



OFFICIAL PUBLIC NOTICE

**MEETING OF THE GENERAL GOVERNMENT
COMMITTEE**

TUESDAY, JUNE 23, 2026 AT 5:30 PM

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

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 MINUTES

- [1.](#) May 28, 2026 Meeting Minutes

PAYMENT OF BILLS

- [2.](#) Bills for Approval

REPORTS (*Administration, Economic Development, Zoning, Legal*)

BUDGET vs ACTUAL REVIEW

3. Budget vs Actual Report

CONTRACTS, AGREEMENTS, LEASES — Review and Recommendation for Action

- [4.](#) Potential Amendments to the IGA with Richland County for the Operation of the Symons Recreation Complex
5. Discussion and direction regarding the City's continued participation in the Shared Ride Taxi program, including service continuation, fare adjustments, and contract options

COUNCIL RULES

- [6.](#) Consider amendment to appendix A of the Council Rules to add the Mayor as a non-voting, ex officio member of the General Government Committee

SET NEXT MEETING DATE

ADJOURNMENT

Posted this 19th day of June, 2026 by 6:30 PM.
Copy to the official newspaper the Richland Observer.

PLEASE NOTE: To request disability-related accommodations, please contact City Administrator Ashley Oliphant (608-647-3466 or 450 S. Main St.) at least 24 hours in advance. Notice is hereby given that a quorum of other city governmental bodies may be present at this meeting for informational and discussion purposes only, and no formal action will be taken by those bodies at this meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.



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

CALL TO ORDER: Administrator Oliphant called the meeting to order at 12:00PM. A quorum was present. Oliphant affirmed proper notice. Members present: Ryan Cairns, Melony Walters, and Rachel Schultz. Members absent: none.

NOMINATE AND ELECT CHAIR: Oliphant opened nominations for Chair. Walters nominated Cairns. No other nominations were made. *Motion by Schultz, second by Walters to close nominations and cast a unanimous ballot for Cairns. Motion carried unanimously.*

PAYMENT OF BILLS: *Motion by Cairns, second by Walters, to approve the bills as presented. Motion carried unanimously.*

BUDGET vs ACTUAL REVIEW: The Committee reviewed the year-to-date budget summary and line-item detail. No areas of concern were identified.

DEPARTMENT REPORTS: No reports were presented due to time constraints.

CONTRACTS, AGREEMENTS, LEASES

- **Annual Renewal of Digital Billboard Advertising Contract with Lamar:** Oliphant shared that the City has held this contract since 2023 at a discounted rate of \$500 per flight (\$6,500 per year). The billboard is used by City departments and Greater Richland Tourism to promote job openings, programs, and events, as well as other governmental advertising. The annual financial impact is \$6,500, accounted for in the adopted budget. Oliphant recommended renewal of the City's digital billboard advertising contract with Lamar.

Motion by Cairns, second by Schultz, to recommend that Council authorize the City Administrator to execute a one-year contract with Lamar for advertising services on the digital billboard. Motion carried 3-0.

- **291 N. Jefferson Development Agreement — Performance Standards & Enforcement:** The Committee discussed the Developer Agreement between the City and ENS Development, LLC for the property at 291 N. Jefferson Street (Block 4, Lot 2), dated March 15, 2024, including the construction performance standards, time-of-performance deadlines, and the \$10,000 performance deposit securing the Developer's obligations. The Committee directed staff to maintain communication with the Developer to ensure continued alignment with and commitment to the project. The matter is to be discussed further at the next meeting.

Motion by Cairns, second by Walters, to defer assessment of the \$500/month penalty and direct staff to continue monitoring progress. Motion carried unanimously.

- **Advanced Pump and Well Solutions, Inc Lease Renewal:** Oliphant shared that the City purchased the property from the Fergusons in 2024 and has maintained a lease allowing the company to continue occupying and operating the building pending development. The lease was structured as one year with one automatic renewal, terminable on 60 days' notice; both terms have now been exhausted, and a new lease must be executed on or before June 30. With no imminent development planned for the site, staff recommended executing a new lease. The current rental rate is \$1,000 per month (\$12,000 per year), subject to change under a new agreement.

Motion by Cairns, second by Walters, to authorize the City Administrator to negotiate a new lease agreement with Advanced Pump & Well Solutions, Inc. under substantially similar terms and conditions subject to final approval by the Common Council. Motion carried unanimously.

Item 1.

- **Cobblestone Hotel Pre-Development Agreement - Status Update and Direction:** The Committee reviewed the status of the Pre-Development Agreement with Cobblestone Hotel Development, LLC, noting that the deadlines to secure investors and to commence construction were imminent and expected to be missed. Mayor Tepley provided a project status update, reporting that one new investor has been identified today and several others are currently exploring the opportunity. Following discussion, the Committee directed the Mayor and the Economic Development Director to contact Cobblestone Hotel Development, LLC. They are to ascertain whether any existing investor groups that have previously completed Cobblestone projects might be interested in this development, rather than focusing exclusively on local recruitment.

Motion by Schultz, second by Cairns, to recommend that the Common Council amend the Pre-Development agreement with Cobblestone Hotels to extend both the securing of investors deadline and the construction commencement deadline by six (6) months, and to direct the Mayor and Economic Development Director to continue active discussions on the hotel project. Motion carried.

- **Potential Amendments to the IGA with Richland County for the Operation of the Symons Recreation Complex:** No action. To be discussed at the next meeting.
- **Bids for Cropland Lease:** Oliphant reported that the recent cropland lease solicitation yielded three bids from two bidders, with proposals including a low per-acre rate for a multi-year term and a higher per-acre rate with a short or multi-year term; however, a review of the higher offer noted an outstanding account balance with the City from a prior lease. To maximize competitive bidding, the consensus was to reject the current bids and repost the solicitation in the fall, better aligning with the typical cycle for executing upcoming calendar-year agricultural leases.

Motion by Schultz, second by Cairns, to reject all current cropland lease bids and direct staff to repost the solicitation in the fall. Motion carried.

COLLECTIVE BARGAINING

- **Select Collective Bargaining Team:** Administrator Oliphant, Attorney Windle, Alder Walters, and Mayor Tepley were designated as the official bargaining team to represent the City during upcoming collective bargaining negotiations.

SET REGULAR MEETING DATE: The Committee established its regular meeting schedule for the fourth Tuesday of each month at 5:30 p.m., with the provision that meetings anticipated to last one hour or less may be held at 12:00 p.m.

ADJOURNMENT: *Motion by Cairns, second by Schults, to adjourn at 1:25PM. Motion carried unanimously.*

Meeting minutes recorded by Ashley Oliphant

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "10-10000-000"- "10-99999-999", "15-10000-000"- "15-99999-999"

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
AFLAC					
AFLAC	06/04/2026	AFLAC AFLAC PRE TAX Pay Pe	10-22240-000 EMPLOYEE SHA	41.05	
AFLAC	06/04/2026	AFLAC AFLAC AFTER TAX Pay	10-22240-000 EMPLOYEE SHA	90.31	
AFLAC	06/18/2026	AFLAC AFLAC PRE TAX Pay Pe	10-22240-000 EMPLOYEE SHA	41.04	
AFLAC	06/18/2026	AFLAC AFLAC AFTER TAX Pay	10-22240-000 EMPLOYEE SHA	90.30	
Total AFLAC:				262.70	
ALL AMERICAN DO IT CENTER					
ALL AMERICAN DO IT CE	05/26/2026	PW/B&G: Bullet Splices	10-51850-440 BLDG-PROP/EQU	16.96	06/03/26
ALL AMERICAN DO IT CE	05/29/2026	*CREDIT MEMO* PW/B&G: Suns	10-61000-963 OUTLAY/AQUATI	383.84	06/03/26
Total ALL AMERICAN DO IT CENTER:				366.88	
ALLIANT ENERGY/WPL					
ALLIANT ENERGY/WPL	06/09/2026	Alliant Energy - Cty Hwy B Hanga	10-54900-320 AIRPORT/RUNWA	38.30	06/18/26
ALLIANT ENERGY/WPL	06/09/2026	Airport: Cty Hwy B Runway Lt - 73	10-54900-320 AIRPORT/RUNWA	126.76	06/18/26
ALLIANT ENERGY/WPL	06/10/2026	Alliant Energy - St Hwy 80 Shelter	10-55300-655 B&G/SHELTER E	25.42	06/18/26
ALLIANT ENERGY/WPL	06/01/2026	Airport: Terminal bldg electric	10-54900-321 AIRPORT/TERMI	133.56	06/18/26
Total ALLIANT ENERGY/WPL:				324.04	
AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVI	05/22/2026	Parks& Rec: WAC Supplies - Swi	10-55410-520 AQUA CTR/SUPP	1,061.86	06/03/26
AMAZON CAPITAL SERVI	05/27/2026	Ec Development/Marketing: Came	10-56100-390 COMM DEV/MISC	35.98	06/03/26
AMAZON CAPITAL SERVI	05/20/2026	Office: Phone Cases	10-51000-520 COUNCIL/SUPPLI	19.99	06/03/26
AMAZON CAPITAL SERVI	06/03/2026	PW/B&G: Janitorial Clipboards - B	10-51850-520 BLDG-PROP/SUP	27.06	
AMAZON CAPITAL SERVI	06/05/2026	Parks & Rec: WAC Supplies - Hos	10-55410-520 AQUA CTR/SUPP	77.99	
AMAZON CAPITAL SERVI	06/09/2026	Parks & Rec: Rec Equipment	10-55200-435 RECREATION/EQ	41.32	
AMAZON CAPITAL SERVI	06/09/2026	Parks & Rec: WAC Supplies	10-55410-520 AQUA CTR/SUPP	188.17	
AMAZON CAPITAL SERVI	06/09/2026	Parks & Rec: Recreation Program	10-55200-640 RECREATION/PR	190.94	
AMAZON CAPITAL SERVI	06/17/2026	Parks & Rec: RC Campus Founda	10-55200-640 RECREATION/PR	276.24	
AMAZON CAPITAL SERVI	06/12/2026	Parks & Rec: Rec Programming S	10-55200-640 RECREATION/PR	95.67	
AMAZON CAPITAL SERVI	06/12/2026	Parks & Rec: CC Supplies - Printe	10-55200-520 COMM CTR/SUP	39.97	
AMAZON CAPITAL SERVI	06/12/2026	Parks & Rec: WAC Supplies - Swi	10-55410-520 AQUA CTR/SUPP	61.99	
Total AMAZON CAPITAL SERVICES:				2,117.18	
American Heritage Life Insurance Company					
American Heritage Life Ins	06/04/2026	SUPPLEMENTAL INSURANCE	10-22250-000 EMPLOYEE SHA	146.93	
American Heritage Life Ins	06/18/2026	SUPPLEMENTAL INSURANCE	10-22250-000 EMPLOYEE SHA	146.93	
Total American Heritage Life Insurance Company:				293.86	
ASSURITY LIFE INSURANCE COMPANY					
ASSURITY LIFE INSURAN	06/04/2026	ASSURITYPOSTTAX Pay Perio	10-22250-000 EMPLOYEE SHA	92.45	
ASSURITY LIFE INSURAN	06/18/2026	ASSURITYPOSTTAX Pay Perio	10-22250-000 EMPLOYEE SHA	92.44	
Total ASSURITY LIFE INSURANCE COMPANY:				184.89	
AUGELLI CONCRETE & EXCAV					
AUGELLI CONCRETE & E	05/28/2026	Outlay: SunShade Installation - O	10-61000-961 OUTLAY/PARKS	3,466.32	06/03/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
AUGELLI CONCRETE & E	05/28/2026	Outlay: SunShade Installation - O	10-61000-963 OUTLAY/AQUATI	2,633.68	06/03/26
Total AUGELLI CONCRETE & EXCAV:				6,100.00	
AUTO VALUE PARTS STORES					
AUTO VALUE PARTS STO	06/04/2026	PW/B&G: Truck Repair - BLDG-P	10-51850-440 BLDG-PROP/EQU	17.99	
AUTO VALUE PARTS STO	06/02/2026	PW/Street: Fast Reducer - STRE	10-54200-520 STREETS/SUPPLI	53.80	
AUTO VALUE PARTS STO	06/03/2026	PW/B&G: Truck Repair - BLDG-P	10-51850-440 BLDG-PROP/EQU	20.35	
AUTO VALUE PARTS STO	06/01/2026	PW/B&G: Equip Repair - BLDG-P	10-51850-440 BLDG-PROP/EQU	20.94	
AUTO VALUE PARTS STO	06/01/2026	PW/B&G: Equip Repair - BLDG-P	10-51850-440 BLDG-PROP/EQU	26.42	
AUTO VALUE PARTS STO	06/03/2026	PW/Street: Truck Repair - STREE	10-54200-420 STREETS/TRUCK	264.97	
Total AUTO VALUE PARTS STORES:				404.47	
AUTO ZONE					
AUTO ZONE	04/23/2026	Police: Squad Car #1 Bettery Cor	10-52100-425 POLICE/CAR OPE	5.00-	
Total AUTO ZONE:				5.00-	
B L SIGNS, LLC					
B L SIGNS, LLC	05/28/2026	Outlay: Park Dedication Signs 50	10-61000-961 OUTLAY/PARKS	583.00	06/18/26
Total B L SIGNS, LLC:				583.00	
BADGER WELDING SUPPLY, INC					
BADGER WELDING SUPP	05/31/2026	PW/Streets: Monthly Cylinder PW/	10-54200-520 STREETS/SUPPLI	38.75	06/18/26
Total BADGER WELDING SUPPLY, INC:				38.75	
Baer Insurance					
Baer Insurance	05/26/2026	Insurance: Workmans Comp 3 of	10-51500-260 INSURANCE/WO	9,734.44	06/03/26
Baer Insurance	05/26/2026	Insurance: Workmans Comp 3 of	10-14500-000 A/R - GENERAL R	5,619.56	06/03/26
Baer Insurance	05/26/2026	Insurance: Liability, Auto, Crime &	10-51500-270 INSURANCE/PRO	8,252.91	06/03/26
Baer Insurance	05/26/2026	Insurance: Liability, Auto, Crime &	10-14500-000 A/R - GENERAL R	12,175.09	06/03/26
Total Baer Insurance:				35,782.00	
BARD MATERIALS					
BARD MATERIALS	05/16/2026	Parks & Rec: Sunshade Pillars	10-61000-963 OUTLAY/AQUATI	533.91	06/18/26
Total BARD MATERIALS:				533.91	
BFI Waste Services					
BFI Waste Services	05/31/2026	PW/Refuse: Garbage & Recycling	10-54700-560 RECYCLING/CON	5,706.85	06/18/26
BFI Waste Services	05/31/2026	PW/Refuse: Garbage & Recycling	10-54600-560 GARBAGE/CONT	16,808.60	06/18/26
Total BFI Waste Services:				22,515.45	
Bureau of Correctional Enterprises					
Bureau of Correctional Ent	06/08/2026	PW/Street: No Parking Signs - SI	10-54230-520 SIGNS/SUPPLIES	235.02	
Total Bureau of Correctional Enterprises:				235.02	
Cash - Petty Cash for City of Richland					
Cash - Petty Cash for City	05/29/2026	Parks & Rec: Petty Cash for Pool	10-11900-000 CASH ON HAND -	200.00	05/29/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total Cash - Petty Cash for City of Richland:				200.00	
CATALIS TAX & CAMA					
CATALIS TAX & CAMA	06/16/2026	Software: Tax Collection & Pet Lic	10-51600-480 ASSESSOR/MAIN	1,211.40	
Total CATALIS TAX & CAMA:				1,211.40	
Champion Health					
Champion Health	06/04/2026	CHAMP BENEFIT POST-TAX P	10-22250-000 EMPLOYEE SHA	1,010.00-	06/09/26
Champion Health	06/04/2026	CHAMP PLAN PRE-TAX Pay P	10-22250-000 EMPLOYEE SHA	1,200.00	06/09/26
Champion Health	06/18/2026	CHAMP BENEFIT POST-TAX P	10-22250-000 EMPLOYEE SHA	1,010.00-	
Champion Health	06/18/2026	CHAMP PLAN PRE-TAX Pay P	10-22250-000 EMPLOYEE SHA	1,200.00	
Total Champion Health:				380.00	
CITY UTILITIES					
CITY UTILITIES	06/04/2026	City: Firewall End/Point Monthly	10-51400-560 DATA PROC/CON	166.51	06/18/26
CITY UTILITIES	05/07/2026	City: Firewall End/Point Monthly	10-51400-560 DATA PROC/CON	166.51	06/18/26
CITY UTILITIES	05/07/2026	City: Mapping License / Maintena	10-51400-580 DATA PROC/PRO	525.00	06/18/26
CITY UTILITIES	04/09/2026	City: Firewall End/Point Monthly	10-51400-560 DATA PROC/CON	166.51	06/18/26
CITY UTILITIES	03/09/2026	City: Firewall End/Point Monthly	10-51400-560 DATA PROC/CON	166.51	06/18/26
CITY UTILITIES	03/09/2026	City: Conversion to New Server	10-61000-920 OUTLAY/CLERK/T	2,990.25	06/18/26
Total CITY UTILITIES:				4,181.29	
COMPUTER DOCTORS LLC					
COMPUTER DOCTORS L	05/13/2026	Elected: Brad Wegner Computer	10-51400-560 DATA PROC/CON	93.75	06/03/26
Total COMPUTER DOCTORS LLC:				93.75	
Delta Dental					
Delta Dental	05/16/2026	Payroll: Dental/Vision Insurance -	10-14500-000 A/R - GENERAL R	9.08	06/17/26
Delta Dental	05/16/2026	Payroll: Dental/Vision Insurance -	10-22260-000 EMPLOYEE SHA	61.68	06/17/26
Delta Dental	05/16/2026	Payroll: Dental Insurance - June 2	10-14500-000 A/R - GENERAL R	136.36	06/18/26
Delta Dental	05/16/2026	Payroll: Dental Insurance - June 2	10-22260-000 EMPLOYEE SHA	290.38	06/18/26
Delta Dental	06/16/2026	Payroll: Dental Insurance - July 20	10-14500-000 A/R - GENERAL R	30.84	06/17/26
Delta Dental	06/16/2026	Payroll: Dental Insurance - July 20	10-22260-000 EMPLOYEE SHA	61.68	06/17/26
Delta Dental	06/16/2026	Payroll: Dental Insurance - July 20	10-14500-000 A/R - GENERAL R	68.18	06/18/26
Delta Dental	06/16/2026	Payroll: Dental Insurance - July 20	10-22260-000 EMPLOYEE SHA	290.38	06/18/26
Total Delta Dental:				948.58	
Ehlers Inc					
Ehlers Inc	06/12/2026	Debt Service: 2019A GO Bonds -	10-58430-910 AQUA CTR/PRINC	205,000.00	
Ehlers Inc	06/12/2026	Debt Service: 2019A GO Bonds -	10-58430-920 AQUA CTR/INTER	47,175.00	
Total Ehlers Inc:				252,175.00	
FRONTIER					
FRONTIER	06/09/2026	PW/Airport: 608-383-0969 Phone	10-54900-300 AIRPORT/TELEP	149.24	06/18/26
FRONTIER	06/09/2026	PW/Airport: 608-647-4237 Phone	10-54900-300 AIRPORT/TELEP	149.24	06/18/26
FRONTIER	06/01/2026	Police: Voice Grade Channel Ter	10-52100-300 POLICE/TELEPH	10.70	06/18/26
Total FRONTIER:				309.18	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Gary's Lawn Care LLC					
Gary's Lawn Care LLC	05/12/2026	PW/B&G: Bowen's Mill V Contract	10-55300-020 B&G/MAINTENAN	220.00	06/03/26
Gary's Lawn Care LLC	05/12/2026	PW/B&G: Airport V Contracted La	10-55300-020 B&G/MAINTENAN	440.00	06/03/26
Gary's Lawn Care LLC	05/18/2026	PW/B&G: Cemetery IV Contracte	10-55300-020 B&G/MAINTENAN	2,200.00	06/03/26
Gary's Lawn Care LLC	05/22/2026	PW/B&G: Bowen's Mill VI Contrac	10-55300-020 B&G/MAINTENAN	220.00	06/03/26
Gary's Lawn Care LLC	05/22/2026	PW/B&G: Airport VI Contracted La	10-55300-020 B&G/MAINTENAN	440.00	06/03/26
Gary's Lawn Care LLC	05/27/2026	PW/B&G: Bowen's Mill VII Contra	10-55300-020 B&G/MAINTENAN	220.00	06/03/26
Gary's Lawn Care LLC	05/27/2026	PW/B&G: Airport VII Contracted L	10-55300-020 B&G/MAINTENAN	440.00	06/03/26
Total Gary's Lawn Care LLC:				4,180.00	
GENERAL COMMUNICATIONS,					
GENERAL COMMUNICATI	05/27/2026	POLICE: Radio Equipment	10-52100-430 POLICE/PRIORIT	2,577.09	06/03/26
Total GENERAL COMMUNICATIONS,:				2,577.09	
GENUINE TELECOM					
GENUINE TELECOM	06/01/2026	Police: Phone Lines	10-52100-300 POLICE/TELEPH	149.02	06/18/26
GENUINE TELECOM	06/01/2026	1050 N Orange Ln 2	10-51850-300 BLDG-PROP/TEL	40.63	06/18/26
GENUINE TELECOM	06/01/2026	1050 N Orange Ln 3	10-55410-300 AQUA CTR/TELE	41.88	06/18/26
GENUINE TELECOM	06/01/2026	1050 N Orange	10-55200-300 COMM CTR/TELE	35.38	06/18/26
GENUINE TELECOM	06/01/2026	1050 N Orange - Alarm	10-51850-565 BLDG-PROP/FIRE	36.88	06/18/26
GENUINE TELECOM	06/01/2026	1050 N Orange	10-55200-300 COMM CTR/TELE	36.88	06/18/26
GENUINE TELECOM	06/01/2026	1050 N Orange	10-55200-300 COMM CTR/TELE	130.00	06/18/26
GENUINE TELECOM	06/01/2026	Clerk Fax	10-51300-300 CLK TREAS/TELE	41.38	06/18/26
GENUINE TELECOM	06/01/2026	City Office	10-51300-300 CLK TREAS/TELE	13.89	06/18/26
GENUINE TELECOM	06/01/2026	450 S Main	10-52400-300 BLDG SFTY/TELE	36.88	06/18/26
GENUINE TELECOM	06/01/2026	Building Insp	10-51200-300 MAYOR/TELEPH	35.38	06/18/26
GENUINE TELECOM	06/01/2026	Mayor	10-51600-300 ASSESSOR/TELE	35.38	06/18/26
GENUINE TELECOM	06/01/2026	Assessor	10-51825-300 RR DEPOT/PHON	35.38	06/18/26
GENUINE TELECOM	06/01/2026	Visitor	10-51400-590 DATA PROC/DSL	140.00	06/18/26
GENUINE TELECOM	06/01/2026	608-647-3559	10-54100-300 GARAGE/TELEPH	36.13	06/18/26
GENUINE TELECOM	06/01/2026	608-647-8126	10-52100-300 POLICE/TELEPH	39.88	06/18/26
GENUINE TELECOM	06/01/2026	608-647-2103	10-52100-300 POLICE/TELEPH	35.38	06/18/26
GENUINE TELECOM	06/01/2026	608-647-2104	10-52100-300 POLICE/TELEPH	36.88	06/18/26
GENUINE TELECOM	06/01/2026	608-647-6316	10-52100-300 POLICE/TELEPH	36.88	06/18/26
Total GENUINE TELECOM:				994.11	
HOLIDAY WHOLESale					
HOLIDAY WHOLESale	05/26/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	3,272.22	06/03/26
HOLIDAY WHOLESale	06/10/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	434.71	
HOLIDAY WHOLESale	04/24/2026	CC/SC: WSRC Supplies - Coffee	10-55250-520 SENR CTR/SUPP	84.45	06/18/26
HOLIDAY WHOLESale	06/16/2026	Parks & Rec: WAC Concessions	10-55410-700 AQUA CTR/CONC	2,771.19	
Total HOLIDAY WHOLESale:				6,562.57	
INTERNAL REVENUE SERVICE					
INTERNAL REVENUE SE	06/04/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	5,097.73	06/08/26
INTERNAL REVENUE SE	06/04/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	5,097.73	06/08/26
INTERNAL REVENUE SE	06/04/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,192.17	06/08/26
INTERNAL REVENUE SE	06/04/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,192.17	06/08/26
INTERNAL REVENUE SE	06/04/2026	FICA/FED TAXES FEDERAL WIT	10-22110-000 W/H TAXES-FEDE	6,344.76	06/08/26
INTERNAL REVENUE SE	06/18/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	5,432.29	06/22/26
INTERNAL REVENUE SE	06/18/2026	FICA/FED TAXES SOCIAL SECU	10-22130-000 W/H TAXES-FICA/	5,432.29	06/22/26
INTERNAL REVENUE SE	06/18/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,270.49	06/22/26
INTERNAL REVENUE SE	06/18/2026	FICA/FED TAXES MEDICARE P	10-22130-000 W/H TAXES-FICA/	1,270.49	06/22/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
INTERNAL REVENUE SE	06/18/2026	FICA/FED TAXES FEDERAL WIT	10-22110-000 W/H TAXES-FEDE	5,589.20	06/22/26
Total INTERNAL REVENUE SERVICE:				37,919.32	
JOHNSON BLOCK & COMPANY,					
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 done i	10-51360-390 AUDITING/FEES	8,500.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	308.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	1,230.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	820.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	410.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	205.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	123.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	489.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	615.00	06/18/26
JOHNSON BLOCK & COM	05/26/2026	Administration: Audit_2025 Done i	10-51360-390 AUDITING/FEES	105.00	06/18/26
Total JOHNSON BLOCK & COMPANY,:				12,805.00	
Klein, Duane					
Klein, Duane	06/02/2026	Parks & Rec: Richland Co Campu	10-55200-640 RECREATION/PR	169.00	06/18/26
Total Klein, Duane:				169.00	
KOELSCH, BEN					
KOELSCH, BEN	06/15/2026	Elected: Sponsor of Government M	10-55600-390 CABLE TV/MISC	966.87	
Total KOELSCH, BEN:				966.87	
Kraemer's Water Store					
Kraemer's Water Store	05/31/2026	Parks & Rec: WAC Utiliities	10-55410-320 AQUA CTR/UTILIT	106.22	
Total Kraemer's Water Store:				106.22	
LAMAR COMPANIES					
LAMAR COMPANIES	06/05/2026	Admin/City office: Hwy 14 digital si	10-56100-390 COMM DEV/MISC	500.00	
Total LAMAR COMPANIES:				500.00	
M S A PROFESSIONAL SERVICES, INC					
M S A PROFESSIONAL S	06/02/2026	Outlay: Mill Street Drainage Impro	10-61000-942 OUTLAY/ST PROJ	2,549.00	06/03/26
Total M S A PROFESSIONAL SERVICES, INC:				2,549.00	
McDonald's					
McDonald's	06/02/2026	Police: Restitution - Rachel/Came	10-25000-000 DUE TO OTHER	366.00	06/18/26
Total McDonald's:				366.00	
METCO, INC					
METCO, INC	06/09/2026	PW/Airport: June 2026 Monthly Ai	10-54900-470 AIRPORT/MAINT-	105.00	06/18/26
Total METCO, INC:				105.00	
MetLife					
MetLife	05/10/2026	Payroll: Vision Ins EE Paid	10-14500-000 A/R - GENERAL R	86.60	06/03/26
MetLife	06/03/2026	Payroll: Vision Ins EE Paid	10-14500-000 A/R - GENERAL R	86.60	
MetLife	06/04/2026	Metlife Vision Insurance VISION I	10-22270-000 EMPLOYEE SHA	13.77	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
MetLife	06/04/2026	Metlife Vision Insurance VISION I	10-22270-000 EMPLOYEE SHA	99.54	
MetLife	06/18/2026	Metlife Vision Insurance VISION I	10-22270-000 EMPLOYEE SHA	13.77	
MetLife	06/18/2026	Metlife Vision Insurance VISION I	10-22270-000 EMPLOYEE SHA	99.54	
Total MetLife:				399.82	
MIDWEST POOL SUPPLY					
MIDWEST POOL SUPPLY	06/11/2026	Parks & Rec: WAC Chemicals - C	10-55410-620 AQUA CTR/CHEM	1,065.00	
MIDWEST POOL SUPPLY	06/11/2026	Parks & Rec: WAC Chemicals - M	10-55410-620 AQUA CTR/CHEM	961.87	
MIDWEST POOL SUPPLY	06/11/2026	Parks & Rec: WAC Chemicals - St	10-55410-620 AQUA CTR/CHEM	184.99	
MIDWEST POOL SUPPLY	06/11/2026	Parks & Rec: WAC Chemicals - H	10-55410-620 AQUA CTR/CHEM	5.00	
MIDWEST POOL SUPPLY	06/11/2026	Parks & Rec: WAC Chemicals - F	10-55410-620 AQUA CTR/CHEM	5.00	
Total MIDWEST POOL SUPPLY:				2,221.86	
NAPA AUTO PARTS					
NAPA AUTO PARTS	06/03/2026	PW/B&G: Equip Repair - BLDG-P	10-51850-440 BLDG-PROP/EQU	64.96	
Total NAPA AUTO PARTS:				64.96	
PIONEER PRINT CO LLC					
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Tiny Te	10-55200-640 RECREATION/PR	118.80	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Tiny Te	10-55200-640 RECREATION/PR	108.90	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Tiny Te	10-55200-640 RECREATION/PR	118.80	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Tiny Te	10-55200-640 RECREATION/PR	118.80	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Soccer	10-55200-640 RECREATION/PR	97.02	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Soccer	10-55200-640 RECREATION/PR	97.02	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Little Sl	10-55200-640 RECREATION/PR	118.58	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Little Sl	10-55200-640 RECREATION/PR	118.58	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - Jerseys	10-55200-640 RECREATION/PR	247.50	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - 2XL Siz	10-55200-640 RECREATION/PR	6.00	06/18/26
PIONEER PRINT CO LLC	06/11/2026	Parks & Rec: Rec Shirts - 3XL Siz	10-55200-640 RECREATION/PR	3.00	06/18/26
PIONEER PRINT CO LLC	06/12/2026	PW/CC SC: Clothing	10-55200-640 RECREATION/PR	156.90	
Total PIONEER PRINT CO LLC:				1,309.90	
PREMIER CO-OP					
PREMIER CO-OP	06/04/2026	PW/B&G: Herbicide - BLDG-PRO	10-51850-530 BLDG-PROP/WEE	200.60	06/18/26
PREMIER CO-OP	05/31/2026	PW/B&G: Fuel	10-51850-500 BLDG-PROP/GAS	1,936.46	06/18/26
PREMIER CO-OP	05/31/2026	PW/Streets: Fuel	10-54200-500 STREETS/GASOL	2,127.37	06/18/26
Total PREMIER CO-OP:				4,264.43	
RHYME BUSINESS PRODUCTS-DALLAS					
RHYME BUSINESS PROD	05/26/2026	CC/SC: Copier Lease	10-55200-480 COMM CTR/MAIN	180.03	06/03/26
RHYME BUSINESS PROD	04/26/2026	CC/SC: Copier Lease	10-55200-480 COMM CTR/MAIN	180.03	06/03/26
RHYME BUSINESS PROD	05/31/2026	Police Dept: Copier Lease	10-52100-480 POLICE/MAINT A	203.69	06/18/26
RHYME BUSINESS PROD	06/04/2026	Admin/City Office: Copier Lease	10-51450-480 COPIER/MAINT A	472.58	06/18/26
Total RHYME BUSINESS PRODUCTS-DALLAS:				1,036.33	
RICHLAND CENTER POLICE PROFESSIONAL					
RICHLAND CENTER POLI	06/04/2026	UNION DUES POLICE UNION D	10-22410-000 POLICE DEPT UN	250.00	06/18/26
RICHLAND CENTER POLI	06/18/2026	UNION DUES POLICE UNION D	10-22410-000 POLICE DEPT UN	250.00	06/18/26
Total RICHLAND CENTER POLICE PROFESSIONAL:				500.00	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
RICHLAND COUNTY HIGHWAY					
RICHLAND COUNTY HIG	05/18/2026	PW/Streets: 2026 Bridge Inspecti	10-54110-560 ENGINEER/CONT	2,720.38	06/03/26
Total RICHLAND COUNTY HIGHWAY:				2,720.38	
RICHLAND COUNTY REGISTER OF DEEDS					
RICHLAND COUNTY REG	06/10/2026	Clerk/Treas: CDBG Satisfaction D	10-15000-000 CDBG FUND - EC	30.00	06/18/26
Total RICHLAND COUNTY REGISTER OF DEEDS:				30.00	
RICHLAND COUNTY TREASURER					
RICHLAND COUNTY TRE	06/01/2026	Council: 20% of Annual MFL Pay	10-43390-000 STATE AID-OTHE	2.92	
Total RICHLAND COUNTY TREASURER:				2.92	
RICHLAND ELECTRIC CO-OP					
RICHLAND ELECTRIC CO	06/02/2026	PW/Parks: RC Flood Control	10-56200-320 FLOODPLN/UTILI	47.46	06/18/26
Total RICHLAND ELECTRIC CO-OP:				47.46	
RICHLAND FIRE DISTRICT					
RICHLAND FIRE DISTRIC	06/12/2026	Incident #226092, 06-12-2026, De	10-52300-905 FIRE DIST/CITY F	600.00	
Total RICHLAND FIRE DISTRICT:				600.00	
RICHLAND HOSPITAL, INC					
RICHLAND HOSPITAL, IN	05/10/2026	Police: Blood Alcohol Draw - W. M	10-52100-810 POLICE/ENFORC	93.00	06/18/26
RICHLAND HOSPITAL, IN	05/23/2026	Police: Blood Alcohol Draw - R.M.	10-52100-810 POLICE/ENFORC	93.00	06/18/26
Total RICHLAND HOSPITAL, INC:				186.00	
RICHLAND OBSERVER					
RICHLAND OBSERVER	05/14/2026	Clerk: Liquor License Publication -	10-51300-380 CLK TREAS/PUBL	76.75	06/18/26
RICHLAND OBSERVER	05/21/2026	Clerk: Liquor License Publication -	10-51300-380 CLK TREAS/PUBL	30.30	06/18/26
RICHLAND OBSERVER	05/07/2026	Clerk: Ordinance Dissolving Touri	10-56100-390 COMM DEV/MISC	52.03	06/18/26
RICHLAND OBSERVER	05/14/2026	Elected: Ordinance #2026-06 Pub	10-51300-380 CLK TREAS/PUBL	95.20	06/18/26
RICHLAND OBSERVER	05/14/2026	Elected: Ordinance #2026-07 Pub	10-51300-380 CLK TREAS/PUBL	71.65	06/18/26
RICHLAND OBSERVER	05/14/2026	Elected: Ordinance #2026-08 Pub	10-51300-380 CLK TREAS/PUBL	71.65	06/18/26
RICHLAND OBSERVER	05/14/2026	Zoning: Publications - Public Hear	10-52450-380 ZONING/PUBLICA	133.45	06/18/26
RICHLAND OBSERVER	06/02/2026	Parks & Rec: Annual Richland Ob	10-55250-360 SENR CTR/SUBS	47.00	
Total RICHLAND OBSERVER:				578.03	
RUNNING, INC					
RUNNING, INC	06/09/2026	Taxi: Shared Ride Taxi Service - 7	10-54800-950 TRANSIT/TAXI	28,245.19	06/18/26
RUNNING, INC	06/09/2026	Taxi: Shared Ride Taxi Service - 7	10-46900-000 SHARED RIDE TA	25,369.00	06/18/26
Total RUNNING, INC:				2,876.19	
SCHILLING SUPPLY COMPANY					
SCHILLING SUPPLY COM	06/24/2026	PW/B&G: Paper & Cleaning Prod	10-51850-520 BLDG-PROP/SUP	4.71	
Total SCHILLING SUPPLY COMPANY:				4.71	
SCOTT CONSTRUCTION, INC					
SCOTT CONSTRUCTION,	06/05/2026	PW/Streets: Cold Mix Patch	10-54200-520 STREETS/SUPPLI	1,740.64	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total SCOTT CONSTRUCTION, INC:				1,740.64	
SHOPPING NEWS, INC					
SHOPPING NEWS, INC	05/26/2026	Police: Warning Ticket	10-52100-810 POLICE/ENFORC	183.87	06/18/26
SHOPPING NEWS, INC	05/26/2026	Police: Overpayment	10-52100-810 POLICE/ENFORC	24.86-	06/18/26
Total SHOPPING NEWS, INC:				159.01	
SIMPSON'S TRACTOR, INC					
SIMPSON'S TRACTOR, IN	05/28/2026	PW/Streets: New 2026 Gehl AL 7	10-61000-943 OUTLAY/ST MAC	90,700.00	06/03/26
SIMPSON'S TRACTOR, IN	05/16/2026	PW/Streets: Gehl Skidsteer Maint	10-54200-440 STREETS/EQUIP	955.56	06/18/26
Total SIMPSON'S TRACTOR, INC:				91,655.56	
Sit & Git Portables, LLC					
Sit & Git Portables, LLC	06/01/2026	PW/B&G: Parks Portable Units	10-55300-655 B&G/SHELTER E	860.00	06/03/26
Total Sit & Git Portables, LLC:				860.00	
SLEEPY HOLLOW					
SLEEPY HOLLOW	06/04/2026	PW/B&G: Equip Repair - BLDG-P	10-51850-440 BLDG-PROP/EQU	152.64	
Total SLEEPY HOLLOW:				152.64	
SOUTHWESTERN WI REGIONAL					
SOUTHWESTERN WI RE	03/31/2026	Admin/Ec Dev: DOR Innovation PI	10-59100-390 UNAL CONT/MIS	6,359.97	06/18/26
Total SOUTHWESTERN WI REGIONAL:				6,359.97	
State of WI, DEHCR-Fiscal					
State of WI, DEHCR-Fiscal	04/29/2026	CDBG - RLF - Close out Program	10-15000-000 CDBG FUND - EC	182,704.63	06/18/26
State of WI, DEHCR-Fiscal	04/29/2026	CDBG - RLF - Close out Program	10-15000-000 CDBG FUND - EC	443.00	06/18/26
State of WI, DEHCR-Fiscal	04/29/2026	CDBG - RLF - Close out Program	10-15000-000 CDBG FUND - EC	458.87	06/18/26
State of WI, DEHCR-Fiscal	06/10/2026	Clerk/Treas: CDBG Loan Payoff 2	10-15000-000 CDBG FUND - EC	1,311.10	06/18/26
Total State of WI, DEHCR-Fiscal:				184,917.60	
TC AUTOWORKS LLC					
TC AUTOWORKS LLC	05/29/2026	Police: 2020 Dodge Durango Purs	10-52100-425 POLICE/CAR OPE	480.53	06/03/26
Total TC AUTOWORKS LLC:				480.53	
U S CELLULAR					
U S CELLULAR	05/17/2026	PW/Streets: Streets Cell	10-54200-300 STREETS/TELEP	6.45	05/25/26
U S CELLULAR	05/17/2026	PW/Streets: Streets Cell	10-54200-300 STREETS/TELEP	1.62-	05/25/26
U S CELLULAR	05/17/2026	PW/office: DPW Cell	10-56500-300 ECON DEV/TELE	19.99	06/18/26
U S CELLULAR	05/17/2026	PW/Streets: Streets Cell	10-54200-300 STREETS/TELEP	19.99	06/18/26
U S CELLULAR	05/17/2026	Admin/city office: Clerk/Treas Cell	10-51300-300 CLK TREAS/TELE	60.73	06/18/26
U S CELLULAR	05/17/2026	Admin/city office: Mayor Cell	10-51200-300 MAYOR/TELEPH	19.99	06/18/26
U S CELLULAR	05/17/2026	PW/Cemetery: Tess Cell	10-51850-300 BLDG-PROP/TEL	60.73	06/18/26
U S CELLULAR	05/17/2026	PW/CC/SC: Mieden Cell	10-55200-300 COMM CTR/TELE	19.99	06/18/26
U S CELLULAR	05/17/2026	Admin/city office: DPW Cell	10-56500-300 ECON DEV/TELE	11.91-	06/18/26
U S CELLULAR	05/17/2026	PW/Streets: Streets Cell	10-54200-300 STREETS/TELEP	11.91-	06/18/26
U S CELLULAR	05/17/2026	Admin/city office: Clerk/Treas Cell	10-51300-300 CLK TREAS/TELE	36.17-	06/18/26
U S CELLULAR	05/17/2026	Admin/city office: Mayor Cell	10-51200-300 MAYOR/TELEPH	11.91-	06/18/26
U S CELLULAR	05/17/2026	PW/Cemetery: Tess Cell	10-51850-300 BLDG-PROP/TEL	36.17-	06/18/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
U S CELLULAR	05/17/2026	PW/CC/SC: Mieden Cell	10-55200-300 COMM CTR/TELE	11.91-	06/18/26
Total U S CELLULAR:				86.27	
US BANK					
US BANK	05/11/2026	Police: Hazmat Material Shipping	10-52100-810 POLICE/ENFORC	18.30	
US BANK	05/11/2026	Police: Hazmat Material Shipping	10-52100-810 POLICE/ENFORC	9.39	
US BANK	06/02/2026	PW/B&G: Herbicide - BLDG-PRO	10-51850-530 BLDG-PROP/WEE	319.98	
US BANK	06/09/2026	Parks & Rec: Rec Programming E	10-55200-640 RECREATION/PR	144.71	
US BANK	06/12/2026	Parks & Rec: Rec Programming E	10-55200-640 RECREATION/PR	375.87	
US BANK	06/04/2026	Parks & Rec: Rec Programming E	10-55200-640 RECREATION/PR	243.24	
US BANK	06/08/2026	Parks & Rec: Rec Programming E	10-55200-640 RECREATION/PR	10.94	
US BANK	06/09/2026	Parks & Rec: WAC Supplies	10-55410-520 AQUA CTR/SUPP	93.83	
US BANK	06/10/2026	Parks & Rec: Rec Programming E	10-55200-640 RECREATION/PR	43.32	
US BANK	06/10/2026	Parks & Rec: Senior Center Prize	10-55250-520 SENR CTR/SUPP	139.25	
Total US BANK:				1,398.83	
UTILITIES					
UTILITIES	03/09/2026	PW/B&G: Johnson Controls Fire	10-51850-565 BLDG-PROP/FIRE	393.54	06/03/26
Total UTILITIES:				393.54	
VERIZON WIRELESS					
VERIZON WIRELESS	05/21/2026	POLICE: Cell Phones	10-52100-300 POLICE/TELEPH	592.69	06/03/26
Total VERIZON WIRELESS:				592.69	
VISA					
VISA	05/18/2026	Tourism: Web Domain Network So	15-51825-340 TOURISM - OFFIC	42.00	06/25/26
VISA	05/01/2026	Tourism: Dropbox Subscription	15-51825-340 TOURISM - OFFIC	179.76	06/25/26
VISA	04/22/2026	Tourism: Postage	15-51825-340 TOURISM - OFFIC	30.73	05/26/26
VISA	04/30/2026	Tourism: Interest and Late Charge	15-51825-340 TOURISM - OFFIC	.39	05/26/26
Total VISA:				252.88	
WAL-MART					
WAL-MART	06/09/2026	Police: Restitution for Case #2026	10-25000-000 DUE TO OTHER	174.83	
Total WAL-MART:				174.83	
WALSH'S ACE HARDWARE					
WALSH'S ACE HARDWAR	05/26/2026	PW/Streets: Tiedowns and Keys	10-54200-520 STREETS/SUPPLI	33.36	06/03/26
WALSH'S ACE HARDWAR	05/26/2025	PW/B&G: Grass Seed	10-51850-520 BLDG-PROP/SUP	35.99	06/03/26
WALSH'S ACE HARDWAR	05/27/2026	PW/B&G: Bolts	10-51850-520 BLDG-PROP/SUP	8.67	06/03/26
WALSH'S ACE HARDWAR	05/26/2026	Outlay: RZ 972i Ride On Zero-Tur	10-61000-991 OUTLAY/MAJOR	15,800.00	06/18/26
WALSH'S ACE HARDWAR	06/02/2026	PW/Streeet: Misc. Shop Supplies -	10-54200-520 STREETS/SUPPLI	42.44	06/18/26
WALSH'S ACE HARDWAR	06/02/2026	PW/B&G: Door Stopper - BLDG-P	10-51850-470 BLDG-PROP/MAI	8.83	06/18/26
WALSH'S ACE HARDWAR	05/27/2026	PW/B&G: Duct Tape/Spray Paint -	10-51850-470 BLDG-PROP/MAI	8.95	06/18/26
WALSH'S ACE HARDWAR	05/28/2026	PW/B&G: Spray Paint/Toilet Seat	10-51850-470 BLDG-PROP/MAI	8.13	06/18/26
WALSH'S ACE HARDWAR	06/01/2026	PW/B&G: Building Repair - BLDG	10-51850-470 BLDG-PROP/MAI	27.81	06/18/26
WALSH'S ACE HARDWAR	05/29/2026	PW/B&G: Straw Mulch - Park Buil	10-51850-470 BLDG-PROP/MAI	16.61	06/18/26
WALSH'S ACE HARDWAR	06/02/2026	Parks & Rec: Aquatic Center Sup	10-55410-520 AQUA CTR/SUPP	168.46	06/18/26
WALSH'S ACE HARDWAR	06/05/2026	Parks & Rec: Aquatic Center Sup	10-55410-520 AQUA CTR/SUPP	272.62	06/18/26
WALSH'S ACE HARDWAR	06/09/2026	Parks & Rec: Aquatic Center Sup	10-55410-520 AQUA CTR/SUPP	52.96	06/18/26
WALSH'S ACE HARDWAR	06/09/2026	Parks & Rec: Rec Programming E	10-55200-640 RECREATION/PR	47.96	06/18/26
WALSH'S ACE HARDWAR	06/09/2026	Parks & Rec: Rewards & Credit	10-55200-640 RECREATION/PR	99.99-	06/18/26

City of Richland Center

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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
WALSH'S ACE HARDWAR	06/16/2026	Parks & Rec: Aquatic Center Sup	10-55410-520 AQUA CTR/SUPP	43.97	
Total WALSH'S ACE HARDWARE:				16,476.77	
WERTZ PLUMBING & HEATING					
WERTZ PLUMBING & HE	05/20/2026	Parks & Rec: WAC Maint/Repair -	10-55410-470 AQUA CTR/MAINT	211.70	06/18/26
WERTZ PLUMBING & HE	05/20/2026	Parks & Rec: WAC Maint/Repair -	10-55410-470 AQUA CTR/MAINT	750.00	06/18/26
Total WERTZ PLUMBING & HEATING:				961.70	
WEX BANK					
WEX BANK	05/31/2026	POLICE: Vehicle Fuel	10-52100-500 POLICE/GASOLIN	3,025.48	06/03/26
Total WEX BANK:				3,025.48	
WI Deferred Compensation					
WI Deferred Compensation	06/04/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	320.00	06/08/26
WI Deferred Compensation	06/04/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	800.00	06/08/26
WI Deferred Compensation	06/04/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	86.31	06/08/26
WI Deferred Compensation	06/18/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	320.00	06/22/26
WI Deferred Compensation	06/18/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	800.00	06/22/26
WI Deferred Compensation	06/18/2026	DEFERRED COMP DEFERRED	10-22310-000 PYRL DED-WI DE	83.22	06/22/26
Total WI Deferred Compensation:				2,409.53	
WI Dept of EE Trust Funds					
WI Dept of EE Trust Funds	06/04/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,773.99	
WI Dept of EE Trust Funds	06/04/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,773.99	
WI Dept of EE Trust Funds	06/04/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	2,944.84	
WI Dept of EE Trust Funds	06/04/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	6,053.25	
WI Dept of EE Trust Funds	06/04/2026	WRS WRS Additional Pay Perio	10-22200-000 EMPLOYEE SHA	20.00	
WI Dept of EE Trust Funds	06/18/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,773.99	
WI Dept of EE Trust Funds	06/18/2026	WRS WRS RETIREMENT Pay P	10-22200-000 EMPLOYEE SHA	2,773.99	
WI Dept of EE Trust Funds	06/18/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	2,554.64	
WI Dept of EE Trust Funds	06/18/2026	WRS PROTECTIVE W/ SS Empl	10-22200-000 EMPLOYEE SHA	5,251.23	
WI Dept of EE Trust Funds	06/18/2026	WRS WRS Additional Pay Perio	10-22200-000 EMPLOYEE SHA	20.00	
Total WI Dept of EE Trust Funds:				27,939.92	
WI DEPT OF REVENUE					
WI DEPT OF REVENUE	06/04/2026	SWT TAXES STATE WITHHOLDI	10-22120-000 W/H TAXES-STAT	3,276.98	06/30/26
WI DEPT OF REVENUE	06/18/2026	SWT TAXES STATE WITHHOLDI	10-22120-000 W/H TAXES-STAT	3,086.75	
Total WI DEPT OF REVENUE:				6,363.73	
WI DEPT OF REVENUE-AV FUEL					
WI DEPT OF REVENUE-A	05/31/2026	PW: Aviation Fuel Tax	10-54900-505 AIRPORT/AVIATI	27.84	06/19/26
Total WI DEPT OF REVENUE-AV FUEL:				27.84	
WI DEPT OF TRANS-FINANCIAL OPERATIONS					
WI DEPT OF TRANS-FINA	06/01/2026	PW/Streets: Project #3951640037	10-61000-990 OUTLAY/PROJEC	74.55	06/18/26
Total WI DEPT OF TRANS-FINANCIAL OPERATIONS:				74.55	
WIL-KIL PEST CONTROL					
WIL-KIL PEST CONTROL	05/13/2026	Parks: Community Center / Senior	10-55200-560 COMM CTR/CON	88.90	06/18/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
WIL-KIL PEST CONTROL	05/13/2026	Office: Municipal Building Pest Co	10-51850-470 BLDG-PROP/MAI	73.44	06/18/26
Total WIL-KIL PEST CONTROL:				162.34	
WORKSITE SOLUTIONS					
WORKSITE SOLUTIONS	06/04/2026	COMBINED INSURANCE Pay	10-22250-000 EMPLOYEE SHA	23.35	
WORKSITE SOLUTIONS	06/18/2026	COMBINED INSURANCE Pay	10-22250-000 EMPLOYEE SHA	23.35	
Total WORKSITE SOLUTIONS:				46.70	
Grand Totals:				761,859.31	

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].GL Account Number = "10-10000-000"."10-99999-999","15-10000-000"."15-99999-999"

**INTERGOVERNMENTAL AGREEMENT FOR THE
OPERATION OF THE SYMONS RECREATION COMPLEX**

NOW COMES Richland County, a municipal corporation of the State of Wisconsin, by its duly-elected Board of Supervisors (herein after "COUNTY") and the City of Richland Center, a municipal corporation of the State of Wisconsin (hereinafter "CITY") and agree to the following intergovernmental, cooperative Memorandum Agreement in accordance with section 66.30, Wisconsin Statutes, as follows:

- 1.) That the subject of this Memorandum Agreement is that natatorium/swimming and recreational facility, and the associated real property, known as the Symons Recreation Complex ("Symons");
- 2.) That CITY agrees to pay COUNTY 50% of all actual costs incurred for the operation of Symons, including all budgeted items and additional expenditures formally agreed to by both parties. Payments under this paragraph shall be made by CITY to COUNTY no less than semi-annually, with the first one-half calendar year's payment to be made not later than August 1st of the year and the second half calendar year's payment to be made not later than February 1st of the following year.
- 3.) There is hereby created a joint COUNTY / CITY governing board for the purpose of overseeing the facility in accordance with this Memorandum Agreement, known as the Symons Recreation Complex Board, the composition, powers and duties of which are determined solely by this Memorandum Agreement (hereinafter "the Board") ;
- 4.) The Board shall consist of 9 members, as follows:
 - 4.1 The Chairperson of the Richland County Board of Supervisors, or their designee;
 - 4.2 The Mayor of the City of Richland Center, or their designee;
 - 4.3 Two County Board Supervisors, appointed by the Richland County Board;
 - 4.4 Two Alderpersons of the City Council, appointed by the City Council;
 - 4.5 One member of the Board of the Symons Foundation, appointed by the Foundation Board;
 - 4.6 Two members-at-large, each of whom shall be a resident of Richland County and a member of Symons; one shall be appointed by the CITY and one shall be appointed by the COUNTY, each according to that body's usual practices;
 - 4.7 All terms of Board members shall be for three (3) years. Board members appointed by an elected body shall only be eligible to serve on the Board so long as they remain members of their respective appointing bodies;

- 4.8 The Board shall only conduct business if a quorum is present and, furthermore, only if a representative from the CITY (meaning a member of the City Council, the Mayor, or the Mayor's designee) is present and a member from the COUNTY (meaning a member of the County Board or the Chairperson of the County Board, or the Chairperson's designee) is present;
- 5.) The Board shall have the following powers, duties and obligations, and none other:
- 5.1 Scope of Authority. The Board shall have advisory responsibility concerning the maintenance and operation of the facility and the manner and method of operation of the facility, and may issue written rules and regulations governing the operation and use of the facility, except as noted herein; all policies concerning public use of the facility shall be issued in writing by the Board and shall be prominently posted in a public place in the facility and a current copy of all such rules and regulations shall at all times be filed with the County Clerk and the City Clerk; these rules and regulations governing the operation of the facility may at any time be amended, rescinded, modified or repealed by joint action of both the County Board and the City Council;
- 5.2 Budget. The Board shall annually submit a proposed budget to the County Board and to the City Council for the operation of the facility; said budget shall be submitted under the same deadline as CITY and COUNTY departments; said budget must be approved by both the County Board and the City Council before it is effective. Failure by the CITY or COUNTY to act on a proposed budget shall be considered an approval. The Board shall work with the City and/or County Administrator (or equivalent office) in the development of said budget;
- 5.3 Spending Authority. All expenditures must be clearly and expressly authorized in the annual budget as described above. No unbudgeted expenditures may be made without the express, prior consent of both the COUNTY and the CITY. In the event of an emergency requiring immediate action to prevent, mitigate, or otherwise address an imminent threat to public health, safety, or property, expenditures may be made provided that the Symons Director receives approval from both the County Administrator and City Administrator. Failure to obtain said approval may result in Symons exclusively bearing the cost of such expenditure through the reallocation of already-budgeted funds.
- 5.4 Personnel. The Board shall have advisory responsibility for Symons personnel and review authority of personnel actions as is necessary for proper oversight. All Symons employees shall, for personnel, compensation and fringe benefit purposes be County employees, subject to the same rules and regulations as other non-unionized County employees and subject to County job classification and salary provisions for non-unionized County employees and subject to the County's Handbook of Personnel policies; all personnel and financial records of employees of the Board shall be maintained by COUNTY;
- 5.5 Suits. The Board does not have the authority to sue or be sued; COUNTY shall be

liable for all such actions of the Board and the facility; COUNTY shall carry appropriate insurance to cover this risk, the cost of which shall be a cost item which is subject to Paragraph 3 herein;


5.6 Director. The Symons Director shall be considered a Department Head of the COUNTY, subject to hiring and/or appointment as dictated by the COUNTY. COUNTY shall solicit the input and advice of the Board in making such an appointment. The Director shall have the responsibility for the day-to-day operations and the use of the facility, in accordance with the policy, rules, and regulations of the Board;

6.) That the Board shall receive all the income earned by the facility and may receive gifts relating to the facility and all such receipts shall be used to offset the costs described in Paragraph 2 herein; unless the donor of a gift specifies otherwise. The Board may accept donations unless doing so would create an additional expense or obligation which would be borne by the CITY and/or COUNTY. Such donations shall require approval by both the CITY and COUNTY pursuant to their respective policies on donations;

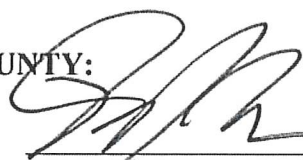
7.) This Memorandum Agreement shall terminate on January 1, 2027, with both parties being released from any and all obligations towards the operation of Symons. Any contribution made by the CITY or COUNTY after that date shall be considered a donation as described in Paragraph 6. Should the parties agree that an extension of this Memorandum Agreement is desirable, they should begin the process of reviewing the agreement and proposing amendments no later than July 1, 2026.

8.) That this Memorandum Agreement constitutes the sole agreement between COUNTY and CITY and the Board created herein shall have no powers except those which can be clearly inferred from this Memorandum Agreement.

BY COUNTY:



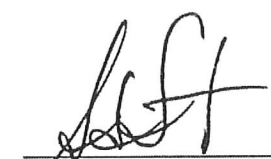
Tricia Clements, County Administrator



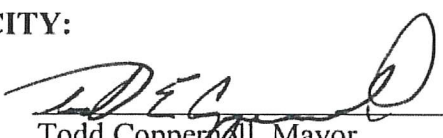
David Turk, County Board Chair

*Authorized by County Board Resolution #25-73
Adopted on 09/16/2025*

BY CITY:



Ashley Oliphant, City Administrator



Todd Copper, Mayor

*Authorized by City Council action
Adopted on 09/02/2025*

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 6.

Agenda Item: Consider amendment to appendix A of the Council Rules to add the Mayor as a non-voting, ex officio member of the General Government Committee

Meeting Dates: General Government Committee on 6/23/2026

Requested by: Mayor Karin Tepley

Background: As adopted, Appendix A composes the General Government Committee of the Chairs of the Budget, Public Works, and Personnel Committees. The Mayor is not currently a member. Separately, Section 4.07(D) of the Council Rules restricts Council Members — including the Mayor — from speaking at committee meetings of which they are not a member, except during public comment or with the Chair's permission.

The request: The Mayor would be added as a non-voting, ex officio member of the General Government Committee only. The Mayor would not vote, would not make motions, and would not count toward the Committee's quorum. The seat would not extend to any other committee, board, or commission.

What the amendment does: It revises General Government Committee item A to add the ex officio seat, defines "non-voting" to exclude both voting and motions, excludes the Mayor from the quorum count, and includes a limited override of Section 4.07(D) so the Mayor may participate in deliberations of this Committee notwithstanding that restriction.

Suggested Action:

Motion to amend Appendix A of the Council Rules, General Government Committee item A, to add the Mayor as a non-voting, ex officio member of the General Government Committee, who shall not vote, shall not make motions, and shall not be counted toward the Committee's quorum.

RULES OF THE COMMON COUNCIL

Updated May 5, 2026

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Common Council of the City of Richland Center (referred to as the “City Council” or

“Council”) recognizes and understands the importance of City government, and the programs and services it provides, to the citizens of Richland Center. The City Council further recognizes citizens’ rightful expectation that the financial resources provided to the City through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the City Council hereby adopts the following Rules of the Common Council (referred to as “Council Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the City Council and all City-related governmental bodies.

1.02 Interpretation

These Council Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Council Rules, the Wisconsin Statutes shall take precedence. The latest version of Robert’s Rules of Order shall govern in all circumstances not otherwise addressed by law or these Rules.

1.03 Committees, Commissions and Boards

As used in this document, references to “Committees” shall also refer to other commissions and boards unless such reference creates an absurd or impossible interpretation.

SECTION 2 CITY COUNCIL ORGANIZATION

2.01 Constitution of the Common Council and Quorum

The Common Council shall consist of the Mayor and alderpersons. Two-thirds of all seated members of the Council, excluding the Mayor, shall constitute a quorum.

2.02 City Council Meetings

The period of time between the organizational meetings in Section 2.02(A) hereof shall constitute a session of the City Council, and any business pending and upon which the Council has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April, after each Spring general election at which the Mayor and/or alderpersons are elected for full terms, the City Council will meet and shall:

1. Organize and transact general business;
2. Elect a Council President, by majority vote of all Council Members, to perform the duties set forth in Section 3.03;
3. Conduct appointments to committees, commissions and boards, such appointments being made by the Mayor and subject to confirmation of the Council unless otherwise specified;

Persons nominated for Council President are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the City Clerk and City Attorney shall serve as ballot clerks. A majority of votes of the Council Members present shall be necessary to elect the Council President.

(B) Regular Meetings. The City Council shall meet for the purpose of transacting general business at half past six o'clock (6:30PM/1830) on the first Tuesday of each month unless otherwise decided upon by the Council.

(C) Special Meetings. Special meetings of the City Council may be called upon written notice from the Mayor, provided to the alderpersons in a manner likely to give each notice of the meeting, provided at least six (6) hours prior to said meeting. The notice shall specify the time, place and purpose of the meeting. Attendance at such a meeting shall constitute a waiver of any defect of notice.

A special meeting may also be called if two alderpersons consent in writing to a meeting. Such written consent must be filed with the City Clerk before the commencement of the meeting. Notice of such meeting shall be provided to the Mayor by means likely to give notice of such meeting.

Notwithstanding the above, any special meeting of the Council must conform to laws governing public notice and open meetings.

2.03 Code of Conduct

The City Council may adopt and amend a code of conduct. Any code so adopted shall be appended to these Rules and incorporated herein by reference.

2.03 Agenda Responsibilities for the Council, Committees, Commissions and Boards

(A) The City Clerk is responsible for the contents of the agenda for any City Council meeting except for a special meeting called by the alderpersons. The Clerk shall add to the agenda all items recommended for consideration by the various committees, commissions and boards as well as those recommended by the Mayor. If circumstances preclude an item from being considered by a committee prior to its consideration at a Council meeting, the Mayor, Council President or the Chair of the relevant committee may authorize its inclusion on the agenda. Consultation should be made with the City Attorney prior to the inclusion of any closed sessions items.

(B) Any individual member of the Council desiring an item to be placed on the agenda for a Council meeting shall make a motion during the Future Agenda Items portion of the agenda at a City Council meeting to have an item placed on the agenda for the next meeting. The Council may vote to refer said matter to committee (with the Council President determining the appropriate committee), approve the item's addition to the next meeting's agenda, or to deny the motion.

(C) The Committee Chair shall serve as the presiding officer of their Committee meeting. Department heads, in consultation with the City Clerk and the Chair, are responsible for the preparation of all Committee meeting agendas. In the event there is no department head, the Clerk or designated member of the body will be assigned this responsibility.

(E) A Committee may request another Committee to attend a future meeting of the requesting body. In such an event, each Committee shall prepare an agenda for the joint meeting in the usual manner.

(F) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular City Council meetings and with due regard to the meeting dates and times of other Committees. Committees shall also elect Chairs (and other officers, as necessary) from amongst their members at this first meeting.

(G) The City Clerk, in consultation with the presiding officer of the relevant body, is responsible for providing notice of every meeting of the City Council and its subunits by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(H) The City Clerk shall make every effort to distribute the agenda to all City Council Members, the City Administrator, and the City Attorney, in addition to any other interested persons, by the end of day on the Thursday immediately preceding a regular City Council meeting, but under no circumstances later than the end of day on that Friday. Any Committee or Council Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the City Clerk no later than the end of the business day on the Tuesday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's City email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.03(D) may be waived, in whole or in part, by the Mayor, Council President, or Committee Chair in their discretion.

2.04 Electronic Communications

The City shall provide every Council Member with a City email address. Use of email for communications is strongly encouraged for all Council Members. All Council Members shall utilize their City email address for City business and shall not conduct City business on any other email address. Texting among members of the Council may be used for scheduling purposes only, and may still be subject to release under public records laws.

2.05 Committees of the City Council and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The City Council shall establish the standing committees (referred to as “Standing Committees”), designated on Appendix A to these Council Rules as may from time to time be amended. Standing Committees are regular committees of the City Council, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A. Committees shall elect officers from among their members at their first meeting after their creation.

(B) Advisory Committees. The City Council may establish advisory committees, whose purpose shall be to review matters of a specific nature and provide reports and recommendations to the Council or a standing committee. Advisory committees are not decision-making bodies. Appointment of citizen members to an advisory committee may be considered to maximize the efficacy of these bodies.

(C) Ad Hoc Committees. The City Council may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution or action of the City Council. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee’s purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee’s reporting relationship. Unless otherwise defined, the appointing authority shall be the Mayor subject to confirmation by the Council. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee’s operations. In these Council Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.” An Ad Hoc Committee shall elect a Chair from among its members at its first meeting after its creation.

(D) Other Boards and Commissions. The City may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions”). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(E) Residency. Unless otherwise required by law, a candidate need not be a resident of the City to be considered for appointment to a Committee, Commission or Board. However, the Council the residency of a candidate may be used as a factor when considering their confirmation.

(F) Council President Consideration for Quorum. The Council President may serve as a member, with full rights and privileges, of any Committee, Commission, or Board if there is not otherwise a quorum present at a given meeting.

2.06 Committee and Other Boards and Commissions Appointments and Removals

(A) At the time of the Organizational Meeting, or as otherwise required by law

or circumstances, the Mayor shall appoint members of committees, subject to confirmation by the City Council.

(B) At the first meeting of each committee following the Organizational Meeting, each committee shall elect from among its members a Chair.

(C) The Mayor or Council President may recommend the removal of any member of any Committee, at any time and for any reason, to the City Council and the City Council may make such removal. The Mayor or Council President may recommend the removal of the designation as Chair of any Committee, at any time for any reason, and the City Council may make such removal.

2.07 City Council Member Compensation

(A) Compensation of Members. The Council shall have the right to ordain the compensation of its members and the members of Other Boards, Committees and Commissions, but no change to said compensation shall be effective in the same session in which it is passed.

(B) Expense Reimbursement. Council Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Council from time to time. If no such regulations are established specific to the Council, the Council shall follow the regulations and procedures for reimbursement found in the Employee Handbook.

2.08 Meeting Minutes

(A) City Council Meetings. The City Clerk is responsible for the preparation of minutes for all meetings of the City Council. The City Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The City Clerk shall destroy any recording not sooner than ninety (90) days after approval of the minutes of the meeting at which the recording is taken. The City Clerk shall not record any closed session of a City Council meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to City Council meetings as specified in Section 2.03(D).

(B) Committee, Other Council and Commission Meetings. The City Clerk or their designee is responsible for taking and recording the minutes of any meeting of the Committee. All draft minutes shall be filed with the City Clerk's office no later than fourteen (14) days after the meeting to which the draft minutes apply and shall be in a format approved by the City Clerk.

2.9 City Council Meeting Seating Arrangements

Except as provided herein, City Council Members shall be seated in order by district number. The Mayor shall sit at the designated head of the room. The City Administrator, City

Clerk and City Attorney shall each be seated as designated by the Mayor. There shall be a designated area for members of the public and members of the press. The Mayor may alter the seating arrangements to meet the needs of individual Council Members or members of the public.

2.10 Post-Election Procedures

(A) Within 7 days after City Council Members are elected in the Spring general election, the City Clerk shall distribute orientation materials to all persons elected to the City Council, including a copy of these Rules.

(B) Council Members interested in nomination for the position of Council President are encouraged to indicate their interest in the positions on the Council President candidate answers form. In addition, such Council Members are encouraged to answer two additional questions:

- *Why do you want to serve as Council President?*
- *What do you feel are the strengths and weaknesses you would bring to the role of Council President?*

All Council Members shall also complete a Committee/Board/Commission Preference form. The City Clerk will create and distribute these forms to all City Council Members-elect in advance of the Organizational Meeting.

(C) All Council Members must complete the Wisconsin League of Municipalities “Local Government Basics Training” prior to becoming eligible for appointment to any committee, commission, or board. Another course, training, or equivalent experience may be substituted for this training at the discretion of the Council President.

2.11 Council Relationship with the City Administrator, Department Heads and City Employees

The City Council serves as the legislative body in City government. As such, the City Council’s role is to enact policy. To implement the policy the City Council establishes, the City Council shall appoint a person as the City Administrator. The Administrator shall perform all duties and have such authority as specified in the Position Description, these Council Rules and as otherwise may be authorized and directed by the City Council from time to time. Department Heads are responsible, and shall report, to the Administrator. City Council Members desiring information or a report from a Department Head or other City staff shall request such information or report either in the context of a City Council or Committee meeting or from the Administrator. The Administrator shall serve as a non-voting, *ex officio* member of all Committees, Commissions and Boards.

2.12 Vacancies in Office of City Council Member

(A) Vacancies – How Caused. Vacancies in the office of alderperson or Mayor

shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. Vacancies in the office of alderperson or Mayor may be filled, pursuant to Wis. Stat. § 17.23(1), by a majority vote of the Council. Vacancies shall be announced at the first Council meeting following their creation, and the vacancy shall be filled at the subsequent Council meeting. If circumstances require the appointment occur sooner, the Council may waive this requirement by a three-fourths (3/4) vote.

2.14 Official Statements by Council Members

No Council Members other than the Mayor or Council President is authorized to make any official statement or comment on behalf of the City Council. If a Council Member makes a statement or comment, the Council Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Council Member and not the views of the City Council.

2.15 Closed Session at Committee Meetings – Attendance

In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Council Member may be excluded from any meeting of the Council. However, a Committee may exclude a Council Member that is not a member of the Committee from a closed session portion of a meeting upon a three-fourths (3/4) majority vote of the Committee members present. No individual may attend a closed session by remote means unless approved to do so by the presiding officer.

SECTION 3 CITY COUNCIL OFFICERS

3.01 Presiding Officer

(A) The Mayor shall act as the presiding officer at all meetings of the City Council. In the absence of the Mayor, the Council President shall act as presiding officer, but shall retain their vote while so serving and do not cast a vote in the event of a tie. If both the Mayor and the Council President are absent, the Clerk shall call the Council to order and thereupon the Council shall elect a *pro tempore* presiding officer.

(B) The presiding officer shall decide all questions of order.

(C) The presiding officer may at any time request or permit a person other than a Council Member to address the Council. Such an address shall be for the purpose of explaining, clarifying or otherwise assisting the Council in evaluating the merits or legality of the matter under consideration.

(D) It shall be the duty of the presiding officer to preserve decorum, and if any member shall transgress these Rules, the presiding officer or any member may call to order, in which case the member called to order shall immediately sit and be silent unless permitted by the presiding officer to explain.

(E) The presiding officer shall have the right to order the ejection of any person who shall persistently speak out of order or otherwise act so as to disrupt a meeting of the Council. If appropriate, the presiding officer may report a violation of these Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation), removal of the offending person and/or issuing a citation for disorderly conduct or other appropriate charge.

(F) Any decision of the presiding officer may be appealed by a Council Member to the Council as a whole using the following procedure: within a reasonable time after the decision of the presiding officer is made, the appellant shall state their disagreement and demand a determination by the Council as to whether the decision of the presiding officer shall stand or be reversed. The matter will then be voted upon without debate. No action of the presiding officer shall be reversed unless two-thirds (2/3) of Council Members present shall vote for such reversal.

Whether an appeal is made within a reasonable time is a decision made by the presiding officer, subject to the same rights of appeal as above. An appeal of the officer's decision on whether the time is reasonable must be made within the same meeting as the decision itself.

3.02 Mayor

(A) The Mayor shall have all the powers, duties and responsibilities granted to the position pursuant to Wis. Stat. § 62.09(8). The Council may define the Mayor's responsibilities so long as such definition does not unlawfully interfere with the exercise of the Mayor's statutory authorities.

(B) The Mayor shall have the power to veto all acts of Council, except where it is expressly or by necessary implication otherwise provided by Wisconsin Statutes. All acts of the Council shall be submitted to the Mayor by the Clerk and shall be in force upon approval evidenced by the Mayor's signature, or upon failing to approve or disapprove within five (5) days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves of an act of the Council, the Mayor's objections shall be filed with the Clerk, who shall present them to the Council at its next meeting. A two-thirds (2/3) vote of all of the members of the Council shall then make the act effective notwithstanding the objections of the Mayor.

(C) The Mayor shall serve as the spokesperson for the City and is authorized to comment to the public or press on any matter of City business provided any such comments are consistent with the City's policies or expressed positions.

(D) The Mayor shall have the power to order the attendance of any absentee Council Member at a meeting of the City Council.

(E) The Mayor may not serve as a member of a Committee for the purposes of creating a quorum.

3.03 Council President

(A) The Council President shall perform all duties as specified in these Council Rules. In addition, the Council President shall perform such other duties as the City Council may authorize from time to time. The Council President may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(B) The Council President shall serve as the spokesperson for the City Council and is authorized to comment to the public or press on any matter of City business provided any such comments are consistent with the City Council's policies or expressed positions.

(C) In the event of a vacancy in the position of Council President, the City Council shall hold an election for the position according to the procedure set forth in Section 2.02(A)2.

3.03 Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings. If the Chair is also an elected representative, they shall serve as the spokesperson on behalf of the Committee in City Council meetings.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the City Council and the Committees. The City Attorney or their designee shall serve as parliamentarian for all such meetings and shall consult with the presiding officer on all questions of parliamentary procedure.

4.02 Committee of the Whole

The City Council may convene as the committee of the whole at the call of the Mayor or Council President provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

4.03 Remote Attendance at Meetings

(A) Remote Attendance at Meetings. Council Members shall make every attempt to attend City Council and Committee meetings in-person. A Council Member authorized under these Council Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. Any Council Member attending a Council or Committee meeting remotely shall be encouraged to keep

their camera on for the entirety of their attendance if attending by video, and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the presiding officer or Committee Chair. No person may serve as presiding officer of a City Council meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.03(B).

(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Mayor or Council President, meetings of the City Council and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wis. Stat. § 19.89, Wisconsin's Open Meetings Law.

4.04 Order of Business

(A) City Council Meetings.

The order of business for all meetings of the City Council shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Verification of Open Meetings Law Compliance
5. Approve Agenda
6. Approve Minutes of Previous Meeting(s)
7. Public Comment
8. Special Orders of Business/Recognitions
9. Public Hearings
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Reports
 - a. Reports of Committees, Commissions and Boards
 - b. Administrator's Report
 - c. Reports of other Department Heads
13. Correspondence
14. Future Agenda Items
15. Closed Session (if any)
16. Adjourn

The order of business may be changed by the Mayor or by majority vote of the Council. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approve Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
7. Public Hearing
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Correspondence
13. Future Agenda Items
14. Closed Session (if any)
15. Adjourn

The order of business may be changed by the committee or other Council and commission chair or by majority vote of the committee or other Council and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the City Council or Committee.

(D) Consideration of Resolutions. There is no requirement that resolutions introduced at a meeting be read, unless requested by the Council President or a majority of the City Council or Committee, provided such resolution(s) is made available to the Council or Committee members prior to the meeting.

4.05 Personal Electronic Devices

(A) City Council Members. All City Council Members shall silence their mobile phones and all other personal electronic devices during a meeting of the City Council and of any Committee on which the Council Member serves, except those provided to them for the purposes of conducting City business. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the presiding officer of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the City Council and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at City Council Meetings

(A) Recognition. A Council Member must be recognized by the presiding officer prior to speaking and shall do so by rising or raising a hand. The presiding officer is responsible for determining recognition and the order thereof.

(B) Debate. Each Council Member shall be entitled to speak on any matter pending before the Council and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall require two-thirds (2/3) vote and is not debatable. Discussion and comments should be directed to the presiding officer and not to any individual Council Member, City staff or member of the public. All Council Member comments shall be germane to the business currently pending before the Council. Council Members shall maintain and exercise proper decorum at all times when discussing any matter before the Council.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Council Rules, when a question is put to the City Council, the presiding officer shall conduct a voice vote by asking for those in favor and those opposed. When conducting roll call votes, the City Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote.

(D) Abstention. All City Council Members are expected to represent their constituents and fully participate in meetings of the City Council, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Council Member may abstain from participating in discussion, voting or both. When a Council Member abstains, the presiding officer shall provide the Council Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the City Clerk shall record the reason in the meeting minutes.

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Council Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Councils*.

4.07 Public Decorum and Comment

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

(B) Rules for Public Comment. The following rules apply to all periods of public comment at City Council and Committee meetings:

1. Any person who wishes to address the City Council during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment. A form may be provided by the Council for this purpose.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting. Time may not be transferred from one speaker to another.
4. Comments should be directed to the Council as a whole and not addressed to individual Council Members.
5. Commenters shall refrain from asking questions of the Council or any individual Council Member.
6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The presiding officer reserves the right to terminate an individual’s public comments if these rules are violated. As well, the presiding officer has the authority to rule speakers out of order and may call a short recess in disorderly situations.

(C) Public Participation at Meetings. Unless specifically requested by the presiding officer of a meeting, members of the public are not allowed to participate in any meeting. No Council Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 4.07(C) shall not be construed to prohibit City staff from providing information and reports to the City Council or a Committee consistent with the meeting agenda or practice of the City Council or Committee.

(D) Council Member Participation at Committee Meetings of Which They Are Not a Member. Subject to Section 2.15, Council Members, including the Mayor, are allowed to attend any meeting of a Committee. No Council Member, including the Mayor, may speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

4.08 Reconsideration

Any City Council Member on the prevailing side of any question determined by the City Council may make a motion to reconsider the question at the same or next succeeding meeting.

When the City Council is equally divided on any question before it, the question shall be considered lost, but in that case any City Council Member present at the meeting where the question was considered may move for reconsideration at the same or next succeeding meeting.

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Council Member may request the assistance of administration and staff, together with the City Attorney, in drafting any proposed Resolution provided, however, the identity of the Council Member shall not be confidential. Resolutions shall be in form approved by the City Clerk and City Attorney. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space for a fiscal note. The City Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact, if requested to do so.
2. A space for a legal note. The City Attorney or designee is responsible for reviewing whether the proposed Resolution is within the scope of the City's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution, if requested to do so.
3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

(B) Introduction of Resolutions. A Resolution may be proposed by an individual Council Member or by a Committee.

1. Resolutions Proposed by an individual Council Member. If a Resolution is proposed by an individual Council Member, prior to any action by the Council on the proposed Resolution, the Council President shall refer the proposed Resolution to the appropriate Committee. The City Council may, from time to time, request a report from the presiding officer as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the City Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next City Council meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the presiding officer in their discretion.

2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends City Council adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the City Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next City Council meeting.

4.10 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by two-thirds (2/3) vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The City Council may amend these Rules by two-thirds (2/3) vote of the Council Members provided any proposed amendment is provided in writing to all Council Members in the meeting packet distributed by the City Clerk under Rule 2.03(D). Appendix A relating to committees may be amended at any time by majority vote.

APPENDIX A – COMMITTEES, BOARDS AND COMMISSIONS

Updated May 9, 2026

This Appendix A is created and updated pursuant to Section X.XX of the Council Rules. Committees are intended as policy-making bodies, determining the broad outlines and principles governing administration of their area of concern.

As used in this Appendix, “Committees” shall refer to all committees, commissions, boards, or other, similar bodies, unless otherwise specified.

I. RULES GOVERNING ALL COMMITTEES

- A. Unless otherwise specified in statute, herein, or in another valid authority appointments to committees shall be by appointment of the Mayor, subject to confirmation by the Council.
- B. No individual may serve more than three consecutive terms as the chair of a given committee.
- C. Committee proceedings not otherwise addressed in these Rules shall be governed by the newest edition of Robert’s Rules of Order.
- D. The Council may impose limitations on the number of terms an individual may serve on a given committee or as an officer thereof.

II. STANDING COMMITTEES

Standing committees are intended to be permanent. The Council may delegate to them certain decision-making authority. These Committees will handle the regular business of the City, each with distinct areas of authority.

GENERAL GOVERNMENT COMMITTEE

This Committee shall have jurisdiction over matters that affect the entire city, including legal matters, governance of the Council itself, and citywide policies and procedures.

- A. The Chairs of the Budget, Public Works, and Personnel Committees shall comprise the General Government Committee. Each Chair may name a designee to serve on this Committee in their stead, and shall do so if serving as the Chair of more than one of the constituent Committees.
- B. Reviews and revises the Council Rules when called upon to do so, but no less than biennially and with the goal of completing any revisions prior to the swearing-in of new Council Members.
- C. May Provide direction to the City Attorney in matters pertaining to legal services and shall solicit receive advice from the City Attorney.

- D. Monitors the actual vs. proposed annual budget in funds managed by the City Administrator, Common Council, Clerk, City Attorney, Zoning, and Treasurer Departments on a minimum quarterly basis.
- E. Provides oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the offices of the City Administrator, City Clerk, City Attorney, Zoning Administrator and Treasurer.
- F. Unless delegated to other officers of the City, the committee, together with such professional assistance as may be provided by the City Administrator, shall represent the City in collective bargaining and all other situations and procedures covered by Wis. Stat. § 111.70, including the applications and interpretation of all collective bargaining agreements. The Common Council shall have authority to approve or reject any and all agreements of any employee bargaining units.
- G. Consider all claims made against the City and, if allowed under statute, dispose of any claim or otherwise make a recommendation to the Common Council as to how to dispose of each such claim.
- H. Provides oversight and advice regarding technology needs of all City departments.
- I. Provides oversight and advice over the City Administrator's recommendations for property, liability, and workers' compensation policies.
- J. Provides oversight and advice regarding all security matters relating to all buildings and grounds owned and/or utilized by the City.

BUDGET COMMITTEE

This Committee shall conduct oversight of the City's financial matters, including revenues and expenditures, and shall work with appropriate officials to develop and monitor the annual budget.

- A. The Budget Committee shall consist of three Alderpersons.
- B. Provides oversight and advice regarding all financial matters of the Common Council for the purpose of keeping expenditures under control and within the budget adopted by the Common Council, the Treasurer's recommendations for investment monies, and financial audits by outside auditors.
- C. Prepare the annual budget for submission to the Common Council.
- D. Handle all matters relating to debt service issues.
- E. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual City budget within the authority granted in Wis. Stat. § 65.90(5).
- F. Provides oversight and advice regarding the amount of bonds of various City officers and employees.
- G. Act as the Audit Committee, providing oversight and advice regarding reports on all expense vouchers for members of the Common Council and the various departments of the City.

PERSONNEL COMMITTEE

This Committee shall conduct oversight of the City's personnel matters, including personnel policies, hearing employee grievances, and monitoring the City Administrator's performance as Chief Personnel Officer.

- A. The Personnel Committee shall consist of three Alderpersons.
- B. Review proposed modifications and updates to the City's Personnel Policies, including any recommended deviations therefrom. Following review, the Committee shall make such recommendations to the Common Council as it determines appropriate.
- C. Provides oversight and advice regarding the performance of the City Administrator, including providing any performance review established by policy.
- D. The committee shall from time to time provide oversight and advice regarding Job Analysis and Evaluations and a study of the organizational chart, and if a change in any of the above is recommended, said recommendation shall be submitted to the Common Council for action.
- E. Provides oversight and advice over the City Administrator's recommendations for employees' health insurance policies.

PLANNING COMMITTEE

This committee will create, monitor, and apply the City's Master Plan and other such documents, as well as serving as the City's zoning authority.

- A. Operates pursuant to the relevant provisions of Wis. Stat. § 62.23, as they may be from time to time amended.
- B. Acts as the Zoning Committee as follows:
 1. Provides oversight and advice over the City Zoning Ordinance and Land Division Ordinances in cooperation with the City Attorney.
 2. May grant conditional use permits according to the terms of the City Zoning Ordinance, subject to appeal to the Zoning Board of Appeals.
 3. Make recommendations to the Common Council in all matters relating to exclusive agricultural zoning as provided in Wis. Stat. Chapter 91, if an appropriate ordinance is adopted.

PUBLIC SAFETY STANDING COMMITTEE

This committee will oversee those services which provide for the health and safety of the City's residents, as well as providing priorities and guidance in the prioritization of enforcement actions by the City's various departments.

- A. The Public Safety Committee shall consist of three Alderpersons, with preference given to those who also serve on the Fire Board, Public Works Committee, and/or the governing bodies of other emergency or public safety services.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Richland Center Police Department and Emergency Manager.
- C. To audit all bills for expenditures within the police department.

- D. Provides oversight and advice regarding service and maintenance of all departmental equipment.
- E. Present to the Council any suggestions the Committee may have concerning law enforcement and other duties required by the police department.
- F. Provides oversight and advice regarding matters pertaining to the operation of the police radio system.
- G. Provides oversight and advice regarding the security and maintenance and rental (if applicable) of the City's radio towers and the accompanying building and surrounding fenced grounds.
- H. Provides oversight and advice regarding the operation of the City's 911 emergency telephone response system.
- I. Develop and recommend to the Council for adoption an emergency management plan compatible with the state plan as required under Wis. Stat. § 32.14(b)(1).

PUBLIC WORKS STANDING COMMITTEE

This committee shall provide oversight of the use, maintenance, and management of the City's properties, including all buildings, cemeteries, grounds, parks, and other facilities.

- A. Monitors the actual vs. proposed annual budget in funds managed by the Public Works and Parks Departments on a minimum quarterly basis.
- B. Provides oversight and advice regarding the operation, maintenance and janitor service of all City buildings not specifically assigned by the Wisconsin Statutes, or by action of the Council, to other agencies or departments in the City.
- C. Provides oversight and advice regarding a perpetual inventory of the real estate and buildings owned by the City.
- D. Provides oversight and advice regarding utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short-term public holdings of the City not specifically assigned by the Wisconsin Statutes, or by action of the Council, to other bodies, agencies or departments of the City
- E. Provides oversight and advice an annual inspection of inventories and buildings so they can establish policies related thereto.
- F. When appropriate, effect the appraisal of real property to be sold by the City.
- G. Review and make the final decision on requests by citizens and citizen groups to use major portions of City grounds.

UTILITY COMMISSION

This commission shall serve as described in Wis. Stat. § 66.0805, under the general control and supervision of the Common Council, to operate the City's public utilities in coordination with other City departments.

- A. The Commission shall be a quasi-independent body, but ultimately subject to the authority of the Council.
- B. The Commission may adopt its own bylaws governing its proceedings.

- C. The Commission shall operate the Utilities as a department of the City, subject to the ordinances adopted by the Council governing said operations.
- D. The Commission shall collaborate in its efforts with the appropriate City personnel for the purposes of planning and development.
 - a. Such collaboration shall include, but is not limited to, coordination and sharing of equipment, labor, and other resources with other City departments.

LIBRARY BOARD

This commission shall serve as described in Wis. Stat. ch. 43, to operate the City’s public library.

- A. The Library Board may adopt its own bylaws governing its proceedings.
- B. The Library Board shall present its proposed budget in a timely manner to allow for proper consideration and approval by the Council.

III. ADVISORY COMMITTEES

Committees intended to be permanent, but not decision-making bodies.

HISTORICAL PRESERVATION SOCIETY

This body shall advise the Planning Commission on the exercise of authorities under Wis. Stat. § 62.23(em) relating to the designation of historic places and their preservation.

IV. AD HOC COMMITTEES

Committees intended to be temporary, typically with specialized fields of focus.

V. OTHER BOARDS AND COMMISSIONS

Bodies with representation by the City, but not necessarily under the authority of the Council.

FIRE BOARD

The governing body of the Richland Fire Department, this body was created through an agreement between the City and the Rural Fire District when the two organizations merged their resources.

- A. Fire Board operations are governed by contract.

POLICE COMMISSION

The Commission shall handle personnel matters within the Richland Center Police Department.

- A. The Commission shall have the powers and authorities granted to it under Wis. Stat. § 62.13.

TREE BOARD

This body will provide oversight and guidance regarding trees, plants, and other forestry matters within the City.

- A. The Tree Board shall have the powers and authorities granted to it under Ch. 301.03 of the Code of Ordinances.

HOUSING AUTHORITY

The Authority will work to address issues of housing within the City and manage City-owned housing entities.

- A. The Housing Authority shall have the powers and authorities granted to it under Wis. Stat. § 66.1301.

NATATORIUM BOARD

This Board jointly oversees the operation of the Symons Natatorium Complex.

- A. Natatorium Board functions are governed by contract.

APPENDIX B

CODE OF CONDUCT FOR ELECTED OFFICIALS

The intent of this Code is to provide guidelines for the elected members of City government as they interact with each other and with members of the public. While acknowledging an individual's right to expression, the Council feels that elected officials must be held to a higher standard of behavior, and therefore violation of this Code may be construed as inefficiency, neglect of duty, official misconduct, and/or malfeasance in office, depending on the nature and severity of the offense.

The provisions of this Code apply to all elected officers of the City of Richland Center, regardless of the use of the term "Council Member" or other titles throughout.

Official Statements by Council Members

- The Mayor and/or City Administrator are authorized to make official statements on behalf of the City, and the Council President is authorized to make official statements on behalf of the Council.
- No Council Member other than the Council President is authorized to make any official statement or comment on behalf of the City or Council.
- If a Council Member makes a statement or comment, the Council Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Council Member and not the views of the City or Council.

Council Member Rules of Conduct

Each Council Member shall:

- (A) Uphold the Oath of Office and faithfully and impartially discharge the duties of a Council Member to the best of their ability;
- (B) Adhere to the ordinances and policies adopted by the Council intended to apply to Council Members;
- (C) Act in the best interests of City government at all times;
- (D) Refrain from conduct which a reasonable person would deem unethical, offensive or otherwise contrary to community values;
- (E) Be responsive to the needs of the community;
- (F) Represent the interest of constituents by attending and participating in meetings; adequately prepare for meetings and observe the rules of decorum and these Council Rules at meetings; and conduct City government business in a manner consistent with law and refrain from discussions surrounding City business outside the appropriate meetings and channels of communication.
- (G) Council Member Conduct at Meetings. In addition to the rules of decorum in RONR, Council Members shall, at all meetings of the City Council or a Committee, conduct themselves and dress in a professional and respectful manner. Council Member comments should be directed to the presiding officer and not to any individual Council Member, City employee or member of the

public. All comments must be respectful, courteous, appropriate and germane to the topic under discussion. Any inappropriate conduct will be recognized and addressed by the presiding officer. The presiding officer of a Council or Committee meeting shall have the power to direct a Council Member's removal from a meeting.

(H) Council Member Conduct Outside Meetings. In addition to the proceeding provisions, Council Members shall adhere to the following.

1. Council Members shall at all times exhibit professional and courteous behavior when interacting with the City Administrator and City employees. Council Members shall be mindful that in their interactions with City employees they represent said employees' employer, and act accordingly.
2. Council Members shall refrain from requesting that a City employee perform a task or function without first obtaining the appropriate authorization. Matters relating to official City business should be addressed through the Administrator or the appropriate Committee, Board or Commission.

(I) As elected representatives, Council Members receive complaints from constituents, including City employees and the general public. Council Members shall refer complaints and/or concerns regarding the management and operation of City government to the appropriate step within the chain of command (Department Head and/or City Administrator). Outside of the chain of command, Council Members shall refrain from reviewing or discussing the merits of such complaints or concerns until the matter has been submitted to the chain of command and reported by that authority to the Board or Committee. However, Council Members shall be entitled to reasonable updates or other information so as to respond to the reporter. Council Members may make referrals to the appropriate party in the chain of command if determined to be the best way to resolve the matter.

Procedure for Enforcement

(A) If the Council Rules are violated during a meeting of a Board, Committee, Other Board or Commission, the presiding officer of the meeting shall have all powers under these Rules to immediately bring a Council Member's conduct into conformity with the Council Rules. If appropriate, the Board Chair or other presiding officer of the meeting may report a violation of the Council Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation) removal of the offending Council Member from a meeting and/or issuing a citation for disorderly conduct or other violations, as appropriate. In addition, the presiding officer of the meeting shall refer the matter to the Council to determine what, if any, further sanction is warranted. The Council Member who is alleged to have violated the Council Rules shall be provided an opportunity to address the Council prior to final determination and disposition.

(B) The Council may, in its discretion, impose one or more of the following sanctions:

1. Private reprimand, a confidential record of which shall be kept by the City Clerk;
2. Censure without a formal Resolution of the Council;
3. Censure with a formal Resolution of the Council;
4. Removal from position of Committee Chair;
5. Removal from Committee; and

6. Referral to Council and the City Attorney to determine if cause exists to remove the Council Member from office.

If the Council determines cause (defined as inefficiency, neglect of duty, official misconduct or malfeasance in office) exists to remove the Council Member from office, the Council is authorized to appoint agents to (a) conduct any further and other investigation as may be necessary; (b) prepare verified charges seeking the Council Member's removal from office; and (c) prosecute the Council Member's removal from office. Any such proceedings shall comply with Wis. Stats. Chap. 17.