

Official Public Notice
MEETING OF THE MUNICIPAL UTILITY COMMISSION
CITY OF RICHLAND CENTER, WISCONSIN
Agenda
Wednesday, April 08, 2026 5:30 PM,
COUNCIL ROOM, MUNICIPAL BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI 53581 & VIRTUALLY
MEETING WILL BE HELD IN PERSON AND VIA WEBEX.

TEAMS: bit.ly/RCUtilityCommission

1. **Roll Call** *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*
2. **Approval of Minutes** *Motion to waive the reading of the minutes of the last meeting(s) in lieu of printed copies and approve the same.*
[A.](#) Meeting Minutes
3. **Treasurer's Report/Investment of Utility Funds**
[A.](#) Treasurer's Report
4. **Monthly Bills**
 - A. Water
 - B. Sewer
 - C. Electric
5. **Safety**
6. **Resource Fair**
[A.](#) Resource Fair
7. **Discussion and Possible Action on approval of the Valley View Water Project**
 - A. Water Project 2026
8. **Discussion and Possible action on loaning City funds for Valley View Water Project**
9. **Discussion and possible action on the MOU with Sextonville Waterworks Sanitary District**
[A.](#) MOU Sextonville
10. **Discussion and Possible Action for sponsorship of Hospital Foundation Event using WPPI Community funds**
[A.](#) Richland Hospital Foundation
11. **Discussion and Possible Action for approval of AMI Policy**
[A.](#) AMI Policy
12. **Discussion and Possible Action for approval of Seasonal Staff**
13. **Water Superintendent Report**
14. **WWTP Superintendent Report**
15. **Electric Superintendent/Utility Manager Report**
16. **Correspondence**
17. **Public Comments** *Members of the public are welcome to express their opinion on item(s) not appearing on this agenda.*
18. Commissioners or audience request, etc.
19. Adjourn

Posted this 3rd day of April on or before 4:00 P.M.
Copy to the Richland Observer (official newspaper

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, Mayor at 450 S Main St., Richland Center, WI 53581 or call 608-647-6428. City Utilities of Richland Center is an equal opportunity employer/provider.

MINUTES OF A MEETING OF THE RICHLAND CENTER
MUNICIPAL UTILITY COMMISSION

Wednesday, March 11, 2026, 5:30p.m.,

Council Room, Municipal Building, 450 S Main St, Richland Center WI 53581

This Meeting was held in person and via Teams

Members present: Collins, Coppernoll, Walters, Downs, and Sawle

Members absent: Wallace and Jones

Others present: Fischer, Krueger, Edwards, Gald and Rod Perry

President Sawle called the meeting to order at 5:30p.m. The meeting had been properly posted.

Motion by Collins, second by Downs to approve the minutes of the last meeting as printed. All voting aye upon voice vote, motion carried.

The Treasurer's Report was received and filed.

Motion by Coppernoll, second by Downs to approve the Electric Bills for March totaling \$857,211.19. Also acknowledges the balance for February, thus totaling \$967,331.60. All voting aye upon roll call, motion carried.

Motion by Collins, second by Sawle to approve the Water Bills for March totaling \$82,775.74. Also acknowledges the balance for February, thus totaling \$317,111.92. All voting aye upon roll call, motion carried.

Motion by Downs, second by Walters to approve the Sewer Bills for March totaling \$138,466.11. Also acknowledges the balance for February, thus totaling \$442,417.23. All voting aye upon roll call, motion carried.

For safety Scott Gald announced that we received the Diamond Award from APPA. It is the top award. We had no injuries. Steve Eller did CPR training for all the departments.

We have been asked to host the WPPI Regional Power Dinner on May 28th at the Whie House. This is one of six.

APPA did a power rate study. It was designed to show our customers how our rates compare to other utilities.

We recently received a letter from USDA informing us that we can graduate and seek financing elsewhere. So that would free up money for other projects. Scott reached out to Elhers. Currently we are locked in at 2.5%, the rate would be 3 to 4% and would cost our rate payers 2.2 million in interest. Collins would like to see a letter sent to Congressmen and Senators explaining what a burden this would be on our rate payers. Todd explained that everyone that worked on this project has since retired. Todd feels we should contact our lawyer that was involved from the beginning. Scott will draft a letter to be sent to our representatives in Washington.

Scott, Steve and Todd met with Mindy and Dale from Sextonville Water Works to discuss mutual aid expectations and guidelines. There was a MOU drafted and Windle reviewed it and their board is reviewing it.

Steve explained that by having Hydro Corp inspecting our cross connections, they have requested to see the ordinance. It was drafted in 1985, and the body is good, but we do need to update code numbers for DNR and DPS. Walters made a motion to update Chapter 432, second by Collins. All voting aye upon voice vote, motion carried.

Scott informed the commission that he included the MEUW Livelines in their meeting packets. He feels there is a lot of good information in it and will include it every month.

Water Superintendent Krueger reported that his staff, with Todd's staff help, changing meters to AMI. We are up to 900 and they are just knocking on customers' doors. Still only one water main break for the season. Ground temperatures are above 40 degrees so hopefully we are in the clear for the rest of season. Andy from MSA met with Scott, Darrick, and Steve on potential street project. They will be taking bids for Valley View Dr project and due April 7th. Steve attended the preconstruction meeting on Monday for Hwy 14 project. The Wisconsin Surplus Auction was successful. The mixer at the SE Reservoir locked up and awaiting potential repairs or replacement. They have been working on S Central Ave where a curb stop was in an old coal bin. That will be blocked off. Also the water meter was in that area too. It will be relocated.

Wastewater Superintendent Fischer reported that last Monday he received a phone call for service rep from RNOW that our Jet/Vac combo Truck is done at Supa Products and is now at RNOW getting the final touches. Scott received the same info on our truck from Fillback. Todd said they listed first three items on Wi Surplus Auctions. The Jet/Vac combo truck, the F250 and plow and a dump body trailer. The equipment replacement fund is 1.73 million dollars. The bid after trade is \$473,000.00 and it can all come out of ERF. Todd also attended HWY 14 meeting. They do have the wastewater specials in place for the one intersection. The problem is HWY 80 South is hard to locate. There is a meeting to discuss if the pole for the traffic control light can be moved or if we find our pipe, we are able to move it.

Utility Manager/Electric Superintendent reported that the electric crew is working on AMI meter install and tree trimming. Scott attended the APPA rally in D.C. Darren is attending leadership training in the Dells Thursday and Friday. Scott attended mock interviews at SW Tech. Next Wednesday Darren and JJ will attend the lineman foreman roundtable in DeForrest. Scott is working on PSC reports, the auditors will be here in April. They have hired replacements for the lineman training section for MEUW. D>C was a good trip and Scott appreciated Todd and John for taking time to go.

For correspondence the commission did receive a thank card from the Richland Hospital Foundation for their donation of WPPI Community Funds.

Rod Perry was present to address the commission. Rod was so happy to see the utilities participating in that. Even though it was an electric utility trip, we are contacting our representatives regarding the wastewater loan. Rod is also glad to see the emphasis continues on safety. When he served on the commission that was very important to him. He thinks it is great that the activity continues with WPPI and MEUW. Rod loves to see the utilities working together and would like to thank the staff for their hard work.

Collins went to D.C. with Rod Perry the first time and really enjoyed it. This time when he went with Mayor Todd and Scott. He really enjoyed watching these guys speak to the representatives and watching them listen to them. Collins would also like to go back next year. Coppennoll asked when the wastewater

auctions close. Todd says in three weeks. Must bids will come in the last 24 hours. Coppernoll talked about the meeting with the county and the utility department heads. It was a good meeting with a lot of information shared. He loved the D.C. trip. All three senators treated us with respect and paid attention to why we were there. It was a really great opportunity to network. Fischer commented that he and Steve met with Josh Elder and Mike Wertz to discuss plumbing issues with Melville Hall, the gymnasium and Symons. It is all moving forward to get those buildings ready to go to the school district. Sawle thanked the commissioners for going to D.C. He hopes to attend one in the future. Walters had a question about Terry attending training for AML, she was wondering if there is cross training in the departments. Scott answered yes. Downs asked about the Power Dinner, he just wanted to clarify the date. It is May 28th. Downs also thank the guys for all their hard work.

Motion by Collins, second by Downs to adjourn. All voting aye upon voice vote, motion carried without dissent at 6:24p.m. Meeting adjourned.

Minutes Submitted by:

Angie Edwards

| LGIP | LGIP % | LGIP Interest | Checking | Checking Interest | Total Interest Paid |
|--------------|--------|---------------|----------|-------------------|---------------------|
| 2025 | | | | | |
| Jan | 4.39 | | | | |
| Feb | 4.4 | | | | |
| Mar | 4.39 | | | | |
| Apr | 4.39 | | | | |
| May | 4.36 | | | | |
| Jun | 4.36 | | | | |
| Jul | 4.36 | | | | |
| Aug | 4.36 | | | | |
| Sep | 4.35 | | | | |
| Oct | 4.22 | | | | |
| Nov | 4.02 | | | | |
| Dec | 3.82 | \$ 26,300.77 | | \$ 5,551.55 | \$ 31,852.32 |
| Total | | | | \$ 65,601.25 | |
| | | | | | |
| 2026 | | | | | |
| Jan | 3.7 | \$ 25,327.80 | | \$ 5,530.40 | \$ 30,858.20 |
| Feb | 3.69 | \$ 22,716.55 | 2.950% | \$ 5,094.92 | \$ 27,811.50 |
| Mar | | | 2.95% | \$ 4,484.72 | |
| Apr | | | | | |
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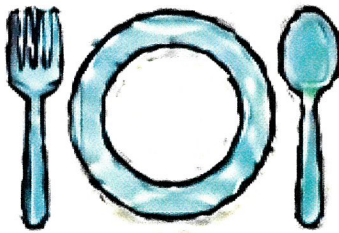
RESOURCE FAIR

Item 6.

WEDNESDAY, MAY 20
3:00 PM - 6:00 PM

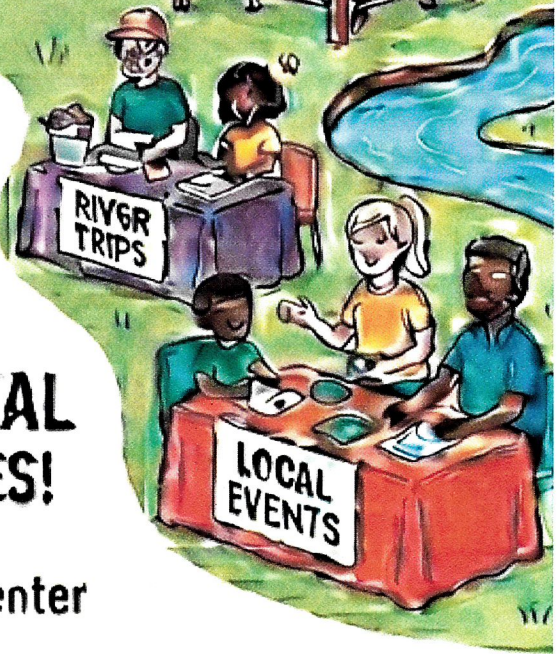
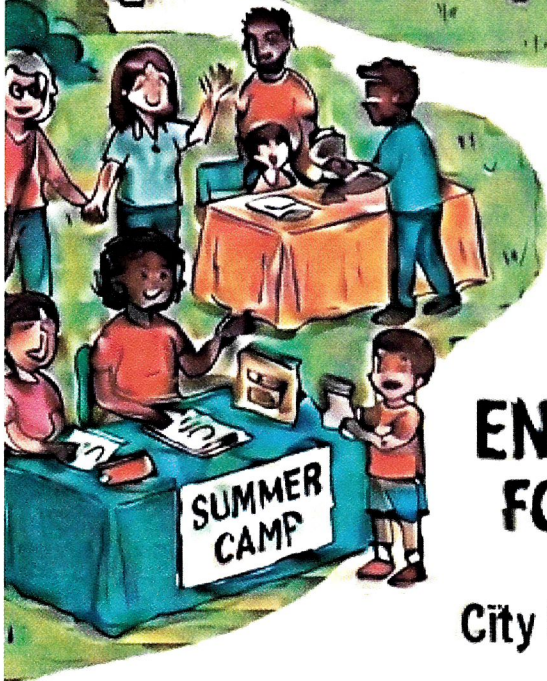
COMMUNITY CENTER

**1050 N Orange Street,
Richland Center**



**ENJOY A FREE MEAL
FOR ALL ATTENDEES!**

**SPONSORED BY
City Utilities of Richland Center**



• **SIGN UP FOR
SUMMER
PROGRAMS &
ACTIVITIES**



• **LEARN ABOUT
EVENTS &
ATTRACTIONS**

MEMORANDUM OF UNDERSTANDING

Between

City of Richland Center Utilities

and

Sextonville Waterworks Sanitary District

1. Parties

This Memorandum of Understanding (“MOU”) is entered into by and between:

City of Richland Center Utilities (“City Utilities”), a municipal utility of the City of Richland Center, Wisconsin; and

Sextonville Waterworks Sanitary District (“District”), a sanitary district organized under the laws of the State of Wisconsin.

Collectively referred to as “the Parties.”

2. Purpose

The purpose of this MOU is to establish the terms and conditions under which City Utilities may provide assistance, maintenance support, technical services, emergency response, or operational support to the District upon request.

This MOU is intended to clarify responsibilities, safety obligations, and liability allocation between the Parties.

3. Scope of Assistance

City Utilities may, at its discretion and subject to availability of personnel and equipment, provide:

- Emergency repair assistance
- Equipment support
- Technical consultation
- Operational or maintenance assistance
- Other mutually agreed services

All assistance shall be provided only upon request by an authorized representative of the District.

Nothing in this MOU obligates City Utilities to provide services.

4. Control and Direction of Work

When City Utilities personnel are working on or assisting with the District's system:

- The District retains ownership, operational authority, and regulatory responsibility over its water and sanitary system.
 - The District shall designate a representative responsible for coordination.
 - City Utilities personnel remain employees of City Utilities at all times.
-

5. Safety and Regulatory Responsibility

Primary Safety Responsibility

The District acknowledges and agrees that:

- The District retains full responsibility for the safety condition of its facilities, infrastructure, and worksites.
- The District is solely responsible for compliance with all applicable federal, state, and local laws, regulations, and safety standards, including but not limited to OSHA, DNR regulations, confined space requirements, lockout/tagout procedures, and any other regulatory requirements governing its system.
- City Utilities does not assume responsibility for identifying, correcting, or ensuring compliance with safety or regulatory deficiencies within the District's system.

Employee Safety

City Utilities will require its employees to follow its own internal safety policies and procedures. However:

- The District is responsible for ensuring that work sites are safe and compliant before work begins.

- The District shall disclose any known hazards, including confined spaces, hazardous atmospheres, energized equipment, structural concerns, or other safety risks.
 - City Utilities reserves the right to refuse or suspend work if unsafe conditions exist.
-

6. Liability and Indemnification

To the fullest extent permitted by law:

- The District agrees that City Utilities shall not be responsible for any claims, damages, losses, fines, penalties, regulatory violations, or liabilities arising out of the condition, operation, or regulatory compliance of the District's system.
- The District agrees to indemnify, defend, and hold harmless City Utilities, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, or expenses arising from:
 - Conditions of the District's facilities
 - Regulatory violations
 - Safety non-compliance
 - Third-party claims related to the District's system

City Utilities shall be responsible only for the negligent acts or omissions of its own employees while acting within the scope of their employment.

7. Insurance

Each Party shall maintain insurance coverage or governmental self-insurance consistent with Wisconsin municipal standards. Upon request, proof of coverage may be provided.

8. Compensation

Compensation for services, equipment use, materials, or labor shall be billed in accordance with mutually agreed rates or as established by written agreement prior to work when feasible.

Emergency services may be billed at standard municipal utility rates.

9. Term and Termination

This MOU shall take effect upon execution by both Parties and shall remain in effect until terminated by either Party upon thirty (30) days written notice.

Either Party may terminate immediately if continued performance would create unsafe or unlawful conditions.

10. No Partnership or Joint Venture

Nothing in this MOU shall be construed to create a partnership, joint venture, or agency relationship between the Parties.

11. Amendment

This MOU may be amended only in writing signed by authorized representatives of both Parties.

12. Governing Law

This MOU shall be governed by and interpreted in accordance with the laws of the State of Wisconsin.

Signatures

City of Richland Center Utilities

By: _____
Name: _____
Title: _____
Date: _____

Sextonville Waterworks Sanitary District

By: _____
Name: _____

Title: _____

Date: _____



Twin 21s

at the

Swan ON THE LINKS

GOLF OUTING

Fairways, Philanthropy,
& Tropical Good Times

Join us Thursday, June 11, at House on
the Rock Resort for a day of alpha fun!
Raffles, prizes, delicious food, and more.

All proceeds will benefit our new eye clinic.

The
Richland
Hospital
FOUNDATION



Where your gift today
grows a healthier
tomorrow



F, SUN, and ALOHA FUN!

House on the Rock Resort
Rings Dr, Spring Green, WI

THURSDAY • JUNE 11, 2026

Schedule
10:00 AM • Check-in begins
11:00 AM • Shotgun start
1:00-5:30 PM • Reception



SPONSORSHIP OPPORTUNITIES

Event Sponsor • \$5,000

- Registration for two golf teams
- Recognition at the event and on beverage tickets
- Business representation on the course

Table Sponsor • \$300

- Company signage on designated tee
- Individual Golfer • \$130**
 - 18 holes, shared cart, box lunch, drinks, prizes

Beverage Cart Sponsor • \$2,500

- Registration for one golf team
- Recognition printed on drink tickets
- Recognition on the course

Reception - Only Attendee \$40 (Starts at 1 PM)

- Registration includes an afternoon reception, one drink ticket, games, and prizes

Business Sponsor • \$800

- Registration for one golf team
- Sponsor signage on the course
- Business representation on the course

Prize Bucket Raffle Donations

- Recognition of all raffle materials at event

PLUS

E AWARDED

to

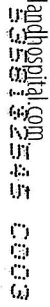
**THE HAWAIIAN
SSED TEAM**



To sponsor, donate to the prize bucket raffle, or for questions, contact
Angie Coenen at (608) 647-1847 or angie.coenen@richlandhospital.com.

Deadline for Sponsorship: JUNE 1, 2026

To register a team or purchase advance raffle tickets, scan the QR code or contact
Angie Coenen at (608) 647-1847, or angie.coenen@richlandhospital.com



The Richland Hospital Foundation
Attn: Angie Coenen
333 East Second Street
Richland Center, WI 53581

NONPROFIT ORG
U.S. POSTAGE
PAID
WAUSAU, WI
PERMIT NO. 1052

City Utilities Richland Center
450 S Main St
Richland Center, WI 53581-2545



City Utilities Richland Center

Advanced Metering Infrastructure (AMI) Policy

1. Purpose

The purpose of this policy is to establish requirements and conditions related to the installation, use, and management of Advanced Metering Infrastructure (AMI) for electric and water service provided by City Utilities of Richland Center.

2. Scope

This policy applies to all electric and water customers served by City Utilities of Richland Center.

3. Policy Statement

City Utilities of Richland Center utilizes Advanced Metering Infrastructure (AMI) for metering of all customers. AMI systems operate on a secure communication network that allows for automated meter reading at scheduled intervals.

The AMI system provides operational and customer service benefits including, but not limited to:

- Detailed customer usage information
- Enhanced outage detection and notification to the utility
- Improved system monitoring and operational efficiency
- Capability for rate analysis, including evaluation of time-of-use rate options
- Identification of abnormal usage patterns

4. Mandatory Participation

All electric and water customers are required to utilize AMI metering. City Utilities of Richland Center does not offer an opt-out option for AMI metering.

5. Meter Location and Relocation

Meters shall be installed at a location determined and approved by the Utility in accordance with standard service requirements.

If a customer requests relocation of an AMI meter from the standard or existing location:

- The relocation must be reviewed and approved by City Utilities prior to installation.
- The customer is responsible for installing, at their expense, an approved meter socket at the new location.
- The Utility will install the necessary service conductors to the approved new location.

- The customer shall be billed for the actual cost of labor and materials associated with the relocation work performed by the Utility.

6. Customer Responsibilities

Customers shall:

- Provide safe and reasonable access to metering equipment
- Ensure that meter locations remain compliant with Utility standards
- Be responsible for all costs associated with requested meter relocations

7. Utility Authority

City Utilities of Richland Center reserves the right to:

- Determine appropriate meter locations
- Require relocation of metering equipment for safety, access, or operational needs
- Recover costs associated with non-standard installations or customer-requested changes

8. Enforcement

Failure to comply with this policy may result in:

- Delay or denial of service
- Disconnection of service in accordance with applicable rules
- Assessment of additional charges

9. Contact Information

Customers with questions regarding AMI metering or this policy should contact City Utilities of Richland Center.

10. Effective Date

This policy shall become effective upon approval by the Richland Center Utilities Commission.