

OFFICIAL PUBLIC NOTICE



MEETING OF THE COMMON COUNCIL

TUESDAY, APRIL 04, 2023 AT 6:30 PM

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

WEBEX:

<https://cityofrichlandcenter.my.webex.com/cityofrichlandcenter.my/j.php?MTID=m7f8d21e267bfda274486399ad40b282e>

PHONE: Call 1-408-418-9388

ENTER MEETING NUMBER: 2559 677 7124# ENTER PASSWORD: 3466#

AGENDA

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

APPROVAL OF MINUTES: *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

1. Minutes Council 03/07/23

APPROVAL OF AGENDA:

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

MAYOR AND ALDERPERSONS: *Committee/Commission/Board Reports and Comments and/or items to be discussed at a future meeting.*

TREASURER'S REPORT:

2. Treasurer's Report 3/31/23

PAYMENT OF BILLS:

3. Bills 4/04/23

ITEMS FOR DISCUSSION AND ACTION:

4. Public Hearing on conditional use permit to allow for the operation of an electric motor repair shop on tax parcel 022-2744-1100, located 26788 County Highway O in the Extraterritorial Zone
5. Consider approval of conditional use permit to allow for the operation of an electric motor repair shop on tax parcel 022-2744-1100, located 26788 County Highway O in the Extraterritorial Zone
6. Consider approval of application from La Fritanga LLC, Marlon Lacayo agent, for a Class B Beer and Class B Liquor license at 1450 Veterans Drive.
7. Picnic License - Greater Richland Area Chamber 6/17/23
8. Picnic License - Greater Richland Area Chamber 7/21/23
9. Picnic License - Greater Richland Area Chamber 8/18/23
10. Picnic License - Greater Richland Area Chamber 9/15/23
11. Submission of Notice of Withdrawal from Structural Document related to Economic Development
12. Transfer of employer of record for Economic Development Director position
13. Consider Amendment to the Rules of the Common Council to Change Date of Council Reorganization Meeting

- [14.](#) Amending Chapter 101.09(3) of the Code of Ordinances of the City of Richland Center to Increase Limited Time Parking in Designated Downtown Lots and Streets to Three (3) Hours
- [15.](#) Ordinance Amendment to Chapter 101.25(8a) of the Code of Ordinances Relating to the Operation of Bicycles on Public Sidewalks in the City

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)

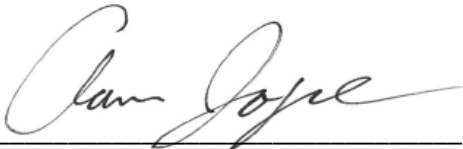
- [16.](#) Street Department Salt Purchase
- [17.](#) Purchase of New Weed Eaters for Parks Department
- [18.](#) Funding Request from "Walk Your Wheels"
- [19.](#) Consider Revisions to Financial Policy

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

PUBLIC COMMENT: *No Council action will be taken on any matter originating under this item.*

ADJOURN:

Posted this 30th day of March, 2023 by 4:30 PM.
Copy to the official newspaper the Richland Observer.



Aaron Joyce, City Clerk/Treasurer

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

MINUTES

CALL TO ORDER:

Meeting called to order at 6:36 PM by Mayor Coppernoll. Alderpersons present: Susan Fruit, Karin Tepley, Tom McCarthy, Carson Culver, Melony Walters, Kevin Melby, Scotty Wallace, and Ryan Cairns.

APPROVAL OF MINUTES:

Motion by Wallace to approve the council minutes of February 7, 2023 as presented. Seconded by Walters. Motion carried 8-0.

APPROVAL OF AGENDA:

Motion by Tepley to approved the agenda as presented. Seconded by Alderperson Melby. Motion carried 8-0.

TREASURER'S REPORT:

Motion by Culver to approve the Treasurer's Report as presented. Seconded by McCarthy. Motion carried 8-0.

PAYMENT OF BILLS:

Motion by Tepley to approve the bills as presented. Seconded by Wallace. Motion carried 8-0.

ITEMS FOR DISCUSSION AND ACTION:

4. Awarding Bid for the 2023 Phase 2 Cedar Street Utility and Roadway Improvements Project and Project Alternate.
Andy Zimmer of MSA attended via WebEx. It was noted that three contractors placed bids for the project, with G-Pro being the lowest bid at \$1,281,944.20 – \$937,862.95 for the base bid and \$302,081.30 for the alternate. The City/Public Works portion of the project is \$231,086.55. \$240,000 was budgeted for this phase of the project. Administrator Oliphant noted that both the Public Works and Finance Committee recommended awarding G-Pro the project. The base bid for this project starts at Stori Drive on Cedar Street and goes north to intersection with 7th Street and around the loop to 8th Street to Nimocks Drive. The alternate bid starts at Stori Drive and goes south to the intersection of 5th Street. Motion by Walters to approve the base bid and alternate bid from G-Pro at a total cost of \$1,281,944.20. The city's portion of the project will come from the Street Projects Outlay in the 2023 budget. Seconded by Alderperson Melby. Motion carried 8-0.
5. Obtaining Real Estate Services for Sale of City Owned Parcels
Two lots were obtained from Richland County through the tax deed process: 460 W. 1st and 291 N. Jefferson St. Existing structures on both lots were razed. Both lots are setup to allow for multifamily dwellings. Glasbrenner said that it was determined that the best method of

executing the sale process is through a realtor and it would not save public funds to conduct the sale in-house. A similar process to employ a professional realtor was used for the sale of lots on Wedgewood Drive two years ago. Motion by Culver to authorize Director Glasbrenner to acquire a realtor as outlined by the City Financial Policy and to take all necessary steps to list the lots at 460 W. 1st and 291 N. Jefferson St. for sale. Seconded by Wallace. Motion carried 8-0

6. **Audit Engagement for 2022**
Johnson Block has been doing the city's annual audit for many years. The estimated cost to conduct the 2022 audit is \$16,200 - \$17,750. Motion by Tepley to authorize Johnson Block to perform audit and accounting services for the City of Richland Center for the year ending December 31, 2022. Seconded by Walters. Motion carried 8-0.
7. **Picnic License - RCPAC 3/18/23**
Motion made by Wallace to approve the picnic license for the Richland County Performing Arts Council for the Leahy's Luck concert on March 18th. Seconded by Melby. Motion carried 8-0.
8. **Picnic License - St Mary's 04/29/2023**
Motion made by Wallace to approve the picnic license for St. Mary's for the 24th annual Sportsman's Extravaganza on April 29th. Seconded by Fruit. Motion carried 8-0.
9. **Status Report from Cooperative Relations Team**
Three members of the city's Cooperative Relations Team have met with representatives of the county and Richland Economic Development (RED) Board on the status of Symons Recreation Complex funding, campus bridges, and the present & future of the Economic Development position. It was reported that the first meeting was cordial and productive. The next meeting will be on Thursday (3/9). RED Board President Mike Breininger spoke and said there is interest in continued cooperation with the Economic Development Director. Three options are being considered. Richland County is considering providing financial support for economic development staff. Agreement documents would need to be altered. Another option was for the city to end the agreement with the county, which would end the RED Board. RED Board favored option #1 where the cooperation continued and the RED Board still existed. Regarding the campus bridges, Mayor Coppernoll reported that it was decided to not pursue transferring Campus Drive and the related bridges to a city street because the timing to receive a federal grant to fix the bridges was too soon. Finally, the county and city decided that the 1987 agreement regarding Symons would need to be reviewed and updated.
10. **Submission of Notice of Withdrawal from Structural Document related to Economic Development**
City made it's intention known to withdraw in December. Council would have to ultimately decide if the withdrawal is final while still continuing to work to determine a collaboration with the county and RED Board. The city's goal is to provide stability to the position of Economic Development. Contributions from the county are being proposed to be reduced by half. The structural document would need to be changed regardless. Breininger stated that the RED board has no problem with the city making current Economic Development Director Jasen Glasbrenner a city employee. Structure of economic development position would not change. While the general consensus of the council was to proceed with the

withdrawal, questions arose about the timing of the city officially moving forward with the withdrawal. It was determined that waiting after the 90 day window to officially withdraw would be the best way to proceed. Motion by Melby to postpone action until on or about the April 4th Council meeting. Seconded by Tepley. Motion carried 8-0. Melby.

Item 1.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

Mayor Coppernoll recommended members of the Historic Preservation Committee: Council Rep – Karin Tepley, and Citizen Members Derrick Kalish and Ken Thiede. Motion by Cuver to approve the appointments recommended by Mayor Coppernoll. Seconded by Fruit. Motion carried 8-0. Coppernoll also recommended citizen members of the Zoning Committee: Ray Wilson, Lisa Miller, and Terry Testolin. Motion by Tepley to approve the appointments recommended by Mayor Coppernoll. Seconded by McCarthy. Motion carried 8-0.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

11. Police Chief Billy Jones presented the 2022 RCPD Annual Report. Administrator Oliphant reported that the new electronic devices for the City Council members have arrived are in the process of being issued.

MAYOR AND ALDERPERSONS:

Mayor Coppernoll reported that the new AT&T store will open on March 15th. Electric work is progressing in the Dunkin Donuts portion of the building and will open soon. Finally, Coppernoll said that many more employees are being added to Schriber’s facility in Richland Center.

PUBLIC COMMENT: None

ADJOURN: Motion to adjourn made by Tepley. Seconded by Wallace. Motion carried at 8:09 PM.

Minutes respectfully submitted by Clerk/Treasurer Aaron Joyce.

		+	-	
CITY OF RICHLAND CENTER - TREASURER'S REPORT				
Item 2.				
3/31/2023				
FUNDS	BEG/MO BAL	RECEIPTS	DISBURSEMENTS	END/MO BAL
<i>Deposits</i>				
<i>Disbursements</i>				
City General Unassigned:	\$ 447,692.78	\$ 701,618.87	\$ 785,926.73	\$ 363,384.92
State Investments #1 Unassigned	\$ 4,352,619.80	\$ 68,645.64		\$ 4,421,265.44
Property Tax Account (partial unassigned)				\$ 28,582.91
#2 Landfill long term care (for landfill issues)	\$ 588,414.02	\$ 2,050.12		\$ 590,464.14
#3 TIF-Panorama Estates (TIF 6)	\$ 98,879.49	\$ 344.51		\$ 99,224.00
#6 TIF 2-5 (only #4)	\$ 346,054.48	\$ 1,205.71		\$ 347,260.19
RLF Business Savings	\$ 603,155.23	\$ 559.99	\$ 11,054.20	\$ 592,661.02
RLF Business Checking	\$ 1,164.57	\$ 11,054.20	\$ 11,054.20	\$ 1,164.57
RESTRICTED FUNDS: (by outside entity)				
CDBG Housing RLF	\$ 95,716.15	\$ 20,100.00		\$ 115,816.15
Landfill Long Term Care CD to 2045	\$ 304,212.56			\$ 304,212.56
Landfill Long Term Care CD to 2045	\$ 305,968.89			\$ 305,968.89
Library Checking	\$ 254,050.24	\$ 685.50	\$ 64,694.38	\$ 190,041.36
Canine Fund	\$ 42,366.56	\$ 75.00	\$ 183.28	\$ 42,258.28
Room Tax	\$ 61,261.43	\$ 155.06	\$ 44,773.91	\$ 16,642.58
Greater Richland Tourism	\$ 38,501.02	\$ 16,795.15	\$ 33,326.68	\$ 21,969.49
Redevelopment Authority	\$ 67,199.87	\$ 181.97		\$ 67,381.84
#5 Renew RC Loan Program-Affordable Housing	\$ 847,648.32	\$ 2,953.33		\$ 850,601.65
Renew RC Loan Program-Checking	\$ 28,264.06	\$ 76.54		\$ 28,340.60
COMMITTED: (by resolution of the Council)				
#4 Projects committed	\$ 1,605,345.65	\$ 5,593.27		\$ 1,610,938.92
ASSIGNED: (for specific use, not assigned)				
Cemetery CDs	\$ 4,823.93	\$ 2.07		\$ 4,826.00
Park/Rec/Comm Center	\$ 9,877.09	\$ 26.75		\$ 9,903.84
Aquatic Center	\$ 69,335.45	\$ 13.29		\$ 69,348.74
LOANS				
Loans:	Total Debt	Annual Payment	Final Payment due	12/31/2020 Balance
Richland County Bank (2%)	\$ 200,000.00	\$ 55,000.00	2024	\$ 200,000.00
WPPI (no interest)	\$ 24,031.94	\$ 5,059.44	10/28/2027	\$ 18,972.50
State Trust Fund Loan - Panorama Est TIF 6 (3.5%)	\$ 13,949.14	\$ 41,567.70	3/15/2021	\$ 13,949.14
Bonding - Panorama Estates TIF 6 (1.8%)	\$ 795,000.00	\$ 21,285.00	4/1/2037	\$ 795,000.00
CFB Haseltine 389,390/Westside Dr 362,610 (2.7%)	\$ 602,000.00	\$ 67,117.10	4/1/2028	\$ 602,000.00
<i>Aquatic Center Bonding (20 Years)</i>	\$ 4,090,000.00	\$ 295,486.25	8/1/2038	\$ 4,090,000.00
	\$ 5,724,981.08	\$ 485,515.49		\$ 5,719,921.64
Debt Capacity \$15,155,950 (2019 audit)	38%			38%
Max recommendation 65% = \$9,851,367				

Recreation Department Bills

Total

\$115.00 7-Mar-23

Item	Budget	Description	Cost
Rhyme	Community Center	Copier Paper	\$115.00

Total

\$115.00

Capital One-Walmart	116.62
Peak Software	1,891.50
Rhyme (CC copier)	210.00
	<hr/>
	2,333.12

Park/Property Bills

Total

\$23,701.00

30-Mar-23

Vendor	Item	Date	Cost
All American Do it Center	10-51850-470 Comm Ctr Leak repair, 10-55300-655 Picnic tables, benches, shelter, dike sign supplies, 10-55300-400 Parks PPE Exchange Spencer, 10-51850-390 Posts	2/8/2023, 2/15/2023, 2/16/2023, 3/22/2023	\$140.88
Auto Value Parts Stores	10-51850-440 Truck 3 Tail light, 10-51580-440 Batter Comm Ctr Car	2/15/2023, 2/27/2023	\$263.98
Carrot-Top Industries	10-51850-525 Wisconsin Flags	3/6/2023	\$160.54
City Utilities	10-51850-470 City Hall lights outside, 10-51850-470 Community Center Parking Lot	2/9/2023, 3/13/2023	\$843.93
Ferrellgas	10-54900-310 Airport Terminal Bldg Heat	2/23/2023	\$917.67
Graybar	10-61000-961 Parks Outlay Dike Lights	3/8/2023	\$9,540.00
Holiday Wholesale	10-55300-700 Comm Ctr, 10-51850-520 All Bldgs, 10-55300-700 All Bldgs, 10-51850-520 Cleaner, 10-51850-520, 10-51850-520 Tissue, 10-51850-700 Concessions	1/31/2023, 2/2/2023, 2/7/2023, 2/21/2023, 3/7/2023, 3/14/2023, 3/28/2023	\$1,860.96
Johnson Controls	10-51850-565 Fire Protection	2/1/2023	\$2,257.95
Napa Auto Parts	10-51850-440 Truck 4 Boxlift	1/9/2023	\$74.59
Nature's Way Portable Units	10-55300-655 Portable toilets	2/28/2023	\$366.00
OMNI Technologies	10-51850-565 Community Center Fire Alarm Monitoring	3/10/2023	\$360.00
Premier Co-op	10-51850-500 Fuel, 10-51850-500 Fuel	1/31/2023, 2/28/2023	\$2,977.64
QT Pod	10-54900-505 Airport Credit Cards	3/22/2023	\$70.97
Ritchie Implement	10-51850-440 Tie Rod for Tool Cat, 10-51850-440 Parks	2/13/2023, 3/20/2023	\$587.59
Simpson's Tractor Inc.	10-51850-440 Parks Snow Blower	2/15/2023	\$824.88
The Homesteader's Store, Inc.	10-51850-440 All Lawn Mowers, 10-51850-440 Blades for Tractor	2/24/2023, 3/16/2023	\$1,360.33
Vetesnik Power Sports	10-51850-440 Oil Change 3 UTVs	3/21/2023	\$117.97
Wallace Electric LLC	10-51850-470 Replace Light Fixture in Meyer Bathroom	3/11/2023	\$254.23
Walmart	10-51850-390 Bins for Blueprints	3/16/2023	\$171.90
Walsh's ACE Hardware:	10-51850-470 Roof Patch Comm Ctr, 10-55300-655 Bench & Table Supplies, 10-51850-390 Comm Center Key, 10-55300-400 Parks PPE Spencer, 10-51850-390 Toilet auger & batteries, 10-51850-390 Parks tools, 10-51850-390 sidewalk salt, 10-51850-440 chainsaw supplies, 10-51850-390 parks chainsaw supplies, 10-51850-390 parks, 10-55300-655 Bench & Table Supplies, 10-51850-470 Parks, 10-51850-390 concrete for signs, 10-54900-520 Airport Supplies	2/7/2023, 2/9/2023, 2/13/2023, 2/14/2023, 2/14/2023, 2/23/2023, 2/28/2023, 3/1/2023, 3/2/2023, 3/6/2023, 3/13/2023, 3/21/2023, 3/22/2023, 3/23/2023	\$548.99
Total			\$23,701.00

Park/Property Bills

Total

\$25,914.60

16-Mar-23

Vendor	Item	Date	Cost
TC Networks, INC	10-61000-961 Cameras Tennis Court, 10-61000-961 Cameras Pool, 10-61000-691 Cameras Park, 10-61000-691 Cameras Park Parking, 10-61000-691 Cameras Park Center, 10-61000-691 Cameras Keepers Shelter, 10-61000-691 Cameras Community Center	3/11/2023	\$24,462.11
Wallace Electric LLC	10-61000-961 Cameras	3/11/2023	\$1,452.49
Total			\$25,914.60

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
B M O HARRIS BANK N.A. (3022)						
B M O HARRIS BANK N.A.	03-2023 CIT	1	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	142.41
B M O HARRIS BANK N.A.	03-2023 CIT	2	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	21.80
B M O HARRIS BANK N.A.	03-2023 CIT	3	Invoice	CITY ACCT ENDING #4437-USPS STAMPS	03/27/2023	252.00
B M O HARRIS BANK N.A.	03-2023 CIT	4	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	181.17
B M O HARRIS BANK N.A.	03-2023 CIT	5	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	91.46
B M O HARRIS BANK N.A.	03-2023 CIT	6	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	58.99
B M O HARRIS BANK N.A.	03-2023 CIT	7	Invoice	CITY ACCT ENDING #4437-B&H PHOTO	03/27/2023	380.33
B M O HARRIS BANK N.A.	03-2023 POL	1	Invoice	PD ACCT ENDING #0653-AMAZON	03/27/2023	92.80
B M O HARRIS BANK N.A.	03-2023 POL	2	Invoice	PD ACCT ENDING #0653-POCKET PRESS	03/27/2023	109.93
Total B M O HARRIS BANK N.A. (3022):						1,330.89
BAYCOM INC (2516)						
BAYCOM INC	042477	1	Invoice	PD MD COMPUTER INV #EQUIP 042477	02/28/2023	2,849.00
BAYCOM INC	042612	1	Invoice	PD MD COMPUTER INV #EQUIP 042612	12/30/2022	2,849.00
Total BAYCOM INC (2516):						5,698.00
BOARDMAN & CLARK LLP (3040)						
BOARDMAN & CLARK LLP	265322	1	Invoice	INV #256303-GENL CITY MATTERS	03/20/2023	69.00
BOARDMAN & CLARK LLP	265323	1	Invoice	INV #265323-TAX ASSMT APPEAL	03/20/2023	160.00
BOARDMAN & CLARK LLP	265324	1	Invoice	INV #256304-2022 ASSESSMENT	03/20/2023	884.50
Total BOARDMAN & CLARK LLP (3040):						1,113.50
BOHN, MOLLY (3897)						
BOHN, MOLLY	031623	1	Invoice	CC REFUND-M BOHN	03/16/2023	28.00
Total BOHN, MOLLY (3897):						28.00
CAPITAL ONE (3785)						
CAPITAL ONE	03-2023 PAR	1	Invoice	ACCT #621034-MUN BLDG STORAGE	03/19/2023	171.90
Total CAPITAL ONE (3785):						171.90
CITY TREASURER-PETTY CASH (90)						
CITY TREASURER-PETTY CASH	02-2023	1	Invoice	REPLENISH PETTY CASH	03/01/2023	38.74
Total CITY TREASURER-PETTY CASH (90):						38.74
CIVICPLUS LLC (3856)						
CIVICPLUS LLC	255957	1	Invoice	INV #255957-MUNICODE WEB	03/03/2023	7,435.00
CIVICPLUS LLC	255958	1	Invoice	INV #255958-AGENDA/MTG MGMT	03/03/2023	3,800.00
Total CIVICPLUS LLC (3856):						11,235.00
COMPUTER DOCTORS LLC (2323)						
COMPUTER DOCTORS LLC	5315	1	Invoice	INV #5315-COMPUTER SUPPLIES	03/13/2023	77.49
COMPUTER DOCTORS LLC	5315	2	Invoice	INV #5315-ZONING SETUP	03/13/2023	65.00
Total COMPUTER DOCTORS LLC (2323):						142.49
EHLERS (3131)						
EHLERS	91669	1	Invoice	INV #91669-TID 4 REPORTING	02/14/2023	1,500.00
Total EHLERS (3131):						1,500.00

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
GOODWILL (3898)						
GOODWILL	031723-GOO	1	Invoice	M SCHWARZ RESTN TO GOODWILL	03/17/2023	77.74
Total GOODWILL (3898):						77.74
GUNDLACH, MAX (1960)						
GUNDLACH, MAX	03-2023 GU	1	Invoice	03-12-23 REFEREE PYMT-GUNDLACH	03/31/2023	90.00
GUNDLACH, MAX	03-2023 GU	2	Invoice	03-19-23 REFEREE PYMT-GUNDLACH	03/31/2023	90.00
Total GUNDLACH, MAX (1960):						180.00
HALLETT, LARRY (1153)						
HALLETT, LARRY	031923-HAL	1	Invoice	03-19-23 REFEREE PYMT-L HALLETT	03/19/2023	90.00
Total HALLETT, LARRY (1153):						90.00
JELINEK, GRETCHEN (209)						
JELINEK, GRETCHEN	03-2023 ASS	1	Invoice	MAR ASSESSOR PYMT-G JELINEK	03/31/2023	1,658.33
Total JELINEK, GRETCHEN (209):						1,658.33
KOELSCH, BEN (3592)						
KOELSCH, BEN	03-2023	1	Invoice	MAR CABLE SPONSORSHIP	03/31/2023	1,933.75
Total KOELSCH, BEN (3592):						1,933.75
ORELLANA, MARIA (3899)						
ORELLANA, MARIA	031423-ORE	1	Invoice	PKT TICKET OVERPYMT-M ORELLANA	03/14/2023	60.00
Total ORELLANA, MARIA (3899):						60.00
QTPOD (3471)						
QTPOD	3067	1	Invoice	10 GAS CARDS - ORDER #3067	03/22/2023	50.00
QTPOD	3067	2	Invoice	GAS CARDS SHIPPING CHARGE	03/22/2023	20.97
QTPOD	3067	3	Invoice	ORDER #3067 CREDIT	03/22/2023	23.00
Total QTPOD (3471):						47.97
R A R (2648)						
R A R	031523	1	Invoice	DOG CONTRACT INV #127411	03/15/2023	180.00
Total R A R (2648):						180.00
RHYME BUSINESS PRODUCTS-DALLAS (2921)						
RHYME BUSINESS PRODUCTS-DALLAS	335822212	1	Invoice	POLICE COPIER INV #33582212	03/06/2023	246.18
RHYME BUSINESS PRODUCTS-DALLAS	33684946	1	Invoice	POLICE COPIER INV #3684946	03/21/2023	209.58
Total RHYME BUSINESS PRODUCTS-DALLAS (2921):						455.76
RHYME BUSINESS PRODUCTS-PORTAGE (2839)						
RHYME BUSINESS PRODUCTS-PORTAGE	AR622143	1	Invoice	ACCT #PT6282-POLICE DEPT	03/15/2023	115.00
RHYME BUSINESS PRODUCTS-PORTAGE	AR622360	1	Invoice	ACCT #PT9500-CITY CLERK	03/15/2023	124.58
RHYME BUSINESS PRODUCTS-PORTAGE	AR622377	1	Invoice	ACCT #PT6282-POLICE DEPT	03/15/2023	25.10
RHYME BUSINESS PRODUCTS-PORTAGE	AR623699	1	Invoice	ACCT #PT6282-POLICE DEPT	03/21/2023	31.25
Total RHYME BUSINESS PRODUCTS-PORTAGE (2839):						295.93

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
RICHLAND COUNTY AMBULANCE (348)						
RICHLAND COUNTY AMBULANCE	042023 AMB	1	Invoice	APR AMBULANCE PAYMENT	03/24/2023	9,590.00
Total RICHLAND COUNTY AMBULANCE (348):						9,590.00
RICHLAND FIRE DISTRICT (1629)						
RICHLAND FIRE DISTRICT	223029	1	Invoice	FIRE CALL-R DWYER ACCIDENT	02/21/2023	616.00
RICHLAND FIRE DISTRICT	223034	1	Invoice	FIRE CALL-J PEPE ACCIDENT	03/10/2023	600.00
RICHLAND FIRE DISTRICT	223041	1	Invoice	FIRE CALL-HILLSIDE DEPOT ALARM	03/19/2023	600.00
RICHLAND FIRE DISTRICT	223042	1	Invoice	FIRE CALL-HILLSIDE DEPOT ALARM	03/19/2023	600.00
RICHLAND FIRE DISTRICT	223047	1	Invoice	FIRE CALL-HILLSIDE DEPOT ALARM	03/29/2023	300.00
Total RICHLAND FIRE DISTRICT (1629):						2,716.00
RICHLAND HOSPITAL, INC (358)						
RICHLAND HOSPITAL, INC	021323	1	Invoice	JAN LAB SERVICES-POLICE	02/13/2023	196.00
Total RICHLAND HOSPITAL, INC (358):						196.00
RICHLAND MOBIL MART (360)						
RICHLAND MOBIL MART	33950	1	Invoice	POLICE INV #33950	02/07/2023	700.00
Total RICHLAND MOBIL MART (360):						700.00
SCHWAAB, INC (379)						
SCHWAAB, INC	8019385	1	Invoice	BANK STAMPS INV #8019385	02/16/2023	176.47
Total SCHWAAB, INC (379):						176.47
TC AUTOWORKS LLC (3622)						
TC AUTOWORKS LLC	11137	1	Invoice	ACCT #01144-POLICE DEPT	03/20/2023	56.93
Total TC AUTOWORKS LLC (3622):						56.93
TOP PACK DEFENSE LLC (3304)						
TOP PACK DEFENSE LLC	10184	1	Invoice	RCPD INV #10184-COLEMAN BPV	01/31/2023	1,205.00
Total TOP PACK DEFENSE LLC (3304):						1,205.00
U S CELLULAR (433)						
U S CELLULAR	0567508411	1	Invoice	ACCT #854828109-FLOODWARNING	03/10/2023	40.51
U S CELLULAR	0569251531	1	Invoice	ACCT #201978132-CELL/MIEDEN	03/18/2023	54.50
U S CELLULAR	0569251531	2	Invoice	ACCT #201978132-CELL/MAYOR	03/18/2023	38.99
U S CELLULAR	0569251531	3	Invoice	ACCT #201978132-CELL/FRY	03/18/2023	48.49
U S CELLULAR	0569251531	4	Invoice	ACCT #201978132-CELL/NELSON	03/18/2023	52.14
Total U S CELLULAR (433):						234.63
VERIZON WIRELESS (2693)						
VERIZON WIRELESS	9930648194	1	Invoice	PD ACCT #283186952-00001	03/21/2023	548.54
Total VERIZON WIRELESS (2693):						548.54
VIERBICHER ASSOCIATES, INC (447)						
VIERBICHER ASSOCIATES, INC	1-CONG DIR	1	Invoice	INV #1-CONG DIR FUND ASSIST	03/08/2023	222.50
VIERBICHER ASSOCIATES, INC	1-ZONING	1	Invoice	INV #1-ZONING ADMINISTRATOR	03/07/2023	3,976.50

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
Total VIERBICHER ASSOCIATES, INC (447):						4,199.00
W CHRIS MCGOUGH, LLC (3688)						
W CHRIS MCGOUGH, LLC	1806	1	Invoice	INV #1806-COUNCIL/GENL TASKS	03/31/2023	5,212.50
W CHRIS MCGOUGH, LLC	1807	1	Invoice	INV #1807-TRAFFIC COURT	03/31/2023	3,275.00
Total W CHRIS MCGOUGH, LLC (3688):						8,487.50
WAL-MART (3069)						
WAL-MART	031423	1	Invoice	RESTITUTION-BRABENDER TO WALMART	03/14/2023	33.14
WAL-MART	031423-2	1	Invoice	RESTITUTION-NEEFE TO WALMART	03/14/2023	167.47
Total WAL-MART (3069):						200.61
WEGNER AUTO SERVICE (1291)						
WEGNER AUTO SERVICE	5180	1	Invoice	POLICE INV #5180	03/10/2023	200.00
WEGNER AUTO SERVICE	5788	1	Invoice	POLICE INV #5788	04/02/2023	350.00
Total WEGNER AUTO SERVICE (1291):						550.00
WEX BANK (3273)						
WEX BANK	88190863	1	Invoice	POLICE ACCT #0496-00-916807-1	03/31/2023	2,802.31
Total WEX BANK (3273):						2,802.31
WI CRISIS NEGOTIATORS ASSN (3839)						
WI CRISIS NEGOTIATORS ASSN	033023	1	Invoice	PD REGISTRATION-L MOE	03/30/2023	75.00
Total WI CRISIS NEGOTIATORS ASSN (3839):						75.00
WI DEPT OF JUSTICE-CRIME (476)						
WI DEPT OF JUSTICE-CRIME	02-2023	1	Invoice	ACCT #G2489-POLICE DEPT	02/20/2023	7.00
WI DEPT OF JUSTICE-CRIME	031423	1	Invoice	POLICE ACCT #G2489	03/14/2023	7.00
WI DEPT OF JUSTICE-CRIME	031723	1	Invoice	POLICE ACCT #G2489	03/17/2023	7.00
Total WI DEPT OF JUSTICE-CRIME (476):						21.00
WIL-KIL PEST CONTROL (464)						
WIL-KIL PEST CONTROL	4606743	1	Invoice	ACCT #131539-MUN BLDG	03/08/2023	63.30
Total WIL-KIL PEST CONTROL (464):						63.30
WILSON, COLTON (3453)						
WILSON, COLTON	031223	1	Invoice	03-12-23 REFEREE PYMT-WILSON	03/12/2023	90.00
Total WILSON, COLTON (3453):						90.00
WPPI ENERGY (3434)						
WPPI ENERGY	INV19045	1	Invoice	LED PROJ INV #INV19045	04/01/2023	421.62
Total WPPI ENERGY (3434):						421.62
Grand Totals:						58,571.91

GL Period	Amount
04/23	58,571.91
Grand Totals:	58,571.91

Vendor number hash: 132118
Vendor number hash - split: 165796
Total number of invoices: 58
Total number of transactions: 72

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	58,571.91	.00	58,571.91
Grand Totals:	58,571.91	.00	58,571.91

City of Richland Center

Invoice Register - Richland Center
Input Dates: 3/28/2023 - 3/28/2023Page: 1
Apr 04, 2023 03:11PM

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
AUTO VALUE PARTS STORES (3188)						
AUTO VALUE PARTS STORES	529088796	1	Invoice	ACCT #529000051-STREET DEPT	02/27/2023	211.45
AUTO VALUE PARTS STORES	529088850	1	Invoice	ACCT #529000051-STREET DEPT	03/01/2023	23.94
AUTO VALUE PARTS STORES	529089368	1	Invoice	ACCT #529000051-STREET DEPT	03/17/2023	52.83
Total AUTO VALUE PARTS STORES (3188):						288.22
BADGER WELDING SUPPLY, INC (31)						
BADGER WELDING SUPPLY, INC	3757069	1	Invoice	ACCT #12213-STREET DEPT	02/28/2023	35.00
BADGER WELDING SUPPLY, INC	3758987	1	Invoice	ACCT #12213-STREET DEPT	03/15/2023	130.80
Total BADGER WELDING SUPPLY, INC (31):						165.80
DECKER SUPPLY CO, INC (117)						
DECKER SUPPLY CO, INC	922041	1	Invoice	FLASHING STOP SIGNS INV #922041	12/28/2022	2,823.00
Total DECKER SUPPLY CO, INC (117):						2,823.00
GRANT COUNTY TRUCK BODIES LLC (3725)						
GRANT COUNTY TRUCK BODIES LLC	66766	1	Invoice	STREET DEPT INV #66766	01/31/2023	730.00
Total GRANT COUNTY TRUCK BODIES LLC (3725):						730.00
HILLSBORO EQUIPMENT, INC (191)						
HILLSBORO EQUIPMENT, INC	292483	1	Invoice	ACCT #13860-CITY STREET DEPT	03/22/2023	14.86
Total HILLSBORO EQUIPMENT, INC (191):						14.86
L F GEORGE, INC (714)						
L F GEORGE, INC	IC88196	1	Invoice	ACCT #C23181-STREET DEPT	03/17/2023	898.77
Total L F GEORGE, INC (714):						898.77
LAKES GAS COMPANY (3238)						
LAKES GAS COMPANY	1862459	1	Invoice	ACCT #1097-STREET DEPT	03/01/2023	100.00
Total LAKES GAS COMPANY (3238):						100.00
M S A PROFESSIONAL SERVICES, INC (252)						
M S A PROFESSIONAL SERVICES, INC	R11137035.0	1	Invoice	INV #12-7TH/8TH/CEDAR IMPRVMTS	03/07/2023	1,549.61
Total M S A PROFESSIONAL SERVICES, INC (252):						1,549.61
NAPA AUTO PARTS (1713)						
NAPA AUTO PARTS	579270	1	Invoice	ACCT #1320-STREET DEPT	02/02/2023	89.95
NAPA AUTO PARTS	579599	1	Invoice	ACCT #1320-STREET DEPT	02/07/2023	99.54
NAPA AUTO PARTS	580372	1	Invoice	ACCT #1320-STREET DEPT	02/20/2023	56.30
NAPA AUTO PARTS	580729	1	Invoice	ACCT #1320-STREET DEPT	02/27/2023	38.47
NAPA AUTO PARTS	580834	1	Invoice	ACCT #1320-STREET DEPT	02/28/2023	9.55
NAPA AUTO PARTS	582002	1	Invoice	ACCT #1320-STREET DEPT	03/16/2023	176.75
NAPA AUTO PARTS	582047	1	Invoice	ACCT #1320-STREET DEPT	03/16/2023	28.02
NAPA AUTO PARTS	582070	1	Invoice	ACCT #1320-STREET DEPT	03/17/2023	33.14
NAPA AUTO PARTS	582468	1	Invoice	ACCT #1320-STREET DEPT	03/23/2023	89.94
NAPA AUTO PARTS	SVC022823	1	Invoice	ACCT #1320-STREET DEPT	02/28/2023	21.93
Total NAPA AUTO PARTS (1713):						643.59

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
NATURE'S WAY PORTABLE UNITS (290)						
NATURE'S WAY PORTABLE UNITS	53021	1	Invoice	LANDFILL INV #53021	02/28/2023	153.00
Total NATURE'S WAY PORTABLE UNITS (290):						153.00
PREMIER CO-OP (2944)						
PREMIER CO-OP	02-2023 STR	1	Invoice	ACCT #4671541-STREET DEPT	02/28/2023	2,313.92
Total PREMIER CO-OP (2944):						2,313.92
RANDY OLSON TRUCKING LLC (3355)						
RANDY OLSON TRUCKING LLC	9434	1	Invoice	SNOW REMOVAL INV #9434	02/27/2023	600.00
Total RANDY OLSON TRUCKING LLC (3355):						600.00
RICHLAND COUNTY HIGHWAY (354)						
RICHLAND COUNTY HIGHWAY	01-2023 STR	1	Invoice	ACCT #38-STREET DEPT	01/31/2023	46.55
RICHLAND COUNTY HIGHWAY	01-2023 STR	2	Invoice	ACCT #38-STREET DEPT ADMIN FEES	01/31/2023	2.04
Total RICHLAND COUNTY HIGHWAY (354):						48.59
SLEEPY HOLLOW (2654)						
SLEEPY HOLLOW	31506	1	Invoice	ACCT #040592-STREET DEPT	03/01/2023	264.45
Total SLEEPY HOLLOW (2654):						264.45
TOWN & COUNTRY SANITATION, INC (871)						
TOWN & COUNTRY SANITATION, INC	03-2023 GA	1	Invoice	ACCT #8735-GARBAGE	03/01/2023	15,872.75
TOWN & COUNTRY SANITATION, INC	03-2023 GA	2	Invoice	ACCT #8735-OPERATOR	03/01/2023	839.00
TOWN & COUNTRY SANITATION, INC	03-2023 GA	3	Invoice	ACCT #8735-UW CAMPUS	03/01/2023	332.00
TOWN & COUNTRY SANITATION, INC	03-2023 LAN	1	Invoice	ACCT #8784-LANDFILL	03/01/2023	2,147.71
TOWN & COUNTRY SANITATION, INC	03-2023 REC	1	Invoice	ACCT #8783-RECYCLING	03/01/2023	6,810.30
Total TOWN & COUNTRY SANITATION, INC (871):						26,001.76
UNIVERSAL TRUCK EQUIPMENT (1301)						
UNIVERSAL TRUCK EQUIPMENT	60407	1	Invoice	STREET INV #60407	03/15/2023	665.55
Total UNIVERSAL TRUCK EQUIPMENT (1301):						665.55
WALSH'S ACE HARDWARE (455)						
WALSH'S ACE HARDWARE	484255	1	Invoice	ACCT #100601-STREET DEPT	02/28/2023	12.59
WALSH'S ACE HARDWARE	484573	1	Invoice	ACCT #100601-STREET DEPT	03/06/2023	18.59
WALSH'S ACE HARDWARE	484746	1	Invoice	ACCT #100601-STREET DEPT	03/08/2023	25.10
WALSH'S ACE HARDWARE	485724	1	Invoice	ACCT #100601-STREET DEPT	03/27/2023	7.55
Total WALSH'S ACE HARDWARE (455):						63.83
Grand Totals:						37,324.95

Report GL Period Summary

GL Period	Amount
03/23	37,324.95

GL Period	Amount
Grand Totals:	37,324.95

Vendor number hash: 50324
Vendor number hash - split: 52420
Total number of invoices: 34
Total number of transactions: 37

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	37,324.95	.00	37,324.95
Grand Totals:	37,324.95	.00	37,324.95

City of Richland Center

Item 5.

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

This form assists with three specific steps required in a Conditional Use Permit Application Process.

- 1) The application
- 2) The evaluation of the conditional use request and report to City Council
- 3) The required reporting to the decision making bodies and the recording of the final decision.

For Office Use Only	
Application #	CUP 01-2023
Fee \$400	<input checked="" type="checkbox"/> Paid \$400
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date	_____

1) **The Conditional Use Permit Application** must be completed and submitted to the clerk's office along with the corresponding application fee. Please note that incomplete applications may be delayed. Please contact the City of Richland Center Zoning Office for any related questions at 608-647-3466.

All Owner(s) of the subject property: John C Fjelsted

Owner's Mailing Address: 491 North Church St.

Owner's Telephone Number: 608-379-2903 Owner's e-mail: Fjelsted.John@gmail.com [Optional]

Street address of the Property Subject to this Application: 26788 Hwy 0 Richland Center
WI 53581

Is the property located in the City or in the Extra Territorial Zone (ETZ)

Tax parcel number of Property Subject to this Application: 022-2744-1100
[NOTE: This can be found on the tax bill for the property]

Zoning District Classification of the Property Subject to this Application: Industrial

If the Property Subject to this Application is to be used for a business:	
Name of Business:	<u>JEDS Electric Motors</u>
Address of Business:	<u>26788^{HWY 0} Richland Center WI 53581</u>
Describe the business to be conducted at this location:	<u>Rebuilding electric motors</u> <u>starters, generators, alternators, electrical tools</u> <u>selling of all above</u>

What is the Conditional Use Permit being requested for?
475.08(3) #4 & #18 INDUSTRIAL ZONING IN ETZ
475.10 (1) (a)

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Signatures of all owners of the Property that permit is being requested for.

Sign: _____
Print: _____

Date: _____

Sign: _____
Print: _____

Date: _____

Sign: _____
Print: _____

Date: _____

Date application filed with City Clerk 3/15/2023
Date Referred to Zoning Department 3/15/2023

EXHIBIT A**Legal Description for Real Property Conveyed by Warranty Deed between Richard A. Fruit and Mary Jean Fruit, husband and wife, as survivorship marital property (Grantor) and John C. Fjelsted and Erica S. Fjelsted, husband and wife as survivorship marital property (Grantee)**

A tract of land located in the East half (E 1/2) of the Southeast quarter (SE 1/4) of Section Twenty-seven (27), Township Ten (10) North, Range One (1) East, Richland County, Wisconsin, described as follows:

Beginning in the West fence line of County Highway "O" at a point 1,462 feet South and 20.5 feet North, 61° 30' minutes West, from the Northeast corner of the Southeast quarter (SE 1/4) of said Section Twenty-seven (27);

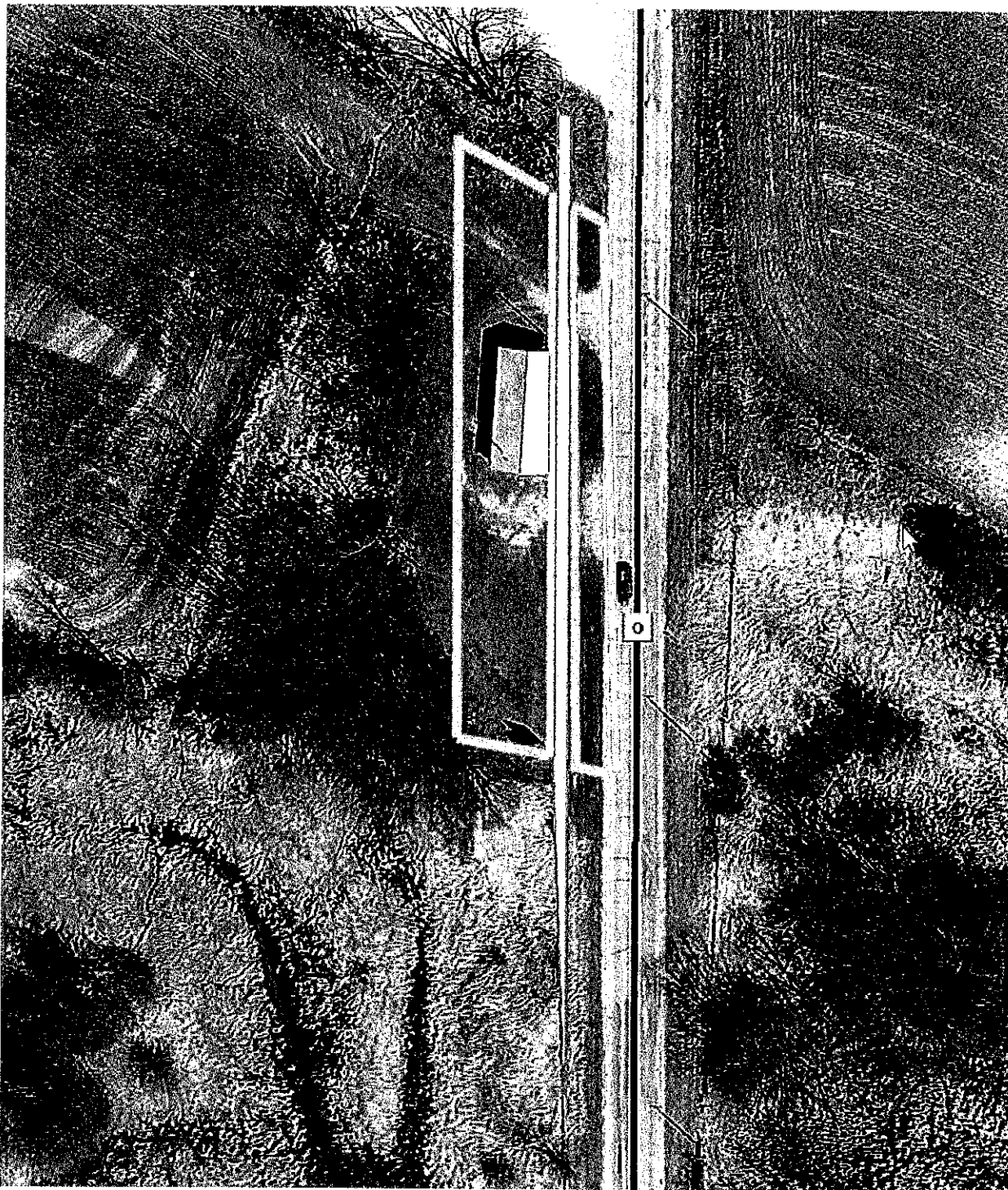
Thence North 61° 30' West, 83 feet;

Thence South, 01° 30' West, 300 feet;

Thence South, 76° 20' East, 82.5 feet to the aforesaid fence line;

Thence North 278 feet, along the said fence to the place of beginning.

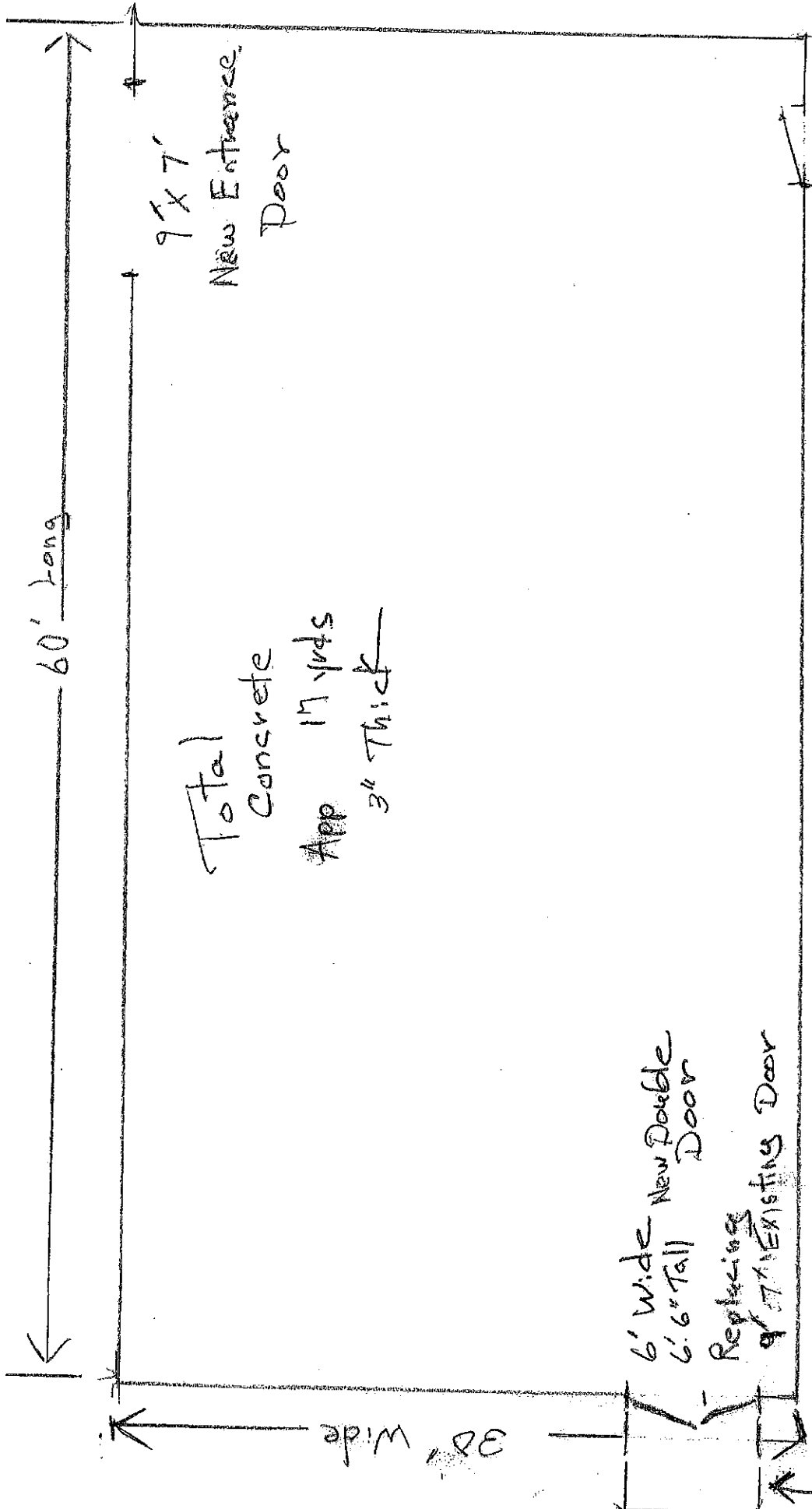
EXCEPTING THEREFROM lands conveyed to Richland County Highway Commission by a Warranty Deed recorded in Volume 211 of Records, page 208, as Document No. 198187.



Fire No. 26788

Scale 1/8" = 10' app.

30' x 60' Building



Total
Concrete
App 17 yds
3" Thick

6' Wide New Double
6'6" Tall
Replacing
Existing Door

App 8x6 out side Cement
Slab

36" X 80"
Entrance Door
Replacing
Existing 36" X 80"
Door

Road HWY O

Item 5.

Building Plans

Replace front sliding door with double door

Cement apron in front of door

Framing in rest of door + installing one window

Building of walls on inside, insulating and drywalling

Adding steel ceiling with insulation

Reapplying ^{existing} 3 inches of cement over cement floor

Replacing all windows

Adding back overhead door

Re-doing all electrical, adding plug-ins

Installing bathroom

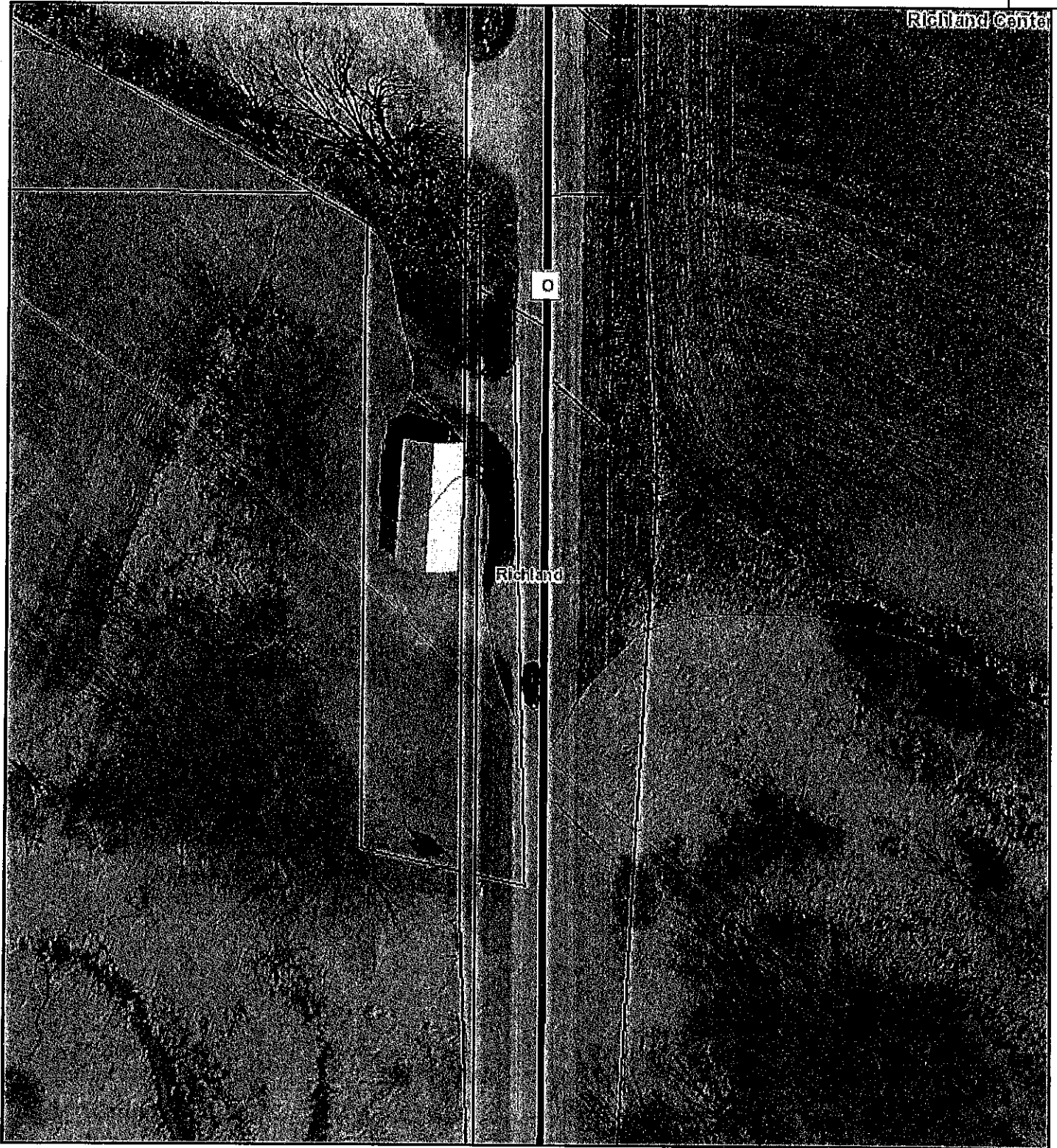
Installing holding tank

Installing new lights

Building already has electric, heat, + water

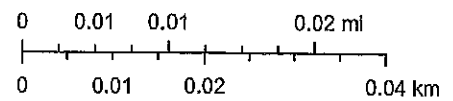
Fjelsted CUP - Floodplain

Item 5.



3/22/2023, 2:46:29 PM

1:1,128



□ Parcel Lines — County Highway

□ Municipalities — State Highway

Roads

— City Streets ■ New - 0.2 PCT ANNUAL CHANCE FLOOD HAZARD

— Town Roads ■ New - A Floodplain

— US Hwy ■ New - AE - Floodplain were base flood elevations are provided

By Richland County GIS, Richland County, WI

CITY OF RICHLAND CENTER
Office of the City Clerk/Treasurer
450 S. Main Street, Richland Center, WI 53581

Item 5.

OFFICIAL ZONING NOTICE

NOTICE OF PUBLIC HEARING ON CONDITIONAL USE PERMIT

NOTICE IS HEREBY GIVEN that the Common Council of the City of Richland Center, Richland County, Wisconsin, will hold a public hearing on Tuesday, April 4, 2023 at approximately 6:30 P.M. or as soon thereafter as the matter can be heard. The public hearing on the conditional use permit application will be held in the Council Room of the Municipal Building at 450 S. Main Street.

The application of John Fjelsted requests a conditional use permit to allow for the operation of an electric motor repair shop on tax parcel 022-2744-1100, located 26788 County Highway O.

All interested parties may appear and be heard at the public hearing.

If you have any questions or concerns on the above, please call the City Clerk / Treasurer's office at 608-647-3466.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services to enable them to attend and participate in the public hearing. For additional information or to request such services contact Ashley Oliphant, City Administrator at 450 S. Main Street, Richland Center, WI 53581 or by telephone at 608-647-3466.

Aaron Joyce City Clerk / Treasurer

CITY OF RICHLAND CENTER
Office of the City Clerk/Treasurer
450 S. Main Street, Richland Center, WI 53581

Item 5.

NOTICE OF PUBLIC HEARING ON CONDITIONAL USE PERMIT

March 20, 2023

RE: Notice of Public Hearing regarding Application for Conditional Use Permit

Dear Property Owner:

As the owner of the property within 300-feet of 26788 County Highway O, please be advised that the aforementioned property is the subject of an application for a Conditional Use Permit requesting allowance for the operation of an electric motor repair and sales shop at 26788 County Highway O.

Public hearing for the Conditional Use Permit submitted by John Fjelsted will be held as follows:

MEETING: Regular Meeting of the Common Council

DATE: April 4, 2023

TIME: 6:30 PM or as soon thereafter

PLACE: The Council Room of the Municipal Building, 450 S. Main Street, Richland Center

Accessibility Arrangements: Upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Ashley Oliphant, City Administrator at 450 S. Main Street, Richland Center, WI 53581, or call 608-647-6428.

Planning Commission & Extraterritorial Zoning Board: The Planning Commission and Extraterritorial Zoning Board will hold a joint meeting on Wednesday March 29, 2023 at 5:30 PM in the Council Room of the Municipal Building at 450 S. Main Street, Richland Center. The Application for Conditional Use Permit will be reviewed by the joint Commission and Board. However, the joint meeting of the Planning Commission and Extraterritorial Zoning Board will not be holding a public hearing.

Comprehensive Planning: The Comprehensive Plan was adopted as part of the City of Richland Center's commitment to promote and manage development consistent with the values, goals, and objectives of the community. The Comprehensive Plan is one of the primary tools for managing land development. AS part of the decision-making process for land division, rezones, conditional use permits, and other changes, the Planning Commission and Common Council analyze whether the request is consistent with the vision, goals, objectives, and policies contained in the immediate vicinity or to the community as a whole. Consideration is given to potential adverse impacts to the natural environment and if mitigation is necessary. Additionally, consideration is given to the ability to provide adequate public facilities or services.

Public Involvement Opportunities: All interested parties are invited to attend any or all of the above described meetings. If you are unable to attend but wish to provide written comment, please submit comments to Aaron Joyce, City Clerk/Treasurer at 450 S. Main Street, Richland Center, WI 53581.

For more information, you may contact the Clerk/Treasurer's Office at (608) 647-3466.

02226321300
STATE OF WISCONSIN (DOT)
3550 MORMON COULEE RD PO BOX 337
LACROSSE WI 54602-0337

27626321400
RICHLAND COUNTY (HWY)
181 W SEMINARY ST
RICHLAND CENTER WI 53581

02226331000
SCHMITZ LLC
25360 COUNTY HWY RC
RICHLAND CENTER WI 53581

27627411100
RICHLAND CENTER CITY OF
450 S MAIN ST
RICHLAND CENTER WI 53581

02226331200
RICHLAND COUNTY (HWY)
181 W SEMINARY ST
RICHLAND CENTER WI 53581

27627411110
RICHLAND COUNTY (HWY)
181 W SEMINARY ST
RICHLAND CENTER WI 53581

02227411300
RICHLAND COUNTY (HWY)
181 W SEMINARY ST
RICHLAND CENTER WI 53581

02227412000
SCHMITZ FARMLAND LLC
25360 COUNTY HWY RC
RICHLAND CENTER WI 53581

02227413000
EQUITY CO-OP LIVESTOCK & SALES ASS'N
P O BOX 1003
BARABOO WI 53913

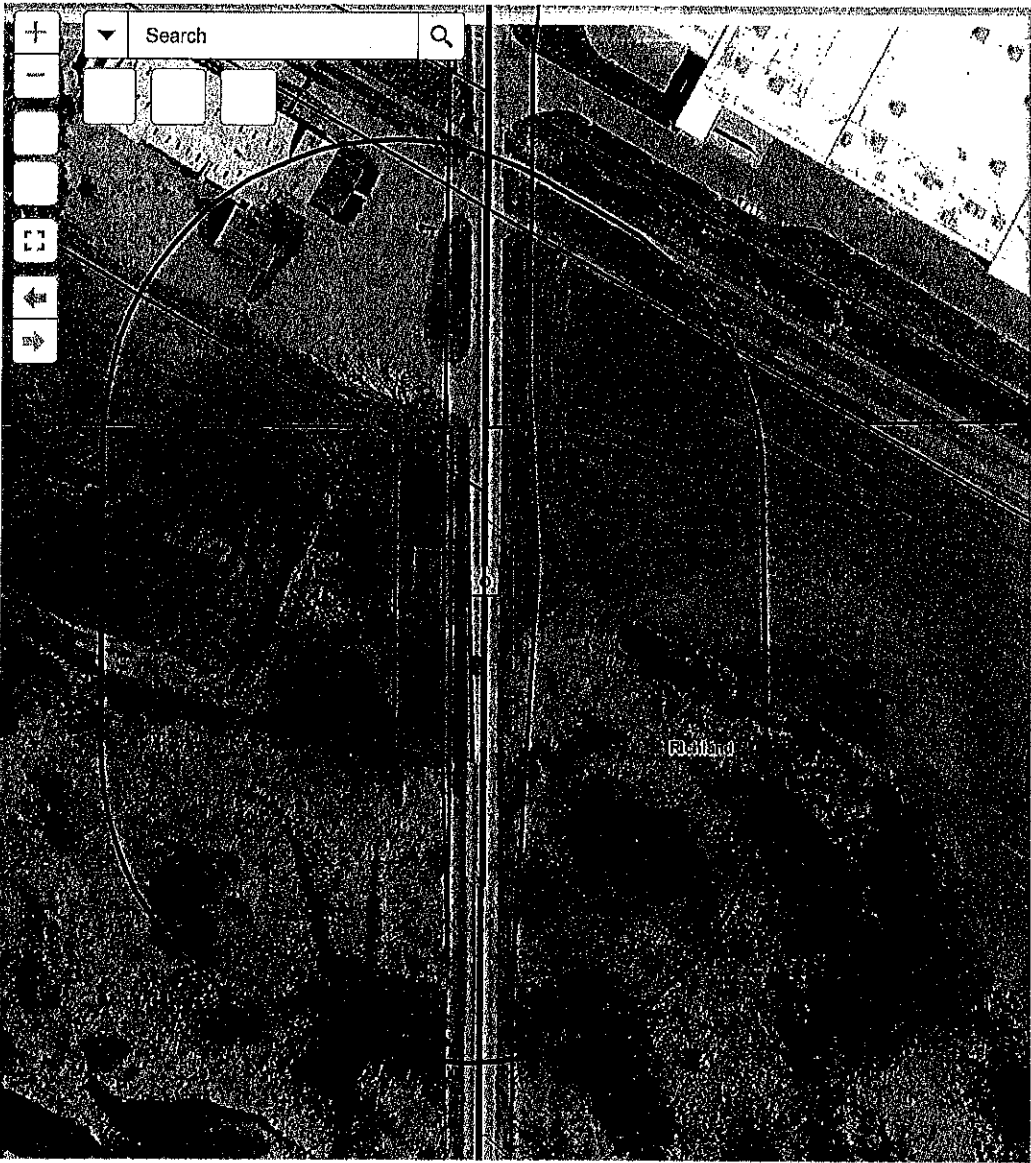
02227441000
SCHMITZ FARMLAND LLC
25360 COUNTY HWY RC
RICHLAND CENTER WI 53581

02227441100
RICHARD A & MARY J FRUIT
26389 COUNTY HWY N
RICHLAND CENTER WI 53581

02235221100
RICHLAND COUNTY (HWY)
181 W SEMINARY ST
RICHLAND CENTER WI 53581

27626321300
RICHLAND COUNTY (RR)
181 W SEMINARY ST
RICHLAND CENTER WI 53581

Item 5.



Public Notification

Select or search for a feature in the map

Select

Clear

Apply a search distance

Addressee Layer

Format

13 addressees found; do you want to continue?

Download

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

List the names and addresses of the owners of all real estate within 200 feet of all property lines:

Name	Address

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

2) Conditional Use Permit Evaluation and Report to City Council

When reviewing an application for a conditional use, the local government must look to the requirements and conditions found in the local zoning ordinance and determine if the applicant meets those requirements and conditions. The local government must provide substantial evidence supporting their decision to grant or deny the permit, and to impose additional conditions on the permit. **Substantial evidence** means facts and information, directly relating to the requirements and conditions, that a reasonable person would accept in support of a conclusion. Personal preferences and speculation are not sufficient forms of evidence. All requirements and conditions imposed by the local government must be reasonable, and to the extent practicable, measurable.

Ordinance Requirements

List ordinance requirements related to the conditional use:

-
-

Does the applicant meet all of the ordinance requirements? Yes No

Provide substantial evidence supporting this conclusion:

Permit Conditions

A local government is authorized to impose conditions on the permit that relate to the purpose of the ordinance. Conditions must be reasonable, and to the extent practicable, measurable. Conditions may limit the permit's duration, transfer, or renewal.

List conditions imposed on the permit:

Condition 1:

Reason and Evidence:

Ordinance Requirements
An ordinance often lists requirements in multiple locations. Look for requirements that apply generally to all conditional uses, as well as those that apply to specific uses.

Tip: Answer yes or no to each ordinance standard, then provide information supporting your conclusion.

Ordinance Purpose
In order to provide support for your conditions, refer to the general purpose statement found at the beginning of your ordinance (usually referencing public health, safety and welfare), and detailed purpose statements describing zoning districts and other special provisions.

Tip: Provide facts and information supporting each condition. Refer to the definition for "substantial evidence" provided above.

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Condition 2: _____

Reason and Evidence: _____

Condition 3: _____

Reason and Evidence: _____

Condition 4: _____

Reason and Evidence: _____

Date reviewed by Zoning Department _____

Comments by the Zoning Department: _____

Approval Recommended with the conditions stated above.

Denial Recommended for the following reasons: _____

Signature of Zoning Administrator

Date

Date referred to Planning Commission _____

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Date reviewed by Planning Commission 5/29/2023

Recommendation from the Planning Commission: _____

- Approval Recommended with the conditions stated above.
- Denial Recommended for the following reasons: _____

Signature of Planning Commission Member Date

Date Referred to City Council _____

CITY OF RICHLAND CENTER

Conditional Use Permit 01-2023 Electric Motor Rebuild and Sales

John Fjelsted
 JEDS Electric Motors
 022-2744-1100
 26788 County Highway O (site address)
 491 North Church Street – Applicants Address
 Extraterritorial Zoning – Industrial Zoning District
 Joint Planning Commission and ETZ Board Meeting – March 29, 2023 – 5:30 PM
 Public Hearing April 4, 2023 – 6:30 PM

Comprehensive Plan:

Vision Statement

The City of Richland Center Vision 2032 states, "Recognition of, and investment in, Richland Center's many great assets will make us a prosperous place to live and a choice destination for visiting."

Goals:

Economic Development, Housing, and Transportation Goal: Build a resilient economy by supporting local businesses, fostering entrepreneurship and increase housing options through effective marketing, focusing on the downtown and creating a robust tourism destination.

Land Use Goal: Land use policies and zoning that maximize the available opportunities and encourages residential, commercial, and industrial development.

Land Use Goal: Follow the Future Land Use identified within this chapter to inform any future zoning and land acquisition. – Current map shows the area next to Commercial and Industrial.

Land Use Strategies:

- **Strategy 1** – Maximize the current opportunities. Additionally, the city should empower residents to take advantage of the resources they have and permit by-right land uses that empower entrepreneurship, ...

Implementation Strategies:

- **Strategy 1** – Implementation and Continual Improvement. Use this Comprehensive Plan and the Market Analysis and Action Plan, as "living documents" to guide decision-making and measure progress. Utilize the Plan-Do-Study-Act (PDSA) cycle to embed the plan into the city operations and develop a culture of continual improvement.

Property is located within the City of Richland Center extraterritorial zoning and is zoned as industrial.

475.08 (3) Conditional Used in a "C" Commercial District. Within any "C" Commercial District no structure or land shall be used for any of the following uses except with a Conditional Use Permit:

4. Auto Repair garage or facility

18. Electrical service, heating, plumbing, appliances, upholstery or air conditioning service shop.

29. Similar uses, provided the structure in which the use is carried out shall not be located within one hundred (100) feet of any "R" District.

475.10 (1) Permitted Uses in "I" Districts. Within any "I" District, no structure or land shall be used except for one or more of the following uses:

(a) Any non-residential use which is either a permitted use or a conditional use in a "C" District, except off-premises sign or billboard and also except any such use which is a conditional use in this district.

CONDITONS:

- A. THE SITE HAS REASONABLE ACCESS TO ROADS AND HIGHWAYS.**
- B. IS THE PROJECT, SITE, LOCATION DESIGNED TO MINIMIZE TRAFFIC CONGESTION AND THE POTENTIAL EFFECT ON TRAFFIC FLOW?**
 - a. Traffic Count on County Trunk Highway O is 1200 ADT**

THESE ARE THE CONDITIONS SET FORTH IN SECTION 475.05 (7) CONDITIONAL USE PERMITS:

- 1. In granting a conditional use permit, the City Council may impose such conditions or limitations as it considers necessary to protect the public health, safety and welfare, any such conditions or limitations may include a time limit for the conditional use to exist or for the operation or activity permitted by the permit to be carried on.**
- 2. A conditional use permit shall become void one (1) year after it was granted unless within the year the permitted use is actually commenced, or within such extension of the period as the City Council within the year may provide.**
- 3. A conditional use permit, when issued, is personal to the permittee, and the permit shall not be deemed to run with the land. Any transfer of ownership of a lot for which a conditional use permit has been issued, whether legal or equitable, shall automatically terminate and void any previously issued conditional use permit affecting the lot.**
- 4. A conditional use permit may, at the time of its issuance, contain a limitation to a stated period of time, and upon the expiration of such period the permit shall be void and the formerly permitted activity must then forthwith cease.**
- 5. Must obtain sanitary permit from Richland County prior to issuance of land use permit from Zoning Administrator and building permit by Building Inspector.**
- 6. Must meet plans and specifications at time of application and any modifications made during the Joint Planning Commission and ETZ Board meeting or at the Common Council meeting.**
- 7. Applicant is responsible for any Federal, State, County and/or local permits.**

Conditional Uses Criteria. In reviewing the conditional use, the City of Richland Center shall consider the following:

- o The erosion potential of the site based on topography, drainage, slope, soil type, and vegetative cover and mitigation of erosion potential.
- o The prevention and control of water pollution, including sedimentation, and the potential impacts on floodplain and wetlands.
- o Whether the site has adequate utilities including, if necessary, acceptable disposal systems.
- o Whether the site has reasonable access to roads and highways.
- o Whether the site has suitable, ingress and egress.
- o Whether the site is designed to minimize traffic congestion, and the potential effect on traffic flow.

Adherence to Conditions. The City of Richland Center shall have the authority to attach such conditions and restrictions on the establishment, location, maintenance, and operation of the conditional use as it deems necessary to ensure the conditional use adheres to the purpose and review criteria of this chapter. Such conditions shall be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence. For purposes of section 1.09(4), substantial evidence is defined as facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

Approval or Denial. If an applicant meets or agrees to meet all the requirements and conditions specified in this ordinance and those imposed by the City of Richland Center, the City of Richland Center shall grant the conditional use permit. The applicant must demonstrate that the application and all requirements and conditions established by the City of Richland Center relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The City of Richland Center's decision to approve or deny the conditional use permit must be supported by substantial evidence.

Recording. If applicable, prior to commencing the authorized activity on the site and obtaining any necessary land use permits, the zoning administrator may require the property owner to record notice against the property of the approved use, applicable plans, and conditions of approval with the county Register of Deeds.

Time Limits Associated with Conditional Use. If the conditional use is not initiated by securing a land use permit within 365 days of the date of the approval, the conditional use shall be considered void. The applicant may apply, without a fee, and the City of Richland Center may grant a one-time 365-day extension provided that a written request for extension is submitted to the zoning administrator before the original expiration date. If a use or activity associated with a previously approved conditional use ceases for 365 days or more after first being established on the property, the use will be deemed to have been terminated and the property owner or authorizing agent must reapply and obtain another conditional use before recommencing the use or activity.

Effect of Denial. No application that has been denied under this section may be resubmitted for a period of 365 days from the date of final City of Richland Center action, except on grounds of new evidence or proof of changes of factors found valid by the City of Richland Center.

Monitoring and Potential Revocation of a Conditional Use. The City of Richland Center or zoning administrator may require evidence and guarantees as either may deem necessary as proof that approved plans are being followed, required conditions are being met, and review criteria are being satisfied for conditional use at all times. If the City of Richland Center or zoning administrator finds that the approved plans are not being followed or that the review criteria of this section are not satisfied or the conditions attached to the permit are not complied with, the zoning administrator may suspend the permit and promptly schedule a public hearing before the City of Richland Center, at which the permit holder and other interested parties shall have the right to present evidence. If the City of Richland Center finds that the approved plans are not being followed, that the review criteria of this section are not satisfied, or that the conditions attached to the permit have not been complied with, the City of Richland Center may revoke or modify the conditional use permit.

Expansion of Conditional Use. The expansion of any use approved by a conditional use shall require an application and review by the City of Richland Center. What constitutes an expansion of use shall be determined by the zoning administrator.

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

3) The Decision

The information provided in this document represents the application, review and report for a conditional use permit. If the applicant for the permit meets, or agrees to meet, all of the requirements found in the zoning ordinance and all conditions imposed on the permit, the local government is required to grant the permit.

Based on the above findings of fact, conclusions of law, and the record in this matter, the permit is:

Approved, with the conditions stated above.

Denied, for the following reasons:

Signature of Representative of City Council

Date

Applicant Responsibility

The applicant must provide substantial evidence demonstrating that the application and all requirements and conditions established by the local government are or shall be satisfied. Once granted, the conditional use permit will remain in effect as long as the permit requirements and conditions are met, subject to limits imposed on the permit's duration, transfer, or renewal. If the permit holder fails to meet any of the permit requirements or conditions, the local government may revoke the permit.

Tip: When denying a permit, state the ordinance requirements or conditions that cannot be met.

Long-Term Compliance
Consider the following techniques to help ensure long-term compliance:

- Record permit requirements and conditions directly on the deed for the property, or note how and where they are recorded and may be accessed.
- Require periodic compliance reporting as a condition of the permit.
- Consider requiring a cash or surety bond for projects involving large capital expenditures.
- Provide funding for local government monitoring and enforcement.

The applicant acknowledges and agrees to take the necessary steps to meet the permit requirements and conditions.

Comments: _____

Signature of applicant

Date

A Note on Application and Decision Forms
Application forms and supporting materials should clearly describe each ordinance requirement and prompt the applicant to show how they meet those requirements. Staff can be an invaluable resource in helping the applicant understand the terms of the ordinance and how to navigate the development review process. Written decision forms and checklists for local decision-makers are not required, but greatly aid in documenting the process and decision. Use forms to prompt local government officials to consider each ordinance requirement and provide facts and information supporting their decision and conditions.

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Exhibits

Exhibit 1.1 -

400.05 (7) Conditional Use Permits. [As Amended by Ord 2004-10 and 2014-9]

The procedure for issuance and enforcement of conditional use permits is as follows:

(a) Application. Persons applying for a conditional use permit shall fill out completely and file with the Zoning Administrator an Application for Conditional Use Permit form, which form shall be furnished by the City. The Conditional Use Permit form shall be signed by the land owner and by any person seeking the conditional use permit, if that person is not the same as the land owner. The applicant shall pay over to the Zoning Administrator the prescribed fee for the requested permit. [History Ord 1998-5]

(b) Initial Review by Zoning Administrator; Referral to Planning Commission. The Zoning Administrator shall review the filed application to determine whether the application is fully and correctly filled out. The Zoning Administrator may require the applicant to furnish as part of the application any additional information which the Zoning Administrator deems necessary to an evaluation of the merits of the application. Once the Zoning Administrator is satisfied that the application is fully and correctly filled out and any requested additional information has been received, the Zoning Administrator shall refer the application to the Planning Commission. [Amended by Ord 2014-9]

(c) Notice of Application to Neighboring Landowners; Consideration by the Planning Commission. The Planning Commission shall consider the application at its next regular meeting which will allow for the seven (7) day notice provided herein. The City Clerk shall mail notice of the application and of the Planning Commission meeting at which the application will be considered to the applicant and to the owner of each property located within 200 feet of the outside boundaries of the land which is the subject of the application not less than seven (7) days

Oct 31, 2017

400-34

400.05 thru 400.11

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Exhibit 1.2

prior to the meeting. Failure to mail the notice to all landowners, providing it is unintentional, or failure of a property owner to receive the notice, shall not invalidate the proceedings. [Amended by Ord 2014-9]

(c) Notice of Application to Neighboring Landowners; Consideration by the Planning Commission. The Planning Commission shall consider the application at its next regular meeting which will allow for the seven (7) day notice provided herein. The City Clerk shall mail notice of the application and of the Planning Commission meeting at which the application will be considered to the applicant and to the owner of each property located within 300 feet of the outside boundaries of the land which is the subject of the application not less than seven (7) days prior to the meeting. Failure to mail the notice to all landowners, providing it is unintentional, or failure of a property owner to receive the notice, shall not invalidate the proceedings. [Amended by Ord 2014-9 and by Ord 2017-5]

(d) Request for Additional Data or Information. The Planning Commission may request from the applicant any additional data or information which it deems necessary to an evaluation of the merits of the application. A request by regular mail to the applicant at the address shown on the application shall constitute a valid demand for any such data. Alternatively, the Planning Commission may make such request verbally to the applicant at any meeting where the applicant is present, which also constitutes a valid request. [History: Ord 1997-13]

(e) Optional Public Hearing before Planning Commission. The Planning Commission may, in its discretion, hold a public hearing on any application for a conditional use permit. If the Planning Commission determines to hold such a public hearing, it shall give notice thereof by publishing a Class I notice under chap. 985 Wis. Stats. in the official City newspaper. If the Planning Commission has held such a public hearing, the Commission's report shall contain or have appended thereto a list of the persons who appeared at the public hearing and a brief synopsis of each person's testimony or statement made at the public hearing.

(f) Report of Planning Commission. The report and recommendation of the Planning Commission, which may be in the form of minutes of the meeting at which the matter was considered by the Commission, shall be transmitted to the City Clerk, who shall thereafter place the matter on the agenda of the City Council at an upcoming regular City Council meeting no more than ninety (90) days after the completed application has been submitted by the applicant. [Amended by Ord 2014-9]

(g) Council Action. The City Council shall take action on the application within sixty (60) days after receiving the report from the Plan Commission. However, the Council may deny or defer indefinitely consideration of any application when the applicant has been duly requested by the Zoning Administrator, the Planning Commission or by the Council to furnish additional information or data and the applicant has failed to do so, which such failure shall toll the 60 day period. The City Council may, in its discretion, hold a public hearing on any application for a conditional use permit, but is not required to do so. If the Council determines to hold such a

Oct 31, 2017

400-35

400.05 thru 400.11

City of Richland Center

Item 5.

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Exhibit 1.3

public hearing, it shall give notice thereof by publishing a Class 1 notice under chap. 985 Wis. Stats. in the official City newspaper. [Amended by Ord 2014-9]

(h) Criteria. Each request for a conditional use approval shall consider the following criteria in addition to any other criteria which the City Council deems appropriate:

1. The request is consistent with applicable provisions of the comprehensive plan.
2. The request is compatible with the existing or allowable uses of adjacent properties.
3. The request can demonstrate adequate public facilities, including roads, drainage, potable water, sanitary sewer, and police and fire protection exist or will exist to serve the requested use at the time such facilities are needed.
4. The request can demonstrate adequate provisions for maintenance of the use granted by the conditional use permit and associated structures approved under said permit.
5. The request has minimized, to the degree possible, adverse effects on the natural environment.
6. The request will not create undue traffic congestion
7. The request will not adversely affect the public health, safety and welfare.
8. The request conforms to all applicable provision of this code. [History Ord 2002-2]

(i) City Council's Options. A request for a conditional use permit may be approved, approved with conditions or limitations or denied. [Amended by Ord 2014-9]

(j) Imposition of Conditions or Limitations. In approving the grant of a conditional use permit, the City Council may impose such conditions or limitations on the permit as it considers necessary to protect the public health, safety and welfare, and any such conditions or limitations may include a time limit for the conditional use to exist or for the operation or activity permitted by the permit to be carried on. The City Council may provide for an expiration date of a conditional use permit in order to enable a review of the use or the property under the permit, and may, if satisfied after such review that the use of the property pursuant to the conditional use permit is satisfactory, renew the permit or may add additional conditions or limitations on the permit as a condition of renewal. If the City Council determines that the permittee has committed serious or repeated violations of the conditions or limitations on the permit or that renewal of the permit adversely affects the public health, safety and welfare it may refuse to renew the permit. [Amended by Ord 2014-9]

Oct 31, 2017

400-36

400.05 thru 400.11

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Exhibit 2 –

Wis. Stat. 62.23(7)(de)

Parallel wording found in Wis. Stat. 59.69(5e), 60.61(4e) and 60.62(4e)

Substitute the terms county, town or village for city

Effective date 11-28-17

(de) Conditional use permits.

1. In this paragraph:

a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.

b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

2.

a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.

b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.

3. Upon receipt of a conditional use permit application, and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.

4. Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.

5. If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

Exhibit 3 –

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Plan Commission Handbook

Chapter 7
Zoning Regulations

CONDITIONAL USES

A conditional use or special exception is a tool designed to introduce flexibility into the zoning ordinance. For each zoning district, the ordinance will usually describe uses that are allowed by right, uses that may be allowed if specified standards are met, and uses that are prohibited. The second type of use is known as a conditional use, special use or special exception. Exceptions may also be made for minor deviations from dimensional requirements (such as setbacks or height limits), and for specified construction activities (such as filling and grading near navigable waters). Throughout the remainder of the text, these terms will be considered together and referred to as conditional uses.

A conditional use must be specifically listed in the zoning ordinance.⁴⁰ Unlike a permitted use, however, a conditional use is not allowed by right at all locations in a district. Rather, it must undergo special review by the plan commission, governing body, or zoning board to determine if it is appropriate for the site.

Conditional Use or Special Exception?

Wisconsin courts have utilized the terms conditional use, special use, and special exception interchangeably. However, some Wisconsin communities make a distinction.

Conditional use is generally used to refer to specified uses of a property that may be allowed under certain circumstances (i.e. gas station, landfill).

Special exception is more commonly used to refer to minor deviations from dimensional requirements (i.e. setback, height).

Adapted from: Olson, Daniel M. "Zoning Tools: Conditional Uses and Special Exceptions." *The Municipality*, October 2008. League of Wisconsin Municipalities.

The local zoning ordinance should identify which body has authority to decide conditional use permits.⁴¹ If the governing body is authorized to decide conditional uses, it may request a recommendation from the plan commission.⁴²

Process for Deciding Conditional Use Permits

The process for deciding conditional use permits should be described in the local zoning ordinance. Common steps are outlined below:

1. Application for conditional use permit. The application for a conditional use permit must be complete by the first time that notice is given for the final public hearing on the matter, unless an ordinance expressly allows later submission of information.⁴³ The applicant has the burden of proof of showing that they meet the standards outlined in the local ordinance.⁴⁴
2. Notice and public hearing. Because the decision to grant or deny a conditional use permit is quasi-judicial, local decision-makers must follow the rules of procedural due process. Among other things, this means that testimony should be limited to the public hearing, decisions should be based on pre-determined standards, and decision-makers should be impartial. Public notice requirements also apply and are described on page 12.
3. Decision by governing body, plan commission or zoning board. The authorized permit review body has authority to grant or deny the permit⁴⁵ based on general or specific

⁴⁰ *Foresight, Inc. v. Babl*, 211 Wis. 2d 599, 565 N.W.2d 279 (Ct. App. 1997).

⁴¹ Wis. Stat. §§ 59.694(1) & (7)(a) and 62.23(7)(a)1 & 7.

⁴² A member of the governing body who serves on the plan commission should not participate in both decisions. *League of Wisconsin Municipalities, Zoning Caption #45*.

⁴³ *Weber v. Town of Saukville*, 209 Wis. 2d 214, 562 N.W.2d 412 (1997).

⁴⁴ *Edward Krasner & Sons, Inc. v. Sauk County Bd. of Adjustment*, 183 Wis. 2d 1, 515 N.W.2d 256 (1994).

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Plan Commission Handbook

Chapter 7
Zoning Regulations

standards laid out in the local zoning ordinance.⁴⁶ These standards often relate to site suitability or compatibility with neighboring land uses due to factors such as noise, odor or traffic. The applicant must demonstrate that the proposed project complies with each standard in the ordinance. The permit review body may impose conditions on development consistent with the ordinance standards and objectives.⁴⁷

4. **Filing and notice of decision.** The decision to grant or deny the permit, including any associated conditions, should be promptly filed in the planning and zoning office and provided to the landowner. A reasonable time limit within which an appeal may be filed should be specified in the local zoning ordinance. If no such provisions are made, the appeal period begins when an aggrieved party finds out about the decision⁴⁸ or is given notice of the decision.⁴⁹

Notice Requirements

Advance notice of meetings or hearings to decide conditional use permits should be provided to the following parties:

- **News media.** Notice must be provided in writing or by phone, fax or email to any news media that have filed a written request. Notice must also be provided to the government unit's official newspaper, or if there is no official newspaper, to other media likely to give notice in the affected area.⁵⁰

⁴⁶ *Village of DeForest v. County of Dane*, 211 Wis. 2d 804, 816, 565 N.W.2d 296 (Ct. App. 1997).

⁴⁷ *Edward Krasner & Sons, Inc. v. Sauk County Bd. of Adjustment*, 183 Wis. 2d 1, 515 N.W.2d 256 (1994).

⁴⁸ *Rainbow Springs Golf Co. v. Town of Mukwonago*, 2005 WI App 163, 284 Wis. 2d 519, 702 N.W.2d 40.

⁴⁹ *State ex. rel. DNR v. Walworth County Bd. of Adjustment*, 170 Wis. 2d 406, 414, 489 N.W.2d 631 (Ct. App. 1992).

⁵⁰ *State ex. rel. Brookside Poultry Farms, Inc. v. Jefferson County Bd. of Adjustment*, 131 Wis. 2d 101, 117-18, 388 N.W.2d 593 (1986).

⁵¹ Wis. Stat. § 19.84.

- **Parties in interest.** Notice should be mailed to 'parties in interest' including the applicant, nearby property owners, and others as specified by local ordinance.⁵¹ Many counties provide notice to affected towns, but are not specifically required to do so by statute.
- **Department of Natural Resources.** Written notice must be provided to the appropriate local DNR office at least 10 days prior to hearings for shoreland, shoreland-wetland, and floodplain zoning.⁵²

Attaching and Tracking Conditions

Conditions attached to a conditional use permit should be designed to diminish the adverse impacts of the use on the district. For example, a daycare facility might be allowed as a conditional use in a residential district subject to parking, fencing and signage requirements.

How Do You Develop Conditions?

Conditions are usually developed in one of three ways. They may be:

1. listed in the local zoning ordinance for the district.
2. recommended by zoning staff during the public hearing or in a staff report, or
3. developed by the permit review body at the conclusion of the public hearing.

Permit conditions that are routinely imposed for similar projects should be adopted by ordinance as minimum standards for approval. Incorporating standards in the ordinance allows permit applicants to anticipate and plan for design, location, and construction requirements.

⁵¹ Wis. Stat. §§ 59.694(6) & 62.23(7)(e)6 which apply to zoning boards deciding appeals, variances and conditional use permits. Presumably, the requirements also apply to the governing body or plan commission.

⁵² Wis. Admin. Code §§ NR 115.05(4)(h) & NR 116.20(2)(c).

City of Richland Center

Conditional Use Permit – Application, Evaluation, Reporting and Decision Form

Plan Commission Handbook

Chapter 7
Zoning Regulations

► **Time Limits, Modification and Revocation of Permits**
 Once a conditional use permit is granted, subsequent owners of the property are generally allowed to continue the use subject to limitations imposed in the original permit.⁵⁶ However, there are some exceptions to this rule. Communities may issue a limited-term permit for uses that are temporary in nature, such as a gravel pit or annual concert series. Permits can also be revoked or conditions added if the owner changes the use or violates permit conditions.⁵⁷ Revoking a conditional use permit is not considered a taking without just compensation because a conditional use permit is a type of zoning designation and not a property right.⁵⁸

If a zoning code amendment removes the conditional use that was the basis for a permit, the conditional use permit becomes void.⁵⁹ In situations like this, the use is allowed to continue as a nonconforming use. However, the permit conditions are not enforceable.

► **Reconsideration and Appeal of Decisions**
 A person who is dissatisfied with a decision of the plan commission may ask to have their case reheard multiple times hoping for the answer they desire. Courts have found that requests for re-hearings can be denied unless there is a significant change in the project proposal, new information relevant to the decision, or a reversible error in the original process or decision.⁶⁰

⁵⁶ See Rohan, *Zoning and Land Use Controls*, sec. 44.01[4], p. 44-18, and Anderson, *American Law of Zoning* 3d, vol. 3, sec. 21.32, p. 754-5.

⁵⁷ Action may be taken following notice and a public hearing. *Hartland Sportsman's Club v. Town of Delafield*, 35 F.3d 1198 (7th Cir. Wis. 1994) and *Bettendorf v. St. Croix County Bd. of Adjustment*, 224 Wis. 2d 735, 591 N.W.2d 916 (Ct. App. 1999).

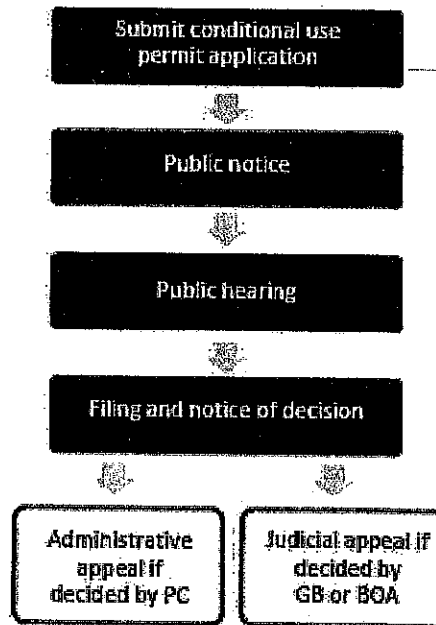
⁵⁸ *Rainbow Springs Golf v. Town of Mukwonago*, 2005 WI App 163, 284 Wis. 2d 519, 702 N.W.2d 40.

⁵⁹ *Hussein v. Village of Germantown Bd. of Zoning Appeals*, 2011 WI App 96, 334 Wis. 2d 764, 800 N.W.2d 551.

⁶⁰ *Tatoka v. City of Waukesha Bd. of Zoning Appeals*, 220 Wis. 2d 656, 583 N.W.2d 871 (Ct. App. 1998);

Likewise, a person may appeal a decision of the plan commission. Appeal of conditional use decisions is handled differently depending on the body that made the initial decision to grant or deny the permit. The diagram below shows the relationship between the initial decision-making body and the appropriate appeal body. Conditional use decisions of the plan commission are appealed to the zoning board of adjustment or appeals, unless the ordinance provides an alternate mechanism of appeal to the governing body.⁶¹ Conditional use decisions of the governing body or zoning board are appealed directly to circuit court.⁶²

Conditional Use Permit Application and Appeals



PC – Plan Commission, GB – Governing Body, BOA – Board of Adjustment/Appals

Goldberg v. Milwaukee Bd. of Zoning Appeals, 115 Wis. 2d 517, 340 N.W.2d 558 (Ct. App. 1983)

⁶¹ *League of Woman Voters v. Outagamie County*, 113 Wis. 2d 313, 334 N.W.2d 887 (1983); *State ex. rel. Brookside Poultry Farms, Inc. v. Jefferson County Bd. of Adj.*, 131 Wis. 2d 101, 388 N.W.2d 593 (1984).

⁶² *Town of Hudson v. Hudson Town Bd. of Adjustment*, 158 Wis. 2d 263, 461 N.W.2d 827 (Ct. App. 1990); *Magnolia Twp. V. Town of Magnolia*, 2005 WI App 119, 284 Wis. 2d 361, 701 N.W.2d 60.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 4/5/2023 ending: 6/30/2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Richland Center.
 Village of }
 City of }

County of Richland Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number Item 6.	
456-1031224710-04	
FEIN Number <u>92-2229487</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>23.84</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>119.18</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>29.73</u>
TOTAL FEE	\$ <u>172.74</u>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
La Frutanga LLC 1450 Veterans Drive Richland Center WI 53581

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>LaCayo</u>	<u>Marlon</u>	<u>J</u>	<u>600 Prospect of Highland WI 53543</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name La Frutanga Business Phone Number (608) 475 0536
 2. Address of Premises 1450 Veterans Drive RC WI Post Office & Zip Code 53581

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
Main floor and Basement

4. Legal description (omit if street address is given above): _____
 5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? New White House

Item 6.

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** Yes No

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? **If yes, explain.** Yes No

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** Yes No

9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 2/9/23 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** Yes No

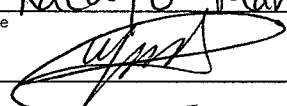
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** Yes No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Kacayo Marlon</u>	Title/Member <u>owner</u>	Date <u>02/16/23</u>
Signature 	Phone Number <u>608-475-0536</u>	Email Address <u>lafitangwi@gmail.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>2-16-23</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
hacayo		Marlon		S	
Home Address (street/route)		Post Office	City	State	Zip Code
600 Prospect st			Highland.	WI	53543
Home Phone Number			Age	Date of Birth	Place of Birth
608-475-0536			32.	03/01/1990	Miami Florida

The above named individual provides the following information as a person who is (check one):

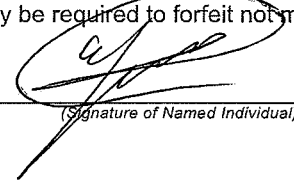
- Applying for an alcohol beverage license as an **individual**.
 - A member of a **partnership** which is making application for an alcohol beverage license.
 - _____ of _____
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 7 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending. _____
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. La Fritanga 1450 veterans Drive Richland Center WI 53581
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. La Fritanga 1450 veterans Drive Richland Center WI 53581
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Los Amigos II	100 W Main St Richland Center	2018	2023
Los Amigos	135 E Main Plattville WI	2016	2018

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.



(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Item 6.

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Richland Center County of Richland

The undersigned duly authorized officer/member/manager of La Fritanga LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as La Fritanga LLC
(Trade Name)

located at 1450 Veterans Drive Richland Center WI 53581

appoints Marlon S Lacayo
(Name of Appointed Agent)

600 Prospect St Highland WI 53543
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
La Fritanga LLC

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? _____

Place of residence last year Highland WI

For: La Fritanga LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Marlon Lacayo, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 02-16-23 Agent's age 32
(Signature of Agent) (Date)

600 prospect st Highland WI 53543 Date of birth 03/01/1990
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 2-20-2023 by [Signature] Title Police Chief
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

To whom it may concern,

If these persons and business are qualified to hold a license and is acceptable to the governing body, I, Jennifer Coppernoll, the legal representative for The New White House Inc. give consent to release our current liquor license (lic.# 165) for the purpose of use at the new restaurant (DBA La Fritanga, LLC) located within The New White House, Ramada, 1450 Veterans Drive, Richland Center, WI 53581. La Fritanga, LLC., is owned and operated by Marlon Jose Lacayo and Carolina Denise Martinez Calero.

Please let me know if you have any questions or concerns.

Sincerely,

Jennifer Coppernoll 3/23

Jennifer Coppernoll

ktijenny@gmail.com

608-604-9115

The New White House Inc

2/16/2023

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

Item 7.

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 01/24/2023

Town Village City of Richland Center County of Richland

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/17/2023 and ending 06/17/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Greater Richland Area Chamber of Commerce

(b) Address 397 West Seminary Street, Richland Center, WI (Street) Town Village City

(c) Date organized 08/10/2017

(d) If corporation, give date of incorporation 08/10/2017

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: []

(f) Names and addresses of all officers:

President Chistie Adsit 27105 Maple Ridge Ln. Richland Center WI

Vice President Craig Woodhouse 560 N. Central Ave. Richland Center WI

Secretary Katie Bedward 18361 Old P. Muscoda WI

Treasurer Darcy Ewing 17797 Dayton Ridge Rd. Richland Center WI

(g) Name and address of manager or person in charge of affair: Sean Walsh 23887 County Highway E Richland Center, WI 53581

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 950 North Oragne Street

(b) Lot All Block 49 Schoolcraft

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Taste Of The Hills

(b) Dates of event June 17, 2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Chistie Adsit (Signature/date)

Officer Craig Woodhouse (Signature/date)

Date Filed with Clerk 3/23/2023

Date Granted by Council

Richland Chamber of Commerce (Name of Organization)

Officer Darcy Ewing (Signature/date)

Officer Kathleen M. Bedward (Signature/date)

Date Reported to Council or Board

License No.

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

Item 8.

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 01/24/2023

Town Village City of Richland Center County of Richland

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 07/21/2023 and ending 07/21/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Greater Richland Area Chamber of Commerce

(b) Address 397 West Seminary Street, Richland Center, WI

(c) Date organized 08/10/2017

(d) If corporation, give date of incorporation 08/10/2017

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:
President Chistie Adsit 27105 Maple Ridge Ln. Richland Center WI
Vice President Craig Woodhouse 560 N. Central Ave. Richland Center WI
Secretary Katie Bedward 18361 Old P. Muscoda WI
Treasurer Darcy Ewing 17797 Dayton Ridge Rd. Richland Center WI

(g) Name and address of manager or person in charge of affair: Sean Walsh 23887 County Highway E Richland Center, WI 53581

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 950 North Oragne Street

(b) Lot All Block 49 Schoolcraft

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Mid Summers Night Market

(b) Dates of event July 21, 2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Chistie Adsit (Signature/date)

Officer Craig Woodhouse (Signature/date)

Date Filed with Clerk 3/23/2023

Date Granted by Council

Richland Chamber of Commerce (Name of Organization)

Officer Darcy Ewing (Signature/date)

Officer Kathleen M. Bedward (Signature/date)

Date Reported to Council or Board

License No.

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

Item 9.

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 01/24/2023

Town Village City of Richland Center County of Richland

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/18/2023 and ending 08/18/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Greater Richland Area Chamber of Commerce

(b) Address 397 West Seminary Street, Richland Center, WI (Street) Town Village City

(c) Date organized 08/10/2017

(d) If corporation, give date of incorporation 08/10/2017

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: []

(f) Names and addresses of all officers:

President Chistie Adsit 27105 Maple Ridge Ln. Richland Center WI

Vice President Craig Woodhouse 560 N. Central Ave. Richland Center WI

Secretary Katie Bedward 18361 Old P. Muscoda WI

Treasurer Darcy Ewing 17797 Dayton Ridge Rd. Richland Center WI

(g) Name and address of manager or person in charge of affair: Sean Walsh 23887 County Highway E Richland Center, WI 53581

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 950 North Oragne Street

(b) Lot All Block 49 Schoolcraft

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Mid Summers Night Market

(b) Dates of event August 18, 2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Chistie Adsit (Signature/date)

Officer Craig Woodhouse (Signature/date)

Date Filed with Clerk 3/23/2023

Date Granted by Council

Richland Chamber of Commerce (Name of Organization)

Officer Sean Walsh (Signature/date)

Officer Kathleen M Bedward (Signature/date)

Date Reported to Council or Board

License No.

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

Item 10.

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 01/24/2023

Town Village City of Richland Center County of Richland

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/15/2023 and ending 09/15/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association
(a) Name Greater Richland Area Chamber of Commerce
(b) Address 397 West Seminary Street, Richland Center, WI
(c) Date organized 08/10/2017
(d) If corporation, give date of incorporation 08/10/2017
(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
(f) Names and addresses of all officers:
President Chistie Adsit 27105 Maple Ridge Ln. Richland Center WI
Vice President Craig Woodhouse 560 N. Central Ave. Richland Center WI
Secretary Katie Bedward 18361 Old P. Muscoda WI
Treasurer Darcy Ewing 17797 Dayton Ridge Rd. Richland Center WI
(g) Name and address of manager or person in charge of affair: Sean Walsh 23887 County Highway E Richland Center, WI 53581

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

- (a) Street number 950 North Oragne Street
(b) Lot All Block 49 Schoolcraft
(c) Do premises occupy all or part of building? NO
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

- (a) List name of the event Mid Summers Night Market
(b) Dates of event September 15, 2023

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Chistie Adsit (Signature/date)

Officer Craig Woodhouse (Signature/date)

Date Filed with Clerk 3/23/2023

Date Granted by Council

Richland Chamber of Commerce (Name of Organization)

Officer Darcy Ewing (Signature/date)

Officer Kathleen M Bedward (Signature/date)

Date Reported to Council or Board

License No.

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 11.

Agenda Item: Submission of Notice of Withdrawal from Structural Document related to Economic Development

Meeting Date: 4/4/2023

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

Background: Following the submission of a Notice of Intent to Withdraw, members of the County Board of Supervisors, RED Board, and Common Council have met jointly on three occasions to negotiate potential amendments to the Structural Document or other options for continued collaboration.

After a 90-day period from the date a Notice of Intent to Withdraw was submitted, the City may choose to submit a final Notice of Withdrawal. If submitted, the Structural Document establishing the RED Board would no longer be in effect and the Economic Development Director may assume full City employment. If the City takes no action, the current agreement and structure are sustained.

Regardless of the City's previous action, with a planned reduction in the County's 2024 financial contribution for Economic Development, the Structural Document would require revision or replacement prior to 2024.

After issuing the final Notice of Withdrawal, joint meetings, discussions, and collaboration with the County and members of the RED Board may continue. The intent to issue a Notice of Withdraw is not to cease communication or collaboration. Rather, it's to execute the process the City initiated in December 2022 which will solidify the position of Economic Development Director within the City of Richland Center.

Requested Action: Motion to adopt Resolution 2023-TBD authorizing the issuance of a Notice to Withdraw to Richland County.

RESOLUTION 2023 - TBD

RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER AUTHORIZING THE SUBMISSION OF A NOTICE OF WITHDRAWAL FROM THE STRUCTURAL DOCUMENT

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

WHEREAS, it is uncertain whether Richland County will have the ability to provide long-term financial contributions as dictated by the Structural Document; and

WHEREAS, given the financial uncertainty, the City took action to safeguard the future of the Economic Development Department by assuming full responsibility; and

WHEREAS, after careful deliberation, the City issued a Notice of Intent to Withdraw effective 1/1/2023; and

WHEREAS, designated members from the Common Council, County Board of Supervisors, and Richland Economic Development (RED) Board have fulfilled their obligation to met jointly to negotiate a new or amended collaborative agreement; and

WHEREAS, after 90 days of service of the Notice of Intent to Withdraw, the City may issue a Notice of Withdrawal to officially terminate the Structural Document and allow the Economic Development Director to assume employment under the City; and

WHEREAS, the City will continue to support and promote economic development within Richland County following the submission of the Notice of Withdrawal; and

WHEREAS, up to and following the effective date of the Notice of Withdrawal, the City is willing to convene with the County Board Supervisors and members of the RED Board to negotiate avenues for continued partnership in support of economic development; and

NOW, THEREFORE, BE IT RESOLVED, the members of the Common Council do hereby authorize issuing Richland County a Notice of Withdrawal from the Structural Document effective 4/4/2023.

APPROVED, by the Common Council of the City of Richland Center on this 4th day of April 2023 by the following vote: AYES: _____, NOS: _____

Adopted this 4th Day of April 2023

Todd Coppernoll, Mayor

Attest:

Aaron Joyce, City Clerk / Treasurer

AGENDA ITEM DATA SHEET

Agenda Item: 12. Transfer of employer of record for Economic Development Director position

Meeting Date: 4/4/2023

Requested by: Ashley Oliphant

Committee Review: Personnel & Insurance Committee and Collaborative Relations Team

Recommendation from Personnel Committee: Motion to approve transitioning the employer of record from Richland County to the City of Richland Center and waiving a formal hiring process for the position of Economic Development Director, effective 4/5/2023.

Background:

Employer of Record. Upon submitting a final Notice of Withdrawal to Richland County, the Structural Document establishing the position of Economic Development Director will no longer be in effect. The employer of record for the position must be transitioned from Richland County to Richland Center.

Hiring policy. The Personnel Handbook lists the requirements for hiring when a position becomes vacant or when a new position is created. The position of Economic Development Director is neither vacant nor new thus negating the need to execute a formal hiring process which includes advertising the position, conducting interviews, etc.

Transition Plan. A transition plan was presented to the Personnel & Insurance Committee and reviewed at a joint meeting of the Collaborative Relations Team. The transition plan outlines recommended action for the City and County. This plan was developed collaboratively between the City and County Administrators.

Requested Action: Motion to approve transitioning the employer of record for the Economic Development Director from Richland County to the City of Richland Center, waiving a formal hiring process for the transition of the position, and implementing the transition plan.

Attachment: Transition Plan

TRANSITION PLAN FOR THE ECONOMIC DEVELOPMENT DIRECTOR

Item 12.

Position: Economic Development Director **Employee:** Jasen Glasbrenner **Date of Hire:** 04/01/2022
Last Day of County Employment: 04/04/2023 **First Day of City Employment:** 04/05/2023

EQUIPMENT – Purchased jointly with the City at a 60/40 split.

Type	Qty	Return to County	Notes
Laptop	2	No	County has 6YR replacement cycle, at halfway point.
Printer	1	No	
Monitor	2	No	
Keyboard	1	No	
Mouse	1	No	
Landline	2	YES	<i>Will be returned within 15 business days post transition.</i>
Switches	Misc	No	
Cell Phone	1	No	<i>Transfer to City plan, keep current number.</i>

REQUEST: Transfer ownership of equipment to the City at no cost with the exception of two landlines.

VACATION

YTD Balance	40 hours	<i>Carry over from 2022</i>
Accrual on 4/1/23	80 hours	<i>County provides 80 hours vacation; City provides 120 hours</i>
Balance at Transition	80 hours	<i>Planned vacation from 3/23-3/29</i>

REQUEST: County to void balance. **City to provide 120 hours vacation time per Policy 207 (revised 11/1/22).**

SICK LEAVE

Current Balance: 276 hours *Accrual rate of one day (8 hours) per month*

REQUEST: County to void balance. **City to honor the leave balance upon transition. Policy 208 (revised 11/1/22) allows accumulation of 1,088 hours.**

IT – Network Transition

- County G & H drives will be copied and provided to the City upon transition.
- County email will be forwarded to city email for 30 days.
- City email to be established by 4/4/2023 – jasen.glasbrenner@richlandcenterwi.gov
- A full network transition will be executed the week of April 10th (accommodating MIS schedule)

COUNTY PROJECTS

Open County Projects– Director to finish open projects post transition

1. Childcare 2. CDBG 3. EPA 4. USEDA

NEXT STEPS

<u>City</u>	<u>County</u>
<input checked="" type="checkbox"/> Plan approved by Personnel Committee on 3/20/23	<input type="checkbox"/> Request equipment to be transferred at no cost
<input checked="" type="checkbox"/> Provide approved plan to Cooperative Relations Team	<input type="checkbox"/> Provide letter stating employment is being relinquished
<input type="checkbox"/> Provide “new hire” paperwork – Request Submitted to BP	<input type="checkbox"/> Determine 2023 Financial Contribution. Requesting the County assume full responsibility for all expenses incurred between 1/1/23 and 4/4/23.
<input checked="" type="checkbox"/> Establish city email address – Request Submitted to JM	
<input type="checkbox"/> Submit final Notice of Withdrawal after 4/4 Council mtg	

Personnel & Insurance Committee Review

Date: 3/20/23

Summary: After reviewing the transition plan, the Committee unanimously passed the following motion:

“Motion to approve transitioning the employer of record from Richland County to the City of Richland Center and waiving a formal hiring process for the position of Economic Development Director, effective 4/5/2023.”

Collaborative Relations Team, County Board & RED Board Representatives Joint Review

Date: 3/23/23

Summary: The transition plan was reviewed, and the future of economic development was discussed. Breininger expressed concerns that the director position may transition to the role of administrative process facilitator rather than fully participating in traditional economic development largely executed through public engagement. No action taken.

**RULES OF THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER
TABLE OF CONTENTS**

Rule 1. MEETINGS 1
 (1) Organizational Meeting.
 (2) Regular Meetings.
 (3) Special Meetings.

Rule 2. QUORUM REQUIRED 1

Rule 3. CALL TO ORDER 2

Rule 4. ORDER OF BUSINESS 2

Rule 5. INTRODUCTION OF BUSINESS 2
 (1) Requirements for Introduction.
 (2) Filing.

Rule 6. PRESIDING OFFICER: POWERS AND DUTIES 3
 (1) Designated.
 (2) Duty of Presiding Officer.
 (3) Ejection of Unruly Persons.
 (4) Questions of Order.
 (5) Members To Remain In Chambers During Meetings.

Rule 7. PRESIDENT OF THE COUNCIL 4
 (1) Selection.
 (2) Powers in Absence of Mayor.

Rule 8. VOTING 4
 (1) Call for Question.
 (2) Form of Voice Vote.
 (3) Matters Which Require Roll Call Vote.
 (4) Matters Which Require Voting By Ballot.
 (5) Roll Call Vote Upon Demand.
 (6) No Explanation of Vote During Voting.
 (7) Mayor's Vote.
 (8) Changing Vote.
 (9) Abstaining from Vote.

Rule 9. RECONSIDERATION OF QUESTION 5

Rule 10. RIGHT OF DISSENT AND PROTEST 6

Rule 11. MAYOR'S VETO 6

Rule 12. ORDINANCES 6
 (1) Limitation as to Subject Matter.
 (2) Procedure For Adoption of Ordinances.
 (3) Passage of Ordinances The Same Day as Introduced.

Rule 13. COMMITTEES

- (1) Appointment of Standing Committees.
- (2) Special Committees.
- (3) Committee of the Whole.
- (4) Committee Reports.

Rule 14. FINANCIAL MATTERS

- (1) Procedure for Certification, Audit and Payout of Funds.
- (2) Payout of Contingency Funds.

Rule 15. MANNER OF FLOOR DELIBERATION BY MEMBERS

- (1) Recognition by Chair.
- (2) Limit on Speaking to a Matter.
- (3) Precedence of Motions.
- (4) Motion to Adjourn.
- (5) Making and Seconding Motion Prerequisite to Action.
- (6) Recording of Motions.
- (7) Withdrawal of Motions.
- (8) Amendment of Motions.
- (9) Division of Question into Components.
- (10) Filling In Blanks

Rule 16. PRESIDING OFFICER'S POWER TO DESIGNATE PERSONS TO ADDRESS COUNCIL

Rule 17. PETITIONS FROM MEMBERS OF THE PUBLIC

Rule 18. ADDRESSING COUNCIL BY MEMBERS OF THE PUBLIC.

Rule 19. SUSPENSION OF RULES

Rule 20. AMENDMENT OF RULES

Rule 21. PRIOR RULES SUPERSEDED

RULES OF THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER

Rule 1. MEETINGS

(1) Organizational Meeting. Following the spring election of each year, the Common Council shall meet on the third Tuesday of April for the purpose of organization.

(2) Regular Meetings. The regular meetings of the Common Council shall be held on the first Tuesday of each month at half past seven o'clock in the evening. This Rule shall not prohibit any adjourned meeting of any such regular meeting,

(3) Special Meetings.

(a) The Mayor may call special meetings by written notice to each Council member, delivered to the members or left at their usual place of abode at least six (6) hours in advance of the meeting. The notice shall specify the time, place and purpose of the meeting. Attendance at a Council meeting by any Council member constitutes a waiver of any defect of notice.

(b) As an alternative, the Mayor may call a special meeting at a regularly convened meeting of the Common Council if all members are present, in which case no additional notice to the members of the special meeting is required.

(c) As a second alternative, a special meeting may be called without formal notice to the members if all members consent in writing to the holding of such a meeting. If written consent is obtained, it shall be filed with the Clerk before or at the commencement of the meeting.

(d) Special meetings shall be deemed regular meetings for the purpose of transacting any business permitted by law.

(e) At special meetings of the Council, no business shall be transacted but that for which the meeting shall have been called, unless by unanimous consent and as permitted under the Wisconsin Open Meeting Law.

Rule 2. QUORUM REQUIRED

A quorum is required for the transaction of any Council business. Two-thirds (2/3) of the members of the Council, excluding the Mayor, shall constitute a quorum.

Rule 3. CALL TO ORDER

The presiding officer shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order, and may at the instance of any member order the attendance of any absentee.

Rule 4. ORDER OF BUSINESS

The business of the Council shall be conducted in the following order:

(a) Call to order by the presiding officer

(b) Roll call

(c) Reading of the minutes of the preceding meeting. The minutes of the last meeting shall be either approved or, in the event of mistake, such mistake shall be corrected. Reading aloud of such minutes may be waived by the Council if copies of such minutes have been furnished to the members previous to such waiver.

(d) At each regular monthly meeting the Treasurer shall give his/her report as to the amount of money in the general treasury liable to appropriation during the fiscal year, and shall in addition furnish any other data requested by the Presiding Officer or by any member of the Council.

(e) Consideration of agenda items. Matters shall be taken up in the order in which they appear on the agenda, except that the presiding officer may bring up agenda items out of the order in which they appear on the agenda, subject to an appeal to the Council.

(f) Aldermen's reports.

(g) City departments, officers and utilities reports.

(h) Mayor's comments and correspondence.

(i) Consideration of approval and payment of bills.

Rule 5. INTRODUCTION OF BUSINESS

(1) Requirements for Introduction. All ordinances, petitions, resolutions, or other communications shall be in writing, and shall have a brief statement of their contents endorsed upon them together with the name of the member

presenting them. Prior to their consideration by the Council, they shall be filed with the Clerk. No matter shall be entertained unless the same is on the agenda. Every member presenting such an item at a Council meeting shall begin by giving a brief statement of the contents thereof, and, if requested by a member, it shall be read before any other action is taken thereon.

(2) Filing. Each proposed ordinance or resolution shall be filed with the Clerk at least 24 hours prior to that scheduled Council meeting at which the measure is to be introduced. The Council may nevertheless waive this prefiling if it is impossible or impractical, and consideration of the measure by the Council shall constitute such a waiver.

Rule 6. PRESIDING OFFICER: POWERS AND DUTIES

(1) Designated. The Mayor shall act as presiding officer at all meetings of the City Council. In the absence of the Mayor, the President of the Council shall call the members to order, and shall act as presiding officer. If both the Mayor and the President of the Council are absent, the Clerk shall call the Council to order and thereupon the Council shall elect a chairman to act as presiding officer at such meeting.

(2) Duty of Presiding Officer. It shall be the duty of the presiding officer to preserve decorum, and if any member shall transgress the rules of the Council, the presiding officer shall, or any member may, call to order, in which case the member called to order shall immediately sit down and be silent unless permitted by the presiding officer to explain. Any member called to order may appeal the matter to the Council, which shall decide the matter.

(3) Ejection of Unruly Persons. The presiding officer shall have the right to order the ejection of any member of the public who shall persistently speak out of order or otherwise act so as to disrupt a meeting of the Council.

(4) Questions of Order. The presiding officer shall decide all questions of order subject to an appeal to the Council. The procedure on procedural appeals to the Council shall be as follows: any member who disagrees with an action or ruling of the presiding officer, for which an appeal to the Council shall lie pursuant to provisions of the Rules of the Council, may initiate an appeal by stating the fact of his/her disagreement and demanding determination by the Council as to whether the action of the presiding officer shall stand, or be reversed. The matter shall thereupon be forthwith voted upon by the Council, without

debate. No action of the presiding officer shall be reversed unless two-thirds (2/3) of the members present shall vote for such reversal.

(5) Members To Remain In Chambers During Meetings. No member shall leave the Council chambers after commencement of a meeting without permission of the presiding officer.

Rule 7. PRESIDENT OF THE COUNCIL

(1) Selection. The Council president shall be selected by a majority vote of all Council members at the annual organizational meeting conducted on the third Tuesday of April.

(2) Powers in Absence of Mayor. During the Mayor's absence from the City or inability to serve, the Council president shall be acting mayor and shall be vested with the powers and duties of the Mayor, except that the Council president may not approve an act which the Mayor has vetoed. When presiding over the Council, the president retains his/her vote as an alderman and may not cast an additional vote in case of a tie.

Rule 8. VOTING

(1) Call for Question. The presiding officer may suggest a vote on a question under discussion by the Council in these words: "Is the Council ready to vote on the matter under consideration?". Thereupon, any member may call for the question, which shall bring the matter to a vote. After the presiding officer has recognized a call for the question, until the question has been decided there shall be no further discussion before the vote.

(2) Form of Voice Vote. All questions on a voice vote shall be put to the Council in this form: "All those in favor of _____ signify by saying 'Aye'; those opposed say 'No'". When the outcome of a voice vote is uncertain, the presiding officer may direct or any member may call for a show of hands or a roll call vote.

(3) Matters Which Require Roll Call Vote. Votes on the following matters shall always be by roll call vote:

(a) Confirming appointments, which shall require a majority vote of all of the members.

(b) Adopting any measure that assesses or levies taxes.

(c) Appropriating or disbursing money.

(d) Creating any liability or charge against the City or any fund of the City.

(4) Matters Which Require Voting By Ballot. The election of all officers of the Council shall be by ballot.

(5) Roll Call Vote Upon Demand. The "ayes and noes" by roll call vote shall be taken and recorded upon any question before the Council at the direction of the presiding officer or upon the demand of any member.

(6) No Explanation of Vote During Voting. While the "ayes and noes" are being called, it shall not be in order for any member to explain his or her vote.

(7) Mayor's Vote. The Mayor shall not be entitled to vote except in the case of a tie. When the Mayor does vote in the case of a tie, his or her vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on the matter.

(8) Changing Vote. A Council member may change his or her vote on a matter up to the time the result of the vote is announced.

(9) Abstaining from Vote.

(a) A Council member shall not vote on any proposed ordinance, resolution, motion, order or proposition in which he or she has a direct pecuniary or personal interest not common to other members of the Council.

(b) A Council member who is required by law to abstain from voting on any particular matter shall not be counted for determining:

1. The number of "members present" if passage of that measure requires a favorable vote by a majority or other fractional vote of the aldermen present.

2. The presence or absence of a quorum for purposes of that particular vote.

Rule 9. RECONSIDERATION OF QUESTION

It shall be in order for any member who voted in the majority on any question, or for any member who voted in the negative when the Council was equally divided, to move a reconsideration of such vote at the same meeting of the Council. A similar motion to reconsider may be made at the next succeeding meeting of the Council, provided public notice of the subject

matter of the reconsideration has been given sufficient to comply with the Wisconsin Open Meeting Law. Only one motion to reconsider any vote may be made.

Rule 10. RIGHT OF DISSENT AND PROTEST

Any member shall have the liberty to dissent from and protest against any ordinance, resolution, motion or order of the Common Council which he/she may think injurious to the public or any individual and to have the reason for his/her dissent entered on the journal. Such matter shall be stated immediately after the vote on such ordinance, resolution or order, or the right to dissent and protest shall be deemed waived.

Rule 11. MAYOR'S VETO.

The Mayor shall have the veto power as to all acts of the 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 5 days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves 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 vote of all of the members of the Council shall then make the act effective notwithstanding the objections of the Mayor. [sec. 62.09 (8)(c)]

Rule 12. ORDINANCES

(1) Limitation as to Subject Matter. No ordinance, other than a recodification of ordinances pursuant to sec. 66.035 Wis. Stats., shall contain more than one subject, and the subject shall be clearly expressed in its title. No ordinance, or section thereof, shall be revised or amended unless the new ordinance contains the number of the ordinance or the section revised or amended.

(2) Procedure For Adoption of Ordinances. All proposed ordinances shall be read not less than 2 times before the Council votes on them. The first reading shall be at the time the proposed ordinance is introduced. The second reading shall be immediately prior to the Council's actual vote on its adoption, which shall not be at the same meeting at which it was introduced. By adoption of a motion to suspend the rules, the Council may dispense with any required such reading.

(3) Passage of Ordinances The Same Day as Introduced. No

ordinance shall be passed on the same day that it was introduced unless the Council votes to suspend the rules and either:

1. Such ordinance shall have been read at length prior to a vote on its adoption, or
2. Written copies of the newly introduced ordinance have been furnished to the members of the Council prior to suspension of the rules.

Rule 13. COMMITTEES

(1) Appointment of Standing Committees. The standing committees of the Council shall be appointed by the mayor at the annual organizational meeting on the third Tuesday in April. Such appointments shall then be confirmed by vote of the Council.

(2) Special Committees. The Council may provide for special committees from time to time as it deems necessary. Appointments to such special committees shall be made by the Mayor.

(3) Committee of the Whole. The Mayor may declare at any meeting the entire Council a committee of the whole for informal discussion on any matter unless an alderman objects at such meeting. If an objection is made, the entire Council may not convene as committee of the whole unless a motion to so convene is adopted. Such a motion is not debatable. A majority vote is required to approve such a motion. The Mayor shall ex officio be the chairperson of the committee of the whole.

(4) Committee Reports. Each committee shall submit a written report to the Council on all matters referred to it or taken up by it. Such a report may be in the form of minutes of committee meetings. Committees, upon making their reports as to any matter previously referred to them, shall return to the Clerk any original petition, resolution, or other paper containing the subject matter so referred to the Clerk. All reports of standing committees or of special committees shall be noted in the Council's minutes and filed with the Clerk.

Rule 14. FINANCIAL MATTERS

(1) Procedure for Certification, Audit and Payout of Funds. No account or other demand shall be allowed and directed to be paid until after it has been examined and certified to be correct by a committee of the Council and subsequently reported to and audited by the Council. However, payment of regular wages and salaries of officers and employees according to schedules adopted by the Council may be made by the Clerk without submission to the Council after ratification by the department head submitting

them.

(2) Payout of Contingency Funds. No funds held in any contingency fund shall be paid out until the Council has either authorized such payment pursuant to (1) above or has authorized transfer of such funds from the contingency fund to a regular fund and approved a payout schedule.

Rule 15. MANNER OF FLOOR DELIBERATION BY MEMBERS

(1) Recognition by Chair. No alderman shall address the Council until recognized by the presiding officer. When a member is about to speak to a question or make a motion, he or she shall respectfully address the presiding officer, who shall determine and pronounce the name of the member entitled to the floor. The member shall confine himself or herself to the question under consideration and avoid irrelevancies or personal confrontation.

(2) Limit on Speaking to a Matter. No member shall speak more than twice upon any question, nor for more than ten minutes at any one time without leave of two-thirds of the members present. The same rule shall be observed in committee of the whole.

(3) Precedence of Motions. When a question is before the Council, no motion shall be received, except:

1. A motion to adjourn;
2. A motion to recess;
3. A motion to lay the question on the table;
4. A call for a vote on the question;
5. A motion to amend;
6. A motion to postpone to a certain day;

Such motions shall have precedence in the order in which they appear above.

(4) Motion to Adjourn. A motion to adjourn shall always be in order unless the Council is engaged in voting, and such a motion shall be decided without debate.

(5) Making and Seconding Motion Prerequisite to Action. No motion shall be discussed or acted upon until it has been seconded, unless these rules specifically permit one alderman to initiate action. When a motion is made and seconded, it shall be deemed to be in possession of the Council and shall be stated by the presiding officer or by the Clerk. If the motion was submitted in writing, it shall be delivered to the Clerk and read by the presiding officer or by the Clerk previous to debate.

(6) Recording of Motions. Every motion or proposition

shall either be reduced to writing or written verbatim into the Clerk's minutes.

(7) Withdrawal of Motions. No motion shall be withdrawn without the consent of the aldermen making and seconding the motion.

(8) Amendment of Motions. No motion shall be amended without the consent of the aldermen making and seconding the motion.

(9) Division of Question into Components. Any member may call for a division of a question into component questions when such a division can reasonably be made.

(10) Filling In Blanks Where the question under consideration has blanks, the largest number, longest time, and highest sum in filling up blanks shall be first put to the Council.

Rule 16. PRESIDING OFFICER'S POWER TO DESIGNATE PERSONS TO ADDRESS COUNCIL

The presiding officer may at any time request or permit the Council to be addressed regarding any matter then under discussion by any person, including but not limited to City officials, department heads or employees; agents or representatives of any other branch of government; representatives of any quasi-governmental agency; representatives of any private contractor or consultant; or any other person deemed by the presiding officer to have special knowledge of the matter at hand or of municipal operations. Such presentation shall be for the purpose of explaining, clarifying or otherwise assisting the Council in evaluating the merits or legality of the matter under consideration.

Rule 17. PETITIONS FROM MEMBERS OF THE PUBLIC

All petitions from members of the public shall be presented by the presiding officer or by a member in his place. Their contents shall then be briefly stated and such petitions may then be referred to an appropriate committee.

Rule 18. ADDRESSING COUNCIL BY MEMBERS OF THE PUBLIC.

The presiding officer may allow any member of the public to address the Council at any time that an alderman could address the Council under these rules. The presiding officer shall have the right to limit the time any such person may speak, may limit

the number of persons speaking, and may place any other restrictions upon such presentation as the presiding officer may deem appropriate. The presiding officer may summarily cut off the presentation of any such member of the public who violates any restriction so imposed, or who indulges in personal insults or other disrespectful or inappropriate behavior before the Council.

Rule 19. SUSPENSION OF RULES

These rules or any part of them may be suspended in connection with any matter under consideration by a roll call vote of two-thirds of the members present, except where such suspension would be contrary to any provision of the Wisconsin Statutes.

Rule 20. AMENDMENT OF RULES

By a roll call vote of two-thirds of the members of the Council these rules or any part of them may be amended.

Rule 21. PRIOR RULES SUPERSEDED

The foregoing standing rules supersede and replace all previous rules of the Council, and shall be in full force and effect from and after their adoption by the Council.

ORDINANCE 2023 – [REDACTED]

AMENDING CHAPTER 101.09(3) OF THE CODE OF ORDINANCES OF THE CITY OF RICHLAND CENTER TO INCREASE LIMITED TIME PARKING IN DESIGNATED DOWNTOWN LOTS AND STREETS TO THREE (3) HOURS

The Common Council of the City of Richland Center, Wisconsin, does hereby ordain:

SECTION I: AMENDMENTS. Chapter §101.09(3) of the Code Ordinances shall be amended and restated as follows:

(3) LIMITED TIME PARKING IN DESIGNATED DOWNTOWN LOTS AND STREETS

(a) Downtown Streets. No person shall park stop or leave standing any motor vehicle in any parking space on any of the following designated streets of the City of Richland Center for a period in excess of three (3) consecutive hours, such designated streets being the following:

- (1) On both sides of Court Street between Jefferson Street and Park Street;
- (2) On both sides of Mill Street between Jefferson Street and Church Street;
- (3) On both sides of Seminary Street between Central Avenue and Church Street;
- (4) On the North and South sides of Seminary Street between Main Street and Central Avenue;
- (5) On both sides of Church Street between Seminary Street and Mill Street;
- (6) On both sides of Central Avenue between Seminary Street and Mill Street;
- (7) On the East and West sides of Central Avenue between Seminary Street and Haseltine Street;
- (8) On both sides of Main Street between Seminary Street and Mill Street;
- (9) On the West side of North Park Street for a distance of 75 feet North from the intersection of North Park Street with East Court Street;
- (10) On both sides of the South half of the 200 block of North Main Street;
- (11) On the South side of the 200 block of West Haseltine Street from a point commencing 21 feet West of the intersection of the South curbline of West Haseltine Street with the West curb line of South Main Street;
- (12) On the East side of Jefferson Street between Court Street and Mill Street;
- (13) On the West side of Jefferson Street between Court Street and Seminary Street;
- (14) On both sides of the 100 block of East Haseltine Street, between Church Street and Central Avenue;

- (15) On the North side of West Haseltine Street between Central Avenue and Main Street; excluding the area currently designated by signs as "Ambulance Personnel Parking Only";
- (16) On the West side of South Church Street, between its intersections with Gage Street and Burton Street;
- (17) In the two designated parking stalls located in front of 991 Sextonville Road, on the east side of the street.
- (18) [Number not used]
- (19) In the single designated parking stall located in front of 943 Sextonville Road on the east side of the street. [Added by Ord 2003-13]
- (20) On Central Avenue between Mill Street and Union Street, on both the East and West sides of the street, in all spaces not designated "limited time parking" [Added by Ord 2004-9]
- (21) On the West side of the 200 block of North Church Street, between Mill and Union Streets. [Added by Ord 2006-2]

(b) Municipal Lots. No person shall park, stop or leave standing any vehicle in any parking space in or on any of the following designated municipal parking lots of the City of Richland Center for a period in excess of Twelve (12) hours, such designated municipal parking lots being the following:

- (1) The parking lot which includes Lot Seven (7) in Block Eight (8), Original Plat of the City of Richland Center, located on the East side of the 100 block of North Church Street, and is located on the Northeast corner of the intersection of North Church Street and East Court Street. (Lot 1).
- (2) The parking lot which includes Lot Four (4) in Block Six (6), Original Plat of the City of Richland Center, and is located mid-block on the West side of the 100 block of North Central Avenue. (Lot 2).
- (3) The parking lot which includes Lots Two (2), Three (3) and Six (6) in Block Five (5), Original Plat of the City of Richland Center, and is located on the East side of the 100 block of North Jefferson Street, on the Southeast corner of the intersection of North Jefferson Street and West Mill Street. (Lot 3)
- (4) The parking lot which includes Lots Three (3) and Six (6) in Block Twelve (12), Original Plat of the City of Richland Center, and is located mid-block on the East side of the 100 block of South Jefferson Street. (Lot 4).
- (5) The parking lot which includes part of Lot Four (4) in Block Ten (10), Original Plat of the City of Richland Center, as described in the instrument at Volume 169 of Records, pages 414- 415 in the Office of the Richland County Register of Deeds, and is located mid-block on the West side of the 100 block of South Church Street. (Lot 5).

(c) Applicable Hours. The respective three (3) and twelve (12) hour parking limits set forth in Paragraphs (a) and (b) above shall apply between the hours of 8:00 A.M. and 5:00 P.M. of each day Monday through Friday inclusive. The hours between 5 :00 P.M. and the following 8 :00 A.M. may be

considered in determining if a violation of any Twelve (12) hour parking limit has occurred. Such limits shall not apply on any Saturday or Sunday. [Amended by Ord. 2023-]

(d) Penalty for violation of subsections (a) and (b). The penalty for each violation of the provisions of subparagraphs (a) or (b) of this section shall be a forfeiture to the City of Richland Center of \$12.00 if paid within Five (5) days after the violation; \$17.00 if paid after Five (5) days but within Thirty (30) days after the violation, and \$23.00 if paid more than Thirty (30) days after the violation. [Amended by Ord. 2022-]

(e) Tolling Time Limits. Movement of a vehicle parked in any of the areas herein designated shall not extend the aforesaid three (3) and twelve (12) hour parking limits unless such vehicle is wholly removed from the parking space and remains away from said parking space for a period of One (1) hour. [Amended by Ord. 2023-]

(f) Obstruction of Enforcement. No person shall remove, obliterate, or erase any temporary marking, whether of chalk or other means or substance placed on any vehicle, or the wheel or tire of any vehicle by any police officer or other authorized person for the purpose of determining whether a violation of this subsection has occurred or is occurring.

(g) Unlawful removal of parking citations. No person other than the owner or proprietor of the cited vehicle shall remove a municipal parking violation notice or citation from a motor vehicle.

(h) Penalty for violation of subsections (f) and (g). The penalty for each violation of the provisions of subparagraphs (f) or (g) of this section shall be a forfeiture to the City of Richland Center of not less than \$10.00 nor more than \$100.00 together with Court Costs and all applicable assessments.

SECTION II: Effective Date.

This ordinance shall be in full force and effect from and after its passage and publication.

Enacted this ___ day of _____, 2023.

CITY OF RICHLAND CENTER:

Todd Coppernoll, Mayor

ATTEST:

Aaron Joyce, City Clerk/Treasurer

**AN ORDINANCE REPEALING SUBSECTION 101.25 (8a)(c)7
OF THE CODE OF ORDINANCES RELATING TO THE OPERATION OF BICYCLES ON
PUBLIC SIDEWALKS IN DOWNTOWN AREA**

The Common Council of the City of Richland Center, Wisconsin, does ordain as follows:

SECTION 1. AMENDMENT OF ORDINANCE. Section 101.25 (8a) of the Code of Ordinances of the City of Richland Center is amended to repeal subsection (8a)(c)7 and read as follows:

(8a) OPERATION OF BICYCLES ON PUBLIC SIDEWALKS.

(a) Operation of Bicycles on Sidewalks. Except as provided in sub. (c) and subject to sub. (b), bicycles may be operated on public sidewalks within the City.

(b) Yielding to Pedestrians on Public Sidewalks. Any person operating a bicycle on any public sidewalk in any part of the City where such bicycle operation is not prohibited shall yield the right-of-way to any pedestrian using such sidewalk.

(c) Prohibited Operation on Sidewalks in Downtown Area. Notwithstanding (a), no person shall operate a bicycle upon a public sidewalk in the downtown area, which area is defined for purposes of this paragraph as:

1. Mill Street between Jefferson Street and Park Street;
2. Court Street between Jefferson Street and Park Street;
3. Seminary Street between Jefferson Street and Church Street;
4. Church Street between Mill Street and Seminary Street;
5. Central Avenue between Union Street and Seminary Street;
6. Main Street between Union Street and Seminary Street;
7. ~~Jefferson Street between Mill Street and Seminary Street.~~ [Repealed; Ord. 2023-__]

The foregoing prohibition shall apply to all sidewalks within the right of way of the designated portions of said streets, specifically including both sides of said streets.

(d) Penalty for Violating (Sa). Any person who shall violate any provision of sub. 125.25 (8a) of this Chapter shall forfeit not less than \$20.00 nor more than \$200.00 plus all applicable costs, fees and surcharges imposed under Ch. 814 Wis. Stats., and in the event such forfeiture, costs, fees and surcharges are not paid, such person, may, upon order of the Circuit Court, be imprisoned in the Richland County jail until such forfeiture, costs and assessment are paid, but not to exceed 90 days, or may be subject to any other sanctions imposed by the Court for such failure to pay.

SECTION 2. This ordinance shall be in full force and effect from and after its passage and publication.

Enacted the _____ day of April, 2023

ATTEST:

Todd Coppernoll, Mayor

Aaron Joyce, Clerk/Treasurer

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Purchase salt from Richland County Highway Dept.

Meeting Date: 4/4/2023

Requested by: Terry Nelson, Street Superintendent

Reviewed/Recommended by: Public Works Committee

Background:

Financial Impact: Salt will be at \$109.00 per ton with a 4.39% administrative fee. I would like to purchase 280 tons. The cost of 280 tons is \$30,520.00 with an admin. Fee of \$1339.82 for a total of \$31,859.82

Funding Source: Annual line item budget for snow removal supplies. Annual budget is \$40,000.00. The remainder of line item is spent on cutting edges and curb guards for plows.

Requested Action: Make a motion to approve the purchase of salt from the Richland County Highway Dept. for \$31,859.82

Attachment(s): CARSON CULVER would like the finance committee to review county administration fees and possible building of a city salt shed.

CITY OF RICHLAND CENTER
AGENDA ITEM DATA SHEET

Item 17.

Agenda Item: New Weed Eaters

Meeting Date: 3/16/2023

Requested by: Dave Fry, Buildings & Grounds Superintendent

Reviewed/Recommended by: Property Committee approved waiving bid requirements.

Background: Requesting authorization to purchase 8 Weed Eaters. The Parks and Grounds Department's Weed Eaters are 10-15 years old and, as a result, require increasing time and expense to keep them in running order. Many of them are difficult to start, requiring staff to spend excessive time and energy starting the machines. The mechanic that looked at them last said they were getting to the end of their useful life and would soon be beyond repair.

Financial Impact: \$7500.00 was budgeted to replace 10 Weed Eaters but 8 will be adequate. 3 quotes were obtained to purchase 8 new Weed Eaters of various brands and models ranging from \$3,200.00 - \$4671.94.

Funding Source: 10-61000-961 Parks Outlay, budgeted for \$7500.00

Requested Action: Motion to select Weed Eater model and approve purchase

Attachment(s): Quote from The Homesteader's Store, Quote from Walsh's ACE Hardware



26425 Hwy 14E
 Richland Center, WI
 53581
 o608-647-4100
 f 608-647-4300
 Homesteadersstore.com

Buyer Name: Richland Center Parks
Address:
 City: Richland Center
 State: WI
 Zip: 53581
Phone:

Proposal Date: 2/17/2023 **Email:**

Wholegoods Proposed	Serial Number	Qty	Unit Cost	Total Cost
Husqvarna 525RX		8	\$400.00	\$3,200.00
	967175701			\$0.00
				\$0.00
				\$0.00
				\$0.00
Items Subtotal				\$3,200.00

Accessories	Part Number	Qty	Unit Cost	Total Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Accessories Subtotal				\$0.00

Services				
Delivery				\$0.00
Install Labor			\$106.00	\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Services Subtotal				\$0.00

Subtotal \$3,200.00

Trades

Subtotal minus trade \$3,200.00

Deposit \$0.00

Documentation Fee

Subtotal \$3,200.00

Tax 0.00% \$0.00

Total Due \$3,200.00

Special Instructions:
 Used equipment sold as is. Attention: Prices are only good at the time of the quote. Prices can change without notice only. Prices and terms can change on long term contracts outside Homesteader's control. Customer can cancel a stocked item if terms are not acceptable.

Agreement to Purchase: I, the undersigned am agreeing to purchase the above items and services provided by the Homesteader's Store.
 Purchaser _____ Date _____

Weed Eater Quote: Walsh's ACE Hardware

Stihl FS131:

Specifications:

- Engine Power: 1.9 bhp
- Displacement: 36.3 cc
- Cutting Width: 16.5 inches

Cost:

 $\$529.99 \text{ per unit} \times 8 \text{ units} = \4239.92 $20\% = \$847.98$ $\$4239.92 - \$847.98 = \underline{\underline{\$3391.94}}$ 

Stihl FS240:

Specifications:

- Engine Power: 2.3 bhp
- Displacement: 37.7 cc
- Cutting Width: 16.5 inches

Cost:

 $\$729.99 \text{ per unit} \times 8 \text{ units} = \5839.92 $20\% = \$1167.98$ $\$5839.92 - \$1167.98 = \underline{\underline{\$4671.94}}$ 

AGENDA ITEM DATA SHEET

Agenda Items:

- 15. Ordinance Amendment to Chapter 101.25(8a) of the Code of Ordinances Relating to the Operation of Bicycles on Public Sidewalks in the City.
- 17. Funding Request from "Walk Your Wheels."

Meeting Date: April 4, 2023

Requested by: Karin Tepley on behalf of Walk Your Wheels

Reviewed by: Public Safety Committee on 4/3/2023.

Background:

The City of Richland Center has Ordinance 101.25(8a) that states you cannot ride a bike, skateboard, or scooter on the sidewalk of certain blocks of our downtown for safety reasons. The sidewalks are not wide enough to allow people who walk out of a store to be seen by a fast-moving wheeled bike etc.

We want to provide a positive message with an artistic look to remind people – young and old alike, to “Walk Your Wheels.”

Amend Ordinance 101.25(8a)7 - Removing Jefferson Street from the list of streets, which will allow safe travel on the sidewalk to the Pine River Bike Trail, Parks, and Aquatic Center

Print Posters with design/graphic:

The design/graphic will be printed on 11 x 17 and 8.5 x 11 stock will be distributed to downtown businesses, to display the sign in their front window during the Spring/Summer months.

The design/graphic will be used on the information/marketing materials for the “Community/Bike Safety” program that the Miller Public Library organizes each year.

The design/graphic will also be used on Parks/Rec social media marketing and any handout/brochures.

Financial Impact: \$541.83

Funding Source: Contingency

Requested Action:

Finance – Motion: Recommend to Council to fund the design/graphic work by Rogers Create in the amount of \$300 and printing from Shopping News/X-Press Printing in the amount of \$241.83 Total \$541.83

Council – Motion: to amend Ordinance 101.25(8a) 7 to remove (#7) Jefferson Street between Mill Street and Seminary Street. Accept quotes from Rogers Create in the amount of \$300 for design/graphic and quote from Shopping News/X-Press Printing for printing in the amount of \$241.83 Total \$541.83

Attachment(s):

“Walk Your Wheels” Campaign

Decals

Created Designs- Don Wedor, Lone Rock

3" @ 200 - 3M iJ180C-V3 with 8520 Matte Laminate \$1.31Ea = \$262.00

4" @ 200 - 3M iJ180C-V3 with 8520 Matte Laminate \$1.75Ea = \$350.00

For an Economy Version with Gloss Laminate

I can do them in a BriteLine Material

3" @ 200 BriteLine Wrap Cast \$0.65ea = \$130.00

4" @ 200 Briteline WrapCast \$.087ea = \$175.00

no laminate decals are only good for like 6 months, but you could almost cut the price in half.

Shopping News/X-Press Printing

3.9375" or 4.5" @ 200 - \$37.34

Posters

Created Designs- Don Wedor, Lone Rock

Wide Formate printing: Each Sheet would be \$111.00 I would cut these all out so you would not get a large sheet lol.

20 copies of 11"x17" a sheet would take 10 sheets = \$1110.00

45 copies of 8.5"x11" would take 4.5 sheets = \$499.50

Shopping News/X-Press Printing

11"x17" @ 200 Posters - Process, 100# Cover = \$126.80 - no bleed / \$132.86 - with bleed

8.5"x11" @ 200 Posters - Process, 100# Cover = \$105.94 - no bleed / \$108.97 - with bleed

City of Richland Center

Color copy = \$0.059 per copy + sheet of paper



“Walk Your Wheels” Program

The City of Richland Center has Ordinance No 101.25 (8a) that states you cannot ride a bike, skateboard, or scooter on the sidewalks on certain blocks of our downtown for safety reasons. The sidewalks are not wide enough to allow people who walk out of a store and be seen by a fast-moving wheeled bike etc.

We want to provide a positive message with an artistic look to remind people – young and old alike, to “Walk Your Wheels.”

Public Safety: We are asking to:

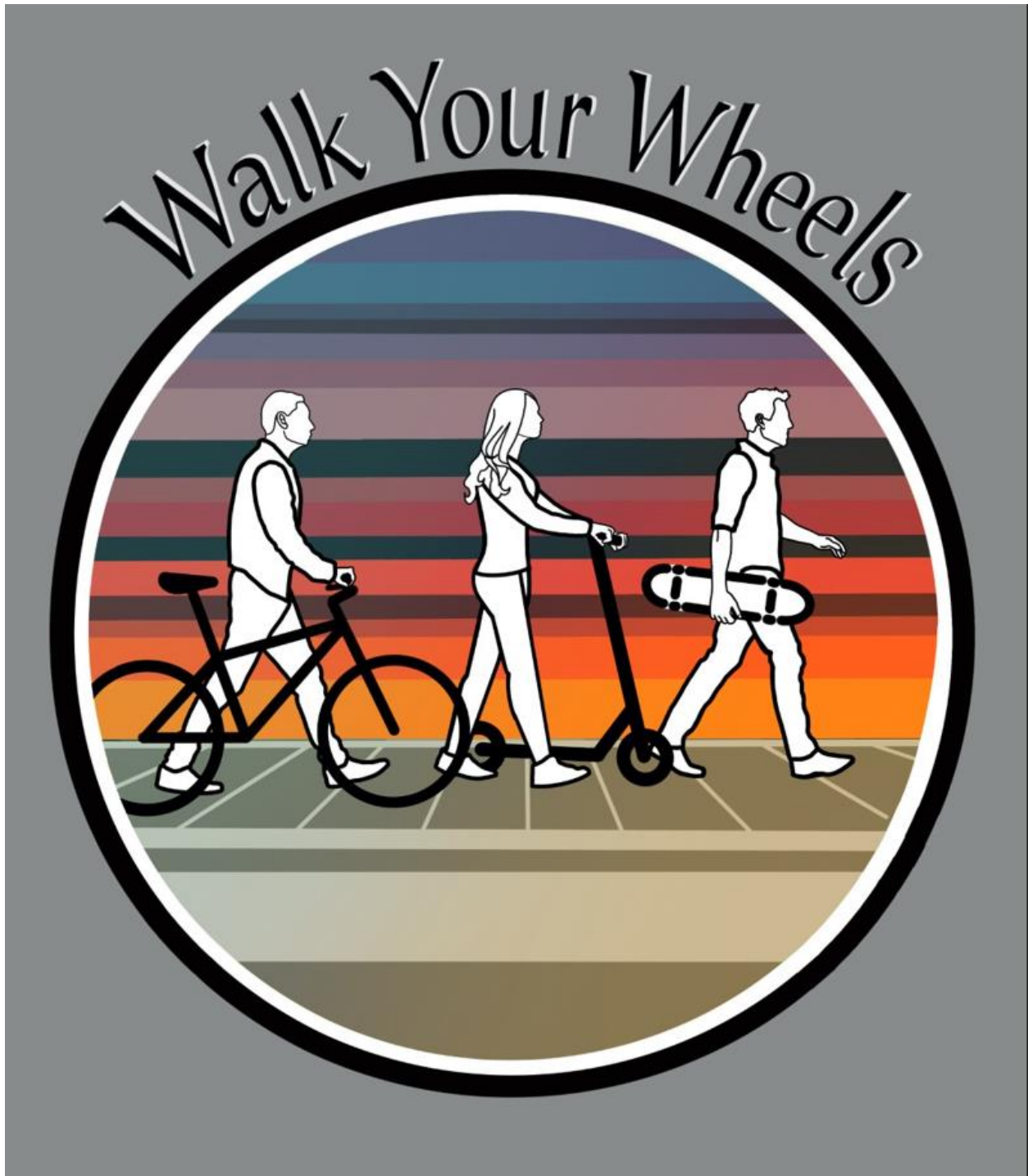
- a. Amend Ordinance 101.25(8a) 7 - Removing (7) Jefferson Street from the list of streets, which will allow safe travel on the sidewalk to the Pine River Bike Trail, Parks, and Aquatic Center. From the last time we met, we believed it was included when the grocery store was there.
- b. Possibly work in some social media marketing to identify the street or sidewalk as the “Stay Safe” route.

Funding: We are asking for funding for the graphic/design and printing costs for posters and stickers.

- c. The design/graphic will be printed on 11 x 17 and/or 8.5 x 11 stock will be distributed to downtown businesses, to display the sign in their front window during the Spring/Summer months.
- d. The design/graphic will be used on the information/marketing materials for the “Bike Safety” program that the Miller Public Library organizes each year.
- e. The design/graphic will also be used on Parks/Rec social media marketing and any handout/brochures.
- f. If the schools would like to participate and include the design on a handout, social media, or programing they are doing before school is out that would be welcomed.

If businesses want to have this graphic on a sidewalk sign, as we discussed previously, they can purchase on their own.

Safety – Motion: Recommend to Finance for funding and recommend to Council to amend Ordinance 101.25 (8a) 7– remove #7 Jefferson Street between Mill Street and Seminary.



COMMERCIAL PRINTING ESTIMATE

OFFSET X-PRESS

Customer Name City of Richland Center Date 3/31/2023

Description of Job Posters & Stickers

Size 8 1/2 x 11 | 11 x 17 | 4" Stock Weight, Color, Kind _____

Ink Color(s) Full Process Posters-Blazer Satin Cover 100#

We Set Camera Ready Copy Reprint

Fold _____ Pad _____ Number start with _____

Perforate _____ Drill _____ Stitch Assemble _____

Quantity 200 11x17-No Bleed- \$126.80 Estimated Price 200 Stickers - \$37.34
 Quantity 11x17-Bleed- \$132.86 Estimated Price _____
 Quantity 8 1/2 x 11-No Bleed- \$105.94 Estimated Price _____
8 1/2 x 11-Bleed- \$108.97 Estimated Price _____
 (either 3.9375" or 4.5")
 (NO 4" available)

This is an estimate only and subject to change due to unexpected price changes in papers or other job related materials, or changes in the job by the customer. This estimate valid for 30 days.

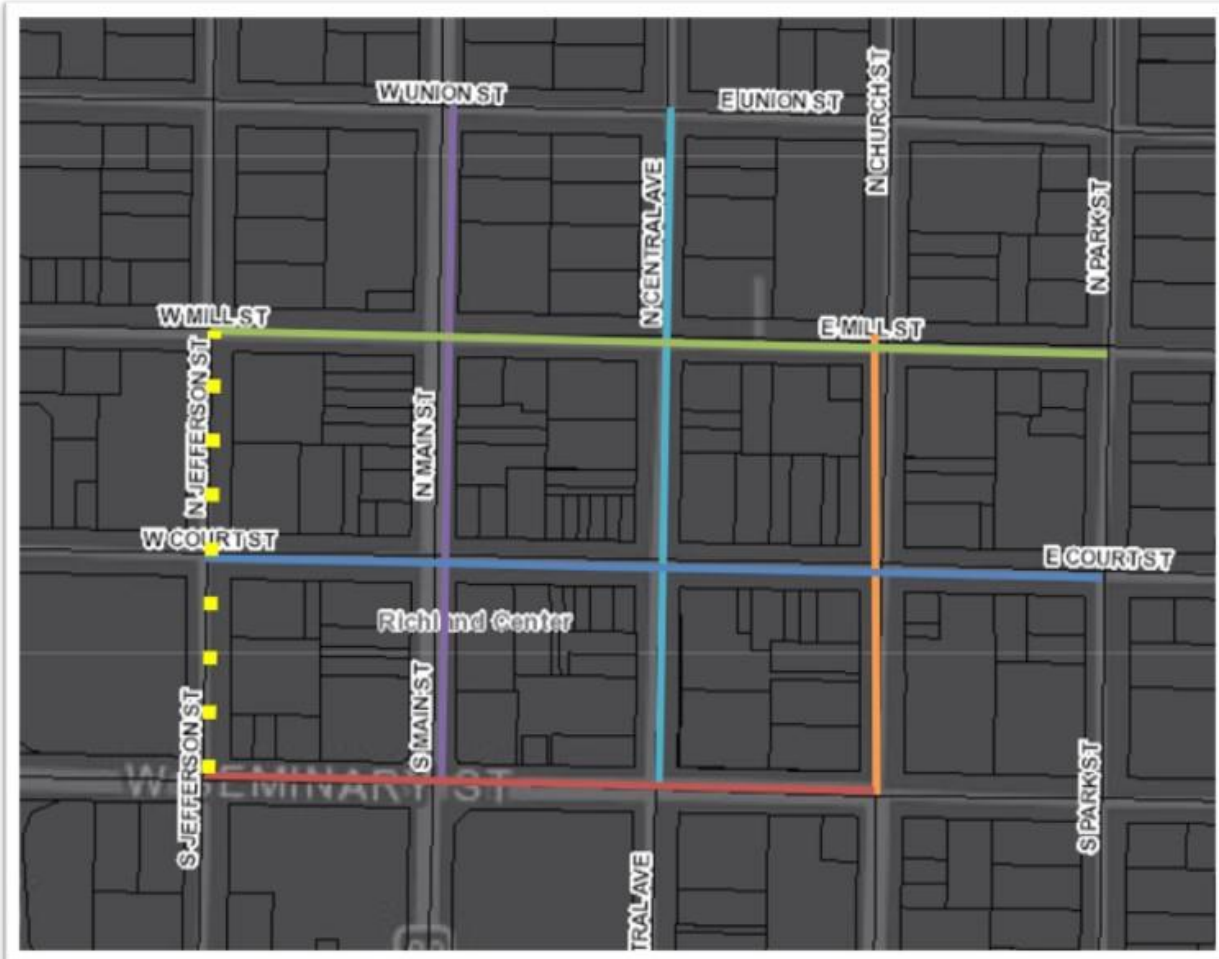
Estimate Calculated by

mc

We thank you and look forward to serving you.

Ordinance 101.25(8a) prohibits riding bikes, skateboards, or scooters on the sidewalks of certain streets within the downtown as depicted below.

Requesting the Removal of one street – Jefferson between Mill & Seminary Streets.



- 1. Mill Street between Jefferson Street and Park Street
- 2. Court Street between Jefferson Street and Park Street
- 3. Seminary Street between Jefferson Street and Church Street
- 4. Church Street between Mill Street and Seminary Street
- 5. Central Avenue between Union Street and Seminary Street
- 6. Main Street between Union Street and Seminary Street
- 7. Jefferson Street between Mill Street and Seminary Street

Walk your Wheels Quote

Rogers Create

29075 State Hwy 80
Richland Center, WI 53581
(920) 203-5717
mr.rogers_studio@yahoo.com
www.rogerscreate.com
4/4/2023

Bill to:

Richland Center, WI 53581

For:
Designing and Alterations

Details:	Amount:
Time making the design (10 hours)	\$ 150
Purchase of the design.	\$ 150
TOTAL	\$300.00

Make check payable to:
Craig Rogers or Jamie Rogers

If you have any questions please feel free to contact me through the contact information that is listed above.

Thank you for your business!

I. ACCOUNTS PAYABLE POLICY - CITY GENERAL & LIBRARY BOARD FUNDS (REVISED 03-2023)

=====

- **Regular Bills:** Original invoices are to be signed and dated by the head of the applicable department and have the account number written on them. In the absence of the department head, the chair of the committee or the president of the board can sign the original bills. In addition, the library or park board presidents can sign for a group of unpaid bills if the board is unable to meet or if bills are not available at the time of the meeting due to unusual circumstances.

The department head is to complete an “Accounts Payables (AP) List” detailing all invoices they are presenting to their committee. This list shall include the following: name of the vendor to be paid (in alphabetical order), description of the invoice to be paid, account number the invoice is to be posted to and the amount of the invoice. The list will also have the grand total of all the invoices being presented for approval. In addition, at the bottom of the form the department head and committee chair or board president will sign as verification the committee has reviewed the invoices to be paid and they approve the recommendation of payment for the bills presented at that meeting.

After being approved by the appropriate committee or board, the department head brings the original unpaid bills and the AP List of bills approved to the City Clerk/Treasurer office the morning following their committee meeting. In the event the department head is unable to submit these as instructed, they will notify the Clerk/Treasurer and they will have a member of their department submit them the morning following the meeting. *Note: If these items are not submitted as indicated in this policy, the bills will not be included for approval and processing.*

The finance committee regularly meets the 3rd Tuesday of each month to approve payments of bills. City bills are presented to the finance committee for final review and audit before being processed for payment. The bills for the library will be approved by the Library Board*.

Once the disbursement of funds is approved by the Finance Committee or Library Board, payments are generally issued the next day, or as soon as possible if there is an unforeseen circumstance which delays the issuing of the payment.

To avoid miscommunication with vendors, any questions regarding payment status should be referred to the accountant in the Clerk/Treasurer’s office.

- **Manual Bills:** Additional city bills that are received between meetings and are due before the committee meets again are classified as “manual” bills. The type of bills that usually are in this category would be regular operating expenses such as insurance/benefit payments, utility payments and other regular monthly payments. For example: pest control, fuel bills, postage, etc. These will be paid without going through the regular bill approval process.

Manual bills may also, on occasion, include an “emergency” or “urgent” invoice that requires payment immediately or else the city would be penalized. This type of payment would be quite rare but would still require the department head to sign and code the invoice, in addition to being signed by the city administrator, but would not require committee approval prior to payment. However, the disbursement will be on the next finance committee agenda for explanation.

- **Cafeteria Plan Payments:** These payments are protected by HIPPA laws and are classified. As such they are not presented for payment approval through committees.
- **Employee Reimbursement Requests:** A “Business Expense Reimbursement” form is given to each department head at the beginning of each year, extra copies can be obtained from the City Clerk/Treasurer office. This form needs to be filled out completely by the employee requesting reimbursement, attach the receipts for the purchase(s) and have it signed by the department head. The department head will include the reimbursement in with their regular bills to be approved.
- **Accounts Payable Documents:** Invoices and AP list will be kept in the City Clerk/Treasurer’s office for storage and auditing purposes. However, department heads need to retain a copy of the signed Accounts Payable List for their own department records.

**NOTE: Unlike other departments of the city, the Library Board has authority through state statute 43.58(2) to approve expenditures for the library instead of going through the city finance committee. However, the statute also recognizes the city’s authority regarding the disbursement of taxpayer funds thereby permitting the city to disburse library bill payments in the same manner as the other bills of the municipality.*

II. ACCOUNTS PAYABLE POLICY - SPECIAL CASH ACCOUNTS (Draft 1 Created 03-2023)

=====

- **Accounts Payable (AP) Vouchers:** Department heads need to completely fill out an AP voucher for each invoice they are submitting for payment. (See attached) There will be one voucher for each invoice submitted.

The department head and committee chair/board president must sign the voucher to verify the invoice being submitted has been reviewed and approved for payment by the proper governing authority of the funds being disbursed from the special account.

- **Invoices Submitted to Clerk/Treasurer Office for Payment:** Along with the AP voucher, department heads submit signed and dated original invoices to the Clerk/Treasurer office. The city will then issue a payment from the appropriate special account.

Once the payment is completed and issued, the Clerk/Treasurer will fill out the bottom of the AP voucher with the payment details and account balance and return the voucher to the department head for them to retain in their records.

- **Accounts Payable Documents:** Original invoices will be kept in the check register binder in the City Clerk/Treasurer’s office for storage and auditing purposes.