

MICROSOFT TEAMS MEETING:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzU4NzA2MmItMjZkNC00MDIiLThInzYtMDNjYjBkYjY1YjY4%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d

MEETING ID: 283 437 309 440 **PASSCODE:** joKbpe

AGENDA

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

APPROVAL OF AGENDA

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

- [1.](#) Minutes of November 7, 2023

PAYMENT OF BILLS

- [2.](#) Bills December 5, 2023

CLERK/TREASURER'S REPORT

- [3.](#) Delinquent Account Report

ECONOMIC DEVELOPMENT DIRECTOR REPORT

- [4.](#) Director Report 12/5/2023

DISCUSSION AND ACTION ITEMS

- [5.](#) Symons Deficiency Appropriation Request
- [6.](#) Consider request from Symons Recreation Complex to purchase a new pool vacuum
- [7.](#) Consider request from Symons Recreation Complex to purchase two new on demand water heaters
- [8.](#) Draft Payment Plan Policy

FUTURE AGENDA ITEMS

SET NEXT MEETING DATE

ADJOURN

Posted this 1st day of December, 2023 by 4:30 PM.
Copy to the official newspaper the Richland Observer.



Aaron Joyce, City Clerk/Treasurer

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

AGENDA

CALL TO ORDER: Meeting was called to order at 5:33 PM. Members present were Karin Tepley, Melony Walters, and Ryan Cairns.

APPROVAL OF MINUTES: Motion by Tepley to approve the minutes of October 3, 2023 as presented. Seconded by Walters. Motion carried 3-0.

PAYMENT OF BILLS: Motion by Walters to pay the November 7, 2023 bills as presented. Seconded by Tepley. Motion carried 3-0.

CLERK/TREASURER'S REPORT: Clerk/Treasurer Joyce presented the Delinquent Account Report (aka Aging Report) dated 10/31/2023. Joyce also noted that the time for candidates to take out nomination papers begins December 1st.

DISCUSSION AND ACTION ITEMS

4. **Consider Purchase of Police Squad Vehicle and Related Equipment**

Chief Jones requested to replace chief's squad car that was repurposed and issued to the Community Resource Officer position was introduced. Chief Jones requested to use unallocated contingency funds to purchase a squad truck. Jones Chief said a truck would be utilized to assist with extra duties like firearms training. Dealerships were contacted to inquire about availability of 2023 or 2024 vehicles. 10 sealed bids were received from three dealerships: Fillback, Jones, & Sleepy Hollow. Jones noted that the 2024 black Silverado from Jones's Chevrolet was the best fit for what he intends to use it for. The quoted cost of that vehicle was \$47,500. In addition, radio and other equipment would need to be installed, bringing the total cost of the squad truck and equipment to approximately \$55,500. Motion by Walters to recommend to council to authorize the purchase of a 2024 Chevrolet Silverado 1500 (black) from Jones Chevrolet and related radio equipment from the 2023 unallocated contingency fund at a cost not to exceed \$56,000. Seconded by Tepley. Motion carried 3-0.

SET NEXT MEETING DATE: Administrator Ashley Oliphant noted that the 2024 budget is being finalized and special Finance Committee meetings will need to be scheduled for department heads to present their budget requests. Those special meetings were set for Monday, November 13th at 4:15 and Tuesday, November 14th at 5:30. The next regularly scheduled meeting of the Finance Committee will be Tuesday, December 5th at 5:30 PM.

ADJOURN: Motion by Cairns to adjourn. Seconded by Walters. Motion carried 3-0 at 6:16 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk

Report Criteria:

Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
12/05/2023				
12-05-23 COUNCIL				
ALLIANT ENERGY/WPL	11/15/2023	ACCT #5572730000-HWY14 WALMART	10-54230-320 SIGNS/UTILITIES	14.76
AMAZON CAPITAL SERVI	11/11/2023	CITY ACCT #A2D4H70ZB1JL0D-LOBBY CASH	10-51300-340 CLK TREAS/OFFI	76.94
CATALIS TAX & CAMA	05/31/2023	ANNUAL LICENSES-COMMERCIAL COST/MD	10-51600-480 ASSESSOR/MAIN	1,602.69
CITY UTILITIES	11/03/2023	INV #5665-RCPD SHREDDING SERVICE	10-52100-860 POLICE/ADMINIS	77.74
COMMUNITY INSURANC	11/27/2023	INV #15273-W/C AUDIT ADJUSTMENT	10-51500-260 INSURANCE/VO	5,715.00
COMPUTER DOCTORS L	11/03/2023	INV #5883-TROUBLESHOOTING & LAPTOP SE	10-51400-560 DATA PROC/CON	178.75
COMPUTER DOCTORS L	11/03/2023	INV #5883-COMPUTER GRAPHICS CARDS/HD	10-51400-430 DATA PROC/EQUI	120.98
COMPUTER DOCTORS L	11/06/2023	INV #5889-CISCO DUO SECURITY (GLASBRE	10-51400-580 DATA PROC/PRO	72.00
COMPUTER DOCTORS L	11/06/2023	INV #5889-SSL CERTIFICATE FOR CISCO DUO	10-51400-580 DATA PROC/PRO	135.98
COMPUTER DOCTORS L	11/06/2023	INV #5889-VEEAM UNIVERSAL LICENSE	10-51400-580 DATA PROC/PRO	428.00
COMPUTER DOCTORS L	11/06/2023	INV #5889-MS365 BUSINESS STANDARD MON	10-51400-580 DATA PROC/PRO	15.00
COMPUTER DOCTORS L	11/06/2023	INV #5889-SETUP CISCO DUO	10-51400-560 DATA PROC/CON	48.75
COMPUTER DOCTORS L	11/06/2023	INV #5890-CISCO DUO (J WILSON)	10-52100-430 POLICE/PRIORIT	36.00
COMPUTER DOCTORS L	11/06/2023	INV #5890-SETUP CISCO DUO	10-52100-430 POLICE/PRIORIT	48.75
COMPUTER DOCTORS L	11/17/2023	INV #5927-ECON DEV ETHERNET NETWORK	10-56500-340 ECON DEV/OFFI	19.89
CORE DISTINCTION GRO	10/31/2023	INV #1457-LODGING STUDY & PROFORMA	10-56100-390 COMM DEV/MISC	6,250.00
DOMINION VOTING SYST	11/03/2023	2024 ICE FIRMWARE LICENSES	10-51400-580 DATA PROC/PRO	469.68
EAGLE ENGRAVING, INC	11/08/2023	INV #2023-7969 LIFE SAVING AWARDS	10-52100-860 POLICE/ADMINIS	469.45
EHLERS	11/09/2023	INV #94648-PANORAMA 2 & 3 PROFORMA	10-14600-000 DUE FROM DEVE	1,800.00
HYNEK PRINTING	11/07/2023	INV #71927-POLICE FORMS	10-52100-340 POLICE/OFFICE	197.05
HYNEK PRINTING	11/28/2023	INV #23112801-LAMINATE MAPS	10-51375-520 ELECTIONS/SUP	78.00
JELINEK, GRETCHEN	11/29/2023	NOV ASSESSOR PYMT-G JELINEK	10-51600-560 ASSESSOR/CON	1,658.33
JOHNSON BLOCK & COM	11/07/2023	INV #511847-CITY AUDIT	10-51360-390 AUDITING/FEEES	7,485.00
KOELSCH, BEN	11/30/2023	NOV CABLE SPONSORSHIP	10-55600-390 CABLE TV/MISC	1,933.75
PILLA, JASON R	11/13/2023	REIMB FOR FLASHDRIVE-J PILLA	10-52100-810 POLICE/ENFORC	49.46
POSTMASTER	11/14/2023	ELECTION POSTAGE	10-51375-330 ELECTIONS/POS	660.00
REED, SPENCER	10/23/2023	ALUMINUM WELDING MATL' REIMB-S REED	10-55410-470 AQUA CTR/MAINT	80.00
RHYME BUSINESS PROD	11/15/2023	POLICE COPIER INV #35307317	10-52100-480 POLICE/MAINT A	215.47
RHYME BUSINESS PROD	11/20/2023	ACCT #PT9500-C/T OFFICE CASH BINDERS	10-51300-340 CLK TREAS/OFFI	96.11
RICHLAND COUNTY AMB	11/27/2023	DEC AMBULANCE PAYMENT	10-52600-560 AMBULANCE/CO	9,600.00
RICHLAND COUNTY TRE	11/03/2023	CITY SHARE-2023 TAX ENVELOPES	10-51300-390 CLK TREAS/MISC	242.57
RICHLAND FIRE DISTRIC	10/29/2023	FIRE CALL-HILLSIDE DEPOT (INCIDENT #2231	10-52300-905 FIRE DIST/CITY F	300.00
RICHLAND FIRE DISTRIC	11/14/2023	FIRE CALL-FOREMOST FARMS (INCIDENT #2	10-52300-905 FIRE DIST/CITY F	300.00
RICHLAND HOSPITAL, IN	11/09/2023	OCT LAB SERVICE-POLICE DEPT	10-52100-810 POLICE/ENFORC	202.00
RICHLAND OBSERVER	10/31/2023	ACCT #2065-CITY PUBLICATIONS	10-51300-380 CLK TREAS/PUBL	135.53
SMITHEY, COURTNEY	11/13/2023	CC RENT REFUND-C SMITHEY	10-46500-000 COMMUNITY CE	12.00
SOUTHWESTERN WI RE	11/16/2023	INV #841-Q3 2023 MUNICIPAL SERVICES	10-61000-920 OUTLAY/CLERK/T	1,479.49
STRANG HEATING & ELE	10/31/2023	INV #39797-NEW EXTENSION FOR CRO	10-52100-470 POLICE/MAINT/R	841.25
TC AUTOWORKS LLC	11/06/2023	ACCT #1144-PD SQUAD OIL CHANGE	10-52100-425 POLICE/CAR OPE	56.93
U S CELLULAR	11/18/2023	ACCT #201978132-CELL/PARKS	10-51850-300 BLDG-PROP/TEL	48.49
U S CELLULAR	11/18/2023	ACCT #201978132-CELL/STREETS	10-54200-300 ROADWAYS/CEL	52.14
U S CELLULAR	11/18/2023	ACCT #201978132-CELL/MAYOR	10-51200-300 MAYOR/TELEPH	38.99
U S CELLULAR	11/18/2023	ACCT #201978132-CELL/MIEDEN	10-55200-300 COMM CTR/TELE	54.50
VERIZON WIRELESS	11/21/2023	ACCT #283186952-00001 PD CELLS/MOBILE C	10-52100-300 POLICE/TELEPH	768.54
VIERBICHER ASSOCIATE	11/06/2023	INV #8-ZONING ADMINISTRATION	10-52450-000 ZONING/REGULA	5,422.50
WALLACE, COOPER & EL	11/27/2023	INV #1151-TAX COLLECTION BOND FOR A JO	10-51500-280 INSURANCE/EMP	383.00
WAL-MART	11/09/2023	RESTITUTION-COCKROFT TO WALMART	10-52100-810 POLICE/ENFORC	200.00
WI DEPT OF JUSTICE-CR	11/06/2023	ACCT #G2489-PD BACKGROUND CHECK	10-52100-860 POLICE/ADMINIS	14.00
WICONNECT WIRELESS	12/01/2023	INV #204127-AIRPORT INTERNET	10-54900-300 AIRPORT/TELEP	59.99
WPPI ENERGY	12/01/2023	LED PROJ INV #INV20249	10-51850-470 BLDG-PROP/MAI	421.62

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CITY GENERAL FUND:				50,667.07
Grand Totals:				50,667.07

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

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

Dated: _____

Finance: _____

Filed in the office of the City Clerk/Treasurer

Report Criteria:

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

Report Criteria:

Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
11/08/2023				
11-08-23 PD TRUCK				
JONES CHEVROLET	11/08/2023	2024 CHEVY SILVERADO K1500-POLICE DEPT	10-59100-390 UNAL CONT/MIS	47,500.00
Total CITY GENERAL FUND:				47,500.00
11/09/2023				
11-09-23 PROPERTY/PW				
ALL AMERICAN DO IT CE	10/16/2023	ACCT #13005-PARKS/GROUNDS	10-51850-470 BLDG-PROP/MAI	4.89
ALL AMERICAN DO IT CE	10/19/2023	ACCT #13005-PARKS/GROUNDS	10-51850-390 BLDG-PROP/MIS	18.99
ALLIED REDI-MIX LLC	08/09/2023	STREET DEPT INV #10970	10-54260-560 SIDEWALKS/CON	316.50
AUTO VALUE PARTS STO	11/07/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	24.20
AUTO VALUE PARTS STO	10/31/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	89.40
BADGER SPRAY REPAIR,	09/14/2023	STREET DEPT INV #43819	10-54200-440 ROADWAYS/EQUI	291.00
BAILEY'S PAINT & DECO	09/01/2023	STREET INV #17094	10-54230-520 SIGNS/SUPPLIES	134.29
BINDL BAUER LIMESTON	10/26/2023	STREET DEPT INV #37772	10-54200-490 ROADWAYS/GRA	1,987.50
BINDL TIRE & AUTO, LTD	07/25/2023	PARK DEPT INV #994796	10-51850-440 BLDG-PROP/EQU	342.50
BINDL TIRE & AUTO, LTD	09/06/2023	PARK DEPT INV #011343	10-51850-440 BLDG-PROP/EQU	90.00
CITY UTILITIES	10/24/2023	INV #5662 DIKE LIGHTS	10-51850-520 BLDG-PROP/SUP	193.08
FERRELLGAS	10/19/2023	ACCT #52693934-AIRPORT	10-54900-310 AIRPORT/HEAT	812.93
FERRELLGAS	10/26/2023	ACCT #52693934-AIRPORT	10-54900-310 AIRPORT/HEAT	40.00
HOLIDAY WHOLESALE	10/24/2023	ACCT #702701-PARKS & GROUNDS	10-51850-520 BLDG-PROP/SUP	502.69
HOLIDAY WHOLESALE	10/31/2023	ACCT #702701-PARKS/GROUNDS	10-51850-520 BLDG-PROP/SUP	240.96
KONECRANES INC	10/18/2023	ACCT #1670334-STREET DEPT	10-54100-430 GARAGE/EQUIP	1,065.00
LAKES GAS COMPANY	10/17/2023	ACCT #1097-STREET DEPT	10-54200-500 ROADWAYS/GAS	168.00
M S A PROFESSIONAL S	10/20/2023	INV #20-7TH/8TH/CEDAR IMPRVMTS	10-61000-942 OUTLAY/ST PROJ	866.22
NAPA AUTO PARTS	10/19/2023	ACCT #1320-STREET DEPT	10-54200-420 ROADWAYS/TRU	113.95
NAPA AUTO PARTS	10/20/2023	ACCT #1320-STREET DEPT	10-54200-520 ROADWAYS/SUP	256.30
NAPA AUTO PARTS	10/25/2023	ACCT #1320-STREET DEPT	10-54200-420 ROADWAYS/TRU	110.02
NAPA AUTO PARTS	10/26/2023	ACCT #1320-STREET DEPT	10-54200-420 ROADWAYS/TRU	104.50
NAPA AUTO PARTS	10/27/2023	ACCT #1320-STREET DEPT	10-54200-520 ROADWAYS/SUP	95.14
NATURE'S WAY PORTABL	10/31/2023	LANDFILL INV #54825	10-54500-560 LANDFILL/CONT	160.00
NATURE'S WAY PORTABL	10/31/2023	INV #54924-PARK PORTABLES	10-55300-655 PARKS/SHELTER	1,610.00
POMP'S TIRE SERVICE, I	10/02/2023	ACCT #6473466-STREET DEPT	10-54200-420 ROADWAYS/TRU	514.28
POMP'S TIRE SERVICE, I	10/31/2023	ACCT #6473466-STREET DEPT	10-54200-420 ROADWAYS/TRU	698.00
SCOTT CONSTRUCTION,	10/10/2023	ACCT #61585-STREET DEPT	10-54200-560 ROADWAYS/CON	90,192.47
SCOTT CONSTRUCTION,	10/10/2023	ACCT #61585-BASKETBALL OVERLAY	10-61000-961 OUTLAY/PARKS	8,811.47
TOWN & COUNTRY SANI	11/01/2023	ACCT #8735-GARBAGE	10-54600-560 GARBAGE/CONT	15,872.75
TOWN & COUNTRY SANI	11/01/2023	ACCT #8735-OPERATOR	10-54500-020 LANDFILL/TCS O	839.00
TOWN & COUNTRY SANI	11/01/2023	ACCT #8735-UW CAMPUS	10-54600-560 GARBAGE/CONT	332.00
TOWN & COUNTRY SANI	11/01/2023	ACCT #8735-LG ITEM PICKUP	10-54600-560 GARBAGE/CONT	80.00
TOWN & COUNTRY SANI	11/01/2023	ACCT #8783-RECYCLING	10-54700-560 RECYCLING/CON	7,247.70
TOWN & COUNTRY SANI	11/01/2023	ACCT #8784-LANDFILL	10-54500-660 LANDFILL/TRANS	4,216.94
WALSH'S ACE HARDWAR	09/07/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	58.71
WALSH'S ACE HARDWAR	09/11/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	18.73
WALSH'S ACE HARDWAR	09/21/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	46.49
WALSH'S ACE HARDWAR	09/22/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	46.46
WALSH'S ACE HARDWAR	09/22/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	9.29
WALSH'S ACE HARDWAR	09/25/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	29.74
WALSH'S ACE HARDWAR	10/04/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	26.64
WALSH'S ACE HARDWAR	10/12/2023	ACCT #100601-STREET DEPT	10-54200-560 ROADWAYS/CON	36.00
WALSH'S ACE HARDWAR	10/12/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	47.09
WALSH'S ACE HARDWAR	10/16/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	3.35

City of Richland Center

Payment Approval Report - Finance Committee
Report dates: 11/8/2023-11/30/2023Page: 2
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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
WALSH'S ACE HARDWAR	10/17/2023	ACCT #100567-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	6.88
WALSH'S ACE HARDWAR	10/24/2023	ACCT #100567-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	74.06
WALSH'S ACE HARDWAR	10/24/2023	ACCT #100567-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	4.99
WALSH'S ACE HARDWAR	10/25/2023	ACCT #100567-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	17.14
WALSH'S ACE HARDWAR	10/31/2023	ACCT #100567-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	25.70
WALSH'S ACE HARDWAR	10/31/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	30.08
WALSH'S ACE HARDWAR	10/31/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	32.11
WEGNER AUTO SERVICE	10/25/2023	STREETS INV #6303	10-54200-420 ROADWAYS/TRU	200.00
Total CITY GENERAL FUND:				139,156.13

11/13/2023

11-13-23 PARK BD

AMAZON CAPITAL SERVI	10/21/2023	CITY ACCT #A2D4H70ZB1JL0D-CC SUPPLIES	10-55200-520 COMM CTR/SUP	93.31
AMERICAN LIFE GUARD	06/03/2023	ACCT #66752-AQUATIC CENTER	10-55410-520 AQUA CTR/SUPP	78.39
CAPITAL ONE	11/01/2023	ACCT #621034-PARKS & REC	10-55250-520 SENR CTR/SUPP	130.46
CAPITAL ONE	10/26/2023	ACCT #621034-PARKS & REC	10-55200-520 COMM CTR/SUP	46.34
CAPITAL ONE	10/26/2023	ACCT #621034-PARKS & REC	10-46610-000 RECREATION FE	100.00
MCGUIRE CONSTRUCTI	11/03/2023	A/C WINTERIZING INV #11032022	10-55410-470 AQUA CTR/MAINT	1,641.75
NEUMAN POOLS INC	10/13/2023	AQUATIC CTR INV #47672	10-55410-470 AQUA CTR/MAINT	5,782.39
RHYME BUSINESS PROD	10/26/2023	COMM CTR COPIER INV #35165216	10-55200-480 COMM CTR/MAIN	183.76
STRANG HEATING & ELE	10/31/2023	COMM CTR INV #39803	10-51850-440 BLDG-PROP/EQU	105.00
WALSH'S ACE HARDWAR	09/25/2023	ACCT #100567-REC DEPT	10-55410-620 AQUA CTR/CHEM	105.00
WARCO	10/20/2023	2023 SENIOR TRIPS	10-46615-000 SENIOR RECREA	2,550.00
WISCONSIN STATE JOUR	10/13/2023	ACCT #190-00360058-CC/SC	10-55250-360 SENR CTR/SUBS	627.99
WOODWARD COMMUNIT	10/25/2023	ACCT #22251-CC	10-55200-385 COMM CTR/PRO	863.12
Total CITY GENERAL FUND:				12,307.51

11/15/2023

11-2023 INSURANCES

AMERICAN FAMILY LIFE	10/26/2023	OCT AFLAC W/H-SEP PREMIUM	10-22240-000 EMPLOYEE SHA	482.98
AMERICAN FAMILY LIFE	10/26/2023	OCT PREMIUM VARIANCE	10-52100-100 POLICE/BENEFIT	.03-
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-POLICE	10-52100-100 POLICE/BENEFIT	127.54
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-PKG ENF	10-52150-100 PKG ENF/BENEFI	22.34
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-STREETS	10-54200-100 ROADWAYS/BEN	40.07
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-PARKS	10-55300-100 PARKS/BENEFITS	38.28
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-COMM CTR	10-55200-100 COMM CTR/BEN	13.25
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-CITY ADMIN	10-51250-100 ADMIN/BENEFITS	6.22
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-C/T OFFICE	10-51300-100 CLK TREAS/BEN	44.61
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-TOURISM	10-51825-100 RR DEPOT/BENE	23.40
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-ECON DEV	10-56500-100 ECON DEV/BENE	19.80
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-LIBRARY	10-51900-180 PERSONNEL/EM	26.17
SECURIAN FINANCIAL G	11/07/2023	DEC LIFE INS-UTILITIES	10-51900-180 PERSONNEL/EM	717.13
SECURIAN FINANCIAL G	11/07/2023	DEC SP/DEP LIFE INSURANCE	10-22230-000 EMPLOYEE SHA	30.40
SECURIAN FINANCIAL G	11/07/2023	ADDL DEC LIFE INSURANCE	10-22230-000 EMPLOYEE SHA	318.12
WORKSITE SOLUTIONS	10/31/2023	OCT INSUR W/H-DEITELHOFF	10-22250-000 EMPLOYEE SHA	46.70
Total CITY GENERAL FUND:				1,956.98

11/20/2023

11-20-23 LIBRARY BD

BAKER & TAYLOR	10/14/2023	ACCT #L408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	473.48
BAKER & TAYLOR	10/16/2023	ACCT #L408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	414.65
BAKER & TAYLOR	10/25/2023	ACCT #L408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	501.34
BAKER & TAYLOR	10/07/2023	ACCT #L4275042-YOUTH ACCT	20-55100-720 LIBRARY/BOOKS	142.04
BAKER & TAYLOR	10/13/2023	ACCT #L4275042-YOUTH ACCT	20-55100-720 LIBRARY/BOOKS	552.92

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
BOARDMAN & CLARK LL	10/24/2023	INV #273870-LIBRARY EMPLOYMENT MATTER	20-55100-570 LIBRARY/LEGAL/	69.00
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-LIBRARY	20-55100-320 LIBRARY/UTILITI	867.23
EGOLDFAX	10/17/2023	LIBRARY INV #EGOLD-12049025	20-55100-300 LIBRARY/PHONE/	29.99
EGOLDFAX	11/14/2023	LIBRARY INV #EGOLD-12051421	20-55100-300 LIBRARY/PHONE/	29.99
ENVISIONWARE, INC	10/01/2023	LIBRARY INV #INV-US-67804	20-55100-750 LIBRARY/COMPU	1,228.31
FRONTIER	11/01/2023	ACCT #60864764440101655-LIBRARY	20-55100-300 LIBRARY/PHONE/	295.96
GENUINE TELECOM	10/20/2023	ACCT #99900-LIBRARY	20-55100-300 LIBRARY/PHONE/	40.73
HEDBERG PUBLIC LIBRA	09/22/2023	REPLACEMENT-LOST/DAMAGED MATERIALS	20-55100-710 LIBRARY/AUDIO/	6.99
MIDWEST TAPE	10/10/2023	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	11.24
MIDWEST TAPE	10/31/2023	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	11.99
RHYME BUSINESS PROD	11/09/2023	LIB COPIER INV #35273987	20-55100-340 LIBRARY/OFFICE	141.52
STRANG HEATING & ELE	10/31/2023	LIBRARY INV #39805	20-55100-470 LIBRARY/MAINT	159.63
STRANG HEATING & ELE	10/31/2023	LIBRARY INV #39808	20-55100-470 LIBRARY/MAINT	9,728.00
VISA	10/31/2023	LIBRARY ACCT ENDING #6931	20-55100-340 LIBRARY/OFFICE	44.99
VISA	10/31/2023	LIBRARY ACCT ENDING #6931	20-55100-390 LIBRARY/MISC E	67.92
VISA	10/31/2023	LIBRARY ACCT ENDING #6931	20-55100-720 LIBRARY/BOOKS	41.61
VISA	10/31/2023	LIBRARY ACCT ENDING #6931	20-55100-740 LIBRARY/CHILDR	30.60
VISA	10/31/2023	LIBRARY ACCT ENDING #6931	20-55100-745 LIBRARY/ADULT	25.00
WE ENERGIES	11/03/2023	ACCT #071370497000001-LIBRARY	20-55100-310 LIBRARY/HEAT	413.00
Total LIBRARY FUND:				15,328.13

11/22/2023**11-2023 CITY MANUALS**

A T & T MOBILITY	10/27/2023	ACCT #287327444101-ECON DEV	10-56500-300 ECON DEV/TELE	75.58
ALLIANT ENERGY/WPL	11/01/2023	ACCT #8290837462-TERMINAL BLDG	10-54900-321 AIRPORT/TERMI	120.75
ALLIANT ENERGY/WPL	11/09/2023	ACCT #1036510000-HANGAR	10-54900-322 AIRPORT/HANGA	30.64
ALLIANT ENERGY/WPL	11/09/2023	ACCT #2013900000-RUNWAY	10-54900-320 AIRPORT/RUNWA	174.88
ALLIANT ENERGY/WPL	11/10/2023	ACCT #1601850000-HWY80 SHELTER	10-55300-655 PARKS/SHELTER	17.12
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-SHELTERS	10-55300-655 PARKS/SHELTER	556.99
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-STREET SHOP	10-54100-320 GARAGE/UTILITI	281.09
CITY UTILITIES-BILLS	11/08/2023	EL BILL-LANDFILL	10-54500-320 LANDFILL/UTILITI	89.69
CITY UTILITIES-BILLS	11/08/2023	EL BILLS-FLOODWARNING	10-56200-320 FLOODPLN/UTILI	81.42
CITY UTILITIES-BILLS	11/08/2023	EL BILLS-STREET LIGHTS	10-54230-930 SIGNS/STREET LI	7,219.17
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-MUN BLDG	10-51800-320 MUN BLDG/UTILI	1,035.29
CITY UTILITIES-BILLS	11/08/2023	EL BILL-MUN BLDG EV STATION	10-51800-320 MUN BLDG/UTILI	50.36
CITY UTILITIES-BILLS	11/08/2023	EL BILL-AUDITORIUM EV STATION	10-51850-320 BLDG-PROP/UTIL	27.06
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-RR DEPOT	10-51825-320 RR DEPOT/UTILI	83.72
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-COMM CENTER	10-55200-320 COMM CTR/UTILI	1,068.28
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-PARK SHOP	10-51850-320 BLDG-PROP/UTIL	127.20
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-CEMETERY	10-51850-325 BLDG-PROP/CEM	293.72
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-AQUATIC CENTER	10-55410-320 AQUA CTR/UTILIT	713.85
CITY UTILITIES-BILLS	11/08/2023	EL/WA/SE-PARKS/GROUNDS	10-55300-320 PARKS/UTILITIES	1,391.80
FRONTIER	11/01/2023	ACCT #26200109181030985-RCPD	10-52100-300 POLICE/TELEPH	10.70
FRONTIER	11/08/2023	ACCT #60864784960208235-LANDFILL	10-54500-300 LANDFILL/TELEP	91.94
FRONTIER	11/09/2023	ACCT #60838309690209235-AIRPORT FUEL E	10-54900-300 AIRPORT/TELEP	104.61
FRONTIER	11/09/2023	ACCT #60838309690209235-TERMINAL BLDG	10-54900-300 AIRPORT/TELEP	104.61
GENUINE TELECOM	11/20/2023	ACCT #641500-POLICE DEPT	10-52100-300 POLICE/TELEPH	149.02
GENUINE TELECOM	11/20/2023	ACCT #20300-CLERK/TREASURER	10-51300-300 CLK TREAS/TELE	92.90
GENUINE TELECOM	11/20/2023	ACCT #20300-BLDG INSPECTOR	10-52400-300 BLDG SFTY/TELE	36.88
GENUINE TELECOM	11/20/2023	ACCT #20300-MAYOR	10-51200-300 MAYOR/TELEPH	35.38
GENUINE TELECOM	11/20/2023	ACCT #20300-ASSESSOR	10-51600-300 ASSESSOR/TELE	35.38
GENUINE TELECOM	11/20/2023	ACCT #20300-RR DEPOT	10-51825-300 RR DEPOT/PHON	35.38
GENUINE TELECOM	11/20/2023	ACCT #20300-POLICE DSL	10-52100-590 POLICE/INTERNE	88.00
GENUINE TELECOM	11/20/2023	ACCT #20300-CITY DSL	10-51400-590 DATA PROC/DSL	125.00
GENUINE TELECOM	11/20/2023	ACCT #641600-STREET SHOP	10-54100-300 GARAGE/TELEPH	36.13
GENUINE TELECOM	11/20/2023	ACCT #73700-PARK SHOP	10-51850-300 BLDG-PROP/TEL	45.63

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
GENUINE TELECOM	11/20/2023	ACCT #73700-AQUATIC CENTER	10-55410-300 AQUA CTR/TELE	41.88
GENUINE TELECOM	11/20/2023	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	182.26
GENUINE TELECOM	11/20/2023	ACCT #73700-CC ALARM	10-55200-565 COMM CTR/FIRE	36.88
PREMIER CO-OP	10/31/2023	ACCT #4671525-PARK FUEL FARM	10-51850-500 BLDG-PROP/GAS	2,534.43
PREMIER CO-OP	10/31/2023	ACCT #4671525-PARK FUEL FARM	10-51850-500 BLDG-PROP/GAS	435.54
PURCHASE POWER	11/03/2023	ACCT #8000909005293399-METER	10-51300-330 CLK TREAS/POST	56.25
RHYME BUSINESS PROD	11/06/2023	CITY COPIERS INV #35236953	10-51450-480 COPIER/MAINT A	397.33
RICHLAND ELECTRIC CO	11/02/2023	ACCT #667401-FLOODWARNING	10-56200-320 FLOODPLN/UTILI	47.14
RUNNING, INC	09/07/2023	INV #28375-AUG TAXI EXP	10-54800-950 TRANSIT/TAXI	21,062.67
RUNNING, INC	09/07/2023	INV #28375-AUG TAXI REV	10-54800-950 TRANSIT/TAXI	9,522.50-
RUNNING, INC	11/09/2023	INV #28685-OCT TAXI EXP	10-54800-950 TRANSIT/TAXI	19,315.77
RUNNING, INC	11/09/2023	INV #28685-OCT TAXI REV	10-54800-950 TRANSIT/TAXI	7,088.00-
U S CELLULAR	11/10/2023	ACCT #854828109-FLOODWARNING	10-56200-300 FLOODPLN/TELE	40.51
WALLACE, COOPER & EL	11/17/2023	INV #1146-PD TRUCK ADDITION	10-51500-270 INSURANCE/PRO	257.00
WE ENERGIES	11/03/2023	ACCT #070047605100006-MUN BLDG	10-51800-310 MUN BLDG/HEAT	101.62
WE ENERGIES	11/03/2023	ACCT #070047605100001-RR DEPOT	10-51825-310 RR DEPOT/HEAT	35.75
WE ENERGIES	11/03/2023	ACCT #070047605100005-COMM CENTER	10-55200-310 COMM CTR/HEAT	126.61
WE ENERGIES	11/03/2023	ACCT #071031598000001-PARK SHOP	10-51850-310 BLDG-PROP/HEA	32.46
WE ENERGIES	11/03/2023	ACCT #070014806400001-CEMETERY	10-51850-315 BLDG-PROP/CEM	26.86
WE ENERGIES	11/03/2023	ACCT #070852515300001-MEYERS BLDG	10-55300-655 PARKS/SHELTER	44.08
WE ENERGIES	11/03/2023	ACCT #070047605100003-A/C CONC	10-55410-310 AQUA CTR/HEAT	9.57
WE ENERGIES	11/03/2023	ACCT #070047605100002-A/C POOL	10-55410-310 AQUA CTR/HEAT	24.65
WE ENERGIES	11/03/2023	ACCT #070894498700001-STREET SHOP	10-54100-310 GARAGE/HEAT	56.45
WIL-KIL PEST CONTROL	11/07/2023	ACCT #210363-COMM CENTER	10-55200-560 COMM CTR/CON	76.55
Total CITY GENERAL FUND:				42,761.93
Grand Totals:				259,010.68

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
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The bills presented on this day (excluding any Library Fund invoices) having been referred to the Finance and Budget Committee, and said committee having duly investigated and audited these bills, hereby make the following recommendation:

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

Dated: _____

Finance: _____

Filed in the office of the City Clerk/Treasurer

Report Criteria:

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

Report Criteria:

Aging by Date
Aged using Payment Date

Customer Number	Name	Balance	Future	Current	Over 30	Over 60	Over 90	Over 120	Over 150
4001	PERKINS, BRIAN	(150.00)	150.00	(300.00)	-	-	-	-	-
4002	KAUFMAN, MICHAEL	150.00	150.00	-	-	-	-	-	-
4003	WERTZ, TRAVIS	250.00	125.00	125.00	-	-	-	-	-
4004	WILSON, ZACH	125.00	125.00	-	-	-	-	-	-
4006	SIMPSON, ARTHUR	125.00	125.00	-	-	-	-	-	-
4100	BUENA VISTA FLYING CLUB-AV FUEL	372.37	372.37	-	-	-	-	-	-
5001	JAE MOBILE HOME PARKS	1,006.45	1,006.45	-	-	-	-	-	-
5002	EDGEWATER MOBILE HOME PARK	372.78	119.28	119.28	119.28	14.94	-	-	-
5100	UW PLATTEVILLE-RICHLAND	332.00	332.00	-	-	-	-	-	-
5500	CLARY, TROY	11,185.00	-	-	-	-	-	-	11,185.00
5501	JOHNSON, CHAD	14,597.00	-	-	14,597.00	-	-	-	-
5502	OMAN, TIM	32,566.12	-	-	-	32,566.12	-	-	-
5503	RICHLAND SCHOOL DISTRICT	5,166.87	-	5,166.87	-	-	-	-	-
5600	PANORAMA ESTATES	37,737.50	-	-	-	30,118.75	-	-	7,618.75
7000	WELLS, JOE	30.00	-	-	-	-	-	-	30.00
7002	MENGEL, JACOB	214.00	-	-	-	-	-	-	214.00
7003	BABINO, COURTNEY	485.00	-	-	-	-	-	-	485.00
7007	WALMART	800.00	-	-	-	-	-	-	800.00
7009	HILLSIDE DEPOT LLC	300.00	300.00	-	-	-	-	-	-
7010	CALEY, CASEY	1,625.00	-	-	-	-	-	-	1,625.00
7011	VONBEHREN, CODY	608.00	-	-	-	-	-	-	608.00
7012	NIMOCKS, RAVYN	600.00	-	-	-	-	-	-	600.00
7014	ROWIN, EDWARD A	600.00	-	-	-	-	600.00	-	-
7016	SCHWEITZER, JIMMEY	600.00	-	-	-	-	600.00	-	-
7017	DWYER, RONALD	616.00	-	-	-	-	616.00	-	-
7018	PEPE, JOANN	580.00	-	-	-	-	580.00	-	-
7019	BRIGGS, MATTHEW	600.00	-	-	-	-	600.00	-	-
7021	WEMMER, DAWN	590.00	-	-	-	-	590.00	-	-
7028	FOREMOST FARMS	300.00	300.00	-	-	-	-	-	-
7031	SORDAHL, JINITTA	800.00	-	-	800.00	-	-	-	-
7032	ROSSING, ERIC	600.00	-	600.00	-	-	-	-	-
Grand Totals:		113,784.09	3,105.10	5,711.15	15,516.28	62,699.81	3,586.00	-	23,165.75

Accounts highlighted in orange are accounts that are making monthly payments

Richland Center Economic Development

Areas of Focus

Housing

Workforce Retention & Attraction

Quality of Life Amenities

Primary Projects (11/7/2023 to 12/5/2023)

Hwy 14 East - Infrastructure Planning, Annexation, TIF, City Boundary Research

- Implementing planning elements critical to future site and City development
- Congressional Grant, Road and Utility Infrastructure and Design, TID Planning, Legal Work, City Planning
- MSA Traffic Study
- Next is annexation

Accomplishment: Completion of Land Split and designation of Public Right of Way (tonight)

Panorama Estates 2&3

- Coordination financial review process and negotiating development agreement terms

Lamont Subdivision Development

- Facilitating subdivision development process within the City (Allison Park Area)

Stori Field - 2 Developers

- Communication with 2 interested developers on development of Stori Field

2 Retail Projects

- Fostering conversations towards agreements with 2 major retailers & private parties.

Jefferson School

- Coordinating with Zoning Dept and developer to determine appropriate zoning designation for proposed plans and uses

Wayfinding & Entrance Sign Project

- Request for Proposal and Bid Review Process

Economic Development Expenses

Total 2023 Economic Development ACTUAL Expenses	\$28,377.56
County share (60%)	\$17,026.54
City share (40%)	\$11,351.02
City payment	\$51,371.38
Amount due	\$11,351.02
Overpayment	\$40,020.36

Deficiency Appropriations

Deficiency Appopriation (Resolution No. 22-103)	\$95,222.81
County share (50%)	\$47,611.41
City share (50%)	\$47,611.40
Deficiency Appopriation (Resolution No. 23-40)	\$40,312.86
County share (50%)	\$20,156.43
City share (50%)	\$20,156.43

City share of deficiency appropriations	\$67,767.83
Application of Economic Development overpayment	-\$40,020.36

Amount due to County	\$27,747.47
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SRC/JE/ID	DIRCTY	VEN/CUS/EXPL	DATE	REFER	INVOICE	AMOUNT	DETAIL	DESCR	
P-010623-862		PAYROLL INTERFACE	011323	11323		2,735.20	CODE-C, PER#-1, FUND-	10	
P-012723-920		PAYROLL INTERFACE	012723	12723		2,735.20	CODE-C, PER#-2, FUND-	10	
P-020323-965		PAYROLL INTERFACE	021023	21023		2,735.20	CODE-C, PER#-1, FUND-	10	
P-020323-019		PAYROLL INTERFACE	022423	22423		2,735.20	CODE-C, PER#-2, FUND-	10	
P-030323-066		PAYROLL INTERFACE	031023	31023		2,735.20	CODE-C, PER#-1, FUND-	10	
P-032423-122		PAYROLL INTERFACE	032423	32423		2,735.20	CODE-C, PER#-2, FUND-	10	
P-040623-174		PAYROLL INTERFACE	040623	40623		2,735.20	CODE-C, PER#-1, FUND-	10	
P-040623-216		PAYROLL INTERFACE	042123	42123		547.04	CODE-C, PER#-2, FUND-	10	
..... 10.5762.0000.5111							19,693.44	*TOTAL.....	
J-013123-854		JE #01	013123			4.20	HRA ADM FEE JAN 2023		
J-022823-013		JE #02	022823			4.20	HRA ADMIN FEE		
J-033123-149		JE #03	033123			4.20	HRA ADMIN FEE		
J-043023-253		JE #04	043023			4.20	HRA ADMIN FEE		
..... 10.5762.0000.5150							16.80	*TOTAL.....	
10.5762.0000.5151								FICA - COUNTY SHARE	
P-010623-862		PAYROLL INTERFACE	011323	11323		189.82	CODE-C, PER#-1, FUND-	10	
P-012723-920		PAYROLL INTERFACE	012723	12723		205.23	CODE-C, PER#-2, FUND-	10	
P-020323-965		PAYROLL INTERFACE	021023	21023		189.82	CODE-C, PER#-1, FUND-	10	
P-020323-019		PAYROLL INTERFACE	022423	22423		205.23	CODE-C, PER#-2, FUND-	10	
P-030323-066		PAYROLL INTERFACE	031023	31023		189.82	CODE-C, PER#-1, FUND-	10	
P-032423-122		PAYROLL INTERFACE	032423	32423		205.23	CODE-C, PER#-2, FUND-	10	
P-040623-174		PAYROLL INTERFACE	040623	40623		189.82	CODE-C, PER#-1, FUND-	10	
P-040623-216		PAYROLL INTERFACE	042123	42123		61.26	CODE-C, PER#-2, FUND-	10	
..... 10.5762.0000.5151							1,436.23	*TOTAL.....	
10.5762.0000.5152								FICA - COUNTY SHARE	
P-010623-862		PAYROLL INTERFACE	011323	11323		185.99	CODE-C, PER#-1, FUND-	10	
P-012723-920		PAYROLL INTERFACE	012723	12723		185.99	CODE-C, PER#-2, FUND-	10	
P-020323-965		PAYROLL INTERFACE	021023	21023		185.99	CODE-C, PER#-1, FUND-	10	
P-020323-019		PAYROLL INTERFACE	022423	22423		185.99	CODE-C, PER#-2, FUND-	10	
P-030323-066		PAYROLL INTERFACE	031023	31023		185.99	CODE-C, PER#-1, FUND-	10	
P-032423-122		PAYROLL INTERFACE	032423	32423		185.99	CODE-C, PER#-2, FUND-	10	
P-040623-174		PAYROLL INTERFACE	040623	40623		185.99	CODE-C, PER#-1, FUND-	10	
P-040623-216		PAYROLL INTERFACE	042123	42123		37.20	CODE-C, PER#-2, FUND-	10	
..... 10.5762.0000.5152							1,339.13	*TOTAL.....	
10.5762.0000.5152								RETIREMENT - COUNTY SHARE	

Item 5.

FINANCIAL SYSTEM
08/2023 18:12:45

Account Activity by Trans Date
SORTING BY TRANS DATE.....

RICHLAND COUNTY
GL540R-V08.19 PAGE 2

SRC/JE/ID	DIRCTY	VEN/CUS/EXPL	DATE	REFER	INVOICE	AMOUNT	DETAIL	DESCR
P-012723-920		PAYROLL INTERFAC	012723	12723		52.39	CODE-C, PER#-2, FUND-	10
P-020323-019		PAYROLL INTERFAC	022423	22423		52.39	CODE-C, PER#-2, FUND-	10
P-032423-122		PAYROLL INTERFAC	032423	32423		52.39	CODE-C, PER#-2, FUND-	10
.....							*TOTAL.....	
		10.5762.0000.5153				157.17		
		10.5762.0000.5154						
.....							*TOTAL.....	
P-010623-862		PAYROLL INTERFAC	011323	11323		1,861.52	CODE-C, PER#-1, FUND-	10
P-020323-965		PAYROLL INTERFAC	021023	21023		1,861.52	CODE-C, PER#-1, FUND-	10
P-030323-066		PAYROLL INTERFAC	031023	31023		1,861.52	CODE-C, PER#-1, FUND-	10
P-040623-174		PAYROLL INTERFAC	040623	40623		1,861.52	CODE-C, PER#-1, FUND-	10
P-040623-216		PAYROLL INTERFAC	042123	42123		1,861.52CR	CODE-C, PER#-2, FUND-	10
.....							*TOTAL.....	
		10.5762.0000.5154				5,584.56		
		10.5762.0000.5225						
.....							*TOTAL.....	
D-020223-951	1968	VERIZON WIRELESS	020223	28150	9926088807	41.05	01/23 9926088807	
D-030923-069	1968	VERIZON WIRELESS	030923	28704	9928472800	41.05	02/23 9928472800	
D-041323-190	1968	VERIZON WIRELESS	041323	29140	0766	41.05	03/23 0766	
D-050823-279	1968	VERIZON WIRELESS	050823	29513	0766	41.02	04/23 0766	
R-051923-351		CITY OF RICHLAND CENTER	051923	40711		41.02CR	TELEPHONE REFUND	
D-061223-407	1968	VERIZON WIRELESS	061223	32607	0766	25.45CR	05/23 0766	
.....							*TOTAL.....	
		10.5762.0000.5225				97.70		
		10.5762.0000.5339						
.....							*TOTAL.....	
P-030323-066		PAYROLL INTERFAC	031023	31023		52.53	CODE-C, PER#-1, FUND-	10
.....							*TOTAL.....	
		10.5762.0000.5339				52.53		
.....							*TOTAL.....	
		10.5762.0000				28,377.56		
.....							*TOTAL.....	
		10.5762				28,377.56		
.....							*TOTAL.....	
		10				28,377.56		
.....							*TOTAL.....	
		GENERAL FUND				28,377.56		

2023 actual expenses

28,377.56

Item 5.

10	GENERAL FUND	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
5762	ECONOMIC DEVELOPMENT						
0000	PROJECT						
5111	SALARIES - REGULAR	69,812.80	0.00	0.00	19,693.44	50,119.36	28 --
5113	SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0
5115	TEMPORARY - CASUAL	0.00	0.00	0.00	0.00	0.00	0
5141	PER DIEM	0.00	0.00	0.00	0.00	0.00	0
5149	RETIREE SK LV/HE INS CONVERS	0.00	0.00	0.00	0.00	0.00	0
5150	SECTION 125 PLAN-CO SHARE	0.00	0.00	0.00	16.80	16.80	9999
5151	FICA - COUNTY SHARE	5,440.31	0.00	0.00	1,436.23	4,004.08	26 --
5152	RETIREMENT - COUNTY SHARE	4,835.83	0.00	0.00	1,339.13	3,496.70	27 --
5153	DENTAL INSURANCE-CO SHARE	628.62	0.00	0.00	157.17	471.45	25 --
5154	HEALTH INSURANCE - COUNTY SH	21,737.04	0.00	0.00	5,584.56	16,152.48	25 --
5155	LIFE INSURANCE - COUNTY SHAR	0.00	0.00	0.00	0.00	0.00	0
5161	HEALTH INS REIMBURSEMENT DED	1,000.00	0.00	0.00	0.00	1,000.00	0
5214	COMPUTER PROGRAM SUPPORT	0.00	0.00	0.00	0.00	0.00	0
5224	FAX MACHINE	0.00	0.00	0.00	0.00	0.00	0
5225	TELEPHONE	600.00	0.00	0.00	97.70	502.30	16 --
5248	SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5311	POSTAGE & BOX RENTAL	500.00	0.00	0.00	0.00	500.00	0
5312	BOOKS AND FORMS	0.00	0.00	0.00	0.00	0.00	0
5315	COPY PAPER AND EXPENSE	0.00	0.00	0.00	0.00	0.00	0
5319	OFFICE SUPPLIES	1,500.00	0.00	0.00	0.00	1,500.00	0
5324	DUES & SUBSCRIPTIONS	500.00	0.00	0.00	0.00	500.00	0
5326	ADVERTISING	500.00	0.00	0.00	0.00	500.00	0
5334	REGISTRATION	500.00	0.00	0.00	0.00	500.00	0
5335	MEALS	500.00	0.00	0.00	0.00	500.00	0
5336	LODGING	800.00	0.00	0.00	0.00	800.00	0
5339	TRAVEL	800.00	0.00	0.00	0.00	800.00	0
5339	MILEAGE	1,500.00	0.00	0.00	52.53	1,447.47	3
5815	COMPUTER SOFTWARE	750.00	0.00	0.00	0.00	750.00	0
5819	NEW EQUIPMENT-UNDER 5000	1,000.00	0.00	0.00	0.00	1,000.00	0
5906	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5970	CONTRACT SUPPORT	16,323.84	0.00	0.00	0.00	16,323.84	0
5999	BILLS-NO LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	PROJECT	128,428.44	0.00	0.00	28,377.56	100,050.88	22 --
TOTAL:	ECONOMIC DEVELOPMENT	128,428.44	0.00	0.00	28,377.56	100,050.88	22 --
TOTAL:	GENERAL FUND	128,428.44	0.00	0.00	28,377.56	100,050.88	22 --

Expenditure guideline to show no other items charged to this account.

ACS FINANCIAL SYSTEM
10/25/2023 11:08:42
LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2023 THROUGH OCT 31, 2023

RICHLAND COUNTY
GL520R-V08.19 PAGE 1

	ADOPTE	REVISED	ANNUAL ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT
	BUDGET	BUDGET	AND IN PROCESS	AND IN PROCESS	BALANCE	
10	GENERAL FUND					
4900	OTHER FINANCIAL SOURCES					
0000	PROJECT					
4912	CITY OF RC-ECON DEVELOPMENT	51,371.38	51,371.38	0.00	51,371.38	100
TOTAL:	PROJECT	51,371.38	51,371.38	0.00	51,371.38	100
TOTAL:	OTHER FINANCIAL SOURCES	51,371.38	51,371.38	0.00	51,371.38	100
TOTAL:	GENERAL FUND	51,371.38	51,371.38	0.00	51,371.38	100

Revenue guideline showing payment from city of RC

RESOLUTION NO. 22 - 103

Item 5.

A Resolution Relating To Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2021 are insufficient and certain transfers should be made as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is necessary to make a deficiency appropriation in the following deficient accounts:

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
Elections	25,533.84
UW-Richland Outlay	7,281.41
Symons Recreation Complex Fund	95,222.81
Local Emergency Planning Committee	1,066.16
Campus Food Service Fund	70,273.72
Conservation Planner Technician	87,130.47
 Total Deficiencies	

BE IT FURTHER RESOLVED that the sum of \$286,508.41 is hereby appropriated from the General Fund to the above-listed accounts in the 2021 County budget to cover the deficiencies listed in these accounts, and

BE IT FURTHER RESOLVED that any balances remaining in the above-listed Fund 10 accounts after this transfer and after the 2021 audit has been completed shall be returned to the General Fund, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(16 SEPTEMBER 2022)

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

DATED: SEPTEMBER 20, 2022

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ	X	
MARC COUEY	X	
GARY MANNING	X	
TIMOTHY GOTTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MELISSA LUCK	X	
STEVE CARROW	X	

95,222.81 / 2 = 47,611.40 → city share

RESOLUTION NO. 23 - 40

A Resolution Relating To Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2022 are insufficient and certain transfers should be made as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is necessary to make a deficiency appropriation in the following deficient accounts:

<u>ACCOUNT TITLE</u>	<u>AMOUNT</u>
Elections	24,790.39
Sheriff's Dept. Uniform Allowance	3,152.09
Symons Recreation Complex Fund	40,312.86
Campus Food Service Fund	53,496.95
Richland County Fair Fund	6,286.19
Dog License Fund	4,236.47
Institutional Children's Cost	192,113.31

BE IT FURTHER RESOLVED that the sum of \$324,388.26 is hereby appropriated from the General Fund to the above-listed accounts in the 2022 County budget to cover the deficiencies listed in these accounts, and

BE IT FURTHER RESOLVED that any balances remaining in the above-listed Fund 10 accounts after this transfer and after the 2022 audit has been completed shall be returned to the General Fund, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED BY THE FINANCE & PERSONNEL STANDING COMMITTEE (04 APRIL 2023)

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

DATED: APRIL 18, 2023

	FOR	AGAINST
MARTY BREWER	X	
SHAUN MURPHY-LOPEZ		X
MARC COUEY	X	
GARY MANNING	X	
TIMOTHY GOTTSCHALL	X	
DAVID TURK		
STEVE WILLIAMSON	X	
MELISSA LUCK	X	
STEVE CARROW	X	

40,312.86 / 2 = 20,156.43 → city share

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Symons Deficiency Appropriation Request

Meeting Date: 12/5/2023

Requested by: Ashley Oliphant

Background: The Symon’s Recreational Complex experienced a deficit in the years 2020, 2021, and 2022.

	2020 & 2021 (Res No. 22-103)	2022 (Res No. 23-40)	Total
County Share	\$47,611.41	\$20,156.43	\$67,767.84
City Share	\$47,611.40	\$20,156.43	\$67,767.83
Combined Total	\$95,222.81	\$40,312.86	\$135,535.67

Richland County has requested the City of Richland Center issue payment for 50% of the total deficiency occurring in 2020-2022. The City’s obligation towards the 2020-2022 deficiency is \$67,767.83. However, the City submitted an overpayment for their portion of the joint position of Economic Development in early 2023. After applying the overpayment towards the deficiency, the remaining balance owed by the City is \$27,747.47.

Financial Impact: Deficiency appropriation request of \$27,747.47

Funding Source: Unallocated Contingency
Budgeted: \$100,000
Available Balance: \$27,985.86

Recommended Action:

Motion: To authorize payment of the 2020-2022 Symon’s deficiency in the amount of \$27,747.47

Attachment(s): Symon’s Deficiency and Economic Development Actual Expenses

Agenda Item Cover

Agenda Item Name: *Response from Symons Natatorium Board on resolution 22-91*

Department	Symons Rec. Complex	Presented By:	Tracy Gobin
Date of Meeting:		Action Needed:	
Disclosure:	Open	Authority:	Committee Structure E +O
Date submitted:	12/04/2023	Referred by:	Symons Natatorium Board

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Symons Natatorium board made a motion for Symons Recreation Complex (SRC) to purchase a new pool vacuum that automatically cleans the bottom and walls of the swimming pool. The current one is not working and needs to be replaced. The cost for a new vacuum was approved by the Symons Natatorium Board. Midwest Pool Supply for \$2,500.00. Maintenance and Repairs is the line item expense for this purchase.

Background: *(preferred one page or less with focus on options and decision points)*

Symons Recreation Complex current pool vacuum is no longer functioning properly. A new vacuum is needed to vacuum the pool and keep it clean for the users. Pool vacuum was approved in July; current pool vacuum was being held together with some electrical tape. Request for purchase was delayed due to making sure that there were funds available in budget. However, the current vacuum is no longer functioning. There is still money in the Maintenance and Repairs budgeted line item.

Attachments and References:

Minutes from July 10, 2023 Natatorium board meeting	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Action results in some reduction s in expenditures:

Approval:

Review:

Tracy Gobin

Department Head

Administrator, or Elected Office (if applicable)

**Symons Recreation Complex
Natatorium Board Minutes July 10th, 2023**

Item 6.

The Natatorium Board met in person & virtually via Zoom on July 10th, 2023 at 6:00 pm. The following people were in attendance: Melony Walters, Marty Brewer, Grant Worthington, John Cler, Todd Coppernoll and Mark Chambers. Candace Pesch, Alan Lins and Tracy Gobin were also present.

1. Call to Order- Walters called the meeting to order at 6:00pm.
2. Proof of Notification- Proof of Notification was met, per Gobin.
3. Approve Agenda- *Marty Brewer made a motion to approve the agenda. Chad Cosgrove seconded. The motion carried.*
4. Public Comment: No Comments. Members of the public in attendance: Alan Lins, Barb Wentz, Suzanne Fish, Joel & Lisa Rewald.

Consent Items:

5. Approve Minutes
6. Approve Bills for July 2023

Tim Gotschall made a motion to approve the consent items: Approve minutes from May 8, 2023 meeting & bills for July 2023. Chad Cosgrove seconded. The motion carried.

Administrative Reports:

7. Budget Overview – Gobin presented the reports for revenue, expenditure, and membership statistics reports. Year to date revenues for key fobs have exceeded their current year to date projections. Year to date memberships are \$30,000 below projections. Expenses are all under budget except telephone, heat, and unemployment. Balance sheet looks good. Memberships are pretty consistent with last month. The year to date visits are still under 2019, but the gap is closer.
8. Directors Report - Gobin stated Symons Recreation Complex is using new software and are in a transition. Have been with old software since 2010. This software has the ability for online registrations. So this is exciting, but switching software has its challenges. Gobin stated she has been busy lately with maintenance issues.
9. YMCA Madison Interest – Walters stated she provided information for the YMCA. Walters followed up but has not heard back. Assumption is that the YMCA is not interested at this time unless the YMCA reaches out.
10. Symons Recreation Complex Foundation Capital Fundraising Effort – Lins stated with the uncertainty of Symons Recreation Complex the Symons Recreation Complex Foundation is creating an endowment trust. There is still a process yet to go through, but progress is being made. There is need for more time to get everything in place.

Action Items:

11. Resolution to Senator Howard Marklein – Wisconsin Administrative rule regarding lifeguards at Symons Recreation Complex: Alan Lins stated he sent an email to Howard Marklein’s office about creating an administrative rule that allows people 16 and older to use the swimming pool without a lifeguard on duty. This would also help the City of Richland Center outdoor swimming pool. Lins suggested the Symons Natatorium Board creates a resolution that can be sent to Howard Marklein. *Tim Gotschall made a motion to create a resolution supporting an administrative rule change to allow 16 year olds and older to use the swimming pool without a lifeguard on duty. Chad Cosgrove seconded. The motion carried.*
12. Campus Gymnasium, tennis courts and basketball courts being managed by Symons Recreation Complex. – Alan Lins stated he would like to see Symons Recreation Complex in charge of the campus gymnasium, tennis courts and basketballs courts, he doesn’t want to see that slip away from Symons Recreation Complex. Brewer stated that there is a proposal for a Richland County committee that will be in charge of the reconfiguring of the campus and would need to submit a plan.
13. Pool Vacuum Purchase- Gobin stated the current automatic pool vacuum is going bad and needs to be replaced. Gobin presented bids for a replacement pool vacuum. *Marty Brewer made a motion to purchase the pool vacuum from Midwest Pool Supply for \$2,500.00. John Cler seconded. The motion carried.*

- 14. Maintenance Supervisor Position at Symons Recreation Complex – Gobin stated no action needed, is going one last push for the maintenance position. If that doesn't go well then she will be bringing back a part-time position plan next month.
- 15. Symons Recreation Complex – land and future land proposal- Gobin stated presented at the Public Works committee and will watch for meeting times and dates for the new Campus re-configuration committee.
- 16.

Closing:

- 17. Future Agenda Items – Endowment Fund – keep on agenda.
- 18. Schedule Next Meeting- Monday August 14th, 2023 at 6:00pm
- 19. Adjourn—*John Cler made a motion to adjourn at 7:21pm. Chad Cosgrove seconded. The motion carried.*

Agenda Item Cover

Agenda Item Name: *Response from Symons Natatorium Board on resolution 22-91*

Department	Symons Rec. Complex	Presented By:	Tracy Gobin
Date of Meeting:		Action Needed:	
Disclosure:	Open	Authority:	Committee Structure E +O
Date submitted:	12/04/2023	Referred by:	Symons Natatorium Board

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Symons Natatorium board made a motion for Symons Recreation Complex (SRC) to purchase two new on demand water heaters to be bought and installed by Jelinek Heating for \$5,700.00. The cost for the two new on demand water heaters was approved by the Symons Natatorium Board. Maintenance and Repairs is the line item expense for this purchase.

Background: *(preferred one page or less with focus on options and decision points)*

Symons Recreation Complex currently has two on demand water heaters. Water heater number one, the primary water heater, is no longer functioning. A new board is needed for water heater number one the cost for a new board is \$2,500.00 plus installation. The on demand water heaters are at end of life. Symons Recreation Complex received three bids for this project, the lowest bid was from Jelinek Heating for \$5,700.00. Water heater number two is still functioning however, when demand is high water temperature is low. During the warmer weather this was manageable. SRC had been waiting to make sure that there would be money in the budget to cover it and there is still room in the line item Maintenance and Repairs to cover the cost of this item.

Attachments and References:

Minutes from August 28, 2023 Natatorium board meeting	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Action results in some reduction s in expenditures:

Approval:

Review:

Tracy Gobin

Department Head

Administrator, or Elected Office (if applicable)

**Symons Recreation Complex
Natatorium Board Minutes August 28th, 2023**

Item 7.

The Natatorium Board met in person & virtually via Zoom on August 28, 2023 at 6:00 pm. The following people were in attendance: Melony Walters, Marty Brewer, Grant Worthington, John Cler, Chad Cosgrove and Tim Gottschall (arrived at 6:05pm). Administrator Pesch (Zoom), Alan Lins, Barb Wentz, Dean Amundson and Tracy Gobin were also present.

1. Call to Order- Walters called the meeting to order at 6:00pm.
2. Proof of Notification- Proof of Notification was met, per Gobin.
3. Approve Agenda- *Marty Brewer made a motion to approve the agenda. John Cler seconded. The motion carried.*
4. Public Comment: No Comments. Members of the public in attendance: Alan Lins, Barb Wentz, Suzanne Fish, Dean Amundson.

Consent Items:

5. Approve Minutes
6. Approve Bills for August

Marty Brewer made a motion to approve the consent items: Approve minutes from July 10, 2023 meeting & bills for August 2023. John Cler seconded. The motion carried.

Administrative Reports:

7. Budget Overview – Gobin presented the reports for revenue, expenditure, and balance reports. Merchandise sales and fob key are the two areas that has more revenue than goal for year to date. Memberships still need to increase. Day passes are only \$400 less than 2019, so they are close to on target with 2019. Expense are all under budget except for snow plowing, licensing, computer software, and workman’s comp. By the end of the year most of these will be on target for being within budget. Snowplowing is the one that really depends on the weather and amount of snow. Balance spreadsheet shows a balance of \$22,779.30.
8. Directors Report - Gobin stated Symons Recreation Complex is using new software and is still in transition, switching software has its challenges. Gobin stated she has been busy lately with maintenance issues and is hoping that after the meeting there will be more progress with the maintenance position at Symons Recreation Complex. Gobin stated that 2024 budget has been submitted to the County Clerk and County Administrator’s offices. Gobin presented the budget worksheets.
9. Symons Recreation Complex Foundation Capital Fundraising Effort – Allan Lins, a member of the Symons Recreation Complex Foundation, stated the foundation met with a lawyer and there will be some wording changes to endowment fund versus an endowment trust. There will be a resolution presented at the next Symons Recreation Complex Foundation meeting as well as a gift acceptance policy. Things are moving forward, there is more to come. Lins stated as there is more to present he will ask to be on the agenda.

Action Items:

10. Resolution to Senator Howard Marklein – Wisconsin Administrative rule regarding lifeguards at Symons Recreation Complex: Gobin stated there are some questions about this. No action at this time.
11. On Demand Water Heater – Gobin stated Symons has two on demand water heaters. One water heater is completely down. The way the on-demand system works it the first one gets all the use and then when it can’t keep up then the second one will start up. The first on demand heater the board is bad. Just to get the board will cost \$2,500.00 that would not include installation, part only. Per the company the water heaters are at end of life and should be replaced. Gobin received three bids for the water heaters the lowest bid was with Jelinek Plumbing and Heating for \$5,700.00. *Tim Gottschall made a motion to purchase two new on demand water heaters to be installed by Jelinek Plumbing and Heating for \$5,700.00. John Cler seconded the motion carried.*
12. Sand Filter Replacement – Gobin stated this is on hold at this time.
13. Assistant Director Position at Symons Recreation Complex – Gobin stated that phone interviews have been set-up and after that will be moving into in person interviews.

14. Maintenance Supervisor Position at Symons Recreation Complex – Gobin stated she is planning on hiring someone for this position at a part time position of 20 hours per week. Gobin stated that she hasn't had any luck with hiring for a full-time position. At 20 hours per week that person would not be eligible for benefits.
15. Custodian Position at Symons Recreation Complex – Gobin stated that with going to a part time position at Symons Recreation Complex there would be a need for a part-time 20 hour a week custodian position as well. Currently there is not a custodian position at Symons Recreation Complex. Gobin took the court house custodian position and used that as a template for the custodian position with a few added items specific for swimming pools. Marty Brewer made a motion to create the custodian position at Symons Recreation Complex. Chad Cosgrove seconded. The motion carried.
16. Symons Recreation Complex – land and future land proposal- Gobin stated that she will be working on a plan to be presented to the campus reconfiguration committee.
17. Campus gymnasium, tennis courts and basketball courts being managed by Symons Recreation Complex. Gobin stated that this will also need to be presented to the campus reconfiguration committee.

Closing:

18. Future Agenda Items –
19. Schedule Next Meeting- Monday September 11th, 2023 at 6:00pm
20. Adjourn—John Cler made a motion to adjourn at 6:47pm. Chad Cosgrove seconded. The motion carried.

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 8.

Agenda Item: Draft Payment Plan Policy

Meeting Date: 12/5/2023

Requested by: Ashley Oliphant

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

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

E. Accounts Receivable

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

Recommended Action:

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

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

City of Richland Center Financial Policies

Accounting

Purpose

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

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

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

Disbursements are properly authorized

Invoices are processed in a timely manner

Vendor credit terms and operating cash are managed for maximum benefits

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

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

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

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

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

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

E. Accounts Receivable –

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

- b. Delinquent Payments and Collections. All invoices or statements which have not been paid within 30 days after the initial billing shall incur an additional 1% late fee for each month that they remain unpaid or such lesser amounts as limited by law, until paid in full. Accounts are to be kept up-to-date so that when a balance due in the “60 days” column, their statement is marked “Past Due” in the upper right corner of the statement in large red letters. A letter is issued at 30 days and at 60 days past due notifying the status of their account. A customer will receive up to three statements as follows: 1st statement-current balance, 2nd statement-30 days, 3rd statement 60 days (marked past due). All unpaid billings, invoices, or statements not paid within 60 days from the initial billing date will be aggressively pursued for collection with any means or procedure permitted under Wisconsin Statutes by the Clerk/Treasurer’s Office. One of the following four options shall be pursued that is most appropriate to the type of charges owed and does not requiring prior approval by the Finance Committee or Common Council to initiate collection:
1. The State of Wisconsin Tax Refund Intercept Program
 2. the State of Wisconsin Debt Collection System
 3. Small Claims Court or other suit through the Richland County Court System
 4. A Special Assessment on the property tax bill.
- The Finance Committee will review all delinquent accounts at regular meetings.
- c. Payments from Accounts with Non-Sufficient Funds. If a payment is submitted to the City of Richland Center from a bank account with non-sufficient funds, the City Clerk-Treasurer, or designee, shall notify the issuer that the City will charge a \$25 collection fee for all NSF checks plus any additional fees charged by the bank. Anyone submitting an NSF check to the City more than once in a two-year period will be required to make all future payments to the City by cash, cashier check or money order.
- d. Landfill Account Delinquency. Accounts are to be kept up-to-date so that when a balance due in the “60 days” column, their statement is marked “Past Due” in the upper right corner of the statement in large red letters along with an additional note added to their statement notifying them at they need to pay their balance to avoid account closure. Accounts that are still not paid after the next billing period have their charge accounts closed and are denied access to the landfill facility until they pay their balance. A letter is issued at 30-days and at 60-days past due notifying them on the status of their account. A customer will receive up to three notices as follows: 1st statement-current balance, 2nd statement-30 days, 3rd statement-60 days (accounts gets closed and collection methods begin). All unpaid billings, invoices, or statements not paid within 60 days from the initial billing date will be aggressively pursued for collection with any means or procedure permitted under Wisconsin Statutes by the Clerk/Treasurer’s Office. After the balance has been paid in full, the account is reopened on a “probationary basis” (meaning that if they fall behind again, they lose the privilege of having a charge account permanently). After all payments clear the bank and a zero balance is

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Procurement

Purpose

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

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

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

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

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

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

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

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

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

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

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

Competitive Bidding Requirements:

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

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

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

a.) Participation in an intergovernmental cooperative purchasing program.

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

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

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

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

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

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

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

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

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

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

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

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

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

Unauthorized Purchases

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

Internal Controls

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

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

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

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

PROCUREMENT PROTEST PROCEDURES

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

Notification

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

Response

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

of Richland Center Common Council and copy sent to the Clerk/Treasurer, no more than 5 days after the Clerk/Treasurer’s written decision. The Common Council at its discretion has the right to review the request or by inaction, let the Clerk/Treasurer’s decision stand. If there is no response from the Common Council within 5 business days the Clerk/Treasurer’s decision is affirmed.

- If the Common Council chooses to review the complaint, the Council will invite the protester to provide the following written information and details:
- The information provided to the City of Richland Center Common Council should include:
 - Original complaint form
 - Clerk/Treasurer’s written response
 - Additional information submitted to or requested by the Common Council
 - All documentation and pertinent facts relating to the dispute
 - Clerk/Treasurer’s recommendation
- After reviewing the written protest information, the City of Richland Center Common Council will make a recommendation and provide a written response to the complainant’s protest. If the Common Council so chooses, it may prior to its final recommendations, invite the complainant to address the protest issue at a meeting scheduled by the Common Council. However, the City of Richland Center Common Council at its sole discretion may choose to render its decision without consulting the complainant based solely on the evidence and information before it.
- After the conclusion of the Common Council’s deliberations and decision, the Clerk/Treasurer shall provide the Common Council’s record of decision to the complainant within 10 business days.
- All decisions rendered by the City of Richland Center Common Council are final. This completes the local portion of the protest procedure process.
- The complainant does have the option to request reconsideration only if data becomes available that was not previously known, or there has been an error of law or regulation.
- The Federal Transit Administration will only entertain a protest that alleges that the City of Richland Center has failed to follow their protest procedures. Any protest to the FTA must be filed in accordance with the FTA Guidance Circular 4220.1F or the most recently revised circular.

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

Todd E. Coppernoll, Mayor

Attest:

Derek S. Kalish, Clerk/Treasurer

Standard Operating Procedure – PAYMENT PLANS

PURPOSE

The City of Richland Center aims to provide financial flexibility to applicants facing temporary hardships in meeting their municipal obligations. This procedure outlines the terms and conditions under which payment plans may be established for municipal services.

ELIGIBILITY

Individuals who are experiencing financial difficulties and are unable to make full and timely payments for municipal services may be eligible for a payment plan. Eligibility will be determined on a case-by-case basis, taking into consideration the resident's financial circumstances.

PAYMENT PLANS

Payment plans shall be classified as follows:

- a. Short-Term Plans: Up to 6 months for debts of \$50-\$300.
- b. Medium-Term Plans: 6 months to 12 months for debts of \$300 or more.
- c. Long-Term Plans: 12 months to 24 months for debts of \$300 or more.

APPLICATION PROCESS

Applicants requesting a payment plan must submit a formal request to the City Treasurer providing the following:

- a. Proof of financial hardship (e.g., recent pay stubs, unemployment documentation, medical bills).
- b. Details of outstanding municipal obligations.
- c. Proposed payment plan duration and amount.

APPROVAL PROCESS

The City Treasurer will review the application within 10 business days and notify the resident of the decision. Approval will be based on the resident's financial situation and adherence to past payment agreements.

TERMS AND CONDITIONS

1. **Down Payment:** A down payment may be required, representing a percentage of the outstanding balance. *A 10% down payment shall be recommended to all applicants.*
2. **Installment Amounts:** Equal monthly installments will be determined based on the outstanding balance and the chosen plan.
3. **Interest:** A 1% interest fee will be charged on the outstanding balance during the payment plan period.
4. **Late Payments:** Late payments may result in the termination of the payment plan. Applicants will be subject to standard penalties for late payments pursuant to the City of Richland Center Financial Policies.

Standard Operating Procedure – PAYMENT PLANS

5. **Modifications:** Applicants may request modifications to payment plans due to unforeseen circumstances, subject to approval by the City Administrator.

NONCOMPLIANCE AND TERMINATION OF PAYMENT PLAN

The City of Richland Center reserves the right to terminate a payment plan if:

- a. The resident fails to make consecutive payments; or
- b. The resident does not adhere to the terms and conditions of the agreement; or
- c. When applicable, upon sale of subject property wherein a payment plan exists prior to the establishment of a special assessment.

The City Treasurer will pursue one of the following options for noncompliant payment plans:

- a. The State of Wisconsin Tax Refund Intercept Program
- b. The State of Wisconsin Debt Collection System
- c. Small Claims Court or other suit through the Richland County Court System
- d. A Special Assessment on the property tax bill.

APPEALS

Applicants may appeal a denied payment plan request within 15 calendar days of receiving the denial notification. Appeals will be reviewed by the City Administrator. Appeal decisions issued by the City Administrator may be appealed to the Finance Committee upon written request by applicant within 10 calendar days of receiving the denial notification.

CONFIDENTIALITY

All financial information provided by applicants in support of payment plan applications will be maintained in accordance with established confidentiality policies.

REVIEW AND AMENDMENTS

This procedure will be reviewed as needed and may be amended as necessary by the City Administrator.

CONTACT INFORMATION

For inquiries and submission of payment plan requests, please contact the City Treasurer at (608) 647-3466.

EFFECTIVE DATE

This Payment Plan Policy is effective as of [date].

APPROVAL

Ashley Oliphant, City Administrator

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