

OFFICIAL PUBLIC NOTICE



MEETING OF THE FINANCE COMMITTEE

TUESDAY, DECEMBER 20, 2022 AT 5:30 PM

COUNCIL ROOM, MUNICIPAL BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI 53581

AGENDA

ROLL CALL:

APPROVAL OF MINUTES: *Motion to waive the reading and approve the minutes of the last meeting.*

PAYMENT OF BILLS:

- [1.](#) Bills 12 20 2022

CLERK/TREASURER'S REPORT

ITEMS FOR DISCUSSION AND ACTION:

- [2.](#) Request to Purchase Archive Social
- [3.](#) Consider non-precidential vacation payout in Clerk's Office
- [4.](#) Resolution from Personnel to Transition Economic Development Position to Full-Time City Employee
5. Discussion & possible action regarding status of development agreement with Panorama Estates
6. Symons Rec Operational Deficiency Request
- [7.](#) Authorize two solar stop signs on Seminary at Main Street

OTHER ITEMS:

ADJOURN

Posted this 19th day of December, 2022 by 12:30 PM.
Copy to the official newspaper the Richland Observer.

A handwritten signature in cursive script, appearing to read "Aaron Joyce".

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.

Date	Vendor	Invoice/Account #	Cost	Description	Budget Line
11/30/2022	Baker & Taylor Adult Account	L5408232	607.30	Book Orders	720
11/30/2022	Baker & Taylor YS Account	L4275042	618.80	Book Orders	720
11/27/2022	BMO Harris Bank	3490	55.31	Zoom & Late Charge	390
12/1/2022	City Treasurer		6,082.86	Staff benefits OCT	100
12/1/2022	City Treasurer		6,082.86	Staff benefits NOV	100
12/13/2022	City Utilities	10-00600-00	619.74	Electric	320
12/13/2022	City Utilities	10-00601-00	215.43	Water/Fire/Sewer	320
12/7/2022	Department of Administration	505-0000074999	600.00	TEACH Services	300
12/1/2022	Frontier Communications	608-647-6444-010165-5	308.01	Phone	300
12/202/2022	Genuine Telecom	99900	40.73	Elevator phone line	300
12/9/2022	Milwaukee Public Library		13.92	Lost Wiscat Item	720
12/14/2022	Phillips Public Library		29.95	Lost Wiscat Book	720
12/19/2022	Protection Technologies	22701	955.00	Fire Alarm Service Agreement	470
11/29/2022	Rhyme Business Products	32937157	166.25	Copier Lease	340
12/15/2022	Rhyme Business Products	33039103	137.67	Copier Lease	340
12/10/2022	Syncb/Amazon	60457 8781 039571 1	4,045.33	Library Supplies	Various
11/30/2022	Walsh's Ace Hardware	100115	203.68	Custodian Supplies	530
12/8/2022	We Energies	0713704970-00001	659.28	Heat	310
11/30/2022	Woodward Community Media	317952	30.00	Laminating	520

21,472.12

PUBLIC WORKS BILLS

Meeting Date: 12/13/22

VENDOR	DESCRIPTION	AMOUNT
auto vaue	54200-420 truck repair	122.97
Auto value	54200-420 truck repair	108.64
Bindl Bauer lime stone	54200-490 rock for washout landfill	252.38
Bindl tire	54200-420 mount truck tires	86.00
D.L. gasser	54200-560 r/w contr.work	18,480.00
Ewers contracting	street project outlay	2,165.92
MSA engineering	54110-560 7th-8th street loop	4,509.44
napa	54200-500 gas	33.18
napa	54200-500 gas	33.18
natures way	54500-560 landfill porta potty	162.50
pomps tire	54200-420 truck tires	657.96
town&country sanitation	54600-560 garbage	15,906.38
town&country sanitation	54700-560 recycling	7,439.88
town&country sanitation	54550660 landfill transfer cost	3,178.72
vierbicher engineering	56200-560 dike inspection	1,900.00
walshs ace hardware	54200-520 pitch fork	54.99
walshs ace hardware	54200-390 r/w markers	5.56
walshs ace hardware	54100-520 garage supplies	44.77
walshs ace hardware	54100-520 garage supplies	2.41
walshs ace hardware	54400-440 snow equip.repair	32.34
walshs ace hardware	54100-520 garage supplies	11.14
walshs ace hardware	54200-390 rw markers	55.62
wil-kil pest control	54500-560 landfill contr.work	63.30

PARK BOARD BILLS

Item 1.

December 12, 2022		
American Lifeguard Products	Add'l suits ordered in August	107.95
ASCAP	Annual license fee for music in the park	412.04
Capital One	WalMart charges-CC/SC supplies	83.54
Oman, Oleva	Refund CC rent	72.00
Rhyme Business Products	Community Center supplies	57.60
Rhyme Business Products	CC copier contract payments	309.30
Shopping News	Employee business card	189.48
Wil-Kil Pest Control	Community center pest control	76.55
	Total	1,308.46

Park/Property Bills

Total

\$3,314.13

29-Nov-22

Item	Invoice#/WO#/PO#	Invoice/WO/PO Date	Cost
All American Do it Center: 10-55300-655 Parks/Shelter Expense/Garbage barrels	19542/2	11/22/2022	\$461.27
Holiday Wholesale: 10-55300-700 Parks Supplies	1263197	11/16/2022	\$45.84
Premier Co-op: 10-51850-500 Parks Fuel	102-522852	10/31/2022	\$1,484.86
Ritchie Implement, Inc.: 10-55300-470 Toolcat repair	161347C	11/22/2022	\$665.24
Walmart: 10-55200-390 Community Center Christmas supplies x2, 10-55300- 390 Parks dike camera supplies	Trans ID# 302320543743593, 872320631125351, 862333738165798	11/16/22, 11/29/22	\$274.37
Walsh's ACE Hardware: 10-54900-390 Airport door, 10-55300-390 x3 Parks xmas/snow/dike camera supplies, 10- 55200-390 Comm. Ctr. supplies, 10-61000- 961 Parks outlay cameras, 10-55300-400 Parks safety equipment, 10-51850-500 Airport fuel additive	478430, (478504/478587/479117), 478594, 478830, 478906, 479231	11/15/22, (11/16/22, 11/17/22, 11/28/22), 11/17/22, 11/21/22, 11/22/22, 11/29/22	\$319.25
Wil-Kil Pest Control: 10-61000-960 Community Center Outlay monthly contract	4535331	11/16/2022	\$63.30
Total			\$3,314.13

Park/Property Bills

Total

\$3,667.90

12-Dec-22

Item	Invoice#/WO#/PO#	Invoice/WO/PO Date	Cost
All American Do it Center: 10-55300-655 Parks/Shelter Expense/SIGNAGE + 10-55300-400 Parks/Shelter Expense/EMPL SAFETY EQUIPMENT	19758/2	12/5/2022	\$103.97
Blain's Farm & Fleet: 10-55300-400 Parks/Shelter Expense/EMPL SAFETY EQUIPMENT	1648	12/11/2022	\$110.76
Ferrellgas: 10-54900-310 Airport Heat	5007413186	11/27/2022	\$24.47
Holiday Wholesale: 10-51850-520 Bldgs/Property Supplies x2	1274159, 1280453	11/30/2022, 12/06/22	\$1,041.60
Klingaman Heating & Cooling, LLC: 10-61000-961 Parks Outlay/Furnaces x2	2150, 2152	12/10/2022, 12/12/22	\$1,616.15
Nature's Way Portable Units: 10-55300-655 Parks/Shelter Expense/Potty @Bike Trail	52507	11/30/2022	\$162.50
Rhyme: 10-55300-390 Parks/Misc Expense/Office Calendars	AR595592	11/30/2022	\$57.60
Walmart: 10-55300-390 Parks/Shelter Exp/Garbage bins, 10-51800-390 Municipal Bldg Misc Expense x3	Trans ID# 162334731105010, 822341521776780, 912341682442191, 062342505407459	11/30/22, 12/7/22 x2, 12/8/22	\$528.41
Walsh's ACE Hardware: 10-55300-655 Parks/Shelter Expense, 10-55300-470 Parks/Maintenance & Repair skidsteer	479357, 479979	12/1/22, 12/12/22	\$22.44
Total			\$3,667.90

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
ALERE TOXICOLOGY SERVICE (2789)						
ALERE TOXICOLOGY SERVICE	L338430	1	Invoice	ACCT #124842-RC POLICE	11/30/2022	64.22
Total ALERE TOXICOLOGY SERVICE (2789):						64.22
ALLIANT ENERGY (14)						
ALLIANT ENERGY	12-2022 HAN	1	Invoice	ACCT #1036510000-HANGAR	12/08/2022	91.54
ALLIANT ENERGY	12-2022 HAN	2	Invoice	ACCT #8290837462-TERMINAL BLDG	12/08/2022	114.80
ALLIANT ENERGY	12-2022 HW	1	Invoice	ACCT #5572730000-HWY14 WALMART	12/13/2022	13.71
ALLIANT ENERGY	12-2022 HW	1	Invoice	ACCT #1601850000-HWY80 SHELTER	12/09/2022	17.25
Total ALLIANT ENERGY (14):						237.30
AUTO ZONE (1663)						
AUTO ZONE	1990733299	1	Invoice	ACCT #000497434-POLICE DEPT	11/04/2022	21.09
Total AUTO ZONE (1663):						21.09
AXON ENTERPRISE, INC (3450)						
AXON ENTERPRISE, INC	INUS121040	1	Invoice	POLICE INV #INUS121040	12/01/2022	7,188.00
Total AXON ENTERPRISE, INC (3450):						7,188.00
CITY UTILITIES (3730)						
CITY UTILITIES	12-2022 SHE	1	Invoice	EL/WA/SE-PARK SHELTERS	12/13/2022	642.66
CITY UTILITIES	12-2022 STR	1	Invoice	EL/WA/SE-STREET SHOP	12/13/2022	398.11
CITY UTILITIES	12-2022 STR	2	Invoice	EL BILL-LANDFILL	12/13/2022	116.03
CITY UTILITIES	12-2022 STR	3	Invoice	EL BILLS-FLOODWARNING	12/13/2022	131.45
CITY UTILITIES	12-2022 STR	4	Invoice	EL BILLS-STREET LIGHTS	12/13/2022	7,638.84
CITY UTILITIES	EL/WA/SE 12	1	Invoice	EL/WA/SE-MUN BLDG	12/13/2022	911.55
CITY UTILITIES	EL/WA/SE 12	2	Invoice	EL BILL-MUN BLDG EV CHARGING	12/13/2022	40.89
CITY UTILITIES	EL/WA/SE 12	3	Invoice	EL/WA/SE-RR DEPOT	12/13/2022	106.61
CITY UTILITIES	EL/WA/SE 12	4	Invoice	EL/WA/SE-COMM CENTER	12/13/2022	1,397.13
CITY UTILITIES	EL/WA/SE 12	5	Invoice	EL/WA/SE-PARK SHOP	12/13/2022	71.77
CITY UTILITIES	EL/WA/SE 12	6	Invoice	EL/WA/SE-CEMETERY	12/13/2022	185.28
CITY UTILITIES	EL/WA/SE 12	7	Invoice	EL/WA/SE-AQUATIC CENTER	12/13/2022	599.37
CITY UTILITIES	EL/WA/SE 12	8	Invoice	EL BILL-AUDITORIUM EV STATION	12/13/2022	24.99
CITY UTILITIES	EL/WA/SE 12	9	Invoice	EL/WA/SE-PARK BILLS	12/13/2022	637.48
Total CITY UTILITIES (3730):						12,902.16
COMPUTER DOCTORS LLC (2323)						
COMPUTER DOCTORS LLC	5091	1	Invoice	ASSESSOR INV #5091	11/14/2022	110.63
Total COMPUTER DOCTORS LLC (2323):						110.63
FRONTIER (2783)						
FRONTIER	12-2022 FRO	1	Invoice	ACCT #26200109181030985-RCPD	12/01/2022	10.70
Total FRONTIER (2783):						10.70
GENUINE TELECOM (1035)						
GENUINE TELECOM	12-2022 MU	1	Invoice	ACCT #20300-CLERK/TREAS	12/20/2022	96.57
GENUINE TELECOM	12-2022 MU	2	Invoice	ACCT #20300-BLDG INSP	12/20/2022	35.38
GENUINE TELECOM	12-2022 MU	3	Invoice	ACCT #20300-MAYOR	12/20/2022	35.38
GENUINE TELECOM	12-2022 MU	4	Invoice	ACCT #20300-ASSESSOR	12/20/2022	35.38
GENUINE TELECOM	12-2022 MU	5	Invoice	ACCT #20300-RR DEPOT	12/20/2022	35.38
GENUINE TELECOM	12-2022 MU	6	Invoice	ACCT #20300-CITY DSL	12/20/2022	125.00

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
GENUINE TELECOM	12-2022 MU	7	Invoice	ACCT #20300-POLICE DSL	12/20/2022	88.00
GENUINE TELECOM	12-2022 PAR	1	Invoice	ACCT #73700-PARK SHOP	12/20/2022	48.76
GENUINE TELECOM	12-2022 PAR	2	Invoice	ACCT #73700-MEYERS BLDG	12/20/2022	26.92
GENUINE TELECOM	12-2022 PAR	3	Invoice	ACCT #73700-AQUATIC CENTER	12/20/2022	40.38
GENUINE TELECOM	12-2022 PAR	4	Invoice	ACCT #73700-COMM CENTER	12/20/2022	180.76
GENUINE TELECOM	12-2022 PAR	5	Invoice	ACCT #73700-CC FIRE ALARM	12/20/2022	35.38
GENUINE TELECOM	12-2022 POL	1	Invoice	ACCT #641500-POLICE DEPT	12/20/2022	146.69
GENUINE TELECOM	12-2022 STR	1	Invoice	ACCT #641600-STREET SHOP	12/20/2022	35.38
GENUINE TELECOM	12-2022 STR	2	Invoice	ACCT #641600-AIRPORT	12/20/2022	106.24
GENUINE TELECOM	12-2022 STR	3	Invoice	ACCT #641600-LANDFILL	12/20/2022	50.61
Total GENUINE TELECOM (1035):						1,068.37
KIESLER POLICE SUPPLY (3690)						
KIESLER POLICE SUPPLY	IN203271	1	Invoice	ACCT #L76409-POLICE DEPT	12/01/2022	449.00
Total KIESLER POLICE SUPPLY (3690):						449.00
RHYME BUSINESS PRODUCTS (2921)						
RHYME BUSINESS PRODUCTS	32965808	1	Invoice	POLICE COPIER INV #32965808	12/05/2022	209.91
Total RHYME BUSINESS PRODUCTS (2921):						209.91
RICHLAND ELECTRIC CO-OP (357)						
RICHLAND ELECTRIC CO-OP	12-2022 REC	1	Invoice	ACCT #667401-FLOODWARNING	12/02/2022	38.97
Total RICHLAND ELECTRIC CO-OP (357):						38.97
RICHLAND FIRE DISTRICT (1629)						
RICHLAND FIRE DISTRICT	222173	1	Invoice	FIRE CALL-MCCONKEY HAZMAT	11/15/2022	300.00
RICHLAND FIRE DISTRICT	222179	1	Invoice	FIRE CALL-HILLSIDE DEPO APMTS	11/20/2022	600.00
RICHLAND FIRE DISTRICT	222182	1	Invoice	FIRE CALL-KWIK TRIP GAS SPILL	11/27/2022	632.00
RICHLAND FIRE DISTRICT	222183	1	Invoice	FIRE CALL-R NIMOCKS ACCIDENT	11/27/2022	600.00
RICHLAND FIRE DISTRICT	222188	1	Invoice	FIRE CALL-HILLSIDE DEPO APMTS	12/04/2022	600.00
RICHLAND FIRE DISTRICT	222195	1	Invoice	FIRE CALL-HILLSIDE DEPO APMTS	12/11/2022	600.00
Total RICHLAND FIRE DISTRICT (1629):						3,332.00
RUNNING, INC (2759)						
RUNNING, INC	27097	1	Invoice	INV #27097-NOV TAXI EXP	12/09/2022	21,346.12
RUNNING, INC	27097	2	Invoice	INV #27097-NOV TAXI REV	12/09/2022	8,835.00
Total RUNNING, INC (2759):						12,511.12
TC AUTOWORKS LLC (3622)						
TC AUTOWORKS LLC	11-2022 POL	1	Invoice	POLICE INV #10471	12/02/2022	56.93
TC AUTOWORKS LLC	11-2022 POL	2	Invoice	POLICE INV #10516	12/02/2022	55.93
TC AUTOWORKS LLC	11-2022 POL	3	Invoice	POLICE INV #10549	12/02/2022	522.56
Total TC AUTOWORKS LLC (3622):						635.42
U S CELLULAR (433)						
U S CELLULAR	12-2022 US	1	Invoice	ACCT #854828109-FLOODWARNING	12/10/2022	40.51
Total U S CELLULAR (433):						40.51
W CHRIS MCGOUGH, LLC (3688)						
W CHRIS MCGOUGH, LLC	1433	1	Invoice	INV #1433-TRAFFIC COURT	12/20/2022	3,675.00

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
W CHRIS MCGOUGH, LLC	1434	1	Invoice	INV #1434-COUNCIL/GENL TASKS	12/20/2022	1,400.00
Total W CHRIS MCGOUGH, LLC (3688):						5,075.00
WAL-MART (3069)						
WAL-MART	12-2022 DIC	1	Invoice	RESTITUTION-DICKEN TO WALMART	12/09/2022	95.76
Total WAL-MART (3069):						95.76
WE ENERGIES (808)						
WE ENERGIES	12-2022 CIT	1	Invoice	ACCT #070047605100006-MUN BLDG	12/08/2022	514.90
WE ENERGIES	12-2022 CIT	2	Invoice	ACCT #070047605100001-RR DEPOT	12/08/2022	163.99
WE ENERGIES	12-2022 CIT	3	Invoice	ACCT #070047605100005-COMM CENTER	12/08/2022	731.35
WE ENERGIES	12-2022 CIT	4	Invoice	ACCT #071031598000001-PARK SHOP	12/08/2022	157.70
WE ENERGIES	12-2022 CIT	5	Invoice	ACCT #070014806400001-CEMETERY	12/08/2022	95.25
WE ENERGIES	12-2022 CIT	6	Invoice	ACCT #070852515300001-MEYERS BLDG	12/08/2022	198.29
WE ENERGIES	12-2022 CIT	7	Invoice	ACCT #070047605100003-A/C CONC	12/08/2022	10.89
WE ENERGIES	12-2022 CIT	8	Invoice	ACCT #070047605100002-A/C POOL	12/08/2022	28.05
WE ENERGIES	12-2022 CIT	9	Invoice	ACCT #070894498700001-STREET SHOP	12/08/2022	444.40
Total WE ENERGIES (808):						2,344.82
WI DEPT OF REVENUE 3 (482)						
WI DEPT OF REVENUE 3	11-2022 AV F	1	Invoice	AV TAX ACCT #530-0000593333-09	11/30/2022	12.96
Total WI DEPT OF REVENUE 3 (482):						12.96
WIL-KIL PEST CONTROL (464)						
WIL-KIL PEST CONTROL	4560589	1	Invoice	ACCT #133002-LANDFILL	12/07/2022	63.30
WIL-KIL PEST CONTROL	4560689	1	Invoice	ACCT #131539-MUN BLDG	12/07/2022	63.30
WIL-KIL PEST CONTROL	4561447	1	Invoice	ACCT #210363-COMM CENTER	12/07/2022	76.55
WIL-KIL PEST CONTROL	4561647	1	Invoice	ACCT #131539-MEYER BLDG	12/07/2022	63.30
Total WIL-KIL PEST CONTROL (464):						266.45
Grand Totals:						46,614.39

Report GL Period Summary

GL Period	Amount
00/00	46,614.39
Grand Totals:	46,614.39

Vendor number hash: 65527
 Vendor number hash - split: 135458
 Total number of invoices: 36
 Total number of transactions: 71

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	46,614.39	.00	46,614.39

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Grand Totals:	46,614.39	.00	46,614.39

AGENDA ITEM DATA SHEET

Agenda Item: Request to Purchase Archive Social

Meeting Date: 12/20/2022

Requested by: Ashley Oliphant and Billy Jones

Background: Social media records are subject to open records law. As such, all records must be archived to comply with legal requirements. Social media platforms are not designed to archive data, nor are they required to preserve data compliant with open records law. Currently, the City does not have a mechanism in place to capture social media posts (including comments, deletions, etc) outside of an employee periodically screen capturing posts. The manual process of screen capturing is inefficient and flawed (posts can be altered before or after screen capture).

To automate this process and preserve all data on social media platforms, Chief Jones and Administrator Oliphant explored available options. After reviewing vendors and their capabilities, Archive Social was deemed to be the best fit for the City. Archive Social is a cloud-based platform which captures content in real time and archives the content. The archive is searchable, content is easily reproduced in report form to provide for open records requests and has an alert system if personally identifying information or inappropriate content is posted.

Archive Social is the only US based company focused solely on social media record retention. However, CivicPlus has recently acquired Archive Social. The City utilizes CivicPlus platforms for the new website, accounting program, and the ordinances once the recodification process is completed. Over 150 Wisconsin municipalities utilize Archive Social including Mauston, Viroqua, Reedsburg, and the Cashton School District. More information can be reviewed on archivesocial.com.

Financial Impact: \$3,588 per year (\$299/mo) for economy plan.

The economy plan allows for 12 accounts and up to 1,600 records per month. With the level of social media use the City currently engages in, this is sufficient. Once use expands, it will be necessary to transition to the standard plan. The standard plan allows for unlimited accounts and captures up to 3,500 records per month. The price of a standard plan is \$499/mo or \$5,988 per year. Archive Social has raised their fees once in the last five years. They indicated they did not foresee any near future pricing changes.

Funding Source: Expense included in 2023 budget

Requested Action: Motion to authorize the City Administrator to purchase Archive Social and implement use on all City social media platforms.

AGENDA ITEM DATA SHEET

Agenda Item: 7. Consider non-precedential vacation payout in Clerk's Office

Meeting Date: 12/20/2022

Requested by: Aaron Joyce

Reviewed/Recommended by: Finance Committee

Background: Deputy Clerk/Treasurer – Accountant was allocated 200 hours of Vacation time on 1/1/22. This is in addition to the 40 hours of Vacation time carried over from 2021. Due to the job requirements involving closing out the previous year's finances, preparing for the audit, and being short-staffed through the first 2/3 of the year, it was difficult to take large blocks of time off at a time to spend down the Vacation balance.

Use of Vacation time was discussed with the employee and a plan was developed in the fall to use the remaining balance of Vacation time that could not be carried over into 2023. Because of illness in the Clerk's office and the high demands of the Civic software implementation, four planned Vacation days were sacrificed for the operations of the department. I feel it is not prudent for this employee to lose these Vacation hours when the time off was scheduled in good faith. 32 hours of non-precedential Vacation time payout is being requested as a result.

Financial Impact: \$1,000.50. Includes wages & benefits (FICA, Medicare, & WRS contribution).

Funding Source: Funding source will come from the wages & benefits line item in the department's 2022 budget.

Requested Action: **Finance Requested Action:** Motion to recommend to Council authorizing a non-precedential payout of 32 hours of Vacation time in the Clerk's office.

Council Requested Action: Motion to authorize a non-precedential payout of 32 hours of Vacation time in the Clerk's office.

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 4.

Agenda Item: Economic Development

Meeting Date: 12/20/2022

Requested by: Ashley Oliphant upon recommendation from the Personnel & Insurance Committee

Background: The position of Economic Development Director is a shared role between the City and County. Although the role is technically a County employee, direction is provided from the RED Board. Due to the financial challenges the County is experiencing, the future of economic development as it currently stands is uncertain.

While a significant effort has been made in demonstrating the value and benefit of the role, the County has not identified a means to continue funding the position beyond 2023. To preserve the position and continue the City's economic development efforts, the full cost of the position/department was included in the 2023 budget allowing the City to create a full-time position and withdraw from the Structural Document which established the shared position.

Taking this action will ensure the City's economic development efforts are not hindered. It will also alleviate the financial burden of the role on the County. The City may opt to provide ongoing economic development services to the County at an hourly rate or other arrangement to be determined.

Financial Impact: \$120,953 (all expenses related to the role)

Funding Source: Accounted for in the 2023 budget

Requested Action: Motion to adopt Resolution 2022-TBD authorizing the issuance of a Notice to Withdraw to Richland County, and establishment of a full-time City position for the purpose of economic development.

Richland Economic Development Board Structural Document

1. Creation of the Board of Economic Development.

There is hereby created the Board of Richland Economic Development to promote economic development within Richland Center and Richland County (collectively, the “Parties”).

A. Overview: The creation of the Richland Economic Development (RED) Board is a collaboration between three sectors: (1) City and County government, (2) the business community, and (3) the civic sector. The RED Board works to promote the progress and benefit of economic development in Richland County and Richland Center for healthy growth.

B. Definitions:

- i. Government Sector:** The Richland County Board of Supervisors and The Richland Center City Council are the governmental entities represented on the RED Board.
- ii. Commerce Sector:** Privately owned businesses or entities of commerce in Richland County who seek the economic development and well-being of the people of Richland County and Richland Center.
- iii. Civic Sector:** Community development organizations, service organizations, philanthropic and benevolent organizations that are focused on a broad interest of development and betterment of the community.

C. Mission Statement:

Fostering a Community of Opportunity, Success, and Excellence

D. Scope: The RED Board is to promote a common mission, vision, and strategic planning for economic development in Richland County and Richland Center. The RED Board will promote goodwill and invitational posturing toward the established community and the attractional population. RED will participate in and work with regional development.

E. Representation: The RED Board will be the official representative of the City of Richland Center, Richland County, the Commerce Sector, and the Civic Sector for economic development throughout Richland County. The RED Board will work to create ideas, vision, direction and focus for economic development. The RED Board will take actions to bring prosperity to Richland County. Through the Economic Development Director (EDD), the RED Board will be the point of contact for interested parties for economic investment and development and will negotiate within its designated powers to bring in potential development to the City and County. The RED Board will also inform, advise, and consult with governmental entities, businesses, civic groups, and individuals so as to promote the economic well-being of Richland County and Richland Center.

F. Composition of the RED Board:

- i. **The RED Board** shall be comprised of eleven (11) members. Of these eleven members the following representation will exist:
 - a. The County Board Chair or Vice Chair
 - b. The Mayor of Richland Center or the City Council President
 - c. The City Administrator or City Clerk if there is not an Administrator
(*Non-Voting Member*)
 - d. The County Administrator or County Clerk if there is not an Administrator
(*Non-Voting Member*)
 - e. The Civic Sector representative
 - f. Five members from the Commerce Sector
 - g. One Citizen at Large

- ii. **The Commerce Sector members** will be chosen from the following categories. There should only be one member of the RED Board that represents any of the categories at any given time.
 - a. Manufacturing/industry
 - b. Health care
 - c. Education
 - d. Chamber of Commerce
 - e. Recreation/motels/restaurants
 - f. Banking/financial
 - g. Retail
 - h. Utilities
 - i. Small businesses
 - j. Agriculture/food supply
 - k. Entrepreneurship
 - l. Villages and Towns
 - m. Forestry

- iii. **The Citizen at Large** will represent or have expertise in the areas of;
 - a. Youth/under age 25
 - b. Disadvantaged people
 - c. Non-profits
 - d. Economic and Community Development

- iv. **The Civic Sector Representative** will have experience in the following fields;
 - a. Community development organizations
 - b. Service organizations
 - c. Philanthropic and benevolent organizations that are focused on a broad interest of development and betterment of the community.

- v. **The Government Sector** will be represented exclusively by the Mayor of Richland Center or the City Council President, the Richland County Board Chair or Vice Chair, the City Administrator or Clerk, and the County Administrator or Clerk. No other representative or official from either the Richland County Board or the Richland Center City Council may serve on the RED Board.

- vi. **Qualifications:** The RED Board members will make efforts to have broad representation from the stakeholders of the various categories above who have a record of knowledge and participation in community and economic development.
- vii. **Board Member Selection:** The RED Board will recruit new members from the designated categories above. Nominations will be open for any voting member of the Board to nominate someone to the Board who fits the category designated by the Board. After examination by the RED Board or a subcommittee, the RED Board will vote to seat a new member. This process will apply to new members on a four-year rotational term or to someone who will fill a seat vacated prior to the term expiration. A member is elected to the Board by simple majority.
- viii. **Chair:** The RED Board shall choose a chair from the voting members of the RED Board annually, at the last meeting of the calendar year to be seated at the January meeting.
- ix. **Voting powers:** All members of the RED Board will be voting members except the City Administrator and County Administrator.
- x. **Terms of Office:** Each RED Board member, except the four *ex officio* government members, shall serve a term of four-years on a rotating basis. Two seats shall expire each year and one seat will expire in the fourth year of a four-year cycle. Normally scheduled Board Member selections will occur in November of each year with new members being seated at the January meeting. Board Member selections to fill seats that have been vacated prior to the end of the associated term will be filled in accordance with 1(F)(viii) above at the earliest convenience of the RED Board. Existing RED Board members may be nominated and re-elected at the discretion of the RED Board.
- xi. **Removing a RED Board Member** requires a three-quarter vote of the RED Board voting members seated.

2. Powers, Duties, and Responsibilities of the Richland Economic Development Board.

The Board shall have the following powers and duties and none other.

- A. **Meetings:** The RED Board shall meet at least every other month or six (6) times per year with proper public notice for a governmental meeting.
 - i. **Attendance:** RED Board members shall attend all meetings of the RED Board each year. There will be one excused absence from a meeting of the RED Board with advance notice for each voting member.
 - ii. **A quorum** shall consist of a majority of the voting members.
 - iii. **Agendas** will be set by the Chair with contributions by the RED Board Members.
 - iv. **Meeting Minutes** of the RED Board will be maintained for each RED Board meeting at the direction of the Chair and will be posted to the City and County meetings site.

- v. **Open Meeting Laws:** The RED Board is subject to Wisconsin Open Meetings Laws.
 - vi. **Conduct of Meetings:** In general, and in all disputed matters, Roberts Rules of Order shall be observed. In non-binding instances, consensus may be observed.
 - vii. **Voting:** Each voting member shall have one vote.
 - viii. **Votes:** Votes may be taken by voice or in writing as determined by the Chair.
- B. Authority:** The Board advises on policies, procedures, and strategic goals for economic development for Richland Center and Richland County and measures the progress of the goals, including goals and objectives for the Economic Development Director.
- C. Budget:** The Board will create a budget annually to be submitted to the City of Richland Center and Richland County for approval.
- i. The budget shall identify all expenses related to the employment of the EDD and the operation of the office.
 - ii. The budget shall be submitted to the County and City consistent with their respective budget deadlines.
 - iii. The budget must be approved by both the County Board and the City Council before it is effective. In the event that the budget is not approved by the County Board and/or the City Council for the succeeding year, the previous year's budget shall be used until such time as both governing bodies approve the succeeding year's budget.
 - iv. The RED Board shall not authorize any expenditures other than what has been approved in the budget with the exception of Private Contributions (See 4(C) below).
- D. Audit:** The Board shall provide an audit or accounting of its financial records annually.
- E. Community Presence:** The Board shall Encourage interaction with and investment in economic development for the City and the County.
- F. Reporting:** The Board shall report to the City Council and County Board at least annually through the EDD.
- G. Town Boards:** The Board shall communicate with town boards and village boards for reporting and development of professional relationships.
- 3. Economic Development Director (EDD)**
The RED Board will hire and oversee an EDD who will serve the needs to Richland County and Richland Center for economic development. While Richland County will act as the employer of record, it is understood that the EDD is a shared position. The employment aspects of the position will be under the guidelines of Richland County (wages, benefits, days off, health insurance...), while the functioning of the position (priorities, efforts, work habits, expectations...) of EDD will be overseen and directed by the RED Board.

- A. EDD evaluation:** The RED Board shall complete an annual evaluation of the EDD. The RED Board may recommend to the County Administrator and the County Board discipline or termination of the EDD based on performance. The RED Board may also recommend promotion or pay increases in the budget based on the performance of the EDD.
- B. Non-monetary contribution:** The City will provide office space and office appurtenances (internet, land line, water, sewer, electric, heat...) for the EDD.
- 4. Funding:** The budgetary funding for the EDD position and staffing will be the responsibility of the City of Richland Center and Richland County Government. Other funds may be raised privately by the RED Board or its designees.
- A. Shared contributions:** The City and County shall contribute to the approved budget which will pay all expenses related to wages, benefits, and professional expenses of the EDD. The County shall be responsible 60% of the funding and the City shall provide 40% of the funding. On an annual basis the City will pay their portion of the funding to the County.
- B. Fiscal agent:** The County will function as the fiscal agent for funds contributed by government entities.
- C. Private contributions:** Private contributions will be accounted for separately from government contributions and will be expended at the discretion of the RED Board.
- 5. Responsibilities of the City**
- A.** The City's proportional contribution of the approved budget each year for the Shared Contribution.
- B.** Posting of the EDD services and events on the City website with a separate and designated page for economic development.
- C.** Provide sufficient office space for the EDD.
- D.** Provide internet, land line phone services, water, sewer, electric and heating for the EDD office space.
- E.** Provide the City Mayor as a voting Member to the Board.
- F.** Provide City Administrator or Clerk as the ex-officio member from the City government as a non-voting Member to the Board.
- 6. Responsibilities of the County**
- A.** The County's proportional contribution of the approved budget each year for the Government Contribution.

- B. Posting of the EDD services and events on the County website with a separate and designated page for economic development.
- C. To be the fiscal agent of the Shared Contribution received each year.
- D. Provide the County Board Chair as a voting Member to the Board.
- E. Provide the County Administrator or Clerk as the ex-officio member from the County government as a non-voting, Advisory Member to the Board.

7. Indemnification

The County and City shall indemnify, defend and hold harmless each other from all claims arising out of this Structural Document.

8. Term

The term of this Structural Document is for ten (10) years. The term will commence upon execution of this Structural Document. The Parties shall, not less than six (6) months prior to the expiration of this Structural Document, commence a joint review of the Agreement for purposes of renewing the Structural Document or negotiating for a successor agreement. This Structural Document shall automatically renew for a period of 10 years unless otherwise agreed to by the parties.

9. Amendments

Amendments to this Structural Document shall only be made by an affirmative vote of the City Council and the County Board.

10. Termination

This Structural Document may be terminated as follows:

- A. By mutual agreement of all the parties.
- B. If one of the governmental entities fails to make its budgeted and required contribution pursuant to this Structural Document, the other governmental entity may terminate this Structural Document upon such default.
- C. Either governmental entity may withdraw from this Structural Document provided they notify the other entity in writing of that intent by serving upon the other parties a "Notice of Intent to Withdraw." Upon the service of such Notice, the parties agree to meet and confer in a reasonable manner (time, location and number of meetings) within ninety (90) days to discuss the proposed withdrawal and potential amendments to the Structural Document. After ninety (90) days from service on all of the parties of the "Notice of Intent to Withdraw," the party which served that Notice may withdraw from the Structural Document by service upon all of the parties of a written "Notice of Withdrawal."

11. Miscellaneous

- A. No Assignment. No party may assign any of its rights or obligations under this Structural Document without the prior written consent of all parties.
- B. Entire Structural Document. This Structural Document and all other documents and agreements expressly referred to herein contain the entire agreement between the parties with respect to the matters set forth herein.
- C. Waiver. No failure or delay by any party in exercising any right, power or privilege in this Structural Document shall operate as a waiver thereof.
- D. Governing Law. This Structural Document shall be construed in accordance with the internal laws of the State of Wisconsin.
- E. Neutral Construction. This Structural Document is the result of a negotiated agreement by the parties and prior to the execution of this Structural Document each party had sufficient opportunity to have review of the document by legal counsel. Nothing in this Structural Document shall be construed more strictly for or against either party because that party's attorney drafted this Structural Document or any portion thereof or attachment thereto.
- F. Originals and Counterparts. This Structural Document may be executed in any number of counterparts, each of which shall be deemed to be an original.
- G. Incorporation of Attachments. All exhibits and other documents attached hereto or referred to herein are hereby incorporated in and shall become a part of this Structural Document.
- H. Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Structural Document.
- I. Severability. In the event that one portion of this Structural Document, or the application of this Structural Document to any extent is deemed invalid or unenforceable by a court of competent jurisdiction, then (unless in the judgment of the party adversely affected thereby such provision was a material part of the consideration for their entering into this Structural Document that without it they would not have entered into the Structural Document) the remainder of this Structural Document or the application of such provision shall be valid and enforceable to the fullest extent permitted by law.

RESOLUTION 2022 -

RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER CREATING A FULL-TIME POSITION FOR THE PURPOSE OF ECONOMIC DEVELOPMENT

WHEREAS, the City of Richland Center (“the City”) and Richland County jointly established the position of Economic Development Director; and

WHEREAS, the City and the Richland County both contribute about equally for the position of Economic Development Director; and

WHEREAS, the Economic Development Director serves both the City and the County while reporting to and receiving direction from the Richland Economic Development Board; and

WHEREAS, Richland County has identified Economic Development as a department eligible for elimination due to their financial challenges; and

WHEREAS, Richland County has explored alternative funding mechanisms without success; and

WHEREAS, both the City and Richland County may withdraw from the Structural Document establishing the shared Economic Development Director position without penalty; and

WHEREAS, the City has experienced demonstrable value from the role of Economic Development Director and wishes to preserve the position; and

WHEREAS, the City is committed to economic development and will support these efforts by creating a full-time position for the purpose of pursuing economic development; and

NOW, THEREFORE, BE IT RESOLVED, the members of the Common Council do hereby authorize issuing Richland County a Notice of Intent to Withdraw from the Structural Document, and the establishment of a full-time position at the City for the purpose of pursuing economic development effective January 1, 2023.

APPROVED, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: _____, NOS: _____

Adopted this 20th Day of December 2022

Todd Coppernoll, Mayor

Attest:

Aaron Joyce, City Clerk / Treasurer

Decker Supply Co Inc.
 1115 O'Neill Ave
 PO Box 8008
 Madison WI 53708

QUOTATION

Item 7.

Quote Number: 479795
 Quote Date: 11/18/22
 Page: 1
 Customer Phone: 608 647-3559
 Customer Fax:

B CITY OF RICHLAND CENTER
I 450 S MAIN ST
L RICHLAND CENTER, WI 53581
L

S CITY OF RICHLAND CENTER
H 141 W ROBB RD
I RICHLAND CENTER, WI 53581
P ATTN: TERRY

Entered By: JOSH
 Location:
 Account Cd: RICHL CWI
 Salesperson: 7250

RFQ Number:
 Ship Via: DIRECT
 Taxable: Y
 Pmt Terms: NET 30

Line	Order Qty	Part Number	Description	Price	UM	Ext Price	Est Ship
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* SOLAR POWERED LED FLASHING
 STOP SIGN, MOUNTING TO THE TOP
 OF A 2 2/8" ROUND POST *

1	1.00	MISC	TRAFFIC CALM SOLAR POWERED LED FLASHING STOP SIGN - SOLAR POWERED BASIC SIGN CONTROLLER (FLASHES 24-7, PLUG AND PLAY) - 30 WATT SOLAR PANEL - MOUNTING BRACKETS - 36" FLASHER RING, RED LED'S - ADD FREIGHT - SHIP DIRECT - SALESPERSON: JOSH	\$1,598.0000	EA	\$1,598.00	11/18/22
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Thank you for the opportunity
 of quoting.

Prices are good for 45 days
 from quotation date.

Subtotal: \$1,598.00
 Sales Tax: \$0.00
 Freight: \$0.00
 Total: \$1,598.00