



OFFICIAL PUBLIC NOTICE

MEETING OF THE COMMON COUNCIL

TUESDAY, JULY 02, 2024 AT 6:30 PM

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

Virtual TEAMS Meeting:

https://teams.microsoft.com/l/meetupjoin/19%3ameeting_NmUzNTE2M2ItNzhINS00MjY2LTk2NDYtMzE2NDIwODJlMDNi%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%22fb0e81c0-5c7b-4e02-8c4a-f5b1b85a6a80%22%7d**Meeting ID:** 219 559 100 921**Passcode:** JhMzfc

AGENDA

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.*

APPROVAL OF 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

- [1.](#) Treasurer's Report

PAYMENT OF BILLS

- [2.](#) 07-02-2024 Paid & Unpaid Bills by Vendor

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)

- [3.](#) Additional Service Engagement with Johnson Block
- [4.](#) Modify Contract for Ongoing Services with Southwestern Wisconsin Regional Planning Commission (SWWRPC)
5. Review and Status Update on Aquatic Center Donations - Mick Cosgrove

ITEMS FOR DISCUSSION AND ACTION:

- [6.](#) **PUBLIC HEARING ON THE FUTURE OF THE UTILITY COMMISSION**
7. Presentation by Southwestern Wisconsin Regional Planning Commission - *Troy Maggied*
- [8.](#) Review Findings of Personnel Investigation Report
9. Discussion and Possible Action on the Future of the Utility Commission

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 28th day of June, 2024 by 6:00 PM.
Copy to the official newspaper the Richland Observer.

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.

CITY OF RICHLAND CENTER - TREASURER'S REPORT				
May 1 - 31, 2024			Updated 6/12/2024	
FUNDS	BEG/MO BAL	RECEIPTS	DISBURSEMENTS	END/MO BAL
<i>Deposits</i>				
<i>Disbursements</i>				
City General Unassigned:	\$ 417,071.51	\$ 557,509.51	\$ 581,661.18	\$ 392,919.84
State Investments #1 Unassigned	\$ 5,514,148.95	\$ 35,444.77	\$ 300,000.00	\$ 5,249,593.72
Property Tax Account (partial unassigned)	\$ 64,761.51	\$ 233.76		\$ 64,995.27
#2 Landfill long term care (for landfill issues)	\$ 627,494.86	\$ 2,857.85		\$ 630,352.71
#3 TIF-Panorama Estates (TIF 6)	\$ 263,398.43	\$ 1,199.62		\$ 264,598.05
#6 TIF 2-5 (only #4)	\$ 143,366.51	\$ 652.95		\$ 144,019.46
RLF Business Savings	\$ 579,938.78	\$ 629.19		\$ 580,567.97
RLF Business Checking	\$ 1,164.57			\$ 1,164.57
RESTRICTED FUNDS: (by outside entity)				
CDBG Housing RLF	\$ 158,930.91	\$ 574.04		\$ 159,504.95
Landfill Long Term Care CD to 2045	\$ 306,912.88			\$ 306,912.88
Landfill Long Term Care CD to 2045	\$ 305,968.89			\$ 305,968.89
Library Checking	\$ 188,950.06	\$ 2,306.19	\$ 34,941.09	\$ 156,315.16
Room Tax	\$ 29,162.14	\$ 79.55	\$ 11,604.96	\$ 17,636.73
Greater Richland Tourism	\$ 24,423.34	\$ 17,418.05	\$ 12,591.84	\$ 29,249.55
Redevelopment Authority	\$ 70,714.70	\$ 255.25		\$ 70,969.95
#5 Renew RC Loan Program-Affordable Housing	\$ 1,056,147.14	\$ 4,810.10		\$ 1,060,957.24
Renew RC Loan Program-Checking	\$ 44,911.81	\$ 162.11		\$ 45,073.92
COMMITTED: (by resolution of the Council)				
Pool #4 Projects committed	\$ 1,703,000.84	\$ 7,756.12		\$ 1,710,756.96
ASSIGNED: (for specific use, not assigned)				
Cemetery CDs	\$ 4,882.67	\$ 2.91		\$ 4,885.58
Centennial Committee	\$ 2,782.77	\$ 10.05		\$ 2,792.82
Canine Fund	\$ 40,553.98		\$ 945.81	\$ 39,608.17
Park/Rec/Comm Center	\$ 11,578.73	\$ 41.79		\$ 11,620.52
Aquatic Center	\$ 136,662.15	\$ 30.89		\$ 136,693.04
LOANS				
			Final	12/31/2024
Loans:	Total Debt	Annual Payment	Payment due	Balance
Richland County Bank (2%)	\$ 200,000.00	\$ 55,000.00	2024	\$ 200,000.00
WPPI (no interest)	\$ 13,913.06	\$ 5,059.44	10/28/2027	\$ 8,853.62
State Trust Fund Loan - Panorama Est TIF 6 (3.5%)	\$ 13,949.14	\$ 41,567.70	3/15/2021	\$ 13,949.14
Bonding - Panorama Estates TIF 6 (1.8%)	\$ 795,000.00	\$ 21,285.00	4/1/2037	\$ 795,000.00
CFB Haseltine 389,390/Westside Dr 362,610 (2.7%)	\$ 602,000.00	\$ 67,117.10	4/1/2028	\$ 602,000.00
Aquatic Center Bonding (20 Years)	\$ 4,090,000.00	\$ 295,486.25	8/1/2038	\$ 4,090,000.00
	\$ 5,714,862.20	\$ 485,515.49		\$ 5,709,802.76
Debt Capacity \$15,155,950 (2019 audit)	38%			38%
Max recommendation 65% = \$9,851,367				
Note Transfers are made between Funds that are accounted for in both Receipts and Disbursements				

Item 1.

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
ALLIANT ENERGY/WPL				
ALLIANT ENERGY/WPL	05/09/2024	ACCT #2013900000-RUNWAY	10-54900-320 AIRPORT/RUNWA	286.76
ALLIANT ENERGY/WPL	05/10/2024	ACCT #1601850000-HWY80 SH	10-55300-655 PARKS/SHELTER	16.87
GREELEY SIGNS & GRAPHICS				
GREELEY SIGNS & GRAP	06/05/2024	WAYFINDING SIGNS DEPOSIT-	10-56100-390 COMM DEV/MISC	8,782.18
CLERK OF COURTS				
CLERK OF COURTS	06/01/2024	VAN C PHAM TICKET #BH9775	10-46810-000 POLICE DEPT PR	175.30
GREELEY SIGNS & GRAPHICS				
GREELEY SIGNS & GRAP	06/05/2024	WAYFINDING SIGNS DEPOSIT-	10-56100-390 COMM DEV/MISC	8,782.18-
GREELEY SIGNS & GRAP	06/05/2024	WAYFINDING SIGNS DEPOSIT	10-56100-390 COMM DEV/MISC	8,782.18
JONES, MELINDA				
JONES, MELINDA	04/16/2024	VETERANS MEMORIAL PAVILI	10-46635-000 PARK SHELTER R	55.00
NEUMAN POOLS INC				
NEUMAN POOLS INC	05/31/2024	2024 POOL OPENING & EQUIP	10-55410-470 AQUA CTR/MAINT	8,054.24
NEUMAN POOLS INC	06/10/2024	REBUILD HEATER #2 CIRCULA	10-55410-470 AQUA CTR/MAINT	2,354.47
RICHLAND CENTER UTILITIE				
RICHLAND CENTER UTIL	05/30/2024	GENERATOR MAINTENANCE	10-54100-460 GARAGE/BUILDI	298.70
BONNELL INDUSTRIES INC				
BONNELL INDUSTRIES I	05/16/2024	BONNELL INDUSTRIES-USED	10-61000-943 OUTLAY/ST MAC	45,000.00
WI DEPT OF REVENUE-AV FUEL				
WI DEPT OF REVENUE-A	05/31/2024	MAY 2024 FUEL TAX	10-54900-505 AIRPORT/AVIATI	19.56
BREWER LIBRARY ACCOUNT				
BREWER LIBRARY ACCO	06/13/2024	2025 Annual City Contribution	10-58700-390 TRANSFERS/MIS	290,000.00
WI DEPT OF SAFETY & PROF				
WI DEPT OF SAFETY & P	03/25/2024	DSPS LIBRARY ELEVATOR PE	20-55100-470 LIBRARY/MAINT	50.00
NATURE'S WAY PORTABLE UNITS				
NATURE'S WAY PORTABL	02/29/2024	LANDFILL INV #55654	10-54500-560 LANDFILL/CONT	160.00
NATURE'S WAY PORTABL	03/31/2024	LANDFILL INV #55829	10-54500-560 LANDFILL/CONT	160.00
NATURE'S WAY PORTABL	04/30/2024	LANDFILL INV #55927	10-54500-560 LANDFILL/CONT	160.00
WI DEPT OF FINANCIAL INS				
WI DEPT OF FINANCIAL I	06/13/2024	Sarah Mulry Notary	10-52100-860 POLICE/ADMINIS	20.00
BAKER & TAYLOR				
BAKER & TAYLOR	05/02/2024	ACCT #L408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	236.80
BAKER & TAYLOR	05/17/2024	ACCT #L408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	423.96
BAKER & TAYLOR	05/29/2024	ACCT #L408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	378.19
BAKER & TAYLOR	05/03/2024	ACCT #L4275042-LIB YOUTH	20-55100-720 LIBRARY/BOOKS	259.44
BAKER & TAYLOR	05/15/2024	ACCT #L4275042-LIB YOUTH	20-55100-720 LIBRARY/BOOKS	120.17
BAKER & TAYLOR	05/30/2024	ACCT #L4275042-LIB YOUTH	20-55100-720 LIBRARY/BOOKS	133.50
CITY UTILITIES-BILLS				
CITY UTILITIES-BILLS	06/10/2024	EL BILLS-LIBRARY	20-55100-320 LIBRARY/UTILITI	832.45
CITY UTILITIES-BILLS	06/10/2024	WA/SE BILLS-LIBRARY	20-55100-320 LIBRARY/UTILITI	96.28
EGOLDFAX				
EGOLDFAX	06/14/2024	LIBRARY INV #EGOLD-120725	20-55100-300 LIBRARY/PHONE/	29.99
ENTRANCE TECHNOLOGIES, I				
ENTRANCE TECHNOLOG	06/14/2024	LIBRARY-PREVENTATIVE MAI	20-55100-470 LIBRARY/MAINT	150.00
GENUINE TELECOM				
GENUINE TELECOM	05/20/2024	ACCT #99900 LIBRARY	20-55100-300 LIBRARY/PHONE/	235.88
MIDWEST TAPE				
MIDWEST TAPE	06/03/2024	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	26.24

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
MIDWEST TAPE	05/20/2024	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	70.43
NEE, MARY				
NEE, MARY	06/06/2024	GARDEN BEDS REIMB-M NEE	20-55100-730 LIBRARY/IMPROV	32.21
RHYME BUSINESS PRODUCTS-DALLAS				
RHYME BUSINESS PROD	06/10/2024	LIB COPIER INV #36763402	20-55100-340 LIBRARY/OFFICE	178.27
RIVISTAS SUBSCRIPTION SERVICES				
RIVISTAS SUBSCRIPTIO	06/11/2024	LIBRARY INV #18867	20-55100-360 LIBRARY/PERIOD	1,172.78
VISA				
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-340 LIBRARY/OFFICE	629.65
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-360 LIBRARY/PERIOD	246.81
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-470 LIBRARY/MAINT	22.99
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-520 LIBRARY/PROCE	536.96
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-530 LIBRARY/JANITO	55.95
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-710 LIBRARY/AUDIO/	22.63
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-720 LIBRARY/BOOKS	223.01
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-730 LIBRARY/IMPROV	21.99
VISA	05/31/2024	LIBRARY ACCT ENDING #6931	20-55100-745 LIBRARY/ADULT	11.99
AFLAC				
AFLAC	06/18/2024	AFLAC AFLAC AFTER TAX Pa	10-22240-000 EMPLOYEE SHA	71.24
AFLAC	06/18/2024	AFLAC AFLAC PRE TAX Pay P	10-22240-000 EMPLOYEE SHA	74.88
INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES SOCIAL SEC	10-22130-000 W/H TAXES-FICA/	5,103.21
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES FEDERAL WI	10-22110-000 W/H TAXES-FEDE	5,305.97
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES SOCIAL SEC	10-22130-000 W/H TAXES-FICA/	5,103.21
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES MEDICARE	10-22130-000 W/H TAXES-FICA/	1,193.53
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES MEDICARE	10-22130-000 W/H TAXES-FICA/	1,193.53
RICHLAND CENTER POLICE PROFESSIONAL				
RICHLAND CENTER POLI	06/18/2024	UNION DUES POLICE UNION	10-22410-000 POLICE DEPT UN	211.50
SECURIAN FINANCIAL GROUP, INC				
SECURIAN FINANCIAL G	06/18/2024	LIFE INSURANCE LIFE INSUR	10-22230-000 EMPLOYEE SHA	12.00
SECURIAN FINANCIAL G	06/18/2024	LIFE INSURANCE LIFE INSUR	10-22230-000 EMPLOYEE SHA	110.74
SECURIAN FINANCIAL G	06/18/2024	LIFE INSURANCE LIFE INSUR	10-22230-000 EMPLOYEE SHA	142.94
WI Deferred Compensation				
WI Deferred Compensation	06/18/2024	DEFERRED COMP DEFERRE	10-22310-000 PYRL DED-WI DE	100.81
WI Deferred Compensation	06/18/2024	DEFERRED COMP DEFERRE	10-22310-000 PYRL DED-WI DE	245.00
WI Deferred Compensation	06/18/2024	DEFERRED COMP DEFERRE	10-22310-000 PYRL DED-WI DE	100.00
INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES FEDERAL WI	20-22110-000 LIBRARY FEDER	359.16
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES SOCIAL SEC	20-22130-000 LIBRARY FICA/M	573.41
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES SOCIAL SEC	20-22130-000 LIBRARY FICA/M	573.41
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES MEDICARE	20-22130-000 LIBRARY FICA/M	134.10
INTERNAL REVENUE SE	06/18/2024	FICA/FED TAXES MEDICARE	20-22130-000 LIBRARY FICA/M	134.10
SECURIAN FINANCIAL GROUP, INC				
SECURIAN FINANCIAL G	06/18/2024	LIFE INSURANCE LIFE INSUR	20-22230-000 LIB EMPLOYEE S	2.40
SECURIAN FINANCIAL G	06/18/2024	LIFE INSURANCE LIFE INSUR	20-22230-000 LIB EMPLOYEE S	7.38
SECURIAN FINANCIAL G	06/18/2024	LIFE INSURANCE LIFE INSUR	20-22230-000 LIB EMPLOYEE S	10.18
FELTON, LOGAN				
FELTON, LOGAN	06/21/2024	6/21/2024 PR - DD Rejected	10-14100-000 A/R - OTHER A/R	441.82
WI Dept of EE Trust Funds				
WI Dept of EE Trust Funds	06/24/2024	July 2024 Health Insurance	10-14500-000 A/R - GENERAL R	30,101.36
WI Dept of EE Trust Funds	06/24/2024	July 2024 Health Insurance	10-22210-000 EMPLOYEE SHA	9,345.29
WI Dept of EE Trust Funds	06/24/2024	July 2024 Health Insurance	10-22325-000 PYRL DED-125 PL	41,001.23
WI Dept of EE Trust Funds	05/31/2024	May 2024 Utility Retirement	10-14500-000 A/R - GENERAL R	14,111.26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
WOODHOUSE, DEVAN				
WOODHOUSE, DEVAN	06/21/2024	6/21/2024 PR - DD Rejected	10-14100-000 A/R - OTHER A/R	393.13
WI Dept of EE Trust Funds				
WI Dept of EE Trust Funds	06/24/2024	July 2024 Health Insurance	20-22210-000 LIB EMPLOYEE S	509.18
WI Dept of EE Trust Funds	06/24/2024	July 2024 Health Insurance	20-22325-000 LIB PYRL DEDUC	3,106.48
American Heritage Life Insurance Company				
American Heritage Life Ins	02/28/2024	Case E0591 February 2024 - EE	10-22250-000 EMPLOYEE SHA	318.22
American Heritage Life Ins	03/31/2024	Case E0591 March 2024 - EE S	10-22250-000 EMPLOYEE SHA	318.22
American Heritage Life Ins	04/30/2024	Case E0591 April 2024 - EE Sup	10-22250-000 EMPLOYEE SHA	318.22
American Heritage Life Ins	05/31/2024	Case E0591 May 2024 - EE Sup	10-22250-000 EMPLOYEE SHA	318.22
American Heritage Life Ins	06/30/2024	Case E0591 June 2024 - EE Su	10-22250-000 EMPLOYEE SHA	299.58
NATURE'S WAY PORTABLE UNITS				
NATURE'S WAY PORTABL	05/31/2024	4/25 - 5/30/2024 Rent & Service	10-55300-655 PARKS/SHELTER	190.00
NATURE'S WAY PORTABL	06/30/2024	5/30 - 6/27/2024 Rent and Servi	10-55300-655 PARKS/SHELTER	160.00
SECURIAN FINANCIAL GROUP, INC				
SECURIAN FINANCIAL G	06/30/2024	MAR-JUNE AUTO PR TRANSA	10-22230-000 EMPLOYEE SHA	1,907.85-
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-54200-100 ROADWAYS/BEN	47.12
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-55200-100 COMM CTR/BEN	13.25
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-56500-100 ECON DEV/BENE	19.80
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-22230-000 EMPLOYEE SHA	256.13
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-14500-000 A/R - GENERAL R	571.59
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-51250-100 ADMIN/BENEFITS	6.23
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-51300-100 CLK TREAS/BEN	8.93
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-51800-100 MUN BLDG/BENE	3.28
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-51825-100 RR DEPOT/BENE	23.40
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-51850-100 BLDG-PROP/BEN	35.00
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-52100-100 POLICE/BENEFIT	122.57
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	10-52150-100 PKG ENF/BENEFI	22.34
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-14500-000 A/R - GENERAL R	558.05
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-51250-100 ADMIN/BENEFITS	6.22
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-51800-100 MUN BLDG/BENE	3.28
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-51825-100 RR DEPOT/BENE	23.40
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-51850-100 BLDG-PROP/BEN	35.00
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-52100-100 POLICE/BENEFIT	122.58
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-52150-100 PKG ENF/BENEFI	22.34
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-54200-100 ROADWAYS/BEN	47.12
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-55200-100 COMM CTR/BEN	13.25
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-56500-100 ECON DEV/BENE	19.80
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	10-22230-000 EMPLOYEE SHA	245.49
WORKSITE SOLUTIONS				
WORKSITE SOLUTIONS	02/29/2024	FEBRUARY 2024 COMBINED I	10-22250-000 EMPLOYEE SHA	287.64
WORKSITE SOLUTIONS	03/31/2024	MAR 2024 COMBINED INS PR	10-22250-000 EMPLOYEE SHA	287.64
WORKSITE SOLUTIONS	04/30/2024	APR 2024 COMBINED INS PRE	10-22250-000 EMPLOYEE SHA	287.64
WORKSITE SOLUTIONS	05/31/2024	MAY 2024 COMBINED INS PRE	10-22250-000 EMPLOYEE SHA	287.66
WORKSITE SOLUTIONS	06/30/2024	JUNE 2024 COMBINED INS PR	10-22250-000 EMPLOYEE SHA	174.08
SECURIAN FINANCIAL GROUP, INC				
SECURIAN FINANCIAL G	06/30/2024	MAR-JUNE AUTO PR TRANSA	20-22230-000 LIB EMPLOYEE S	140.79-
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	20-55100-100 LIBRARY/BENEFI	22.36
SECURIAN FINANCIAL G	05/31/2024	MAY 2024 LIFE INSURANCE P	20-22230-000 LIB EMPLOYEE S	24.51
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	20-55100-100 LIBRARY/BENEFI	22.36
SECURIAN FINANCIAL G	06/30/2024	JUNE 2024 LIFE INSURANCE P	20-22230-000 LIB EMPLOYEE S	24.51
SOUTHWEST TITLE LLC				
SOUTHWEST TITLE LLC	06/27/2024	HILL COUNTRY RENTALS PAR	10-56100-390 COMM DEV/MISC	646,468.29

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
RICHLAND CENTER UTILITIE				
RICHLAND CENTER UTIL	06/10/2024	450 S Main St	10-51800-320 MUN BLDG/UTILI	233.65
RICHLAND CENTER UTIL	06/10/2024	Dump Station-Old WWTP	10-55300-320 PARKS/UTILITIES	28.60
RICHLAND CENTER UTIL	06/10/2024	Fountain-Court/Central	10-55300-320 PARKS/UTILITIES	10.50
RICHLAND CENTER UTIL	06/10/2024	Cemetary Garage	10-51850-325 BLDG-PROP/CEM	41.36
RICHLAND CENTER UTIL	06/10/2024	Cemetery-Saloutus/Park	10-51850-325 BLDG-PROP/CEM	39.60
RICHLAND CENTER UTIL	06/10/2024	Westside Park-Footbridge	10-55300-320 PARKS/UTILITIES	28.60
RICHLAND CENTER UTIL	06/10/2024	N Orange-Meyer Bldg	10-55300-655 PARKS/SHELTER	127.50
RICHLAND CENTER UTIL	06/10/2024	1055 N Orange-Bath House	10-55410-320 AQUA CTR/UTILIT	253.38
RICHLAND CENTER UTIL	06/10/2024	Pippin (Fountain)	10-55300-655 PARKS/SHELTER	28.60
RICHLAND CENTER UTIL	06/10/2024	Ferguson (Fountain)	10-55300-655 PARKS/SHELTER	28.60
RICHLAND CENTER UTIL	06/10/2024	WA Fountain-Keepers	10-55300-655 PARKS/SHELTER	39.60
RICHLAND CENTER UTIL	06/10/2024	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	76.76
RICHLAND CENTER UTIL	06/10/2024	Anderson (Fountain)	10-55300-655 PARKS/SHELTER	28.60
RICHLAND CENTER UTIL	06/10/2024	Tennis Court (Fountain)	10-55300-320 PARKS/UTILITIES	28.60
RICHLAND CENTER UTIL	06/10/2024	Lions/Conc(Fountain)	10-55300-655 PARKS/SHELTER	28.60
RICHLAND CENTER UTIL	06/10/2024	Klingaman (Fountain)	10-55300-655 PARKS/SHELTER	10.50
RICHLAND CENTER UTIL	06/10/2024	Cemetery-10th Street	10-51850-325 BLDG-PROP/CEM	39.60
RICHLAND CENTER UTIL	06/10/2024	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	129.68
RICHLAND CENTER UTIL	06/10/2024	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	6.82
RICHLAND CENTER UTIL	06/10/2024	Cemetery-Parkinson/AA	10-51850-325 BLDG-PROP/CEM	39.60
RICHLAND CENTER UTIL	06/10/2024	Seasonal Water	10-55410-320 AQUA CTR/UTILIT	860.46
RICHLAND CENTER UTIL	06/10/2024	W Mill-Linear Park	10-55300-320 PARKS/UTILITIES	26.47
RICHLAND CENTER UTIL	06/10/2024	397 W Seminary St	10-51825-320 RR DEPOT/UTILI	96.14
RICHLAND CENTER UTIL	06/10/2024	1050 N Orange St	10-55200-320 COMM CTR/UTILI	1,250.95
RICHLAND CENTER UTIL	06/10/2024	1055 N Orange-Park Pool	10-55410-320 AQUA CTR/UTILIT	3,369.12
RICHLAND CENTER UTIL	06/10/2024	450 S Main St	10-51800-320 MUN BLDG/UTILI	609.80
RICHLAND CENTER UTIL	06/10/2024	EV Charging Station	10-51800-320 MUN BLDG/UTILI	45.94
RICHLAND CENTER UTIL	06/10/2024	Cold Storage Bldg	10-55300-320 PARKS/UTILITIES	30.70
RICHLAND CENTER UTIL	06/10/2024	Aud City Parking Lot	10-51850-320 BLDG-PROP/UTIL	78.67
RICHLAND CENTER UTIL	06/10/2024	Cemetary Bldg	10-51850-325 BLDG-PROP/CEM	20.16
RICHLAND CENTER UTIL	06/10/2024	North End of Central	10-54230-930 SIGNS/STREET LI	24.62
RICHLAND CENTER UTIL	06/10/2024	Flashers Main & Seco	10-54230-930 SIGNS/STREET LI	12.50
RICHLAND CENTER UTIL	06/10/2024	Footbridge Congress	10-55300-320 PARKS/UTILITIES	75.50
RICHLAND CENTER UTIL	06/10/2024	Bike Path	10-55300-320 PARKS/UTILITIES	39.20
RICHLAND CENTER UTIL	06/10/2024	Between Dike&Scorebd	10-55300-320 PARKS/UTILITIES	12.50
RICHLAND CENTER UTIL	06/10/2024	Hi-Caster Booth	10-55300-320 PARKS/UTILITIES	12.50
RICHLAND CENTER UTIL	06/10/2024	Event Meter	10-55300-320 PARKS/UTILITIES	21.79
RICHLAND CENTER UTIL	06/10/2024	N Orange-Meyer Bldg	10-55300-655 PARKS/SHELTER	92.65
RICHLAND CENTER UTIL	06/10/2024	Pool Transformer	10-55410-320 AQUA CTR/UTILIT	105.26
RICHLAND CENTER UTIL	06/10/2024	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	71.05
RICHLAND CENTER UTIL	06/10/2024	Pavilion	10-55300-655 PARKS/SHELTER	17.30
RICHLAND CENTER UTIL	06/10/2024	8th/ Jefferson/Keepers	10-55300-655 PARKS/SHELTER	19.44
RICHLAND CENTER UTIL	06/10/2024	Anderson Shelter	10-55300-655 PARKS/SHELTER	13.48
RICHLAND CENTER UTIL	06/10/2024	Tennis Court Lights	10-55300-320 PARKS/UTILITIES	99.92
RICHLAND CENTER UTIL	06/10/2024	Williams Shelter	10-55300-655 PARKS/SHELTER	12.88
RICHLAND CENTER UTIL	06/10/2024	N Park Access Rd by Flag	10-55300-320 PARKS/UTILITIES	12.50
RICHLAND CENTER UTIL	06/10/2024	Pond-Klingaman Shelter	10-55300-655 PARKS/SHELTER	13.60
RICHLAND CENTER UTIL	06/10/2024	For Dike Alarm City	10-56200-320 FLOODPLN/UTILI	13.55
RICHLAND CENTER UTIL	06/10/2024	North Park Pond	10-55300-320 PARKS/UTILITIES	195.46
RICHLAND CENTER UTIL	06/10/2024	Lions Shelter/Conc	10-55300-655 PARKS/SHELTER	35.00
RICHLAND CENTER UTIL	06/10/2024	3 RT Landfill	10-54500-320 LANDFILL/UTILITI	95.50
RICHLAND CENTER UTIL	06/10/2024	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	184.89

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
RICHLAND CENTER UTIL	06/10/2024	Industrial Park Sign	10-55300-320 PARKS/UTILITIES	26.09
RICHLAND CENTER UTIL	06/10/2024	Bohmann Dr	10-55300-655 PARKS/SHELTER	13.11
RICHLAND CENTER UTIL	06/10/2024	N Park Ballfields	10-55300-320 PARKS/UTILITIES	343.49
RICHLAND CENTER UTIL	06/10/2024	US HWY 14 W-B.Fields	10-55300-320 PARKS/UTILITIES	249.71
RICHLAND CENTER UTIL	06/10/2024	Mill Pond Campground	10-55300-320 PARKS/UTILITIES	154.26
RICHLAND CENTER UTIL	06/10/2024	151 Ind Drive-Dog Park	10-55300-320 PARKS/UTILITIES	53.42
RICHLAND CENTER UTIL	06/10/2024	Court & Church St	10-54230-930 SIGNS/STREET LI	478.09
RICHLAND CENTER UTIL	06/10/2024	14 New Highway East	10-54230-930 SIGNS/STREET LI	167.08
RICHLAND CENTER UTIL	06/10/2024	Burton & Main St	10-54230-930 SIGNS/STREET LI	123.91
RICHLAND CENTER UTIL	06/10/2024	Mill & Main	10-54230-930 SIGNS/STREET LI	795.69
RICHLAND CENTER UTIL	06/10/2024	5th & Main St	10-54230-930 SIGNS/STREET LI	225.54
RICHLAND CENTER UTIL	06/10/2024	Main & Sixth	10-54230-930 SIGNS/STREET LI	344.95
RICHLAND CENTER UTIL	06/10/2024	Intersection First &	10-54230-930 SIGNS/STREET LI	311.14
RICHLAND CENTER UTIL	06/10/2024	Foundry Dr	10-54230-930 SIGNS/STREET LI	802.44
RICHLAND CENTER UTIL	06/10/2024	80 Highway & 14	10-54230-930 SIGNS/STREET LI	104.42
RICHLAND CENTER UTIL	06/10/2024	14 Intersection HWY & 8	10-54230-930 SIGNS/STREET LI	215.83
RICHLAND CENTER UTIL	06/10/2024	US HWY 14 W	10-54230-930 SIGNS/STREET LI	305.14
RICHLAND CENTER UTIL	06/10/2024	Krouskop Park	10-54230-930 SIGNS/STREET LI	119.41
RICHLAND CENTER UTIL	06/10/2024	West End of Foot Bri	10-54230-930 SIGNS/STREET LI	9.03
RICHLAND CENTER UTIL	06/10/2024	14 US HWY W	10-54230-930 SIGNS/STREET LI	372.98
RICHLAND CENTER UTIL	06/10/2024	Krouskop Park Footbr	10-55300-320 PARKS/UTILITIES	13.27
RICHLAND CENTER UTIL	06/10/2024	1100 Block N Main Parking	10-55300-320 PARKS/UTILITIES	12.27
RICHLAND CENTER UTIL	06/10/2024	80 HWY North Bridge	10-54230-930 SIGNS/STREET LI	172.47
RICHLAND CENTER UTIL	06/10/2024	North Park Footbridge	10-55300-320 PARKS/UTILITIES	25.54
RICHLAND CENTER UTIL	06/10/2024	US HWY 80 N & Ind	10-54230-930 SIGNS/STREET LI	44.44
RICHLAND CENTER UTIL	06/10/2024	Tenth & Cedar	10-54230-930 SIGNS/STREET LI	832.53
RICHLAND CENTER UTIL	06/10/2024	E Robb Rd	10-54230-930 SIGNS/STREET LI	802.44
RICHLAND CENTER UTIL	06/10/2024	W Robb Rd	10-54230-930 SIGNS/STREET LI	792.41
RICHLAND CENTER UTIL	06/10/2024	Park & Tenth Sts	10-54230-930 SIGNS/STREET LI	30.09
RICHLAND CENTER UTIL	06/10/2024	133 W Robb Rd	10-54230-930 SIGNS/STREET LI	198.41
Grand Totals:				1,148,458.63

Report Criteria:

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

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
A T & T MOBILITY				
A T & T MOBILITY	05/27/2024	ACCT #287327444101-ECON D	10-56500-300 ECON DEV/TELE	80.69
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVI	06/04/2024	POOL SUPPLIES	10-55410-520 AQUA CTR/SUPP	562.84
AMAZON CAPITAL SERVI	06/05/2024	POOL SUPPLIES	10-55410-520 AQUA CTR/SUPP	1,006.88
AMAZON CAPITAL SERVI	06/07/2024	REC SUPPLIES	10-55200-640 COMM CTR/REC	89.96
AMAZON CAPITAL SERVI	06/09/2024	WAL SUPPLIES	10-55410-520 AQUA CTR/SUPP	190.87
AMERICAN SOCIETY OF COMP				
AMERICAN SOCIETY OF	05/20/2024	MUSIC LICENSE	10-55200-395 COMM CTR/SERV	23.33
CULLIGAN WATER CONDITION				
CULLIGAN WATER COND	05/31/2024	VALVE, SERVICE CALL, SOFT	10-55410-320 AQUA CTR/UTILIT	248.14
HEATHER STADLER				
HEATHER STADLER	05/22/2024	REFUND A/V EQUIPMENT	10-46500-000 COMMUNITY CE	12.00
HOLIDAY WHOLESALE				
HOLIDAY WHOLESALE	05/28/2024	WAC CONCESSIONS	10-55410-700 AQUA CTR/CONC	3,353.23
MIDWEST POOL SUPPLY				
MIDWEST POOL SUPPLY	05/31/2024	WAC CHEMICALS	10-55410-620 AQUA CTR/CHEM	759.90
MIEDEN, JODI				
MIEDEN, JODI	06/03/2024	FISHING DERBY DONATION R	10-48200-000 DONATIONS-CO	50.00
PEPSI-COLA OF LACROSSE				
PEPSI-COLA OF LACROS	06/06/2024	WAC CONCESSIONS	10-55410-700 AQUA CTR/CONC	1,179.00
PIONEER PRINT CO LLC				
PIONEER PRINT CO LLC	06/05/2024	REC SUPPLIES STAFF SHIRTS	10-55200-640 COMM CTR/REC	261.25
PIONEER PRINT CO LLC	06/05/2024	WAC SUPPLIES STAFF SHIRT	10-55410-520 AQUA CTR/SUPP	622.25
SCHOOL DISTRICT OF MAUSTON				
SCHOOL DISTRICT OF M	06/10/2024	RED CROSS LIFEGUARD CER	10-55410-410 AQUA CTR/TRAIN	120.00
WAL-MART				
WAL-MART	06/07/2024	REC SUPPLIES	10-55200-640 COMM CTR/REC	250.19
WAL-MART	06/10/2024	REC SUPPLIES	10-55200-640 COMM CTR/REC	69.92
WALSH'S ACE HARDWARE				
WALSH'S ACE HARDWAR	05/20/2024	WAC SUPPLIES GREASE, TOO	10-55410-520 AQUA CTR/SUPP	99.98
WALSH'S ACE HARDWAR	05/22/2024	WAC SUPPLIES, BIT SECURIT	10-55410-520 AQUA CTR/SUPP	12.97
WALSH'S ACE HARDWAR	06/04/2024	WAC SUPPLIES, AIR FILTER	10-55410-520 AQUA CTR/SUPP	13.98
WALSH'S ACE HARDWAR	06/07/2024	WAC SUPPPLIES, PLST SHEE	10-55410-520 AQUA CTR/SUPP	81.90
WIL-KIL PEST CONTROL				
WIL-KIL PEST CONTROL	05/02/2024	CC CONTRACTED WORK - PE	10-55200-560 COMM CTR/CON	81.56
WOODWARD COMMUNITY MEDIA				
WOODWARD COMMUNIT	05/28/2024	RECEIPT BOOKS	10-55200-520 COMM CTR/SUP	145.40
ALLIED REDI-MIX LLC				
ALLIED REDI-MIX LLC	05/31/2024	iNV #11313 3.5 CU YD 4000 PSI	10-54250-470 CURB-GUTR/REP	710.00
AUTO VALUE PARTS STORES				
AUTO VALUE PARTS STO	06/12/2024	TRUCK #57 DOA[JRAG, AMD S	10-54200-420 ROADWAYS/TRU	62.91
BADGER WELDING SUPPLY, INC				
BADGER WELDING SUPP	05/31/2024	MO CYLNDER RENTAL	10-54100-560 GARAGE/CONTR	38.75
PREMIER CO-OP				
PREMIER CO-OP	06/11/2024	CORNERSTONE PLUS	10-54200-520 ROADWAYS/SUP	95.20
RICHLAND COUNTY HIGHWAY				
RICHLAND COUNTY HIG	04/30/2024	APRIL MATERIALS AND SUPPL	10-54200-560 ROADWAYS/CON	4,172.00

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
RICHLAND OBSERVER				
RICHLAND OBSERVER	05/31/2024	LEAF VAC LEGAL NOTICE	10-54200-390 ROADWAYS/MIS	57.20
SIMPSON'S TRACTOR, INC				
SIMPSON'S TRACTOR, IN	06/07/2024	BATWING MOWER REPLACE	10-54200-440 ROADWAYS/EQUI	92.50
STATE OF WISCONSIN				
STATE OF WISCONSIN	05/23/2024	WM_CONTRTRACT - W & M CO	10-54500-580 LANDFILL/LICEN	3,750.00
WALSH'S ACE HARDWARE				
WALSH'S ACE HARDWAR	06/11/2024	SPRAYER PUMP	10-54200-440 ROADWAYS/EQUI	74.39
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVI	03/14/2024	ELECTION SUPPLIES	10-51375-520 ELECTIONS/SUP	163.05
BOND TRUST SERVICES CORP				
BOND TRUST SERVICES	06/12/2024	GO REFUND BOND PAYMENT	10-58430-910 AQUA CTR/PRINC	195,000.00
BOND TRUST SERVICES	06/12/2024	GO REFUND BOND PAYMENT	10-58430-920 AQUA CTR/INTER	53,100.00
WI DEPT OF JUSTICE-CRIME				
WI DEPT OF JUSTICE-CR	06/07/2024	MILLER & WHITE BACKGROU	10-52100-860 POLICE/ADMINIS	14.00
ALL AMERICAN DO IT CENTER				
ALL AMERICAN DO IT CE	05/28/2024	ACCT #13010-STREET DEPT	10-54100-510 GARAGE/TOOLS	44.97
AUTO VALUE PARTS STORES				
AUTO VALUE PARTS STO	05/16/2024	ACCT #529000051-STREET DE	10-54200-420 ROADWAYS/TRU	45.78
BADGER WELDING SUPPLY, INC				
BADGER WELDING SUPP	04/30/2024	ACCT #12213-STREET DEPT	10-54100-560 GARAGE/CONTR	37.50
HARWICK, SCOTT				
HARWICK, SCOTT	05/28/2024	2024 BOOT REIMB-HARWICK	10-54200-400 ROADWAYS/EMP	115.00
SCHMITZ JANITORIAL SUPPL				
SCHMITZ JANITORIAL SU	05/20/2024	STREET DEPT INV #14676	10-54200-520 ROADWAYS/SUP	187.46
WALSH'S ACE HARDWARE				
WALSH'S ACE HARDWAR	05/13/2024	ACCT #100601-STREET DEPT	10-54100-520 GARAGE/SUPPLI	15.96
WALSH'S ACE HARDWAR	05/15/2024	ACCT #100601-STREET DEPT	10-54230-520 SIGNS/SUPPLIES	24.12
WALSH'S ACE HARDWAR	05/23/2024	ACCT #100601-STREET DEPT	10-54500-470 LANDFILL/REPAI	115.26
ZARNOTH BRUSH WORKS				
ZARNOTH BRUSH WORK	05/14/2024	ACCT #RIC1376-STREET DEP	10-54300-440 ST CLEANG/EQUI	532.00
WI Dept of EE Trust Funds				
WI Dept of EE Trust Funds	06/18/2024	WRS WRS Additional Pay Peri	10-22200-000 EMPLOYEE SHA	70.00
WI Dept of EE Trust Funds	06/18/2024	WRS WRS RETIREMENT Pay	10-22200-000 EMPLOYEE SHA	2,208.89
WI Dept of EE Trust Funds	06/18/2024	WRS WRS RETIREMENT Pay	10-22200-000 EMPLOYEE SHA	2,208.89
WI Dept of EE Trust Funds	06/18/2024	WRS PROTECTIVE W/ SS Em	10-22200-000 EMPLOYEE SHA	2,326.77
WI Dept of EE Trust Funds	06/18/2024	WRS PROTECTIVE W/ SS Em	10-22200-000 EMPLOYEE SHA	4,828.86
WI DEPT OF REVENUE				
WI DEPT OF REVENUE	06/18/2024	SWT TAXES STATE WITHHOL	10-22120-000 W/H TAXES-STAT	2,718.47
WI Dept of EE Trust Funds				
WI Dept of EE Trust Funds	06/18/2024	WRS WRS RETIREMENT Pay	20-22200-000 LIB EMPLOYEE S	513.26
WI Dept of EE Trust Funds	06/18/2024	WRS WRS RETIREMENT Pay	20-22200-000 LIB EMPLOYEE S	513.26
WI DEPT OF REVENUE				
WI DEPT OF REVENUE	06/18/2024	SWT TAXES STATE WITHHOL	20-22120-000 LIBRARY STATE	238.43
LAMAR COMPANIES				
LAMAR COMPANIES	04/15/2024	MONTHLY DIGITAL POSTERS /	10-56100-390 COMM DEV/MISC	500.00
LAMAR COMPANIES	06/10/2024	MONTHLY DIGITAL POSTERS /	10-56100-390 COMM DEV/MISC	500.00
ABT SWAYNE LAW LLC				
ABT SWAYNE LAW LLC	06/26/2024	ATTORNEY FEES-ADMINISTRA	10-51700-570 ATTORNEY/FEES	4,337.50
ABT SWAYNE LAW LLC	06/26/2024	ATTORNEY FEES-COMMON C	10-51700-570 ATTORNEY/FEES	2,262.50
ABT SWAYNE LAW LLC	06/26/2024	ATTORNEY FEES-ECONOMIC	10-51700-570 ATTORNEY/FEES	275.00
ABT SWAYNE LAW LLC	06/26/2024	ATTORNEY FEES-ORDINANCE	10-51700-570 ATTORNEY/FEES	1,077.50

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
ADDED TOUCH FLORAL				
ADDED TOUCH FLORAL	05/11/2024	RUTH BRISTOL PLANT	10-52100-860 POLICE/ADMINIS	73.85
ALERE TOXICOLOGY SERVICE				
ALERE TOXICOLOGY SE	05/31/2024	NEW EE SCREENING	10-52100-860 POLICE/ADMINIS	67.43
ALLIANT ENERGY/WPL				
ALLIANT ENERGY/WPL	06/17/2024	STREET LIGHTS HWY 14-WAL	10-54230-320 SIGNS/UTILITIES	15.80
ALLIANT ENERGY/WPL	06/12/2024	STATE HWY 80 SHELTER JUN	10-55300-655 PARKS/SHELTER	19.30
ALLIANT ENERGY/WPL	06/11/2024	COUNTY HWY B HANGAR JUN	10-54900-322 AIRPORT/HANGA	35.96
ALLIANT ENERGY/WPL	06/11/2024	COUNTY HWY B RUNWAY JUN	10-54900-320 AIRPORT/RUNWA	149.19
ALLIANT ENERGY/WPL	06/03/2024	AIRPORT TERMINAL BUILDIN	10-54900-320 AIRPORT/RUNWA	124.47
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVI	06/19/2024	SQUAD CAR OPERATING EXP	10-52100-425 POLICE/CAR OPE	124.15
AMAZON CAPITAL SERVI	06/19/2024	SQUAD CAR OPERATING EXP	10-52100-430 POLICE/PRIORIT	27.99
AMAZON CAPITAL SERVI	06/19/2024	SQUAD CAR OPERATING EXP	10-52100-430 POLICE/PRIORIT	189.00
AUTO ZONE				
AUTO ZONE	06/11/2024	BLINKER LIGHTS SQUAD 3	10-52100-425 POLICE/CAR OPE	8.54
BAILEY'S PAINT & DECORAT				
BAILEY'S PAINT & DECO	05/15/2024	STREET INV #18490	10-54230-520 SIGNS/SUPPLIES	1,824.00
BOARDMAN & CLARK LLP				
BOARDMAN & CLARK LL	05/28/2024	LEGAL SERVICES PROVIDED	10-51700-570 ATTORNEY/FEES	46.00
BOARDMAN & CLARK LL	05/28/2024	LEGAL SERVICES PROVIDED	10-51700-570 ATTORNEY/FEES	370.00
BOARDMAN & CLARK LL	05/28/2024	LEGAL SERVICES PROVIDED	10-51700-570 ATTORNEY/FEES	315.00
BOARDMAN & CLARK LL	06/25/2024	LEGAL SERVICES PROVIDED	10-51700-570 ATTORNEY/FEES	23.00
CIVIC SYSTEMS, LLC				
CIVIC SYSTEMS, LLC	06/27/2024	SEMI-ANNUAL SUPPORT FEE	10-51400-580 DATA PROC/PRO	3,628.00
DECKER SUPPLY CO, INC				
DECKER SUPPLY CO, IN	06/11/2024	STREET INV #928437	10-54230-520 SIGNS/SUPPLIES	244.18
FRONTIER				
FRONTIER	06/08/2024	ACCT #60864784960208235-LA	10-54500-300 LANDFILL/TELEP	226.75
FRONTIER	06/09/2024	ACCT #60838309690209235-AI	10-54900-300 AIRPORT/TELEP	133.95
FRONTIER	06/09/2024	ACCT #60864742370209235-AI	10-54900-300 AIRPORT/TELEP	133.95
FRONTIER	06/01/2024	TELEPHONE / FAX / CELL	10-52100-300 POLICE/TELEPH	21.40
GENERAL COMMUNICATIONS,				
GENERAL COMMUNICATI	06/18/2024	KENWOOD SPEAKER MIC AN	10-52100-430 POLICE/PRIORIT	337.94
GENUINE TELECOM				
GENUINE TELECOM	06/20/2024	CLERK FAX	10-51300-300 CLK TREAS/TELE	42.13
GENUINE TELECOM	06/20/2024	CLERK (608)647-3466	10-51300-300 CLK TREAS/TELE	13.89
GENUINE TELECOM	06/20/2024	CLERK (608)647-4448	10-51300-300 CLK TREAS/TELE	36.88
GENUINE TELECOM	06/20/2024	BUILDING INSPECTOR	10-52400-300 BLDG SFTY/TELE	36.88
GENUINE TELECOM	06/20/2024	MAYOR	10-51200-300 MAYOR/TELEPH	35.38
GENUINE TELECOM	06/20/2024	ASSESSOR	10-51600-300 ASSESSOR/TELE	35.38
GENUINE TELECOM	06/20/2024	CLERK VISITOR	10-51300-300 CLK TREAS/TELE	35.38
GENUINE TELECOM	06/20/2024	MUNICIPAL DSL	10-51400-590 DATA PROC/DSL	213.00
GENUINE TELECOM	06/20/2024	COMMUNITY CENTER LN 2	10-55200-300 COMM CTR/TELE	40.63
GENUINE TELECOM	06/20/2024	COMMUNITY CENTER LN 3	10-55200-300 COMM CTR/TELE	41.88
GENUINE TELECOM	06/20/2024	COMMUNITY CENTER (608)64	10-55200-300 COMM CTR/TELE	35.38
GENUINE TELECOM	06/20/2024	COMMUNITY CENTER ALARM	10-55200-565 COMM CTR/FIRE	36.88
GENUINE TELECOM	06/20/2024	COMMUNITY CENTER (608)64	10-55200-300 COMM CTR/TELE	36.88
GENUINE TELECOM	06/20/2024	COMMUNITY CENTER VIDEO	10-55200-300 COMM CTR/TELE	117.00
GENUINE TELECOM	06/20/2024	PARK SHOP	10-51850-300 BLDG-PROP/TEL	5.00
GENUINE TELECOM	06/20/2024	PUBLIC WORKS JUNE 2024	10-54100-300 GARAGE/TELEPH	36.13
GENUINE TELECOM	06/20/2024	POLICE DEPARTMENT JUNE 2	10-52100-300 POLICE/TELEPH	149.02

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
GLASBRENNER, JASEN				
GLASBRENNER, JASEN	06/05/2024	MILAGE REIMB-J GLASBRENN	10-56500-390 ECON DEV/MISC	69.01
GLASBRENNER, JASEN	06/05/2024	OFFICE SUPPLY REIMBURSE	10-56500-340 ECON DEV/OFFI	12.88
JELINEK, GRETCHEN				
JELINEK, GRETCHEN	06/26/2024	JUNE ASSESSOR PAYMENT -	10-51600-560 ASSESSOR/CON	1,665.00
KLINGAMAN HEATING & COOL				
KLINGAMAN HEATING &	06/20/2024	INV #2414 - MAYOR OFFICE A	10-51800-460 MUN BLDG/BLDG	100.00
KLINGAMAN HEATING &	06/20/2024	INV #2417 - COMMUNITY CEN	10-55200-460 COMM CTR/BUIL	249.90
KLINGAMAN HEATING &	06/20/2024	INV #2418 - STREET DEPT AC I	10-54100-460 GARAGE/BUILD	100.00
KOELSCH, BEN				
KOELSCH, BEN	06/28/2024	JUNE CABLE SPONSORSHIP	10-55600-390 CABLE TV/MISC	1,933.75
M S A PROFESSIONAL SERVICES, INC				
M S A PROFESSIONAL S	06/06/2024	INV #005359 RICHLAND CNET	10-56500-560 ECON DEV/CONT	2,700.00
MIDWEST RADAR & EQUIPMEN				
MIDWEST RADAR & EQUI	06/28/2024	RADAR	10-52100-555 POLICE/RADAR	205.00
MI-TECH SERVICES, INC				
MI-TECH SERVICES, INC	06/10/2024	2024 LANDFILL MONITORING	10-54500-670 LANDFILL/TESTI	4,850.00
RHYME BUSINESS PRODUCTS-DALLAS				
RHYME BUSINESS PROD	06/17/2024	COPIER AGREEMENT, COPIES	10-52100-480 POLICE/MAINT A	2,300.10
RICHLAND ELECTRIC CO-OP				
RICHLAND ELECTRIC CO	06/03/2024	ACCT #6674-STREET DEPT	10-56200-320 FLOODPLN/UTILI	92.77
RICHLAND HOSPITAL, INC				
RICHLAND HOSPITAL, IN	06/12/2024	LABS	10-52100-810 POLICE/ENFORC	314.00
RODRIGUEZ, JOEL M				
RODRIGUEZ, JOEL M	06/05/2024	INTERPRETOR SERVICE-J RO	10-52100-810 POLICE/ENFORC	25.00
SIRCHIE ACQUISITION COMP				
SIRCHIE ACQUISITION C	06/05/2024	ENFORCEMENT INVESTIGATI	10-52100-810 POLICE/ENFORC	35.50
THE PSYCHOLOGY CENTER				
THE PSYCHOLOGY CEN	05/31/2024	PREEMPLOYMENT TESTING	10-52100-860 POLICE/ADMINIS	475.00
U S CELLULAR				
U S CELLULAR	06/10/2024	ACCT #854828109-FLOODWAR	10-56200-300 FLOODPLN/TELE	40.51
U S CELLULAR	06/18/2024	ACCT #201978132-CELL/PARK	10-51850-300 BLDG-PROP/TEL	33.99
U S CELLULAR	06/18/2024	ACCT #201978132-CELL/STRE	10-54200-300 ROADWAYS/CEL	37.64
U S CELLULAR	06/18/2024	ACCT #201978132-CELL/MAYO	10-51200-300 MAYOR/TELEPH	25.16
U S CELLULAR	06/18/2024	ACCT #201978132-CELL/MIED	10-55200-300 COMM CTR/TELE	40.00
VERIZON				
VERIZON	06/21/2024	CELL PHONES	10-52100-300 POLICE/TELEPH	768.42
VIERBICHER ASSOCIATES, INC				
VIERBICHER ASSOCIATE	06/07/2024	INV #16-ZONING ADMINISTRA	10-52450-000 ZONING/REGULA	6,292.50
WALSH'S ACE HARDWARE				
WALSH'S ACE HARDWAR	06/13/2024	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	23.23
WE ENERGIES				
WE ENERGIES	06/07/2024	ACCT #070894498700001-STR	10-54100-310 GARAGE/HEAT	43.76
WE ENERGIES	06/07/2024	ACCT #071031598000001-PAR	10-51850-310 BLDG-PROP/HEA	9.90
WE ENERGIES	06/07/2024	ACCT #070047605100005-COM	10-55200-310 COMM CTR/HEAT	39.68
WE ENERGIES	06/07/2024	ACCT #070047605100001-RR D	10-51825-310 RR DEPOT/HEAT	9.90
WE ENERGIES	06/07/2024	ACCT #070047605100006-MUN	10-51800-310 MUN BLDG/HEAT	19.41
WE ENERGIES	06/07/2024	ACCT #070047605100003-A/C	10-55410-310 AQUA CTR/HEAT	20.53
WE ENERGIES	06/07/2024	ACCT #070047605100002-A/C	10-55410-310 AQUA CTR/HEAT	693.72
WE ENERGIES	06/07/2024	ACCT #070852515300001-MEY	10-55300-655 PARKS/SHELTER	11.69
WE ENERGIES	06/07/2024	ACCT #070014806400001-CEM	10-51850-315 BLDG-PROP/CEM	10.51
WEX BANK				
WEX BANK	06/30/2024	FUEL	10-52100-500 POLICE/GASOLIN	2,152.56

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
WI DEPT OF JUSTICE-CRIME				
WI DEPT OF JUSTICE-CR	05/31/2024	SERVICES	10-52100-390 POLICE/MISC EX	14.00
WIL-KIL PEST CONTROL				
WIL-KIL PEST CONTROL	06/17/2024	ACCT #131539-MUNICIPAL BL	10-51800-560 MUN BLDG/CONT	67.38
WIL-KIL PEST CONTROL	06/17/2024	ACCT #133002-LANDFILL	10-54500-560 LANDFILL/CONT	67.38
Grand Totals:				<u>326,980.97</u>

Report Criteria:

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

June 4, 2024

Mayor, Council, and City Administrator
City of Richland Center
PO Box 230
Richland Center, WI 53581

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of services we will provide to the City of Richland Center (“City”). You have requested that we perform the following services:

- Assist the City in adjusting the books of accounts with the objective that they will be able to prepare a working trial balance from which financial statements can be prepared. Your clerk/treasurer will provide us with a detailed trial balance and any supporting schedules we require. Update the debt summary and propose correcting journal entries related to debt transactions.
- Assist in month or year-end adjustments and accruals as necessary.

Additionally, we will assist with the following as requested:

- Assist in identifying any bank account reconciling issues from information provided by management. We will not review the cancelled checks or electronic copies of the checks for payees or endorsements.
- Assist in updating capital asset depreciation records. Includes summarizing infrastructure and utility projects, allocating costs to the correct funds and accounts, and recording depreciation expense.
- Scan the general ledger for any obvious account reclassifications or adjustments in order for the financial statements to be in accordance with applicable standards.
- Assist in identifying any account receivable or accounts payable reconciling issues from information provided by management.
- Assist in identifying any payroll liability reconciling issues from information provided by management.

Our services will cover the year ending December 31, 2024.

Our Responsibilities

This engagement is limited to the period and the accounting services indicated above. We will not audit or review your financial statements as part of this engagement, as those terms are defined in generally accepted auditing standards or any other accounting documents and information you provide. We will not verify the data you submit for accuracy or completeness. Rather, we will rely on the accuracy and completeness of the documents and information you provide to us.

Our engagement cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or embezzlements, that may exist. However, we will inform the appropriate level of management, specifically designated by you, of any material errors that come to our attention and any irregularities or illegal acts that come to our attention, unless they are clearly inconsequential.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to provide the services outlined on the first page. You agree to the following responsibilities:

- 1) The design, implementation, and maintenance of internal control to prevent and detect fraud and informing us about all known or suspected fraud impacting the City.
- 2) The selection of accounting principles followed.
- 3) The prevention and detection of fraud.
- 4) To ensure that the City complies with the laws and regulations applicable to its activities.
- 5) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 6) To provide us with—
 - access to all information of which you are aware is relevant to the services, such as records, documentation, and other matters.
 - additional information that we may request to be able to perform the requested services.
 - unrestricted access to persons within the City of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skill, knowledge, and experience to oversee our bookkeeping services. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Other Relevant Information

Kevin Krynski, CPA, engagement partner, is responsible for supervising the engagement.

Our fees will be billed at our standard hourly rates for these types of services. You will also be billed for out-of-pocket costs such as postage, travel, etc. Accounts over 90 days will be subject to finance charges. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial statements described herein except for our own intentional wrongdoing.

In the event of a dispute related in any way to our services, our firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear your own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identity for purposes of the award of attorneys' fees.

In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We have the right to withdraw from this engagement if you do not provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests, or misrepresent any facts. Our withdrawal will release us from any obligation to complete your financial statements or tax returns and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Sincerely,
Johnson Block & Company, Inc.
Johnson Block and Company, Inc.

Acknowledged: City of Richland Center

By: _____

Title: _____

Date: _____



20 S. Court St.
Platteville WI 53818
p: 608.342.1636 • f: 608.342.1220
e: info@swwrpc.org
www.swwrpc.org

CONTRACT
between
CITY OF RICHLAND CENTER, WISCONSIN
and the
SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION
for services associated with
SHORT-TERM FINANCIAL AND ACCOUNTING CONSULTING Phase II

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) agrees to provide planning services to the City of Richland Center, Wisconsin (the City) as outlined in the attached Scope of Work.

Purpose

This contract is set forth for the purposes of assisting the City implement the services outlined on the attached scope of work. SWWRPC and the City shall ensure that all work is conducted in compliance with all applicable federal, state, and local laws, rules, and regulations.

Term of Contract

The term of this Contract is the period within which the services shall be provided. The term will commence on January 1, 2024 and is Phase II of the original contract commencing on September 6, 2023.

Project Scope and Responsibilities

This contract incorporates by reference the attached scope of work and City Council Agenda Data Sheet. The duties of each party, SWWRPC and the City, are outlined on the Scope of Work.

Project Cost

SWWRPC’s cost of services for Phase II is \$110.00 per hour for hours as set by City Administrator and Municipal Consultant based upon needs of the City of Richland Center (Approximately 8-16 hours per week). SWWRPC shall invoice the City quarterly for actual hours at \$110/hour, and payment shall be issued from the City within 30 days of receipt of the invoice.

Modification and Termination

Modification or termination of this contract can be initiated by either party with 60 days’ notice. This agreement may only be modified by the written agreement of both parties. Notice of intent to terminate shall also be in writing.

Effective Date and Signature

Unless this Contract is earlier terminated as provided above, this Contract shall be effective upon the signature of SWWRPC and the City’s authorized officials. SWWRPC and the City indicate agreement with this Contract by their signatures.



20 S. Court St.
Platteville WI 53818
p: 608.342.1636 • f: 608.342.1220
e: info@swwrpc.org
www.swwrpc.org

Title VI Non-Discrimination

During the performance of this contract, the City and SWWRPC shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a), Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. The Commission’s services will also be performed in accordance with the *Southwestern Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted February 27, 2018.

CITY OF RICHLAND CENTER, WISCONSIN

Ashley Oliphant, City Administrator

Dated: _____

SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION:

**Troy Maggied
Executive Director**

Dated: 01/01/2024



20 S. Court St.
Platteville WI 53818
p: 608.342.1636 • f: 608.342.1220
e: info@swwrpc.org
www.swwrpc.org

Following is a the Original Scope of Work, Phase I, to be extended as part of Phase II:

September 5, 2023

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

Please accept this proposal for the Southwestern Wisconsin Regional Planning Commission (SWWRPC) to provide municipal government assistant and training services to the City of Richland Center.

About SWWRPC

As a not-for-profit extension of local government, SWWRPC offers the communities we serve flexibility and accountability not found in other organizations. We answer to elected and appointed officials from our 5-county region and form and maintain close personal relationships with those we serve. We pride ourselves on finding unique and inventive means of project delivery that meet both the need and budgetary constraints of partner organizations.

Scope of Work

This scope of work has been developed based upon input from City of Richland Center appointed officials and outlines the roles, responsibilities, and outcomes of the project.

SWWRPC

1. Financial Software (Caselle) Training
 - a. Work with City staff on functionality, balancing, and reporting of financial statements out of Caselle as requested.
 - b. Work with utility office on functionality, balancing, and reporting of financial statements out of Caselle as requested.
2. Assist with preparation of 2024 budget preparation
 - a. Assist with required annual reporting (State and County).
 - b. Assist with 2024 budget presentation for public hearing.
3. Prepare an analysis of job duties as assigned and make recommendation to create efficiencies.
4. Provide ongoing assistance or management services.
5. Provide municipal finance training to staff and elected officials.

City of Richland Center

1. Allow access to software and network as required.
2. Ensure staff is available for training at scheduled times.

Outcomes

1. Training staff on Caselle Software
2. Provide municipal finance training to staff and elected officials.
3. Provide ongoing assistance or management services.
4. Assist in development of 2024 Budget and Capital Improvements Plan
5. Ensure City is in a position to pursue the next phase of the comprehensive financial planning process which will include securing a financial advisor for the following:



20 S. Court St.
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www.swwrpc.org

- a. Evaluate financial policies, procedures, and operations. Provide recommendation for improvements.
- b. Create a 5–10-year financial management plan.
- c. Review and compare rates and fees. Recommend adjustments.
- d. Analyze debt, recommend plan for use of debt, and pursue bond rating.
- e. Develop a capital improvement plan.
6. Review of financial policies and procedures to create efficiencies and transparency
7. Review of staff roles and responsibilities and recommendation as to where efficiencies can be created.

Cost for Services

We estimate this work to take approximately 100 hours and will be billed at an hourly rate of \$80.00 which includes travel cost (mileage and meals). The contract will begin on September 6, 2023 and end on or before December 15, 2023. A schedule will be developed between SWWRPC the City.

Thank you for allowing SWWRPC to assist with implementation of these plans, and we look forward to helping Richland Center allocate resources to achieve the goals set forth in the 2022 Comprehensive Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "Troy Maggied".

Troy Maggied
Executive Director
Southwestern Wisconsin Regional Planning Commission

AGENDA

CALL TO ORDER: : Mayor Coppernoll called the meeting to order at 6:38 PM. Alderpersons present were Connie Hoppenjan, Karin Tepley, Tom McCarthy, Mark Chambers, Melony Walters, Kevin Melby, Steve Downs, and Ryan Cairns. Mayor Coppernoll ascertained that the meeting was properly noticed and a quorum was present.

APPROVAL OF MINUTES: Motion by Tepley to waive the reading of the August 1, 2023 minutes and approve them as presented. Seconded by Hoppenjan. Motion carried 8-0.

APPROVAL OF AGENDA: Motion by Melby to approve the agenda as presented. Seconded by Chambers. Motion carried 8-0.

CONSENT AGENDA: None.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS: Richland Center Police Chief Billy Jones reported that Officer Tyler Barr has been promoted to Sergeant of the RCPD. Jared Wilson, who previously served as Sergeant, was hired as Community Resource Officer. Chief Jones said that today (Sept. 5) was the first day of school and Wilson reported that it was a very positive day. Economic Development Director Jasen Glasbrenner reported that the sale of property at 460 W. 1st Street would be closing within the next couple of weeks. He noted that development of the property will hopefully take place this fall. City Administrator Ashley Oliphant said that city department heads are currently in the process of developing budgets, and she is meeting individually with them. Alderperson Tepley, who chairs the Library Board, introduced Stacy Pilla as the Interim Library Director. Tepley indicated that the hiring process for the full-time director is underway.

MAYOR AND ALDERPERSONS: Alderperson Tepley reported that the Tourism Commission met and approved grants and continued advertising with Gray Advertising, which utilizes streaming media. Alderperson Walters reported that the Personnel Committee continues to work on filling vacancies within the city. Applications have been received for Public Works crew and applications are still being accepted for Public Works Director and Zoning Administrator respectively. Walters also reported that Symons Recreation is hiring two part-time maintenance positions, and a group of citizens are working on establishing an endowment fund for the Symons Recreation Complex. Mayor Coppernoll noted that VFW members were present for tonight's meeting and noted that long-time VFW Auxiliary and Women's Relief Corps member Bessie Varvitseotis had passed away.

TREASURER'S REPORT: Motion by Alderperson Walters to approve the Treasurer's Report as presented. Seconded by McCarthy. Motion carried 8-0.

PAYMENT OF BILLS: Motion by Alderperson Cairns to pay the 9/05/2023 bills as presented. Seconded by Tepley. Motion carried 8-0.

4. Appointment of City Attorney

Mayor Coppernoll noted that Chris McGough will be resigning from the position of City Attorney and moving back to his native Alabama. Attorney Michael Windle is currently as Richland County's Corporation Counsel. Mayor recommended Windle to serve as Richland Center's City Attorney. Windle has practiced law for three years and currently resides in the city. Alderperson Walters asked how Windle would handle potential disagreements between the city and county. Windle stated that he would not represent either party if there is a conflict of interest. Attorney McGough stated that he believed Windle would be an excellent fit for the city. Jasen Glasbrenner said that he had worked with Windle on different projects previously and felt it was an excellent experience. Motion by Alderperson Tepley to appoint Michael Windle as Richland Center City Attorney. Seconded by Melby. Motion carried 8-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

5. Request to Authorize Transportation Planning Services

Jasen Glasbrenner noted that the Finance Committee has recommended to the Common Council to utilize MSA Professional Services for the project. He said this request relates to the Highway 14 corridor and the impact of the construction of a new hospital in that area of the city. The proposed study would include Highway 14 between Bohmann Drive and US Highway 58. The study would evaluate current traffic patterns, assess current access points along Highway 14, build a traffic model considering potential or likely future land uses, and provide conceptual recommendations for the improvement of Highway 14. Four firms were requested to submit a proposal for a traffic study and two proposals were received from MSA Professional Services in the amount of \$30,300 and KL Engineering in the amount of \$26,600, with MSA being the preferred contractor because of its previous working relationship with the city and the fact that KL Engineering is representing the hospital with a similar study and it was a concern that the firm representing both could create a conflict. Mayor Coppernoll also reported that the hospital met with representatives of the USDA who recommended a study of this type be conducted. Motion by Alderperson Cairns to authorize contracting with MSA Professional Services for Transportation Planning Services for Highway 14 between Bohman Drive and Highway 58 North at a cost not to exceed \$31,000. Seconded by Downs. Motion carried 8-0.

6. Request to Authorize Financial Management Services

Administrator Oliphant explained the ultimate goal is to have strategic long-term plans in place as the city manages significant development opportunities and rising costs of operations. An element of that includes consideration of the ongoing accounting software conversion challenges being experienced in the Clerk/Treasurer's Office and other barriers. The recommendation is to utilize Southwest Wisconsin Regional Planning Commission to provide direct day-to-day operational and training assistance. It is proposed that Misty Molzof, Local Government Services Specialist with SWWRP, would provide services for up to 8 hours per week for 2-3 months. Molzoff was present and introduced herself. She said she helps communities that are "green" in certain staff rolls. Molzof has previous experience as a City Administrator, Clerk/Treasurer, and Utility Clerk. She also has experience with the Caselle software which is currently being utilized in the Clerk/Treasurer's office. Motion by Alderperson Cairns to authorize the Administrator to 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 of \$15,000 in the Financial Advisory Services outlay. Seconded by Hoppenjan. Motion carried 8-0.

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:**7. Temporary Class B Picnic License Application - Richland Area Chamber - Hispanic Heritage Day 09/16/23**

Motion by Alderperson Melby to approve the Temporary Class B Picnic License from the Richland Area Chamber of Commerce on September 16, 2023 for Hispanic Heritage Day. Seconded by Chambers. Motion carried 8-0.

8. Temporary Class B Picnic License Application - St. Mary's Parish - Parish Festival 09/16/23

Motion by Alderperson Melby to approve the Temporary Class B Picnic License from St. Mary's Parish on September 16, 2023 for the parish festival. Seconded by Downs. Motion carried 8-0.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS: None

PUBLIC COMMENT: Bob & Heidi Sheire noted that they continue to look for volunteers for the Red Cross Blood Drives. The next drive will be September 20th at the Community Center. Volunteers can work partial days.

ADJOURN: Motion by Alderperson Tepley to adjourn. Seconded by Walters. Motion carried 8-0 at 7:14 PM.

Minutes respectfully submitted by City Clerk/Treasurer Aaron Joyce.

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

AGENDA

CALL TO ORDER: Meeting was called to order by Mayor Coppernoll at 6:31 PM. Members present were Karin Tepley, Tom McCarthy, Mark Chambers, Kevin Melby, Steve Downs, Ryan Cairns.

APPROVAL OF MINUTES: Motion by Alderperson Melby to approve the Common Council minutes of both January 2, 2023 and January 23, 2023 as presented. Seconded by Downs. Motion carried 6-0.

APPROVAL OF AGENDA: Mayor Coppernoll noted that an appointment of Treasurer is not ready for action tonight and requested it be removed from the agenda. Mayor Coppernoll also requested that item #10 related to Panorama Estates be moved up to accommodate a guest wanting to address the topic. Motion by Alderperson Tepley to approve the agenda, with items #5 & #6 related to the appointment of a city Treasurer be removed and Item #10 moved up on the agenda. Seconded by Chambers. Motion carried 6-0.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS: Library Director Stacy Pilla reported that a Program Coordinator has been hired. Pilla also said that a Superbowl Lunch fundraiser is scheduled this Saturday with free-will donations accepted. City Administrator Ashley Oliphant thanked Jena Cabral and Tess Barr-Hamblin for helping in the Clerk's office during tax collection season.

MAYOR AND ALDERPERSONS: Alderperson Tepley reported that the Brewer Library will have security cameras installed next week inside and outside on all levels. Tepley also noted that the Tourism Commission met and approved continued funding for streaming videos to promote Richland County.

TREASURER'S REPORT: Not available

PAYMENT OF BILLS: Motion by Alderperson Cairns to approve the February 6, 2024 bills as presented. Seconded by McCarthy. Motion carried 6-0.

ITEMS FOR DISCUSSION AND ACTION:

5. Removed
6. Removed

7. **Appointment to Vacant Common Council Seat(s)**

Mayor Coppernoll invited those interested in the vacant District #1 alderperson seat to introduce themselves. Two people spoke of their interest in the seat: Ron Fruit and Rob Chase. Coppernoll requested nominations. Alderperson Tepley nominated Ron Fruit. Alderperson Downs nominated Rob Chase. A rollcall vote took place and Ron Fruit was appointed 5-1 with votes from Alderpersons Tepley, McCarthy, Chambers, Melby, and Cairns. Alderperson Downs voted for Chase. Ron Fruit will be sworn in following the meeting and serve as the District #1 Alderperson through April 2024.

Mayor Coppernoll stated that the vacant District #3 alderperson seat would not be filled at this meeting, but would be filled at the next meeting in March.

Item 4.

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

Administrator Oliphant noted that this topic was discussed at the December meeting. The policy would add language to give direction on the acceptance of a donation to the city. There has been no change to the language since December. At the time, Attorney Windle provided the policy guide and the council wanted to review it before action took place. Motion by Alderperson Chambers to suspend the rules, waive the reading, and adopt the Monetary, Non-monetary and In-kind Donation Policy as presented. Seconded by Melby. Motion carried 6-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

9. **Review bids received for the Phase 3, 2024 Eighth Street Utility and Roadway Improvements Project**

Andy Zimmer of MSA presented. Five bidders for the project received. G-Pro Excavating was the low bidder. G-Pro did Phase #2 in 2023. On January 10th, the Utility Commission approved pending council approval of Public Works portion of the project. The Public Works portion is \$377,854.49 and was reviewed by the Public Works Committee on January 11th and recommended for council approval. Zimmer noted that when a prequalification process is utilized, the low bidder must be accepted. He said the city and utility formed a prequalification committee and reviewed the potential bidders earlier. The project includes a resurface and storm sewer, and water and sewer from Church Street to Nimocks Drive. The grates in the roadway would be removed at the corner of 8th & Church. The project may begin as early as mid-April. Mayor Coppernoll noted that the Memorial Day service may need to be relocated this year because of the project. Motion by Alderperson Tepley to approve Phase #3 of the 2024 8th Street Project in the amount of \$377,854.49 as the city's share of the construction contract. Seconded by Melby. Motion carried 6-0.

10. **Review and Approval of Panorama Estates TIF Development Incentive for Buildings #2 & #3**

Jasen Glasbrenner introduced Jonathan King, Executive Developer from Panorama Estates. Glasbrenner said the hope is to approve a development package to allow for the construction for Buildings #2 & #3 at Panorama Estates. Glasbrenner discussed what a TIF & TID are. He noted that they capture future tax revenue to incentivize development today. There are two types: Pay-go (Pay as you go), which provide incentive only after the district receives the tax revenue to support the development. This model is a much lower risk for the municipality. The second type is the traditional model which is funded by cash on hand or by borrowing. Glasbrenner said the Panorama Estates developer agreed to rerun construction costs to consider the Pay-go model. Keith Dahl from Ehlers presented their analysis. He explained that the municipality is not unduly enriching the developer. A performa analysis was conducted. Pay-go assistance is based on future value. Provides a percentage of the tax generated annually and provides to developer. In Pay-go, the developer takes the risk. The pay-go amount of \$5.4-million. Developer requested a building permit and zoning permit fee waiver and tax increment would be used to pay for the fee waivers. The developer requested that the debt service obligation be forgiven, which totals just under \$311,000. Phase #1 development is generating \$130,000 annually. It was stated that there will be enough tax increment generated from Phase #1 and Ehlers determined that this was acceptable. Overall it would be a 20-year Pay-go model.

Jonathan King introduced himself and the kinds of projects his company develops. He said they are looking to build housing for working class families in Richland Center. The current single-family home model is expensive to build, and the economy of scale makes it sensible to create multi-family apartment complexes. The style of the proposed building would create a quiet, safe, and comfortable home. King said that the Pay-go model makes sense for them and the community. The incentive is the taxes generated from the TID alone and wouldn't affect city taxes. No money used from any current city accounts or taxpayer money. The total number of apartments Buildings #2 & #3 would generate is 92. King said they would start construction this summer. Motion by Alderperson Downs authorize city personnel to execute a letter of intent and prepare a development agreement for council approval, and to approve the development incentive terms as outlined, including: two buildings to be constructed in succession with a Summer 2024 start date; 20 Year Pay-go Model utilizing 90% of increment generated by Buildings 2 & 3 for an incentive of \$5.4 million (future value); Permitting and inspection fees of approximately \$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. Seconded by Tepley. Motion carried 6-0.

11. Bid for City Wayfinding and Entrance Sign Fabrication and Installation

Glasbrenner reported on the wayfinding sign project. Four bids were received. He noted that the project has been in the works for approximately two years, with projects on Orange Street and Highway 14. The city's entrance signs would also be redone utilizing the rebranding efforts done previously. The project is to be completed by April 30, 2024. The Planning Commission reviewed and recommended Greeley Signs. The Finance Committee also reviewed the project and recommended Greeley Signs. ARPA funds would be utilized for the project. Motion by Alderperson Tepley to award the Wayfinding and Entrance Sign Fabrication and Installation Bid to Greeley Signs for the not to exceed amount of \$36,801. Seconded by Downs. Motion carried 6-0.

12. Land Acquisition from Hill Country Rentals, LLC

Seven parcels were subject to the negotiation that was authorized by the Finance Committee on January 10th. Six parcels are on the block bound by Orange Street and N. Jefferson Street north of the current downtown Kwik Trip. The seventh parcel is at 278 W. Court Street. Glasbrenner stated that the total purchase price for all parcels is \$650,000 plus associated costs totaling \$25,000. The anticipated closing of lots 1-6 would be in mid-2024, and an anticipated closing of the 7th parcel in early 2025. As part of the initial closing of lots 1-6, the seller would remove structures on Parcel 1 (276-2100-2880), while the city would complete an environmental study on all parcels and apply for an environmental liability exemption (§292.11(9)(e)). As agreed upon for the closing of Parcel 7 (276-2100-0570), the city would lease Parcel 7 back to the seller at a rate of \$750 per month. Glasbrenner said the city could execute the purchase with cash on hand, noting the current RLF Business Savings and TIF Affordable Housing Extension fund balance could be utilized. Atty Windle noted that a contract would be made between parties that would outline the terms of the transaction of all parcels as well as the terms of the lease of parcel 7. Glasbrenner said that corridor has been the focus of redevelopment since the 1990's and this block is important for future development for the city. Motion by Alderperson Tepley 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. Seconded by Melby. Motion carried 6-0.

13. **Consider Request to Authorize Continued Financial Management Services from Southwest Wisconsin Regional Planning Commission**
Administrator Oliphant stated that the contract with Southwest Wisconsin Regional Planning began in September. It has allowed their Local Government Services Specialist Misty Molzof to work on-site in Richland Center 1-2 days per week doing training and technical support. The request is to authorize the contract with Southwest Wisconsin Regional Planning be extended through April 30th. This is a 2024 budgeted item. Motion by Alderperson Chambers 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. Seconded by Downs. Motion carried 6-0.
14. **Landfill Monitoring Services Agreement**
Mitech has provided the landfill monitoring since 2016. The Richland Center Landfills are monitored twice annually, in March and September, per WDNR requirements. All sampling and analysis are completed in accordance with all applicable State and Federal codes and in accordance with the current sampling plans for the landfills. The cost of monitoring is part of the landfill budget. The 2024 service would cost \$9,700. Motion by Alderperson Tepley to approve the landfill monitoring services agreement with Mitech at a cost of \$9,700. Seconded by Downs. Motion carried 6-0.
15. **Furnace Replacements**
During Klingaman Heating & Cooling's annual inspection of the furnaces, it was discovered that both the furnace that serves the municipal building main office and the furnace that serves the Police Department command room were experiencing problems and expending extra CO. Klingaman recommended that both be replaced rather than repair the units. Motion by Alderperson Tepley to approve the purchase of a new Bryant two stage 120,000 BTU furnace at a cost not to exceed \$5,100, and a new Bryant two stage 40,000 BTU furnace not to exceed \$3,700, both from Klingaman Heating & Cooling, with funding from the 2024 Building & Grounds Building Repair Outlay budget line item. Seconded by Chambers. Motion carried 6-0.
16. **Request to Amend the Financial Policy to Include Payment Plans**
Administrator Oliphant said this topic was discussed in December. It would amend the financial policy to allow for payment plans and provide procedures and guidelines in order to have a payment plan for those who need it. Motion by Alderperson Tepley to amend the City of Richland Center's Financial Policy to authorize payment plans in accordance with the standard operating procedures for payment plans. Seconded by McCarthy. Motion carried 6-0.
17. **Skid Steer Purchase**
The 2013 Gehl skid steer that has been used in the Park & Grounds department will no longer be up for lease by Simpson Tractor. Due to the Building and Grounds Department's need for a skid steer to dig graves and assist with snow removal, Simpson's Tractor has offered to sell the 2013 Gehl 4640 skid steer that the Buildings and Grounds Department has been leasing to the city. It's considered in excellent condition and the backhoe attachment would be included at no added cost. Motion by Tepley to purchase the skid steer from Simpson Tractor in an amount not to exceed \$20,000, with funds from the Unallocated

Contingency in 2024 budget. Seconded by Melby. Motion carried 6-0.

Item 4.

18. Community Center Water Heater Replacement

Administrator Oliphant stated that the water heater was an emergency purchase at the Community Center. Reyzek Plumbing provided the equipment at a cost of \$4,469.99. It was already purchased because of an emergency. There is no action. The purchase was included in the bills tonight.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS: none

PUBLIC COMMENT: Rob Chase stated there may be a potential concern with school bus access with the upcoming Panorama Estates construction.

ADJOURN: Motion by Alderperson Tepley to adjourn. Seconded by Downs. Motion carried 6-0 at 8:08 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk.

RULES FOR PUBLIC HEARING PARTICIPATION

(A) Rules of Decorum. All attendees at Common Council and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, signs, banners or displays that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Mayor is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to the period of public comment at this Common Council meeting:

1. Any person who wishes to address the Common Council during the “Public Hearing” portion of the agenda must provide their name and address prior to beginning comment.
2. A commenter may not speak longer than two (2) minutes and may only speak once per meeting. This provision will be strictly enforced.
3. All comments must be germane to the Utility Commission. Comments should be directed to the Council as a whole and not addressed to individual Alderpersons or City personnel.
4. A commenter should refrain from asking questions of the Council or individual Council Members.
5. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
6. The Mayor reserves the right to terminate an individual’s public comments if these rules are violated. As well, the Mayor has the authority to rule speakers out of order and may call a short recess in disorderly situations.

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June 28, 2024

To: Michael Windle
City Attorney
Richland Center
450 South Main Street
Richland Center, WI 53581

From: Samantha Wood
Lindner & Marsack, S.C.
411 E. Wisconsin Avenue, Suite 1800
Milwaukee, WI 53202

INVESTIGATION REPORT
CITY ADMINISTRATOR

EXECUTIVE SUMMARY

In May 2024, the Richland Center City Administrator, Ashley Oliphant, notified the City Attorney and the Personnel Committee that employees expressed concerns that Oliphant is creating a hostile work environment. Oliphant also notified the Committee that there has been negative and harmful information disseminated about her in the public sphere related to employee turnover and an airplane crash. Oliphant requested a formal investigation to determine if the complaints have merit. On May 27, 2024, this matter was referred for investigation to determine if Oliphant was creating a hostile work environment or if she violated any other City policies. The undersigned attorney was retained to conduct an impartial investigation.

This investigation included a review of the City's policies and ordinances, Oliphant's job description and contract, relevant employee personnel files, email correspondence between Oliphant and employees, aviation reports from the National Transportation Safety Board and Aviation Safety Network, as well as interviews with [19 NAMES REDACTED].

Based on this investigation, there is insufficient evidence presented to allow this investigator to conclude that Oliphant is creating a hostile work environment in violation of the City's policies or that she has violated any other City policy. Six witnesses commented that Oliphant has made positive changes for the City to make it more efficient and has held employees accountable for their jobs.

Although it does not rise to a violation of the City's policies, there are, however, common concerns among employees that Oliphant is inaccessible and has displayed poor communication skills and follow-through. It is the lack of communication in combination with employee discipline that has

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exacerbated employee concerns of retaliation. This report summarizes the results of the investigation.

RELEVANT POLICIES

The City maintains an Employee Handbook, which provides the General Powers of its personnel. It states:

- A. The Personnel and Insurance Committee of the Common Council shall have the general power to oversee city employment and employees, including the power to oversee all department heads and other supervisory personnel in the performance of their duties.
- B. The City Administrator shall have the specific power to act as management in initiating and imposing disciplinary actions against department heads or supervisory personnel where warranted, up to and including termination. Prior to the termination of a department head, the City Administrator shall obtain final approval for termination from the Personnel & Insurance Committee.

The Employee Handbook includes an Anti-Harassment and Non-Discrimination Policy, which states:

The City believes all employees should be able to work in an environment free from any form of harassment and discrimination. The City is also subject to laws that prohibit harassment and discrimination in the workplace. Accordingly, the City prohibits all forms of verbal, physical, written or psychological harassment/discrimination. In particular, the City prohibits any conduct that violates anti-harassment/discrimination laws, including harassment/discrimination based on race, color, religion, sex/gender, national origin, age, disability/handicap, status or service as a veteran, marital status, sexual orientation, arrest or conviction record and any other status protected by applicable law.

This policy applies to the conduct of all City employees, officers, management, and other third parties who interact with City staff members, including vendors, independent contractors, and other members of the public.

Harassment/Discrimination is a single incident or a pattern of unwelcome behavior or acts which is based on or is directed to an employee due to the employee's protected class status which:

- 1. Unreasonably interferes with a person's work performance.
- 2. Can reasonably be seen to create a hostile, intimidating, or offensive environment, or
- 3. Submission to or rejection of the acts is made either explicitly or implicitly a term or condition of employment or otherwise is used as a basis for a decision affecting employment.

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Harassment can occur on or off official work time and on or off City premises. Employees must be aware that comments, gestures, and other conduct while not intended to be offensive may be interpreted as such by others.

The City also maintains Work Rules, which provide:

D. Personal Actions and Appearances

The following acts shall be violations of work rules and may be grounds for disciplinary action:

3. Threatening, intimidating, interfering with, or using abusive language toward fellow employees or members of the public while working as a City employee, including slurs based upon race, creed, gender, or place of national origin.

...

6. Making or disseminating false or defamatory statements concerning other employees, supervisors or officers of the City.

...

20. Retaliating against any employee who, in good faith, reports any violation of these policies.

BACKGROUND, INTERVIEWS AND ALLEGATIONS

Oliphant began working as the City Administrator on December 28, 2021. At this time, Richland Center had not had a City Administrator for approximately 20 years. Upon hire, Oliphant was advised that she should focus on personnel issues and the budget. Since beginning employment, Oliphant has made changes, including a financial software update, an email system update, and changes to the City's employee handbook. Oliphant has received resistance from employees who have had a hard time adjusting to change.

During a May 7, 2024, meeting with the City Utilities Commission President, Scott Sawle, Council President Ryan Carins, and City Utilities Office Manager, Vanessa Mueller, Mueller and Sawle voiced several complaints regarding Oliphant and specifically advised Oliphant that employees feel that she is creating a hostile work environment and are fearful to raise concerns due to retaliation. As a result of this conversation, Oliphant notified the City Attorney and the Personnel Committee that employees expressed concerns and requested a formal investigation.

On May 27, 2024, this matter was referred for investigation to determine if Oliphant is creating a hostile work environment in violation of the City's policy or has violated any other City policy. The undersigned attorney was retained to conduct an impartial investigation. From June 13, 2024 through June 26, 2024, this investigator met with 19 current and former employees, alderpersons, and council members, as well as Oliphant.

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Hostile Work Environment

It was first reported that Oliphant is creating a hostile or toxic work environment through fear of retaliation in the form of disciplinary write-ups and termination. Five current and three former employees stated that they are/were fearful that they would be terminated or written up by Oliphant for voicing concerns. No employees reported unlawful retaliation based on any protected activity or categories, including age, sex, race, color, religion, or any other protected characteristics.

Oliphant stated that she has written up approximately five employees and terminated two employees since she became City Administrator two years ago. Oliphant has not targeted any one employee; rather, she has tried to hold all employees accountable for their specific job duties. This formal disciplinary action has been reviewed by the Personnel Committee, the City Attorney, or outside counsel. Further, while Oliphant recommended holding three members of the Utilities Department accountable for certain actions, formal disciplinary action was not taken.

Six witnesses reported that many employees, especially long-term employees, have not been receptive to changes Oliphant has made within the organization. Oliphant has attempted to hold employees accountable and discipline them when they have not met job expectations.

Communication

Seven current and four former employees raised concerns about Oliphant's communication style and approach. Five witnesses stated that she is difficult to get ahold of and schedule meetings with; five witnesses stated that she often has her door and/or her blinds shut and/or is working in her office in the dark creating an appearance of being unavailable; and two witnesses stated that she is slow to respond to emails. Additionally, rather than have a face-to-face conversation with employees, three witnesses expressed that Oliphant uses email correspondence, which may be misconstrued. Finally, it was expressed that Oliphant is not empathetic to employee concerns, which is critical when there is low staffing and high workloads.

Employees stated that Oliphant's communication was initially good, but has deteriorated since she moved into her new office. For example, Oliphant initially took and disseminated Department Head meeting notes. However, this lasted only one to two months. Further, when employee handbook changes were made, employees stated that they were not notified of such changes in advance.

Finally, three current and four former employees reported that Oliphant is not receptive to others' opinions, ideas, or concerns. When concerns are voiced, employees have felt that Oliphant is not willing to work with them to find a solution. Additionally, it was expressed that Oliphant is not trusting of employees' knowledge and experience.

Oliphant stated that the location of her office makes it difficult for her to keep the blinds and door open, as it faces the lobby of the building. Leaving the door and blinds open is often distracting. Additionally, when her office is messy, she does not want to portray a negative image of City Hall and, therefore, keeps her blinds closed. Oliphant indicated that she welcomes others into her office when they knock. Oliphant is willing to make changes and is receptive to having "open door"

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hours, putting up a sign to inform others to knock, and moving offices to be more accessible to employees.

Employee Turnover

It was next reported that Oliphant is responsible for the high employee turnover. Since becoming City Administrator, approximately eleven (11) employees have ended their employment with the City. This includes early retirements, voluntary resignations, and two terminations. The undersigned spoke with four former employees who stated that they left due to policy changes Oliphant made, Oliphant's job expectations and related stress due to low staffing, and/or disciplinary measures.

Six witnesses expressed that many employees, especially long-term employees, have not been receptive to changes Oliphant has made within the organization. Oliphant and two other witnesses indicated that when Oliphant was hired she was advised that she needed to focus on personnel issues and the budget. When Oliphant began working, she quickly learned of employee issues and attempted to rectify those issues, working with outside counsel, the personnel committee, and the City Attorney. Six witnesses indicated that Oliphant has attempted to hold employees accountable and discipline them when their job duties have not been fulfilled.

Favoritism

Two current and two former employees expressed that Oliphant has displayed favoritism in the workplace. Specifically, Oliphant hired an employee who is her friend's child. It was reported that Oliphant did not post a job advertisement for this position or go through the formal recruitment process. This employee was also given a bonus and vacation above and beyond what is normally provided to new hires.

Oliphant stated that during this hiring process, she was open and honest with the personnel committee about her friendship with the employee's mother. Oliphant followed the City's normal recruitment processes. She posted the position, interviewed other candidates, and was not the only individual on the hiring/interview panel. Additionally, while the employee negotiated vacation time and a bonus, this was approved by the personnel committee, not Oliphant.

Airplane Crash

It was next reported that Oliphant is responsible for an airplane crash that occurred near Richland Airport on February 22, 2024. Specifically, it was reported that Oliphant would not allow tree trimming at the airport, which caused the crash. The majority of employees stated that they have heard this rumor, but do not believe it to be true. Aviation reports from the National Transportation Safety Board and Aviation Safety Network do not support this allegation.

Relationships with Utilities

Finally, it was reported by multiple witnesses that there is an ongoing conflict between the City Administrator and the Utilities Commission/Department. Both Oliphant and Utilities employees reported that there is a lack of trust. The evidence established that the City Administrator and Utilities employees do not trust each other's judgment or intent. Both parties have spent

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unnecessary time questioning each other's actions and information. A suggestion was made at a Special Council meeting on June 25, 2023, to dissolve the Utilities Commission.

CONCLUSIONS

Based on the interviews conducted during the course of this investigation, there is insufficient evidence presented to allow this investigator to conclude that Oliphant has created a hostile work environment or violated any other City policies. While employees may be concerned about disciplinary action, discipline has only occurred in situations where employees did not meet the City Administrator's work expectations. There is no evidence that employees were targeted or singled out in this regard based on any protected characteristics or activities. Rather, discipline was well documented and was issued when there was clear indication of insubordination, costly errors, or repeated mistakes. While employees may not be accustomed to disciplinary write-ups under the City's old structure which did not include a City Administrator, the write-ups do not constitute a policy violation.

Furthermore, while the evidence substantiated that there has been turnover due to changes and job expectations under the new Administrator, this too does not rise to the level of a policy violation. As City Administrator, Oliphant has the authority to set job expectations, make changes to the employee handbook, and oversee the City departments that fall under her authority. As such, there is no policy violation in this regard.

Based on the investigative interviews, it is apparent that employees' fear of retaliation results from a lack of knowledge about employee turnover in combination with Oliphant's communication style. Many witnesses expressed that Oliphant is unapproachable and often maintains the appearance of being unavailable, keeping her door and blinds shut. Additionally, when complaints have been raised among employees, Oliphant has not always communicated with both parties before issuing discipline. Employees have also expressed that they would appreciate additional communication from Oliphant, including notes of department head meetings and employee handbook changes. Employees also expressed wanting more empathy and understanding from Oliphant, especially when staffing is low and job expectations and workloads are high. While Oliphant's communication style does not lead to a City policy violation, that is not to say there is no room for improvement. As City Administrator, Oliphant should make an effort to be more open and available to employees. Oliphant indicated that she is receptive to making changes. Even small changes, such as posting "open door" hours, putting up a sign to inform others to knock, and trying to engage in more face-to-face communications with employees can make a big difference. Additionally, as time allows, this investigator recommends that Oliphant continue to make an effort to disseminate notes following Department Head meetings (whether those notes are written by her or others) and that she seeks the return of employee handbook acknowledgments to ensure employees are aware of the changes that have been made.

In regard to the issue of favoritism, there is insufficient evidence presented to allow this investigator to conclude that Oliphant has engaged in inappropriate favoritism and held employees to different standards. While Oliphant admitted participating in the hiring decision of a friend's

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child, the personnel committee was responsible for approving the employee's vacation and bonus, not Oliphant.

Based on the interviews and evidence gathered, there is insufficient evidence presented to allow this investigator to conclude that Oliphant had any connection to the airplane crash or that she violated City policies in this regard.

Finally, based on investigative interviews as well as a review of email correspondence, it is clear there is a lack of trust between the Utilities Commission/Department and the City Administrator. While this lack of trust does not constitute a policy violation, it is in the best interests of the City that both parties put forth effort to repair the relationship and rebuild trust to ensure that they can collaboratively work together when required to do so. While a suggestion was made at a Special Council meeting on June 25, 2023, to dissolve the Utilities Commission, regardless of the Commission's existence or structure, Oliphant and Utilities management will continue to need to work together to best serve the City.

RECOMMENDATIONS

Based on the evidence gathered during the course of this investigation, I recommend the following:

1. Oliphant should undergo training in the area of Human Resources/management communication.
2. When time permits, Oliphant should make additional efforts to disseminate notes of Department Head meetings and collect employee handbook acknowledgments.
3. Oliphant should maintain an open-door policy, designate certain open office hours for the public and employees, place a sign on her door indicating her availability, and/or make an effort to engage in more face-to-face communications with employees.
4. Regardless of the existence or structure of the Utilities Commission, Oliphant and the City Utilities' leadership team should continue to meet regularly to communicate and resolve concerns. Should regular meetings be ineffective and disruptive trust issues continue to arise, EAP mediation should be considered at a later time to assist in repairing the relationship.

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Please let me know whether you have any questions or if you wish to discuss this matter directly. I can be reached by email at swood@lindner-marsack.com or by phone at (414) 273-3910.

Best regards,



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