



OFFICIAL PUBLIC NOTICE

MEETING OF THE COMMON COUNCIL

TUESDAY, MAY 07, 2024 AT 6:30 PM

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

Microsoft Teams Meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODgzY2Y4ZmQtNzVmMC00ZmJkLTkyNzktM2NhMjliNGI0Mjc0%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d

Meeting ID: 244 499 265 731

Passcode: UqeJ25

AGENDA – Amended

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 of April 16, 2024 Regular Meeting
- [2.](#) Minutes of April 22, 2024 Special Meeting

APPROVAL OF AGENDA:

3. Council Agenda of May 7, 2024

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

MAYOR AND ALDERPERSONS: *Committee/Commission/Board Reports and Comments*

FUTURE AGENDA ITEMS: *Items to be discussed at a future meeting.*

TREASURER'S REPORT:

- [4.](#) Treasurer's Report for April 30, 2024

PAYMENT OF BILLS:

- [5.](#) Bills for May 7, 2024

ITEMS FOR DISCUSSION AND ACTION:

6. Appointment of Interim City Clerk
7. Appointment of Interim City Treasurer
- [8.](#) Creation of Ad Hoc Committee to update Council Rules

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:

- [9.](#) Class "B" Beer License Application from AD German Warehouse Conservancy, Timothy Abair agent, for 300 S. Church Street effective July 1, 2024
- [10.](#) Class "A" Beer License Application from Delicias De Las 4 Hermanas LLC, Joselin De La Cruz Garcia agent, for 146 S. Main Street effective May 8, 2024
- [11.](#) Temporary Class B Beer Picnic License from Southwest Partners Inc. dba Richland Rejuvenates for RC Thunderfest on Saturday, June 29, 2024
- [12.](#) Temporary Class B Beer & Class B Wine License from Greater Richland Area Chamber for a Beer & Wine Walk on May 17, 2024.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

- [13.](#) Digital Billboard Advertising Package Renewal

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

14. Confirmation of the Tree Board Appointment of the City Forester

CREATION OF AD HOC COMMITTEE TO UPDATE COUNCIL RULES

CITY ATTORNEY UPDATE ON COMMITTEE STRUCTURE REVIEW

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

CLOSED SESSION:

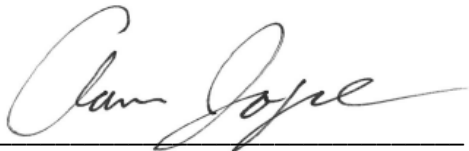
15. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Council will consider the investment of public funds.
16. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2) to vote on matters discussed during closed session. Roll call vote if motion is not unanimous.

ADJOURN:

17. Adjourn

Posted this 6th day of May, 2024 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

A handwritten signature in cursive script, appearing to read "Aaron Joyce", written in black ink.

Aaron Joyce, City Clerk/Treasurer

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

AGENDA

CALL TO ORDER: Meeting was called to order by Mayor Coppernoll at 7:00 PM. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Mark Chambers, Melony Walters, Kevin Melby, Steve Downs, and Ryan Cairns.

APPROVAL OF MINUTES: Motion by Alderperson Tepley to approve the minutes of the March 5, 2024 meeting as presented. Seconded by McCarthy. Motion carried 8-0.

APPROVAL OF AGENDA: Motion by Walters to approve the Council agenda with items #7, #17, #23, & #26 removed. Seconded by Downs. Motion carried 8-0.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS: Park & Recreation Director Jodi Mieden reported that hiring is taking place for summer employees and the current need is more lifeguards. Mieden also reported that the Richland Hospital will be sponsoring three days of admission at the aquatic center this summer. She added that she is working with Symons Recreation on possible maintenance assistance, with the potential to contract with the county to help with start-up and shut down of the aquatic center. Building & Grounds Supervisor Spencer Reed indicated that his department is transitioning from winter to summer projects. They are hiring summer staff and are also preparing for the opening of the aquatic center. Public Works lead Jason Koch reported that the snow plows are now off trucks and his department is also transitioning to summer projects. Economic Development Director Jasen Glasbrenner reported that the grant has been awarded to the city for utility expansion for the hospital project. The WEDC grant was awarded for the Los Amigos expansion project. A 2025 congressional grant for the Hill Country project downtown for \$4.1 million has been written. An example of the wayfinding signs example on display. Clerk Aaron Joyce reported that the April 2nd election had a 42% turnout and it was the first election utilizing the new Badger Books electronic poll book. Administrator Ashley Oliphant thanked the council members for completing the committee preference form.

MAYOR AND ALDERPERSONS: Karin Tepley reported that hiring is taking place at the library. Tepley also requested that a committee be formed to go over council rules. Mark Chambers noted that the Park Board has approved the donation policy. Melony Walters stated that Symons Recreation has hired Mike Hardy as the new director. Mayor Coppernoll stated that there will be a dedication of veteran headstones at the Richland Center Cemetery on Saturday, May 18th at 1:00 PM.

REORGANIZATION APPOINTMENTS & CONFIRMATIONS:

4. **Nominate & Elect Council President:** Tepley nominated Ryan Cairns as Council President. No other nominations were received. Mayor Coppernoll closed nominations. Ryan Cairns was elected Council President on a voice vote. Item 1.
5. **Appoint City Attorney – Confirm:** This item was not acted on.
6. **Appoint City Assessor – Confirm:** Mayor Coppernoll nominated Gretchen Jelinek to be City Assessor. Gretchen Jelinek was approved by a voice vote.
7. **Appoint City Forester – Confirm:** This item was not acted on. The Tree Board will nominate a Forester to be considered at a future council meeting.
8. **Appoint Emergency Government Coordinator – Confirm:** Mayor Coppernoll nominated Kevin Melby to be Emergency Government Coordinator. Kevin Melby was approved by a voice vote.
9. **Designate Official Newspaper – Confirm:** Mayor Coppernoll nominated the Richland Observer as the Official Newspaper. The Richland Observer was approved by a voice vote.
10. **Elect Two Council Representatives to the Utility Commission:** Melony Walters nominated Kevin Melby to serve as Council Representative to the Utility Commission. Kevin Melby nominated Steve Downs to serve as Council Representative to the Utility Commission. Melby & Downs were elected by voice vote.
11. **Appointments to Committees, Commissions, & Boards – Confirm:** Mayor Coppernoll distributed and read the list of appointments. He noted that there was very little change. In addition, Mayor Coppernoll recommended the reappointment of Mark Jelinek to the Planning Commission and Karin Tepley as a citizen member of the Tourism Commission. The list was approved as presented on a voice vote.

TREASURER'S REPORT: Motion by Alderperson Melby to approve the March 31, 2024 Treasurer's Report as presented. Seconded by Tepley. Motion carried 8-0.

PAYMENT OF BILLS: Motion by Alderperson Downs to pay the April 16, 2024 bills as presented. Seconded by Walters. Motion carried 8-0.

ITEMS FOR DISCUSSION AND ACTION:

14. **Temporary Class B Beer & Class B Wine License from Greater Richland Area Chamber for a Beer & Wine Walk on May 17, 2024**
Motion by Alderperson Melby to approve the Temporary Class B Beer & Class B Wine license from Greater Richland Area Chamber for a Beer & Wine Walk on May 17, 2024. Seconded by Chambers. It was noted that there may be additional locations approved at the next council meeting because the maximum number of wine walk locations has not been reached. Motion carried 8-0.
15. **Temporary Class B Picnic License from Greater Richland Area Chamber of Commerce for Friday, May 17, 2024**
It was noted that this license is for the street dance taking place in conjunction with the wine walk, but is a separate event on Court Street. Motion by Alderperson Melby to approve the Temporary Class B Picnic license from Greater Richland Area Chamber of Commerce for Friday, May 17, 2024. Seconded by Downs. Motion carried 8-0.
16. **Discussion and possible approval of the Facility Agreement between the Richland School District and the City of Richland Center July 1, 2024-June 30, 2026**

Park & Recreation Director Jodi Mieden stated that the city has met with the Richland School District to review and discuss changes. Mieden indicated that the biggest changes from the previous agreement were the dates and specific locations outlined previously were now simply listed as “facilities”. She also noted that language was added that Stori Field may be discontinued for use if development of the site is underway. The Park Board has approved the agreement. This agreement has been in place with the school district for many years. The new agreement will be effective July 1, 2024. Motion by Alderperson Chambers to approve the facility agreement between the Richland School District and the City of Richland Center for the period of July 1, 2024 through June 30, 2026. Seconded by Melby. Motion carried 8-0.

Item 1.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

17. Purchase and installation of lighted crosswalk signs

Removed from the agenda by earlier action.

18. Consider Purchase of Mower Tractor

This item came to Council without a recommendation from the Finance Committee. Building & Grounds Supervisor Spencer Reed stated that the decks of the tractors were out and the lift arms break. Fabrication was previously done at the street department. Parts have been difficult to obtain when broken down. Reed requested the purchase of a Bobcat Tractor from Jay's Power Sports in the amount of \$18,633. Motion to purchase the 2023 Bobcat from Jay's Ag & Turf in the amount of \$18,633. This equipment also comes with a frontend loader. It was noted that the mower deck and lift arms are manufactured with additional plates that would be reinforced and allow for longer use. In addition, the Bobcat has a better warranty. The Finance Committee questioned the location of service and the fact that the department doesn't already own a Bobcat. Reed indicated that the current tractors need substantial repair or replacement after three or four years. Motion by Alderperson Melby to approve the 2023 Bobcat from Jay's Ag & Turf at a purchase price of \$18,633. Seconded by Downs. Motion carried 7-1, with Alderperson Cairns dissenting.

19. Consider Purchase of Snow Blower

Two bids were received for this item. The purchase of the Minitou-Edge unit from Simpson's Tractor was approved by the Finance Committee. Motion by Cairns to approve the purchase of the Manitou-Edge snow blower attachment from Simpson's Tractor at a purchase price of \$10,944, with funds coming from the Unallocated Contingency line in the 2024 city budget. Seconded by Tepley. Motion carried 8-0.

20. Consider Purchase of Zero-Turn Mower

Four bids were received for this item. It was recommended by the Finance Committee to purchase the Ferris ISX3300 from Homesteader's at a price of \$14,599.90. The city currently has 5 zero-turn mowers. Motion by Alderperson Cairns to approve the purchase of the Ferris ISX3300 from Homesteader's at a price of \$14,599.90. Seconded by Melby. Motion carried 8-0.

21. Resolution to Accept a Non-Monetary Donation of a Kayak Landing

Dale Bender of Southwest Partners noted that the group has long developed the Pine River. The current landing is at South Wedgewood off Bohmann Drive. Colleen Schroeder wanted to donate to improve the landing in memory of her husband. The old landing would

be removed. Mayor read Resolution 2024-02 to accept the donation of a kayak landing in memory of her late husband Bill Schroeder. Council thanks the family. Motion by Alderperson Cairns to approve Resolution 2024-02 accepting the non-monetary donation of a kayak landing in memory of Bill Schroeder. Seconded by Downs. Motion carried 8-0.

Item 1.

22. Consider approval of contract with Chrome Fireworks & Displays, LLC for City Fireworks for June 29, 2024

The city has utilized Chrome Fireworks & Displays for its fireworks display for several years. The price of the show has not changed. It will take place on Saturday, June 29th. Motion by Alderperson Cairns to approve the contract with Chrome Fireworks & Displays, LLC for the city fireworks display on June 29, 2024 at a total cost of \$17,000. Seconded by Tepley. Motion carried 8-0.

23. Purchase of new police squad and upfitting including radio installation

Removed from the agenda by earlier action.

24. Consider Bid Award for Asphalt Overlays

Two bids were received for this material. Motion by Alderperson Cairns to approve Scott Construction's bid for asphalt overlays at a cost of \$86.95 per ton, or a total cost of \$132,164.00. Seconded by Chambers. Motion carried 8-0.

25. RCPD Union Contract MOU – Lateral Hires

Chief Jones noted that the wage scale per the union contract currently does not allow for officers with years of law enforcement service to receive a wage and vacation commensurate to their years of service. Proposed changes include the discretion to place lateral hires on the salary and vacation schedules equal to the amount of years of experience outlined in the union contract, and remove the 6-month rate on the wage scale and make the new start rate the Patrolman rate. It was noted that the Richland Center Police Union has not voted on the MOU. There is a current opening in the RCPD and the changes may help attract more candidates. Motion by Alderperson Tepley to approve the RCPD Union Contract MOU – Lateral Hires. Seconded by Downs. Motion carried 8-0.

26. Approval of historical marker for Vernon W. Thomson at 950 N. Orange Street

Removed from the agenda by earlier action.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

PUBLIC COMMENT: None

ADJOURN: Motion by Alderperson Tepley to adjourn. Seconded by Downs. Motion carried 8-0 at 8:25 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk

MONDAY, APRIL 22, 2024 AT 6:00 PM

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

AGENDA

CALL TO ORDER: Meeting was called to order at 6:02 PM. Members in attendance were Ron Fruit, Tom McCarthy, Kevin Melby, Melony Walters, Ryan Cairns, Mark Chambers, and Karin Tepley. Absent was Steve Downs.

APPROVAL OF AGENDA: Motion by Tepley to approve the agenda as presented. Seconded by Melby. Motion carried 7-0.

ITEMS FOR DISCUSSION AND ACTION:

2. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Dispensation of Complaint Against a Public Official. Motion by Alderperson Chambers to enter into closed session. Seconded by Melby. Motion carried 7-0.

****CLOSED SESSION****

3. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2) to vote on matters discussed during closed session. Roll call vote if motion is not unanimous. Motion by Alderperson Melby to return to open session. Seconded by Tepley. Motion carried 7-0 at 10:20 PM.

Motion by Alderperson Chambers to adopt the resolution of censure as discussed in closed session. Seconded by Melby. Motion carried 6-0, with Alderperson Walters recused.

ADJOURN: Motion by Alderperson Chambers to adjourn. Seconded by Tepley. Motion carried at 10:21 PM.

Minutes taken by City Attorney Michael Windle and respectfully submitted by Aaron Joyce, City Clerk

			+	-	
CITY OF RICHLAND CENTER - TREASURER'S REPORT					Item 4.
4/30/2024					
FUNDS	BEG/MO BAL	RECEIPTS	DISBURSEMENTS	END/MO BAL	
Deposits					
Disbursements					
City General Unassigned:	\$ 150,100.30	\$ 807,610.77	\$ 540,639.56	\$ 417,071.51	
State Investments #1 Unassigned	\$ 5,979,088.85	\$ 135,060.10	\$ 600,000.00	\$ 5,514,148.95	
Property Tax Account (partial unassigned)	\$ 64,536.01	\$ 225.50		\$ 64,761.51	
#2 Landfill long term care (for landfill issues)	\$ 624,742.36	\$ 2,752.50		\$ 627,494.86	
#3 TIF-Panorama Estates (TIF 6)	\$ 262,243.04	\$ 1,155.39		\$ 263,398.43	
#6 TIF 2-5 (only #4)	\$ 142,737.63	\$ 628.88		\$ 143,366.51	
RLF Business Savings	\$ 581,407.48	\$ 572.44	\$ 2,041.14	\$ 579,938.78	
RLF Business Checking	\$ 1,164.57	\$ -	\$ -	\$ 1,164.57	
RESTRICTED FUNDS: (by outside entity)					
CDBG Housing RLF	\$ 158,377.33	\$ 553.58		\$ 158,930.91	
Landfill Long Term Care CD to 2045	\$ 306,912.88			\$ 306,912.88	
Landfill Long Term Care CD to 2045	\$ 305,968.89			\$ 305,968.89	
Library Checking	\$ 201,107.83	\$ 1,787.15	\$ 13,944.92	\$ 188,950.06	
Room Tax	\$ 16,104.74	\$ 13,057.40		\$ 29,162.14	
Greater Richland Tourism	\$ 34,079.65	\$ 113.79	\$ 9,770.10	\$ 24,423.34	
Redevelopment Authority	\$ 70,468.55	\$ 246.15		\$ 70,714.70	
#5 Renew RC Loan Program-Affordable Hous	\$ 1,051,514.36	\$ 4,632.78		\$ 1,056,147.14	
Renew RC Loan Program-Checking	\$ 44,755.47	\$ 156.34		\$ 44,911.81	
COMMITTED: (by resolution of the Council)					
#4 Projects committed	\$ 1,695,530.65	\$ 7,470.19		\$ 1,703,000.84	
ASSIGNED: (for specific use, not assigned)					
Cemetery CDs	\$ 4,879.87	\$ 2.80		\$ 4,882.67	
Centennial Committee	\$ 2,773.09	\$ 9.68		\$ 2,782.77	
Canine Fund	\$ 40,655.15		\$ 101.17	\$ 40,553.98	
Park/Rec/Comm Center	\$ 11,538.42	\$ 40.31		\$ 11,578.73	
Aquatic Center	\$ 136,634.07			\$ 136,634.07	
LOANS - These are Estimated to date based upon the prev. year end					
Loans:	Total Debt 12/31/2023	2024 Principle	Projected Year End	12/31/2024	
Richland County Bank (2%)	\$ 50,000.00	\$ 50,000.00	9/30/2024	\$ -	
WPPI (no interest)	\$ 18,973.56	\$ 5,059.44	9/28/2027	\$ 13,914.12	
State Trust Fund Loan - Panorama Est TIF 6 (3.5%)	\$ -	\$ -	3/15/2021	\$ -	
Bonding - Panorama Estates TIF 6 (1.8%)	\$ 700,000.00	\$ 50,000.00	4/1/2037	\$ 650,000.00	
CFB Haseltine 389,390/Westside Dr 362,610 (2.5%)	\$ 502,000.00	\$ 50,000.00	4/1/2028	\$ 452,000.00	
Aquatic Center Bonding (20 Years)	\$ 3,540,000.00	\$ 190,000.00	8/1/2038	\$ 3,350,000.00	
Total Debt	\$ 4,810,973.56	\$ 345,059.44		\$ 4,465,914.12	
Debt Capacity - 4/18/2024 - WI DOR	\$ 20,477,735.00			\$ 20,477,735.00	
Current Debt % of Total	23.49%			21.81%	
Borrowing Max recommendation 65%	\$ 13,310,527.75			\$ 13,310,527.75	
Note Transfers are made between Funds that are accounted for in both Receipts and Disbursements					
*5/7/2024 - Aquatic Center - Statement not yet received					

City of Richland Center

Payment Approval Report - Finance Committee

Page: 1

Report dates: 5/7/2024-5/7/2024

May 07, 2024 01:14PM

Report Criteria:

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
05/07/2024				
05-07-2024 COUNCIL				
ABT SWAYNE LAW LLC	04/23/2024	ATTORNEY FEES-ADMINISTRATOR	10-51700-570 ATTORNEY/FEES	2,975.00
ABT SWAYNE LAW LLC	04/23/2024	ATTORNEY FEES-COMMON COUNCIL	10-51700-570 ATTORNEY/FEES	812.50
ABT SWAYNE LAW LLC	04/23/2024	ATTORNEY FEES-ORDINANCE	10-51700-570 ATTORNEY/FEES	1,042.50
ALLIANT ENERGY/WPL	04/11/2024	ACCT #1601850000-HWY80SHELTER	10-55300-655 PARKS/SHELTER	17.27
ALLIANT ENERGY/WPL	04/16/2024	ACCT #5572730000-HWY14 WALMART	10-54230-320 SIGNS/UTILITIES	15.80
ALLIANT ENERGY/WPL	05/01/2024	ACCT #8290837462-TERMINAL BLDG	10-54900-320 AIRPORT/RUNWA	124.49
AMAZON CAPITAL SERVI	04/19/2024	CITY ACCT #A2D4H70ZB1JL0D-PD OFFICE SU	10-52100-340 POLICE/OFFICE	29.98
AMAZON CAPITAL SERVI	04/29/2024	CITY ACCT #A2D4H70ZB1JL0D-PD EQUIP	10-52100-430 POLICE/PRIORIT	98.78
AMERICAN SOCIETY OF	04/20/2024	2024 ASCAP CHARGES FOR MUSIC	10-55200-395 COMM CTR/SERV	23.33
BALQUIER-GALLEGOS, L	03/16/2024	PD INTERPRETER	10-52100-810 POLICE/ENFORC	30.00
BEAR GRAPHICS, INC	04/19/2024	ACCT #00-775440 CITY CLERK	10-51400-520 DATA PROC/SUP	361.43
BOARDMAN & CLARK LL	03/28/2024	INV #282223-CITY, GENERAL	10-51760-570 LABOR REL/FEE	46.00
BOARDMAN & CLARK LL	04/29/2024	INV #283665-2022 ASSESSMENT	10-51760-570 LABOR REL/FEE	90.00
CITY UTILITIES	04/10/2024	INV #5628-LANDFILL LEACHATE	10-54500-680 LANDFILL/LEACH	437.50
DEITELHOFF, ELIZABETH	04/16/2024	MEAL REIMB-DEITELHOFF	10-52100-410 POLICE/TRAININ	30.52
EHLERS INC	04/29/2024	INV #97384-PANORAMA 2 & 3 PROFORMA	10-56400-290 TIF/CONSULTANT	600.00
GENERAL COMMUNICATI	04/22/2024	ACCT #7355-POLICE DEPT	10-52100-550 POLICE/RADIO	300.00
GENUINE TELECOM	04/20/2024	ACCT #641500- PD	10-52100-300 POLICE/TELEPH	151.26
GENUINE TELECOM	04/20/2024	ACCT #641600-STREET SHOP	10-54100-300 GARAGE/TELEPH	36.13
GENUINE TELECOM	04/20/2024	ACCT #20300-CLERK	10-51300-300 CLK TREAS/TELE	48.86
GENUINE TELECOM	04/20/2024	ACCT #20300-CLERK	10-51300-300 CLK TREAS/TELE	13.89
GENUINE TELECOM	04/20/2024	ACCT #20300-CLERK	10-51300-300 CLK TREAS/TELE	36.88
GENUINE TELECOM	04/20/2024	ACCT #20300-BLDG INSPECTOR	10-52400-300 BLDG SFTY/TELE	36.88
GENUINE TELECOM	04/20/2024	ACCT #20300-MAYOR	10-51200-300 MAYOR/TELEPH	35.38
GENUINE TELECOM	04/20/2024	ACCT #20300-ASSESSOR	10-51600-300 ASSESSOR/TELE	35.38
GENUINE TELECOM	04/20/2024	ACCT #20300-CLERK	10-51300-300 CLK TREAS/TELE	35.38
GENUINE TELECOM	04/20/2024	ACCT #20300-CITY DSL	10-51400-590 DATA PROC/DSL	213.00
GENUINE TELECOM	04/20/2024	ACCT #73700-CC ALARM	10-55200-565 COMM CTR/FIRE	36.88
GENUINE TELECOM	04/20/2024	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	41.88
GENUINE TELECOM	04/20/2024	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	45.23
GENUINE TELECOM	04/20/2024	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	36.88
GENUINE TELECOM	04/20/2024	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	110.00
GENUINE TELECOM	04/20/2024	ACCT #73700-PARK SHOP	10-51850-300 BLDG-PROP/TEL	5.00
GENUINE TELECOM	04/20/2024	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	35.38
G-PRO EXCAVATING LLC	08/07/2023	PAY REQ 3-CEDAR ST IMPROVEMENTS	10-61000-942 OUTLAY/ST PROJ	137,631.16
G-PRO EXCAVATING LLC	11/03/2023	PAY REQ 4-CEDAR ST IMPROVEMENTS	10-61000-942 OUTLAY/ST PROJ	65,579.32
G-PRO EXCAVATING LLC	01/05/2024	PAY REQ 5-CEDAR ST IMPROVEMENTS	10-61000-942 OUTLAY/ST PROJ	12,803.97
IOWA COUNTY EMERGE	04/30/2024	POLICE DEPT INV #20240430-11	10-52100-860 POLICE/ADMINIS	42.05
JELINEK, GRETCHEN	05/01/2024	APR ASSESSOR PYMT-G JELINEK	10-51600-560 ASSESSOR/CON	1,665.00
JONES CHEVROLET	04/22/2024	ACCT #380-POLICE DEPT	10-52100-425 POLICE/CAR OPE	372.13
KOELSCH, BEN	04/30/2024	APR CABLE SPONSORSHIP	10-55600-390 CABLE TV/MISC	1,933.75
M S A PROFESSIONAL S	04/30/2024	INV #004178 ALDI TRAFFIC STUDY	10-56500-560 ECON DEV/CONT	720.00
NUSSE, JOE	04/29/2024	MILEAGE REIMB-J NUSSE	10-52100-410 POLICE/TRAININ	42.50
PEPICH, DAN	04/22/2024	CAFETERIA PLAN PYMT-D PEPICH	10-22320-000 PYRL DED-125 PL	137.78
PILLA, JASON R	04/18/2024	HOTEL/MEAL REIMBURSEMENT-J PILLA	10-52100-410 POLICE/TRAININ	396.42
RHYME BUSINESS PROD	04/15/2024	POLICE COPIER INV #36353894	10-52100-480 POLICE/MAINT A	239.95
RICHLAND FIRE DISTRIC	04/20/2024	FIRE CALL- INCIDENT #224050 CLARY	10-52300-905 FIRE DIST/CITY F	800.00
RICHLAND FIRE DISTRIC	04/29/2024	FIRE CALL- INCIDENT #224063 SMALLEY	10-52300-905 FIRE DIST/CITY F	611.00
STANARD & ASSOCIATE	04/30/2024	POLICE INV #SA000057808	10-52100-860 POLICE/ADMINIS	385.00
TC AUTOWORKS LLC	05/01/2024	ACCT #01144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	96.83
TC AUTOWORKS LLC	04/29/2024	ACCT #01144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	447.35

City of Richland Center

Payment Approval Report - Finance Committee

Page: 2

Report dates: 5/7/2024-5/7/2024

May 07, 2024 01:14PM

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
U S CELLULAR	04/18/2024	ACCT #201978132-CELL/PARKS	10-51850-300 BLDG-PROP/TEL	33.99
U S CELLULAR	04/18/2024	ACCT #201978132-CELL/STREETS	10-54200-300 ROADWAYS/CEL	37.64
U S CELLULAR	04/18/2024	ACCT #201978132-MAYOR	10-51200-300 MAYOR/TELEPH	25.16
U S CELLULAR	04/18/2024	ACCT #201978132-CELL/MIEDEN	10-55200-300 COMM CTR/TELE	40.00
U S CELLULAR	04/10/2024	ACCT #854828109-FLOODWARNING	10-56200-300 FLOODPLN/TELE	40.51
U W MADISON - LOCAL G	04/18/2024	2024 BOR TRAINING MATERIALS	10-51300-410 CLK TREAS/TRAI	105.00
VERIZON WIRELESS	04/21/2024	ACCT #283186952-00001 RCPD	10-52100-300 POLICE/TELEPH	768.42
VIERBICHER ASSOCIATE	04/26/2024	INV #1-CONGRESSIONAL FUNDING	10-56500-560 ECON DEV/CONT	1,400.00
WAL-MART	04/29/2024	RESTITUTION-HICKS TO WALMART	10-52100-810 POLICE/ENFORC	79.88
WEX BANK	04/30/2024	POLICE ACCT #0496-00-916807-1	10-52100-500 POLICE/GASOLIN	2,736.86
WI CRISIS NEGOTIATOR	05/01/2024	PD REGISTRATION-L MOE	10-52100-410 POLICE/TRAININ	75.00
WI DEPT OF JUSTICE-CR	04/30/2024	ACCT #G2489-PD BACKGROUND CHECK	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF TRANS-FINA	05/01/2024	PRELIM DESIGN-HWY14 TO BOHMANN	10-61000-990 OUTLAY/PROJEC	1,531.21
WI DEPT OF TRANS-TPR	05/07/2024	RCPD TVRP PROGRAM PAYMENT	10-44410-000 PARKING TICKET	500.00
WIL-KIL PEST CONTROL	04/17/2024	ACCT #133002-LANDFILL	10-54500-560 LANDFILL/CONT	63.30
WIL-KIL PEST CONTROL	04/11/2024	ACCT #131539-MUN BLDG	10-51800-560 MUN BLDG/CONT	63.30
WPPI ENERGY	05/01/2024	LED PROJ INV #INV20992	10-51850-470 BLDG-PROP/MAI	421.62
Total CITY GENERAL FUND:				239,822.49
Grand Totals:				239,822.49

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

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

Dated: _____

Finance: _____

Filed in the office of the City Clerk/Treasurer

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
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Report Criteria:
Invoices with totals above \$0.00 included.
Only unpaid invoices included.

Paid between meetings

Item 5.

City of Richland Center

Payment Approval Report - Finance Committee

Page: 1

Report dates: 4/17/2024-5/7/2024

May 07, 2024 01:18PM

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
04/24/2024				
(0)				
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	10-22130-000 W/H TAXES-FICA/	3,786.50
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES FEDERAL WITHHOLDING T	10-22110-000 W/H TAXES-FEDE	4,490.58
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	10-22130-000 W/H TAXES-FICA/	3,786.50
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES MEDICARE Pay Period: 4/19	10-22130-000 W/H TAXES-FICA/	885.54
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES MEDICARE Pay Period: 4/19	10-22130-000 W/H TAXES-FICA/	885.54
WI Deferred Compensation	04/24/2024	DEFERRED COMP DEFERRED COMP AFTER	10-22310-000 PYRL DED-WI DE	81.78
WI Deferred Compensation	04/24/2024	DEFERRED COMP DEFERRED COMPENSATI	10-22310-000 PYRL DED-WI DE	245.00
WI Deferred Compensation	04/24/2024	DEFERRED COMP DEFERRED COMP AFTER	10-22310-000 PYRL DED-WI DE	100.00
Total CITY GENERAL FUND:				14,261.44
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES FEDERAL WITHHOLDING T	20-22110-000 LIBRARY FEDER	255.61
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	20-22130-000 LIBRARY FICA/M	456.65
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES SOCIAL SECURITY Pay Peri	20-22130-000 LIBRARY FICA/M	456.65
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES MEDICARE Pay Period: 4/19	20-22130-000 LIBRARY FICA/M	106.80
INTERNAL REVENUE SE	04/24/2024	FICA/FED TAXES MEDICARE Pay Period: 4/19	20-22130-000 LIBRARY FICA/M	106.80
Total LIBRARY FUND:				1,382.51
04/30/2024				
05-07-2024 Council				
Delta Dental	01/31/2024	Feb 2024 Dental & Vision Insurance	10-22270-000 EMPLOYEE SHA	335.70
Delta Dental	01/31/2024	Feb 2024 Dental & Vision Insurance	10-14500-000 A/R - GENERAL R	82.18
Delta Dental	01/31/2024	Feb 2024 Dental & Vision Insurance	10-51900-175 PERSONNEL/DE	14.80
Delta Dental	02/01/2024	March 2024 Dental & Vision	10-22270-000 EMPLOYEE SHA	347.14
Delta Dental	02/01/2024	March 2024 Dental & Vision	10-14500-000 A/R - GENERAL R	82.18
Delta Dental	02/01/2024	March 2024 Dental & Vision	10-51900-175 PERSONNEL/DE	14.80
Delta Dental	03/01/2024	APRIL 2024 DENTAL & VISION	10-22270-000 EMPLOYEE SHA	341.42
Delta Dental	03/01/2024	APRIL 2024 DENTAL & VISION	10-14500-000 A/R - GENERAL R	82.18
Delta Dental	03/01/2024	APRIL 2024 DENTAL & VISION	10-51900-175 PERSONNEL/DE	14.80
Delta Dental	04/01/2024	May 2024 Dental & Vision	10-22270-000 EMPLOYEE SHA	341.42
Delta Dental	04/01/2024	May 2024 Dental & Vision	10-14500-000 A/R - GENERAL R	82.18
Delta Dental	04/01/2024	May 2024 Dental & Vision	10-51900-175 PERSONNEL/DE	14.80
Total CITY GENERAL FUND:				1,753.60
Delta Dental	01/31/2024	Feb 2024 Dental & Vision Insurance	20-22270-000 EMPLOYEE SHA	48.06
Delta Dental	02/01/2024	March 2024 Dental & Vision	20-22270-000 EMPLOYEE SHA	48.06
Delta Dental	03/01/2024	APRIL 2024 DENTAL & VISION	20-22270-000 EMPLOYEE SHA	48.06
Delta Dental	04/01/2024	May 2024 Dental & Vision	20-22270-000 EMPLOYEE SHA	48.06
Total LIBRARY FUND:				192.24
Grand Totals:				17,589.79

City of Richland Center

Payment Approval Report - Finance Committee
Report dates: 4/17/2024-5/7/2024

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May 07, 2024 01:18PM

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

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

Dated:

Finance:

Filed in the office of the City Clerk/Treasurer

Report Criteria:

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

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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) Alderperson'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/Treasurer shall call the Council to order and thereupon the Council shall elect a chairperson 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 QUESTION 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 Alderperson and may not cast an additional vote in case of 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 Alderpersons 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 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 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 as 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 Alderperson 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 & 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 Alderperson 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 Alderperson 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 Alderperson making and seconding the motion.

8 AMENDMENT OF MOTIONS No motion shall be amended without the consent of the Alderperson 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 operation. 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 Alderperson 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.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 8.

Agenda Item: Creation of Ad Hoc Committee to update Council Rules

Committee Review: None

Meeting Date: Council – May 7, 2024

Requested by: Karin Tepley - Alderperson

Presented by: Karin Tepley

Background: Recently, there have been several situations where our Council Rules have not served us well. I would like to form an Ad Hoc Committee consisting of three-five people along with an advisory team – Council President, Ryan Cairns and Attorney Windle.

Requested Action:

COUNCIL: Motion to authorize the creation of an Ad Hoc Committee for the purpose of updating Council Rules

Attachment(s):

- Council Rules

Original Alcohol Beverage
License Application

FOR CLERKS ONLY	
Municipality	City of Richland Center
License Period	7/1/24 - 6/30/25

Item 9.

License(s) Requested

- ☐ Class "A" Beer \$ _____ ☐ "Class A" Liquor \$ _____
- ☒ Class "B" Beer \$ 100 ☐ "Class B" Liquor \$ _____
- ☐ "Class C" Wine \$ _____ ☐ "Class A" Liquor (Cider Only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____ ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$ 100.00
Publication Fee	\$ 15.99
Background Check	\$ 15.00
Total Fees	\$ 130.99

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) <u>AD GERMAN WAREHOUSE CONSERVANCY, INC.</u>		
2. Trade Name or DBA		
3. Premises Address <u>300 S CHURCH STREET</u>		
4. County <u>RICHLAND</u>	5. Municipality <u>RICHLAND CENTER</u>	6. Aldermanic District <u>Dist. #1</u>
7. Mailing Address (if different from premises address) <u>P O BOX 436 RICHLAND CENTER, WI 53581</u>		
8. FEIN <u>46 4001430</u>	9. Wisconsin Seller's Permit Number <u>456 - 10286 48447-03</u>	
10. Premises Phone <u>608 647 0255</u>	11. Premises Email <u>IN70ADGERMANWAREHOUSE@GMAIL.COM</u>	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe 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 in this application. Attach additional sheets if necessary. <u>FOUR STORY MASONRY WAREHOUSE BUILDING</u> <u>DESIGNED BY FRANK LLOYD WRIGHT. ALCOHOL</u> <u>STORAGE, SALES & CONSUMPTION WOULD BE</u> <u>LIMITED TO THE BASEMENT, GROUND FLOOR AND</u> <u>SECOND FLOOR</u>		

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration <i>WISCONSIN</i>		2. Date of Registration <i>2013</i>	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Name of Parent Company		FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.			
5. Agent's Last Name <i>ABAIR</i>		Agent's First Name <i>TIMOTHY</i>	
		Phone [REDACTED]	

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
<i>MARSHALL KINTE</i>	<i>BARB JANE</i>	<i>PRESIDENT VICEPRESIDENT</i>	[REDACTED]
<i>ABAIR</i>	<i>TIMOTHY</i>	<i>TREASURER</i>	[REDACTED]
<i>MOTT</i>	<i>ASHLEY</i>	<i>SECRETARY</i>	[REDACTED]
<i>ZIEGAHN</i>	<i>BARRY</i>	<i>BOARD MEMBER</i>	[REDACTED]

Part E: Attestation

Who must sign this application?

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>[Signature]</i>		Date <i>03/05/24</i>	
Name (Last, First, M.I.) <i>ABAIR, TIMOTHY L</i>			
Title <i>TREASURER</i>	Email [REDACTED]	Phone [REDACTED]	

Part F: For Clerk Use Only

Date application was filed with clerk <i>3/6/2024</i>	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

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

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 AD GERMAN WAREHOUSE CONSERVANCY, INC.
(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

located at 300 S CHURCH ST RICHLAND CENTER, WI 53581
(Trade Name)

appoints TIMOTHY ABAR
(Name of Appointed Agent)
18519 TUCKAWAY VALLEY RD RICHLAND CENTER, WI 53581
(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).

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? 50+ YRS

Place of residence last year 18519 TUCKAWAY VALLEY RD RICHLAND CENTER WI 53581

For: AD GERMAN WAREHOUSE CONSERVANCY, INC.
(Name of Corporation / Organization / Limited Liability Company)

By: Barbara M. Munk
(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, TIMOTHY ABAR, 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.

TIMOTHY ABAR 2/29/24
(Signature of Agent) (Date)
18519 TUCKAWAY VALLEY RD RICHLAND CENTER WI 53581
(Home Address of Agent)

Agent's age 65

Date of birth [REDACTED]

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 3/22/2024 by [Signature] Title Chief of Police
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Form
AT-103Alcohol Beverage License Application
Supplemental QuestionnaireDate
2/29/24

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

AD GERMAN WAREHOUSE CONSERVANCY, INC.

2. Trade Name or DBA

N/A

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☐ Limited Liability Company☐ Corporation☒ Nonprofit Organization**Part B: Individual Information**

1. Name (Last, First, M.I.)

ABAIR, TIMOTHY L

2. Relationship to Registered Entity (Title)

BOARD MEMBER

3. Email

4. Phone

5. Home Address

18519 TUCKAWAY VALLEY RD

6. City

RICHLAND CENTER

7. State

WI

8. Zip Code

53581

9. Date of Birth

10. Drivers License/State ID Number

11. Drivers License/State ID State of Issuance

WISCONSIN

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

NOT APPLICABLE

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Previous Address 2

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name

NOT APPLICABLE

Employer's Address

Dates Employed (MM/YYYY - MM/YYYY)

Employer's Name

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No


2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☐ Yes ☒ No
2. How long have you continuously lived in Wisconsin prior to the date of application? Years 50+ Months
3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date <u>2/29/24</u>
---	---------------------

Form
AT-103

Alcohol Beverage License Application Supplemental Questionnaire

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information				
1. Registered Entity Name (or individual name if sole proprietor) AD German Warehouse Conservancy				
2. Trade Name or DBA				
3. Entity Type (check one)				
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input checked="" type="checkbox"/> Nonprofit Organization

Part B: Individual Information				
1. Name (Last, First, M.I.) Barbara S Marshall				
2. Relationship to Registered Entity (Title) Board President		3. Email [REDACTED]		4. Phone [REDACTED]
5. Home Address 25058 Hwy N				
6. City Richland Center		7. State WI	8. Zip Code 53581	9. Date of Birth [REDACTED] 3/15/57
10. Drivers License/State ID Number [REDACTED]			11. Drivers License/State ID State of Issuance Wisconsin	

Part C: Address History	
List in chronological order your last two residence addresses within the last 5 years.	
Previous Address 1	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)
Previous Address 2	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)

Part D: Employment History	
List in chronological order your last two employers within the last 5 years.	
Employer's Name Retired	
Employer's Address	Dates Employed (MM/YYYY - MM/YYYY)
Employer's Name	
Employer's Address	Dates Employed (MM/YYYY - MM/YYYY)

Alcohol Beverage License Application
Supplemental Questionnaire

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

A. D. German Warehouse Conservancy

2. Trade Name or DBA

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☒ Nonprofit Organization**Part B: Individual Information**

1. Name (Last, First, M.I.)

Ziegahn, Barry A.

2. Relationship to Registered Entity (Title)

Member

3. Email

4. Phone

5. Home Address

1807 W. Fern St.

6. City

Richland Center

7. State

WI

8. Zip Code

53581

9. Date of Birth

10. Drivers License/State ID Number

11. Drivers License/State ID State of Issuance

Wisconsin

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Previous Address 2

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name

Capital Wealth Advisory Group

Employer's Address

Dates Employed (MM/YYYY - MM/YYYY)

1313 W. Seminary St., Richland Center, WI 53581

June 2007 - Sept. 2023

Employer's Name

Employer's Address

Dates Employed (MM/YYYY - MM/YYYY)

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☒ Yes ☐ No

foreign - Australia - 1972-74

2. How long have you continuously lived in Wisconsin prior to the date of application? Years *49* Months *10*
3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature *Bay Egan* Date *2/28/24*

Application Supplemental Questionnaire

Form
AT-103

Date 2/27/24

Item 9.

Alcohol Beverage License

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor • all officers, directors, and agent of a corporation or nonprofit organization • all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

AD German Warehouse

2. Trade Name or DBA

3. Entity Type (check one)

Nonprofit Organization

Part B: Individual Information

1. Name (Last, First, M.I.)

Kintz, Jane, M.

6. City Richland Center

2. Relationship to Registered Entity (Title)

3. Email

AD German Warehouse Conservancy Board

9. Date of Birth

Member.

7. tWI

8. 53581

5. Home Address 21945 Galway Lane

4. Phone

10. Drivers License/State ID Number

Part C: Address History

11. Drivers License/State ID State of Issuance *WI*

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

Previous City, State, Zip Dates (MM/YYYY - MM/YYYY) Previous Address 2 None

Item 9.

Previous City, State, Zip Dates (MM/YYYY - MM/YYYY)

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name Riverdale School District

Employer's Address 747 6th St., Muscoda, WI 53573

Dates Employed (02/2023 - 06/2023)

Employer's Name

Employer's Address Dates Employed (MM/YYYY - MM/YYYY)

- 1 -

AT-103 (R. 06-23) Wisconsin Department of Revenue

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated Penalty Imposed

Trial Date

Was sentence completed? Yes No

Law/Ordinance Violated Trial Date

Penalty Imposed

Was sentence completed? Yes No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2 No

Years

2. How long have you continuously lived in Wisconsin prior to the date of application?

Life 68 years, 9 months

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? No
If yes, please explain using the space below. Attach additional sheets as needed.

No Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void

under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Item 9.

Signature Date

Jane M. Kintz

Jane M. Kintz

2/27/24

- 2 - AT-103 (R. 06-23)

Form AT-103 Instructions

Alcohol Beverage License Application/Supplemental Questionnaire

Who must complete Form AT-103?

All persons involved in the applicant business who are partners of a partnership, officers, directors, managing members, sole proprietors, or agents. These persons must be identified in the schedule for appointment of agent (Form AT-104), original license application (Form AT-106), retail license transfer (Form AT-108) the renewal license application (Form AT-115), or the appointment of successor agent (Form AT-200).

Where do I submit Form AT-103?

Submit this form with Form AT-104, AT-106, AT-108, AT-115, or AT-200 to the clerk of the municipality in which the applicant business is located.

Specific Instructions

Date

- Date the form in the top left corner.

Part A: Premises/Business Information

- Enter the legal business name in box 1. If sole proprietor, enter the individual's first and last name. • Enter the trade name or "doing business as" name in box 2, if different than the name in box 1. • Check one entity type in box 3 to indicate how the business is legally organized.

Note: This business information must match the information on the license application (Form AT-106 or AT-115).

Part B: Individual Information

- Provide all requested personal information.
- For box 2: Enter your title or describe your relationship to the business. Examples: President, Treasurer, Director, Chief Financial Officer, Member, Partner, Agent, etc.

Part C: Address History

- List your two most recent addresses within the past five years.

Part D: Employment History

- List your two most recent employers/business ventures within the past five years.

Part E: Criminal History

- Question 1: Disclose any civil or criminal violations of law in any jurisdiction (federal, state, or local ordinance), and include detailed descriptions of any violations of law involving alcohol beverages (OWI, disorderly conduct, etc.). • Question 2: Disclose any pending charges against you in any jurisdiction and include detailed descriptions of any charges involving alcohol beverages.

Date
02/27/24Form
AT-103**Alcohol Beverage License Application
Supplemental Questionnaire**

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)
A D German Warehouse Conservancy Inc.

2. Trade Name or DBA

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☒ Nonprofit Organization

Part B: Individual Information

1. Name (Last, First, M.I.)
Mott, Ashley R

2. Relationship to Registered Entity (Title)
Secretary

3. Email
[REDACTED]

4. Phone
[REDACTED]

5. Home Address
23995 Buckhorn Ln

6. City
Richland Center

7. State
WI

8. Zip Code
53581

9. Date of Birth
[REDACTED]

10. Drivers License/State ID Number
[REDACTED]

11. Drivers License/State ID State of Issuance
Wisconsin

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1
23995 Buckhorn Ln.

Previous City, State, Zip
Richland Center, WI 53581

Dates (MM/YYYY - MM/YYYY)
10/2020-Present

Previous Address 2
20654 Hidden Valley Rd.

Previous City, State, Zip
Richland Center, WI 53581

Dates (MM/YYYY - MM/YYYY)
06/2019-10/2020

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name
TitleWorks, LLC

Employer's Address
161 N Central Ave., Richland Center, WI 53581

Dates Employed (MM/YYYY - MM/YYYY)
12/2020-Present

Employer's Name
W. Chris McGough Attorney at Law

Employer's Address
PO BOX 548, Richland Center, WI 53581

Dates Employed (MM/YYYY - MM/YYYY)
06/2019-12/2021

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions


1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☒ Yes ☐ No

Minnesota, Alabama

2. How long have you continuously lived in Wisconsin prior to the date of application?
- | | |
|-------|--------|
| Years | Months |
| 4 | 8 |
3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 2/27/2024
---	----------------

Original Alcohol Beverage
License Application

FOR CLERKS ONLY	
Municipality	City of Richland Center
License Period	May 8, 24 06/30/2024

Item 10.

License(s) Requested

- ☒ Class "A" Beer \$ 14.79 ☐ "Class A" Liquor \$ _____
- ☐ Class "B" Beer \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class C" Wine \$ _____ ☐ "Class A" Liquor (Cider Only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____ ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$ 14.79
Publication Fee	\$ 15.99
Background Check	\$ 15.00
Total Fees	\$ 45.78

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) <u>Delicias De las 4 Hermanas LLC</u>		
2. Trade Name or DBA		
3. Premises Address <u>146 S Main St</u>		
4. County <u>Richland</u>	5. Municipality <u>Richland Center</u>	6. Aldermanic District
7. Mailing Address (if different from premises address)		
8. FEIN <u>09-1587885</u>	9. Wisconsin Seller's Permit Number <u>456-1031623366-04</u>	
10. Premises Phone <u>608-383-3331</u>	11. Premises Email <u>Deliciasdelas4Hermanas24@gmail.com</u>	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe 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 in this application. Attach additional sheets if necessary. <u>This premises is located on 146 S. Main St Richland Center.</u> <u>NO Basement</u> <u>NO upstairs</u>		

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only	
1. State of Registration <u>Wisconsin</u>	2. Date of Registration <u>3/11/2024</u>
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Parent Company	FEIN of Parent Company
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.	
5. Agent's Last Name	Agent's First Name
Phone	

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone

Part E: Attestation

Who must sign this application?

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <u>Joselin De La Cruz Garcia</u>	Date <u>3/20/24</u>
Name (Last, First, M.I.) <u>Joselin De La Cruz Garcia</u>	
Title <u>Owner</u>	Phone <u>608-383-3331</u>
Email <u>Joselin1996@live.com</u>	

Part F: For Clerk Use Only

Date application was filed with clerk <u>4-12-2024</u>	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

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

Item 10.

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 Delicias De Las 4 Hermanas 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

located at 146 S Main St Richland Center WI 53581
(Trade Name)

appoints _____
(Name of Appointed Agent)

(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).

Delicias De Las 4 Hermanas

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? 24 years

Place of residence last year _____

For: _____
(Name of Corporation / Organization / Limited Liability Company)

By: _____
(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, Joselin De La Cruz Garcia, 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.

Joselin De La Cruz Garcia 3/20/2024 Agent's age 27
(Signature of Agent) (Date)
X 236 S. Sheldon St Apt D Richland Center WI Date of birth 10/29/1996
(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 4/19/2024 by [Signature] Title Chief of Police
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Alcohol Beverage License Application
Supplemental QuestionnaireDate
3/20/24

Item 10.

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

Delicias De Las 4 Hermanas LLC

2. Trade Name or DBA

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization**Part B: Individual Information**

1. Name (Last, First, M.I.)

DeLaCruz-Garcia Joselin

2. Relationship to Registered Entity (Title)

Owner

3. Email

Joselin1996@live.com...

4. Phone

608-383-3331

5. Home Address

236 S. Sheldon St Apt D

6. City

Richland Center

7. State

WI

8. Zip Code

53581

9. Date of Birth

10/29/1996

10. Drivers License/State ID Number

D426-4209-6889-02

11. Drivers License/State ID State of Issuance

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

236 S. Sheldon St Apt D

Previous City, State, Zip

Richland Center WI 53581

Dates (MM/YYYY - MM/YYYY)

08/2020 - Present

Previous Address 2

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name

Allied Machinery LLC

Employer's Address

1000 Foundry Drive E - Richland Center

Dates Employed (MM/YYYY - MM/YYYY)

10/2021 - present

Employer's Name

Employer's Address

Dates Employed (MM/YYYY - MM/YYYY)

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☐ Yes ☒ No

2. How long have you continuously lived in Wisconsin prior to the date of application? Years 24 years Months
3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature Joselin D. Garcia Date 3/20/2024

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

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

FEE \$ 10.00Application Date: 04/26/2024☐ 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 06/29/2024 and ending 06/29/2024 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 Southwest Partners Inc dba Richland Rejuventes(b) Address PO Box 651, Richland Center WI 53581

(Street)

☐ Town ☐ Village ☒ City(c) Date organized 03/03/2016(d) If corporation, give date of incorporation 03/03/2016(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 Michael Breininger 24810 Mourning Dove Ln, Richland Ctr WI 53581Vice President Dale Bender, PO Box 244, Richland Center WI 53581Secretary Liz Perkins 23009 Cty Hwy AA Richland Center WI 53581Treasurer Michael Cosgrove 25218 Cty HWY Y, Richland Center WI 53581

(g) Name and address of manager or person in charge of affair:

Michael Cosgrove see above address**2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**(a) Street number Krouskop Park 1100 N Jefferson Street , Richland Ctr WI 53581

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(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 RC Thunderfest(b) Dates of event 06-29-2024**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.

Southwest Partners Inc dba Richland

(Name of Organization)

Officer


(Signature/date)

Officer

(Signature/date)

Officer

(Signature/date)

Officer

(Signature/date)

Date Filed with Clerk

4/29/2024

Date Reported to Council or Board

Date Granted by Council

License No. _____

May 17, 2024 - Richland Center Wine Walk 2024				
Event Time: 5:30-8:30 PM				
Sponsor:	The Greater Richland Area Chamber of Commerce			
BUSINESS	ADDRESS	LOCATION FOR SERVING/CONSUMPTION	WINE & BEER	BEER ONLY
Advanced Pump & Well	278 W. Court St.	Front room	X	
Computer Doctors	122 W. Court St.	First floor, front lobby	X	
Creative Layers	142 S. Central Ave.	Salon area main floor	X	
Diplopia	100 W. Court St.	First floor, Central Ave. side	X	
Essential Wellness	186 E. Mill St.	Lobby Area	X	
Herb Rx	145 W. Court St.	Main level, store front	X	
J. Jay Walsh Jewelers	157 N. Main St.	Front portion of the store	X	
Los Amigos II **	100 N. Main St.	Bar area	X	
Phoenix Center **	100 S. Orange St.	Banquet area	X	
Pine River Smoke Company	249 W. Court St.	Front room	X	
Richland Family Restaurant	211 N. Main St.		X	
Richland Locker Co.	590 S. Main St.	Front retail area	X	
State Farm Insurance	172 S. Main St.	Lobby	X	
The Creative Outlet	156 E. Court St.	1st floor	X	
The Gym-boree	142 E. Court St.	1st floor	X	
The Island Drink Shop	54 N. Church St.	Lower level drink shop area	X	
Christy's Sunnyside	101 W. Court St.	Lower level	X	
Dreams Boutique	100 S. Main St.		X	
K.W. Realty	125 S. Church St.	Main floor	X	
New York Life	179 E. Court St.	Front lower level	X	
Royal Bank	101 E. Court St.	Main level, lobby area	X	
Verison-Team Wireless	172 S. Main St. Unit B	Front Space	X	

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 13.

Agenda Item: Digital Billboard Advertising Package Renewal

Meeting Date: Finance & Council on 5/7/2024

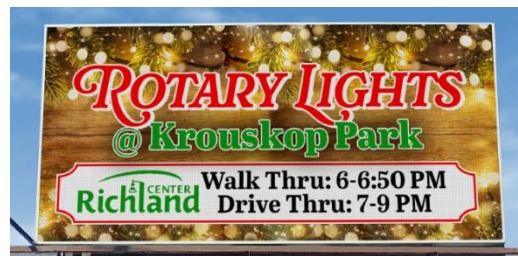
Requested by: Ashley Oliphant, City Administrator

Background: In 2023, the City executed a 15-year lease agreement with the Lamar Company to allow for the continued existence of a billboard on city owned property located on USH 14 (tax parcel 276-2812-1000). Additionally, the billboard was to be converted to digital on or around July 2023. Per the lease agreement, the Lamar Company's annual rent increased from \$300 per year to \$4,500 per year. In 2023, the City also executed a 52-week advertising contract for this digital billboard at a discounted rate of \$500/flight or \$6,500 for 52 weeks.



DIGITAL POSTBUY DETAIL										
PANEL #	MEDIA TYPE	PER PERIOD CONTRACT AMT	AMOUNT PER DAY	CONTRACT START	CONTRACT END	TOTAL DAYS CONTRD	TOTAL IMPRESSIONS ANTICIPATED	TOTAL IMPRESSIONS DELIVERED	BONUS IMPRESSIONS DELIVERED	TOTAL ADDED VALUE
629688	Digi Poster	\$500.00	\$23.72	08/07/2023	05/06/2024	274	1,039,832	1,095,608	55,776	\$348.65
629688	Digi Poster	\$0.00	\$0.00	08/02/2023	08/06/2023	5	18,975	10,329	0	\$0.00
Total:										\$348.65

Once digital billboard advertising became available, all departments have been provided with the opportunity to advertise in an "on demand" fashion. In addition to department level advertising, local non-profits have received the benefit of advertising. The Tourism Coordinator acts as a liaison between Lamar and the City to ensure attractive, relevant, and varied advertisements are displayed.



Recommendation/Request: To authorize the lease renewal for a 52-week advertising contract with the same terms as the current contract.

Financial Impact: \$6,500 (fully budgeted)

Funding Source: Community Development/Misc Expense (10-56100-390)

Requested Action:

FINANCE: Motion to recommend to the Common Council to authorize the execution of a 52-week lease renewal for a digital billboard advertising package with the Lamar Company at a cost not to exceed \$6,500.

COUNCIL: Motion to authorize the execution of a 52-week lease renewal for a digital billboard advertising package with the Lamar Company at a cost not to exceed \$6,500.