



## **OFFICIAL PUBLIC NOTICE**

### **MEETING OF THE COMMON COUNCIL**

**TUESDAY, JANUARY 02, 2024 AT 6:30 PM**

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

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#### **MICROSOFT TEAMS:**

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDQ1NDhjYTAzMjkWZi00MzMxLTlmZmUtNzc4M2UzZjI5ZDI%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)

[join/19%3ameeting\\_ZDQ1NDhjYTAzMjkWZi00MzMxLTlmZmUtNzc4M2UzZjI5ZDI%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDQ1NDhjYTAzMjkWZi00MzMxLTlmZmUtNzc4M2UzZjI5ZDI%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: 246 648 438 596**

**Passcode: PKrJTv**

#### **AGENDA**

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

#### **CLOSED SESSION**

1. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(g) to confer 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. The purpose is to discuss ongoing litigation and confer with legal counsel.
2. Consider motion to reconvene into open session pursuant to Wisconsin Stat, Sec 19.85(2) to discuss and/or vote on matters discussed during closed session. Roll call vote if motion is not unanimous.

#### **INFORMATIONAL PRESENTATION - RICHLAND COUNTY AMBULANCE SERVICE**

- [3.](#) Richland County Ambulance Presentation

#### **INFORMATIONAL PRESENTATION - RICHLAND CENTER TRANSIT**

**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.*

- [4.](#) Council Minutes 12/05/2023

#### **APPROVAL OF AGENDA:**

5. Agenda for January 2, 2024

#### **CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:**

- [6.](#) Economic Development Director's Report for 1/2/2024

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

#### **TREASURER'S REPORT:**

- [7.](#) Treasurer's Report 12/31/2023

#### **PAYMENT OF BILLS:**

- [8.](#) Bills 01/02/2023

#### **ITEMS FOR DISCUSSION AND ACTION:**

- [9.](#) Consider Ordinance 2024-01 Annexing Parcels 022-2634-1000, 022-2634-1100, and 022-2643-2000
- [10.](#) Consider Approval of a City Donation Policy
- [11.](#) Consider Securing Auditing Services with Johnson Block & Company for the Year Ending December 31, 2023

**FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)**

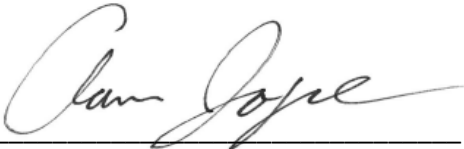
12. Request for Continued Financial Services from Southwestern Wisconsin Regional Planning Commission
13. Award Bid for Wayfinding Signs

**APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:**

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

**ADJOURN:**

Posted this 29th day of December, 2023 by 4:30 PM.  
Copy to the official newspaper the Richland Observer.

A handwritten signature in black ink, appearing to read "Aaron Joyce", written over a horizontal line.

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.



# Richland County Ambulance Service

RICHLAND CENTER CITY COUNCIL MEETING  
DECEMBER 5, 2023



# Joint Ambulance Committee & the Richland County Ambulance Service

- ▶ Joint Ambulance Committee established in 2015
  - ▶ Per County Resolution and MOU with municipalities
    - ▶ County Board has ultimate decision-making authority
  - ▶ Representatives from each municipality so all have voice
  - ▶ Subcommittee for Strategic Planning discusses options and presents to JAC for consideration
- ▶ Ambulance Service established in 1972
  - ▶ Volunteer/Paid-on-Call until addition of Full-Time in 2015
  - ▶ Currently 20 members

# Service Members

New members since February 2020:

- ▶ Kisha Dehnart 7/2020
- ▶ Sarah Orr 8/2020
- ▶ Abby Jongquist 3/2021
- ▶ Stacy Petersheim 3/2022
- ▶ Abby Noggle 3/2022
- ▶ Hope Petersheim 12/2022
- ▶ Kaili Klatt 2/2023



Pictured above: Darin Gudgeon, Tim Dehnart, Kisha Dehnart, Dean Winchell, Judy Shireman, Stacy Petersheim, Amber Morris, Robin Pierson, Kim Clark, Kaili Klatt, Hope Petersheim, Sarah Orr, Cody Layer, Brianna Johann, Abby Noggle, Amber Burch. Not Pictured: Jerry Crotsenberg, Abby Jongquist, Jason Marshall, Mike Marshall, Barb Scott, David Yardley. Photo taken May 2023.

Paid on Call : 9

Casual Call-In : 6

Full-Time : 5

# Staffing Two Ambulances

- ▶ JAC Goal to establish staffing to provide two staffed ambulances
- ▶ Roughly 15% of ambulance calls are covered by the back-up truck
- ▶ Having second truck staffed means less delay in response for
  - ▶ Second 911 calls
  - ▶ Multiple patients on first scene
  - ▶ Transfers from local hospitals to other hospitals or facilities
- ▶ Transfers help the patient, the hospital, the Service, and the community.

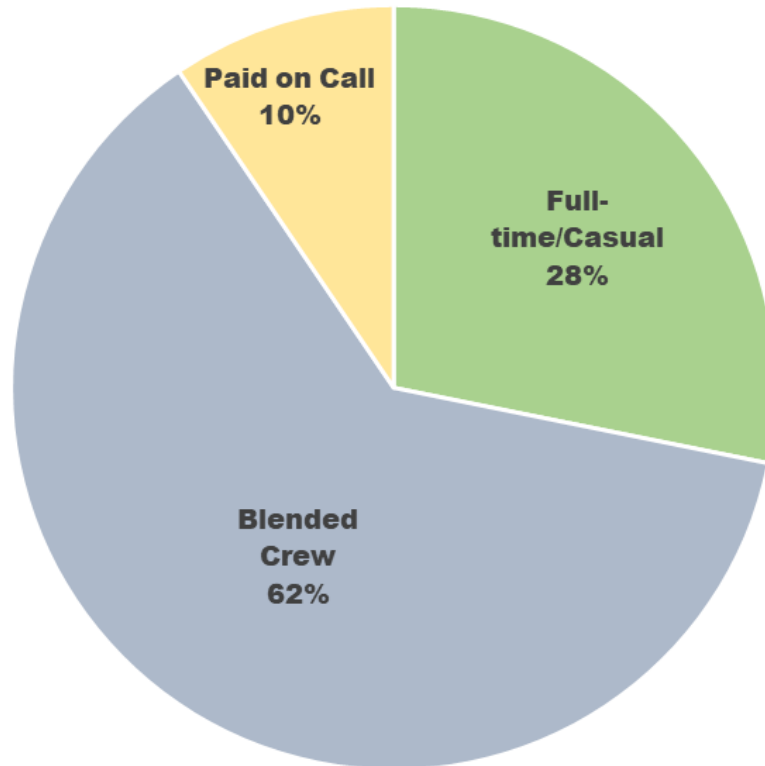


# Crew Make-Up on Calls

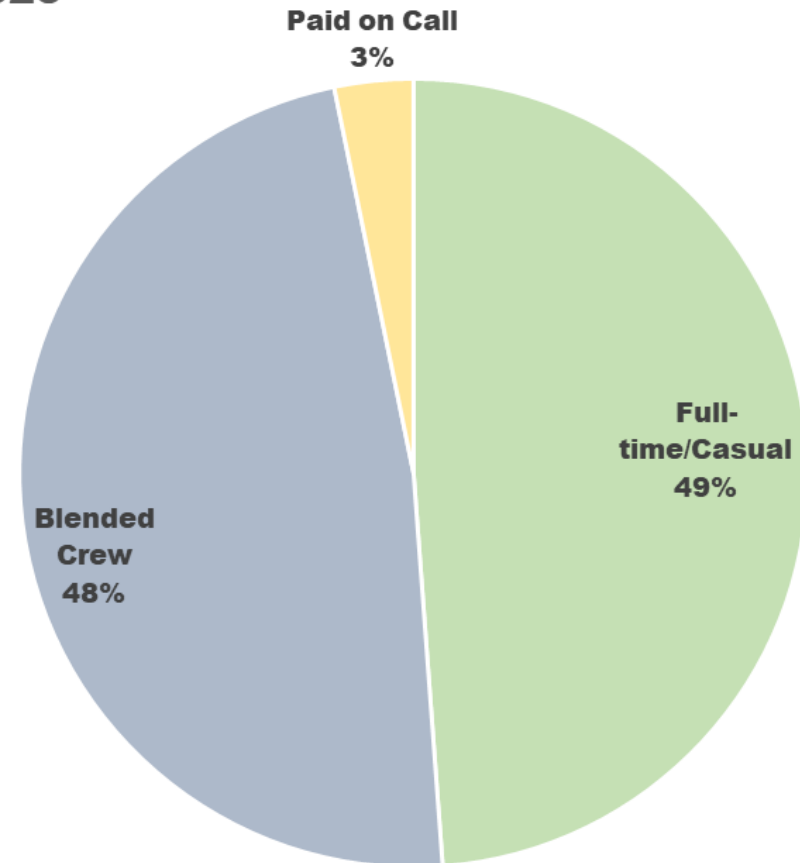
(August through October)

Item 3.

2022



2023

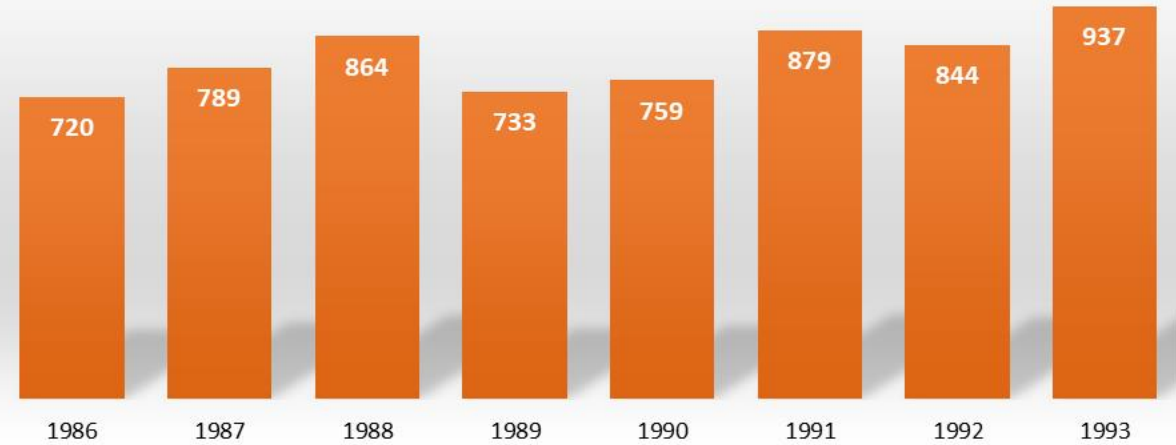


Legal crew requires at least two members with EMS license to respond.

# Call Volume

Total Ambulance Calls for the Year 1986-1993

Item 3.



Total Ambulance Calls for the Year 2012-2023



\* 2023: calls as of 11/24

## Likely Reasons for change:

- ▶ Aging population
- ▶ Increased number of lift-assists
- ▶ Taking more transfers
- ▶ Assisting neighbors



# Richland Center

## Total Calls in Richland Center by Year



### Per Current MOU:

*MOU rates currently set by four-year call average of 911 calls multiplied by \$170*

- ▶ Four-year average: 677 calls
- ▶ Annual total: \$115,090.00

### Previous MOU:

- ▶ Four-year average: 575
- ▶ Annual total: \$97,750

# Budget Overview

- ▶ No County Tax Levy dollars used
- ▶ Budget consists of
  - ▶ Payment for Services Rendered
  - ▶ Municipality payments
  - ▶ Grants, donations, and other miscellaneous
- ▶ Recent Expenditures
  - ▶ \$40,000 to New Ambulance Outlay
  - ▶ 3 New LifePak15 Cardiac Monitors
  - ▶ New engine for Unit 35 (2009 Ford E450)

		DEC 31, 2022
-----FUND-----	51 AMBULANCE SERVICE FUND	
ACCOUNT		BEGINNING BALANCE
	ASSETS	
	CURRENT ASSETS:	
51.0000.0000.1110	CASH	256,853.75
51.0000.0000.1180	PETTY CASH	0.00
51.0000.0000.1301	ACCOUNTS RECEIVABLE	20,068.39
51.0000.0000.1347	2015 AMBULANCE A/R	0.00
51.0000.0000.1348	2016 AMBULANCE A/R	23,192.26
51.0000.0000.1349	2017 AMBULANCE A/R	22,247.42
51.0000.0000.1350	2018 AMBULANCE A/R	23,818.94
51.0000.0000.1351	2019 AMBULANCE A/R	378.56
51.0000.0000.1352	2020 AMBULANCE A/R	43,042.72
51.0000.0000.1353	2021 AMBULANCE A/R	21,615.32
51.0000.0000.1354	2022 AMBULANCE A/R	0.00
51.0000.0000.1355	2023 AMBULANCE A/R	0.00
51.0000.0000.1620	PREPAID EXPENSES	4,402.00
	TOTAL CURRENT ASSETS:	415,619.36

# Keeping Tax Payers in Mind

- ▶ FLEX Grant for staffing
  - ▶ \$22,260
- ▶ FAP Grant for annual training and related supplies
- ▶ Re-Chassis ambulances rather than buying new
- ▶ Utilizing back-up crew when available for lifting assistance, etc
- ▶ Emergency Services Building Project



# Fiscally Responsible Building Project

- Purchased items such as desk tops and chairs from Wisconsin Surplus
- Whenever possible, handled projects such as installing fire-door and ceiling with our staff/volunteers
- Had items such as kitchen counters donated



# COVID-19 Response Efforts

Support provided by Richland County Ambulance during the COVID-19 pandemic:

- ▶ Procurement and Distribution of PPE
- ▶ COVID-19 Free Community Testing
- ▶ Vaccine Administration/Support

# Joint Ambulance Committee Goals & Priorities

- ▶ Primary Focus Areas:
  - ▶ Staffing
  - ▶ Ensure Municipalities have voice heard
  - ▶ Replace the 2003 Ambulance
  - ▶ Planning for future financial needs
  - ▶ Strengthening partnerships with Richland Hospital and Richland Center Fire Department
  - ▶ Work toward providing paramedic-level service and community medicine program



# Richland County Emergency Services Building

Item 3.

Our sincerest thanks to the  
Richland Electric Cooperative  
Board, Shannon Clark,  
and Bob Simpson  
for their generous donations,  
without which this project  
would not have been possible.

Building Occupancy: January 18, 2023



# Seeking Feedback

- ▶ How are we doing?
- ▶ Is there any other information you would like to receive?

## **AGENDA**

**CALL TO ORDER:** Mayor Coppernoll called the meeting to order at 6:33 PM. Alderpersons present were Connie Hoppenjan, Karin Tepley, Tom McCarthy, Mark Chambers, Melony Walters, Kevin Melby, Steve Downs, and Ryan Cairns.

**APPROVAL OF MINUTES:** Motion by Alderperson Melby to approve the Common Council Minutes of November 7, 2023 as presented. Seconded by McCarthy. Motion carried 8-0.

**APPROVAL OF AGENDA:** It was noted that the 2022 city audit presentation would not take place because of scheduling issues. Motion by Alderperson Tepley to approve the agenda with the 2022 city audit presentation removed. Seconded by Walters. Motion carried 8-0.

**INFORMATIONAL PRESENTATION – MSA HWY 14 TRAFFIC STUDY:** Economic Development Director Jasen Glasbrenner introduced Andy Zimmer and Eric Frailing from MSA Professional Services regarding the Highway 14 traffic study. It was noted that the study will be examined more in depth at the next Planning Commission meeting. Frailing said the draft report is currently under review. There are 1.1 miles between Starlight Lane and Jelland Drive that were examined. Traffic counts were conducted to help build background analysis for the project. 42 traffic crashes have occurred along that stretch of corridor in the last five years, mostly resulting in property damage and some minor injuries. Crash rates were lower than statewide averages for similar corridors. The Wisconsin DOT is proposing upgrades to the County O intersection. The city requested MSA look at frontage and backage roads in that area. MSA recommends moving forward with a frontage road for potential hospital development. The study also examined the Pine River Trail intersection with motor vehicle crossings and found no reported incidents at motor vehicle crossings.

**CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:** Library Director Stacy Pilla reported that the library has filled the full-time library position and still has a part-time position open. Pilla also noted the library board will meet at 5:00 PM on the regular scheduled evenings. Police Chief Billy Jones reported that Sarah Mulry has started as the department's new Administrative Assistant. Economic Development Director Jasen Glasbrenner noted that he will be providing regular reports to the Finance Committee and the latest report is in the current Finance Committee meeting packet. City Clerk Aaron Joyce reported that anyone interested in taking out nomination papers for city elected positions can do so now. All paperwork is due to the clerk's office by 5:00 PM on Tuesday, January 2<sup>nd</sup>. Attorney Michael Windle stated that he is continuing to work on providing educational materials for the council. City Administrator Ashley Oliphant stated that the city's holiday party is scheduled for Thursday, December 14<sup>th</sup> from 4:00 – 6:00 PM at the Community Center. The Municipal Building will close early that day. Oliphant also noted that a special Common Council meeting will be held on Thursday, December 7<sup>th</sup> for the purpose of approving the 2024 budget and 2023 tax levy.

**MAYOR AND ALDERPERSONS:** Alderperson Walters reported that the Street Department is now staffed with four full-time employees following the most recent hire. She asked the community to have grace with the Street Department staff this winter as there are several new individuals in the department. Walters also noted that the positions of Zoning Administrator and Director of Public Works are open. Alderperson Tepley thanked Stacy Pilla for being present and reporting on the library happenings. Tepley also reported that there will be a new travel guide that will be printed and available in the spring. Mayor Coppernoll noted that the early reviews of the Rotary Lights in the Park have been very positive in 2023.

**TREASURER'S REPORT:** Motion by Alderperson Tepley to approve the 11/30/2023 Treasurer's Report as presented. Seconded by Downs. Motion carried 8-0.

**PAYMENT OF BILLS:** Motion by Alderperson Downs to pay the 12/5/2023 bills as presented. Seconded by Melby. Motion carried 8-0.

#### **ITEMS FOR DISCUSSION AND ACTION:**

5. **Appointment of City Clerk**

Mayor Coppernoll nominated Aaron Joyce for an indefinite term as City Clerk. Joyce has been serving as City Clerk/Treasurer since being hired for the position in June 2021, however due to an oversight was never formally appointed to the position. Motion by Alderperson Chambers to appoint Aaron Joyce to the position of City Clerk. Seconded by Hoppenjan. Motion carried 8-0.

6. **Appointment of Acting City Treasurer**

Mayor Coppernoll noted that there must be an Acting Treasurer in place to collect the 2023 taxes. The position of City Treasurer is still in the process of being filled. Coppernoll nominated Aaron Joyce to serve as acting Treasurer. Motion by Alderperson Tepley to appoint Aaron Joyce to serve as Acting Treasurer until the position can be filled. Seconded by Chambers. Motion carried 8-0.

7. **Status of the N/S portion East 5th Street on Parcel 276-1635-8500 and its potential use for public travel**

This item was postponed from the last council meeting. Attorney Windle looked into the potential impacts and continued to find more concerns. He noted that the city would likely have to inquire with an engineer to make the street viable. Windle said he could not recommend the council take the action of dedicating that portion of East 5<sup>th</sup> Street for public travel. Mayor Copperoll noted that Wastewater Superintendent Todd Fischer was at the last meeting and noted future utility improvements in that area and it didn't make sense to pave the roadway at this time. Coppernoll asked if it's possible to designate the roadway an alleyway or private drive? Windle couldn't advise one way or another. Coppernoll also stated that making the road a private drive would have to be agreeable by the property owners, which could happen. Adjacent property owner Charles Aber was in attendance. Mayor Coppernoll asked Aber if there are additional concerns beyond just having the road paved. Aber said he's not sure a cul de sac is a possibility for that portion of road considering the rest of the property is privately owned. He said the property owners in that

area feel the paved roadway would be an improvement and he struggles with the concerns that have been brought up by the city in making the roadway street dedicated for public travel. Coppernoll would like to informally talk with neighbors to discuss what could be done with that portion of roadway in the future. Coppernoll would like to get a timeframe of when the utility work under that roadway will be done to come up with a plan moving forward whether that's a private drive, alley, or street because all have different meanings and ramifications. No formal action regarding this item was taken by the common council.

**8. 2024 Shared Ride Taxi Operating Contract**

This is the 5<sup>th</sup> year of the 5-year contract with Running, Inc. The language in the contract remains the same as previous years. The hours remain the same. The rate for 2024 is changed. The maximum amount of funding for this contract shall be \$359,701.86 based on 10,213 hours of service at a rate of \$35.22 per hour. Motion by Alderperson Walters to approve the 2024 shared ride taxi operating contract with Running, Inc. Seconded by Downs. Motion carried 8-0.

**9. Election Workers for 2024-2025 Election Cycle**

It was noted that the political parties had to submit their list of potential poll workers for every 2-year cycle. Clerk Joyce noted that just one political party provided a list. Motion by Alderperson Melby to approve the list of election workers for the 2024-2025 election cycle as presented. Seconded by Downs. Motion carried 8-0.

**10. Continued Presentation by City Attorney, including Review of the Office, Initial Findings and Recommendations**

Attorney Windle had nothing new to share for this meeting.

**PLANNING COMMISSION RECOMMENDATIONS AND ACTION:**

**11. Consider the Request for Land Division at 26425 USH 14 E**

This property is commonly known as the former Koch Tractor lot on the east side of the city where the proposed new hospital will be constructed. The Plan Commission recommended to Council the approval of the land division. Motion by Alderperson Tepley to approve the land division request of the Richland Hospital for their property located at 26425 US Highway 14 E with tax parcel number 022-2634-1000. Seconded by Melby. Motion carried 8-0.

**12. Consider the Request for Land Division on Tax Parcel 276-1712-1000 at 1000 US Highway 14 W.**

This item was postponed from the last council meeting. This property is commonly known as the East Hall property at the UW-Platteville Richland campus. The Plan Commission recommended to Council the approval of the land division. The school is in close proximity to the American Legion where the legion has tested rifles on the property. There is an existing agreement in place to allow that activity and there is also an exemption in state law that allows rifles. There is no objection to moving forward with the request. Motion by Alderperson Melby to approve the land division request on tax parcel 276-1712-1000 at 1000 US Highway 14 W. Seconded by Downs. Motion carried 7-0, with Alderperson Chambers abstaining.

**FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:**

13. **Symons Deficiency Appropriation Request**

Alderson Walters noted that there was a deficiency at Symons from 2020-2022 totaling \$135,535.67 – \$67,767.84 of which is the city's share. There was an overpayment of Economic Development expenses earlier in 2023 resulting in the city owing the county a net \$27,747.47. Motion by Alderson Walters to authorize payment of the remaining balance of \$27,747.47 for the Symons deficiency from 2020-2022, with funds coming from the unallocated contingency fund, and request the city/county ad hoc committee reformulate the Symons Recreation agreement. Seconded by Tepley. Motion carried 8-0.

14. **Consider request from Symons Recreation Complex to purchase a new pool vacuum**

Alderson Walters reported that the Symons pool vacuum is not operational and needs to be replaced. The cost is \$2,500 for a new vacuum from Midwest Pool Supply. Funds would come from the Symons maintenance and repair line item. The purchase will be made after the county board also approves the expense. Motion by Alderson Walters to approve the purchase of a new pool vacuum for Symons Recreation Complex at a cost of \$2,500 from Midwest Pool Supply. Seconded by Chambers. Motion carried 8-0.

15. **Consider request from Symons Recreation Complex to purchase two new on demand water heaters**

It was noted that Symons currently has two on-demand water heaters. Heater #1 is the primary water heater and is no longer functioning and both heaters are at the end of life. Three bids were received for the project with the lowest bid from Jelinek Plumbing & Heating for \$5,700.00. Motion by Alderson Walters to purchase two new on-demand water heaters from Jelinek Plumbing & Heating not to exceed \$5,700, with funds coming from the Maintenance and Repair line item. Seconded by Hoppenjan. Motion carried 8-0.

**PERSONNEL & INSURANCE COMMITTEE RECOMMENDATIONS AND ACTION:**

16. **Amending Policy 206 Holidays to Reflect Alternate Work Schedules**

The Personnel Committee has discussed holidays being paid for the regular day's work based on the employee's normal schedule. This is a factor because some departments work a flexible schedule. Therefore, those employees would be paid for their individual schedule. Motion by Walters to amend the employee handbook Personnel Policy 206 Holidays to change the wording that full-time employees shall receive their normal compensation at the employee's regular rate of pay as determined by the individual employee's regular schedule for the holiday's listed in the Personnel Policy. Seconded by Melby. Motion carried 8-0.

**PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:**

17. **2024 Municipal Taxi Licenses**

Motion by Alderson Melby to approve the 2024 Taxi License applications from Towne Taxi and Running, Inc. Seconded by Downs. Motion carried 8-0.

18. **Class B Picnic License from Richland County Performing Arts Council for December 16, 2023**

Motion made by Alderson Melby to approve the Class B Picnic License application from Richland County Performing Arts Council for the Swing into Christmas Holiday Jazz Show on Saturday, December 16, 2023. Seconded by Downs. Motion carried 8-0.



**PUBLIC COMMENT:** Sharon Schmitz and Rod Perry wished everyone a Merry Christmas.

**CLOSED SESSION**

19. **The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(g) to confer 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. The purpose is to discuss ongoing litigation and request for expenditure of funds on an expert witness.**

Motion by Alderperson Chambers to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(g) to confer 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. Seconded by Melby. Motion carried 8-0 at 7:44 PM.

20. **Consider motion to reconvene into open session pursuant to Wisconsin Stat, Sec 19.85(2) to discuss and/or vote on matters discussed during closed session. Roll call vote if motion is not unanimous.**

Motion by Alderperson Tepley to reconvene into open session to discuss and/or vote on matters discussed during closed session. Seconded by Downs. Motion carried 8-0 at 8:10 PM.

Motion by Alderperson Downs to approve Resolution 2023-5, Authorizing the hiring of an expert witness. Seconded by Tepley. Motion carried 8-0.

**ADJOURN:** Motion by Alderperson Downs to adjourn. Seconded by Tepley. Motion carried 8-0 at 8:11 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk

# Richland Center Economic Development

## Areas of Focus

**Housing**

**Workforce Retention & Attraction**

**Quality of Life Amenities**

### Primary Projects

( 12/6/2023 to 1/5/2024)

Director, Jasen Glasbrenner

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

- Worked with Zoning and Administration to complete annexation of main hospital site
- Annexation should occur at the 1/2/2024 Council meeting
- Congressional Grant, Road and Utility Infrastructure and Design, TID Planning, Legal Work, City Planning
  - o Preliminary planning for possible use of infrastructure grant once approved

#### **MSA Traffic Study of HWY 14 E**

- Completed preliminary report to Council - Dec 5th, 2023
- Staff review of plan and conversations with MSA
- Presentation to Planning Commission set for Jan 10th

#### **Panorama Estates 2&3**

- Coordination of financial review process and negotiating development agreement terms
- Currently waiting for updated cost to construct numbers from the developer
- Also waiting for response from developer on alternate funding models that were discussed.

#### **Lamont Subdivision Development**

- Review of conceptual house plans with developer
- Work with Zoning and Consultants to get text for Zero lot line Ordinance review
- Facilitating subdivision development process within the City (Allison Park Area)
- Planning Streets, Long term consideration

#### **Stori Field**

- Continued conversation with interested developer
- Follow up scheduled for Jan 22nd after architect review

#### **2 Retail Projects**

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

#### **Jefferson School**

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

#### **Wayfinding & Entrance Sign Project**

- Request for Proposal and Bid Review Process
  - o Bids to Planning Commission for Review on 1/10/2024
  - o Finance and Council review for approval on 2/6/2024

#### **CDI Grant - Rockbridge School**

- Completed YE Grant Reporting Process

#### **EPA - Environmental Protection Agency - Conceptual Planning Service Grant**

- Assistance is focused on Orange St. corridor redevelopment - Ferguson Property
- Report process was started in May 2023 with site visit and day of planning
- Final report from EPA was issued to City on 12/4/2023
- Planning Commission will review report on 1/10/2024

CITY OF RICHLAND CENTER - TREASURER'S REPORT					Item 7.
12/31/2023					
FUNDS	BEG/MO BAL	RECEIPTS	DISBURSEMENTS	END/MO BAL	
Deposits					
Disbursements					
City General Unassigned:	\$ 310,038.84	\$ 333,289.62	\$ 279,551.69	\$ 363,776.77	
State Investments #1 Unassigned	\$ 5,032,975.67	\$ 31,136.88	\$ 6,250.00	\$ 5,057,862.55	
Property Tax Account (partial unassigned)	\$ 30,342.93	\$ 2,218,283.82		\$ 2,248,626.75	
#2 Landfill long term care (for landfill issues)	\$ 610,930.58	\$ 2,707.23		\$ 613,637.81	
#3 TIF-Panorama Estates (TIF 6)	\$ 173,459.04	\$ 768.65		\$ 174,227.69	
#6 TIF 2-5 (only #4)	\$ 139,582.00	\$ 618.53		\$ 140,200.53	
RLF Business Savings	\$ 588,561.91	\$ 580.50	\$ 3,000.00	\$ 586,142.41	
RLF Business Checking	\$ 1,164.57	\$ 3,000.00	\$ 3,000.00	\$ 1,164.57	
RESTRICTED FUNDS: (by outside entity)					
CDBG Housing RLF	\$ 130,125.21	\$ 554.90		\$ 130,680.11	
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	\$ 228,836.92	\$ 1,690.73	\$ 32,965.73	\$ 197,561.92	
Canine Fund	\$ 41,823.00	\$ 200.00	\$ 128.45	\$ 41,894.55	
Room Tax	\$ 36,365.82	\$ 161.48		\$ 36,527.30	
Greater Richland Tourism	\$ 55,601.75	\$ 161.86	\$ 1,000.61	\$ 54,763.00	
Redevelopment Authority	\$ 69,234.49	\$ 241.84		\$ 69,476.33	
#5 Renew RC Loan Program-Affordable Housing	\$ 1,028,267.53	\$ 4,556.58		\$ 1,032,824.11	
Renew RC Loan Program-Checking	\$ 43,971.70	\$ 153.60		\$ 44,125.30	
COMMITTED: (by resolution of the Council)					
#4 Projects committed	\$ 1,658,045.94	\$ 7,347.33		\$ 1,665,393.27	
ASSIGNED: (for specific use, not assigned)					
Cemetery CDs	\$ 4,862.99			\$ 4,862.99	
Park/Rec/Comm Center	\$ 10,616.24	\$ 762.07		\$ 11,378.31	
Aquatic Center	\$ 125,496.81	\$ 25.78		\$ 125,522.59	

City of Richland Center

Payment Approval Report - Finance Committee

Page: 1

Report dates: 1/2/2024-1/2/2024

Jan 02, 2024 02:14PM

## Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>01/02/2024</b>				
<b>01-02-24 COUNCIL</b>				
AEGIS CORPORATION	12/27/2023	EQUIP BREAKDOWN INV #INV7522	10-51500-270 INSURANCE/PRO	8,236.00
AEGIS CORPORATION	12/27/2023	CRIME POLICY-INV #INV7521	10-51500-270 INSURANCE/PRO	1,823.00
AMAZON CAPITAL SERVI	12/05/2023	CITY ACCT #A2D4H70ZB1JL0D-ECON DEV SU	10-56500-340 ECON DEV/OFFI	40.56
AMAZON CAPITAL SERVI	12/01/2023	CITY ACCT #A2D4H70ZB1JL0D-PARTY SUPPLI	10-51900-990 PERSONNEL/HIRI	31.97
AMAZON CAPITAL SERVI	12/01/2023	CITY ACCT #A2D4H70ZB1JL0D-PARTY SUPPLI	10-51900-990 PERSONNEL/HIRI	16.98
AMAZON CAPITAL SERVI	12/05/2023	CITY ACCT #A2D4H70ZB1JL0D-PD EQUIP	10-52100-810 POLICE/ENFORC	153.98
AMAZON CAPITAL SERVI	12/31/2023	CITY ACCT #A2D4H70ZB1JL0D-ECON DEV SU	10-56500-340 ECON DEV/OFFI	99.96
APPLIED CONCEPTS	12/20/2023	PD INV #430648 LIDAR	10-52100-430 POLICE/PRIORIT	2,695.00
AUTO VALUE PARTS STO	11/03/2023	ACCT #529000051-STREET DEPT	10-54200-420 ROADWAYS/TRU	178.99
AUTO VALUE PARTS STO	11/17/2023	ACCT #529000051-STREET DEPT	10-54300-440 ST CLEANG/EQUI	30.26
AXON ENTERPRISE, INC	12/01/2023	ACCT #241724-POLICE DEPT	10-52100-480 POLICE/MAINT A	7,188.00
BAYCOM INC	11/09/2023	ACCT #19326-PD RADIO	10-52100-550 POLICE/RADIO	572.58
BOARDMAN & CLARK LL	12/15/2023	INV #277852-2022 ASSESSMENT	10-51760-570 LABOR REL/FEE	338.00
BOARDMAN & CLARK LL	12/15/2023	INV #277853-TAX ASSMT APPEAL	10-51760-570 LABOR REL/FEE	520.00
CAPITAL ONE	12/08/2023	ACCT #621034-PARTY SUPPLIES	10-51900-990 PERSONNEL/HIRI	51.76
CITY UTILITIES	11/29/2023	INV #5683 COLD PATCH	10-54200-490 ROADWAYS/GRA	1,320.88
COMMAND CENTRAL	11/01/2023	ELECTIONS INV #33025	10-51375-520 ELECTIONS/SUP	820.00
COMMUNITY INSURANC	12/27/2023	JAN-JUN GENL/AUTO LIAB INV #15331	10-51500-270 INSURANCE/PRO	28,816.00
COMMUNITY INSURANC	12/18/2023	JAN-JUL 2023 W/C-INV #15303	10-51500-260 INSURANCE/VO	25,827.00
COMPUTER DOCTORS L	12/17/2023	INV #5982-SURGE PROTECTOR/TAX SOFTWA	10-51400-560 DATA PROC/CON	118.64
EHLERS	12/12/2023	INV #96074-PANORAMA 2 & 3 PROFORMA	10-14600-000 DUE FROM DEVE	1,650.00
EHLERS	12/12/2023	INV #96074-TIF CONSULTANTS	10-56400-290 TIF/CONSULTANT	375.00
EHLERS	12/12/2023	INV #84397 BOND	10-58430-920 AQUA CTR/INTER	53,100.00
GENERAL COMMUNICATI	12/04/2023	ACCT #7355-POLICE DEPT	10-52100-550 POLICE/RADIO	20.00
GENUINE TELECOM	12/20/2023	ACCT #641600-STREET SHOP	10-54100-300 GARAGE/TELEPH	36.13
GERKE EXCAVATING, IN	11/30/2023	PAY REQ #4-7TH ST IMPROVEMENT	10-61000-942 OUTLAY/ST PROJ	8,809.63
GLASBRENNER, JASEN	12/28/2023	TV REIMBURSEMENT-J GLASBRENNER	10-56500-340 ECON DEV/OFFI	248.00
HYNEK PRINTING	11/20/2023	POLICE INV #00072143	10-52100-340 POLICE/OFFICE	155.71
HYNEK PRINTING	12/08/2023	ELECTION INV #00071990	10-51375-520 ELECTIONS/SUP	1,449.00
HYNEK PRINTING	12/27/2023	ELECTION INV #00071989	10-51375-520 ELECTIONS/SUP	3,058.96
JELINEK, GRETCHEN	12/29/2023	DEC ASSESSOR PYMT-JELINEK	10-51600-560 ASSESSOR/CON	1,658.33
JOYCE, AARON L	12/18/2023	PARTY SUPPLIES REIMB-A JOYCE	10-51900-990 PERSONNEL/HIRI	158.40
KOELSCH, BEN	12/29/2023	DEC CABLE SPONSORSHIP	10-55600-390 CABLE TV/MISC	1,933.75
KWIK TRIP	12/07/2023	HICKS RESTITUTION-KWIK TRIP	10-52100-810 POLICE/ENFORC	6.67
LAMAR COMPANIES	11/27/2023	CUST #830158-RC DIGITAL CAMPAIGN	10-56100-390 COMM DEV/MISC	500.00
LAMAR COMPANIES	10/30/2023	CUST #830158-RC DIGITAL CAMPAIGN	10-56100-390 COMM DEV/MISC	500.00
M S A PROFESSIONAL S	11/15/2023	INV #18-7TH/8TH/CEDAR IMPRVMTS	10-61000-990 OUTLAY/PROJEC	6,639.96
M S A PROFESSIONAL S	12/11/2023	PYMT #4-GERKE	10-61000-942 OUTLAY/ST PROJ	3,178.37
MI-TECH SERVICES, INC	12/05/2023	2023 LANDFILL MONITORING	10-54500-670 LANDFILL/TESTI	4,850.00
NAPA AUTO PARTS	11/01/2023	ACCT #1320-STREET DEPT	10-54200-520 ROADWAYS/SUP	72.08
NAPA AUTO PARTS	12/01/2023	ACCT #1320-STREET DEPT	10-54200-420 ROADWAYS/TRU	220.24
NATURE'S WAY PORTABL	11/30/2023	LANDFILL INV #55123	10-54500-560 LANDFILL/CONT	200.00
PREMIER CO-OP	11/30/2023	ACCT #4671525-PARKS/GROUNDS	10-51850-500 BLDG-PROP/GAS	1,432.95
REED, SPENCER	12/20/2023	BOOT REIMBURS-S REED	10-51850-400 BLDG-PROP/SAF	150.00
RICHLAND HOSPITAL, IN	12/18/2023	DEC LAB SERVICES-POLICE DEPT	10-52100-810 POLICE/ENFORC	80.00
RICHLAND OBSERVER	11/30/2023	ACCT #2067-POLICE DEPT	10-52100-860 POLICE/ADMINIS	27.20
RICHLAND OBSERVER	11/30/2023	ACCT #17264 ECON DEVEL	10-56500-380 ECON DEV/PUBLI	142.80
RICHLAND OBSERVER	11/30/2023	ACCT #2065-CITY CLERK/TREAS	10-51300-380 CLK TREAS/PUBL	1,067.58
RUNNING, INC	12/07/2023	INV #28824-NOV TAXI EXP	10-54800-950 TRANSIT/TAXI	20,655.15
RUNNING, INC	12/07/2023	INV #28824-NOV TAXI REV	10-54800-950 TRANSIT/TAXI	7,796.00
TC AUTOWORKS LLC	12/26/2023	ACCT #01144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	61.92

City of Richland Center

Payment Approval Report - Finance Committee

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Report dates: 1/2/2024-1/2/2024

Jan 02, 2024 02:14PM

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
TOWN & COUNTRY SANI	12/01/2023	ACCT #8735-LG ITEM PICKUP	10-54600-560 GARBAGE/CONT	40.00
TOWN & COUNTRY SANI	12/01/2023	ACCT #8735-OPERATOR	10-54500-020 LANDFILL/TCS O	839.00
TOWN & COUNTRY SANI	12/01/2023	ACCT #8735-UW CAMPUS	10-54600-560 GARBAGE/CONT	332.00
TOWN & COUNTRY SANI	12/01/2023	ACCT #8735-GARBAGE	10-54600-560 GARBAGE/CONT	15,872.75
TOWN & COUNTRY SANI	12/01/2023	ACCT #8784-LANDFILL	10-54500-660 LANDFILL/TRANS	4,023.04
TOWN OF CAMPBELL PO	01/01/2024	PD INV#104 - TRAINING	10-52100-410 POLICE/TRAININ	530.00
TYLER, DOUG	12/21/2023	SAFETY BOOT REIMB-D TYLER	10-51850-400 BLDG-PROP/SAF	142.41
VERIZON WIRELESS	12/21/2023	ACCT #283186952-00001 RCPD	10-52100-300 POLICE/TELEPH	768.54
VIERBICHER ASSOCIATE	12/04/2023	INV #10-ZONING ADMINISTRATION	10-52450-000 ZONING/REGULA	8,905.00
WALSH'S ACE HARDWAR	11/03/2023	ACCT #100601-STREET DEPT	10-54300-520 ST CLEANG/SUP	50.20
WALSH'S ACE HARDWAR	11/22/2023	ACCT #100601-STREET DEPT	10-54300-520 ST CLEANG/SUP	27.89
WALSH'S ACE HARDWAR	12/01/2023	ACCT #100601-STREET DEPT	10-54100-340 GARAGE/OFFICE	33.46
WALSH'S ACE HARDWAR	12/01/2023	ACCT #100601-STREET DEPT	10-54100-460 GARAGE/BUILD	23.89
WEX BANK	11/30/2023	POLICE ACCT #0496-00-916807-1	10-52100-500 POLICE/GASOLIN	1,727.60
WEX BANK	12/29/2023	POLICE ACCT #0496-00-916807-1	10-52100-500 POLICE/GASOLIN	1,785.71
WI CHIEFS OF POLICE A	12/01/2023	INV #10835-B JONES MEMBERSHIP	10-52100-860 POLICE/ADMINIS	150.00
WI DEPT OF JUSTICE	11/01/2023	TRAINING-T BARR	10-52100-410 POLICE/TRAININ	700.00
WI DEPT OF JUSTICE	11/14/2023	TRAINING-J WILSON	10-52100-410 POLICE/TRAININ	125.00
WI DEPT OF JUSTICE-CR	12/05/2023	ACCT #G2489-CODE E OP LIC CHECK	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF JUSTICE-CR	12/11/2023	ACCT #G2489-PD BACKGROUND CHECK	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF REVENUE-B	10/19/2023	2023 FEE-ASSMT OF MFG PROPERTY	10-51600-970 ASSESSOR/MAN	2,014.95
WI DEPT OF REVENUE-B	12/20/2023	TAX ACCT #600-0000593333-04	10-51300-390 CLK TREAS/MISC	10.00
WI DEPT OF TRANS-FINA	12/01/2023	PROJ #39516400308 PRELIM DESIGN-HWY14	10-61000-990 OUTLAY/PROJEC	600.53
WIL-KIL PEST CONTROL	11/22/2023	ACCT #131539-MUNICIPAL BLDG	10-51800-560 MUN BLDG/CONT	63.30
WOODWARD COMMUNIT	11/28/2023	ACCT #21082 TAX RCPTS	10-51300-390 CLK TREAS/MISC	10.00
WPPI ENERGY	01/01/2024	LED PROJ INV #INV20400	10-51850-470 BLDG-PROP/MAI	421.62
Total CITY GENERAL FUND:				222,732.28
Grand Totals:				222,732.28

City of Richland Center

Payment Approval Report - Finance Committee  
Report dates: 1/2/2024-1/2/2024

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

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

Dated:

Finance:

Filed in the office of the City Clerk/Treasurer

Report Criteria:

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



**CITY OF RICHLAND CENTER**  
*Office of the Zoning Administrator*  
450 S. Main Street, Richland Center, WI 53581  
608-402-6391

Item 9.

December 1, 2023

**RICHLAND HOSPITAL PROJECT**

**PROJECT OUTLINE FOR LAND DIVISION AND ANNEXATION:**

**Land Division:**

- The Surveyor drafts a boundary and legal description of the subject property. Creates a draft certified survey map (CSM) – **Petitioner**
- The Surveyor provides the boundary, map and legal description to the Zoning Administrator and City Clerk for review.
- City Clerk will schedule a public hearing and mail notices, at least 10 days before hearing, to the owners of properties within 300-feet of the boundary of the proposed land division. – **City Clerk**
- The CSM is presented to the Joint meeting of the Plan Commission and Extraterritorial Zoning Board at a public hearing for review and approval of forwarding on to the Common Council.
- The Common Council reviews and approves the CSM at a regularly scheduled meeting or special meeting.

**Annexation (Direct Annexation by Unanimous Approval):**

- Direct Annexation by Unanimous Approval – a petition filed with the City Clerk and the Town Clerk and signed by all of the owners of the real property within the annexation territory. (See Wis. Stats § 66.0217(2) and Sec 400.04(9) of the City Code of Ordinances) – **Petitioner**
  - Direct Annexation petition shall state the purpose of the petition and shall contain a clear and concise description of the exterior boundary of the land proposed to be annexed. – **Petitioner**
  - Petition shall include the population within the boundary of the annexation.
  - The Petition shall have submitted therewith a certified survey map which meets the requirements of Wis. Stats. § 236.34 – **Petitioner**
    - The certified survey map shall show:
      - All exterior boundaries of the territory to be annexed.
      - The geographic relationship of the territory to the municipalities involved (City of Richland Center and Town of Richland).
      - Access to existing facilities and/or installation of projected facilities related to the furnishing of city services to the lands depicted on the CSM.
      - Access to adequate public highways to serve the lands depicted on the CSM.
      - Placement and development of interior streets, sidewalks and other public works upon the platted lands.
      - Drainage and disposal of rainwater and waters generated by snowmelt.
- **City Clerk**, within 5 days of receiving the petition for annexation shall mail a copy of the petition and the scale map to the Department of Administration. – **City**

**CITY OF RICHLAND CENTER**  
*Office of the Zoning Administrator*  
 450 S. Main Street, Richland Center, WI 53581  
 608-402-6391

- Petition for annexation and annexation ordinance on the next Common Council meeting agenda.
- **See Timeline**
- After annexation ordinance adopted – City agrees to pay the Town, for 5 years (or one lump sum equal to the 5 years), an amount equal to the amount of property taxes that the town levied on the annexed territory, as shown on the tax roll in the year in which the annexation becomes effective.

**Current Timeline:**

- December 20, 2023 – Provide agenda item and packet information to the City Clerk for the next Common Council meeting.
- December 27, 2023 – Record Certified Survey Map at the Register of Deeds and provide a copy to the City Clerk and property owner.
- January 2, 2024 – Common Council (1<sup>st</sup> Tuesday of the month)
  - Common Council acts on the Annexation Petition and Annexation Ordinance
- January 3-5 – City Clerk shall file with:
  - The Department of Administration:
    - Clerk's certification
    - Certified copy of the annexation ordinance with effective date
    - Accurate legal description
    - Population of territory being annexed
    - Certified Survey Map
  - The Utilities that service the area annexed:
    - Certified copy of the annexation ordinance with effective date
    - Certified Survey Map
  - The County Clerk:
    - Within 5 days of adoption (no later than January 7) – transmit one copy of the annexation ordinance and legal description to the County Clerk
  - The Register of Deeds:
    - Record the annexation ordinance and legal description
  - The School District:
    - File the annexation ordinance and legal description with the School District

**Application Documents for Land Division:**

There is not an application for land division. The surveyor provides a certified survey map to the Clerk for noticing and then a copy to the Plan Commission. The Plan Commission refers the certified survey map to the Common Council for their review and approval. In this case the Extraterritorial Zoning Board was assembled and met with the Plan Commission during a joint meeting and approved the land division with questions and changes. Changes were made. The Certified Survey Map has been signed and recorded.

**CITY OF RICHLAND CENTER**  
*Office of the Zoning Administrator*  
450 S. Main Street, Richland Center, WI 53581  
608-402-6391

**Application Documents for Annexation:**

Utilize City of Richland Center Petition for Annexation document to file for annexation. The Annexation Process was outlined and followed. This included the notification of the Town of Richland and the Richland School District of the pending annexation.

Attachments to this Process and Timeline include:

- Petition for Annexation
- Ordinance 2024-01
- Certified Survey Map

Mark Steward, AICP

Zoning Administrator

## CITY OF RICHLAND CENTER

## PETITION FOR ANNEXATION

TO: The Common Council of the City of Richland Center, Richland County, Wisconsin:

## PURPOSE OF THE PETITION:

The undersigned, being the owners of all the real property withing the hereinafter described property boundaries contiguous to the City of Richland Center, Richland County, Wisconsin, herby petition for annexation of said real property into the City of Richland Center, Richland County, Wisconsin, said property being described as follows, to-wit:

NOTE: Petitioners need to furnish a clear and concise description of the exterior boundary of the land proposed to be annexed in the form of a full legal description of property sought to be annexed. This shall be done using a certified survey map which meets the requirements of Wis. Stats. § 236.34.

## CLEAR AND CONCISE DESCRIPTION:

See attached

Population within the boundary of the annexation: 0

Tax Parcel Number: 02226341000, 02226341100, 02226432000

Street Address, if any: 26425 USH 14

Said Parcel contains 42.2 acres.

Said Parcel is located in the SW Quarter of the SE Quarter of Section 26, Township 10 North, Range 1 East, Richland County, Wisconsin

Now, therefore, the undersigned do respectfully petition the Common Council of the City of Richland Center, Richland County, Wisconsin, to annex the above-described contiguous territory to the City of Richland Center, Richland County, Wisconsin zoned as: Commercial - General

Signature(s) of all Owners	Address	Date	Phone Number
<u>Bruce Roesler, CEO</u>		<u>10-9-23</u>	<u>608-647-6321</u>

Bruce Roesler

The Richland Hospital, Inc.

333 E. Second St.

Richland Center WI 53581

Shelly Schmidt  
Shelly Schmidt  
Board Secretary

FEE: \$700.00 – Check made out to the City of Richland Center

Submit to the City Clerk's Office – 450 S. Main Street, Richland Center, Wisconsin 53581.

*Located in the SE 1/4 of the SW 1/4, and the SW 1/4 of the SE 1/4 of Section 26, T10N, R1E, Also including Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6 of Certified Survey Maps, on Page 78, Document No. 268413, Town of Richland, Richland County, Wisconsin.*



BEARINGS REFERENCED TO THE WISCONSIN COUNTY  
COORDINATE SYSTEM, RICHLAND COUNTY ZONE, NAD  
83, 2011 ADJUSTMENT THE SOUTH LINE OF THE  
SW1/4 SECTION 26, ASSUMED TO BEAR S88°39'08"W

W1/4 Corner  
Sec. 26-T10N-R1E  
Found Aluminum Monument.  
Ties Verified

DETAILS  
Not to Scale

Curve C1  
 $\Delta = 0^\circ 42' 11''$   
 $R = 10,516.39'$   
 $L = 129.02'$   
 $CB = S50^\circ 32' 12'' E$   
 $CL = 129.02'$

Curve C2  
 $\Delta = 5^{\circ}40'08''$   
 $R = 10,516.39'$   
 $L = 1040.52'$   
 $CB = 546^{\circ}56'43''E$   
 $CL = 1040.10'$

ANNEXATION  
42.2 Acres  $\pm$   
(1,835,242 Sq.Ft.)

*Town of Richland*

SW Corner  
Sec. 26-T10N-R1E  
Found Aluminum Monument.  
Ties Verified

S1/4 Corner  
Sec. 26-T10N-R1E  
Found Richland County  
Monument.  
Ties Verified

### SURVEY LEGEND

ANNEXATION BOUNDARY

GRAPHIC SCALE FEET



0 200 400 800



Located in the SE1/4 - SW1/4, and the SW1/4  
-SE 1/4, Section 26, T10N, R1E, Town of  
Richland, Richland County, WI

DATE	10-09-2023	REV.	
DRAFTER	wbul	SHEET	1 OF 2
CHECKED	mton		
PROJECT NO.	200331		

### Annexation Description

A parcel of land located in Southeast Quarter of the Southwest Quarter, and the Southwest Quarter of the Southeast Quarter of Section 26, T10N, R1E, Also including Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6, of Certified Survey Map, on Page 78, Document No. 268413, Town of Richland Center, Richland County Wisconsin, described as follows:

Commencing at the South Quarter Corner of Section 26, T10N, R1E, said point being a found Richland County Monument, said point being the Beginning of this Annexation description;

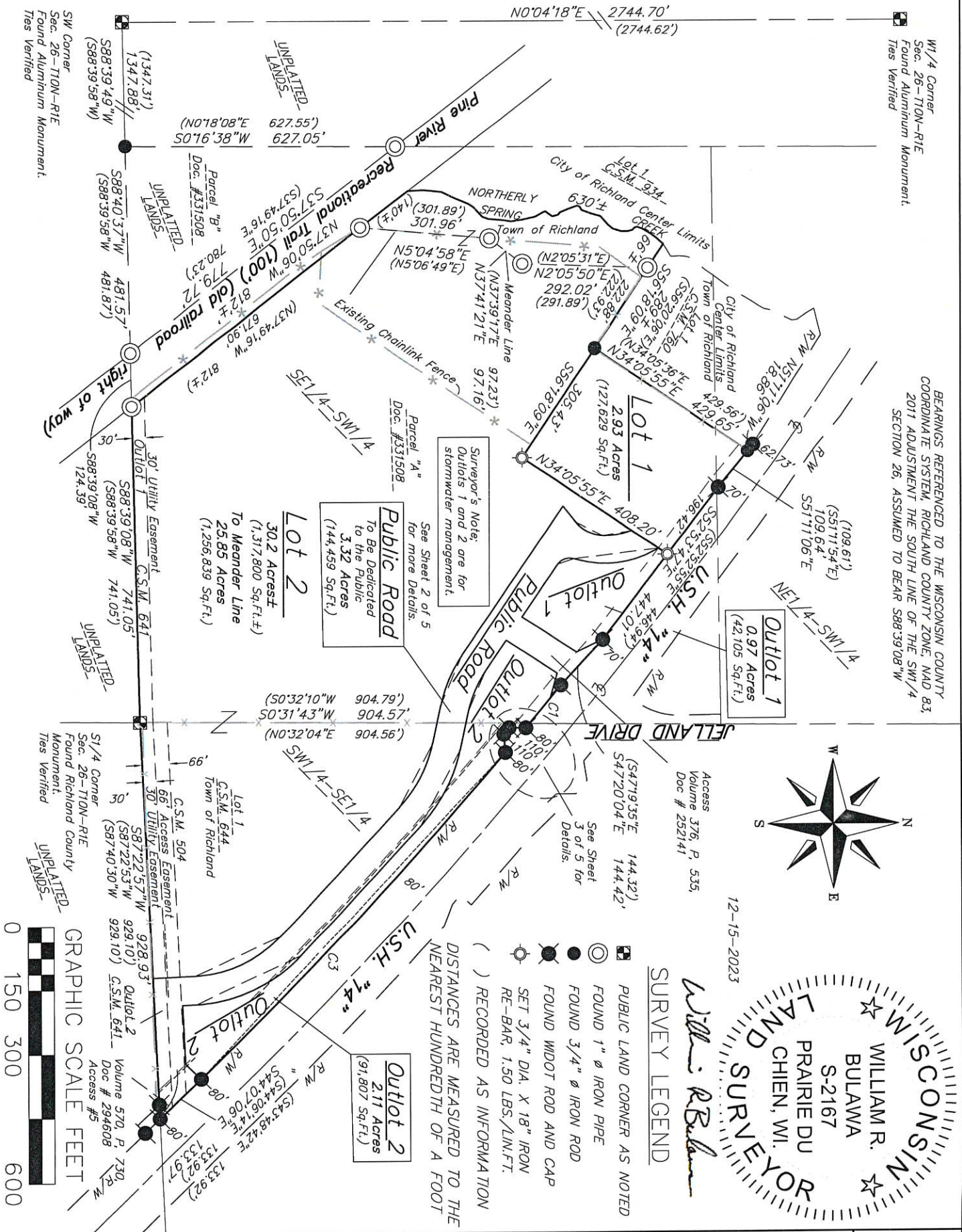
thence S88°39'08"W, along the south line of the of the Southeast Quarter of the Southwest Quarter of said Section 26, 1347.02 feet to the southwest corner of said Southeast Quarter of the Southwest Quarter; thence N0°16'38"E, along the west line of the of the Southeast Quarter of the Southwest Quarter of said Section 26, 789.35 feet to the northerly line of the Pine River Recreational Trail (old railroad right-of-way line); thence S37°50'06"E, along the northerly line of the Pine River Recreational Trail (old railroad right-of-way line), 169 feet (more or less) to the center of Spring Creek; thence Northerly along the center of Spring Creek, 630 feet (more or Less) to the south line of Lot 1, of Richland County Certified Survey Map No. 760, recorded in Volume 7, of Certified Survey Map, on Page 88, Document No. 277436; thence S56°18'09"E along the south line of said Lot 1, of Richland County Certified Survey Map No. 760, 289 feet (more or less) to the southeast corner of said Lot 1; thence S56°18'09"E, 305.43 feet; thence N34°05'55"E, 408.20 feet to the southerly right-of-way line of U.S.H "14"; thence S52°53'47"E, along the southerly right-of-way line of U.S.H "14", 250.58 feet; thence S47°20'04"E, along the southerly right-of-way line of U.S.H "14", 144.42 feet to the beginning of a curve; thence Southeasterly, along the southerly right-of-way line of U.S.H "14", 129.02 along the arc of a curve to the right, radius of 10,516.39 feet, central angle of 0°42'11", the long chord of which bears S50°32'12"E, 129.02 feet to the end of said curve; thence S0°35'48"W, along the southerly right-of-way line of U.S.H "14", 38.95 feet; thence S50°04'52"E, along the southerly right-of-way line of U.S.H "14", 19.63 feet; thence N85°03'42"E, along the southerly right-of-way line of U.S.H "14", 42.30 feet, to the beginning of a curve; thence Southeasterly, along the southerly right-of-way line of U.S.H "14", 1040.52 along the arc of a curve to the right, radius of 10,516.39 feet, central angle of 5°40'08", the long chord of which bears S46°56'43"E, 1040.10 feet to the end of said curve; thence S44°07'06"E, along the southerly right-of-way line of U.S.H "14", 133.97 feet, to the southeast corner of Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6, of Certified Survey Map, on Page 78, Document No. 268413, and the southerly line of the southwest Quarter of the Southeast Quarter of said Section 26; thence S87°22'57"W, along the southerly line of said Lot 1, of Richland County Certified Survey Map No. 644, and the southerly line of the southwest Quarter of the Southeast Quarter of said Section 26, 928.93 feet to the Point of Beginning.


Annexation Containing 42.2 acres, more or less.



**RICHLAND COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Located in the NE 1/4 of the SW 1/4, City of Richland Center, and the SE 1/4 of the SW 1/4, and the SW 1/4 of the SE 1/4 of Section 26, T10N, R1E, Also including Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6 of Certified Survey Maps, on Page 78, Document No. 268413, and Parcel "A" of lands described in Document No. 331508, Town of Richland, Richland County, Wisconsin.

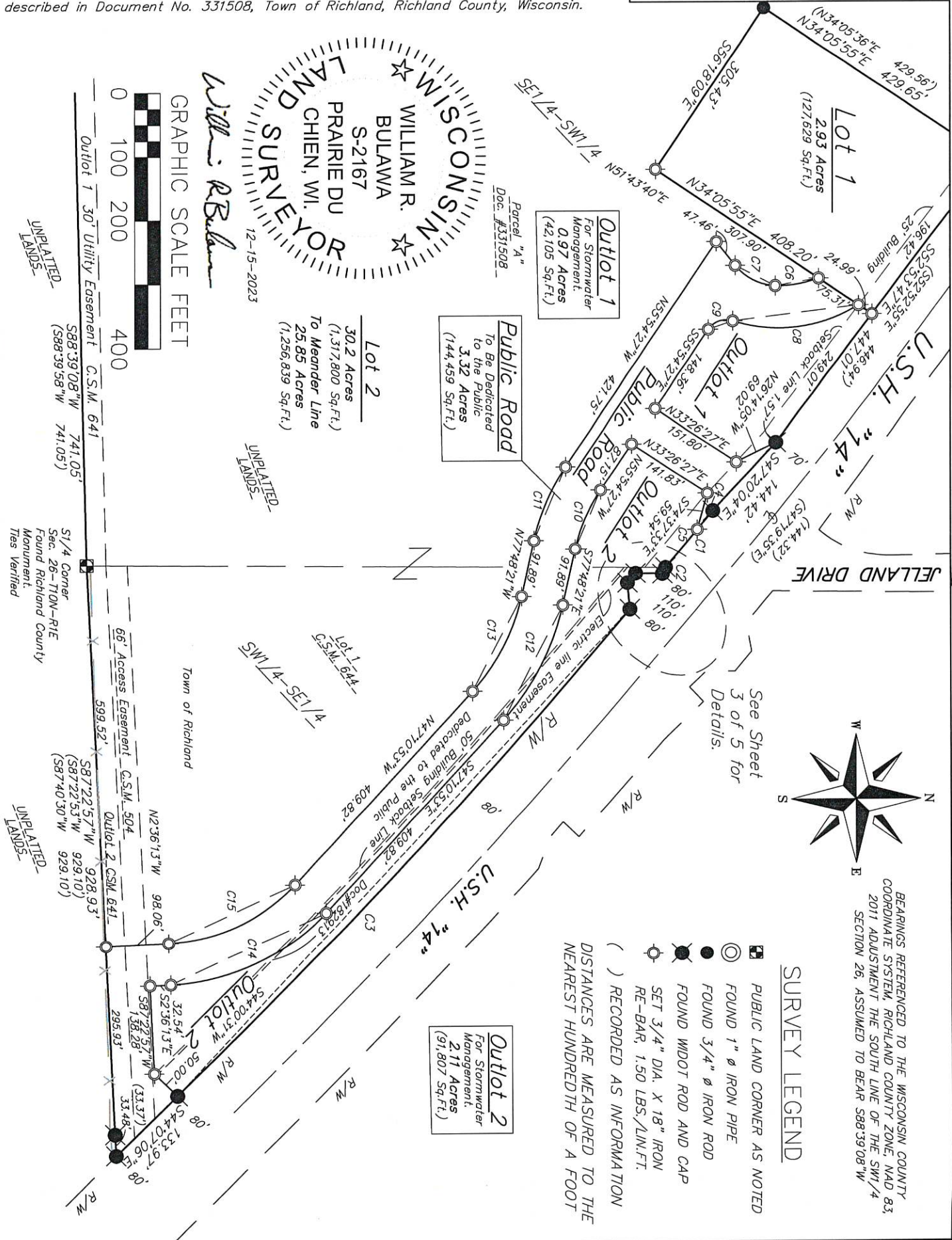


<b>vierbicher</b> planners engineers advisors Phone: (800) 261-3898		DATE: 12/15/23 FN: 220331	SURVEYED FOR: The Richland Hospital Inc. 333 E. Second Street Richland Center, WI 53581	SURVEYED BY: Vierbicher Associates, Inc. 108 W Blackhawk Ave Prairie Du Chien, WI 53821 (608) 326-1051	SHEET 1 OF 5
		REV: Drafted By: wbul Checked By: mlon			



**RICHLAND COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Located in the NE 1/4 of the SW 1/4, City of Richland Center, and the SE 1/4 of the SW 1/4, and the SW 1/4 of the SE 1/4 of Section 26, T10N, R1E, Also including Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6 of Certified Survey Maps, on Page 78, Document No. 268413, and Parcel "A" of lands described in Document No. 331508, Town of Richland, Richland County, Wisconsin.



**SURVEY LEGEND**

- Public Land Corner as Noted
- Found 1" Ø Iron Pipe
- Found 3/4" Ø Iron Rod
- Found WDOT Rod and Cap
- Set 3/4" Dia. x 18" Iron Re-Bar, 1.50 Lbs./Lin.Ft.
- ( ) Recorded as Information

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT

BEARINGS REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, RICHLAND COUNTY ZONE, NAD 83, 2011 ADJUSTMENT THE SOUTH LINE OF THE SW1/4 SECTION 26, ASSUMED TO BEAR S88°39'08"W

**vierbicher**  
planners engineers advisors  
Phone: (800) 261-3898



DATE: 12/15/23  
FN: 220331  
REV:  
Drafted By: wbul  
Checked By: mlon

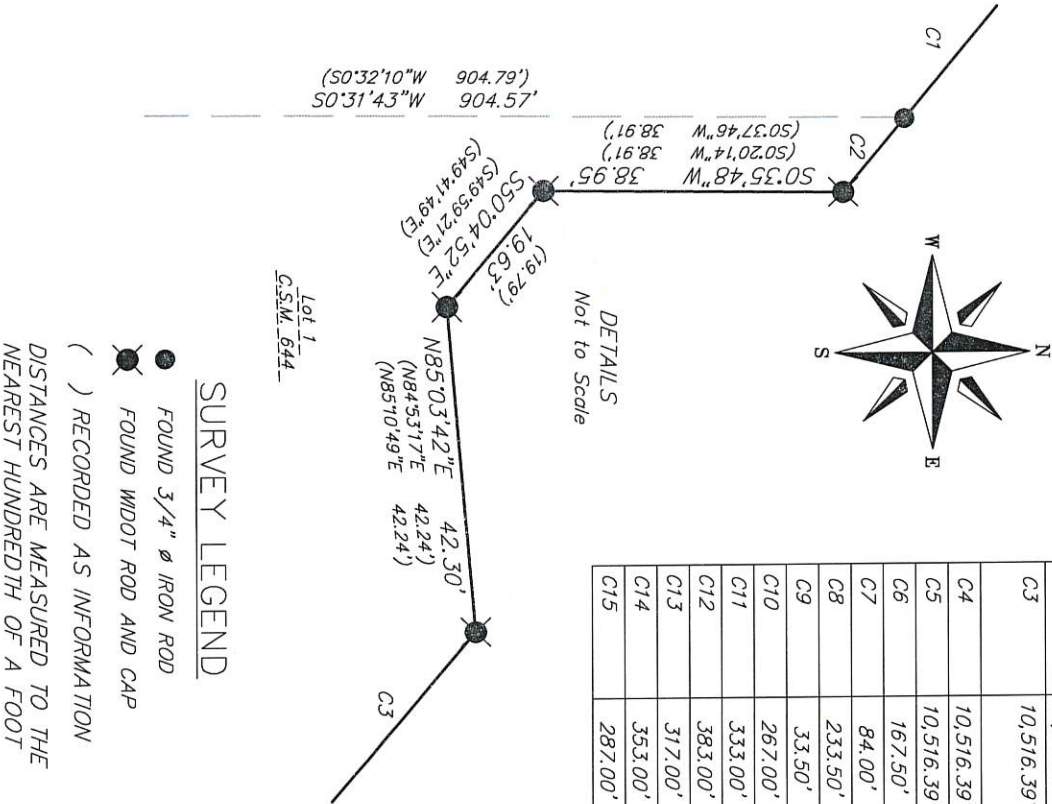
SURVEYED FOR:  
The Richland Hospital Inc.  
333 E. Second Street  
Richland Center, WI 53581

SURVEYED BY:  
Vierbicher Associates, Inc.  
108 W Blackhawk Ave  
Prairie Du Chien, WI 53821  
(608) 326-1051

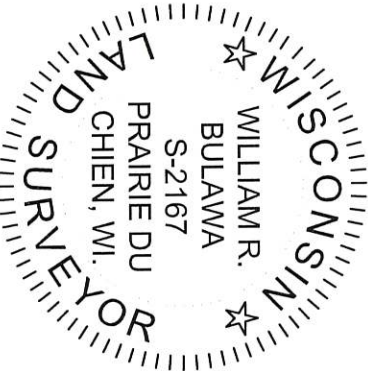
**SHEET**  
**2 OF 5**

RICHLAND COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Located in the NE 1/4 of the SW 1/4, City of Richland Center, and the SE 1/4 of the SW 1/4, and the SW 1/4 of the SE 1/4 of Section 26, T10N, R1E, Also including Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6 of Certified Survey Maps, on Page 78, Document No. 268413, and Parcel "A" of lands described in Document No. 331508, Town of Richland, Richland County, Wisconsin.



CURVE DATA									
CURVE	RADIUS	DELTA	ARC L.	CHORD BRG.	CHORD L.	TAN. BRG.	TAN. BRG.		
C1	10,516.39'	0°38'06" (0°00'23")	116.58' (116.62')	S50°34'14"E (S50°33'32"E)	116.58' (116.62')	S50°53'17"E	S50°15'11"E		
C2	10,516.39'	0°04'04"	12.44'	S50°13'09"E	12.44'	S50°15'11"E	S50°11'07"E		
C3	10,516.39'	5°40'08"	1040.52'	S46°56'43"E (S46°56'18"E)	1040.10'	S49°46'47"E	S44°06'39"E		
C4	10,516.39'	0°12'30"	38.26'	S50°47'02"E	38.26'	S50°53'17"E	S50°40'47"E		
C5	10,516.39'	0°25'36"	78.32'	S50°27'59"E	78.32'	S50°40'47"E	S50°15'11"E		
C6	167.50'	23°43'10"	69.34'	N9°33'06"W	68.85'	N2°18'28"E	N21°24'42"W		
C7	84.00'	49°25'12"	72.45'	N27°01'04"E	70.23'	N51°43'40"E	N2°18'28"E		
C8	233.50'	50°12'14"	204.60'	S6°50'00"E	198.11'	S31°56'07"E	S18°16'07"W		
C9	33.50'	74°10'34"	43.37'	S18°49'10"E	40.40'	S18°16'07"W	S55°54'27"E		
C10	267.00'	21°53'54"	102.05'	S66°51'24"E	101.43'	S55°54'27"E	S77°48'21"E		
C11	333.00'	21°53'54"	127.27'	N66°51'24"W	126.50'	N77°48'21"W	N55°54'27"W		
C12	383.00'	30°37'28"	204.71'	S62°29'37"E	202.28'	S77°48'21"E	S47°10'53"E		
C13	317.00'	30°37'28"	169.44'	N62°29'37"W	167.43'	N47°10'53"W	N77°48'21"W		
C14	353.00'	44°34'40"	274.64'	S24°53'33"E	267.77'	S47°10'53"E	S2°36'13"E		
C15	287.00'	44°34'40"	223.29'	N24°53'33"W	217.70'	N2°36'13"W	N47°10'53"W		



William R. Bulawa

12-15-2023

**vierbicher**  
planners engineers advisors

Phone: (800) 261-3898



DATE: 12/15/23  
FN: 220331

REV.

Drafted By: wbul  
Checked By: mlon

SURVEYED FOR:

The Richland Hospital Inc.  
333 E. Second Street  
Richland Center, WI 53581

SURVEYED BY:

Vierbicher Associates, Inc.  
108 W Blackhawk Ave  
Prairie Du Chien, WI 53821  
(608) 326-1051

**SHEET**  
**3 OF 5**



**RICHLAND COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Located in the NE 1/4 of the SW 1/4, City of Richland Center, and the SE 1/4 of the SW 1/4, and the SW 1/4 of the SE 1/4 of Section 26, T10N, R1E, Also including Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6 of Certified Survey Maps, on Page 78, Document No. 268413, and Parcel "A" of lands described in Document No. 331508, Town of Richland, Richland County, Wisconsin.

**SURVEYOR'S CERTIFICATE**

I William R. Bulawa, Professional Land Surveyor, Hereby certify that I have surveyed, divided, mapped, dedicated, and monumented a parcel as represented on the map, Located in the NE 1/4 of the SW 1/4, City of Richland Center, and the SE 1/4 of the SW 1/4, and the SW 1/4 of the SE 1/4 of Section 26, T10N, R1E, Also including Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6 of Certified Survey Maps, on Page 78, Document No. 268413, and Parcel "A" of lands described Document No. 331508, Town of Richland, Richland County, Wisconsin.

Commencing at the South Quarter Corner of Section 26, T10N, R1E, said point being a found Richland County Monument, said point being the Point of Beginning of this description;

thence S88°39'08"W, along the south line of the SE1/4 of the SW1/4 of said Section 26, 741.05 feet to a found 1 inch iron pipe at the northerly line of Pine River Recreational Trail (old railroad right of way); thence N37°50'06"W, along the northerly line of Pine River Recreational Trail (old railroad right of way), 671.90 feet to a found 1" iron pipe, 140 feet, more or less to the center of Spring Creek, said point being the beginning of a meander line; thence N5°04'58"E, 301.96 feet along said meander line to a found 1" iron pipe; thence N37°41'21"E, 97.16 feet along said meander line to a found 1" iron pipe; thence N2°05'50"E, 292.02 feet along said meander line to the end of said meander line to a found 1" iron pipe and the south line of Lot 1, Richland County Certified Survey Map Number 760, recorded in Volume 7, CSM's Page 88, Document No. 277436; thence S56°18'09"E, along the south line of said Lot 1, CSM 760, 222.88 feet to found 3/4" iron rod, at the southeast corner of said Lot 1, CSM 760; thence N34°05'55"E, along the easterly line of said Lot 1, CSM 706, 429.65 feet to a found 3/4" iron rod and the southerly right of way line of U.S.H. "14"; thence S51°11'06"E, along the southerly right of way line of U.S.H. "14", 109.64 feet to a found WIDOT Rod and Cap; thence S52°53'47"E, along the southerly right of way line of U.S.H. "14", 447.01 feet to a found WIDOT Rod and Cap; thence S47°20'04"E, along the southerly right of way line of U.S.H. "14", 144.42 feet to a found WIDOT Rod and Cap and the beginning of a curve; thence Southeasterly, along the southerly right of way line of U.S.H. "14", 116.58 feet along the arc of a curve to the right, radius of 10,516.39 feet, central angle of 0°38'07", (the long chord of which bears S50°34'14"E, 116.58 feet) to a found 3/4" iron rod and the end of the curve, and the westerly line of Lot 1, Richland County Certified Survey Map Number 644, recorded in Volume 6, CSM's, Page 78-79, Document No. 268413, and the beginning of a curve; thence Southeasterly, along the southerly right of way line of U.S.H. "14", 12.44 feet along the arc of a curve to the right, radius of 10,516.39 feet, central angle of 0°04'04", (the long chord of which bears S50°13'09"E, 12.44 feet) to a found WIDOT Rod and Cap, and the end of the curve; thence S0°35'48"W, along the southerly right of way line of U.S.H. "14", 38.95 feet to a found WIDOT Rod and Cap; thence S50°04'52"E, along the southerly right of way line of U.S.H. "14", 19.63 feet to a found WIDOT Rod and Cap; thence N85°03'42"E, along the southerly right of way line of U.S.H. "14", 42.30 feet to a found WIDOT Rod and Cap, and the beginning of a curve; thence Southeasterly, along the southerly right of way line of U.S.H. "14", 1040.52 feet along the arc of a curve to the right, radius of 10,516.39 feet, central angle of 5°40'08", (the long chord of which bears S46°56'43"E, 1040.10 feet) to a found WIDOT Rod and Cap, and the end of the curve; thence S44°07'06"E, 133.97 feet to a found WIDOT Rod and Cap on the south line of said Lot 1, CSM 644, and the south line of the Southwest Quarter of the Southeast Quarter of said Section 26; thence S87°22'57"E, 928.93 feet along the south line of said Lot 1, CSM 644, and the south line of the Southwest Quarter of the Southeast Quarter of said Section 26 to the Point of Beginning, including all lands lying between the above described meander line and the center of Spring Creek and between the westerly extensions of the boundary lines of the above described lots which intersect the southerly and northerly ends of said meander line.

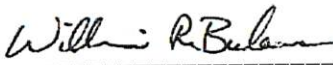
Containing 39.6 Acres, more or less

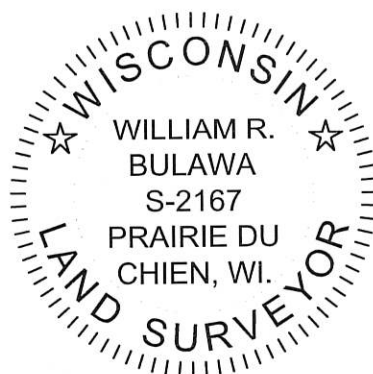
That such map is correct representation of all exterior boundaries of the land surveyed and division thereof made.



That I have made such survey, land division and map, by the direction of The Richland Hospital Inc., owner of said land, according to the description furnished.

That I fully complied with Chapter A-E 7 of the Wisconsin Administrative Code, Section 236.34 of the Wisconsin State Statutes, and the land division ordinance of the City of Richland Center and the Town of Richland, Richland County, Wisconsin in surveying, dividing, dedication, and mapping the same.

Dated on this 15th day of December, 2023

  
William R. Bulawa PLS-2167  
Vierbicher Associates, Inc.  
PO Box 542  
Prairie du Chien, WI 53821



 planners engineers advisors Phone: (800) 261-3898		DATE: 12/15/23 FN: 220331 REV: _____ Drafted By: wbul Checked By: mlon	SURVEYED FOR: The Richland Hospital Inc. 333 E. Second Street Richland Center, WI 53581	SURVEYED BY: Vierbicher Associates, Inc. 108 W Blackhawk Ave Prairie Du Chien, WI 53821 (608) 326-1051	SHEET 4 OF 5
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Personally came before me this 20 day of December, 2023, Bruce Roesler, Chief Executive Officer, and Elizabeth Moore, Vice President, Chief Financial Officer, of The Richland Hospital Inc., to me known to be the person who executed the foregoing instrument, and to me known to be such Chief Executive Officer, and Vice President, Chief Financial Officer of The Richland Hospital Inc., and acknowledged that they executed the foregoing instrument as such officers as the deed of said The Richland Hospital Inc., by its authority.

**RICHLAND COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Located in the NE 1/4 of the SW 1/4, City of Richland Center, and the SE 1/4 of the SW 1/4, and the SW 1/4 of the SE 1/4 of Section 26, T10N, R1E, Also including Lot 1, of Richland County Certified Survey Map No. 644, recorded in Volume 6 of Certified Survey Maps, on Page 78, Document No. 268413, and Parcel "A" of lands described in Document No. 331508, Town of Richland, Richland County, Wisconsin.

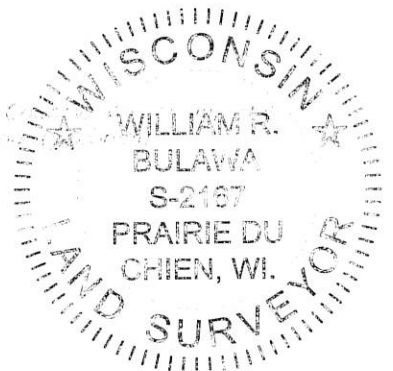
**CORPORATE OWNER'S CERTIFICATE OF DEDICATION**

Corporate Owner's Certificate The Richland Hospital Inc., a Wisconsin Non-Stock Non Profit Corporation a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this certified survey map to be surveyed, divided, and mapped, as represented on the certified survey map. The Richland Hospital Inc. does further certify that this certified survey is required to be submitted to for the approval: City of Richland Center. IN WITNESS WHEREOF, the said The Richland Hospital Inc. has caused these present to be signed by Bruce Roesler, Chief Executive Officer, and Elizabeth Moore, Vice President, Chief Financial Officer, as listed below, and the Corporation has no seal.

RICHLAND COUNTY ZONING APPROVAL

Bruce Roesler  
Bruce Roesler, Chief Executive Officer  
The Richland Hospital Inc.

Elizabeth Moore  
Elizabeth Moore, Vice President, Chief Financial Officer  
The Richland Hospital Inc.



State of Wisconsin  
Richland County



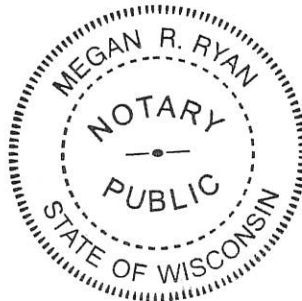
SHEET  
5 OF 5

Personally came before me this 20 day of December, 2023, Bruce Roesler, Chief Executive Officer, and Elizabeth Moore, Vice President, Chief Financial Officer, of The Richland Hospital Inc., to me known to be the person who executed the foregoing instrument, and to me known to be such Chief Executive Officer, and Vice President, Chief Financial Officer of The Richland Hospital Inc., and acknowledged that they executed the foregoing instrument as such officers as the deed of said The Richland Hospital Inc., by its authority.

Megan R. Ryan

Notary Public, Richland Center, Wisconsin.

My commission expires 11-13-26



**CITY OF RICHLAND CENTER APPROVAL CERTIFICATE:**

This Certified Survey Map was approved by the Common Council of the City of Richland Center.

Approved this 20 day of December, 2023.

Aaron Joyce  
Aaron Joyce, City of Richland Center Clerk.

**RICHLAND COUNTY ZONING APPROVAL:**

Resolved that this Certified Survey Map located in the Town of Richland, Richland County, Wisconsin, The Richland Hospital Inc., owners, is hereby approved for recording by the Richland County Zoning.

Approved this 20th day of DECEMBER, 2023.

Mark Howard  
Richland County Zoning Administrator



**ORDINANCE # 2024-01**  
**ANNEXING TERRITORY TO THE CITY OF RICHLAND CENTER, WISCONSIN**  
 (Parcels 022-2634-1000, 022-2634-1100, 022-2643-2000)

WHEREAS, a petition for annexation was filed on October 11, 2023, with the City Clerk/Treasurer; and

WHEREAS, Wis. Stat. § 66.0217 authorizes and provides procedures for annexation of property initiated by a petition signed by all the owners of real property; and

WHEREAS, the Common Council has determined that such property should be annexed into the City;

NOW THEREFORE BE IT ORDAINED:

**SECTION 1. TERRITORY ANNEXED.**

In accordance with Wis. Stat. § 66.0217 and the abovementioned petition received by the City, the territory described below and in the attached Certified Survey Map, both incorporated by reference as Exhibits A and B, respectively, in the Town of Richland ("Town"), Richland County, Wisconsin is annexed to the City of Richland Center, Richland County, Wisconsin:

*SEE ATTACHED LEGAL DESCRIPTION*

**SECTION 2. EFFECT OF ANNEXATION.**

From and after the effective date of this ordinance, the territory described in SECTION 1/Exhibit A, which has a current population of zero (0), shall be a part of the City of Richland Center for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules, and regulations governing the City of Richland Center.

**SECTION 3. ZONING CLASSIFICATION.**

- (a) The territory annexed to the City of Richland Center by this ordinance is zoned Commercial General (C-G).
- (b) The territory annexed shall be subject to the appropriate Richland County Shoreland Protection Ordinance(s) in effect on the date of the territory's annexation.

**SECTION 4. WARD DESIGNATION.**

The territory described in SECTION 1 is hereby made part of Ward 1 of the City and is subject to all the rules and regulations governing the same.

**SECTION 5. PAYMENT TO THE TOWN OF RICHLAND.**

Pursuant to Wis. Stat. § 66.0217(14)(a), the Common Council agrees to pay annually to the Town, for five (5) years, an amount equal to the amount of property taxes that the Town levied on the annexed territory, as shown by the tax roll under Wis. Stat. § 70.65 for the year 2023.

Parcel 022-2634-1000 – \$567.40

Parcel 022-2634-1100 – No Taxes – owned by Richland County

Parcel 022-2643-2000 – \$63.71

TOTAL: \$631.11 (2023 taxes) x 5 years = \$3,155.55

**SECTION 6. SEVERABILITY.**

If any provision of this ordinance is held to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance, which can be given effect without the invalid or unconstitutional provision or application.

**SECTION 7. EFFECTIVE DATE.**

This ordinance shall take effect as provided by law. Adopted by the Common Council of the City of Richland Center this 2<sup>nd</sup> day of January, 2024.

APPROVED:

\_\_\_\_\_  
Todd Coppernoll, Mayor

\_\_\_\_\_  
Aaron Joyce, Clerk/Treasurer

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

Publication Date:

Effective Date:



## City of Richland Center, Wisconsin

### ACCEPTANCE OF MONETARY, NON-MONETARY AND IN-KIND DONATIONS POLICY

#### 1.) Definitions.

“Donation” is defined as any monetary, non-monetary or in-kind donation, devise or bequest to Richland Center.

“Monetary Donation” includes cash or a check, money order or other negotiable instrument. In the event of a stock donation, since a government entity is not legally able to own stock, such a donation would be liquidated and turned into cash or other liquid asset and treated as a monetary donation.

“Non-Monetary Donation” includes real or personal property.

“In-Kind Donation” is defined as services or labor supplied for an identified project or program.

“Established Fundraising Efforts” includes donations extended to recurring annual events, in-kind donations associated with annual events, or donations for the maintenance and upkeep of donated materials by the original donor.

#### 2.) Purpose.

To establish a policy and procedures for the acceptance of monetary, non-monetary and in-kind donations, devise, or bequests from private citizens, business groups or other organizations. Considerations include the use of the donation, restrictions associated with the donation, cost associated with and effective use of the donation, including a determination as to whether the resources needed to make use of the donation outweigh its utility.

#### 3.) Donation Administration.

Department Heads are responsible for informing the Administrator of all donations over \$5,000 or donations that do not fall under the City’s established fundraising efforts.

A resolution will be required to go to the Common Council to accept donations over \$5,000 or donations that do not fall under the City’s established programs or fundraising efforts.

All donations may be recognized formally in a letter from the Department Head, Administrator or the Common Council.

#### 4.) Monetary Donations.

If a monetary donation is to be used on a project budgeted in the year in which the donation is received or on a project consistent with the City’s policy, subject to #3 above, the Department Head is authorized to accept all unrestricted, monetary donations whether solicited or not. If no terms or conditions are attached to the donation, devise or bequest, the City may expend or use the same for any municipal use. If conditions are imposed by the donor, the Department Head will consult with the Administrator to determine the acceptance or denial of the gift, which decision may be referred to the Common Council. After acceptance, the donation is to be deposited into the appropriate fund by the City Treasurer.

**City of Richland Center, Wisconsin****ACCEPTANCE OF MONETARY, NON-MONETARY AND IN-KIND DONATIONS POLICY****5.) Non-Monetary Donations.**

The Department Head is authorized to determine the appropriateness, usefulness and the value to the City of all non-monetary donations, whether solicited or not and accept same if less than \$5,000 in value. The department head shall recommend, if greater than \$5,000 value or land of any value, to the Common Council the retention, improvement, return to donor, transfer, trade, sale, donation to other agency, or other disposition. Non-monetary donations from other governmental units may be accepted by the Department Head regardless of value.

**6.) In-Kind Donations.**

If an in-kind donation is to be used on a project budgeted in the year in which the donation is received, the Department Head may approve the donation. If the in-kind donation is intended for use on a project that is not budgeted in the year in which it is received, it shall be approved in accordance with procedures for non-monetary donations.

For tax record purposes, donors providing in-kind donation will have the option of invoicing the City, indicating the service provided and the estimated value but no charge will be imposed upon the City. As an alternative to the donor invoice, the City may provide documentation for the in-kind donation to the donor in the form of a letter indicating the services provided.

**7.) Established Fundraising Efforts.**

Established fundraising efforts, which are implicitly authorized in the annual budget process, will be specifically coordinated and managed by the appropriate department. If the fundraising effort is not a recurring annual event or part of the annual budget process, the department shall obtain prior committee approval before starting fundraising. Department Heads are required to follow standard donation administration, as specified in #3 of this policy.

**8.) Ownership and Use.**

Any donations to the City become the property of the City, and the City shall have exclusive control over any use made of the donation, including the choice not to use the donation.

**9.) Non-Acceptance of Donation.**

The Administrator may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the City or the acceptance of same is contrary to law.

**10.) Donation Listing.**

Annually the Department Head will provide a report of the donations that were received in their department in the previous year and submit it to the Administrator.



December 19, 2023

Ashley Oliphant, City Administrator  
City of Richland Center, Wisconsin  
PO Box 230  
Richland Center, WI 53581

Dear Ashley:

Enclosed is an engagement letter to perform audit and accounting services for the City of Richland Center, Wisconsin, for the year ending December 31, 2023.

After Council approval, both you and the Mayor will need to sign the engagement letter and then return the letter to our office.

Sincerely,

A handwritten signature in black ink that reads "Kevin Krysinski". The signature is fluid and cursive.

Kevin Krysinski, CPA

Enclosure



December 19, 2023

Mayor, Council, and City Administrator  
City of Richland Center  
PO Box 230  
Richland Center, WI 53581

We are pleased to confirm our understanding of the services we are to provide to the City of Richland Center, Wisconsin for the year ended December 31, 2023.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements, of the City of Richland Center, Wisconsin as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Richland Center, Wisconsin's basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Richland Center, Wisconsin's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Budgetary Information
2. Local Retiree Life Insurance Fund Schedules
3. Wisconsin Retirement System Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Richland Center, Wisconsin's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Combining Fund Financial Statements
2. Individual Fund Financial Statements

City of Richland Center, Wisconsin  
Page 2

### **Audit Scope and Objectives (Continued)**

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitation of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representation from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

City of Richland Center, Wisconsin  
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### **Audit Procedures - Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls.
- Material misstatement of financial statements due to fraud
- Lack of segregation of duties
- Improper revenue recognition
- RLF activity is not processed through accounting system
- Incomplete additions and retirements of general fixed assets

If any of the above risks change during the course of the audit, or new risks are identified, those changes will be communicated to those in charge of governance.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Richland Center, Wisconsin's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

### **Other Services**

We will also assist in preparing the financial statements of the City of Richland Center, Wisconsin in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. Our understanding is this responsibility will be fulfilled on behalf of the City by the City Clerk-Treasurer.

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### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representation from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the website with the original document.



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**Engagement Administration, Fees and Other**

We understand that your employees will prepare all the cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Kevin Krynski is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services are generally based on the time spent at our regular hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, confirmation service provider fees, etc. Our regular hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit, the difficulty of the assignment and the amount of risk and responsibility involved. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. We estimate the base audit fee will range from \$17,800-\$19,500. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Fieldwork for testing transactions and audit of the year-end financial statements will be scheduled at a mutually convenient time.

Assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, will be discussed and coordinated with them. Timely completion of this work will facilitate the best audit performance in the minimum time.

It is our understanding that the City will not be required to have an audit performed in accordance with the Uniform Guidance. If we are requested or required by governmental agencies to audit additional funds or programs not included in this engagement, there will be an adjustment to the fees for these additional services.

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### **Changes in Accounting and Audit Standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted.

Governmental Accounting Standards Board Statement No. 96, Subscription-Based Information Technology Arrangements (SBITA), is required to be implemented for the fiscal year ending December 31, 2023. Addendum B outlines the terms of non-attest services to be provided should the City decide to request assistance with the necessary accounting and reporting of this standard.

### **Unanticipated Services**

We do not anticipate encountering the need to perform additional services beyond those described in this letter. However, below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service on periodic dates after the additional service has been performed.

#### **Bookkeeping services**

Bookkeeping services are not audit services. Bookkeeping services include but are not limited to the following activities:

- Preparation of a trial balance
- Account or bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions), unless previously agreed to as part of services to be provided
- Significant additional time spent calculating accruals
- Processing immaterial adjustments through the financial statements requested by management
- Adjusting the financial statements for new activities and new disclosures

City of Richland Center, Wisconsin  
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### **Unanticipated Services (Continued)**

Additional work resulting from unanticipated changes in your organization or accounting records:  
If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues, significant changes in your volume of business or new or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements and any applicable financial statement disclosures

### **Non-attest and Other Services**

Prior to or as part of our audit engagement, it may be necessary for us to perform certain non-attest services including, but not limited to, compiling the DOR Form C and TID annual reports, preparing a draft of your financial statements and maintenance of the capital asset summary. We will not perform any management functions or make management decisions on your behalf with respect to any non-attest services we provide. In connection with our performance of any non-attest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the non-attest services we perform.
- Accept responsibility for the results of our non-attest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the non-attest function.

Fees for these services will be billed at our regular hourly rates and are in addition to the base fee. Based on prior years, we estimate accounting services of 18-24 hours may be required. We anticipate regulatory reports will require 10-14 hours of preparation. See Addendums A and B attached, which are an integral part of this engagement letter.

The municipality must submit an electronic annual report of each existing tax increment district (TID) to each overlying taxing jurisdiction. Annual reports must be submitted to the Wisconsin Department of Revenue (DOR) by July 1. Any late reports will be assessed at \$100 per day by DOR. If you would like our firm to submit this report, fees will be at our regular hourly rates.

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**Non-attest and Other Services (Continued)**

Additional accounting services to comply with Governmental Accounting Standard No. 34 annual reporting, preparing draft financial statements, and compliance with changes in auditing standards will also be billed at our regular hourly rates. We estimate that approximately 24-42 hours of additional time will be billed under this provision of our agreement.

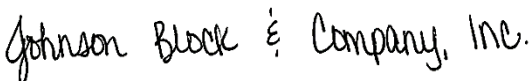
Assistance related to GASB 68 will also be billed at our regular hourly rates.

**Reporting**

We will issue a written report upon completion of our audit of the City of Richland Center's financial statements. We will make reference to Baker Tilly US, LLP's audit of the electric, water, and sewer enterprise funds, which represent the amounts shown as the business-type activities, in our report on your financial statements. Our report will be addressed to the Mayor and Members of the Common Council of the City of Richland Center, Wisconsin. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the City of Richland Center, Wisconsin, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,



Johnson Block & Company, Inc.

RESPONSE: This letter correctly sets forth the understanding of the City of Richland Center, Wisconsin.

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Administrator

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## ADDENDUM A

We will perform the following services:

We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2023. Upon completion of the compilation of the annual Financial Report Form, we will provide the City with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of the City, we are unable to complete the compilation or if we determine in our professional judgement the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

### **Our Responsibilities and Limitations**

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist, and because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

### **Management's Responsibilities**

The City's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the City complies with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making City personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

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**ADDENDUM B**  
**GASB Statement No. 87, Leases and GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITA)**

**Non-attest services**

We will provide the following non-attest services:

- Calculate the lease assets and lease liability (lease schedule) based on the lease information you provide to us.
- Calculate the subscription asset and corresponding subscription liability based on the information you provide to us
- Propose journal entries to record the assets and liability in accordance with GASB Statement No. 87 and/or 96 and the related expenses.
- Assist with drafting the related GASB Statement No. 87 and/or 96 financial statement disclosures.
- Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.

**Client information requirements**

The City agrees it is solely responsible for the accuracy, completeness, and reliability of all of the City's data and information that it provides us for our engagement. The City agrees it will provide any requested information on or before the date we commence performance of the services.

**Our responsibilities related to the non-attest services and the related limitations:**

We will not assume management responsibilities, perform management functions, or make management decisions on behalf of the City. However, we will provide advice and recommendations to assist management in performing its responsibilities.

This engagement is limited to the non-attest services outlined above. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as assuming management responsibilities, making management decisions, or performing management functions, including approving journal entries. We will advise the City with regard to positions taken in the performance of the non-attest services, but management must make all decisions with regard to those matters.

Our engagement cannot be relied upon to disclose errors, fraud, or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We have no responsibility to ensure the City's lease accounting practices, systems, or reports comply with applicable laws or regulations, all of which remain your sole responsibility.

Because the services listed above do not constitute an examination, audit, or review, we will not express an opinion or conclusion or issue a written report on your application of the requirements of GASB Statement No. 87 and/or 96 as it relates to contracts. You agree that our services are not intended to be used by a third party in reaching a decision on the application of the requirements of GASB Statement No. 87 and/or 96 to a specific transaction.

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## **ADDENDUM B (Continued)**

### **Management's responsibilities related to non-attest services**

For all non-attest services we may provide to you, management agrees to assume all management responsibilities, including determining, reviewing, and approving lease information and schedules and related journal entries; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

### **Fees**

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses, including applicable software costs.

### **Use of Cloud Based Accounting Solution**

Johnson Block & Company, Inc. intends to perform said non-attest services described above through the use of a third-party cloud-based solution (LeaseCrunch).

As part of its agreement with the City ("Client"), Johnson Block & Company, Inc. may provide Client access to a cloud-based accounting solution provided by LeaseCrunch, LLC ("LeaseCrunch Services"). As between the Client and Johnson Block & Company, Inc., Johnson Block & Company, Inc. disclaims all liability related in any way to the Client's use of the LeaseCrunch Services. Johnson Block & Company, Inc. also disclaims any warranties related to the LeaseCrunch Services. Client is solely responsible for the acts and omissions of any third party, including employees or contractors, who Client has designated as a user of the LeaseCrunch Services (each an "End User"). Each End User is required to accept the LeaseCrunch Acceptable Use Policy upon initial login to the LeaseCrunch Services. Client agrees to indemnify and hold Johnson Block & Company, Inc. and its affiliates harmless from any and all liability and expenses, including reasonable attorneys' fees and costs, related to third-party claims arising out of Client's or its End User's use of LeaseCrunch Services in violation of LeaseCrunch's Acceptable Use Policy.