP	10-22230-000	EMPLOYEE SHA	15.20
SECURIAN FINANCIAL G	01/04/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	10-22230-000	EMPLOYEE SHA	119.87
SECURIAN FINANCIAL G	01/04/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	10-22230-000	EMPLOYEE SHA	152.11
WI Dept of EE Trust Funds	01/04/2024	WRS WRS Additional Pay Period: 12/29/2023	10-22200-000	EMPLOYEE SHA	70.00
WI Dept of EE Trust Funds	01/04/2024	WRS WRS RETIREMENT Pay Period: 12/29/20	10-22200-000	EMPLOYEE SHA	2,420.89
WI Dept of EE Trust Funds	01/04/2024	WRS WRS RETIREMENT Pay Period: 12/29/20	10-22200-000	EMPLOYEE SHA	2,420.89
WI Dept of EE Trust Funds	01/04/2024	WRS PROTECTIVE W/ SS Employee Pay Peri	10-22200-000	EMPLOYEE SHA	2,394.12
WI Dept of EE Trust Funds	01/04/2024	WRS PROTECTIVE W/ SS Employee Pay Peri	10-22200-000	EMPLOYEE SHA	4,968.69
Total CITY GENERAL FUND:					12,670.48
SECURIAN FINANCIAL G	01/04/2024	LIFE INSURANCE LIFE INSURANCE - SP/DEP	20-22230-000	LIB EMPLOYEE S	2.40
SECURIAN FINANCIAL G	01/04/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	20-22230-000	LIB EMPLOYEE S	7.38
SECURIAN FINANCIAL G	01/04/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	20-22230-000	LIB EMPLOYEE S	10.19
WI Dept of EE Trust Funds	01/04/2024	WRS WRS RETIREMENT Pay Period: 12/29/20	20-22200-000	LIB EMPLOYEE S	385.19
WI Dept of EE Trust Funds	01/04/2024	WRS WRS RETIREMENT Pay Period: 12/29/20	20-22200-000	LIB EMPLOYEE S	385.19
Total LIBRARY FUND:					790.35
01/18/2024					
(0)					
AFLAC	01/18/2024	AFLAC AFLAC AFTER TAX Pay Period: 1/12/20	10-22240-000	EMPLOYEE SHA	174.43
AFLAC	01/18/2024	AFLAC AFLAC PRE TAX Pay Period: 1/12/2024	10-22240-000	EMPLOYEE SHA	151.71
RICHLAND CENTER POLI	01/18/2024	UNION DUES POLICE UNION DUES Pay Perio	10-22410-000	POLICE DEPT UN	211.50
SECURIAN FINANCIAL G	01/18/2024	LIFE INSURANCE LIFE INSURANCE - SP/DEP	10-22230-000	EMPLOYEE SHA	15.20
SECURIAN FINANCIAL G	01/18/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	10-22230-000	EMPLOYEE SHA	119.86
SECURIAN FINANCIAL G	01/18/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	10-22230-000	EMPLOYEE SHA	152.05
WI Dept of EE Trust Funds	01/18/2024	WRS WRS Additional Pay Period: 1/12/2024	10-22200-000	EMPLOYEE SHA	70.00
WI Dept of EE Trust Funds	01/18/2024	WRS WRS RETIREMENT Pay Period: 1/12/202	10-22200-000	EMPLOYEE SHA	2,641.99
WI Dept of EE Trust Funds	01/18/2024	WRS WRS RETIREMENT Pay Period: 1/12/202	10-22200-000	EMPLOYEE SHA	2,641.99
WI Dept of EE Trust Funds	01/18/2024	WRS PROTECTIVE W/ SS Employee Pay Peri	10-22200-000	EMPLOYEE SHA	2,361.26
WI Dept of EE Trust Funds	01/18/2024	WRS PROTECTIVE W/ SS Employee Pay Peri	10-22200-000	EMPLOYEE SHA	4,900.47
WI DEPT OF REVENUE	01/18/2024	SWT TAXES STATE WITHHOLDING TAX Pay	10-22120-000	W/H TAXES-STAT	3,428.69
Total CITY GENERAL FUND:					16,869.15
SECURIAN FINANCIAL G	01/18/2024	LIFE INSURANCE LIFE INSURANCE - SP/DEP	20-22230-000	LIB EMPLOYEE S	2.40
SECURIAN FINANCIAL G	01/18/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	20-22230-000	LIB EMPLOYEE S	7.38
SECURIAN FINANCIAL G	01/18/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	20-22230-000	LIB EMPLOYEE S	10.18
WI Dept of EE Trust Funds	01/18/2024	WRS WRS RETIREMENT Pay Period: 1/12/202	20-22200-000	LIB EMPLOYEE S	387.98
WI Dept of EE Trust Funds	01/18/2024	WRS WRS RETIREMENT Pay Period: 1/12/202	20-22200-000	LIB EMPLOYEE S	387.98
WI DEPT OF REVENUE	01/18/2024	SWT TAXES STATE WITHHOLDING TAX Pay	20-22120-000	LIBRARY STATE	194.38
Total LIBRARY FUND:					990.30
02/01/2024					
(0)					
AFLAC	02/01/2024	AFLAC AFLAC AFTER TAX Pay Period: 1/26/20	10-22240-000	EMPLOYEE SHA	116.30
AFLAC	02/01/2024	AFLAC AFLAC PRE TAX Pav Period: 1/26/2024	10-22240-000	EMPLOYEE SHA	101.15

City of Richland Center

Payment Approval Report - Finance Committee

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Report dates: 1/4/2024-2/6/2024

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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
RICHLAND CENTER POLI	02/01/2024	UNION DUES POLICE UNION DUES Pay Perio	10-22410-000 POLICE DEPT UN	211.50
SECURIAN FINANCIAL G	02/01/2024	LIFE INSURANCE LIFE INSURANCE - SP/DEP	10-22230-000 EMPLOYEE SHA	13.60
SECURIAN FINANCIAL G	02/01/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	10-22230-000 EMPLOYEE SHA	114.47
SECURIAN FINANCIAL G	02/01/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	10-22230-000 EMPLOYEE SHA	152.11
WI Dept of EE Trust Funds	02/01/2024	WRS WRS Additional Pay Period: 1/26/2024	10-22200-000 EMPLOYEE SHA	70.00
WI Dept of EE Trust Funds	02/01/2024	WRS WRS RETIREMENT Pay Period: 1/26/202	10-22200-000 EMPLOYEE SHA	2,493.29
WI Dept of EE Trust Funds	02/01/2024	WRS WRS RETIREMENT Pay Period: 1/26/202	10-22200-000 EMPLOYEE SHA	2,493.29
WI Dept of EE Trust Funds	02/01/2024	WRS PROTECTIVE W/ SS Employee Pay Peri	10-22200-000 EMPLOYEE SHA	2,296.19
WI Dept of EE Trust Funds	02/01/2024	WRS PROTECTIVE W/ SS Employee Pay Peri	10-22200-000 EMPLOYEE SHA	4,765.40
WI DEPT OF REVENUE	02/01/2024	SWT TAXES STATE WITHHOLDING TAX Pay	10-22120-000 W/H TAXES-STAT	2,629.10
Total CITY GENERAL FUND:				15,456.40
SECURIAN FINANCIAL G	02/01/2024	LIFE INSURANCE LIFE INSURANCE - SP/DEP	20-22230-000 LIB EMPLOYEE S	2.40
SECURIAN FINANCIAL G	02/01/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	20-22230-000 LIB EMPLOYEE S	7.38
SECURIAN FINANCIAL G	02/01/2024	LIFE INSURANCE LIFE INSURANCE Pay Peri	20-22230-000 LIB EMPLOYEE S	10.19
WI Dept of EE Trust Funds	02/01/2024	WRS WRS RETIREMENT Pay Period: 1/26/202	20-22200-000 LIB EMPLOYEE S	407.30
WI Dept of EE Trust Funds	02/01/2024	WRS WRS RETIREMENT Pay Period: 1/26/202	20-22200-000 LIB EMPLOYEE S	407.30
WI DEPT OF REVENUE	02/01/2024	SWT TAXES STATE WITHHOLDING TAX Pay	20-22120-000 LIBRARY STATE	177.87
Total LIBRARY FUND:				1,012.44
02/06/2024				
02-06-2024 COUNCIL				
ABT SWAYNE LAW LLC	01/31/2024	ATTORNEY FEES-ADMINISTRATOR	10-51700-570 ATTORNEY/FEES	3,250.00
ABT SWAYNE LAW LLC	01/31/2024	ATTORNEY FEES-ORDINANCE	10-51700-570 ATTORNEY/FEES	2,360.00
ALERE TOXICOLOGY SE	12/31/2023	ACCT #124842-RC POLICE	10-52100-860 POLICE/ADMINIS	67.43
AMAZON CAPITAL SERVI	01/11/2024	CITY ACCT #A2D4H70ZB1JL0D-PD OFFICE SU	10-52100-340 POLICE/OFFICE	28.48
AMAZON CAPITAL SERVI	01/11/2024	CITY ACCT #A2D4H70ZB1JL0D-PD EQUIP	10-52100-430 POLICE/PRIORIT	129.95
AMAZON CAPITAL SERVI	01/28/2024	CITY ACCT #A2D4H70ZB1JL0D-PD OFFICE SU	10-52100-340 POLICE/OFFICE	34.16
AMAZON CAPITAL SERVI	01/28/2024	CITY ACCT #A2D4H70ZB1JL0D-PD EQUIP	10-52100-425 POLICE/CAR OPE	19.99
AMERICAN SOCIETY OF	01/01/2024	2024 ASCAP CHARGES FOR MUSIC	10-55200-395 COMM CTR/SERV	434.00
ARCHIVESOCIAL, INC	01/01/2024	SOCIAL MEDIA ARCHIVE SUBSCRIPTION	10-51400-580 DATA PROC/PRO	3,839.00
BARR, TYLER	01/04/2024	HEADLIGHT REIMBURS-BARR	10-52100-425 POLICE/CAR OPE	33.75
BOARDMAN & CLARK LL	01/23/2024	INV #279221-APPRAISER	10-51760-570 LABOR REL/FEE	90.00
BOARDMAN & CLARK LL	01/23/2024	INV #279241 TAX ASSESMENT APPEAL	10-51700-570 ATTORNEY/FEES	1,485.93
CITY UTILITIES	01/08/2024	INV #5699-FIRE ALARM SYSTEM	10-54100-460 GARAGE/BUILD	193.67
CITY UTILITIES	01/04/2024	INV #5627 CITY UNDER BILLING	10-59100-390 UNAL CONT/MIS	16,014.14
CITY UTILITIES	01/05/2024	INV #5698-EMPLOYEE DRUG TEST	10-53200-390 DRUG-ALCL/MIS	101.04
CIVIC SYSTEMS, LLC	12/19/2023	ACCT #278116-CLERK/TREASURER	10-51400-580 DATA PROC/PRO	3,628.00
COMPLETE OFFICE OF	01/05/2024	ACCT #16479-PD PAPER	10-52100-340 POLICE/OFFICE	79.00
COMPUTER DOCTORS L	09/05/2023	INV #5767 SETUP C. HOPPENJAN	10-51400-390 DATA PROC/MISC	65.00
COMPUTER DOCTORS L	09/05/2023	INV #5767 BATTERY BACK UP G JELENIK	10-51400-430 DATA PROC/EQUI	89.89
COMPUTER DOCTORS L	09/05/2023	INV #5767 MONITOR S WALSH	10-51400-430 DATA PROC/EQUI	146.89
COMPUTER DOCTORS L	09/05/2023	INV #5767 CABLES	10-55410-470 AQUA CTR/MAINT	22.42
COMPUTER DOCTORS L	12/29/2023	INV #6023 TOWER	10-51400-430 DATA PROC/EQUI	1,100.00
COMPUTER DOCTORS L	05/01/2023	INV #5451 LICENSES	10-51400-580 DATA PROC/PRO	1,233.30
COPERS, LLC	12/16/2023	INV #7125-POLICE 2024 SUPPORT	10-52100-480 POLICE/MAINT A	1,480.00
EHLERS 2024 PUBLIC FI	01/30/2024	2024 REGISTRATION-J GLASBRENNER	10-56500-410 ECON DEV/TRAI	200.00
EHLERS INC	01/09/2024	INV #96454 TID	10-56400-290 TIF/CONSULTANT	2,500.00
EHLERS INC	01/09/2024	INV #96336-PANORAMA 2 & 3 PROFORMA	10-56400-290 TIF/CONSULTANT	750.00
GERKE EXCAVATING, IN	12/31/2023	INV #66661 7TH ST	10-61000-942 OUTLAY/ST PROJ	3,178.44
GUNDLACH, MAX	01/10/2024	01-21-24 REFEREE PYMT-GUNDLACH	10-46610-000 RECREATION FE	105.00
JADE CARLEY	01/31/2024	Open Records Request Overpay _ Reimb	10-52100-390 POLICE/MISC EX	8.00
JONES CHEVROLET	01/16/2024	ACCT #380-POLICE DEPT	10-52100-425 POLICE/CAR OPE	583.70
KIESLER POLICE SUPPL	01/08/2024	ACCT #L76409-POLICE DEPT	10-52100-430 POLICE/PRIORIT	501.00
LAMAR COMPANIES	12/25/2023	CUST #830158-RC DIGITAL CAMPAIGN	10-56100-390 COMM DEV/MISC	500.00

City of Richland Center

Payment Approval Report - Finance Committee
Report dates: 1/4/2024-2/6/2024

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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
LAMAR COMPANIES	01/22/2024	CUST #830158-RC DIGITAL CAMPAIGN	10-56100-390 COMM DEV/MISC	500.00
MARTIN RICHARDS	12/31/2023	2023 SECTION 125 MED	10-22320-000 PYRL DED-125 PL	480.00
MOE, LAUREN E	12/19/2023	GAS REIMBURSEMENT-L MOE	10-52100-410 POLICE/TRAININ	187.50
NOVA VIDEO PRODUCTI	01/31/2024	JAN CABLE SPONSORSHIP	10-55600-390 CABLE TV/MISC	1,933.75
NOWARE, LLC	01/01/2024	INV #2938-RCPD YEARLY QTRLY MAINT	10-52100-480 POLICE/MAINT A	1,500.00
NOWARE, LLC	12/14/2023	POLICE INV #3028	10-52100-820 POLICE/COMPUT	500.00
POLICE DEPT PETTY CA	01/31/2024	Jade Carley Open Records Request paid to Parki	10-52100-390 POLICE/MISC EX	17.00
POMP'S TIRE SERVICE, I	11/24/2023	Inv #15200488258 Paid in Error	10-54200-420 ROADWAYS/TRU	514.28
POMP'S TIRE SERVICE, I	11/24/2023	11/27/2023 Adjust for restock	10-54200-420 ROADWAYS/TRU	14.96
RHYME BUSINESS PROD	01/15/2024	POLICE COPIER INV #35714338	10-52100-480 POLICE/MAINT A	223.23
RICHLAND CENTER POLI	01/05/2024	1/5/2024 PAYROLL UNION DUES	10-22410-000 POLICE DEPT UN	211.50
RICHLAND COUNTY	12/05/2023	2020-2022 SYMONS DEFICIENCY	10-59100-390 UNAL CONT/MIS	27,747.47
RICHLAND ELECTRIC CO	02/02/2024	ACCT #667401-FLOODWARNING	10-56200-320 FLOODPLN/UTILI	47.90
RICHLAND FIRE DISTRIC	01/23/2024	FIRE CALL-D MOHR	10-52300-905 FIRE DIST/CITY F	800.00
RICHLAND FIRE DISTRIC	01/09/2024	FIRE CALL-S POMERING	10-52300-905 FIRE DIST/CITY F	600.00
RICHLAND HOSPITAL, IN	01/15/2024	DEC LAB SERVICES-POLICE DEPT	10-52100-810 POLICE/ENFORC	324.00
RICHLAND OBSERVER	12/31/2023	ACCT #2065-CITY CLERK/TREAS	10-51300-380 CLK TREAS/PUBL	1,696.72
RUNNING, INC	01/04/2024	INV #28930-DEC TAXI EXP	10-54800-950 TRANSIT/TAXI	19,914.14
RUNNING, INC	01/04/2024	INV #28930-DEC TAXI REV	10-54800-950 TRANSIT/TAXI	8,371.50
SOUTHWEST WI TECHN	01/23/2024	POLICE INV #FT1007074	10-52100-410 POLICE/TRAININ	260.00
STRANG HEATING & ELE	01/12/2024	MUN BLDG INV #39987	10-51400-560 DATA PROC/CON	210.00
STRANG HEATING & ELE	01/12/2024	MUN BLDG INV #39984	10-51400-430 DATA PROC/EQUI	359.50
SW WI REGIONAL PLANN	12/31/2023	2023 MUN CONSULTING INV #867	10-61000-920 OUTLAY/CLERK/T	15,354.41
TC AUTOWORKS LLC	01/16/2024	ACCT #01144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	179.43
THE PSYCHOLOGY CEN	01/03/2024	POLICE ACCT #WIEMIC02	10-52100-860 POLICE/ADMINIS	475.00
TOWN & COUNTRY SANI	01/02/2024	ACCT #8735-GARBAGE	10-54600-560 GARBAGE/CONT	6,130.79
TOWN & COUNTRY SANI	01/02/2024	ACCT #8735-OPERATOR	10-54500-020 LANDFILL/TCS O	864.00
TOWN & COUNTRY SANI	01/02/2024	ACCT #8735-UW CAMPUS	10-54600-560 GARBAGE/CONT	344.00
TOWN & COUNTRY SANI	01/02/2024	ACCT #8783-RECYCLING	10-54700-560 RECYCLING/CON	14,618.80
TOWN & COUNTRY SANI	01/02/2024	ACCT #8784-LANDFILL	10-54500-660 LANDFILL/TRANS	2,172.35
TRACKER PRODUCTS, L	01/04/2024	POLICE INV #TPINV-004289	10-52100-480 POLICE/MAINT A	4,079.25
U S CELLULAR	01/18/2024	ACCT #201978132-CELL/STREETS	10-54200-300 ROADWAYS/CEL	104.28
U S CELLULAR	01/18/2024	ACCT #201978132-CELL/MAYOR	10-51200-300 MAYOR/TELEPH	77.98
U S CELLULAR	01/18/2024	ACCT #201978132-CELL/PARKS	10-51850-300 BLDG-PROP/TEL	96.98
U S CELLULAR	01/18/2024	ACCT #201978132-CELL/MIEDEN	10-55200-300 COMM CTR/TELE	109.00
VERIZON WIRELESS	01/21/2024	ACCT #283186952-00001 PD CELLS/MOBILE C	10-52100-300 POLICE/TELEPH	768.68
VIERBICHER ASSOCIATE	01/11/2024	INV #12-DIKE INSPECTION	10-56200-560 FLOODPLN/CON	2,200.00
VIERBICHER ASSOCIATE	01/11/2024	INV #11-ZONING ADMINISTRATOR	10-52450-000 ZONING/REGULA	4,866.00
VIERBICHER ASSOCIATE	11/06/2023	INV #7-ZONING ORDINANCE UPDATE	10-61000-990 OUTLAY/PROJEC	396.50
WALLACE, COOPER & EL	01/01/2024	INV #1172 GLATFELTER INS	10-51500-270 INSURANCE/PRO	68,754.60
WEGNER AUTO SERVICE	01/02/2024	POLICE INV #6715	10-52100-810 POLICE/ENFORC	250.00
WEX BANK	01/31/2024	POLICE ACCT #0496-00-916807-1	10-52100-500 POLICE/GASOLIN	2,003.45
WI CHIEFS OF POLICE A	01/11/2024	INV #11283-B JONES REGISTRATION	10-52100-410 POLICE/TRAININ	275.00
WI DEPT OF JUSTICE-CR	01/17/2024	ACCT #G2489-PD BACKGROUND CHECK	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF JUSTICE-CR	02/01/2024	ACCT #G2489-PD BACKGROUND CHECK	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF JUSTICE-TI	01/10/2024	ACCT #MUNI000211-POLICE DEPT	10-52100-480 POLICE/MAINT A	1,281.00
WI DEPT OF TRANS-TVR	01/31/2024	RCPD TVRP PROGRAM PAYMENT	10-44410-000 PARKING TICKET	300.00
WIL-KIL PEST CONTROL	01/17/2024	ACCT #133002-LANDFILL	10-54500-560 LANDFILL/CONT	63.30
WILSON, COLTON	01/21/2024	01-21-24 REFEREE PYMT-WILSON	10-46610-000 RECREATION FE	70.00
WORKSITE SOLUTIONS	11/30/2023	NOV 2023 Combined Ins - EE Withholding	10-22250-000 EMPLOYEE SHA	46.70
WORKSITE SOLUTIONS	12/31/2023	DEC 2023 Combined Insurance EE Withholding	10-22250-000 EMPLOYEE SHA	46.70
WORKSITE SOLUTIONS	01/31/2024	JAN 2024 Combined Ins EE Withholding	10-22250-000 EMPLOYEE SHA	46.70
WPPI ENERGY	02/01/2024	LED PROJ INV #INV20551	10-51850-470 BLDG-PROP/MAI	421.62
Total CITY GENERAL FUND:				219,304.59

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Grand Totals:				267,093.71

The bills presented on this day (excluding any Library Fund invoices) having been referred to the Finance and Budget Committee, and said committee having duly investigated and audited these bills, hereby make the following recommendation:

THAT THE CITY BILLS PRESENTED ON THIS DAY BE PAID, WITH THE FOLLOWING ADJUSTMENTS AND/OR EXCEPTIONS:

Dated:

Finance:

Filed in the office of the City Clerk/Treasurer

Report Criteria:
Invoices with totals above \$0.00 included.
Only unpaid invoices included.

City of Richland Center

Payment Approval Report - Finance Committee

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Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
01/04/2024				
(0)				
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	10-22130-000 W/H TAXES-FICA/	4,299.99
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES FEDERAL WITHHOLDING T	10-22110-000 W/H TAXES-FEDE	5,632.37
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	10-22130-000 W/H TAXES-FICA/	4,299.99
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES MEDICARE Pay Period: 12/2	10-22130-000 W/H TAXES-FICA/	1,005.62
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES MEDICARE Pay Period: 12/2	10-22130-000 W/H TAXES-FICA/	1,005.62
RICHLAND CENTER POLI	01/04/2024	UNION DUES POLICE UNION DUES Pay Peri	10-22410-000 POLICE DEPT UN	211.50
WI Deferred Compensation	01/04/2024	DEFERRED COMP DEFERRED COMP AFTER	10-22310-000 PYRL DED-WI DE	85.29
WI Deferred Compensation	01/04/2024	DEFERRED COMP DEFERRED COMPENSATI	10-22310-000 PYRL DED-WI DE	260.00
WI Deferred Compensation	01/04/2024	DEFERRED COMP DEFERRED COMP AFTER	10-22310-000 PYRL DED-WI DE	150.00
WI DEPT OF REVENUE	01/04/2024	SWT TAXES STATE WITHHOLDING TAX Pay	10-22120-000 W/H TAXES-STAT	2,766.73
Total CITY GENERAL FUND:				19,717.11
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES FEDERAL WITHHOLDING T	20-22110-000 LIBRARY FEDER	293.42
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	20-22130-000 LIBRARY FICA/M	476.45
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	20-22130-000 LIBRARY FICA/M	476.45
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES MEDICARE Pay Period: 12/2	20-22130-000 LIBRARY FICA/M	111.43
INTERNAL REVENUE SE	01/04/2024	FICA/FED TAXES MEDICARE Pay Period: 12/2	20-22130-000 LIBRARY FICA/M	111.43
WI DEPT OF REVENUE	01/04/2024	SWT TAXES STATE WITHHOLDING TAX Pay	20-22120-000 LIBRARY STATE	195.31
Total LIBRARY FUND:				1,664.49
01/08/2024				
01-08-24 PARK BD				
BADGER SPORTING GO	12/18/2023	ACCT #R40-PARK RECREATION	10-55200-435 COMM CTR/REC	673.65
BADGER SPORTING GO	12/18/2023	ACCT #R40-PARK RECREATION	10-55200-520 COMM CTR/SUP	71.35
CAPITAL ONE	12/12/2023	ACCT #621034-PARTY SUPPLIES	10-51900-990 PERSONNEL/HIRI	184.50
JASON'S CUSTOM SIGNS	12/17/2023	PARKS REC INV #100640	10-55200-520 COMM CTR/SUP	108.00
LIFELINE AUDIO VIDEO T	12/26/2023	PARKS/REC INV #66396	10-55200-435 COMM CTR/REC	174.55
LIFELINE AUDIO VIDEO T	12/26/2023	PARKS/REC INV #66396	10-61000-960 OUTLAY/COMM C	1,438.09
LIFELINE AUDIO VIDEO T	12/26/2023	PARKS/REC INV #66396	10-55200-430 COMM CTR/EQUI	76.94
LIFELINE AUDIO VIDEO T	12/26/2023	PARKS/REC INV #66396	10-55200-390 COMM CTR/MISC	349.42
NATIONAL RECREATION	01/08/2024	2024 MEMBERSHIP-JODI	10-55200-370 COMM CTR/MEM	180.00
WIL-KIL PEST CONTROL	12/11/2023	ACCT #210363-COMM CENTER	10-55200-560 COMM CTR/CON	76.55
WPRA	10/21/2023	MEMBERSHIP-J MIEDEN	10-55200-370 COMM CTR/MEM	150.00
WPRA	10/21/2023	MEMBERSHIP-J CABRAL	10-55200-370 COMM CTR/MEM	150.00
Total CITY GENERAL FUND:				3,633.05
01/10/2024				
AFLAC	12/29/2023	Dec 31 AFLAC Inv 564474	10-22240-000 EMPLOYEE SHA	326.11
Total CITY GENERAL FUND:				326.11
01/11/2024				
01-11-2024 PROP & PW				
ALL AMERICAN DO IT CE	12/26/2023	ACCT #13005-RC PARKS	10-51850-470 BLDG-PROP/MAI	52.16
ALL AMERICAN DO IT CE	01/03/2024	ACCT #13005-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	8.99
AMAZON CAPITAL SERVI	12/16/2023	CITY ACCT #A2D4H70ZB1JL0D-PARKS	10-51850-440 BLDG-PROP/EQU	212.97
AUTO VALUE PARTS STO	12/14/2023	ACCT #529000051-STREET DEPT	10-54200-420 ROADWAYS/TRU	73.94

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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
AUTO VALUE PARTS STO	01/21/2023	ACCT #529000051-STREET DEPT	10-54200-420 ROADWAYS/TRU	221.47
AUTO VALUE PARTS STO	12/18/2023	ACCT #529000051-STREET DEPT	10-54200-420 ROADWAYS/TRU	39.85
AUTO VALUE PARTS STO	12/18/2023	ACCT #529000051-STREET DEPT	10-54200-420 ROADWAYS/TRU	30.00
AUTO VALUE PARTS STO	12/26/2023	ACCT #529000051-STREET DEPT	10-54200-420 ROADWAYS/TRU	62.97
AUTO VALUE PARTS STO	12/27/2023	ACCT #529000051-STREET DEPT	10-54100-510 GARAGE/TOOLS	18.99
AUTO VALUE PARTS STO	12/28/2023	ACCT #529000051-STREET DEPT	10-54200-420 ROADWAYS/TRU	47.76
AUTO VALUE PARTS STO	12/28/2023	ACCT #529000051-STREET DEPT	10-54200-420 ROADWAYS/TRU	263.89
AUTO VALUE PARTS STO	01/04/2024	ACCT #529000051-STREET DEPT	10-54100-520 GARAGE/SUPPLI	71.90
BADGER WELDING SUPP	11/30/2023	ACCT #12213-STREET DEPT	10-54100-560 GARAGE/CONTR	37.50
BAILEY'S PAINT & DECO	12/27/2023	MUN BLDG INV #19733	10-51850-470 BLDG-PROP/MAI	2,393.88
HOLIDAY WHOLESAL	12/12/2023	ACCT #702701-PARK DEPT	10-51850-390 BLDG-PROP/MIS	531.14
MILLER ELECTRIC OF S	12/11/2023	CC PKG LOT INV #200405319	10-51850-470 BLDG-PROP/MAI	85.00
NAPA AUTO PARTS	12/08/2023	ACCT #1320-STREET DEPT	10-54100-510 GARAGE/TOOLS	34.99
NAPA AUTO PARTS	12/26/2023	ACCT #1320-STREET DEPT	10-54200-420 ROADWAYS/TRU	57.81
PREMIER CO-OP	11/30/2023	ACCT #4671541-STREET DEPT	10-54200-500 ROADWAYS/GAS	4,828.84
RICHLAND OBSERVER	11/30/2023	ACCT #21338 BLDGS & GROUNDS	10-51850-470 BLDG-PROP/MAI	91.80
THE HOMESTEADER'S S	08/15/2023	ACCT #105533-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	36.94
THE HOMESTEADER'S S	08/25/2023	ACCT #105533-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	277.42
THE HOMESTEADER'S S	10/05/2023	ACCT #105533-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	15.04
THE HOMESTEADER'S S	11/08/2023	ACCT #105533-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	1,402.70
WALSH'S ACE HARDWAR	12/05/2023	ACCT #100601-STREET DEPT	10-54100-520 GARAGE/SUPPLI	5.56
WALSH'S ACE HARDWAR	12/05/2023	ACCT #100601-STREET DEPT	10-54100-520 GARAGE/SUPPLI	34.17
WALSH'S ACE HARDWAR	12/12/2023	ACCT #100601-STREET DEPT	10-54100-430 GARAGE/EQUIP	42.74
WALSH'S ACE HARDWAR	12/11/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	94.28
WALSH'S ACE HARDWAR	12/13/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	45.70
WALSH'S ACE HARDWAR	12/14/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	35.98
WALSH'S ACE HARDWAR	12/18/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	29.34
WALSH'S ACE HARDWAR	12/26/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	22.97
WALSH'S ACE HARDWAR	12/27/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	1,099.00
WALSH'S ACE HARDWAR	01/02/2024	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	143.60
Total CITY GENERAL FUND:				12,391.29

01/17/2024

01-17-2024 MANUALS

A T & T MOBILITY	12/27/2023	ACCT #287327444101-ECON DEV	10-56500-300 ECON DEV/TELE	80.90
ALLIANT ENERGY/WPL	01/02/2024	ACCT #8290837462-TERMINAL BLDG	10-54900-321 AIRPORT/TERMI	18.78
FERRELLGAS	12/26/2023	ACCT #52693934-AIRPORT	10-54900-310 AIRPORT/HEAT	612.35
FRONTIER	01/01/2024	ACCT #26200109181030985-RCPD	10-52100-300 POLICE/TELEPH	21.40
FRONTIER	01/09/2024	ACCT #60838309690209235-AIRPORT FUEL E	10-54900-300 AIRPORT/TELEP	225.19
FRONTIER	01/09/2024	ACCT #60864742370209235-TERMINAL BLDG	10-54900-300 AIRPORT/TELEP	105.00
FRONTIER	01/08/2024	ACCT #60864784960208235-LANDFILL	10-54500-300 LANDFILL/TELEP	92.07
PITNEY BOWES, INC	01/03/2024	ACCT #0016680642-POSTAGE METER	10-51300-340 CLK TREAS/OFFI	1,493.04
PITNEY BOWES, INC	01/05/2024	ACCT #0016680642-METER INK	10-51300-340 CLK TREAS/OFFI	91.29
RICHLAND ELECTRIC CO	01/02/2024	ACCT #667401-FLOODWARNING	10-56200-320 FLOODPLN/UTILI	48.42
RICHLAND TOWNSHIP	01/01/2024	RNJ PROPERTIES TAX 022-2723-4100	10-41100-000 GENERAL PROPE	44.86
SEXTONVILLE WATERW	01/03/2024	4TH QTR WA/SE-AIRPORT	10-54900-324 AIRPORT/SEWER	150.45
U S CELLULAR	12/18/2023	ACCT #201978132-CELL PHONES	10-54200-300 ROADWAYS/CEL	194.12
WE ENERGIES	01/09/2024	ACCT #070047605100002-A/C POOL	10-55410-310 AQUA CTR/HEAT	28.34
WE ENERGIES	01/09/2024	ACCT #070894498700001-STREET SHOP	10-54100-310 GARAGE/HEAT	359.82
WE ENERGIES	01/09/2024	ACCT #071031598000001-PARK SHOP	10-51850-310 BLDG-PROP/HEA	182.61
WE ENERGIES	01/09/2024	ACCT #070014806400001-CEMETERY	10-51850-315 BLDG-PROP/CEM	77.02
WE ENERGIES	01/09/2024	ACCT #070047605100005-COMM CENTER	10-55200-310 COMM CTR/HEAT	580.07
WE ENERGIES	01/09/2024	ACCT #070852515300001-MEYERS BLDG	10-55300-655 PARKS/SHELTER	161.99
WE ENERGIES	01/09/2024	ACCT #070047605100001-RR DEPOT	10-51825-310 RR DEPOT/HEAT	136.37
WE ENERGIES	01/09/2024	ACCT #070047605100003-A/C CONC	10-55410-310 AQUA CTR/HEAT	11.00
WE ENERGIES	01/09/2024	ACCT #070047605100006-MUN BLDG	10-51800-310 MUN BLDG/HEAT	436.69

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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CITY GENERAL FUND:				5,151.78
01/18/2024				
(0)				
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	10-22130-000 W/H TAXES-FICA/	4,320.14
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES FEDERAL WITHHOLDING T	10-22110-000 W/H TAXES-FEDE	7,629.09
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	10-22130-000 W/H TAXES-FICA/	4,320.14
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES MEDICARE Pay Period: 1/12	10-22130-000 W/H TAXES-FICA/	1,010.32
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES MEDICARE Pay Period: 1/12	10-22130-000 W/H TAXES-FICA/	1,010.32
WI Deferred Compensation	01/18/2024	DEFERRED COMP DEFERRED COMP AFTER	10-22310-000 PYRL DED-WI DE	87.32
WI Deferred Compensation	01/18/2024	DEFERRED COMP DEFERRED COMPENSATI	10-22310-000 PYRL DED-WI DE	260.00
WI Deferred Compensation	01/18/2024	DEFERRED COMP DEFERRED COMP AFTER	10-22310-000 PYRL DED-WI DE	150.00
Total CITY GENERAL FUND:				18,787.33
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES FEDERAL WITHHOLDING T	20-22110-000 LIBRARY FEDER	298.43
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	20-22130-000 LIBRARY FICA/M	468.88
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	20-22130-000 LIBRARY FICA/M	468.88
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES MEDICARE Pay Period: 1/12	20-22130-000 LIBRARY FICA/M	109.66
INTERNAL REVENUE SE	01/18/2024	FICA/FED TAXES MEDICARE Pay Period: 1/12	20-22130-000 LIBRARY FICA/M	109.66
Total LIBRARY FUND:				1,455.51
01/22/2024				
01-22-2024 LIBRARY				
BAKER & TAYLOR	12/13/2023	ACCT #L5408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	99.41
BAKER & TAYLOR	12/18/2023	ACCT #L5408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	193.52
BAKER & TAYLOR	12/27/2023	ACCT #L5408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	304.03
BAKER & TAYLOR	12/01/2023	ACCT #L4275042-YOUTH ACCT	20-55100-720 LIBRARY/BOOKS	72.82
BAKER & TAYLOR	12/06/2023	ACCT #L4275042-YOUTH ACCT	20-55100-720 LIBRARY/BOOKS	177.32
BAKER & TAYLOR	12/18/2023	ACCT #L4275042-YOUTH ACCT	20-55100-720 LIBRARY/BOOKS	131.91
BAKER & TAYLOR	12/27/2023	ACCT #L4275042-YOUTH ACCT	20-55100-720 LIBRARY/BOOKS	337.26
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-LIBRARY	20-55100-320 LIBRARY/UTILITI	637.87
FRONTIER	01/01/2024	ACCT #60864764440101655-LIBRARY	20-55100-300 LIBRARY/PHONE/	339.72
GENUINE TELECOM	01/20/2024	ACCT #99900 LIBRARY	20-55100-300 LIBRARY/PHONE/	40.73
LIBRARY IDEAS LLC	11/30/2023	LIBRARY INV #104158	20-55100-720 LIBRARY/BOOKS	344.01
LIBRARY IDEAS LLC	12/19/2023	LIBRARY INV #105252	20-55100-720 LIBRARY/BOOKS	43.96
MIDWEST TAPE	12/05/2023	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	13.49
PROTECTION TECHNOL	12/21/2023	FIRE ALARM SERV AGRMT-LIBRARY	20-55100-470 LIBRARY/MAINT	955.00
RHYME BUSINESS PROD	01/10/2024	LIB COPIER INV #35694233	20-55100-340 LIBRARY/OFFICE	141.52
SCOTT OBERMAN	11/17/2023	6-12-2024 MAGIC SHOW	20-55100-740 LIBRARY/CHILDR	425.00
TC NETWORKS, INC	01/17/2024	INV #22456-LIBRARY	20-55100-730 LIBRARY/IMPROV	1,310.60
TC NETWORKS, INC	01/19/2024	INV #22464-LIBRARY	20-55100-730 LIBRARY/IMPROV	8,705.39
VISA	12/31/2023	LIBRARY ACCT ENDING #6931	20-55100-340 LIBRARY/OFFICE	118.67
VISA	12/31/2023	LIBRARY ACCT ENDING #6931	20-55100-390 LIBRARY/MISC E	537.00
VISA	12/31/2023	LIBRARY ACCT ENDING #6931	20-55100-470 LIBRARY/MAINT	47.99
VISA	12/31/2023	LIBRARY ACCT ENDING #6931	20-55100-520 LIBRARY/PROCE	17.57
VISA	12/31/2023	LIBRARY ACCT ENDING #6931	20-55100-530 LIBRARY/JANITO	229.37
VISA	12/31/2023	LIBRARY ACCT ENDING #6931	20-55100-710 LIBRARY/AUDIO/	12.29
VISA	12/31/2023	LIBRARY ACCT ENDING #6931	20-55100-720 LIBRARY/BOOKS	169.45
WALSH'S ACE HARDWAR	12/31/2023	ACCT #100115-LIBRARY	20-55100-470 LIBRARY/MAINT	7.77
WALSH'S ACE HARDWAR	12/31/2023	ACCT #100115-LIBRARY	20-55100-530 LIBRARY/JANITO	3.71
WALSH'S ACE HARDWAR	12/31/2023	ACCT #100115-LIBRARY	20-55100-470 LIBRARY/MAINT	3.18
WE ENERGIES	01/09/2024	#071370497000001-LIBRARY	20-55100-310 LIBRARY/HEAT	413.00

City of Richland Center

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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total LIBRARY FUND:				15,833.56
01/23/2024				
01-23-2024 MANUALS				
ALLIANT ENERGY/WPL	01/10/2024	ACCT #1036510000-HANGAR	10-54900-322 AIRPORT/HANGA	30.72
ALLIANT ENERGY/WPL	01/11/2024	ACCT #1601850000-HWY80 SHELTER	10-55300-655 PARKS/SHELTER	17.70
CITY UTILITIES-BILLS	01/11/2024	EL BILL-AUDITORIUM EV STATION	10-51850-320 BLDG-PROP/UTIL	27.30
CITY UTILITIES-BILLS	01/11/2024	EL BILL-MUN BLDG EV STATION	10-51800-320 MUN BLDG/UTILI	41.32
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-AQUATIC CENTER	10-55410-320 AQUA CTR/UTILIT	398.83
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-CEMETERY	10-51850-325 BLDG-PROP/CEM	119.60
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-COMM CENTER	10-55200-320 COMM CTR/UTILI	1,274.19
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-MUN BLDG	10-51800-320 MUN BLDG/UTILI	898.84
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-PARK BILLS	10-55300-320 PARKS/UTILITIES	1,031.29
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-PARK SHOP	10-51850-320 BLDG-PROP/UTIL	132.23
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-RR DEPOT	10-51825-320 RR DEPOT/UTILI	91.79
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE-SHELTERS	10-55300-655 PARKS/SHELTER	412.08
CITY UTILITIES-BILLS	01/11/2024	EL BILLS-FLOODWARNING	10-56200-320 FLOODPLN/UTILI	13.59
CITY UTILITIES-BILLS	01/11/2024	EL/WA/SE STREET SHOP	10-54100-320 GARAGE/UTILITI	298.61
CITY UTILITIES-BILLS	01/11/2024	EL BILLS-STREET LIGHTS	10-54230-930 SIGNS/STREET LI	7,878.15
CITY UTILITIES-BILLS	01/11/2024	EL BILLS-LANDFILL	10-54500-320 LANDFILL/UTILITI	132.25
GENUINE TELECOM	01/20/2024	ACCT #641600-STREET SHOP	10-54100-300 GARAGE/TELEPH	36.13
GENUINE TELECOM	01/20/2024	ACCT #73700-PARK SHOP	10-51850-300 BLDG-PROP/TEL	5.00
GENUINE TELECOM	01/20/2024	ACCT #73700-CC ALARM	10-55200-565 COMM CTR/FIRE	36.88
GENUINE TELECOM	01/20/2024	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	264.77
GENUINE TELECOM	01/20/2024	ACCT #641500- PD	10-52100-300 POLICE/TELEPH	149.02
GENUINE TELECOM	01/20/2024	ACCT #20300-BLDG INSPECTOR	10-52400-300 BLDG SFTY/TELE	36.88
GENUINE TELECOM	01/20/2024	ACCT #20300-MAYOR	10-51200-300 MAYOR/TELEPH	35.38
GENUINE TELECOM	01/20/2024	ACCT #20300-ASSESSOR	10-51600-300 ASSESSOR/TELE	35.38
GENUINE TELECOM	01/20/2024	ACCT #20300-CLERK	10-51300-300 CLK TREAS/TELE	213.00
GENUINE TELECOM	01/20/2024	ACCT #20300-CLERK	10-51400-590 DATA PROC/DSL	128.28
U S CELLULAR	01/10/2024	ACCT #854828109-FLOODWARNING	10-56200-300 FLOODPLN/TELE	40.51
Total CITY GENERAL FUND:				13,779.72
01/30/2024				
01-30-2024 MANUALS				
ALLIANT ENERGY/WPL	01/10/2024	ACCT #2013900000-RUNWAY	10-54900-320 AIRPORT/RUNWA	201.01
ALLIANT ENERGY/WPL	01/16/2024	ACCT #5572730000-HWY14 WALMART	10-54230-320 SIGNS/UTILITIES	15.11
Total CITY GENERAL FUND:				216.12
02/01/2024				
(0)				
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	10-22130-000 W/H TAXES-FICA/	4,127.51
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES FEDERAL WITHHOLDING T	10-22110-000 W/H TAXES-FEDE	5,223.56
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	10-22130-000 W/H TAXES-FICA/	4,127.51
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES MEDICARE Pay Period: 1/26	10-22130-000 W/H TAXES-FICA/	965.31
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES MEDICARE Pay Period: 1/26	10-22130-000 W/H TAXES-FICA/	965.31
WI Deferred Compensation	02/01/2024	DEFERRED COMP DEFERRED COMP AFTER	10-22310-000 PYRL DED-WI DE	86.77
WI Deferred Compensation	02/01/2024	DEFERRED COMP DEFERRED COMPENSATI	10-22310-000 PYRL DED-WI DE	260.00
WI Deferred Compensation	02/01/2024	DEFERRED COMP DEFERRED COMP AFTER	10-22310-000 PYRL DED-WI DE	150.00
Total CITY GENERAL FUND:				15,905.97
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES FEDERAL WITHHOLDING T	20-22110-000 LIBRARY FEDER	250.43
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	20-22130-000 LIBRARY FICA/M	469.95

City of Richland Center

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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	20-22130-000 LIBRARY FICA/M	469.95
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES MEDICARE Pay Period: 1/26	20-22130-000 LIBRARY FICA/M	109.90
INTERNAL REVENUE SE	02/01/2024	FICA/FED TAXES MEDICARE Pay Period: 1/26	20-22130-000 LIBRARY FICA/M	109.90
Total LIBRARY FUND:				1,410.13
02/06/2024				
WI DEPT OF REVENUE-A	11/30/2023	NOV 2023 FUEL TAX	10-54900-505 AIRPORT/AVIATI	11.04
WI DEPT OF REVENUE-A	12/31/2023	DEC 2023 FUEL TAX	10-54900-505 AIRPORT/AVIATI	8.64
Total CITY GENERAL FUND:				19.68
Grand Totals:				110,291.85

The bills presented on this day (excluding any Library Fund invoices) having been referred to the Finance and Budget Committee, and said committee having duly investigated and audited these bills, hereby make the following recommendation:

THAT THE CITY BILLS PRESENTED ON THIS DAY BE PAID, WITH THE FOLLOWING ADJUSTMENTS AND/OR EXCEPTIONS:

Dated: _____

Finance: _____

Filed in the office of the City Clerk/Treasurer

Report Criteria:

Invoices with totals above \$0.00 included.
Only paid invoices included.

City of Richland Center, Wisconsin**ACCEPTANCE OF MONETARY, NON-MONETARY AND IN-KIND DONATIONS POLICY****1.) Definitions.**

“Donation” is defined as any monetary, non-monetary or in-kind donation, devise or bequest to Richland Center.

“Monetary Donation” includes cash or a check, money order or other negotiable instrument. In the event of a stock donation, since a government entity is not legally able to own stock, such a donation would be liquidated and turned into cash or other liquid asset and treated as a monetary donation.

“Non-Monetary Donation” includes real or personal property.

“In-Kind Donation” is defined as services or labor supplied for an identified project or program.

“Established Fundraising Efforts” includes donations extended to recurring annual events, in-kind donations associated with annual events, or donations for the maintenance and upkeep of donated materials by the original donor.

2.) Purpose.

To establish a policy and procedures for the acceptance of monetary, non-monetary and in-kind donations, devise, or bequests from private citizens, business groups or other organizations. Considerations include the use of the donation, restrictions associated with the donation, cost associated with and effective use of the donation, including a determination as to whether the resources needed to make use of the donation outweigh its utility.

3.) Donation Administration.

Department Heads are responsible for informing the Administrator of all donations over \$5,000 or donations that do not fall under the City’s established fundraising efforts.

A resolution will be required to go to the Common Council to accept donations over \$5,000 or donations that do not fall under the City’s established programs or fundraising efforts.

All donations may be recognized formally in a letter from the Department Head, Administrator or the Common Council.

4.) Monetary Donations.

If a monetary donation is to be used on a project budgeted in the year in which the donation is received or on a project consistent with the City’s policy, subject to #3 above, the Department Head is authorized to accept all unrestricted, monetary donations whether solicited or not. If no terms or conditions are attached to the donation, devise or bequest, the City may expend or use the same for any municipal use. If conditions are imposed by the donor, the Department Head will consult with the Administrator to determine the acceptance or denial of the gift, which decision may be referred to the Common Council. After acceptance, the donation is to be deposited into the appropriate fund by the City Treasurer.

City of Richland Center, Wisconsin**ACCEPTANCE OF MONETARY, NON-MONETARY AND IN-KIND DONATIONS POLICY****5.) Non-Monetary Donations.**

The Department Head is authorized to determine the appropriateness, usefulness and the value to the City of all non-monetary donations, whether solicited or not and accept same if less than \$5,000 in value. The department head shall recommend, if greater than \$5,000 value or land of any value, to the Common Council the retention, improvement, return to donor, transfer, trade, sale, donation to other agency, or other disposition. Non-monetary donations from other governmental units may be accepted by the Department Head regardless of value.

6.) In-Kind Donations.

If an in-kind donation is to be used on a project budgeted in the year in which the donation is received, the Department Head may approve the donation. If the in-kind donation is intended for use on a project that is not budgeted in the year in which it is received, it shall be approved in accordance with procedures for non-monetary donations.

For tax record purposes, donors providing in-kind donation will have the option of invoicing the City, indicating the service provided and the estimated value but no charge will be imposed upon the City. As an alternative to the donor invoice, the City may provide documentation for the in-kind donation to the donor in the form of a letter indicating the services provided.

7.) Established Fundraising Efforts.

Established fundraising efforts, which are implicitly authorized in the annual budget process, will be specifically coordinated and managed by the appropriate department. If the fundraising effort is not a recurring annual event or part of the annual budget process, the department shall obtain prior committee approval before starting fundraising. Department Heads are required to follow standard donation administration, as specified in #3 of this policy.

8.) Ownership and Use.

Any donations to the City become the property of the City, and the City shall have exclusive control over any use made of the donation, including the choice not to use the donation.

9.) Non-Acceptance of Donation.

The Administrator may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the City or the acceptance of same is contrary to law.

10.) Donation Listing.

Annually the Department Head will provide a report of the donations that were received in their department in the previous year and submit it to the Administrator.

City of Richland Center & City Utilities Phase 3 Eighth Street Utility and Roadway Improvements (#8848825)
Owner: City of Richland Center & City Utilities
Solicitor: MSA Professional Services, Inc - Baraboo
12/19/2023 02:00 PM CST

				G-Pro Excavating LLC		Gerke Excavating Inc.		Rule Construction, Ltd		A-1 Excavating LLC		S & L Underground, Inc.	
Item No.	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid													
1	Mobilization, Bonds & Insurance	LS	1	\$25,000.00	\$25,000.00	\$41,641.47	\$41,641.47	\$31,500.00	\$31,500.00	\$74,000.00	\$74,000.00	\$123,175.00	\$123,175.00
2	Traffic Control	LS	1	\$5,250.00	\$5,250.00	\$9,346.86	\$9,346.86	\$4,000.00	\$4,000.00	\$14,500.00	\$14,500.00	\$4,400.00	\$4,400.00
3	Salvage and Reinstall Mailboxes	LS	1	\$2,050.00	\$2,050.00	\$2,940.00	\$2,940.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$4,095.00	\$4,095.00
4	Clearing & Grubbing	LS	1	\$500.00	\$500.00	\$872.78	\$872.78	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00
5	Inlet Protection	EA	31	\$80.00	\$2,480.00	\$68.25	\$2,115.75	\$125.00	\$3,875.00	\$30.00	\$930.00	\$60.00	\$1,860.00
6	Tracking Pad	TON	200	\$0.01	\$2.00	\$31.60	\$6,320.00	\$15.00	\$3,000.00	\$10.00	\$2,000.00	\$21.00	\$4,200.00
7	Rock Check	TON	150	\$1.00	\$150.00	\$24.95	\$3,742.50	\$15.00	\$2,250.00	\$32.00	\$4,800.00	\$30.00	\$4,500.00
8	Sediment Log	LF	100	\$15.00	\$1,500.00	\$9.40	\$940.00	\$4.00	\$400.00	\$8.00	\$800.00	\$12.00	\$1,200.00
9	Turf Restoration	LS	1	\$10,000.00	\$10,000.00	\$37,140.86	\$37,140.86	\$25,900.00	\$25,900.00	\$1,500.00	\$1,500.00	\$35,730.00	\$35,730.00
10	Watering	EA	3	\$350.00	\$1,050.00	\$840.00	\$2,520.00	\$500.00	\$1,500.00	\$600.00	\$1,800.00	\$125.00	\$375.00
11	Imported Granular Backfill	CY	200	\$15.00	\$3,000.00	\$10.55	\$2,110.00	\$26.00	\$5,200.00	\$25.00	\$5,000.00	\$25.50	\$5,100.00
12	Asphalt Pavement Removal	SY	5700	\$2.20	\$12,540.00	\$2.09	\$11,913.00	\$3.00	\$17,100.00	\$3.00	\$17,100.00	\$3.10	\$17,670.00
13	Unclassified Excavation	LS	1	\$74,284.00	\$74,284.00	\$65,989.86	\$65,989.86	\$70,800.00	\$70,800.00	\$79,000.00	\$79,000.00	\$67,400.00	\$67,400.00
14	Excavation Below Subgrade (EBS)	CY	200	\$15.00	\$3,000.00	\$13.80	\$2,760.00	\$40.00	\$8,000.00	\$18.00	\$3,600.00	\$20.00	\$4,000.00
15	Dense Graded Base, 1 1/4 inch	TON	2500	\$15.50	\$38,750.00	\$13.77	\$34,425.00	\$14.75	\$36,875.00	\$16.00	\$40,000.00	\$18.50	\$46,250.00
16	Select Crushed Material	TON	4350	\$15.50	\$67,425.00	\$12.95	\$56,332.50	\$15.25	\$66,337.50	\$16.00	\$69,600.00	\$17.10	\$74,385.00
17	Asphaltic Concrete Pavement, 3-1/2 Inch	TON	1200	\$90.68	\$108,816.00	\$95.21	\$114,252.00	\$90.68	\$108,816.00	\$93.00	\$111,600.00	\$90.68	\$108,816.00
18	Asphaltic Concrete Pavement, 2 Inch	TON	10	\$125.00	\$1,250.00	\$131.25	\$1,312.50	\$125.00	\$1,250.00	\$150.00	\$1,500.00	\$125.00	\$1,250.00
19	24 Inch Concrete Curb & Gutter	LF	2850	\$19.00	\$54,150.00	\$21.33	\$60,790.50	\$19.00	\$54,150.00	\$21.00	\$59,850.00	\$19.19	\$54,691.50
20	8 Inch Concrete Waterway	SF	130	\$15.00	\$1,950.00	\$15.75	\$2,047.50	\$15.00	\$1,950.00	\$17.00	\$2,210.00	\$15.15	\$1,969.50
21	6 Inch Concrete Sidewalk and Driveway Apron	SF	2100	\$8.00	\$16,800.00	\$8.71	\$18,291.00	\$8.00	\$16,800.00	\$9.30	\$19,530.00	\$8.08	\$16,968.00
22	4 Inch Concrete Sidewalk	SF	3500	\$8.00	\$28,000.00	\$8.59	\$30,065.00	\$8.00	\$28,000.00	\$9.30	\$32,550.00	\$8.08	\$28,280.00
23	Detectable Warning Field	SF	110	\$60.00	\$6,600.00	\$63.00	\$6,930.00	\$60.00	\$6,600.00	\$64.00	\$7,040.00	\$60.60	\$6,666.00
24	Concrete Quality Control	LS	1	\$50.00	\$50.00	\$52.50	\$52.50	\$50.00	\$50.00	\$100.00	\$100.00	\$50.00	\$50.00
25	Storm Inlet, 2' x 3'	EA	16	\$3,050.00	\$48,800.00	\$3,937.80	\$63,004.80	\$3,405.00	\$54,480.00	\$3,580.00	\$57,280.00	\$3,890.00	\$62,240.00
26	Storm Water Curb Casting	EA	1	\$720.00	\$720.00	\$896.67	\$896.67	\$500.00	\$500.00	\$825.00	\$825.00	\$1,160.00	\$1,160.00
27	Terrace Inlet, Type 2	EA	1	\$6,041.00	\$6,041.00	\$7,227.26	\$7,227.26	\$5,660.00	\$5,660.00	\$7,400.00	\$7,400.00	\$5,500.00	\$5,500.00
28	Storm Manhole (48 IN)	EA	3	\$3,978.00	\$11,934.00	\$3,825.70	\$11,477.10	\$4,500.00	\$13,500.00	\$4,630.00	\$13,890.00	\$5,000.00	\$15,000.00
29	Storm Manhole (60 IN)	EA	1	\$6,969.00	\$6,969.00	\$5,529.40	\$6,725.00	\$6,725.00	\$6,725.00	\$6,780.00	\$6,780.00	\$6,860.00	\$6,860.00
30	Storm Manhole (72 IN)	EA	1	\$7,831.00	\$7,831.00	\$7,396.30	\$7,396.30	\$7,440.00	\$7,440.00	\$9,030.00	\$9,030.00	\$8,827.00	\$8,827.00
31	Storm Sewer, 15 Inch HDPE	LF	390	\$50.00	\$19,500.00	\$52.88	\$20,623.20	\$62.00	\$24,180.00	\$74.00	\$28,860.00	\$90.00	\$35,100.00
32	Storm Sewer, 18 Inch HDPE	LF	570	\$56.00	\$31,920.00	\$52.36	\$29,845.20	\$68.00	\$38,760.00	\$70.00	\$39,900.00	\$98.00	\$55,860.00
33	Storm Sewer, 24 Inch HDPE	LF	330	\$71.00	\$23,430.00	\$67.23	\$22,185.90	\$86.00	\$28,380.00	\$89.00	\$29,370.00	\$112.70	\$37,191.00
34	Storm Sewer, 30 Inch RCP	LF	36	\$131.00	\$4,716.00	\$130.31	\$4,691.16	\$150.00	\$5,400.00	\$187.00	\$6,732.00	\$143.00	\$5,148.00
35	Draintile, 4 Inch Complete	LF	35	\$10.00	\$350.00	\$36.35	\$1,272.25	\$25.00	\$875.00	\$42.00	\$1,470.00	\$29.00	\$1,015.00
36	24 Inch x 15 inch HDPE Tee	EA	1	\$1,070.00	\$1,070.00	\$2,887.91	\$2,887.91	\$1,000.00	\$1,000.00	\$2,650.00	\$2,650.00	\$1,620.00	\$1,620.00
37	Connect to Existing Storm Structure	EA	2	\$1,500.00	\$3,000.00	\$2,359.79	\$4,719.58	\$1,000.00	\$2,000.00	\$1,350.00	\$2,700.00	\$1,020.00	\$2,040.00
38	Remove Existing Trench Drain	EA	5	\$1,200.00	\$6,000.00	\$474.00	\$2,370.00	\$400.00	\$2,000.00	\$1,000.00	\$5,000.00	\$1,200.00	\$6,000.00
39	Adjust Exsiting Inlet Casting	EA	3	\$350.00	\$1,050.00	\$647.27	\$1,941.81	\$700.00	\$2,100.00	\$330.00	\$990.00	\$416.00	\$1,248.00
40	8 Inch PVC Sanitary Sewer	LF	1500	\$54.00	\$81,000.00	\$39.80	\$59,700.00	\$82.00	\$123,000.00	\$64.00	\$96,000.00	\$112.60	\$168,900.00
41	6 Inch PVC Lateral	LF	680	\$51.00	\$34,680.00	\$46.74	\$31,783.20	\$78.00	\$53,040.00	\$61.00	\$41,480.00	\$100.00	\$68,000.00
42	8 Inch x 6 Inch Wye, Cleanout and Reconnect	EA	27	\$1,623.00	\$43,821.00	\$1,750.89	\$47,274.03	\$1,295.00	\$34,965.00	\$1,400.00	\$37,800.00	\$2,460.00	\$66,420.00
43	Sanitary Sewer Manhole (48 In)	EA	3	\$4,871.00	\$14,613.00	\$4,163.85	\$12,491.55	\$5,665.00	\$16,995.00	\$5,840.00	\$17,520.00	\$5,865.00	\$17,595.00
44	Manhole Casting Adjustment	EA	3	\$1,500.00	\$4,500.00	\$1,523.96	\$4,571.88	\$1,700.00	\$5,100.00	\$1,300.00	\$3,900.00	\$1,600.00	\$4,800.00
45	Adjust Existing Manhole Casting	EA	2	\$1,500.00	\$3,000.00	\$1,524.92	\$3,049.84	\$1,700.00	\$3,400.00	\$1,300.00	\$2,600.00	\$1,600.00	\$3,200.00
46	Connect to Existing Manhole	EA	1	\$1,500.00	\$1,500.00	\$1,109.21	\$1,109.21	\$1,500.00	\$1,500.00	\$1,800.00	\$1,800.00	\$1,670.00	\$1,670.00
47	Connect to Existing Sanitary Sewer	EA	2	\$1,000.00	\$2,000.00	\$1,208.76	\$2,417.52	\$500.00	\$1,000.00	\$1,800.00	\$3,600.00	\$1,530.00	\$3,060.00
48	Temporary Water Service	EA	22	\$375.00	\$8,250.00	\$884.02	\$19,448.44	\$1,070.00	\$23,540.00	\$350.00	\$7,700.00	\$565.00	\$12,430.00
49	8 Inch WM	LF	1650	\$62.00	\$102,300.00	\$53.85	\$88,852.50	\$63.00	\$103,950.00	\$71.00	\$117,150.00	\$104.50	\$172,425.00
50	6 Inch WM	LF	65	\$52.00	\$3,380.00	\$81.33	\$5,286.45	\$63.00	\$4,095.00	\$74.00	\$4,810.00	\$95.00	\$6,175.00
51	4 Inch WM	LF	30	\$50.00	\$1,500.00	\$45.19	\$1,355.70	\$78.00	\$2,340.00	\$78.00	\$2,340.00	\$80.00	\$2,400.00
52	Hydrant, Complete	EA	3	\$6,444.00	\$19,332.00	\$6,382.86	\$19,148.58	\$7,650.00	\$22,950.00	\$6,050.00	\$18,150.00	\$6,700.00	\$20,100.00
53	8 Inch Valve & Box	EA	10	\$2,987.00	\$29,870.00	\$2,875.15	\$28,751.50	\$2,900.00	\$29,000.00	\$3,075.00	\$30,750.00	\$3,540.00	\$35,400.00
54	6 Inch Valve & Box	EA	3	\$2,073.00	\$6,219.00	\$2,012.96	\$6,038.88	\$2,120.00	\$6,360.00</				

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 10.

Agenda Item: Development Incentive Proposal for the Construction of Panorama Estates – Buildings 2 & 3

Meeting Dates: Jan 29th, 2024 - February 6th, 2024

Requested by: Jasen Glasbrenner - Economic Development Director

Background:

- Recent financial studies by Ehlers and conversations with the developer of Panorama have resulted in this TIF Development Incentive Proposal for the construction of Panorama Buildings 2 & 3.
- Ehlers has concluded that this financial package represents a reasonable participation level by the City and that “but for” this development incentive buildings 2 & 3 (92 units in total) are not likely to be constructed.

Terms of the Development Incentive
• Two buildings to be constructed in succession – Summer 2024 start date.
• 20 Year Paygo Model utilizing 90% of increment generated by buildings 2 & 3 for an incentive of \$5.4 million (future value).
• Permitting and inspection fees of approx. \$71,000 to be paid by TIF funds.
• Developer to be released from Phase 1 infrastructure debt of \$310,940. TIF funds to be used to make the payments on associated G.O. Bond.

Staff Recommendation:

Accept the general terms as outlined above and authorize City personnel to proceed with finalizing the agreement.

Financial Impact / Funding Source:

Total Incentive Package to be funded by TIF is approximately \$5.79 Million.

Requested Action by Finance: Passed 1/29/2024

Motion to Recommend to the Common Council:

- The approval of the Development Incentive Terms, as outlined; and
- The authorization of City personnel to execute a Letter of Intent and prepare a Development Agreement for Council approval.

Requested Action by Common Council:

Motion to:

- Approve the Development Incentive Terms, as outlined; and
- Authorize City personnel to execute a Letter of Intent and prepare a Development Agreement for Council approval.

Attachments:

- Ehlers Analysis Document Set

MEMORANDUM

TO: Jasen Glasbrenner – Economic Development Director
FROM: Keith Dahl & Dave Ferris – Ehlers Public Finance Advisors
DATE: January 31, 2024
SUBJECT: Economic Development Analysis for proposed Panorama Phase II & III

Overview:

The City received an application for financial assistance from Jonnathan King (the “Developer”) seeking up-front tax incremental district (TID) assistance in the total amount of \$4,000,000 to construct 92 units disbursed amongst two (2) apartment buildings (the “Project”). The Project is proposed to commence construction by summer of this year with an anticipated total development cost slightly over \$17.8 million.

This memo has been prepared by Ehlers, at the request of the City, to conduct a review of the Project, specifically the budget and pro forma based on industry standards under current market conditions and trends for 1) development costs, 2) available funding sources, 3) financial structure, 4) underwritten financial assumptions, 5) Developer contributions, 6) market rate rents, 7) operating expenses, 8) projected cash flows, and 9) return on investment. Our approach to this review was to ensure all development costs, revenues, and expenditures have been appropriately accounted for and considered, and to independently verify private funding sources are being maximized.

Based on our review, the Project generally meets our expectations of a market rate development. The financial structure is generally consistent with industry standards under current market conditions, however, based on our analysis, the requested up-front TID assistance cannot be supported by tax increment generated by the Project.

City staff, in partnership with Ehlers, collaborated with the Developer to shift the structure of TID assistance from an up-front structure to a pay-as-you-go (PAYGO) structure. **We’ve concluded that TID assistance in the total amount of \$5,400,000 payable over the remaining term of the TID (final revenue year 2045) is supported.** In addition, the Developer has also requested permit fee waivers in the amount of \$70,431 and forgiveness of future debt service obligations attributable to the City’s 2017A Bonds in connection with Phase I of Panorama Estates.

PAYGO financing is a performance-based incentive, in which a community agrees to reimburse a Developer over a specific period of time to offset a portion of their up-front construction costs. This effectively shifts risk (political, property tax, assessed value, and so forth) from the authority onto the Developer. If the development does not generate enough tax increment for the Developer to recapture the agreed upon sum, the authority is under no obligation to make up the shortfall.

Available Tax Increment:

Estimated Incremental Value – In consultation with the City Assessor, it is estimated the incremental value of the Project will be \$14,400,000 upon completion and stabilization after lease-up. The estimated incremental value was derived based on review of three approaches to value – cost, income, and comparable properties.

Assumptions –

- Tax Rate: \$21.626722 based on 2023/2024 Tax Increment Worksheet – Form PC-202
- Interest Rate: 0.00%
- Anticipated Term: 20 years from receipt of first tax increment anticipated to be in 2026
- Annual Appreciation Factor: 0.00%
- Annual Tax Rate Reduction Factor: 0.00%
- Incentive Payment: 90% of annually available tax increment generated by the Project

Projected Tax Increment – Upon completion and stabilization after lease-up, the Project is projected to generate approximately \$280,000 of annual tax increment. Based upon the assumptions above, the TID could support PAYGO assistance in the total amount of \$5,400,000. Note: this figure is a future value sum and does not take into account the time value of money. If we take into account the time value of money based on the conversations the Developer has had with its first mortgage lender, the PAYGO assistance will generate a TID mortgage of approximately \$3 million.

Fee Waiver – Based upon conversations with City staff the building permit fee per building is \$35,065.66 and zoning permit fee per building is \$150, totaling \$70,431.32. Since the PAYGO assistance was sized with 90% of the annually available tax increment from the Project, this leaves 10% of the annually available tax increment for the City. Upon completion and stabilization of the Project after lease-up, the City is projected to retain approximately \$31,000 of annual tax increment. Based upon the assumptions above, the City could waive the permit fees and reimburse itself through tax increment.

Projected Return on Investment

As part of the proforma analysis, we want to ensure that any public assistance in the project does not result in a return on investment greater than what is typical within the industry. Return on investment (ROI) is a performance measure used to evaluate development projects. The most common metric used is cash-on-cash (COC).

COC calculates annual net cash flow against the initial equity investment without consideration of market fluctuations on a future sale value. The calculation is simply net cash flow (after debt service) divided by the total amount of equity invested.

Based on current estimates over the 20-year term projected for TID assistance, the Developer would achieve a 13.4% average annual COC return. If there was no TID assistance provided to the Project over the same 20-year term, the Developer would only achieve a 6.4% average annual COC return. This would be insufficient to attract the necessary private investment to develop the

project. Generally, a developer would need to show an average annual COC of approximately 12% in a tertiary market to attract the necessary private investment.

G.O. Community Development Bonds, Series 2017A

In addition to the public assistance requested and supported by the development analysis completed for Phase II and III of Panorama Estates, the Developer has requested forgiveness of its debt service obligations related to construction of Phase I of Panorama Estates (hereafter referred to as “Phase I”).

In 2017, the City issued general obligation bonds in the principal amount of \$795,000 to finance 1) the internal streets, curb and gutter, sidewalks, and water sewer main extensions for Phase I (collectively referred to as “Phase I Improvements”) and 2) public infrastructure improvements to Highway 14. Pursuant to the Development Agreement for Phase I, the Developer is obligated to pay 50% of the Phase I Improvements. Below is a breakdown of the 2017A Bonds (principal amounts only).

	Phase I Improvements	Highway 14 Improvements	Total
City Obligation	288,506	217,989	\$506,495
Developer Obligation	288,506	-	\$288,506
Total	\$577,012	\$217,989	\$795,000

Accounting for principal and interest, the Developer is obligated to pay the City \$393,414. Please reference the attached debt service schedules for more detail on the repayments. To date, the Developer has paid \$82,474. The total amount of debt service (principal and interest) proposed for forgiveness is \$310,940.

Phase I Tax Increment – Phase I’s incremental value is currently \$6,033,200. Based upon the 2023/2024 Tax Increment Worksheet – Form PC-202, Phase I will generate annual tax increment of approximately \$130,000.

2017A Annual Debt Service – Over the remaining term of the bonds, the average fiscal total debt service is slightly over \$61,000 with the highest annual debt service payment of \$69,575 in 2024 and the lowest annual debt service payment of \$51,700 in 2037.

If the City approves forgiveness of the Developer’s remaining debt obligations attributable to the 2017A Bonds, the City will collect more than enough annual tax increment from Phase I to cover all future debt service payments. The City would not need to increase its levy to pay annual debt service on the 2017A Bonds.

Recommendation:

Based on our review of the Developer’s budget and pro forma and under current market conditions, the Project may not reasonably be expected to occur solely through private investment within the near future. The cost associated with development of the Project is only feasible, in part, through TID assistance and fee waivers from the City. We conclude TID assistance in the total amount of \$5,400,000 and a fee waiver of \$70,431 is warranted for the Project.

Residential Income						
Rental Unit Income		Monthly Rent	Unit Count	Annual Revenue	Size Sq. Ft.	Rent/ Sq. Ft.
Unit Type	Rent Type					
1BR	Market Rate	\$1,300	18	\$280,800	720	\$1.81
2BR	Market Rate	\$1,500	68	\$1,224,000	1,080	\$1.39
3BR	Market Rate	\$1,700	6	\$122,400	1,470	\$1.16
Gross Potential Rent		135,600	92	\$1,627,200	95,220	\$1.42
Other Residential Income		# of Stalls (if available)		Annual Revenue	\$ Per Stall Per Month	
Misc. Rent				\$98,880		
Total Other Income				\$98,880		
Total Residential Income				\$1,726,080		
Residential Vacancy		Percent		Annual Loss		
Total Residential Income		5.0%		(\$86,304)		
Total Vacancy				(\$86,304)		
Effective Gross Income (EGI)				\$1,639,776		
Expenses						
Apartment Operating Costs			Amount		Per Unit	
Administrative			\$16,800		\$183	
Payroll			\$132,000		\$1,435	
Marketing			\$2,400		\$26	
Utilities			\$50,400		\$548	
Insurance			\$30,000		\$326	
Maintenance			\$61,200		\$665	
Total Operating Costs			\$292,800		\$3,183	
Apartment Management, Taxes, & Reserves			Amount		Per Unit	
Management Fees			\$73,790	4.50% of EGI	\$802	
Property Taxes			\$295,381		\$3,211	
Replacement Reserves			\$36,000		\$391	
Total Management and Other Costs			\$405,170		\$4,404	
Total Expenses				\$697,970		\$7,587
Net Operating Income (NOI)				\$941,806		
Tax Increment Financing				\$286,511		
Net Operating Income (with Assistance)				\$1,228,316		

SOURCES					
Debt			Amount	Percent	Per Unit
Debt A:	First Mortgage		11,000,000	61.8%	119,565
Debt B:	MRO Mortgage		3,150,000	17.7%	34,239
Subtotal			14,150,000	79.5%	153,804
Other Sources			Amount	Percent	Per Unit
Category	Sources	S&U Detail	Amount	Percent	Per Unit
Equity	Developer Cash		3,584,000	20.1%	38,957
Local_Grant	Fee Waiver (Utility & Permits)		70,431	0.4%	766
Subtotal			3,654,431	20.5%	39,722
TOTAL SOURCES			17,804,431	100.0%	193,526

USES				
		Amount	% of Cost	Per Unit
ACQUISITION COSTS		720,000	4.0%	7,826
Land Cost	n/a psf	720,000	4.0%	7,826
CONSTRUCTION COSTS		16,670,000	93.6%	181,196
Residential Building		15,340,000	86.2%	166,739
On-site Work		530,000	3.0%	5,761
Contractor Fee		800,000	4.5%	8,696
PERMITS/FEES		70,431	0.4%	766
Permits/Inspection		70,431	0.4%	766
PROFESSIONAL SERVICES		190,000	1.1%	2,065
Architectural & Engineering Fees		100,000	0.6%	1,087
FF&E		84,000	0.5%	913
Legal - Development		6,000	0.0%	65
FINANCING COSTS		154,000	0.9%	1,674
Insurance - Builder's Risk		154,000	0.9%	1,674
TOTAL USES		17,804,431	100%	193,526
Over/(Under)		(0)		

				2024		2025		2026		2027		2028		2029		2030		2031		2032		2033		2034		2035		2036		2037		2038		2039		2040		2041		2042		2043		2044		2045					
Income				Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		Year 9		Year 10		Year 11		Year 12		Year 13		Year 14		Year 15		Year 16		Year 17		Year 18		Year 19		Year 20		Year 21		Year 22					
Rental Income				Inflector																																															
Gross Potential Rent				3.0%		1,579,806		1,627,200		1,676,016		1,726,296		1,778,085		1,831,428		1,886,371		1,942,962		2,001,251		2,061,288		2,123,127		2,186,821		2,252,425		2,319,998		2,389,598		2,461,286		2,535,125		2,611,178		2,689,514		2,770,199		2,853,305		2,938,904			
Less: 5.0% Stabilized Vacancy						(78,990)		(81,360)		(83,801)		(86,315)		(88,904)		(91,571)		(94,319)		(97,148)		(100,063)		(103,064)		(106,156)		(109,341)		(112,621)		(116,000)		(119,480)		(123,064)		(126,756)		(130,559)		(134,476)		(138,510)		(142,665)		(146,945)			
Less: Additional Pre-stabilization Vacancy						(1,472,039)		(732,240)																																											
Total Rental Income						28,777		813,600		1,592,215		1,639,982		1,689,181		1,739,857		1,792,052		1,845,814		1,901,188		1,958,224		2,016,971		2,077,480		2,139,804		2,203,998		2,270,118		2,338,222		2,408,368		2,480,619		2,555,038		2,631,689		2,710,640		2,791,959			
Other Residential Income				Vacancy Rate		Inflector																																													
Misc. Rent				5.0%		3.0%																																													
Less: Vacancy						(4,800)		(4,944)		(5,092)		(5,245)		(5,402)		(5,565)		(5,731)		(5,903)		(6,080)		(6,263)		(6,451)		(6,644)		(6,844)		(7,049)		(7,260)		(7,478)		(7,703)		(7,934)		(8,172)		(8,417)		(8,669)		(8,929)			
Less: Additional Pre-stabilization Vacancy						(91,200)		(44,496)																																											
Total Other Residential Income						0		49,440		96,754		99,657		102,646		105,726		108,898		112,164		115,529		118,995		122,565		126,242		130,029		133,930		137,948		142,087		146,349		150,740		155,262		159,920		164,717		169,659			
Effective Gross Income (EGI)						28,777		863,040		1,688,969		1,739,638		1,791,828		1,845,582		1,900,950		1,957,978		2,016,718		2,077,219		2,139,536		2,203,722		2,269,833		2,337,928		2,408,066		2,480,308		2,554,718		2,631,359		2,710,300		2,791,609		2,875,357		2,961,618			
Expenses				2024		2025		2026		2027		2028		2029		2030		2031		2032		2033		2034		2035		2036		2037		2038		2039		2040		2041		2042		2043		2044		2045					
Rental Unit Expenses				Inflector																																															
Operating Expenses				3.0%		284,272		292,800		301,584		310,632		319,950		329,549		339,435		349,619		360,107		370,910		382,038		393,499		405,304		417,463		429,987		442,886		456,173		469,858		483,954		498,472		513,427		528,829			
Management Fee: 4.5% of EGI				Insert Inflector		71,641		73,790		76,004		78,284		80,632		83,051		85,543		88,109		90,752		93,475		96,279		99,167		102,143		105,207		108,363		111,614		114,962		118,411		121,963		125,622		129,391		133,273			
Property Taxes				0.0%		25,000		147,690		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381		295,381					
Reserves: \$391 PUPY				Every Year @		36,000		36,000		37,080		38,192		39,338		40,518		41,734		42,986		44,275		45,604		46,972		48,381		49,832		51,327		52,867		54,453		56,087		57,769		59,503		61,288		63,126		65,020			
Modified Rental Expense During Stabilization				3.0%		(415,618)		(201,295)																																											
Total Rental Unit Expenses						1,295		348,985		710,048		722,488		735,301		748,499		762,093		776,094		790,515		805,369		820,669		836,428		852,659		869,378		886,597		904,334		922,603		941,419		960,800		980,763		1,001,324		1,022,503			
Total Expenses						1,295		348,985		710,048		722,488		735,301		748,499		762,093		776,094		790,515		805,369		820,669		836,428		852,659		869,378		886,597		904,334		922,603		941,419		960,800		980,763		1,001,324		1,022,503			
NET OPERATING INCOME						27,482		514,055		978,921		1,017,150		1,056,526		1,097,083		1,138,857		1,181,884		1,226,202		1,271,850		1,318,867		1,367,294		1,417,174		1,468,551		1,521,469		1,575,974		1,632,115		1,689,940		1,749,500		1,810,846		1,874,033		1,939,115			
Tax Increment Financing Revenue				Inflector		0		0		140,141		224,226		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511		286,511					
ADJUSTED NET OPERATING INCOME						27,482		514,055		1,119,062		1,241,376		1,343,037		1,383,594		1,425,368		1,468,395		1,512,713		1,558,361		1,605,377		1,653,805		1,703,685		1,755,062		1,807,980		1,862,485		1,918,626		1,976,451		2,036,010		2,097,357		2,160,544		2,225,626			
Debt Service				Debt Terms		2024		2025		2026		2027		2028		2029		2030		2031		2032		2033		2034		2035		2036		2037		2038		2039		2040		2041		2042		2043		2044		2045			
Debt A: First Mortgage				20 yr amortization @ 5.00%		550,000		550,000		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142		871,142			
Debt B: MRO Mortgage				20 yr amortization @ 5.00%		157,500		157,500		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463		249,463					
Total Debt Service						707,500		707,500		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605		1,120,605					
Debt Coverage				Debt Method		4%		73%		100%		111%		120%		123%		127%		131%		135%		139%		143%		148%		152%		157%		161%		166%		171%		176%		182%		187%		193%		199%			
Debt Coverage w/o Tax Increment Financing				Debt A & B		4%		73%		87%		91%		94%		98%		102%		105%		109%		113%		118%		122%		126%		131%		136%		141%		146%		151%		156%		162%		167%		173%			
NET CASH FLOW						(680,018)		(193,445)		(1,543)		120,771		222,432		262,989		304,763		347,790		392,108		437,756		484,773		533,200		583,080		634,457		687,375		741,880		798,021		855,846		915,405		976,752		1,039,939		1,105,021			
Working Capital Reserve Draw =				0		No		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0					
Returns Analysis																																																			
Net Cash to Developer						-680,018		-193,445		-1,543		120,771		222,432		262,989		304,763		347,790		392,108		437,756		484,773		533,200		583,080		634,457		687,375		741,880		798,021		855,846		915,405		976,752		1,039,939		1,105,021			
Net Cash to Developer (w/o assistance)						-680,018		-193,445		-141,684		-103,455		-64,079		-23,522		18,252		61,279		105,597		151,245		198,262		246,689		296,569		347,946		400,864		455,370		511,510		569,335		628,895		690,241		753,428		818,510			
Cash on Cash Annual Return						-19.0%		-5.4%		0.0%		3.4%		6.2%		7.3%		8.5%		9.7%		10.9%		12.2%		13.5%		14.9%		16.3%		17.7%		19.2%		20.7%		22.3%		23.9%		25.5%		27.3%		29.0%		30.8%			
Cash on Cash Average Annual Return				Start From: Year 1		-19.0%		-12.2%		-8.1%		-5.3%		-3.0%		-1.3%		0.1%		1.3%		2.4%		3.4%		4.3%		5.2%		6.0%		6.9%		7.7%		8.5%		9.3%		10.1%		10.9%		11.8%		12.6%		13.4%			
Cash on Cash Annual Return (w/o TIF assistance)						-19.0%		-5.4%		-4.0%		-2.9%		-1.8%		-0.7%		0.5%		1.7%		2.9%		4.2%		5.5%		6.9%		8.3%		9.7%		11.2%		12.7%		14.3%		15.9%											

	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
SALE ANALYSIS END OF YEAR	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Net Operating Income End of Year	1,097,083	1,138,857	1,181,884	1,226,202	1,271,850	1,318,867	1,367,294	1,417,174	1,468,551	1,521,469
Divided By Cap Rate	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%
Gross Sale Price	16,878,204	17,520,880	18,182,836	18,864,650	19,566,919	20,290,256	21,035,294	21,802,682	22,593,092	23,407,214
Minus Debt A: First Mortgage	9,581,226	9,180,035	8,758,318	8,315,025	7,849,052	7,359,239	6,844,367	6,303,153	5,734,249	5,136,239
Minus Debt B: MRO Mortgage	2,743,715	2,628,828	2,508,064	2,381,121	2,247,683	2,107,419	1,959,978	1,804,994	1,642,080	1,470,832
Plus PV of Ftr TIF Assistance (10+ Years)	3,105,138	2,973,884	2,836,068	2,691,360	2,539,417	2,379,877	2,212,360	2,036,468	1,657,858	1,454,241
Net Sale Amount	7,658,401	8,685,901	9,752,522	10,859,865	12,009,601	13,203,476	14,443,309	15,731,003	16,874,621	18,254,384
Sales Expense 1.50%	(253,173)	(262,813)	(272,743)	(282,970)	(293,504)	(304,354)	(315,529)	(327,040)	(338,896)	(351,108)
SALES PROCEEDS	7,405,228	8,423,088	9,479,779	10,576,895	11,716,098	12,899,122	14,127,780	15,403,963	16,535,725	17,903,276
	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
IRR ANALYSIS END OF YEAR	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Year	Sales Proceeds	Cash Flow	Cash Flow	Cash Flow	Cash Flow	Cash Flow	Cash Flow	Cash Flow	Cash Flow	Cash Flow
Initial Investment		(3,584,000)	(3,584,000)	(3,584,000)	(3,584,000)	(3,584,000)	(3,584,000)	(3,584,000)	(3,584,000)	(3,584,000)
2024		(680,018)	(680,018)	(680,018)	(680,018)	(680,018)	(680,018)	(680,018)	(680,018)	(680,018)
2025		(193,445)	(193,445)	(193,445)	(193,445)	(193,445)	(193,445)	(193,445)	(193,445)	(193,445)
2026		(1,543)	(1,543)	(1,543)	(1,543)	(1,543)	(1,543)	(1,543)	(1,543)	(1,543)
2027		120,771	120,771	120,771	120,771	120,771	120,771	120,771	120,771	120,771
2028		222,432	222,432	222,432	222,432	222,432	222,432	222,432	222,432	222,432
2029	7,405,228	7,668,217	262,989	262,989	262,989	262,989	262,989	262,989	262,989	262,989
2030	8,423,088	0	8,727,851	304,763	304,763	304,763	304,763	304,763	304,763	304,763
2031	9,479,779	0	0	9,827,570	347,790	347,790	347,790	347,790	347,790	347,790
2032	10,576,895	0	0	0	10,969,003	392,108	392,108	392,108	392,108	392,108
2033	11,716,098	0	0	0	0	12,153,853	437,756	437,756	437,756	437,756
2034	12,899,122	0	0	0	0	0	13,383,895	484,773	484,773	484,773
2035	14,127,780	0	0	0	0	0	0	14,660,980	533,200	533,200
2036	15,403,963	0	0	0	0	0	0	0	15,987,043	583,080
2037	16,535,725	0	0	0	0	0	0	0	0	17,170,182
2038	17,903,276	0	0	0	0	0	0	0	0	0
Total		3,552,415	4,875,038	6,279,519	7,768,743	9,345,702	11,013,499	12,775,357	14,634,620	16,400,839
INTERNAL RATE OF RETURN		10.81%	11.76%	12.33%	12.67%	12.87%	12.98%	13.03%	13.04%	12.94%
									12.92%	

City of Richland Center, Wisconsin

Tax Increment District No. 6

Cash Flow Projection

Year	Projected Revenues					Expenditures											Balances			Year				
	Tax Increments	Interest Earnings/ (Cost)	Developer Contributions	Debt Proceeds	Total Revenues	General Obligation Bond 795,000			State Trust Fund Loan 315,000			MRO Note - Phase II & III 5,400,000		Interest on Advances	Capital Outlay	Prof. Services	Admin.	Total Expenditures	Annual		Cumulative	Principal Outstanding		
						Dated Date: Principal	10/26/17 Rates	Interest	Dated Date: Principal	02/02/18 Rates	Interest	Dated Date: Payment	TBD Est. Rate											
2017		195		795,000	795,195									30,131		37,169		20,000	87,300	707,895	707,895	795,000	2017	
2018		7,497		315,000	322,497			19,807						5,000		899,742		6,150	930,699	(608,202)	99,693	1,110,000	2018	
2019	1,582	0			1,582			21,285	261,176	3.50%	0			0	1,136	2,810	2,000	4,551	292,958	(291,376)	(191,683)	848,824	2019	
2020	50,569	0	31,188		81,757			21,285	39,818	3.50%	1,750			0	4,587			2,550	69,990	11,768	(179,915)	809,006	2020	
2021	112,187	0	10,643		122,830			21,285	14,006	3.50%	475				3,489			6,350	45,605	77,225	(102,690)	795,000	2021	
2022	124,883	0	5,321		130,204	45,000	1.80%	21,285							2,048		20,238	2,150	90,721	39,483	(63,207)	820,431	2022	
2023	127,712	0	35,321		163,033	50,000	1.80%	20,475							1,580			7,650	79,705	83,328	20,120	770,431	2023	
2024	130,478	0	0		130,478	50,000	2.10%	19,575						70,431	(503)			7,650	147,153	(16,675)	3,446	650,000	2024	
2025	130,478	0	0		130,478	50,000	2.10%	18,525										7,650	76,175	54,303	57,749	6,009,449	2025	
2026	286,191	0	0		286,191	50,000	2.40%	17,475				140,141						7,650	215,266	70,925	128,673	5,819,307	2026	
2027	379,618	0	0		379,618	50,000	2.40%	16,275				224,226						7,650	298,151	81,467	210,141	5,545,082	2027	
2028	441,903	0	0		441,903	50,000	2.40%	15,075				280,282						7,650	353,007	88,896	299,037	5,214,799	2028	
2029	441,903	0	0		441,903	50,000	2.75%	13,875				280,282						7,650	351,807	90,096	389,132	4,884,517	2029	
2030	441,903	0	0		441,903	50,000	2.75%	12,500				280,282						7,650	350,432	91,471	480,603	4,554,235	2030	
2031	441,903	0	0		441,903	50,000	2.75%	11,125				280,282						7,650	349,057	92,846	573,449	4,223,952	2031	
2032	441,903	0	0		441,903	50,000	3.10%	9,750				280,282						7,650	347,682	94,221	667,670	3,893,670	2032	
2033	441,903	0	0		441,903	50,000	3.10%	8,200				280,282						7,650	346,132	95,771	763,441	3,563,388	2033	
2034	441,903	0	0		441,903	50,000	3.10%	6,650				280,282						7,650	344,582	97,321	860,761	3,233,105	2034	
2035	441,903	0	0		441,903	50,000	3.40%	5,100				280,282						7,650	343,032	98,871	959,632	2,902,823	2035	
2036	441,903	0	0		441,903	50,000	3.40%	3,400				280,282						7,650	341,332	100,571	1,060,203	2,572,541	2036	
2037	441,903	0	0		441,903	50,000	3.40%	1,700				280,282						7,650	339,632	102,271	1,162,474	2,242,258	2037	
2038	441,903	0			441,903							280,282						7,650	287,932	153,971	1,316,445	1,961,976	2038	
2039	441,903	0			441,903							280,282						7,650	287,932	153,971	1,470,415	1,681,694	2039	
2040	441,903	0			441,903							280,282						7,650	287,932	153,971	1,624,386	1,401,412	2040	
2041	441,903	0			441,903							280,282						7,650	287,932	153,971	1,778,357	1,121,129	2041	
2042	441,903	0			441,903							280,282						7,650	287,932	153,971	1,932,328	840,847	2042	
2043	441,903	0			441,903							280,282						7,650	287,932	153,971	2,086,299	560,565	2043	
2044	441,903	0			441,903							280,282						7,650	287,932	153,971	2,240,270	280,282	2044	
2045	441,903	0			441,903							280,282						15,000	295,282	146,621	2,386,890	0	2045	
Total	9,297,954	7,692	82,474	1,110,000	10,498,120	795,000		284,647	315,000		2,225	5,409,449			105,562	12,337	939,721	22,238	225,051	8,111,229				Total

Notes:

Pursuant to Development Agreement for Phase I, Developer was responsible for half of the debt service attributable to internal streets, curb and gutter, sidewalks and water sewer main extensions.

Of the \$795,000 G.O Bond, Series 2017A, \$577,012 is attributable to internal streets, curb and gutter, sidewalks and water sewer main extensions. The Developer is obligated to repay \$288,506, plus interest totaling \$393,414.

City proposes to forgive \$310,940 of debt service payments in return for construction of Phase II and III - Panorrma Estates.

Projected Year of Closure

City of Richland Center, Wisconsin

\$288,506 General Obligation Community Development Bonds, Series 2017A

Kleinsasser Payments 577

Dated October 26, 2017 Winning Bidder: Bankers' Bank

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/26/2017	-	-	-	-	-
04/01/2018	-	-	3,342.38	3,342.38	-
10/01/2018	-	-	3,881.47	3,881.47	7,223.85
04/01/2019	-	-	3,881.47	3,881.47	-
10/01/2019	-	-	3,881.47	3,881.47	7,762.94
04/01/2020	-	-	3,881.47	3,881.47	-
10/01/2020	-	-	3,881.47	3,881.47	7,762.94
04/01/2021	-	-	3,881.47	3,881.47	-
10/01/2021	-	-	3,881.47	3,881.47	7,762.94
04/01/2022	-	-	3,881.47	3,881.47	-
10/01/2022	17,500.00	1.800%	3,881.47	21,381.47	25,262.94
04/01/2023	-	-	3,723.97	3,723.97	-
10/01/2023	17,500.00	1.800%	3,723.97	21,223.97	24,947.94
04/01/2024	-	-	3,566.47	3,566.47	-
10/01/2024	17,500.00	2.100%	3,566.47	21,066.47	24,632.94
04/01/2025	-	-	3,382.72	3,382.72	-
10/01/2025	17,500.00	2.100%	3,382.72	20,882.72	24,265.44
04/01/2026	-	-	3,198.97	3,198.97	-
10/01/2026	17,500.00	2.400%	3,198.97	20,698.97	23,897.94
04/01/2027	-	-	2,988.97	2,988.97	-
10/01/2027	17,500.00	2.400%	2,988.97	20,488.97	23,477.94
04/01/2028	-	-	2,778.97	2,778.97	-
10/01/2028	17,500.00	2.400%	2,778.97	20,278.97	23,057.94
04/01/2029	-	-	2,568.97	2,568.97	-
10/01/2029	17,500.00	2.750%	2,568.97	20,068.97	22,637.94
04/01/2030	-	-	2,328.34	2,328.34	-
10/01/2030	17,500.00	2.750%	2,328.34	19,828.34	22,156.68
04/01/2031	-	-	2,087.72	2,087.72	-
10/01/2031	17,500.00	2.750%	2,087.72	19,587.72	21,675.44
04/01/2032	-	-	1,847.09	1,847.09	-
10/01/2032	17,500.00	3.100%	1,847.09	19,347.09	21,194.18
04/01/2033	-	-	1,575.84	1,575.84	-
10/01/2033	17,500.00	3.100%	1,575.84	19,075.84	20,651.68
04/01/2034	-	-	1,304.59	1,304.59	-
10/01/2034	20,000.00	3.100%	1,304.59	21,304.59	22,609.18
04/01/2035	-	-	994.59	994.59	-
10/01/2035	20,000.00	3.400%	994.59	20,994.59	21,989.18
04/01/2036	-	-	654.59	654.59	-
10/01/2036	20,000.00	3.400%	654.59	20,654.59	21,309.18
04/01/2037	-	-	314.59	314.59	-
10/01/2037	18,505.55	3.400%	314.59	18,820.14	19,134.73
Total	\$288,505.55	-	\$104,908.39	\$393,413.94	-

Yield Statistics

Bond Year Dollars	\$3,635.08
Average Life	12.600 Years
Average Coupon	2.8860039%
Net Interest Cost (NIC)	2.8860039%
True Interest Cost (TIC)	2.8586077%
Bond Yield for Arbitrage Purposes	2.8424430%
All Inclusive Cost (AIC)	2.8586077%

IRS Form 8038

Net Interest Cost	2.8860039%
Weighted Average Maturity	12.600 Years

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 11.

Agenda Item: Review and possible action on City Wayfinding and Entrance Sign Fabrication and Installation Project Bid

Meeting Date: 2/6/2024

Requested by: Jasen Glasbrenner - Economic Development Director

Background:

- Request for Proposal was released 11/9/2023
 - 4 Bids were received by 11/27/2023
 - Greeley Signs – \$36,801
 - BL Signs – \$50,052
 - Lacrosse Signs – \$102,245
 - Graphic House – \$185,617
 - Bids were carefully compared and clarifying questions were asked
 - Project to be completed no later than 4/30/2024
- On 1/10/2023 the Planning Commission passed a motion to recommend to City Finance Committee and City Council, the award of the Wayfinding and Entrance Sign Fabrication and Installation Bid to Greeley Signs for the not to exceed amount of \$36,801.

Staff Recommendation:

To award wayfinding sign project to Greeley Signs

Financial Impact:

Low Bid = \$36,801

Funding Source:

ARPA Funds were previously designated for this project. Current available balance is approx. \$315,000.

Requested Motion by Finance:

Motion to recommend to City Council, the award of the Wayfinding and Entrance Sign Fabrication and Installation Bid to Greeley Signs for the not to exceed amount of \$36,801.

Requested Motion by Council:

Motion to award the Wayfinding and Entrance Sign Fabrication and Installation Bid to Greeley Signs for the not to exceed amount of \$36,801.

Attachments:

- Bid Talley Sheet
- Request for Proposal
- Greeley Signs Bid
- BL Signs Bid



City Wayfinding and Entrance Signs Bid Talley
1/2/2024

			Greeley			BL Signs			LaCrosse Signs			Graphic House	
Sign Group 1 - Below 35mph													
48x66 Aluminum Wayfinding Signs Only12			\$ 510.97	\$ 6,131.64		\$ 685.00	\$ 8,220.00		\$ 1,287.92	\$ 15,455.04		\$ 3,989.00	\$ 47,868.00
Post Option 1													
2 - 4x6 Treated Breakaway (Per Sign)12			\$ 277.96	\$ 3,335.52		\$ 280.00	\$ 3,360.00		Posts not Included but Metal Framing Supplied			Posts included in price above	
Black Stained Posts			Yes			Yes							
Post Option 2													
Mounting to existing pole-						\$ 380.00	-						
Installation Services													
4x6 post application12			\$ 285.00	\$ 3,420.00		\$ 580.00	\$ 6,960.00		\$ 239.59	\$ 2,875.08		\$ 1,510.00	\$ 18,120.00
Existing post application-						\$ 250.00	-						
Trip Charge												\$ 3,067.00	
Subtotal - Sign Group 1			\$ 12,887.16			\$ 18,540.00			\$ 18,330.12			\$ 69,055.00	

Sign Group 2 - Above 35mph								
60x82.5 Alumium Wayfinding	14	\$ 772.66 \$ 10,817.24		\$ 978.00 \$ 13,692.00		\$ 2,541.07 \$ 35,574.98		\$ 5,603.00 \$ 78,442.00
Signs Only								
Post Option 1								
2 - 4x6 Treated Breakaway (Per Sign)	14	\$ 277.96 \$ 3,891.44		\$ 280.00 \$ 3,920.00				
Black Stained Posts		Yes		Yes				
Post Option 2								
Mounting to existing pole	-	- -		\$ 380.00 -				
Installation Services								
4x6 post application	14	\$ 285.00 \$ 3,990.00		\$ 580.00 \$ 8,120.00		\$ 1,711.79 \$ 23,965.06		\$ 1,510.00 \$ 21,140.00
Existing post application	-			- -				
Trip Charge								\$ 3,067.00
Subtotal - Sign Group 2		\$ 18,698.68		\$ 25,732.00		\$ 59,540.04		\$ 102,649.00

Entrance Signs								
Remove / Reface / Replace	2	\$ 2,607.75 \$ 5,215.50		\$ 2,890.00 \$ 5,780.00		\$ 24,375.00		\$ 10,846.00
Trip Charge								\$ 3,067.00
Subtotal - Sign Group 2		\$ 5,215.50		\$ 5,780.00		\$ 24,375.00		\$ 13,913.00

\$ 36,801.34	\$ 50,052.00	\$ 102,245.16	\$ 185,617.00
Grand Totals			

Conflict Of Interest Concerns	None	None	None	None
Shop Drawings / Spec Drawings - Each Sign	Yes	Yes	-	-
DOT Permitting - Location Verification	Yes	Yes	\$250	-
Engineered Drawing	No	No	No	Included



GREELEY SIGNS & GRAPHICS, LLC
1209 US Hwy 14 East
Richland Center, WI 53581
Office: 608-647-2628 Fax: 608-647-2020
www.signface.com

Item 11.

PROPOSAL / CONTRACT

Customer: City of Richland Center

Job Name: Sign Group One

Address 450 S. Main St.

Salesman Alan J Greeley

City, State Richland Center, WI. 53581

Price:

Attn: Jasen Glasbrenner

Deposit: \$3,678.98 for just signs

Phone:

Terms: Balance upon Completion

TERMS - UNLESS OTHERWISE STATED BY GREELEY SIGNS & GRAPHICS LLC.

1) This agreement will not obligate or become effective upon the customer or supplier until Greeley Signs & Graphics LLC. receives a deposit on the product in an amount of no less than 60% of the contract price. 2) Quotes are valid for 30 days. 3) All signs remain the property of Greeley Signs & Graphics LLC. until paid in full. 4) Prices do not include sales tax or permit fees.

PRICE INCLUDES: Fabricate and install twelve (12) single sided directional signs mounted on double poles or double 4 x 6 posts. See options below. The signs will be made out of 1/8-inch-thick aluminum (Two pieces – one being the top pictographic 48 x 18 and the second being the directional 48 x 48) and use 3M Hi Intensity reflective and 3M EC colored film. This film is translucent and will still allow the reflective material behind it to show through. Just using translucent material will not allow the sign to be reflective where the colors are. Each sign measures overall 48" wide by 66" tall.

Each sign cost - \$510.97 for a total of 12 signs = \$6,131.64

4 x 6 stained treated posts and supports - \$277.96 per sign x 12 = \$3,335.52 Updated 12/01/23

Install of each sign using 4 x 6 posts - \$285.00 per sign x 12 = \$3,420.00 Updated 12/01/23

Black stain will be used on the treated posts because the posts are meant to repel paint and it will become a maintenance issue with paint.

***Two 4 x 6 posts per sign**

Black metal poles and tops - \$1,074.55 each x 24 = \$25,789.20

Install of black metal poles = \$376.00 each x 24 = \$9,024.00

***Greeley Signs & Graphics LLC. will warranty each of these signs for 5 years after installation for defects in workmanship and materials.**

***Project Completion Date April 30, 2024**

The dimensions, specifications, drawings, terms and conditions applying to the above product(s) are approved and accepted by the customer. The customer agrees to order the products from the company as specified on this document and the attendant drawings and to pay for them according to their stated terms and conditions.

Not included, any hearings or engineered drawings if required by the governing authority. Quotation assumes soil contains no solid rock or frost to a depth of 10', should these conditions be encountered time and materials charges may apply. This quote does not include sales tax or permit fees.

City of Richland Center

For: Greeley Signs & Graphics LLC.

Signature

Date

Alan J Greeley

November 27, 2023

Updated 12/01/23

Email-



GREELEY SIGNS & GRAPHICS, LLC
1209 US Hwy 14 East
Richland Center, WI 53581
Office: 608-647-2628 Fax: 608-647-2020
www.signface.com

Item 11.

PROPOSAL / CONTRACT

Customer: City of Richland Center

Job Name: Sign Group Two

Address 450 S. Main St.
City, State Richland Center, WI. 53581
Attn: Jasen Glasbrenner
Phone:

Salesman Alan J Greeley
Price:
Deposit: \$6,490.34 for just signs
Terms: Balance upon Completion

TERMS - UNLESS OTHERWISE STATED BY GREELEY SIGNS & GRAPHICS LLC.

1) This agreement will not obligate or become effective upon the customer or supplier until Greeley Signs & Graphics LLC. receives a deposit on the product in an amount of no less than 60% of the contract price. 2) Quotes are valid for 30 days. 3) All signs remain the property of Greeley Signs & Graphics LLC. until paid in full. 4) Prices do not include sales tax or permit fees.

PRICE INCLUDES: Fabricate and install fourteen (14) single sided directional signs mounted on double poles or double 4 x 6 posts. See options below. The signs will be made out of 1/8-inch-thick aluminum (Two pieces – one being the top pictographic 60 x 22.5 and the second being the directional 60 x 60) and use 3M Hi Intensity reflective and 3M EC colored film. This film is translucent and will still allow the reflective material behind it to show through. Just using translucent material will not allow the sign to be reflective where the colors are. Each sign measures overall 60" wide by 82.5" tall.

Each sign cost - \$772.66 for a total of \$10,817.24

4 x 6 stained treated posts and supports - \$277.96 per sign x 14 = \$3,891.44 Updated 12/01/23

Install of each sign using 4 x 6 posts - \$285.00 per sign x 14 = \$3,990.00 Updated 12/01/23

Black stain will be used on the treated posts because the posts are meant to repel paint and it will become a maintenance issue with paint.

***Two 4 x 6 posts per sign.**

Black metal poles and tops - \$1,074.55 each x 28 = \$30,087.40

Install of black metal poles = \$376.00 each x 28 = \$10,528.00

***Greeley Signs & Graphics LLC. will warranty each of these signs for 5 years after installation for defects in workmanship and materials.**

***Project Completion Date April 30, 2024**

The dimensions, specifications, drawings, terms and conditions applying to the above product(s) are approved and accepted by the customer. The customer agrees to order the products from the company as specified on this document and the attendant drawings and to pay for them according to their stated terms and conditions.

Not included, any hearings or engineered drawings if required by the governing authority. Quotation assumes soil contains no solid rock or frost to a depth of 10', should these conditions be encountered time and materials charges may apply. This quote does not include sales tax or permit fees.

City of Richland Center

For: Greeley Signs & Graphics LLC.

Signature

Date

Alan J Greeley

November 27, 2023

Updated 12/01/23



GREELEY SIGNS & GRAPHICS, LLC
1209 US Hwy 14 East
Richland Center, WI 53581
Office: 608-647-2628 Fax: 608-647-2020
www.signface.com

Item 11.

PROPOSAL / CONTRACT

Customer: City of Richland Center

Job Name: Sign Group Three

Address 450 S. Main St.
City, State Richland Center, WI. 53581
Attn: Jasen Glasbrenner
Phone:

Salesman Alan J Greeley
Price: \$5,215.50
Deposit: \$3,129.30
Terms: Balance upon Completion

TERMS - UNLESS OTHERWISE STATED BY GREELEY SIGNS & GRAPHICS LLC.

1) This agreement will not obligate or become effective upon the customer or supplier until Greeley Signs & Graphics LLC. receives a deposit on the product in an amount of no less than 60% of the contract price. 2) Quotes are valid for 30 days. 3) All signs remain the property of Greeley Signs & Graphics LLC. until paid in full. 4) Prices do not include sales tax or permit fees.

PRICE INCLUDES: Remove the two existing signs on the east and west side of the city and redo the faces to match the new design. The top caps on the brick work will have to be removed so the faces can be taken down. The faces will be sanded down and primed along with new paint applied. Vinyl will be cut and applied for the new design and then the sign will get clear coated. This will give some added protection to the paint and vinyl from UV and road dust and salt flying around. Each sign - \$2,607.75 x 2 signs = \$5,215.50

***Price does include removing top caps and reinstalling them.**

***Greeley Signs & Graphics LLC. will warranty each of these signs for 5 years after installation for defects in workmanship and materials.**

***Project Completion Date April 30, 2024**

The dimensions, specifications, drawings, terms and conditions applying to the above product(s) are approved and accepted by the customer. The customer agrees to order the products from the company as specified on this document and the attendant drawings and to pay for them according to their stated terms and conditions.

Not included, any hearings or engineered drawings if required by the governing authority. Quotation assumes soil contains no solid rock or frost to a depth of 10', should these conditions be encountered time and materials charges may apply. This quote does not include sales tax or permit fees.

City of Richland Center

For: Greeley Signs & Graphics LLC.

Signature

Date

Alan J Greeley

November 27, 2023

Updated 12/01/23

Email-
agreeley@signface.com

blsignage@gmail.com

11/27/2023

**City of Richland Center
450 S. Main Street
Richland Center, WI 53581**

Sign Proposal

RE: Wayfinding Signage and Entrance Signs

Sign Group One

Signs Only

Manufacture (12) 48" W x 66" H single-faced .125" aluminum signs. Each sign will consist of (1) 18" x 48" top panel and (1) 48" x 48" destination panel.

Top sign panel custom routed. 3M High Intensity Prismatic Sheeting Series 3930 with printed and laminated colored background covering panel. 3M™ Scotchcal™ Translucent Graphic Film 3630 color blocks, and black 3M™ Scotchcal™ ElectroCut™ Graphic Film 7725 applied over sheeting.

Destination panels will be covered in 3M™ High Intensity Prismatic Sheeting Series 3930. 3M™ Series 1170 ElectroCut Film in blue (1175) applied over sheeting with cut out letters to allow reflective background to be visible.

Total: \$8,220.00 (\$685 each)

Post Options

Option 1: Two 4' x 6' treated break away posts, stained black, with stainless bolts

Total: \$280 per sign

Option 2: Galvanized or aluminum frame with three stainless steel quick clamps (for mounting on existing single light pole)

Total: \$380.00 each

Installation

Option 1: Install 4' x 6' Breakaway Wood Posts

Mark out locations and call Diggers Hotline. Dig holes, set posts and install sign.

Total: \$580.00 each

Option 2: Install Signs with Galvanized Frame (frame price is above)

Total: \$250.00 each

Sign Group Two

Signs Only

Manufacture (14) 60" W x 82.5" H single-faced .125" aluminum signs. Each sign will consist of (1) 22.5" x 60" top panel and (1) 60" x 60" destination panel.

Top sign panel custom routed. 3M High Intensity Prismatic Sheeting Series 3930 with printed and laminated colored background covering panel. 3M™ Scotchcal™ Translucent Graphic Film 3630 color blocks, and black 3M™ Scotchcal™ ElectroCut™ Graphic Film 7725 applied over sheeting.

Destination panel will be covered in 3M™ High Intensity Prismatic Sheeting Series 3930. 3M™ Series 1170 ElectroCut Film in blue (1175) applied over sheeting with cut out letters to allow reflective background to be visible.

Total: \$13,692.00 (\$978.00 each)

Post Option Two 4' x 6' treated break away posts, stained black, with stainless bolts

Total: \$280 per sign

Installation: Install 4' x 6' Breakaway Posts

Mark out locations and call Diggers Hotline. Dig holes, set posts and install sign.

Total: \$580.00 each

Entrance Signs

Remove existing entrance signs and bring back to our shop. Remove old vinyl. Sand, prime and paint sign panels with Matthews polyurethane paint. Manufacture and apply new 3M black and color vinyl graphics. Reinstall signs.

Total: \$5,780.00

BL Signs requires 50% deposit with signed proposal and signed drawing in order to proceed. Proposal is good for 30 days. Permit, permit acquisition fee and taxes are not included. A 3% processing fee will be charged if paying by credit card. This bid is subject to further clarification between the parties and does not constitute an offer to perform the aforementioned services.

Approved By: _____ Date: _____

B-L Signs _____ Date: _____

CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

Item 12.

Agenda Item: Approval of Land Acquisition from Hill Country Rental, LLC in the Orange St. Corridor

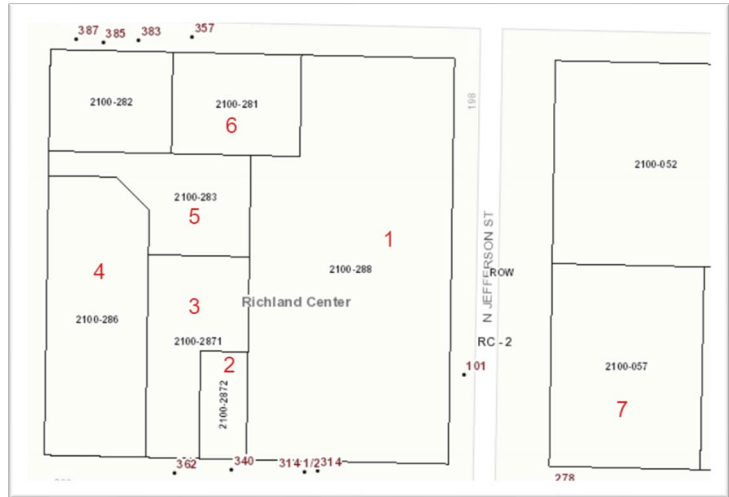
Meeting Dates: February 6, 2024

Requested by: Jasen Glasbrenner, Economic Development Director

Background: On 1/10/2024, the Finance Committee authorized negotiating the purchase of specific properties.

Tax Parcels Subject to Negotiation

No.	Address	Parcel ID
1	101 N Jefferson St	276-2100-2880
2	340 W Court St	276-2100-2872
3	362 W Court St	276-2100-2871
4	101 N Orange St	276-2100-2860
5	395 W Court St	276-2100-2830
6	357 W Mill St	276-2100-2810
7	278 W Court St	276-2100-0570



Terms of Negotiated Agreement

- Total purchase price for all parcels of \$650,000 plus associated costs to close of \$25,000
- Two separate closings

Closing One	Closing Two
<ul style="list-style-type: none"> Parcels 1-6 with a mid-2024 closing Seller's Obligation: Prior to closing, remove structures on Parcel 1 City's Obligation: Prior to closing complete environmental study on all parcels. City's Obligation: Apply for Environmental Liability Exemption (§292.11(9)(e)) Assigned Value = \$425,000 	<ul style="list-style-type: none"> Parcel 7 with an early 2025 closing City's Obligation: After closing, if requested, lease parcel 7 back to the seller at a rate of \$750 per month. Assigned Value = \$225,000

Staff Recommendation: Approve the outlined terms and authorize the acquisition of all parcels.

Financial Impact/Funding Source: Use of approximately \$675,000 of cash on hand.

RLF Business Savings Fund Balance as of 12/31/23: \$ 586,741.76

TIF Affordable Housing Extension Fund Balance as of 12/31/23: \$1,037,545.18

Requested Action by Finance Committee:

Motion to recommend to the Common Council to authorize personnel to carry out the acquisition of land owned by Hill Country Properties using cash on hand at a cost not to exceed \$675,000.

Requested Action by Common Council:

Motion to authorize personnel to carry out the acquisition of land owned by Hill Country Properties using cash on hand at a total cost not to exceed \$675,000.

City of Richland Center and Hill Country Rental, LLC
Transfer Agreement (Contract #1)

**Vacant Land Offer to
Purchase – Parcels 1 - 6
(Contract #2)**

**Commercial Property Offer to
Purchase – Parcel 7
(Contract #3)**

**Possible Future Lease Executed at
Time of Closing on Parcel 7
(Contract #4)**

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Request to Authorize Continued Financial Management Services with SWWRPC

Meeting Date: Tuesday, February 6, 2024

Requested by: Ashley Oliphant

Background: In September 2023, the Common Council authorized contracting with Southwestern Wisconsin Regional Planning Commission (SWWRPC) for the provision of financial services. Misty Molzof the Local Government Services Specialist of SWWRPC was subsequently contracted to provide the following services:

- Training on the Caselle software
- Review financial policies and procedures
- Identify areas for improvement and make recommendations
- Assist in the development of the 2024 budget and capital improvement plan
- Other related tasks so that the City may pursue the next phase of the comprehensive financial planning process from a stronger position.

Due to changes in staffing, additional time utilizing the services of SWWRPC is necessary to complete the identified goals and to aid in the training of new personnel. As such, this is a request for authorization to extend the existing contract with SWWRPC.

Funding Source: \$30,000 budgeted in Pool 4 Outlay 10-6100-920

Financial Impact: Anticipating a total cost of \$23,000 or less for the period between January 1 – April 30th.
This is based on an average 1.5 day per week onsite

Requested Action:

Finance Motion: To recommend to the Common Council to authorize extending the contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount.

Council Motion: To authorize the Administrator to extend the contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount.

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT ("Agreement") is entered into by and between MI-TECH SERVICES, INC. ("MI-TECH"), 4901 Stewart Avenue, Wausau, WI 54401 and the client identified below ("CLIENT").

PROJECT NAME: City of Richland Center Landfills – 2024 Monitoring

CLIENT:

City of Richland Center
450 S Main Street
Richland Center, WI 53581

Work to be Performed At:

City of Richland Center Landfills
License # 01519 & 03065

Contact:

Ms. Ashley Oliphant
Phone: (608) 647-6428
E-mail: ashley.oliphant@richlandcenterwi.gov

SCOPE OF WORK

The Richland Center Landfills are monitored twice annually, in March and September, per WDNR requirements. All sampling and analysis will be completed in accordance with all applicable State and Federal codes and in accordance with the current Sampling Plans for the landfills.

Landfill Inspection

The landfill covers and overall site conditions are inspected at each monitoring event and findings documented on the Field Sheet. The inspection includes such items as signs of animal intrusion, evidence of ponding or erosion, signs of brush or mowing needs, vigor of cover vegetation, and functionality of gates and locks. Any problems/concerns will be promptly brought to the attention of the Client.

Gas Monitoring

Landfill 03065 has 4 gas vents (GV-1 thru GV-4), which passively vent landfill gas off the waste mass and one gas probe (GP-1), which checks for lateral soil migration of methane gas. All 5 points are monitored semi-annually for % methane, % oxygen, and soil gas pressure. The condition of each vent is also inspected and recorded on a Field Sheet.

Groundwater Monitoring

Landfill 03065 has 11 groundwater monitoring wells, monitored twice annually. During each monitoring event the status and condition of each well will be inspected and recorded on the Field Sheet. Five of the monitoring wells are only monitored for groundwater elevation. The remaining wells will be sampled per the current Sampling Plan. Field Parameters include groundwater elevation, pH, temperature, conductivity, odor, color, and turbidity. Samples will be submitted to an analytical laboratory for analysis of Alkalinity, Hardness, Boron, Chloride, Iron, and Sulfate.

Landfill 01519 has 4 groundwater monitoring wells, monitored annually (in March). During each monitoring event the status and condition of each well will be inspected and recorded on the Field Sheet. The wells are all sampled per the current Sampling Plan. Field Parameters include groundwater elevation, temperature, conductivity, odor, color, and turbidity. Samples will be submitted to an analytical laboratory for analysis of Volatile Organic Compounds (VOCs).

Field blanks, trip blanks, and duplicates will be collected per WDNR requirements.

Private Wells

Eight private wells are monitored every two years (in March) as part of the Sampling Plan for Landfill 01519. Field Parameters include temperature, conductivity, odor, color, and turbidity. Samples will be submitted to an analytical laboratory for analysis of Volatile Organic Compounds (VOCs). Private wells were last samples in 2022; next sampling event will occur this year, in 2024.

Leachate Collection System

The leachate collection system at Landfill 03065 is sampled twice annually. During each monitoring event leachate will be sampled per the current Sampling Plan. Field Parameters include depth, pH, temperature, conductivity, odor, color, and turbidity. Samples will be submitted to an analytical laboratory for analysis of Chemical Oxygen Demand (COD), Total Alkalinity, Total Hardness, Chloride, Sulfate, Total Boron, Total Iron, Total Suspended Solids (TSS), and Biochemical Oxygen Demand (BOD). Once annually, during the March monitoring event, leachate is also analyzed for Total Fluoride, Total Arsenic, Total Barium, Total Cadmium, Total Lead, Total Manganese, Total Mercury, and Volatile Organic Compounds (VOC).

Methods

Mi-Tech performs groundwater sampling in accordance with ch. NR 140 standards, and more specifically, collects and handles groundwater samples in accordance with sampling procedures defined in the Groundwater Sampling Desk Reference (WDNR PUBL-DG-037-96), and the Groundwater Sampling Field Manual (WDNR PUBL-DG-038-96).

As each sample is collected, it is appropriately labeled and placed in a cooler, on ice. Upon completion of sampling, coolers are shipped to our subcontracted analytical laboratories (CT Laboratores), paying close attention to sample holding time. Proper chain of custody is completed throughout the entire process.

Data Reporting

After the groundwater sampling events (e.g. twice annually) and upon receipt of laboratory data, we will enter all field and laboratory data into a Microsoft Excel database for creation of TADS (Turn Around Documents) for WDNR GEMS submittal. The completed TADS and associated Environmental Data Certification Form will be submitted to the WDNR within 60 days of the groundwater sampling events, per WDNR requirements. Client will be copied on the submittal as confirmation of on-time submittal. Report will include all field data sheets, analytical data, TADs (turn-around documents), environmental data certification form, and a signed cover letter.

COST ESTIMATE

The Level of Investment (LOI) to complete the Scope of Work is estimated at **\$9,700**.

The work will be billed as a lump sum, with 50% invoiced after the spring monitoring event and the remaining 50% invoiced after the fall monitoring event. The LOI is an estimate based on our understanding of the site conditions and the anticipated level of effort required to complete the scope of work. If efforts beyond those considered in the cost estimate are required, the client will be notified, orally or in writing, and an estimate of the additional efforts will be provided.

The general conditions attached hereto are fully incorporated as a part of this Agreement and CLIENT hereby acknowledges receipt of the same.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of MI-TECH and on behalf of CLIENT as of last date indicated below.

MI-TECH SERVICES, INC.

CITY OF RICHLAND CENTER

Stephanie M. Finamore, M.S., P.G. Date
Environmental Manager

Name: Date
Title:

GENERAL CONDITIONS

1. Term of Agreement. This Agreement shall become effective as of the date executed and shall extend until completion of the Services.
2. Fees for Services. CLIENT agrees to pay MI-TECH for Services upon receipt of an invoice. MI-TECH will submit invoices to CLIENT on a monthly basis and/or upon completion of the Services. CLIENT will pay the balance stated on the invoice unless CLIENT notifies MI-TECH in writing of the particular item that is alleged to be incorrect within twenty (20) days from the invoice date. Payment is due upon receipt of invoice and is past due thirty (30) days from invoice date. On past due accounts, CLIENT will pay finance charge of 1.5% per month, or the maximum allowed by law, as well as all costs of collection, including attorneys' fees and court costs.
3. Work Product. Services provided under this Agreement, including all reports, information, recommendations, or opinions ("Reports") prepared or issued by MI-TECH, are for the exclusive use and benefit of CLIENT or its agents in connection with the Project, are not intended to inform, guide, or otherwise influence any other entities or persons with respect to any particular business transactions, and should not be relied upon by any entities or persons other than CLIENT or its agents for any purpose other than the Project. CLIENT will not distribute or convey such Reports to any other persons or entities without MI-TECH's prior written consent which shall include a release of MI-TECH from liability and indemnification by the third party. MI-TECH's Reports, field data, drawings, test results, and other work products are part of MI-TECH's professional services and do not constitute goods or products.
4. Site Information. CLIENT will make available to MI-TECH all known information regarding existing and proposed conditions or requirements which affect the Services to be performed. CLIENT will immediately transmit to MI-TECH any new information which becomes available to it or its subcontractors, so that recommended actions can be reviewed.
5. Site Access/Utilities. CLIENT shall indicate to MI-TECH the property lines and be responsible for accuracy of markers. CLIENT shall furnish access to MI-TECH, its subcontractors and employees as MI-TECH determines is necessary to complete the Services in its sole discretion. In the event such access is not available to MI-TECH upon arrival to commence work, CLIENT shall be responsible for all costs incurred on account of such lack of access, including, but not limited to, standby time and mobilization costs, and shall pay the same immediately upon demand. CLIENT shall furnish information identifying utility types and locations, and other man-made or other objects of any nature beneath the surface. MI-TECH shall take reasonable precautions to avoid damaging the utilities and objects expressly identified by CLIENT in conjunction with activities performed with its Services. To the fullest extent permitted by law, CLIENT agrees to waive any claim against MI-TECH and to indemnify, defend (if requested), and hold harmless MI-TECH and its subcontractors, consultants, agents, officers, directors or employees from any and all losses, expenses, costs (including, without limitation, reasonable attorneys' fees and court costs), damages, claims or liabilities of any nature arising out of or resulting from, directly or indirectly, any damaged utilities or other subsurface objects of any nature that were not expressly identified by CLIENT and clearly and accurately marked at the site, unless the same resulted solely and directly from the gross negligence of MI-TECH. While MI-TECH will take reasonable precautions to minimize any damage to property, it is understood by CLIENT that in the normal course of the work some damage may occur. CLIENT agrees that any disturbance of below ground areas arising out of necessary work performed (sampling, boring, drilling, excavation, if applicable) contracted by this Agreement that results in contamination of a below ground structure or hydrous body is unavoidable, and CLIENT assumes all liability for loss or injury which may arise as a result of necessary work performed. In no event shall MI-TECH have an obligation to perform any remediation or restoration work required as a result of its Services.
6. Responsibility for Hazardous Materials. CLIENT acknowledges that MI-TECH has had no role in generating, treating, storing, or disposing of hazardous materials which may be present at project site, and MI-TECH has not benefited from the processes that produce such hazardous materials. Any hazardous materials encountered by or associated with Services provided by MI-TECH on the project shall at no time be or become the property of MI-TECH and CLIENT shall indemnify, defend (if requested), and hold harmless MI-TECH and its subcontractors, consultants, agents, officers, directors or employees from any and all losses, expenses, costs (including, without limitation, reasonable attorneys' fees and court costs), damages, claims or liabilities of any nature arising out of or resulting from, directly or indirectly, encountering such hazardous materials. Nothing contained within this Agreement shall be construed or interpreted as requiring MI-TECH and its subcontractors to assume the status of a generator, storer, treater or disposal facility as defined in any federal state, or local statute, regulation, or rule governing treatment storage, transport, and/or disposal of hazardous materials.
7. Warranty. MI-TECH warrants it will perform all Services substantially in compliance with the current professional standards in the same or similar locality under similar circumstances in performing the Services. CLIENT acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MI-TECH. Such current professional standards shall include All Appropriate Inquiry, or AAI, Standards and, in accordance with meeting this standard, CLIENT shall cooperate and provide all information reasonably requested by MI-TECH or such warranty to meet the AAI standard shall be void. Only information received prior to issuance of any reports can be included in such reports and MI-TECH **does not** guarantee the accuracy of information supplied by sources, but reserves the right to rely on this information in formulating a professional opinion in accordance with this Agreement.

This Warranty shall commence upon the substantial completion of the Services and continue thereafter for ninety (90) days. If CLIENT reports any failure to meet this standard ninety (90) days, MI-TECH shall re-perform the services at its own expense. The warranty and remedy expressly provided in this section are the exclusive warranty and remedy for breaches thereof provided by MI-TECH, and MI-TECH EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.
8. Limitations of Liability; Indemnification. Notwithstanding anything to the contrary, in no event shall MI-TECH's aggregate liability hereunder under any theory of recovery, including, without limitation, tort, errors or omissions, strict liability, breach of warranty or contract, exceed the payment actually received by MI-TECH for Services hereunder. Notwithstanding any other provision contained herein, in no event shall MI-TECH be responsible for any incidental, indirect impact, punitive, or consequential damages (including liquidated damages, loss of profits, lost opportunity, and cost of capital) for any reason. CLIENT shall have sole and complete responsibility for job site conditions during the course of construction, including safety of all persons and property continuously and not limited to normal working hours. To the fullest extent permitted by law, CLIENT agrees to hold harmless, indemnify and defend MI-TECH from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of, or in any way connected with the acts or omissions of CLIENT or its subcontractors, consultants, agents, officers, directors or employees, except for such liability arising out of MI-TECH's own negligence or willful misconduct in the performance of services under this Agreement.
9. Insurance. MI-TECH will carry workers compensation insurance and public liability and property damage insurance policies which MI-TECH considers adequate. Certificates of insurance will be provided to CLIENT upon request. MI-TECH will not be responsible for liability beyond the limits and conditions of the insurance. MI-TECH will not be responsible for any loss or liability arising from negligence by CLIENT or by other consultants or contractors employed by CLIENT.
10. Delays: Force Majeure. MI-TECH shall provide the professional services in a timely fashion, but in no event shall be held to any specific deadlines in the performance of the Services. Neither party shall be deemed in default for the Agreement or any work order hereunder to the extent that any delay or failure in the performance of its obligations (other than payment) results, without the fault or negligence of such party, from any cause beyond its reasonable control including, without limitation, acts of God, acts of civil or military authority, embargoes, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes, or lock-outs.
11. Notice. Any notice, communication or statement required or permitted to be given hereunder shall be in writing and deemed to have been sufficiently given when delivered in person, sent by telex wire, or by certified mail, return receipt requested, postage prepaid, to the signatory of this Agreement at the address set forth in this Agreement or to such other address designated by subsequent written notice.
12. Entire Agreement. The contract represents the entire Agreement between the parties and supersedes all prior representations or agreements. No alterations to, or modification of, the terms and conditions of this Agreement shall be effective unless such alterations or modifications are reduced to writing and properly executed by the parties hereto.

AGENDA ITEM DATA SHEET

Agenda Items: Municipal Building Main Office Furnace

Meeting Date: Finance Committee – February 6, 2024
City Council – February 6, 2024

Requested by: Spencer Reed, Buildings and Grounds Department Lead

Background: It was recently learned that the existing furnace that heats the municipal building main office furnace has an abnormally high CO2 reading. Due to the high CO2 reading Klingaman Heating and Cooling recommended replacement of the furnace.

Financial Impact: Requesting authorization to purchase a Bryant two stage 120,000 BTU furnace at a cost not to exceed \$5,100.

Funding Source: 10-51850-460 BLDG-PROP/BLDG REPAIR, budgeted for \$12,000.00.
This project was discussed during the recent budget process. As such \$12,000 was allocated for furnace replacements.

Requested Action:

Finance

Motion to recommend to Council to approve the purchase of a new Bryant two stage 120,000 BTU furnace from Klingaman Heating and Cooling.

Council

Motion to approve the purchase of a new Bryant two stage 120,000 BTU furnace from Klingaman Heating and Cooling.

Attachment(s): One (1) quote from Klingaman Heating and Cooling.

AGENDA ITEM DATA SHEET

Agenda Items: Police Department Command Room Furnace

Meeting Date: Finance Committee – February 6, 2024
City Council – February 6, 2024

Requested by: Spencer Reed, Buildings and Grounds Department Lead

Background: It was recently learned that the existing furnace that heats the Police Department command room has an abnormally high CO2 reading. Due to the high CO2 reading Klingaman Heating and Cooling recommended replacement of the furnace.

Financial Impact: Requesting authorization to purchase a Bryant two stage 40,000 BTU furnace at a cost not to exceed \$3,700.

Funding Source: 10-51850-460 BLDG-PROP/BLDG REPAIR, budgeted for \$12,000.00.
This project was discussed during the recent budget process. As such \$12,000 was allocated for furnace replacements.

Requested Action:

Finance

Motion to recommend to Council to approve the purchase of a new Bryant two stage 40,000 BTU furnace from Klingaman Heating and Cooling.

Council

Motion to approve the purchase of a new Bryant two stage 40,000 BTU furnace from Klingaman Heating and Cooling.

Attachment(s): One (1) quote from Klingaman Heating and Cooling.

Klingaman Heating & Cooling LLC
24727 Hope Ln
Richland Center, WI 53581
(608) 604-2866

Estimate 1429

Item 15.



ADDRESS	SHIP TO	DATE	TOTAL	
City Of Richland Center 450 S. Main St Richland Center, WI 53581	City Of Richland Center 450 S. Main St Richland Center, WI 53581	11/26/2023	\$3,700.00	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/27/2023	Furnace Replacement	Police Dept Command Room Furnace is running high co than normal. 140 ppm was my highest reading. Other furnaces on site were running around 5 ppm. This is signs of heat exchanger failure. Recommend replacing furnace. 1- Bryant 2- Stage 40,000 Btu Furnace Variable Speed Blower 1- Reconnect Return Drop 1- Plenum Transition 1- Drain 1- Venting 2" 1- Low Voltage 1- High Voltage 1- Gas Pipe 1- Misc Materials 1- Labor	1	3,700.00	3,700.00

SUBTOTAL	3,700.00
TAX	0.00

TOTAL	\$3,700.00
-------	------------

THANK YOU.

Accepted By

Accepted Date

Thank You For Your Business!!

Klingaman Heating & Cooling LLC
 24727 Hope Ln
 Richland Center, WI 53581
 (608) 604-2866

Estimate 1430

Item 15.



ADDRESS	SHIP TO	DATE	TOTAL	
City Of Richland Center 450 S. Main St Richland Center, WI 53581	City Of Richland Center 450 S. Main St Richland Center, WI 53581	11/27/2023	\$5,100.00	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/27/2023	Furnace Replacement	Main Office Furnace Attic Install 1- Bryant 120,000 Btu 2- Stage Variable Speed 1- Horizontal Install Kit 1- Plenum Transition 1- Return Transition 1- Venting 3" 1- Low Voltage 1- High Voltage 1- Gas Pipe 1- Drain 1- Misc Materials 1- Labor	1	5,100.00	5,100.00

SUBTOTAL	5,100.00
TAX	0.00

TOTAL	\$5,100.00
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THANK YOU.

Accepted By

Accepted Date

Thank You For Your Business!!

AGENDA ITEM DATA SHEET

Agenda Item: Draft Payment Plan Policy

Meeting Date: 12/5/2023

Requested by: Ashley Oliphant

Background: The Clerk/Treasurer's Office has made payment plans available to those in need. However, the Financial Policy of the City does not include any provisions related to payment plans.

To incorporate payment plans into the Financial Policy, the following provision should be added:

E. Accounts Receivable

e. Payment Plans. Subject to eligibility requirements, payment Plans may be established in accordance with the standard operating procedures for payment plans.

Recommended Action:

Motion: To recommend to the Common Council to amend the City of Richland Center's Financial Policy to authorize payment plans in accordance with the standard operating procedures for payment plans.

Attachment(s): Financial Policy and Standard Operating Procedure for Payment Plans.

City of Richland Center Financial Policies

Accounting

Purpose

The purpose of this policy is to set uniform guidelines for the accounts payable/receivable process and for accounting-related matters for federal awards. Any mandatory applicable state or federal law or regulations will supersede this policy. The Finance Committee shall be charged with the enforcement of the rules that are set out by this policy.

General Information - City of Richland Center strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation. It is the policy of the City of Richland Center that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or services. The vendor invoice should be reviewed and approved by a Department Head or designee prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements is to ensure that:

Disbursements are properly authorized

Invoices are processed in a timely manner

Vendor credit terms and operating cash are managed for maximum benefits

Basis of Accounting – Government-wide financial statements are prepared using the accrual basis of accounting, and proprietary and fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

A. Recording of Accounts Payable – All original bills must be coded to the appropriate general ledger account and signed by the head of the applicable department before submitting for payment. In the event an incorrect code is placed on an invoice, the Clerk/Treasurer should be notified and the Clerk, Deputy Clerk, and the Department Head shall meet to resolve the issue. In the absence of the department head, the Council may approve the bills presented at each meeting or listed as a specific agenda item. Council meetings are held on the first and third Tuesdays of every month. Bills not turned in to the City Clerk's office by 12:00 PM on the Monday before the Council meeting may be postponed to the following Council meeting with the exception of the bills approved by the Library Board which should be paid immediately after turned into the Clerk/Treasurer's Office. The Library bills should then be presented to the next possible Council meeting to be reviewed. Bills are entered into the City's Accounts Payable Computer Program, checks are printed prior to the Council Meeting, and a detailed check register showing the account

number and check description detail will be presented to the City Council for final approval. Checks will be mailed, or made available for pickup, on the day after the Council meeting unless approved by the City Council, Mayor, or City Clerk due to unusual circumstances. Additional bills that are turned in between City Council meetings and which need to be paid before Council meets must be approved and signed by either the Chairperson of the Finance Committee, the Mayor, or the Council President. Payroll and employee benefits related payments may be made without being presented to Council. Employees requesting reimbursement for expenses related to City business must complete a business expense reimbursement form, attach all receipts for the purchase(s), obtain the signature of the department head, and turn it into the City Clerk/Treasurer's office for Council approval. Purchases should be charged if at all possible, to the City's account or on the City credit card.

B. Voucher Packages – Voucher packages shall be submitted for all account payables. These voucher packages shall consist of a purchase order (when necessary), the vendor invoice, and any other supporting documentation deemed appropriate. Voucher packages will be reviewed for accuracy prior to submission and processing staff shall ensure all necessary information and documentation is included. Department Heads may authorize subordinate staff to approve purchases and code invoices. Voucher packages shall be given to the Clerk/Treasurer by noon on the date of the Council meeting for review prior to the meeting. The Clerk/Treasurer shall scan the check register and upload it to the Council packet.

C. Payment Discounts – To the extent practical, it is the City's policy to take advantage of all prompt payment discounts offered by vendors. When availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

D. User Fees and Charges – Fees and charges should be reviewed annually and should be modified as needed.

E. Accounts Receivable –

- a. **Changes/Adjustments.** Any invoice placed in the system shall not be reversed, adjusted, or discounted by the department that initiated the invoice. The department shall submit a change request to the Clerk-Treasurer for review and possible approval or if the cost is over \$300, the Finance Committee shall review and possibly approve. All bills incurred by the City for which another individual or other legal entity is liable to the City will be entered into the City's Accounts Receivable System and billed to the responsible party in the next monthly billing after receipt of the bill by the City. All charges to the City for services rendered to an individual or other legal entity will be entered into the City's Accounts Receivable System and billed to the responsible party in the next monthly billing after the City has received notice of such charge to the City. Monthly billings shall be prepared and mailed out by the City within the first 4 days of each month beginning August 1, 2013.

- b. Delinquent Payments and Collections. All invoices or statements which have not been paid within 30 days after the initial billing shall incur an additional 1% late fee for each month that they remain unpaid or such lesser amounts as limited by law, until paid in full. Accounts are to be kept up-to-date so that when a balance due in the “60 days” column, their statement is marked “Past Due” in the upper right corner of the statement in large red letters. A letter is issued at 30 days and at 60 days past due notifying the status of their account. A customer will receive up to three statements as follows: 1st statement-current balance, 2nd statement-30 days, 3rd statement 60 days (marked past due). All unpaid billings, invoices, or statements not paid within 60 days from the initial billing date will be aggressively pursued for collection with any means or procedure permitted under Wisconsin Statutes by the Clerk/Treasurer’s Office. One of the following four options shall be pursued that is most appropriate to the type of charges owed and does not requiring prior approval by the Finance Committee or Common Council to initiate collection:

1. The State of Wisconsin Tax Refund Intercept Program
2. the State of Wisconsin Debt Collection System
3. Small Claims Court or other suit through the Richland County Court System
4. A Special Assessment on the property tax bill.

The Finance Committee will review all delinquent accounts at regular meetings.

- c. Payments from Accounts with Non-Sufficient Funds. If a payment is submitted to the City of Richland Center from a bank account with non-sufficient funds, the City Clerk-Treasurer, or designee, shall notify the issuer that the City will charge a \$25 collection fee for all NSF checks plus any additional fees charged by the bank. Anyone submitting an NSF check to the City more than once in a two-year period will be required to make all future payments to the City by cash, cashier check or money order.
- d. Landfill Account Delinquency. Accounts are to be kept up-to-date so that when a balance due in the “60 days” column, their statement is marked “Past Due” in the upper right corner of the statement in large red letters along with an additional note added to their statement notifying them at they need to pay their balance to avoid account closure. Accounts that are still not paid after the next billing period have their charge accounts closed and are denied access to the landfill facility until they pay their balance. A letter is issued at 30-days and at 60-days past due notifying them on the status of their account. A customer will receive up to three notices as follows: 1st statement-current balance, 2nd statement-30 days, 3rd statement-60 days (accounts gets closed and collection methods begin). All unpaid billings, invoices, or statements not paid within 60 days from the initial billing date will be aggressively pursued for collection with any means or procedure permitted under Wisconsin Statutes by the Clerk/Treasurer’s Office. After the balance has been paid in full, the account is reopened on a “probationary basis” (meaning that if they fall behind again, they lose the privilege of having a charge account permanently). After all payments clear the bank and a zero balance is

verified, the charge account is closed. From that point on, they can go to the landfill but will have to pay each time the facility is used.

F. Federal Awards – The City of Richland Center shall adhere to all federal rules and regulations with regards to charging costs to federal awards, either directly or indirectly. Only those costs that are allowable by law, regulation, or award rules shall be charged. All costs must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.

- a. The City of Richland Center will adhere to all Wisconsin DOT Transit procurement procedures when 5311 Federal Grant monies are used.

G. Donation Policy – Each donation is required to follow a process to determine if such a donation is in the City residents' best interest and for the City to accept donations of tangible personal property to the City of Richland Center. In order to maintain proper records, historical documentation, and for audit and insurance purposes, the City will record the following information for every donation: description, reason for donation, donor's name, organization's name, address, phone number, email, use of donation, department/location, estimated or actual cost of donation, and the donor's signature. It is understood that with the acceptance of the donation of tangible personal property, it becomes property of the City. All donations must be received in full that are applied to a project before the project begins unless the project and appropriation of funds are authorized by a 2/3 vote of the Common Council to begin before payment is received. It will be at the discretion of the Department Head/City Council on whether it is cost effective to repair, replace or use the property in the future.

H. Office of Comptroller – All statutory duties of the comptroller shall be made part of the Clerk/Treasurer's duties with the exception of those duties expressly assigned by the Common Council to another officer or boards, or to the council or a committee thereof. The City Clerk/Treasurer will provide a Treasurer's report to the City Council at the first meeting of every month. The following comptroller duties shall be made part of the City Finance Committee's duties:

- a. The Finance Committee shall each month and as often as reported examine the treasurer's accounts as reported and as kept, and attach thereto a report to the council as to their correctness and as to any violation by the treasurer of the treasurer's duty in the manner of keeping accounts or disbursing moneys.
- b. The Finance Committee shall examine each claim presented against the city, and determine whether it is in proper form, and if it is on contract, whether authorized and correct. For these purposes the Finance Committee may swear witnesses and take testimony. If the Finance Committee finds no objection the Finance Committee shall mark its approval on the claim. If the Finance Committee disapproves in whole or in part, the Finance Committee shall report the reasons for that disapproval to the council. The Finance Committee shall in all cases report evidence taken. No claim shall be considered by the council or be referred to another committee until it has been so examined and reported on.

- c. The City Council may in writing, filed in the office of the clerk, appoint a Deputy who shall act under the Finance Committee's direction and in the Clerk/Treasurer's absence or disability, or in case of a vacancy shall perform the comptroller's duties designated to the Clerk/Treasurer. The Deputy shall receive such compensation as the Council provides. The acts of such Deputy shall be covered by official bond as the Council directs.

I. Financial Statement Preparation – Fund balances in governmental funds will be reported under the following categories using the definitions provided by GASB Statement No. 54:

- a. Non-spendable Fund Balance: Non-spendable fund balance includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Non-spendable amounts will be determined before any other classifications. It is the responsibility of the City Clerk/Treasurer to report all Non-spendable Funds appropriately in the City's financial statements. Examples of Non-spendable Funds are: Inventory and prepaid expenditures.
- b. Restricted Fund Balance: Funds should be classified as restricted when constraints are placed on the use of resources, which constraints are either: externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.
- c. Committed Fund Balance: Committed funds include amounts that can only be used for specific purposes determined by a formal action of the City's highest level of decision-making authority (i.e. City Council). Authority to Commit Commitments will only be used for specific purposes pursuant to a formal action of the City Council. A majority vote is required to approve a commitment and must take place within the fiscal reporting period, no later than December 31st; however, the amount can be determined subsequent to the release of the financial statements. A majority vote shall be required to make or change the specific use of a commitment.
- d. Assigned Fund Balance: This category includes amounts intended to be used by the City for specific purposes but which do not meet the criteria to be classified as restricted funds or committed funds. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. The City Council delegates the City Clerk/Treasurer to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.
- e. Unclassified Fund Balance: This category includes the residual classification for the City's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used

only to report a deficit balance from overspending for specific purposes from which amounts had been restricted, committed, or assigned.

J. Operational Guidelines: The following guidelines address the classification and use of fund balance in governmental all funds:

- a. Classifying fund balance amounts: Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.
- b. Prioritization of fund balance use: When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) amounts are available, it shall be the policy of the City to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the City that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.
- c. Minimum unassigned fund balance: The City will maintain a minimum unassigned fund balance in its General Fund ranging from 20 percent to 30 percent of the subsequent year's budgeted expenditures (including other financing uses). This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.
- d. Replenishing deficiencies: When a fund balance falls below the minimum 20 percent range, the City Clerk/Treasurer will develop a budgetary plan to replenish the fund balance to the established minimum level within five years.
- e. Implementation and review: The City Council authorizes the City Clerk/Treasurer to establish any standards and procedures which may be necessary for its implementation. The City Clerk/Treasurer shall review this policy and at least annually and make any recommendations for changes to the City Council.

K. Budget Formation Process: Budget process begins in August. City Clerk/Treasurer meets with Mayor for direction on next year's budget. City Clerk/Treasurer distributes revenue and expenditure worksheets to department heads in August. Worksheets are returned to City Clerk/Treasurer in early September. City Clerk/Treasurer has Accountant enter numbers into the Budgetary Program and prints total document for the Clerk/Treasurer. The Mayor meets with City Clerk/Treasurer to review and approve a preliminary budget. City Clerk/Treasurer's office compiles data for budget meetings to be held in September and October with finance committee as the committee sees fit. Department heads present requests to the finance committee if requested. Once approved by finance, notice is prepared for and turn into the local paper for publication of a public hearing. Budget is officially adopted through public hearing process.

Within one week of the end of every month, every department head and the council shall be emailed a budget report based on the expenditure and revenue activities of the previous month.

- L. Records Retention Policy:** The City of Richland Center has adopted the Wisconsin Municipal Records Schedule for the administration and disposition of public records approved by the Wisconsin Public Records Board.

Procurement

Purpose

The purpose of this policy is to set uniform guidelines for the purchase or lease of supplies, materials, equipment, and services by all staff and to ensure that transactions are completed in a transparent manner. The City shall apply this policy to all expenditures by a public agent irrespective of the source of the funds. When the procurement involved the expenditure of state or federal assistance or contract fund, the procurement shall be conducted in accordance with any mandatory applicable state or federal law and regulations.

The Clerk-Treasurer shall act as the purchasing agent for the City of Richland Center and shall be charged with enforcement of the rules that are set out by this policy.

Department Head Responsibility: All City department heads have the responsibility to make and keep purchases and expenditures of City funds within budgeted amounts, make the purchases within state and federal regulations, make purchases consistent with the provisions of this policy, and to make all reasonable efforts to secure for the City maximum value for the expenditure of City funds. The department head has the responsibility to charge purchases to the City's account. In the event problems arise with the charge account, the purchases will be made by the clerk/treasurer's office and the department will be removed as authorized to charge on the account. This responsibility is in addition to the other responsibilities as set forth in the department head's job description. Supplies required for operation of municipal offices and departments shall be purchased as required.

Requirement of Good Faith: All City department heads and employees shall demonstrate a reasonable and good faith effort to obtain goods and services for the City at the lowest possible cost consistent with the quality and service needed to maintain efficient operations of the City.

Purchases for the City of Richland Center are grouped into three categories:

- 1.) **Expenditures of Funds for Budgeted Items Costing Less than \$3000.00:** If an item has been specifically budgeted for, it will not be necessary to obtain approval in advance from the Finance

Committee or Common Council prior to the purchase of the purchase is under \$3000.00. This pertains to leased items and leases with a purchase option, as well.

2.) Expenditure of Funds for Budgeted Items Costing \$3000.00 or More: Any expenditure that has been specifically budgeted for in the current year's budget, and the purchase price of which is \$3000.00 or more, may be bid or quotes obtained per this policy. Once bids are received, the item shall be placed on the Council agenda for possible action on purchase. This pertains to leased items and leases with a purchase option, as well.

3.) Non-budgeted Expenditures: All expenditures which have not been specifically budgeted for in the current year's budget shall require Mayor and/or City Council approval with a recommendation from the Finance Committee.

Negotiations with Vendors Where Finance Committee or City Council Approval is Required.

All negotiations for agreements with vendors for proposed expenditures which by the terms of this policy require Finance Committee or City Council approval shall be carried on subject condition to that such approval is required before the agreement becomes final. Department Heads or other City employees' negotiation such agreements shall make it clear to the vendor that the purchase is conditioned.

Competitive Bidding Requirements:

1.) Expenditures of \$3000.00 or less for any one purchase or contract shall not require competitive bidding, but competitive bidding is encouraged for any significant expenditure for an item with a useful life expectancy of 5 years or more.

2.) All expenditures in excess of \$3000.00 shall require sealed bids with notice to prospective bidders published as a class 1 notice in the designated official newspaper.

3.) Exceptions to the requirement of obtaining competitive bids may be made for the following reasons:

a.) Participation in an intergovernmental cooperative purchasing program.

b.) The vendor is the sole source from whom it is feasible to obtain the purchase, due to location or the ability to provide maintenance after purchase or other considerations as determined by the City Council.

c.) **Emergency circumstances** necessitate immediate purchase, not allowing time to seek bids. The Mayor, Council President and the City Clerk shall be notified of any such emergency prior to the purchase and no purchase shall be made without their unanimous approval. Council Members shall be advised of the circumstances of such authorized emergency purchases via email as soon as possible.

Local Vendors: Local vendors will be given a chance to bid on any goods or services the City is seeking. Within the parameters of this policy, The City shall make every effort possible to use local business firms and contract with small, minority-owned, and women-owned businesses in the procurement process to purchase materials and services locally when possible. It is understood that there may be a premium on the cost of purchasing local and Department Heads must use their administrative discretion to make the appropriate purchase.

Award: Purchases shall be awarded to the low bidder unless there is a valid reason for doing otherwise. The City Council reserves the right to determine what is a valid reason. Valid reasons may include but are not limited to:

- a.) The low bidder has proven, from past experience, to provide goods or services that are inferior in quality.
- b.) The low bidder has, from past experience, had problems with late delivery, failure to meet specifications and/or not providing the necessary maintenance or service on a timely basis.
- c.) An award made to a local vendor that is not the low bidder if the ability to provide timely and convenient service or maintenance for an item is a significant concern, and the local vendor's ability to provide the time service or maintenance significant exceeds that of the low bidder
- d.) In all bidding situations, the City reserves the right to reject any and all bids.

Professional Services: As to legal, financial, engineering and consulting services, or any other service that may be considered complex or technical in nature: A request for proposals shall be used when the cost is expected to exceed \$20,000.00 in order to gain information from potential service providers. Evaluation criteria shall include but not be limited to price, ability to perform, experience, technical expertise, availability, and past services to the City. Exception: A request for proposals shall not be required for ongoing and continuous services, such as legal services provided by the City Attorney, auditing, or engineering services for ongoing projects, unless requested by Council.

Public Construction: All public construction, the estimated cost of which exceeds \$25,000.00 shall be let by contract to the lowest responsible bidder under the procedures set forth in sec. 62.15 Wisconsin Statutes. If the estimated cost of any public construction exceeds \$5,000.00 but is not greater than \$25,000.00, the Public Works Committee shall give a Class 1 notice of the proposed construction before the contract for construction is executed. All other public construction shall be let as the Council may direct.

Personal Gain Prohibited: No City employee shall derive a financial gain from any purchase or contract issued by the City, nor shall any City employee or officer accept any gratuities in exchange for preferential treatment relating to any purchase or agreement with the City.

Mayor's Power to Make Expenditures: In circumstances where it is not feasible to secure Common Council approval for the expenditure of such funds due to time constraints, the Mayor is hereby granted the power to authorize the expenditure of City funds in an aggregate amount of not more than \$5,000.00, provided such expenditures are made out of budgeted funds. The City Council shall be informed of all such authorized expenditures at the next meeting of the Council.

Petty Cash: The City Clerk/Treasurer's Office shall hold one petty cash box for the Clerk/Treasurer's Office, Parks & Grounds Department and Public Works Department, as well as a separate petty cash box for the Brewer Library. The Police Department will have a petty cash box in the Police Department. Department Heads may turn in a signed receipt for reimbursement stating what the items were purchased for. Such purchases for petty amounts (\$10.00 and under) are to be kept to a minimum. At no time with there be more than \$50.00 in each box.

Charge accounts at various businesses: The City Clerk/Treasurer's Office shall be responsible to create charge accounts and inform vendors which employees are authorized to charge to the account. At no time may any charges be made that are not directly for official City business. Any account used to charge any purchase for personal other than official City business will result in account closure and the Clerk/Treasurer's Office will make any future purchases through that vendor. In the event purchases are misrepresented to the City Clerk/Treasurer's Office and are not for City business, future purchases must be approved by the City Council prior to ordering.

Credit Cards: The Chief of the Police Department will hold a credit card that may be used in urgent situations for Police business only. The City Clerk/Treasurer's Office will hold the City's Credit Card and is the only department authorized to make charges for the remaining city departments. The maximum credit limit is \$5,000.00 per card. At no time may a credit card be used if the purchase is not in compliance with this purchasing policy.

No invoice will be paid unless turned into the City Clerk/Treasure's Office signed by the employee who made the purchase and authorized by the department head. All contacts must be authorized by the City Council.

Unauthorized Purchases

Any unauthorized purchases will be considered a personal purchase and the individual who made the purchase may be personally liable for payment as well as subject to further disciplinary actions.

Internal Controls

1. Appropriate documentation (supporting invoices) must be attached for all disbursements.
2. Original bills, not copies, must be used for documentation.
3. All invoices must have Department Head or designee approval prior to drawing the check.

4. The Clerk-Treasurer shall verify Committee or Council approval for unbudgeted capital purchases, when needed.
5. Every effort should be made to avoid finance or late charges.
6. Adequate security must be provided over unused checks.
7. Checks must not be signed prior to being completely filled out.
8. The Clerk-Treasurer will review all processed checks before the checks are distributed.
9. Checks shall not be mailed until approved by the Common Council.

The City shall ensure that awards are not made to any party which is debarred or suspended, or is otherwise excluded from or ineligible for participation in federal assistance programs when federal funds are utilized for a project.

The City maintains the right to reject any and all bid proposals.

PROCUREMENT PROTEST PROCEDURES

The City of Richland Center has developed the following procedures to handle and resolve disputes relating to the procurement process:

Notification

- Any party registering a bid award protest, must do so in writing within 10 days from the date of the issuance of the bid award. Upon receiving a written bid protest, City of Richland Center will provide the protester with a copy of the City of Richland Center protest procedures and a protest form, via e-mail or by fax within 15 days of the complainant's filing. No Verbal Protest Complaints will be addressed.
- Protests must be in written form and addressed to the City of Richland Center Clerk/Treasurer, 450 S. Main Street, Richland Center, WI 53581
 - The written protest should contain the following information:
 - Name and Title of Complainant
 - Name and Address of Business
 - Phone Number, E-Mail Address, Fax Number
 - Nature and extent of the protest
 - Documentation of Claims
 - Action requested

Response

- The City of Richland Center Clerk/Treasurer will review and respond in writing, to each substantive issue raised in the written protest within 15 working days. Depending on the nature of the complaint or protest, the Clerk/Treasurer may respond, or may refer the complaint or protest to the City of Richland Center Common Council. In either case, a response must be rendered within fifteen working days.
- The final step in the local protest procedure process rests with the City of Richland Center Common Council. If the complainant is not satisfied with the response made by the City of Richland Center Clerk/Treasurer, the complainant may request a review by the City of Richland Center Common Council via certified mail addressed to the City

- of Richland Center Common Council and copy sent to the Clerk/Treasurer, no more than 5 days after the Clerk/Treasurer's written decision. The Common Council at its discretion has the right to review the request or by inaction, let the Clerk/Treasurer's decision stand. If there is no response from the Common Council within 5 business days the Clerk/Treasurer's decision is affirmed.
- If the Common Council chooses to review the complaint, the Council will invite the protester to provide the following written information and details:
 - The information provided to the City of Richland Center Common Council should include:
 - Original complaint form
 - Clerk/Treasurer's written response
 - Additional information submitted to or requested by the Common Council
 - All documentation and pertinent facts relating to the dispute
 - Clerk/Treasurer's recommendation
 - After reviewing the written protest information, the City of Richland Center Common Council will make a recommendation and provide a written response to the complainant's protest. If the Common Council so chooses, it may prior to its final recommendations, invite the complainant to address the protest issue at a meeting scheduled by the Common Council. However, the City of Richland Center Common Council at its sole discretion may choose to render its decision without consulting the complainant based solely on the evidence and information before it.
 - After the conclusion of the Common Council's deliberations and decision, the Clerk/Treasurer shall provide the Common Council's record of decision to the complainant within 10 business days.
 - All decisions rendered by the City of Richland Center Common Council are final. This completes the local portion of the protest procedure process.
 - The complainant does have the option to request reconsideration only if data becomes available that was not previously known, or there has been an error of law or regulation.
 - The Federal Transit Administration will only entertain a protest that alleges that the City of Richland Center has failed to follow their protest procedures. Any protest to the FTA must be filed in accordance with the FTA Guidance Circular 4220.1F or the most recently revised circular.

Adopted this 3rd day of November, 2020 by the Common Council of the City of Richland Center

Todd E. Coppernoll, Mayor

Attest:

Derek S. Kalish, Clerk/Treasurer

AGENDA ITEM DATA SHEET

Agenda Items: 2013 Gehl 4640 with 1,457.3 hours

Meeting Date: Finance Committee – February 6, 2024
City Council – February 6, 2024

Requested by: Spencer Reed, Buildings and Grounds Department Lead

Background: It was recently learned that Simpson's Tractor Inc will no longer be leasing Skid Steers. Due to the Building and Grounds department's needs for a skid steer to dig graves and assist with snow removal, Simpson's Tractor Inc has offered to sell the 2013 Gehl 4640 (1,457.3 hours) skid steer that the Buildings and Grounds department has leased to the Building and Grounds department.

Financial Impact: Requesting authorization to purchase a 2013 Gehl 4640 skid steer at a cost not to exceed \$20,000.

Funding Source: Unallocated contingency (\$125,000 budgeted)

Requested Action:

Finance

Motion to recommend to Council to approve the purchase of a 2013 Gehl 4640 skid steer from Simpson's Tractor Inc at a cost not to exceed \$20,000.

Council

Motion to approve the purchase of a 2013 Gehl 4640 skid steer from Simpson's Tractor Inc at a cost not to exceed \$20,000.

Attachment(s): One (1) quote from Simpson's Tractor Inc

59

10-51850-460
01-30-2024
Open Need

Total \$4,469.99

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Plumbing			\$4,469.99	\$4,469.99
A.O. Smith 75 gal Power Vent Water Heater						
Black Pipe & Fittings						
Copper & Fittings						
PVC & Fittings						
Labor						
Total \$4,469.99						

Invoice details

Invoice no.: 1146

Terms: Net 30

Invoice date: 01/16/2024

Due date: 02/15/2024

Bill to

Richland Center Parks & Recreation

450 S. Main St

Richland Center, WI 53581

Ship to

Richland Center Parks & Recreation

450 S. Main St

Richland Center, WI 53581

Richland Center Parks & Recreation

Reyzek Plumbing LLC

19060 Huth School Rd

Richland Center, WI 53581

jasonreyzek@gmail.com
+1 (608) 604-4713