



OFFICIAL PUBLIC NOTICE

MEETING OF THE COMMON COUNCIL

TUESDAY, SEPTEMBER 05, 2023 AT 6:30 PM

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

MICROSOFT TEAMS MEETING:

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODg0N2IxZmYtOWU3NS00MThkLWlyNDMtMzVjNWZkMjY3NzZm%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%22fb0e81c0-5c7b-4e02-8c4a-f5b1b85a6a80%22%7d)

[join/19%3ameeting_ODg0N2IxZmYtOWU3NS00MThkLWlyNDMtMzVjNWZkMjY3NzZm%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%22fb0e81c0-5c7b-4e02-8c4a-f5b1b85a6a80%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODg0N2IxZmYtOWU3NS00MThkLWlyNDMtMzVjNWZkMjY3NzZm%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%22fb0e81c0-5c7b-4e02-8c4a-f5b1b85a6a80%22%7d)

Meeting ID: 272 199 306 845

Passcode: Z3oCom

AGENDA

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

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

1. Council Minutes 08/01/2023

APPROVAL OF AGENDA:

CONSENT AGENDA:

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

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

TREASURER'S REPORT:

2. Treasurer's Report 08/31/2023

PAYMENT OF BILLS:

3. Bills 09/05/2023

ITEMS FOR DISCUSSION AND ACTION:

4. Appointment of City Attorney

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

5. Request to Authorize Transportation Planning Services
6. Request to Authorize Financial Management Services

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:

7. Temporary Class B Picnic License Application - Richland Area Chamber - Hispanic Heritage Day 09/16/23
8. Temporary Class B Picnic License Application - St. Mary's Parish - Parish Festival 09/16/23

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 1st day of September, 2023 by 4:30 PM.
Copy to the official newspaper the Richland Observer.



Aaron Joyce, City Clerk/Treasurer

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

MINUTES

CALL TO ORDER: Mayor Coppernoll called the meeting to order at 6:34 PM. Alderpersons present were Connie Hoppenjan, Karin Tepley, Tom McCarthy, Melony Walters, Kevin Melby, Steve Downs, and Ryan Cairns. Mark Chambers was absent.

APPROVAL OF MINUTES: Motion by Alderperson Tepley to approve the minutes of the regular July 11, 2023 meeting and the minutes of the July 18, 2023 Special Session as presented. Seconded by Downs. Motion carried 7-0.

APPROVAL OF AGENDA: Mayor Coppernoll requested that, due to the number of requests to address the council, Public Comments be moved ahead on the agenda after the Richland Hospital Presentation. Motion by Melby to approve the agenda with Public Comment moved ahead as requested. Seconded by Walters. Motion carried 7-0.

INFORMATIONAL PRESENTATION - RICHLAND HOSPITAL UPDATE

Richland Hospital CEO, Bruce Roesler, presented. He said the Richland Hospital will celebrate 100 years in the community in 2024. He noted that the current hospital complex is located on the original hospital site. Following a study by the hospital board in 2018, it was determined that instead of investing \$20-million in necessary improvements to the existing facility, those funds would be better utilized toward a new hospital complex. Roesler noted that the Richland Hospital currently employs 425 people with a payroll of \$30-million. A tentative groundbreaking for the new hospital facility is scheduled for Spring 2024. In the end, the new facility would expand the ER, rehab, and surgical services; offer OB/birth center; address patient wayfinding and experience; incorporate the latest medical technology; create efficiencies and flexibility; allow future expansion; ensure ease of maintenance; and support staff recruitment and retention. The projected budget is \$115-million. Bruce Roesler said that the projected build time is approximately 18 months, with an additional 2-3 months expected to transition from the current hospital facility. Roesler added that the existing building's fate has not been determined at this time.

PUBLIC COMMENT:

Jackie Honer spoke on concerns about trapping and dispatching of squirrels and encouraged the change of local ordinance, state laws and DNR rules change. Jane Kintz spoke and said she is opposed to dispatching squirrels by drowning. Rod Perry said there are lots of squirrels in the neighborhood and are a nuisance. Tom Everson said that squirrels have caused much damage and hopes people will be civil moving forward. Katrina Honer said she hoped the city could stop the act of baiting and killing animals and said children shouldn't be experiencing the acts of drowning the squirrels. Robert Tober said that he has tried many ways to deter squirrels from coming on his property and damaging his property. He requested an ordinance for cats and other methods for preventing feral animals. Brian Kroll requested a portion of 5th Street be paved where it's gravel. Chuck Aber also requested a portion of 5th Street be paved.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

City Administrator Ashley Oliphant thanked Mike Harlan of the Public Works Department for his service to the city as he is retiring on Friday, August 4th. Oliphant said that Jason Koch has been hired for the Public Works Department and hiring continues for the remaining Public Works positions.

Item 1.

MAYOR AND ALDERPERSONS:

Karin Tepley reported that Brewer Library Director Martha Bauer has resigned, and the Library Board will be conducting a search for a new director. Overall, Tepley said that programming at the library is going well, and circulation is up. Mayor Coppernoll noted that a portion of 5th street that residents have asked to be paved is not part of the current street project and was never considered to be. He reported that the city agreed to put gravel in that location many years ago but is not an actual part of the street. Coppernoll said that department heads are looking at replacing storm sewer in that area in the coming years and any utility work would require that strip of gravel to be torn up when that work takes place. As a result, there are no plans to pave that portion of gravel as nearby property owners are requesting. Finally, Mayor Coppernoll announced that City Attorney Chris McGough will be resigning from service to the city in the coming weeks. A new attorney will be appointed.

TREASURER'S REPORT:

3. Motion made by Alderperson Melby to approve the Treasurer's Report as presented. Seconded by Downs. Motion carried 7-0.

PAYMENT OF BILLS:

4. Motion made by Alderperson Tepley to approve the bills as presented. Seconded by McCarthy. Motion carried 7-0.

Update on Housing Development Efforts

Jasen Glasbrenner provided an update on the items that have been worked on. He said there is a shortage of housing of all types in the city. Glasbrenner also provided an update on Panorama Estates and Building 2. He said the city has considered many options for multifamily development but said that developers are seeking municipal incentives for projects. Glasbrenner said the city needs to be strategic and tactical with the city's resources. Motion by Alderperson Walters to request Panorama Estates' Duane Kleinsasser appear before the council at the next meeting. Seconded by Cairns. Motion carried 7-0.

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:

6. **Temporary Class B Picnic License application for AD German Warehouse Conservancy at 177 E. Haseltine on September 16, 2023**
Motion made by Alderperson Melby to approve the Temporary Class B Picnic License application for AD German Warehouse Conservancy at 177 E. Haseltine on September 16, 2023. Seconded by Downs. Motion carried 7-0.
7. **Tobacco License Application – Richland Smokes, LLC; 165 Richland Square**
Motion made by Alderperson Melby to approve the Tobacco License application by Richland Smokes, LLC at 165 Richland Square. Seconded by Downs. Motion carried 7-0.
8. **Class B Beer & Class C Wine License Application for Pine River Smoke Co., 249 W. Court Street; Douglas Kratochwill, Agent**
Motion made by Alderperson Melby to approve the Class B Beer and Class C Wine license applications for Pine River Smoke Co., Douglas Kratochwill agent, at 249 W. Court Street. Seconded by Downs. Motion carried 7-0.

9. **Class B Beer & Class B Liquor License Application for TKO BBQ Bar & Grill, LLC, 165 W. Court Street; Tim Oman Agent**

It was noted that Tim Oman has an outstanding 2004 loan with the city which can factor into approval or renewal of the liquor license. Clerk Joyce presented three options: full payoff, get current with loan payments, or payoff principle on the loan. Mr. Oman indicated that he would like to make a balloon payment and payoff the entire loan within the next year. Motion by Alderperson Melby to approve the Class B Beer & Class B Liquor license application for TKO BBQ Bar & Grill, LLC, Tim Oman agent, at 165 W. Court Street, conditioned on an initial payment of \$5,000 within 7 days and the remaining principle be paid by June 30, 2024 with interest forgiven. If not paid, the renewal application will be denied. Seconded by Downs. It was also noted that Mr. Oman's criminal history was reviewed by the Public Safety Committee and was determined to not be a factor that would lead to denial of the license request at this time. Motion to approve carried 7-0.

10. **Amendment to 101.04 Stop Sign at Sheldon and Seminary Streets**

Motion made by Alderperson Melby to suspend the rules, waive the reading, and approve Ordinance 2023-03 amending Chapter 101 of the Code of Ordinances authorizing stop signs on South Sheldon Street at its intersection with East Seminary Street. Motion carried 7-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

11. **Consider Offer to Purchase 460 W 1st Street**

Economic Development Director Jasen indicated that there is a prospective group interested in acquiring the property to construct a spec home. At this time there is nothing more than the verbal offer to purchase the property for \$5,000. Glasbrenner noted that, as part of the sale, a development agreement will be required including a \$10,000 performance guarantee that will be paid and held by the city until benchmarks are met including an occupancy permit within 1.5 years of sales transaction. It's estimated the home would be valued at about \$200,000-\$225,000 and would be roughly 1,300 square feet. The developer would like to begin construction prior to this winter if possible. Motion by Alderperson Cairns to authorize the City Administrator and Economic Development Director to finalize the development agreement and to execute the sale of 460 W. 1st Street at a minimum price of \$5,000. Seconded by Walters. Motion carried 7-0.

12. **Consider Reallocation of Funds from Police Outlay in 2023 Budget to Purchase Police Tasers**

The Richland Center Police Department has been using the same model X26 taser since 2008 and are becoming expensive to maintain and replacement taser cartridges are costly. Chief Jones also noted that the technology for the current X26 will soon be unsupported. There are funds available that could be reallocated from the 2023 Police Outlay account for the purchase of four new T10 tasers and purchase the units outright with a 60-month contract. The total cost is \$31,837.60. The bundle package price includes a 5-year warranty, rechargeable batteries, unlimited cartridge replacements, software, and holsters. Motion by Alderperson Cairns to purchase T10 taser bundles from Axon Enterprises at a cost not to exceed \$31,837.60 as quoted with funds coming from the Police Outlay. Seconded by Walters. Motion carried 7-0.

13. **Consider Request to Authorize an Application for the US Bank NASPO Commercial Card Program**

Credit cards through this program would replace the credit cards previously utilized through BMO Harris. A change earlier this year resulted in all of the city's credit card accounts mistakenly terminated by the company. The cards through the US Bank NASPO Commercial Card Program would have no fees or interest charges and would allow 45 days for payment. In addition, there are rebates offered that were not with the previous card program. Motion by Alderperson Cairns to authorize the City Administrator to execute the application process necessary for the enrollment in the US Bank NASPO program. Seconded by Downs. Motion carried 7-0.

14. Consider Request to Authorize a Hotel Feasibility Study

Administrator Oliphant stated that the EPA has been working with the city on the potential of city redevelopment. She said a hotel would be appropriate and advantageous to the city as there have been recent changes to current hotel/motel facilities in the city which have resulted in fewer guest rooms. Those beliefs were also shared with recent Tourism presentations. Oliphant said it is necessary to conduct a comprehensive hotel feasibility study to know if this type of development is appropriate to be pursued. The study will demonstrate whether the community has the capacity to support a hotel development and is generally required by franchises prior to serious engagement. Oliphant noted that it is not the city's intent to be a developer but, rather, to create the conditions conducive to development. The study will help the city attract potential investors and/or developers. Two proposals have been received for the purpose of conducting a hotel feasibility study. Oliphant recommended that ARPA funds be utilized for the project. Motion by Alderperson Cairns to authorize the City Administrator to contract with a vendor for the purpose of conducting a feasibility study for a hotel at a cost not to exceed \$14,000 utilizing ARPA funds. Seconded by Tepley. Motion carried 7-0.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

Mayor Coppernoll recommended Candace Fagerlind for appointment for the Library Board. Motion by Alderperson Tepley to appoint Candace Fagerlind to the Library Board. Seconded by Downs. Motion carried 7-0.

ADJOURN:

Motion made by Alderperson Walters to adjourn. Seconded by Tepley. Motion carried 7-0 at 8:34 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk/Treasurer.

CITY OF RICHLAND CENTER - TREASURER'S REPORT

8/31/2023

Item 2.

FUNDS	BEG/MO BAL	RECEIPTS	DISBURSEMENTS	END/MO BAL
<i>Deposits</i>				
<i>Disbursements</i>				
City General Unassigned:	\$ 402,866.57	\$ 1,259,581.49	\$ 1,367,054.54	\$ 295,393.52
State Investments #1 Unassigned	\$ 4,357,030.23	\$ 787,700.21	\$ 306,500.00	\$ 4,838,230.44
Property Tax Account (partial unassigned)	\$ 29,921.02	\$ 103.96		\$ 30,024.98
#2 Landfill long term care (for landfill issues)	\$ 600,151.02	\$ 2,626.11		\$ 602,777.13
#3 TIF-Panorama Estates (TIF 6)	\$ 170,398.45	\$ 745.62		\$ 171,144.07
#6 TIF 2-5 (only #4)	\$ 137,119.15	\$ 600.00		\$ 137,719.15
RLF Business Savings	\$ 576,639.07	\$ 549.99		\$ 577,189.06
RLF Business Checking	\$ 1,164.57			\$ 1,164.57
RESTRICTED FUNDS: (by outside entity)				
CDBG Housing RLF	\$ 128,118.71	\$ 544.86	\$ 100.00	\$ 128,563.57
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	\$ 346,368.29	\$ 1,924.77	\$ 41,363.13	\$ 306,929.93
Canine Fund	\$ 40,293.84	\$ 1,890.00	\$ 81.65	\$ 42,102.19
Room Tax	\$ 46,009.73	\$ 112.52		\$ 46,122.25
Greater Richland Tourism	\$ 22,986.81	\$ 9,376.65	\$ 6,940.00	\$ 25,423.46
Redevelopment Authority	\$ 68,272.34	\$ 237.21		\$ 68,509.55
#5 Renew RC Loan Program-Affordable Hous	\$ 1,010,124.28	\$ 4,420.05		\$ 1,014,544.33
Renew RC Loan Program-Checking	\$ 43,360.63	\$ 150.66		\$ 43,511.29
COMMITTED: (by resolution of the Council)				
#4 Projects committed	\$ 1,628,790.57	\$ 7,127.18		\$ 1,635,917.75
ASSIGNED: (for specific use, not assigned)				
Cemetery CDs	\$ 4,837.04	\$ 6.90		\$ 4,843.94
Park/Rec/Comm Center	\$ 10,094.75	\$ 35.07		\$ 10,129.82
Aquatic Center	\$ 75,410.03	\$ 50,014.92		\$ 125,424.95

CITY OF RICHLAND CENTER						
Utility Report - Month August 31, 2023						
FUNDS	TREASURER BAL BEG OF MONTH	RECEIPTS	TOTAL	DISBURSEMENTS	TREASURER BAL END OF MONTH	Unrestricted INVESTMENTS
GARBAGE		22,581.11				
PUBLIC BENEFIT		3,538.93				
ELECTRIC UTILITY	248,213.38	976,202.07	1,250,535.49	1,132,639.44	\$ 117,896.05	\$ 355,091.54
WATER UTILITY	592,533.68	172,286.87	764,820.55	235,828.31	\$ 528,992.24	\$ 60,700.36
SEWER UTILITY	133,929.67	301,354.03	435,283.70	348,930.26	\$ 86,353.44	\$ 182,232.58
Restricted		Location	% Interest	Due Date		
WWTP Replacement Fund	1,822,042.19	State	Variable 5.15	None		
WWTP Bond Fund	100,007.96	State	Variable 5.15	None		
Electric Replacement Fund	515,108.28	State	Variable 5.15	None		
Electric Bond Fund	233,089.79	State	Variable 5.15	None		
Electric	223,556.26	State	Variable 5.15	None		
Electric	128,344.46	Community First	Variable .62	None		
Electric	220,394.00	State	Variable 5.15	None		
Electric - AMI	299,578.07	State	Variable 5.15	None		
Water Replacement Fund	289,157.66	State	Variable 5.15	None		
Water	417,303.74	State	Variable 5.15	None		
Water - Clean Wa Loan#8 5-2028	50,022.65	State	Variable 5.15	None		
Water	56,934.88	Community First	Variable .30	None		
Water - Reservoir Loan#5-2039	64,919.54	State	Variable 5.15	None		
Water - AMI	108,105.21	State	Variable 5.15	None		
Water	201,180.27	Community First	Variable .90	10/12/23		
Water DNR Loan	10.00	Richland Co Bank				
WWTP	26,700.70	Community First	Variable .64	None		
WWTP	151,050.41	State	Variable 5.15	None		
USDA Reserve Acct	625,000.00	State	Variable 5.15	Restricted		
USDA 2015 Bond Fund	209,067.20	Richland Co Bank	Variable 0.25	Restricted		
WWTP -RATE STABILIZATION	789,210.43	State	Variable 5.15	Restricted		
		Location	% Interest	Due Date		
Electric	3,190.82	RC Money Mkt	Variable .43			
Water	3,765.48	RC Money Mkt	Variable .43			
WWTP	4,481.47	RC Money Mkt	Variable .43			
Restricted	Restricted Funds are for Projects, Bond Payments and Equipment Replacement					
Electric	1,268,170.14					
Water	1,130,699.07					
WWTP	3,545,327.78					
TOTAL RESTRICTED FUNDS	5,944,196.99					

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
09/05/2023				
09-05-23 FINANCE				
A T & T MOBILITY	07/27/2023	ACCT #287327444101-ECON D	10-56500-300 ECON DEV/TELE	83.85
AMAZON CAPITAL SERVI	08/07/2023	CITY ACCT #A2D4H70ZB1JL0D	10-52100-430 POLICE/PRIORIT	108.63
AUTO ZONE	08/28/2023	ACCT #000497434-POLICE DE	10-52100-425 POLICE/CAR OPE	11.99
BOARDMAN & CLARK LL	08/16/2023	INV #272035-WALMART OBJE	10-51760-570 LABOR REL/FEE	2,679.91
BOARDMAN & CLARK LL	08/24/2023	INV #265323-TAX ASSMT APPE	10-51760-570 LABOR REL/FEE	32.00
BOND TRUST SERVICES	08/14/2023	STATEMENT #82415-PANORA	10-58400-910 PANORAMA/P-20	50,000.00
BOND TRUST SERVICES	08/14/2023	STATEMENT #82415-PANORA	10-58400-920 PANORAMA/I-201	10,237.50
CAPITAL ONE	08/19/2023	ACCT #621034-PARK CONCES	10-55300-700 PARKS/CONCES	86.51
CARDIO PARTNERS INC	08/16/2023	CUST #C0914477-DEFIBRILLA	10-51850-430 BLDG-PROP/EQU	11,511.50
CARPENTER, LARA	08/31/2023	YOGA INSTRUCTOR FEE	10-46611-000 RECREATION FE	175.00
CITY UTILITIES	08/01/2023	UW BILL PAID TO CITY W/ACC	10-25000-000 DUE TO OTHER	698.05
CIVIC SYSTEMS, LLC	09/01/2023	SYMPOSIUM REGISTRATION-	10-51300-410 CLK TREAS/TRAI	235.00
CIVIC SYSTEMS, LLC	09/01/2023	SYMPOSIUM REGISTRATION-	10-51300-410 CLK TREAS/TRAI	235.00
CIVIC SYSTEMS, LLC	09/01/2023	SYMPOSIUM REGISTRATION-	10-51300-410 CLK TREAS/TRAI	235.00
CLYNE, MICHELLE	08/22/2023	ELECTRONIC SIGN REFUND-	10-46500-000 COMMUNITY CE	13.00
COMPUTER DOCTORS L	07/31/2023	INV #5664-CISCO SMARTNET	10-51400-580 DATA PROC/PRO	1,089.00
CRITICAL IMPACT GROU	08/31/2023	POLICE INV #2023-0831A	10-52100-410 POLICE/TRAININ	330.00
DELAGRAVE, MALLORY	08/09/2023	REC SUPPLY REIMB-M DELAG	10-55200-520 COMM CTR/SUP	127.37
GREATER RICHLAND AR	08/07/2023	PICNIC LICENSE OVERPYMT-	10-44100-000 LIQUOR LICENSE	10.00
HYNEK PRINTING	08/17/2023	INV #71871-LANDFILL RECEIP	10-54500-520 LANDFILL/SUPPL	1,002.00
HYNEK PRINTING	08/22/2023	INV #71926-POLICE PHONE C	10-52100-340 POLICE/OFFICE	93.99
HYNEK PRINTING	08/22/2023	INV #71927-POLICE WINDOW	10-52100-340 POLICE/OFFICE	153.44
JELINEK, GRETCHEN	08/30/2023	AUG ASSESSOR PYMT-G JELI	10-51600-560 ASSESSOR/CON	1,658.33
KOELSCH, BEN	08/31/2023	AUG CABLE SPONSORSHIP	10-55600-390 CABLE TV/MISC	1,933.75
LAMAR COMPANIES	08/07/2023	CUST #830158-RC DIGITAL CA	10-56100-390 COMM DEV/MISC	500.00
NATURE'S WAY PORTABL	08/31/2023	LANDFILL INV #54298	10-54500-560 LANDFILL/CONT	200.00
NOWARE, LLC	08/16/2023	INV #2995-POLICE OFFICE 365	10-52100-480 POLICE/MAINT A	105.49
NOWARE, LLC	08/16/2023	INV #2995-POLICE SECURITY	10-52100-430 POLICE/PRIORIT	195.00
PITNEY BOWES GLOBAL	08/30/2023	ACCT #0016680642-POSTAGE	10-51300-330 CLK TREAS/POST	192.30
POLICE DEPT PETTY CA	08/31/2023	REPLENISH POLICE PETTY C	10-52100-330 POLICE/POSTAG	16.26
POLICE DEPT PETTY CA	08/31/2023	REPLENISH POLICE PETTY C	10-52100-340 POLICE/OFFICE	26.40
PRATT FUNERAL & CRE	08/21/2023	SHELTER REFUND-PRATT FU	10-46635-000 PARK SHELTER R	65.00
RHYME BUSINESS PROD	08/04/2023	CITY COPIERS INV #34398053	10-51450-480 COPIER/MAINT A	397.33
RHYME BUSINESS PROD	08/16/2023	POLICE COPIER INV #3467998	10-52100-480 POLICE/MAINT A	228.51
RHYME BUSINESS PROD	07/11/2023	ACCT #PT6282-POLICE DEPT	10-52100-340 POLICE/OFFICE	173.87
RHYME BUSINESS PROD	07/13/2023	ACCT #PT6282-POLICE DEPT	10-52100-340 POLICE/OFFICE	7.82
RICHLAND COUNTY AMB	08/24/2023	SEP AMBULANCE PAYMENT	10-52600-560 AMBULANCE/CO	9,590.00
RICHLAND FIRE DISTRIC	08/16/2023	FIRE CALL-HILLSIDE DEPOT A	10-52300-905 FIRE DIST/CITY F	300.00
RICHLAND FIRE DISTRIC	08/17/2023	FIRE CALL-J SORDAHL CHEMI	10-52300-905 FIRE DIST/CITY F	800.00
RICHLAND FIRE DISTRIC	08/23/2023	FIRE CALL-AMERICAS SERVIC	10-52300-905 FIRE DIST/CITY F	608.00
RICHLAND FIRE DISTRIC	08/23/2023	FIRE CALL-JAX REVERSE HOL	10-52300-905 FIRE DIST/CITY F	300.00
RICHLAND FIRE DISTRIC	08/24/2023	FIRE CALL-HILLSIDE DEPOT A	10-52300-905 FIRE DIST/CITY F	300.00
RICHLAND HOSPITAL, IN	08/11/2023	JUL LAB SERVICES-POLICE D	10-52100-810 POLICE/ENFORC	80.00
RODRIGUEZ, JOEL M	08/14/2023	INTERPRETOR SERVICE-J RO	10-52100-810 POLICE/ENFORC	45.00
RODRIGUEZ, JOEL M	08/31/2023	INTERPRETOR SERVICE-J RO	10-52100-810 POLICE/ENFORC	25.00
RUNNING, INC	08/14/2023	INV #28287-JUL TAXI EXP	10-54800-950 TRANSIT/TAXI	20,828.35
RUNNING, INC	08/14/2023	INV #28287-JUL TAXI REV	10-54800-950 TRANSIT/TAXI	8,082.00

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
SIRCHIE ACQUISITION C	08/07/2023	ACCT #00-A53581-POLICE DE	10-52100-810 POLICE/ENFORC	63.00
TC AUTOWORKS LLC	07/28/2023	ACCT #01144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	55.93
TC AUTOWORKS LLC	08/09/2023	ACCT #01144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	56.93
TOWN & COUNTRY SANI	09/01/2023	ACCT #8735-GARBAGE	10-54600-560 GARBAGE/CONT	15,872.75
TOWN & COUNTRY SANI	09/01/2023	ACCT #8735-OPERATOR	10-54500-020 LANDFILL/TCS O	839.00
TOWN & COUNTRY SANI	09/01/2023	ACCT #8735-UW CAMPUS	10-54600-560 GARBAGE/CONT	332.00
TOWN & COUNTRY SANI	09/01/2023	ACCT #8783-RECYCLING	10-54700-560 RECYCLING/CON	6,904.50
TOWN & COUNTRY SANI	09/01/2023	ACCT #8784-LANDFILL	10-54500-660 LANDFILL/TRANS	4,477.56
U S CELLULAR	08/18/2023	ACCT #201978132-CELL/MIED	10-55200-300 COMM CTR/TELE	54.50
U S CELLULAR	08/18/2023	ACCT #201978132-CELL/MAYO	10-51200-300 MAYOR/TELEPH	38.99
U S CELLULAR	08/18/2023	ACCT #201978132-CELL/PARK	10-51850-300 BLDG-PROP/TEL	48.49
U S CELLULAR	08/18/2023	ACCT #201978132-CELL/STRE	10-54200-300 ROADWAYS/CEL	52.14
VERIZON WIRELESS	08/21/2023	ACCT #283186952-00001 RCP	10-52100-300 POLICE/TELEPH	771.39
VETESNIK POWER SPOR	03/21/2023	INV #623205-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	117.97
VIERBICHER ASSOCIATE	08/07/2023	INV #5-ZONING ORDINANCE U	10-61000-990 OUTLAY/PROJEC	3,773.50
VIERBICHER ASSOCIATE	08/07/2023	INV #6-ZONING ADMINISTRAT	10-52450-000 ZONING/REGULA	6,197.50
W CHRIS MCGOUGH, LL	09/01/2023	INV #1946-COUNCIL/GENL TA	10-51700-570 ATTORNEY/FEEES	2,587.50
W CHRIS MCGOUGH, LL	09/01/2023	INV #1947-TRAFFIC COURT	10-51700-570 ATTORNEY/FEEES	3,412.50
WALSH'S ACE HARDWAR	07/21/2023	ACCT #100597-POLICE DEPT	10-52100-390 POLICE/MISC EX	1.99
WEX BANK	07/31/2023	POLICE ACCT #0496-00-91680	10-52100-500 POLICE/GASOLIN	2,290.86
WEX BANK	08/31/2023	POLICE ACCT #0496-00-91680	10-52100-500 POLICE/GASOLIN	2,645.34
WI DEPT OF JUSTICE-CR	08/09/2023	ACCT #G2489-POLICE DEPT	10-52100-860 POLICE/ADMINIS	14.00
WI DEPT OF JUSTICE-CR	08/30/2023	ACCT #G2489-POLICE DEPT	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF JUSTICE-CR	08/31/2023	ACCT #G2489-POLICE DEPT	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF TRANS-FINA	07/03/2023	PROJ #39516400308 PRELIM D	10-61000-990 OUTLAY/PROJEC	5,111.05
WIL-KIL PEST CONTROL	08/14/2023	ACCT #131539-MUN BLDG	10-51800-560 MUN BLDG/CONT	63.30
WPPI ENERGY	09/01/2023	LED PROJ INV #INV19798	10-51850-470 BLDG-PROP/MAI	421.62
Total CITY GENERAL FUND:				165,861.46
Grand Totals:				165,861.46

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.

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
08/09/2023				
08-10-23 PW COMM				
AUTO VALUE PARTS STO	07/12/2023	ACCT #529000051-STREET DE	10-54100-520 GARAGE/SUPPLI	59.94
BADGER SCALE, INC	07/31/2023	STREET INV #F036211	10-54500-560 LANDFILL/CONT	579.10
BADGER WELDING SUPP	07/31/2023	ACCT #12213-STREET DEPT	10-54100-520 GARAGE/SUPPLI	38.75
BAILEY'S PAINT & DECO	07/31/2023	STREET INV #15384	10-54100-520 GARAGE/SUPPLI	25.00
BROOKS TRACTOR	07/31/2023	STREET ACCT #16712000	10-54200-440 ROADWAYS/EQUI	1,075.19
K & D TRUCK REPAIR SP	07/31/2023	ACCT CIT075-STREET DEPT	10-54200-420 ROADWAYS/TRU	6,576.15
M S A PROFESSIONAL S	08/07/2023	INV #17-7TH/8TH/CEDAR IMPR	10-61000-942 OUTLAY/ST PROJ	4,023.07
NAPA AUTO PARTS	07/21/2023	ACCT #1320-STREET DEPT	10-54200-420 ROADWAYS/TRU	69.76
NAPA AUTO PARTS	07/26/2023	ACCT #1320-STREET DEPT	10-54200-420 ROADWAYS/TRU	66.28
NATURE'S WAY PORTABL	07/31/2023	LANDFILL INV #54141	10-54500-560 LANDFILL/CONT	160.00
RICHLAND COUNTY HIG	07/25/2023	ACCT #38-STREET DEPT	10-54400-520 SNOW RMVL/SU	30,520.00
SCOTT CONSTRUCTION,	07/28/2023	ACCT #61585-STREET DEPAR	10-54200-520 ROADWAYS/SUP	919.60
TOWN & COUNTRY SANI	08/01/2023	ACCT #8735-GARBAGE	10-54600-560 GARBAGE/CONT	15,872.75
TOWN & COUNTRY SANI	08/01/2023	ACCT #8735-OPERATOR	10-54500-020 LANDFILL/TCS O	839.00
TOWN & COUNTRY SANI	08/01/2023	ACCT #8735-UW CAMPUS	10-54600-560 GARBAGE/CONT	332.00
TOWN & COUNTRY SANI	08/01/2023	ACCT #8783-RECYCLING	10-54700-560 RECYCLING/CON	7,007.10
TOWN & COUNTRY SANI	08/01/2023	ACCT #8784-LANDFILL	10-54500-660 LANDFILL/TRANS	2,982.65
WALSH'S ACE HARDWAR	07/07/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	3.34
WALSH'S ACE HARDWAR	07/25/2023	ACCT #100601-STREET DEPT	10-54200-520 ROADWAYS/SUP	15.97
WI DEPT OF TRANS-FINA	08/01/2023	PROJ #39516400308 PRELIM D	10-61000-990 OUTLAY/PROJEC	1,405.14
Total CITY GENERAL FUND:				72,570.79

08/10/2023**08-10-23 PROPERTY**

ALL AMERICAN DO IT CE	07/11/2023	ACCT #13005-PARKS DEPT	10-55300-655 PARKS/SHELTER	180.64
ALL AMERICAN DO IT CE	07/11/2023	ACCT #13005-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	8.99
ALL AMERICAN DO IT CE	07/12/2023	ACCT #13005-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	11.99
ALL AMERICAN DO IT CE	07/20/2023	ACCT #13005-PARKS DEPT	10-55300-655 PARKS/SHELTER	73.55
ALL AMERICAN DO IT CE	07/25/2023	ACCT #13005-PARKS DEPT	10-55300-655 PARKS/SHELTER	65.46
ALL AMERICAN DO IT CE	07/26/2023	ACCT #13005-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	1.29
AUTO VALUE PARTS STO	07/07/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	19.98
AUTO VALUE PARTS STO	07/10/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	177.99
AUTO VALUE PARTS STO	07/19/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	125.98
AUTO VALUE PARTS STO	07/20/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	3.99
AUTO VALUE PARTS STO	07/25/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	64.99
AUTO VALUE PARTS STO	07/25/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	56.48
AUTO VALUE PARTS STO	07/28/2023	ACCT #52900049-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	282.48
AUTO VALUE PARTS STO	08/01/2023	ACCT #52900049-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	16.47
BAILEY'S PAINT & DECO	06/12/2023	PARKS INV #15167	10-51850-470 BLDG-PROP/MAI	117.86
CHET'S FEED SEED N SU	07/26/2023	PARKS DEPT 07262023	10-51850-470 BLDG-PROP/MAI	185.70
HOLIDAY WHOLESALE	07/11/2023	ACCT #702701-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	388.52
HOLIDAY WHOLESALE	07/19/2023	ACCT #702701-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	773.04
HOLIDAY WHOLESALE	07/26/2023	ACCT #702701-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	1,465.59
HOLIDAY WHOLESALE	08/02/2023	ACCT #702701-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	335.01
KLINGAMAN HEATING &	07/10/2023	A/C MAINT INV #2214	10-51850-670 BLDG-PROP/INS	1,500.00
KLINGAMAN HEATING &	08/02/2023	CITY HALL INV# 2257	10-51850-670 BLDG-PROP/INS	75.00

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
OSBORNE STUMP REMO	08/06/2023	INV #727-STUMP REMOVAL	10-56300-260 FORESTRY/STU	75.00
PREMIER CO-OP	07/31/2023	ACCT #4671525-FUEL FARM	10-51850-500 BLDG-PROP/GAS	1,630.51
REYZEK PLUMBING LLC	07/28/2023	INV# 1077-POLICE DEPT	10-51850-470 BLDG-PROP/MAI	101.20
SIMPSON'S TRACTOR, IN	07/27/2023	PARK INV #CT225411	10-51850-440 BLDG-PROP/EQU	25.50
SIMPSON'S TRACTOR, IN	08/04/2023	PARK INV #CT225581	10-51850-440 BLDG-PROP/EQU	288.75
THE HOMESTEADER'S S	07/14/2023	ACCT #123174-PARKS/GROUN	10-51850-440 BLDG-PROP/EQU	204.06
WALSH'S ACE HARDWAR	07/10/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	78.51
WALSH'S ACE HARDWAR	07/10/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	20.62
WALSH'S ACE HARDWAR	07/11/2023	ACCT #100567-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	4.76
WALSH'S ACE HARDWAR	07/12/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	23.63
WALSH'S ACE HARDWAR	07/12/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	16.67
WALSH'S ACE HARDWAR	07/12/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	44.29
WALSH'S ACE HARDWAR	07/12/2023	ACCT #100567-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	9.72
WALSH'S ACE HARDWAR	07/12/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	3.89
WALSH'S ACE HARDWAR	07/17/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	6.80
WALSH'S ACE HARDWAR	07/18/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	10.80
WALSH'S ACE HARDWAR	07/18/2023	ACCT #100567-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	39.98
WALSH'S ACE HARDWAR	07/19/2023	ACCT #100567-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	24.02
WALSH'S ACE HARDWAR	07/20/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	28.10
WALSH'S ACE HARDWAR	07/24/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	32.53
WALSH'S ACE HARDWAR	07/24/2023	ACCT #100567-PARKS DEPT	10-51850-700 BLDG-PROP/CON	39.98
WALSH'S ACE HARDWAR	07/24/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	10.84
WALSH'S ACE HARDWAR	07/25/2023	ACCT #100567-PARKS DEPT	10-51850-470 BLDG-PROP/MAI	3.98
WALSH'S ACE HARDWAR	07/25/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	28.06
WALSH'S ACE HARDWAR	07/26/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	258.49
WALSH'S ACE HARDWAR	07/26/2023	ACCT #100567-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	7.34
WALSH'S ACE HARDWAR	07/27/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	12.85
WALSH'S ACE HARDWAR	07/31/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	114.78
WALSH'S ACE HARDWAR	07/31/2023	ACCT #100567-PARKS DEPT	10-51850-390 BLDG-PROP/MIS	40.70
WALSH'S ACE HARDWAR	08/02/2023	ACCT #100567-PARKS DEPT	10-51850-520 BLDG-PROP/SUP	24.77
WALSH'S ACE HARDWAR	08/03/2023	ACCT #100567-PARKS DEPT	10-51850-440 BLDG-PROP/EQU	14.99
Total CITY GENERAL FUND:				9,116.00

08/14/2023**08-14-23 PARK BD**

AMAZON CAPITAL SERVI	07/15/2023	CITY ACCT #A2D4H70ZB1JL0D	10-55410-620 AQUA CTR/CHEM	19.99
AMAZON CAPITAL SERVI	07/15/2023	CITY ACCT #A2D4H70ZB1JL0D	10-61000-963 OUTLAY/AQUATI	106.93
AMAZON CAPITAL SERVI	07/15/2023	CITY ACCT #A2D4H70ZB1JL0D	10-55250-390 SENR CTR/MISC	8.22
AMAZON CAPITAL SERVI	07/16/2023	CITY ACCT #A2D4H70ZB1JL0D	10-61000-963 OUTLAY/AQUATI	250.97
AMAZON CAPITAL SERVI	07/21/2023	CITY ACCT #A2D4H70ZB1JL0D	10-61000-963 OUTLAY/AQUATI	42.97
AMAZON CAPITAL SERVI	07/22/2023	CITY ACCT #A2D4H70ZB1JL0D	10-61000-963 OUTLAY/AQUATI	132.57
AMAZON CAPITAL SERVI	08/03/2023	CITY ACCT #A2D4H70ZB1JL0D	10-55200-520 COMM CTR/SUP	141.71
AMAZON CAPITAL SERVI	08/03/2023	CITY ACCT #A2D4H70ZB1JL0D	10-61000-963 OUTLAY/AQUATI	9.39
AMAZON CAPITAL SERVI	08/10/2023	CITY ACCT #A2D4H70ZB1JL0D	10-55200-520 COMM CTR/SUP	55.14
AMAZON CAPITAL SERVI	07/11/2023	CITY ACCT #A2D4H70ZB1JL0D	10-61000-963 OUTLAY/AQUATI	88.03
AMERICAN LIFEGUARD	06/03/2023	ACCT #66752-AQUATIC CENT	10-55410-520 AQUA CTR/SUPP	90.81
BADGER SWIMPOOLS, I	08/01/2023	ACCT #770-AQUATIC CENTER	10-55410-470 AQUA CTR/MAINT	2,905.41
CAPITAL ONE	07/19/2023	ACCT #621034-PARKS & REC	10-55200-640 COMM CTR/REC	245.10
CAPITAL ONE	07/19/2023	ACCT #621034-PARKS & REC	10-55200-640 COMM CTR/REC	10.98
CAPITAL ONE	07/19/2023	ACCT #621034-PARKS & REC	10-55200-640 COMM CTR/REC	33.79
CAPITAL ONE	07/20/2023	ACCT #621034-PARKS & REC	10-55200-640 COMM CTR/REC	98.43
CAPITAL ONE	07/21/2023	ACCT #621034-PARKS & REC	10-61000-963 OUTLAY/AQUATI	63.88

Vendor Name	Invoice Date	Description	GL Account and Title		Net Invoice Amount
CAPITAL ONE	07/26/2023	ACCT #621034-PARKS & REC	10-55200-640	COMM CTR/REC	191.96
CAPITAL ONE	07/28/2023	ACCT #621034-PARKS & REC	10-55200-640	COMM CTR/REC	102.58
CAPITAL ONE	07/31/2023	ACCT #621034-PARKS & REC	10-55200-640	COMM CTR/REC	38.52
CAPITAL ONE	07/31/2023	ACCT #621034-PARKS & REC	10-55200-520	COMM CTR/SUP	26.99
CAPITAL ONE	08/01/2023	ACCT #621034-PARKS & REC	10-55200-640	COMM CTR/REC	3.98
CAPITAL ONE	08/10/2023	ACCT #621034-PARKS & REC	10-55250-520	SENR CTR/SUPP	85.05
CAPITAL ONE	08/08/2023	ACCT #621034-PARKS & REC	10-55200-520	COMM CTR/SUP	19.63
CULLIGAN WATER COND	07/31/2023	AUG A/C WATER SOFTENER	10-55410-320	AQUA CTR/UTILIT	102.72
HOLIDAY WHOLESALE	07/11/2023	ACCT #701409-AQUATIC CENT	10-55410-700	AQUA CTR/CONC	1,738.60
HOLIDAY WHOLESALE	07/19/2023	ACCT #701409-AQUATIC CENT	10-55410-700	AQUA CTR/CONC	1,451.83
HOLIDAY WHOLESALE	07/26/2023	ACCT #701409-AQUATIC CENT	10-55410-700	AQUA CTR/CONC	1,271.65
HOLIDAY WHOLESALE	08/02/2023	ACCT #701409-AQUATIC CENT	10-55410-700	AQUA CTR/CONC	258.95
HOLIDAY WHOLESALE	08/08/2023	ACCT #701409-AQUATIC CENT	10-55410-700	AQUA CTR/CONC	296.20
HOLIDAY WHOLESALE	08/10/2023	ACCT #701409-AQUATIC CENT	10-55410-700	AQUA CTR/CONC	17.95-
MIDWEST POOL SUPPLY	07/13/2023	ACCT #RIC010-AQUATIC CENT	10-55410-620	AQUA CTR/CHEM	2,912.78
PEPSI-COLA OF LACROS	07/13/2023	ACCT #13746-AQUATIC CENT	10-55410-700	AQUA CTR/CONC	447.30
PEPSI-COLA OF LACROS	07/27/2023	ACCT #13746-AQUATIC CENT	10-55410-700	AQUA CTR/CONC	279.00
RHYME BUSINESS PROD	07/26/2023	COMM CTR COPIER INV #3453	10-55200-480	COMM CTR/MAIN	212.03
SHOPPING NEWS, INC	07/25/2023	ACCT #22251-RECEIPT BOOK	10-55200-520	COMM CTR/SUP	417.64
WALSH'S ACE HARDWAR	07/11/2023	ACCT #100567-REC DEPT	10-55410-470	AQUA CTR/MAINT	25.45
Total CITY GENERAL FUND:					13,971.21

08/15/2023**08-2023 CITY MANUALS**

AMERICAN FAMILY LIFE	07/26/2023	JUL AFLAC W/H-JUL PREMIUM	10-22240-000	EMPLOYEE SHA	543.39
AMERICAN FAMILY LIFE	07/26/2023	JUL PREMIUM VARIANCE	10-52100-100	POLICE/BENEFIT	.03-
NUSSE, JOE	08/03/2023	CAFETERIA PLAN PYMT-J NU	10-22320-000	PYRL DED-125 PL	600.00
PEPICH, DAN	08/17/2023	CAFETERIA PLAN PYMT-D PE	10-22320-000	PYRL DED-125 PL	600.00
SECURIAN FINANCIAL G	08/04/2023	ADDL SEP LIFE INSURANCE	10-22230-000	EMPLOYEE SHA	397.15
SECURIAN FINANCIAL G	08/04/2023	SEP SP/DEP LIFE INSURANCE	10-22230-000	EMPLOYEE SHA	28.80
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-POLICE	10-52100-100	POLICE/BENEFIT	127.55
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-PKG ENF	10-52150-100	PKG ENF/BENEFI	22.34
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-STREETS	10-54200-100	ROADWAYS/BEN	17.47
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-PARKS	10-55300-100	PARKS/BENEFITS	74.74
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-COMM CTR	10-55200-100	COMM CTR/BEN	13.25
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-CITY ADMIN	10-51250-100	ADMIN/BENEFITS	6.22
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-C/T OFFICE	10-51300-100	CLK TREAS/BEN	44.61
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-TOURISM	10-51825-100	RR DEPOT/BENE	23.40
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-LIBRARY	10-51900-180	PERSONNEL/EM	47.74
SECURIAN FINANCIAL G	08/04/2023	SEP LIFE INS-UTILITIES	10-51900-180	PERSONNEL/EM	664.30
WI DEPT OF REVENUE-A	07/31/2023	JUL FUEL TAX ACCT #530-0000	10-54900-505	AIRPORT/AVIATI	27.24

Total CITY GENERAL FUND:

3,238.17

08/21/2023**08-2023 ADDL BILLS**

AIRNAV.COM	08/14/2023	INV #2024829-AIRPORT LISTIN	10-54900-390	AIRPORT/MISC E	30.00
ALLIANT ENERGY/WPL	08/01/2023	ACCT #8290837462-TERMINAL	10-54900-321	AIRPORT/TERMI	128.53
ALLIANT ENERGY/WPL	08/10/2023	ACCT #1036510000-HANGAR	10-54900-322	AIRPORT/HANGA	29.05
ALLIANT ENERGY/WPL	08/10/2023	ACCT #2013900000-RUNWAY	10-54900-320	AIRPORT/RUNWA	129.74
ALLIANT ENERGY/WPL	08/11/2023	ACCT #1601850000-HWY80 SH	10-55300-655	PARKS/SHELTER	18.63
ALLIANT ENERGY/WPL	08/16/2023	ACCT #5572730000-HWY14 W	10-54230-320	SIGNS/UTILITIES	14.21

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
CITY TREASURER-PETT	08/21/2023	REPLENISH PETTY CASH	10-51300-390 CLK TREAS/MISC	46.99
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-PARK SHELTERS	10-55300-320 PARKS/UTILITIES	546.70
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-MUN BLDG	10-51800-320 MUN BLDG/UTILI	1,112.68
CITY UTILITIES-BILLS	08/04/2023	EL BILL-MUN BLDG EV STATIO	10-51800-320 MUN BLDG/UTILI	30.03
CITY UTILITIES-BILLS	08/04/2023	EL BILL-AUDITORIUM EV STAT	10-51850-320 BLDG-PROP/UTIL	26.28
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-RR DEPOT	10-51825-320 RR DEPOT/UTILI	153.03
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-COMM CENTER	10-55200-320 COMM CTR/UTILI	1,394.79
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-PARK SHOP	10-51850-320 BLDG-PROP/UTIL	165.46
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-CEMETERY	10-51850-325 BLDG-PROP/CEM	177.25
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-AQUATIC CENTER	10-55410-320 AQUA CTR/UTILIT	7,697.31
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-PARKS/GROUNDS	10-55300-320 PARKS/UTILITIES	1,197.35
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-STREET SHOP	10-54100-320 GARAGE/UTILITI	361.99
CITY UTILITIES-BILLS	08/04/2023	EL BILL-LANDFILL	10-54500-320 LANDFILL/UTILITI	83.87
CITY UTILITIES-BILLS	08/04/2023	EL BILLS-FLOODWARNING	10-56200-320 FLOODPLN/UTILI	73.75
CITY UTILITIES-BILLS	08/04/2023	EL BILLS-STREET LIGHTS	10-54230-930 SIGNS/STREET LI	7,180.34
FRONTIER	08/01/2023	ACCT #26200109181030985-R	10-52100-300 POLICE/TELEPH	10.70
FRONTIER	08/08/2023	ACCT #60864784960208235-LA	10-54500-300 LANDFILL/TELEP	87.25
FRONTIER	08/09/2023	ACCT #60838309690209235-TE	10-54900-300 AIRPORT/TELEP	95.41
FRONTIER	08/09/2023	ACCT #60838309690209235-AI	10-54900-300 AIRPORT/TELEP	95.41
GENUINE TELECOM	08/20/2023	ACCT #641500-POLICE DEPT	10-52100-300 POLICE/TELEPH	149.02
GENUINE TELECOM	08/20/2023	ACCT #20300-CLERK/TREAS	10-51300-300 CLK TREAS/TELE	92.90
GENUINE TELECOM	08/20/2023	ACCT #20300-BLDG INSP	10-52400-300 BLDG SFTY/TELE	36.88
GENUINE TELECOM	08/20/2023	ACCT #20300-MAYOR	10-51200-300 MAYOR/TELEPH	35.38
GENUINE TELECOM	08/20/2023	ACCT #20300-ASSESSOR	10-51600-300 ASSESSOR/TELE	35.38
GENUINE TELECOM	08/20/2023	ACCT #20300-RR DEPOT	10-51825-300 RR DEPOT/PHON	35.38
GENUINE TELECOM	08/20/2023	ACCT #20300-CITY DSL	10-51400-590 DATA PROC/DSL	125.00
GENUINE TELECOM	08/20/2023	ACCT #20300-POLICE DSL	10-52100-590 POLICE/INTERNE	88.00
GENUINE TELECOM	08/20/2023	ACCT #641600-STREET SHOP	10-54100-300 GARAGE/TELEPH	36.13
GENUINE TELECOM	08/20/2023	ACCT #73700-PARK SHOP	10-51850-300 BLDG-PROP/TEL	45.63
GENUINE TELECOM	08/20/2023	ACCT #73700-AQUATIC CENT	10-55410-300 AQUA CTR/TELE	41.88
GENUINE TELECOM	08/20/2023	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	182.26
GENUINE TELECOM	08/20/2023	ACCT #73700-CC ALARM	10-55200-565 COMM CTR/FIRE	36.88
JONES, BILLY	08/02/2023	REIMB GO DADDY RENEWAL-	10-52100-480 POLICE/MAINT A	1,258.32
JONES, BILLY	08/10/2023	REIMB HOTEL EXP-B JONES	10-52100-410 POLICE/TRAININ	327.00
NATURE'S WAY PORTABL	07/31/2023	INV #54008-PARK PORTABLES	10-55300-655 PARKS/SHELTER	1,410.00
PREMIER CO-OP	07/31/2023	ACCT #4671541-STREET DEPT	10-54200-500 ROADWAYS/GAS	1,380.64
RICHLAND ELECTRIC CO	08/02/2023	ACCT #667401-FLOODWARNI	10-56200-320 FLOODPLN/UTILI	47.09
RICHLAND OBSERVER	07/31/2023	ACCT #2065-CITY PUBLICATIO	10-51300-380 CLK TREAS/PUBL	19.25
WE ENERGIES	08/08/2023	ACCT #070047605100006-MUN	10-51800-310 MUN BLDG/HEAT	11.90
WE ENERGIES	08/08/2023	ACCT #070047605100001-RR D	10-51825-310 RR DEPOT/HEAT	10.56
WE ENERGIES	08/08/2023	ACCT #070047605100005-COM	10-55200-310 COMM CTR/HEAT	41.36
WE ENERGIES	08/08/2023	ACCT #071031598000001-PAR	10-51850-310 BLDG-PROP/HEA	10.56
WE ENERGIES	08/08/2023	ACCT #070014806400001-CEM	10-51850-315 BLDG-PROP/CEM	10.56
WE ENERGIES	08/08/2023	ACCT #070852515300001-MEY	10-55300-655 PARKS/SHELTER	10.56
WE ENERGIES	08/08/2023	ACCT #070047605100002-A/C	10-55410-310 AQUA CTR/HEAT	999.90
WE ENERGIES	08/08/2023	ACCT #070047605100003-A/C	10-55410-310 AQUA CTR/HEAT	80.14
WE ENERGIES	08/08/2023	ACCT #070894498700001-STR	10-54100-310 GARAGE/HEAT	61.80
WIL-KIL PEST CONTROL	08/07/2023	ACCT #133002-LANDFILL	10-54500-560 LANDFILL/CONT	63.30
WIL-KIL PEST CONTROL	08/07/2023	ACCT #210363-COMM CENTE	10-55200-560 COMM CTR/CON	76.55
WIL-KIL PEST CONTROL	08/07/2023	ACCT #131539-MEYER BLDG	10-55300-655 PARKS/SHELTER	63.30
Total CITY GENERAL FUND:				27,710.26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
08/22/2023				
08-21-23 LIBRARY BD				
BAKER & TAYLOR	07/12/2023	ACCT #L5408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	204.20
BAKER & TAYLOR	07/13/2023	ACCT #L5408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	515.14
BAKER & TAYLOR	07/24/2023	ACCT #L5408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	348.87
BAKER & TAYLOR	07/25/2023	ACCT #L5408232-ADULT ACCT	20-55100-720 LIBRARY/BOOKS	349.85
CENTER POINT LARGE P	07/29/2023	LIBRARY INV #2029081	20-55100-720 LIBRARY/BOOKS	22.17
CENTER POINT LARGE P	08/03/2023	LIBRARY INV #2033337	20-55100-720 LIBRARY/BOOKS	167.19
CITY UTILITIES-BILLS	08/04/2023	EL/WA/SE-LIBRARY	20-55100-320 LIBRARY/UTILITI	1,489.01
DEMCO	08/04/2023	ACCT #811547889-LIBRARY	20-55100-520 LIBRARY/PROCE	351.34
EPITAH NEWS	07/19/2023	LIBRARY SUBSCRIPTION BILL	20-55100-360 LIBRARY/PERIOD	45.00
FRONTIER	08/01/2023	ACCT #60864764440101655-LI	20-55100-300 LIBRARY/PHONE/	296.67
MIDWEST TAPE	07/03/2023	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	328.62
MIDWEST TAPE	07/10/2023	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	233.50
MIDWEST TAPE	07/14/2023	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	434.58
MIDWEST TAPE	07/21/2023	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	219.41
MIDWEST TAPE	07/31/2023	ACCT #2000006521-LIBRARY	20-55100-710 LIBRARY/AUDIO/	22.49
RHYME BUSINESS PROD	08/10/2023	LIB COPIER INV #34646573	20-55100-340 LIBRARY/OFFICE	141.52
VISA	07/31/2023	LIBRARY ACCT ENDING #6931	20-55100-720 LIBRARY/BOOKS	277.63
VISA	07/31/2023	LIBRARY ACCT ENDING #6931	20-55100-530 LIBRARY/JANITO	83.16
VISA	07/31/2023	LIBRARY ACCT ENDING #6931	20-55100-740 LIBRARY/CHILDR	50.00
VISA	07/31/2023	LIBRARY ACCT ENDING #6931	20-55100-745 LIBRARY/ADULT	62.51
WE ENERGIES	08/08/2023	ACCT #071370497000001-LIBR	20-55100-310 LIBRARY/HEAT	413.00
WISCONSIN STATE JOUR	07/04/2023	LIBRARY ACCT #190-00125590	20-55100-360 LIBRARY/PERIOD	773.00
Total LIBRARY FUND:				6,828.86
Grand Totals:				133,435.29

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.



Abt Swayne Law

SOUTHWEST WISCONSIN

TO: Mayor Todd Coppernoll
 FROM: Attorney Michael S. Windle
 DATE: August 1, 2023
 RE: Service as Richland Center City Attorney

Dear Mayor Coppernoll:

First, thank you for reaching out to me regarding this opportunity and allowing me to furnish you with a proposal. As requested, this is intended to inform you and those with whom you might share it about Abt Swayne Law, LLC and myself and to outline the advantages and disadvantages of retaining us to serve as City Attorney for Richland Center. Once you've had the opportunity to review it, I am of course available to answer any additional questions there may be.

Abt Swayne Law, LLC

I describe us as a “two-and-a-half” attorney firm, consisting of myself, Attorney Nikki Swayne and Attorney David Abt (semi-retired, hence the “half”), as well as our paralegals and legal assistant. Our firm was founded in 1986, and between our attorneys we have more than 50 years of experience – more than 100 if you add in our paralegals’. This means that while I am relatively new to practice, compared to my contemporaries in the area, I can draw on a vast reservoir of legal knowledge in addition to my own.

Our firm is currently contracted for legal services with Richland and Vernon counties, as well as the City of Westby. We also serve other municipalities within the area on an as-needed basis.

“Municipal law” is something of a misnomer – by its very nature it encompasses many different areas of law such as employment, environmental, labor, tax, etc. and requires knowledge of state and federal law and regulation. The complexity of municipal representation means our experience in dealing with such issues is invaluable, and frankly, unmatched.

Attorney Michael Windle

While I appreciate that I've apparently made a positive impression during the opportunities we've had to work together, I thought it important I introduce myself more thoroughly. On the personal front, I have been a resident of Richland Center since graduating law school in 2019, living first in Panorama Estates and now owning a home off of Allison Park. I'm originally from the mid-Atlantic region, specifically Philadelphia and Newark, Delaware.

I have been licensed to practice law since March 2020, and have worked at Abt Swayne for the entire time. At this time, I do have a private practice, where I mostly do family and real estate law,

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a PO Box 128, 210 N MAIN STREET, WESTBY WI 54667

but I would say I spend the majority of my time working with our municipal clients and am eager to expand that area of practice. Given the unpredictable nature of municipal matters, I have restricted my private caseload and would do so further if I were to represent the City.

My legal philosophy is that my job is to provide a service, not to be a director or manager. I try to approach problems with an eye towards achieving the client's goal, rather than trying to tell someone what can't or shouldn't be done. I would characterize myself as often irreverent, this is because I have found it makes me more approachable than other attorneys. That is important because people then come to me with questions before an undertaking, rather than trying to do it on their own and needing me to come in and fix something later. Having a sense of humor does not mean I don't take my job very seriously.

Advantages

- **Price** – \$125 per hour. I know costs are an endemic concern for municipalities, and we offer a significant discount from our private rates due to the volume of work that municipalities bring in. Importantly, that number is all-inclusive. My State Bar membership, malpractice insurance, CLE classes, support staff, all of that is covered by that number. Also, I don't charge for work I don't do, so there'd be no retainer fee or anything like that. Finally, since I want to preserve the relationships with our municipal clients, I actively look for opportunities *not* to have to bill for things.
- **Experience** – While the majority of our work has been for counties, we have been representing smaller towns and cities, and are the designated City Attorneys for Westby. I would be able to hit the ground running in terms of experience, since there is significant overlap between cities and counties within statute. I, specifically, have knowledge of and experience with issues facing the City gleaned from my representation of the County that other attorneys lack. I also have pre-existing relationships with some of the personnel I'd expect to be working most directly with.
- **Local Representation** – I live here. Everything I do to help improve this community benefits me directly. While I do split my time between my home office and our office in Westby, the vast majority of the time I am right here, a phone call and a 5-8 minute drive away. The partners and I are very used to working collaboratively but remotely, so I am easily able to draw upon their experience even while remaining here in Richland.
- **Responsiveness** – It's difficult for me to gauge this, but I have been told that I am very responsive compared to other attorneys. I greatly prefer texts and emails, but I try my best to respond to any message promptly, even if it's to let the person know I'd need a little more time or to look at something further.
- **Synergy** – Forgive the buzzword, but it applies here. Richland Center and Richland County work closely together, and there are advantages to having the same attorney represent both entities. For example, if I'm working on a project representing a collaboration between the two, I could bill half to each entity, but both would receive the full value of my services.

Disadvantages

- Conflict – The flip side to synergy is that if the two entities are ever in conflict over an issue, I cannot ethically represent both. Should a conflict arise, I would need to determine whether it's an issue that can be resolved via conflict waiver or whether a different attorney would need to be brought in. These would be on a case-by-case basis, so even if I were conflicted on one matter that wouldn't completely negate by representation of the City.
- Meetings – Currently, the Richland County Board of Supervisors and Richland Center Common Council hold meetings on the same night. I am capable of much, but I've not yet cracked how to be in two places simultaneously. I would plan to attend the Council's meeting on the first Tuesday of the month and the Board's on the third but given the importance of these meetings the discussion needs to be had as to whether the City can operate with an attorney who can only attend half the Council's meetings.

Proposal

My proposal would be to contract with the City of Richland Center for one year for the provision of legal services, specifically service as City Attorney, at a rate of \$125 per hour (billed to the nearest tenth). The initial contract would be non-renewing, so both parties would have the chance to evaluate how things are going at the end of the year, but our contracts are typically for two years from there. I would be the primary attorney for the City, but at times may need to rely on support from Attorney Swayne for times when I may not be available for whatever reason. We try to keep our contracts pretty simple, but if there are other terms you'd like to see we can certainly negotiate those.

Again, I thank you for the opportunity to submit this proposal and hope to be working with you soon. I am available to answer any questions or address any concerns about any aspect of our proposed representation.

Sincerely,

/s/

Michael S. Windle



Abt Swayne Law

SOUTHWEST WISCONSIN

LEGAL SERVICES AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2023, by and between the City of Richland Center (“City”) and Abt Swayne Law, LLC., 210 N. Main Street, P.O. Box 128, Westby, Wisconsin, (“Firm”) and said Firm agrees to accept employment as Legal Counsel for the City as City Attorney.

The Parties hereby understand and agree that Attorneys David L. Abt, Nikki C. Swayne, and Michael S. Windle will be providing legal services to the City. Attorney Michael S. Windle shall assume the primary duties of City Attorney and Attorneys Abt and Swayne will provide supplemental services as required.

Fees: Fees shall be paid at the rate of \$125.00 per hour for attorneys and \$75.00 per hour for Legal Assistants and Paralegals. Fees shall be due within 30 days of billing.

Costs and Disbursements: The City understands that in addition to any fees, costs and disbursements paid by the Firm must be reimbursed. Upon request, the Firm shall provide an itemized list of disbursements paid at any time during the course of representation. The City agrees to reimburse Abt Swayne Law for these disbursements within 30 days of the request.

Term: This Agreement will be effective from September 6, 2023 until September 5, 2024.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE AGREEMENT. I HAVE HAD THE OPPORTUNITY TO DISCUSS THIS AGREEMENT WITH ABT SWAYNE LAW AND ASK ANY QUESTIONS THAT I MAY HAVE.

City of Richland Center:

Ashley Oliphant, City Administrator

Date

Todd Coppernoll, Mayor

Date

Abt Swayne Law, LLC.:

David L. Abt

Date

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CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 5.

Agenda Item: Hwy 14 - Transportation Planning Services – Consultant Selection

Meeting Date: Tuesday, 9/5/2023

Requested by:

Jasen Glasbrenner – Economic Development Director

Background:

As new development continues to occur along the HWY 14 corridor to include the construction of a new hospital, it is critical for the City to recognize the need to proactively plan and address the deficits of the most heavily trafficked area in Richland Center.

To best evaluate current and future needs, it is necessary to conduct a traffic study on HWY 14 between Bohman Drive and HWY 58. A traffic study will gather data on current traffic patterns, assess current access points along HWY 14, build a traffic model considering potential or likely future land uses, and provide conceptual recommendations for the improvement of Hwy 14.

Four firms were asked to submit a proposal for a traffic study. Of the four firms, two declined to participate and two provided proposals.

- MSA: submitted proposal with adjusted cost of \$30,300
- KL Engineering: submitted proposal with a cost of \$26,600
- Strand: Declined
- Traffic Analysis & Design, Inc (TADI): Declined

Staff Recommendation:

After phone interviews and proposal reviews, the staff recommendation is to select MSA as the consultant for the outlined Transportation Planning Services. A copy of the proposal is included in the attachments.

Financial Impact:

Projected Final Cost = \$30,300

Funding Source

Business RLF

Balance as of 7/31/2023: \$577,189.06

Requested Action:

Motion to authorize contracting with MSA for Transportation Planning Services for Highway 14 between Bohman Dr. and Hwy 58 North at a cost not to exceed \$31,000.

September 1, 2023

Jasen Glasbrenner, Director
Richland Center Economic Development
450 S. Main Street
Richland Center, WI 53581

Re: Proposal for Transportation Planning Services
Southeast USH 14 Corridor
City of Richland Center, WI

Dear Jasen:

This letter is a follow up to our 8/28/23 meeting discussion regarding the subject proposal. We have reviewed our personnel allocated for the study and have determined that through staff adjustments and a streamlined approach to meetings we are able to reduce our costs while providing the same quality of service and deliverables presented in the original proposal.

Additionally, we affirm that the Level 1 services as presented on pages 11 and 12 of the proposal will include a review and recommendation for future access connection(s) to USH 14 between Jelland Road and STH 58.

We are pleased to offer our services for the transportation planning study at an adjusted cost of \$30,300.

We are excited to provide continued service to the City of Richland Center and invite you to contact me at azimmer@msa-ps.com or (608) 355-8968 if you have any questions or require additional information.

Sincerely,
MSA Professional Services, Inc.



Andrew Zimmer, P.E.
Senior Team Leader

1230 South Boulevard
Baraboo, WI 53913

P (608) 356-2771
TF (800) 362-4505
F (608) 356-2770

www.msa-ps.com

cc: Brian Huibregtse, PE, MSA Team Leader - Mobility
Eric Frailing, PE, PTOE, MSA Project Manager

PROPOSAL TO PROVIDE

Transportation Planning Services



Prepared for:
Richland Center, WI
August 23, 2023





August 23, 2023

Jasen Glasbrenner, Director
Richland Center Economic Development
450 South Main Street
Richland Center, WI 53581

Re: Proposal to Provide Transportation Planning Services | Southeast USH 14 Corridor

Dear Jasen:

The City of Richland Center, City Utilities and MSA have enjoyed a long-standing relationship dating back to 1982. Over the years, the City has completed many important infrastructure projects such as the USH 14/Orange Street Bypass, North Industrial Park, Sextonville Road, Seminary and East Court Street Stormwater Improvements, Foundry Drive Extension, Southeast Reservoir and numerous local street improvements. MSA's philosophy is grounded in developing and maintaining long-term relationships through full-service delivery of planning, funding, survey, environmental and engineering support. Over the duration of our relationship, we've worked together to secure more than \$8 million in grant funding for various projects throughout the community.

With the announcement of Richland Hospital's plan to construct a new facility on the southeast side of the City adjacent to USH 14, the City understands the growth opportunities and traffic challenges associated with the new hospital. The facility will likely spur the additional growth and development the City has been anticipating for several decades. The accelerated construction plan for the hospital facilities underscores the importance of the timeline for study of the USH 14 corridor.

As the City works to select a partner for the USH 14 Transportation Planning Study, we understand you desire a service provider with an established relationship with an understanding of the City's infrastructure, growth potential and needs. You also want a firm with a solid project approach while honoring the time constraints and financial position of the City. Given the expertise and reputation of MSA's mobility team and over three decades of institutional knowledge of the City, we believe MSA is the best choice for this foundational study.

MSA is prepared for and excited by the opportunity to continue serving the City of Richland Center as your partner through this study which will establish the vision for managing traffic as anticipated growth, development and re-development occurs along the USH 14 corridor from Peebles Drive to STH 58.

As you review the proposal, please feel free to contact Andy at (608) 355-8968 or azimmer@msa-ps.com or Eric at (608) 242-7779 or efrailing@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.

Andy Zimmer, PE
Client Liaison | Public Works Team Leader

Eric Frailing, PE, PTOE
Project Manager



MSA PROFESSIONAL SERVICES, INC.

1702 Pankratz Street, Madison, WI 53704

Contact: Eric Frailing, PE, PTOE
Phone: (608) 242-7779
Email: efrailing@msa-ps.com
Website: www.msa-ps.com



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FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Our firm consists of 400+ engineers, architects, planners, landscape architects, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

400+
TEAM MEMBERS

17
OFFICE LOCATIONS




ENABLING PEOPLE TO **POSITIVELY IMPACT**
THE LIVES OF OTHERS SINCE 1919

33

INDUSTRY
AWARDS
EARNED SINCE
2017



\$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients
secure to help offset the cost
of infrastructure projects


CLIENT EXPERIENCE

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98%
ACCURACY



96%
HELPLESSNESS



98%
RESPONSIVENESS



98
SCHEDULE



99%
QUALITY



97%
SCOPE & FEES



OUR TRANSPORTATION PLANNING TEAM

MSA has been providing transportation and traffic engineering and planning expertise to communities and state agencies for more than 60 years. Our staff of experts has grown to include more than 60 professionals across the Midwest. We have developed an internal Community of Practice (CoP) where our transportation and traffic staff meet and share project experiences, industry research, and develop technology to continuously improve our craft. CoPs allow us to stay on the cutting edge for our clients and provide a wide range of options and solutions to solve their related challenges. We look forward to continue to build our relationship with the City of Richland Center and share our knowledge and experience with you.

Keep your community moving safely and efficiently.

We understand that the big picture matters just as much as what the data is telling us. Our team considers environmental impacts, physical constraints, and other unique factors to ensure feasible and cost-effective designs. We apply innovative design practices to multimodal improvements and amenities and look for ways to integrate smart technology with existing infrastructure. And, MSA can take your community into the virtual world to help sway even your toughest critics, providing visual proof to help showcase the need and desired outcome of a project to obtain full support. Our team of specialists has the experience, perspective and techniques to solve today's traffic challenges—and help you plan for the future.



Data Collection

A critical first step to any project is quality data collection. Without reliable data, the effects and success of any project

will be uncertain. Utilizing drones and advanced video-processing methods, we've become a trusted leader in data collection, as proven by our continuous selection for data collection master contracts with state DOTs since 2014. Whether a project calls for speed data, turning movement, average daily traffic (ADT) counts, or origin/destination data, we provide essential traffic data in a highly accurate and cost-effective way.



Traffic Planning

Our team has completed dozens of corridor plans and TIAs throughout the country. We recognize the changes that come

with both specific site development and long range land use plans. We know the importance of assessing both existing and projected conditions, and making recommendations for improvements to keep things running smoothly. If a community is experiencing growth, we are also fully qualified to review their TIAs to ensure accurate analysis has been completed by the developer and that the community is being properly compensated for the impending impacts.



Traffic Analysis

MSA has analyzed hundreds of stop-controlled, signalized, roundabout and innovative intersections in a variety of stages: conceptual, traffic impact analysis, reconstruction and retiming. We also offer expertise in specialized vehicle accommodations, which takes the extra dimension and experience to ensure all vehicle types are handled safely. We take care of the documentation, analysis and agency coordination. Ultimately, the data can be translated into a wide range of visual models and quality design to suit any budget.

TRAFFIC | CORRIDOR STUDY PROJECT EXPERIENCE

MSA has a long history of working with communities on traffic/corridor study projects. Below is a listing of some of those projects.

PROJECT	LOCATION
Atwood Avenue Typical Section Study and Design	Madison, WI
Knowles Avenue Corridor Study	New Richmond, WI
Peach Avenue Corridor Study	Marshfield, WI
Elm Lawn Elementary School Safety and Traffic Study	Middleton, WI
Downtown Neenah Corridor Study	Neenah, WI
Rib Mountain Drive and Lilac Ave Corridor Study	Rib Mountain, WI
Reiner Road and O'Keeffe Avenue Safety and Traffic Study	Sun Prairie, WI
Downtown Alternative Traffic and Safety Study	Wisconsin Dells, WI
Verona Downtown Transportation and Corridor Study	Verona, WI
WIS 32 Corridor Study, WisDOT NE Region	De Pere, WI
USH 12 Corridor Study, WisDOT SW Region	Middleton, WI
WIS 27 Corridor Study, WisDOT SW Region	Sparta, WI
USH 12 Corridor Study, WisDOT SW Region	Dane County, WI
CTH C Corridor Study, Sun Prairie and Dane County	Sun Prairie, WI
West Ridgeway Avenue Corridor Traffic Study	Waterloo, IA
University Avenue Corridor Traffic Study	Windsor, IA

ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced transportation engineers and planners backed by more than 400 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**





Eric Frailing, PE, PTOE
PROJECT MANAGER

Eric will serve as project manager for this project. He is a skilled traffic engineer with more than 16 years of experience in transportation planning and corridor studies. Eric is an expert in conventional and roundabout intersection design, traffic signal design, intersection control evaluations, safety and operational analysis, microsimulation modeling and project visualization. He is also MSA's expert in roadway sign and pavement marking design in both rural and urban environments. Eric has been involved in the design and microsimulation modeling of corridors throughout the Midwest.

Education

B.S. Civil Engineering, University of Wisconsin-Madison

Registration | Certification

Professional Engineer, WI, MN, IL
Professional Traffic Operations Engineer
WisDOT Qualified Roundabout Designer 1
WisDOT Certified TIA Preparer

Selected Project Experience

- Neenah Downtown Safety and Operations Study, Neenah, WI
- East Memorial Drive Corridor Study, Janesville, WI
- Cedar Falls Road Traffic Study, Menomonie, WI
- Downtown Broadway Corridor Pedestrian Modeling, Wisconsin Dells, WI
- On-Call Traffic Engineering, Sun Prairie, WI
- Riverview Expressway Retiming & On-Call Traffic Services, Wisconsin Rapids, WI



Andy Zimmer, PE
CLIENT LIAISON

Andy is a Team Leader and Project Manager who specializes in providing municipal engineering services. He has 30 years of civil/ municipal construction engineering and project management experience, and has worked in numerous south and central Wisconsin communities since 1990. Andy's background includes 22 years of design and construction services for municipal streets, sewer and water main extensions and rehabilitation, water reservoirs and wells, and stormwater systems. These projects include planning, estimating, coordination with funding programs, and fulfilling requirements of state and local governmental review agencies. His background also includes more than seven years of transportation and municipal construction estimating, contracting and project management. Andy has served his local community as an elected official on his local Town Board for more than 10 years.

Education

B.S. Civil Engineering, University of Wisconsin-Platteville

Registration

Professional Engineer, WI

Selected Project Experience

- Allison Park Water Main Pipe Bursting and Directional Drilling, Richland Center, WI
- Sewer Collection System Rehabilitation and Siphon Replacement, Kendall, WI
- Sextonville Road Reconstruction, Richland Center, WI



Steve Tremlett, AICP, CNU-A
URBAN PLANNER

With more than 15 years of consulting experience, Steve has taken on primary roles in community planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in site planning, urban redevelopment, zoning administration and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, Illustrator, GIS, SketchUp, Lumion and Microsoft Office applications.

Education

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee
B.S., Architecture University of Wisconsin-Milwaukee

Certification

American Institute of Certified Planners (AICP)
Congress of New Urbanism - Accredited

Selected Project Experience

- Downtown Vision and Strategic Plan, La Crescent, MN
- Bluffland Trails Plan, La Crescent, MN
- Downtown Transportation and Corridor Study, Verona, WI
- North Main St. Corridor Plan, Fond du Lac, WI
- Arsenal Gateway Revitalization Plan, Rock Island, IL
- Anton Drive Redevelopment Plan, Fitchburg, WI
- Downtown Plan, Barron, WI
- Highway 82 Corridor Plan, Mauston, WI



Brian Huibregtse, PE, PTOE

SENIOR TRANSPORTATION ENGINEER QA/QC

Brian's expertise includes project management and design engineering for transportation and traffic projects. Project experience includes urban design, corridor studies, traffic signal design, intersection control evaluations, and public involvement. His corridor study experience has included downtown studies, residential and commercial areas for municipalities and state DOTs. Brian has analyzed hundreds of intersections and designed more than 50 new traffic signals across the Midwest that feature the latest in design and technology.

Education

B.S. Civil Engineering, University of Wisconsin-Madison

Registration

Professional Engineer, WI, MN
Professional Traffic Operations Engineer
WisDOT Qualified Roundabout Designer 1
WisDOT Certified TIA Preparer

Selected Project Experience

- West Ridgeway Corridor Study, Waterloo, IA
- Knowles Avenue Corridor Study, New Richmond, WI
- WIS 32 Corridor Study, De Pere, WI
- Downtown Study, Wisconsin Dells, WI
- Downtown Study, Neenah, WI
- W. Milwaukee St., River St. to Center Ave., Janesville, WI
- W. Milwaukee St. Bridge, Janesville, WI
- Riverview Expressway Traffic Study, Wisconsin Rapids, WI
- WIS 76 Intersection Control Survey, Winnebago County, WI



Anne Holzem, PE, PTOE

SENIOR TRAFFIC ENGINEER

Anne has more than 15 years of traffic and transportation engineering experience. Throughout her career, she has worked for both public and private entities on both design and traffic related projects. Her experience ranges from traffic and safety analysis to transportation research to roadway design. Anne's primary focus on the project will be to assist with traffic operations and concept design out on the corridor.

Education

M.S., Civil Engineering
North Carolina University

B.S., Civil Engineering
University of Wisconsin - Platteville

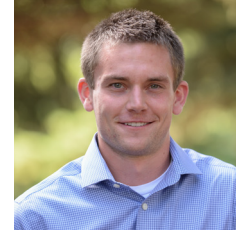
Registration

Professional Engineer, WI, MN
Professional Traffic Operations Engineer

Selected Project Experience

- BTO Convenience Store Trip Generation Study, Madison WI
- CTH V & CTH DL Speed and Safety Study, Sauk County WI
- Crash Safety Study, Rice Lake, WI*
- CTH F Reconstruction from CTH O to 352nd Avenue, Kenosha County, WI*

**Denotes experience prior to MSA.*



Chad Wagner, PE, sUAS

DESIGN ENGINEER DATA COLLECTION

Chad is experienced in several areas of traffic engineering studies and designs including traffic impact analyses for a variety of developments, corridor studies, traffic signal layouts, intersection operational analysis, intersection safety analysis, sight distance evaluations and school site evaluations. He is also experienced in rural and urban design and intersection geometric layouts. Past projects involvement has also included agency coordination, encroachment identification with field documentation, sign inventory, speed studies, and intersection control evaluations. In addition, Chad has also led numerous traffic data collection project efforts for MSA.

Education

B.S., Civil Engineering
University of Wisconsin - Madison

Registration | Certifications

Professional Engineer, WI
sUAS - Small Unmanned Aircraft System

Additional Project Experience

- Downtown Traffic Study, Neenah, WI
- Riverview Expressway Traffic Study, Wisconsin Rapids, WI
- Sauk Street Corridor Study Lodi, WI
- US 51 & Cottage Grove Road Signal Upgrade (2 signals), Madison, WI
- CTH N & School Road Signal Design, Cottage Grove, WI
- O'Keeffe Avenue & Reiner Road Signal Design, Sun Prairie, WI

**Denotes experience prior to MSA.*

KNOWLES AVENUE CORRIDOR STUDY

NEW RICHMOND, WI

MSA was selected by the City of New Richmond to complete a corridor study of Knowles Avenue in their commercial corridor and downtown district. The corridor is a connecting highway on WIS 65—approximately 2.4 miles between the North Shore Drive and Richmond Way intersection. The City has been experiencing changes in the traffic volumes and behavior due to redevelopment and community growth, as well as the recently opened STH 64 bypass and new St. Croix River crossing. MSA completed traffic counts at nine key study intersections to review existing vehicle, pedestrian, and bicycle volumes and current travel behaviors. With the collected volume data, the corridor study analyzed the existing conditions and identified opportunities to improve traffic flow, enhance multi-modal facilities, manage safety and access, and maintain parking. An access consolidation assessment was completed to reduce conflicts on the corridor.

Consideration for future development was taken into account and both the corridor itself and specific intersections were reviewed for future capacity needs. Ultimately, a total of two alternatives were determined as part of the study that met the operational and safety needs of the corridor. Alternatives included a four-lane to three-lane conversion, on-street bike lanes, signal timing enhancements, traffic calming measures, enhanced pedestrian crossings, and roundabout-controlled intersections. Concept exhibits, a report, and an opinion of probable cost were prepared documenting the different alternatives and typical sections. Using the New Richmond 2018 Bicycle and Pedestrian Master Plan and the St. Croix County Trail Plan, additional recommendations for future trail connectivity were provided for the City's consideration. Three specific locations of concern and correct unique lane configurations.

REFERENCE INFORMATION

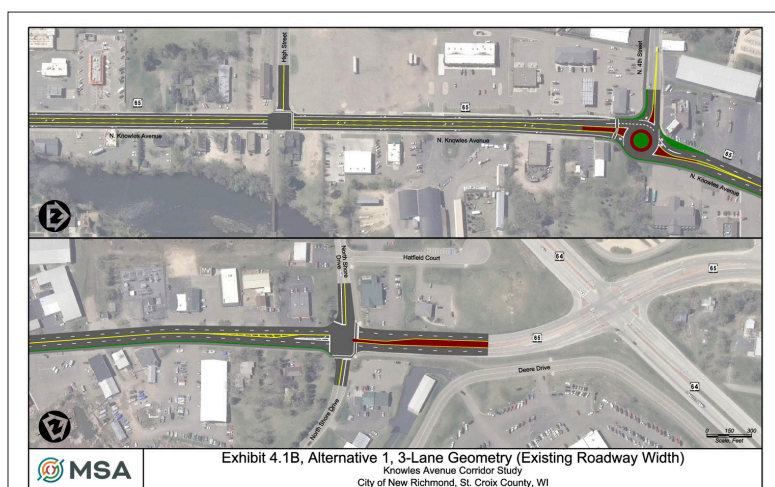
Noah Wiedenfeld, City Administrator
City of New Richmond
156 East First Street | New Richmond, WI 54017
(715) 243-0422 | nwiedenfeld@newrichmondwi.gov



Existing Knowles Avenue Corridor (Downtown)



Knowles Avenue & 1st Street (Unique Intersection)



Knowles Avenue Alternative Exhibit

WEST RIDGEWAY AVENUE CORRIDOR STUDY

WATERLOO, IA

The City hired MSA to conduct a corridor study of West Ridgeway Avenue between US 63/Sergeant Road and Kimball Avenue. The following objectives were completed for the study.

- Collected pedestrian and turning movement counts, along with Average Daily Traffic data, at primary intersections throughout corridor.
- Evaluated traffic operations and capacity under existing and forecasted future conditions for both the existing four-lane section and a potential conversion to three lanes.
- Provided recommendation of improvements that address intersection operations and public perception surrounding safety and access.
- Provided alternatives for improved connectivity, comfort, and safety for pedestrians and bikers.
- Assessed access locations and crash history that resulted in recommendations to improve safety for the different modes of traffic on the corridor.

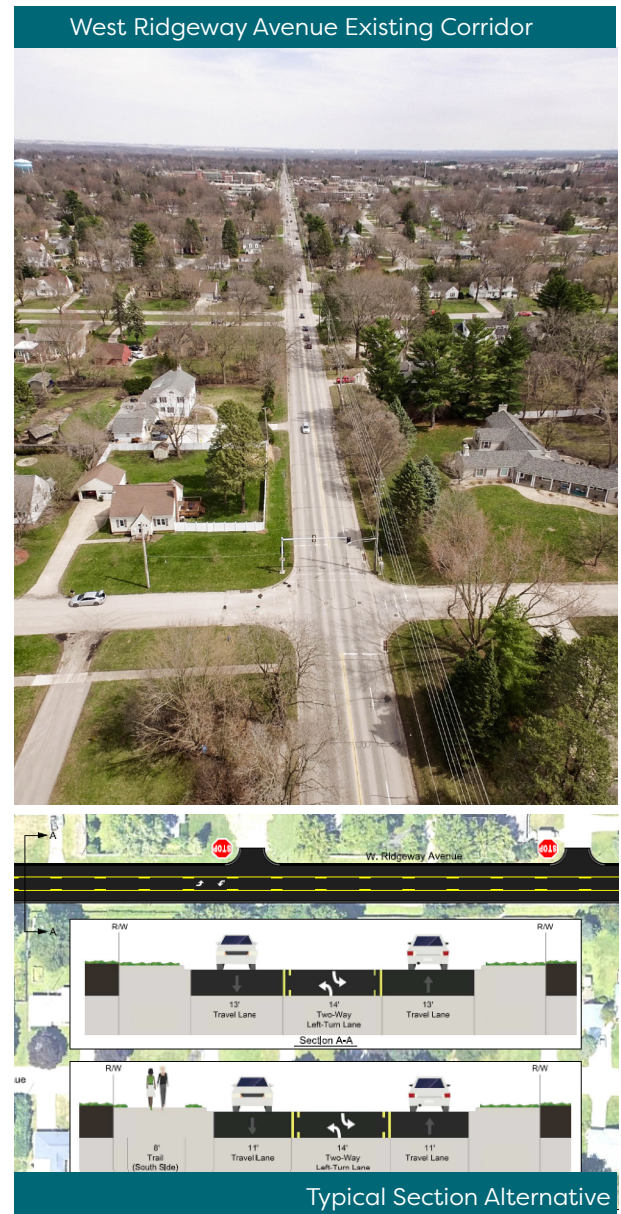
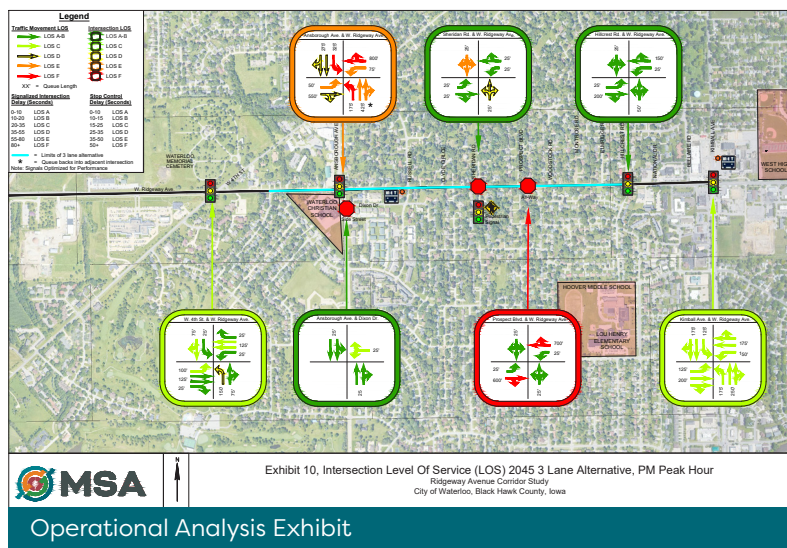
Other parts of the corridor study have enabled the City to be proactive with storm sewer, utilities, right-of-way needs, and economic development issues.

Also included was engagement with the public to discuss corridor alternatives and allow local residents an opportunity to provide feedback. During that process, priorities such as walk-ability and sidewalk connections were identified and included in the final report that was presented and later approved by the City Council.

The corridor study provided the City the opportunity to apply for additional TSIP funds through Iowa DOT to assist in the cost to convert the existing four lanes into the recommended a three-lane section.

REFERENCE INFORMATION

Mohammad Elahi, City Traffic Engineer
City of Waterloo
715 Mulberry Street | Waterloo, IA 50703
(319) 291-4440 | mohammad.elahi@waterloo-ia.org



WIS 19 CORRIDOR STUDY

DANE COUNTY, WI

MSA was part of a project team selected to address the rapidly changing WIS 19 corridor across northern Dane County. Significant development pressure along the corridor and growing traffic needs in the Madison area have created a need to preserve the corridor for mobility to the degree possible. Additionally, geometric and operational improvements may be necessary to enhance the safety of the corridor. MSA completed traffic data collection at 36 intersections utilizing six (6) different Miovision Cameras. MSA completed the counts within a short three-week period due to upcoming construction along the corridor and pending summer break for adjacent school districts. MSA was also responsible for processing and summarizing an additional nine intersections that were provided by others. MSA analyzed existing and future traffic conditions along the corridor. Encroachment information and structure and drainage data was also collected using GIS equipment. The final plan included recommendations for improving safety and operations along the corridor, cost estimates for improvements, and a prioritized schedule for budgeting future needs on WIS 19.

Reference Information: Brandon Lamers, WisDOT Project Manager, (608) 246-3852, Brandon.Lamers@dot.wi.gov

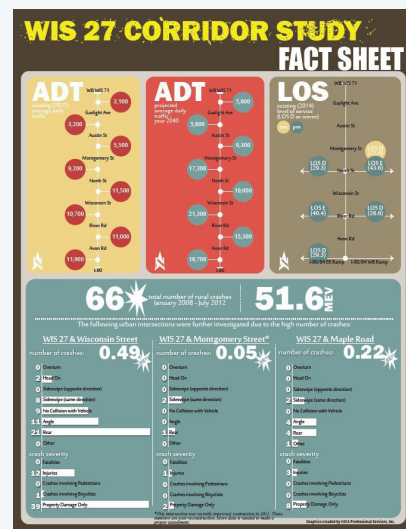
WIS 27 CORRIDOR STUDY

SPARTA, WI

MSA assisted the Wisconsin Department of Transportation's La Crosse office with a corridor preservation study of WIS 27 from Interstate 90 north to WIS 71 West. The corridor runs the entire length of the City of Sparta, before travelling through the Towns of Sparta and Little Falls. The study included traffic data collection, GIS mapping of access locations, and desktop and windshield scans of environmental conditions including HazMat sites, Archaeological and Historical properties, Section 4(f) and 6(f) properties, wetland, and other environmental concerns. The study also included a safety assessment, which included crash history reports and analysis, operational analysis, access management recommendations, and an engineering review of the existing geometries along the corridor, including the need for horizontal or vertical alignment improvements and consideration of passing lanes. The project included coordination with the local officials as well as public involvement and coordination. The final report includes recommendations and strategies for improving safety and mobility along the corridor, cost estimates for improvements, and timing and phasing of the improvements.

Reference Information:

Paul Valenti, WisDOT Project Manager, (608) 785-9053, paul.valenti@dot.wi.gov



WIS 32 CORRIDOR STUDY

DE PERE, WI

MSA was selected by the WisDOT and the City of De Pere to complete a corridor study of WIS 32 in downtown West De Pere. The study includes data collection to review traffic volumes and forecast travel patterns for different roadway configurations along the corridor. The current one-way pair configuration of WIS 32 on Main Avenue and Reid Street is being reviewed to improve operations and to handle the anticipated increases in traffic. Additionally, a review of the existing typical section was completed to determine the appropriate cross section through a section of roadway that includes a railroad overpass structure. Widening of the existing cross section will require a review of the railroad structure length and different structure alternatives. An ICE report was prepared for the Main Avenue and Eighth Street intersection including investigating a roundabout and revised traffic signal alternative. MSA coordinated with the Northeast region, City of De Pere, St. Norbert College, a stakeholder group, and local businesses in analyzing the alternatives. Exhibits and reports will be prepared documenting the different alternatives and cross sections considered. An environmental report will be prepared including the different alternatives and an analysis of the impacts. Preliminary design was completed to establish impacts of the design alternatives for the environmental report.

Reference Information: Bryan Lipke, WisDOT Project Manager, (920) 492-5703, Bryan.Lipke@dot.wi.gov

DOWNTOWN MOBILITY AND DEVELOPMENT PLAN

VERONA, WI

The City of Verona has undergone major changes in the past 20 years. USH 18/151, which used to run through the heart of Verona, now bypasses the City to the south. Meanwhile, the relocation of a major regional employer, Epic Systems, to the city has caused an explosion in the population. From 1990 to 2010, the City doubled in size from 5,000 to 10,000 residents. The population boom has brought a corresponding traffic boom. The primary intersection in Verona, Business 18/151 (Verona Avenue) and CTH M (Main Street), routinely fails during rush hour. The City sought an engineering firm to redesign the Business 18/151 and CTH M intersection, as well as several other intersections in the downtown.

At the same time that Verona looks at redesigning key intersections in the downtown, the City would also like to explore economic development options. Many of the commercial buildings in downtown Verona are highway-oriented, dating back to when USH 18/151 ran through town. In addition to traffic engineering, the City would like to redevelop the downtown business district to more closely match the current market demands. This includes creating a master plan, identifying parcels for redevelopment (including real estate acquisition estimates), creating a parking plan and designing streetscape improvements.

With a project that is equal parts traffic engineering and urban planning, MSA was in the unique position of being able to provide nearly all of the requested services in-house. Since completing the planning process, the City has moved forward with streetscaping on Main Street and has built a public parking lot that helps to support existing businesses and improves the marketability for the proposed higher-density mixed-use developments suggested in the plan.

REFERENCE INFORMATION

Adam Sayre, Director of Planning and Development
City of Verona
111 Lincoln Street | Verona, WI 53593
(608) 848-9941 | adam.sayre@ci.verona.wi.us



Verona Avenue Reconstruction Vision



Main Street Reconstruction Vision

WILSON DRIVE CONCEPT PLANNING

SHOREWOOD, WI

Wilson Drive is a minor arterial on the west side of Shorewood, running between Capitol Drive to the Village limits. In October 2016, MSA was commissioned to work with the Wilson Drive Steering Committee (WDSC) to explore four pre-determined road width scenarios to assist the WDSC in making a recommendation to Village Board. MSA attended and facilitated discussions at two WDSC meetings using Sketchup 3D models to illustrate potential outcomes for all four scenarios. From feedback provided by the WDSC, MSA prepared an advisory plan documenting the process and listing the potential strengths and weaknesses of each road design, including bike and pedestrian safety, aesthetics, construction cost, maintenance and potential funding opportunities. The outcome of this plan helped the WDSC narrow the road design scenarios to two options so engineering and design services underway to complete road reconstruction could commence.

REFERENCE INFORMATION

Bart Griepentrog, AICP, Planning Director
 Village of Shorewood
 3930 N. Murray Avenue | Shorewood, WI 53211
 (414) 847-2647 | | bgriepentrog@villageofshorewood.org



PROJECT UNDERSTANDING

MSA feels it is important to develop specific project approaches for every project due to their uniqueness. Corridor studies like this one require experience in a number of engineering disciplines. Disciplines such as urban planning, traffic analysis, and safety assessments are fields where MSA's experience shines through. We will utilize our past experience with these types of projects to successfully complete the project on time, on budget and in conformance with the City's expectations. The City's desire to plan for the future, in conjunction with the proposed new hospital and expanded housing and commercial development on the eastern end of US 14, require careful consideration in order to help shape a safe and efficient transportation infrastructure that adapts as development changes. MSA also realizes that the City has a targeted timeline in order to meet the needs of projects along the corridor that are already under planning and design. Therefore, MSA plans to apply the greatest focus on the areas of the corridor most impacted by development and infrastructure work that is in progress.

While the RFP does not expect much involvement with the Wisconsin Department of Transportation (WisDOT) since the portion of US 14 under consideration is part of WisDOT's Connecting Highway System, MSA understands that coordination with WisDOT is necessary in order to ensure no time is wasted on making plans that WisDOT will not deem acceptable. MSA has a long and successful history of project coordination with staff from the WisDOT Southwest Region, both from a traffic engineering and planning standpoint, all the way through design and construction. MSA's strong working relationships with WisDOT key stakeholders will improve efficiencies when discussing the level involvement for operational, safety, and land development needs. MSA staff have worked with these stakeholders on many occasions for traffic impact analysis (TIA) and safety improvement projects.



PROJECT APPROACH

In reviewing the RFP, identified objectives/needs, meeting with City staff, and making visits to the site, the MSA team has identified the following unique approach to addressing them as the project moves forward:

STAGED METHOD

Discussions with City indicated the strongest future development focus is in a few specific areas along the US 14:

- Near Peebles Drive, near the old industrial park
- Starlight Drive and the Richland Square retail development
- County O to Jelland Drive, the site of the proposed hospital and potential residential future development

The last 10 years of finalized WisDOT crash data will be requested for the entire corridor study limits. This data will be utilized to establish "hot spots" to help guide and focus on the areas that may need the most attention, helping prioritize improvements from cost and speed of implementation perspectives.

Based on discussions with City staff, not all areas of the US 14 corridor necessarily need the same level of review and analysis. MSA proposes triaging the corridor, tailoring analysis efforts to areas of the corridor based on the perceived level of importance. Importance is based on geographical constraints and known development timelines. We have broken the targeted areas of the corridor into the following levels of analysis:

Level 1

MSA plans to focus the most in-depth portion of the analysis on the eastern end, which is home to the future hospital and most significant redevelopment, with the shortest development timeline. In conjunction with the ongoing hospital TIA, MSA plans to analyze current and projected intersection operations at the US 14 intersections with Jelland Drive, Pleasant Valley Drive, and County O. If available, MSA would reuse trip generation assumptions being utilized as part of the hospital TIA. If that data is not available, MSA would generate similar trip generation based on proposed development size and industry standard trip forecasting methods. Analysis will focus on the amount of delay and vehicle queuing based on the results of industry-standard methods. Combined with projected traffic growth from known and projected development, MSA plans to determine what system improvements may be necessary to accommodate the planned growth within 20 years. MSA will review historical traffic data and consult with WisDOT staff for appropriate background growth rates for the corridor. MSA will also utilize the City's latest comprehensive plan to incorporate additional traffic that would be created by other future development. The City has expressed concern with turning movements at existing access points along the US 14

corridor. As part of the operational analysis, MSA will review the potential of implementing frontage or backage roads between County O and Jelland Drive. If any alternatives are feasible, MSA will discuss access alternatives for the City to use in review and coordination with the hospital site development. Any frontage or backage road exhibits will be conceptual level only. Formal design of a frontage or backage road would require operational analysis to be completed to determine lane assignments and sizes at intersections and is not included as part of this scope.

Level 2

This level of the study will focus on the Richland Square property as the City noted that there has been varying levels of interest expressed for redevelopment around the property. Since redevelopment plans are not as firm in this location, MSA proposes to complete a higher-level analysis of US 14 corridor adjacent to this property. Topography, recreational trail, and water resources limit the amount of infrastructure options that are reasonable in this area. The study would focus on existing safety issues, residual capacity of the existing intersection, and provide feedback as part of the final report for improvements access management and multimodal accommodations. The intent is for the information to help frame a future TIA to be completed once redevelopment plans are established. This will help keep long-term costs down, by providing a framework for future focus, as well as prevent rework, as infrastructure improvement needs can vary significantly depending on the type of land uses and redevelopment that is proposed.

Level 3

The area surrounding Peebles Drive and Foundry Drive is the most constrained portion of the study corridor, between limits imposed by topography and existing development. This portion of the study would focus on potential safety and multimodal improvements, given the proximity to the Pine River Trail. The study would look for ways to improve connectivity, while seeking to improve user safety, both from a trail user perspective and vehicular traffic.

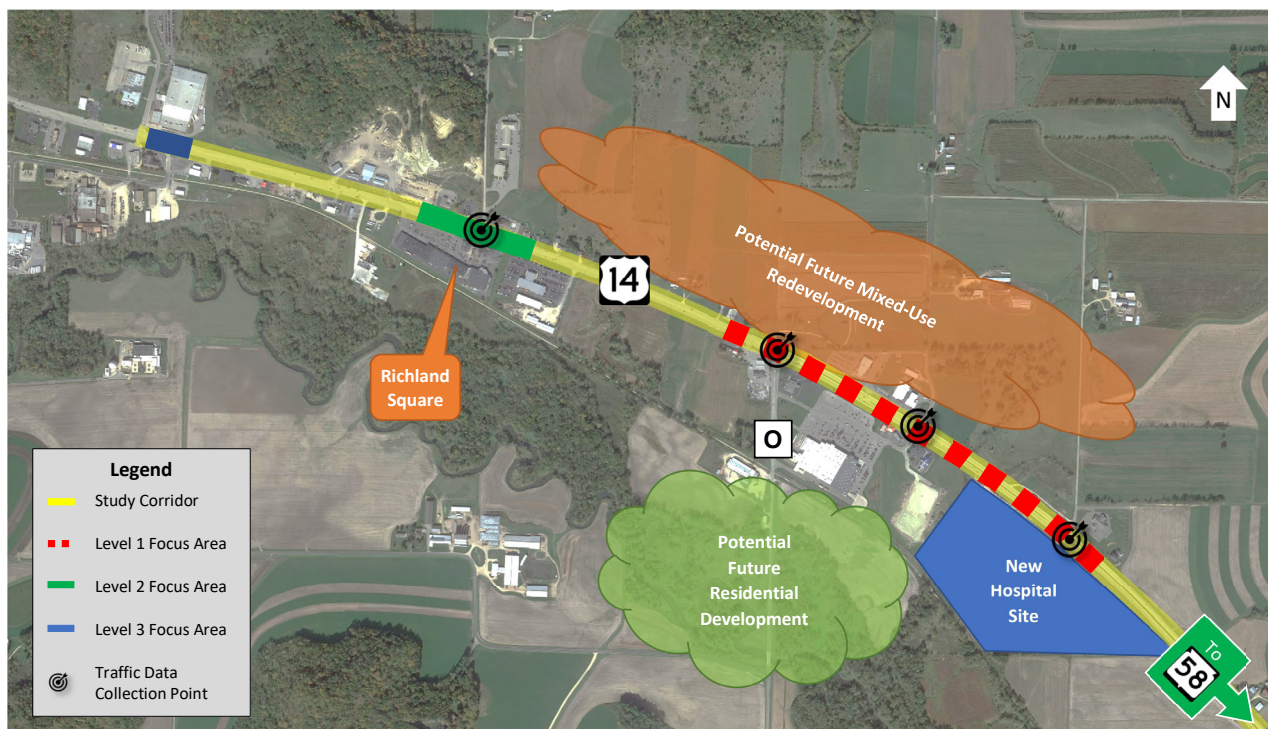
The intended result of the complete study is to help guide the City in implementing improvements along the corridor as development timelines and funding permits.

TRAFFIC DATA COLLECTION

Turning movement counts will be collected during the AM and PM weekday and Saturday peak hours for the intersections of:

- US 14 at Starlight Lane
- US 14 at County O
- US 14 at Pleasant View Drive
- US 14 at Jelland Drive

While only peak hour traffic data would be processed, a full 14 hours of data would be recorded at no additional charge to the City in case additional data is needed for the purpose of traffic signal warrants. Costs associated with additional data processing and warrant analysis would be on an if-authorized basis. Additionally, 24-hour traffic counts will be collected for US 14 at County O, to help establish daily traffic along US 14.



EXHIBITS

A corridor-wide exhibit will be developed that shows the location and severity of crashes along the study corridor. Exhibits will be developed for up to three transportation concepts which could include new frontage or backage roadways, driveway consolidations, or intersection improvements. Focus for any intersection improvements will be centered around the County O to Jelland Drive portion of the US 14 corridor. Exhibits will be based on the most recent aerial imagery available. Construction-level survey or design is not included.

MEETINGS AND FINAL DELIVERABLES

Communication between the MSA team and City staff will be critical for a successful project. MSA will schedule meetings with the City at major milestones (kick-off, 50%, and 90%/draft report review) to ensure the City's goals are being met by the study in addition to helping frame the draft report and concepts. It is assumed all progress meetings will be virtual. To assist in planning and analysis, MSA will coordinate with WisDOT regarding any state-level project programming and operational or safety concerns along the corridor.

A report will be prepared to document issues and alternatives for the corridor. A preferred alternative will be provided based on the safety benefits, pros/cons and feedback. Data included in the study to support the findings will include the operational analysis, safety assessments and a summary of any public feedback received.

MSA will submit one draft electronic copy of the corridor study to the City of Richland Center for review. Once comments have been received and addressed, one electronic copy of the final study and an associated PowerPoint presentation will be provided to the City.

SCHEDULE

MSA understands how vital the time line is to the City. With several other ongoing projects within the study area, it is important to complete this corridor analysis by the end of 2023 to help keep the other projects on track.

- **Within a week of receiving a signed contract:** A project kickoff meeting will be scheduled between the City and MSA.
- **Data collection will occur within three weeks of receipt of a signed contract.** Exact data collection timing will be weather-dependent.
- Following the data collection, **video data will be processed, and 20-year forecasts will be developed.**
- **Late October:** Progress meeting with the City and MSA staff.
- **Early December:** A draft final report will be submitted to City. A meeting with the City will be scheduled to discuss any report comments.
- **December 29, 2023:** The final report and deliverables will be submitted to the City.

QUALITY CONTROL

Quality Assurance/Quality Control (QA/QC) is a top priority at MSA. MSA has an established QA/QC policy that includes third party reviewers to provide an independent review of all deliverables. MSA will apply this QA/QC Policy to provide the City of Richland center with the most accurate deliverables. This step includes ensuring concepts and alternatives are in compliance with applicable standards. QA/QC begins with each team member embracing the practices and methods that promote meeting the expectations of our clients, enhancing MSA's reputation for quality work and the efficient, accurate completion of our projects. It is truly part of MSA's culture.

COMMUNITY ENGAGEMENT (ADDITIONAL SERVICES)

While the RFP did not specifically target community listening sessions, MSA has found that community engagement can be helpful in the production and public acceptance of a successful corridor study project. While comments from City staff are important, they may not always reflect all the concerns of the key stakeholders: the surrounding businesses, residents, and the community at large. As an additional service, if-authorized, MSA can help facilitate a public listening session, where stakeholders and residents can see the initial data that has been gathered and provide input on issues they would like to see addressed. If these services are desired, the scheduling of a meeting may extend the study timeline into early 2024 in order to work around the fall hunting season and numerous holidays. Comments received would be utilized to help guide the decisions made as part of the corridor study and would be summarized and included as part of the final report.



Cost Estimate to Provide Transportation Planning Services City of Richland Center, WI									
	Staff	Project Manager	Principal	Senior Engineer	Engineer	Urban Planner	Field Tech	Total Hours	Total Fee
Task No.	Task Description	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours		
001	1. Field Work / Crash Analysis	3	0	11	8	0	8	30	\$4,140.00
	A. Data Collection	1		2	2		8	13	\$1,560.00
	B. Crash Analysis	1		8	4			13	\$1,980.00
	C. Forecasting	1		1	2			4	\$600.00
002	2: Level 1 Analysis	4	1	26	34	8	0	73	\$10,620.00
	A. Operational Analysis	2		12	12			26	\$3,840.00
	B. Future Year Projections			6	6	4		16	\$2,300.00
	C. Conceptual Alternatives	2	1	8	16	4		31	\$4,480.00
003	3: Level 2 Analysis	3	0	20	14	2	0	39	\$5,840.00
	A. Richland Square Review	2		8	6			16	\$2,420.00
	B. Improvement Assessment	1		12	8	2		23	\$3,420.00
004	4: Level 3 Analysis	2	0	12	8	2	0	24	\$3,600.00
	A. Peebles Dr & Foundry Dr Review	1		4	2			7	\$1,080.00
	B. Improvement Assessment	1		8	6	2		17	\$2,520.00
005	5: Final Documentation	12	3	33	20	0	0	44	\$6,660.00
	A. Summary Report	2	1	16	8			27	\$4,160.00
	B. Exhibits	1		8	8			17	\$2,500.00
006	6: Meetings & Administration	9	2	9	4	0	0	24	\$3,980.00
	A. City Coordination (kick-off, 50%, 90%)	6	2	6	2			16	\$2,700.00
	B. WisDOT Discussion	2		2	2			6	\$940.00
	C. Contract Administration	1		1				2	\$340.00
	REIMBURSABLE								\$1,075.00
	Mileage (Data Collection)								\$170.00
	Misc Printing								\$100.00
	Traffic Count Processing								\$805.00
Totals		33	6	111	88	10	8	234	\$35,915.00

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.
TRANSPORTATION PLANNING SERVICES | RICHLAND CENTER, WI | AUGUST 23, 2023



Request for Proposal (Informal)

Transportation Planning Services for Richland Center, WI

USH 14 – Bohmann Drive to STH 58

Date - August 8th, 2023

Submittal Due Date - No later than Wednesday, August 23rd, 2023

The general scope of services for this contract will consist of agency coordination, coordination with Richland Center to define future land uses, traffic data collection, traffic engineering, access evaluation, conceptual roadway design, and completion of a technical summary document and exhibits.

Project Assumptions

Study Area:

- The proposal is based on preparing a transportation planning study for USH 14 on the far east side of Richland Center, limits between Bohmann Drive and STH 58. The study area is depicted in **Attachment A**.
- This section of USH 14 is currently classified by the WisDOT as an 84.25 Controlled Access Highway. According to Section 84.25 of the Wisconsin Statutes, the WisDOT has authority to control access points as it deems appropriate based on public interest and highway safety. This project does not include engagement with WisDOT to secure approval for new or modified access to USH 14.

Traffic Study Requirements:

- The scope of services is based on completing a planning study for the City of Richland Center to use as a guide for future development access locations.
- The study includes developing concept plans for transportation improvements that provide safe and efficient traffic access to USH 14 and are compatible with potential land uses defined by the City.
- WisDOT oversight and review of this planning study is not anticipated.

Project Delivery and Administration:

- The planning study is anticipated to be completed in parallel with Richland Center hospital development TIA. This proposal is based on an overall schedule of securing approvals for access to the proposed hospital development from WisDOT by the end of 2023.
- The transportation planning study document will be submitted electronically in PDF format.

Scope of Services

Data Collection

- Includes compiling an inventory of roadway characteristics within the study area intersection and roadways, including the following items:
 - Posted and advisory speed limits
 - Intersection type and geometric configuration
 - Lane, shoulder, and median widths
 - Freight, transit, pedestrian, and bicycle facilities
 - Roadway lighting locations

Request for Proposal (Informal)

Transportation Planning Services for Richland Center, WI

USH 14 – Bohmann Drive to STH 58

- Includes completing turning movement counts for driveways along USH 14 on an as-needed basis. This proposal should include at least one (1) deployment of twenty-four (24) count-hours.
- Includes compiling a database of existing and proposed land uses, zoning, prior studies, and extraterritorial jurisdiction within the study area.
- Includes compiling a list of planned transportation improvement projects planned by the City of Richland Center, Richland County, and WisDOT.

Traffic Engineering & Transportation Planning

- Includes an assessment of crash history for USH 14 within the study area. This assessment will include compiling the most recent ten (10) years of crash history data and indicating any potentially concerning locations.
- Includes developing up to three (3) transportation concepts for the study area. Concepts may include various combinations of the following features:
 - New frontage or backage roadways
 - New intersections with USH 14
 - Relocated, removed, and new driveways with USH 14
 - Freight movements, emergency services, and pedestrian/bike connectivity

Deliverables

- Includes preparing a concise transportation summary document.
- Includes preparing exhibits showing transportation concept plans that are prepared for the study.
 - Document and exhibits will be intended for outreach with the public, business owners, and other stakeholders.
 - Exhibits will be prepared using aerial mapping for background.
 - No survey or other mapping data will be compiled.
- Includes preparing a PowerPoint presentation to present the findings of the study to the Common Council and other City committees. The presentation will be developed using excerpts from the summary document and exhibits.

Meetings and Correspondence

- Includes necessary virtual and in-person meetings for coordination with City staff or their consultants related to this transportation planning study.
- Includes necessary virtual meetings with WisDOT to discuss preliminary elements of the study as well as conclusions of this study. Notes from this meeting will be included with the summary document. WisDOT is not expected to review or approve this study.

Please direct questions to:

Jasen Glasbrenner

Director

Richland Center Economic Development

Email – jasen.glasbrenner@richlandcenterwi.gov

Cell – 608-475-0766

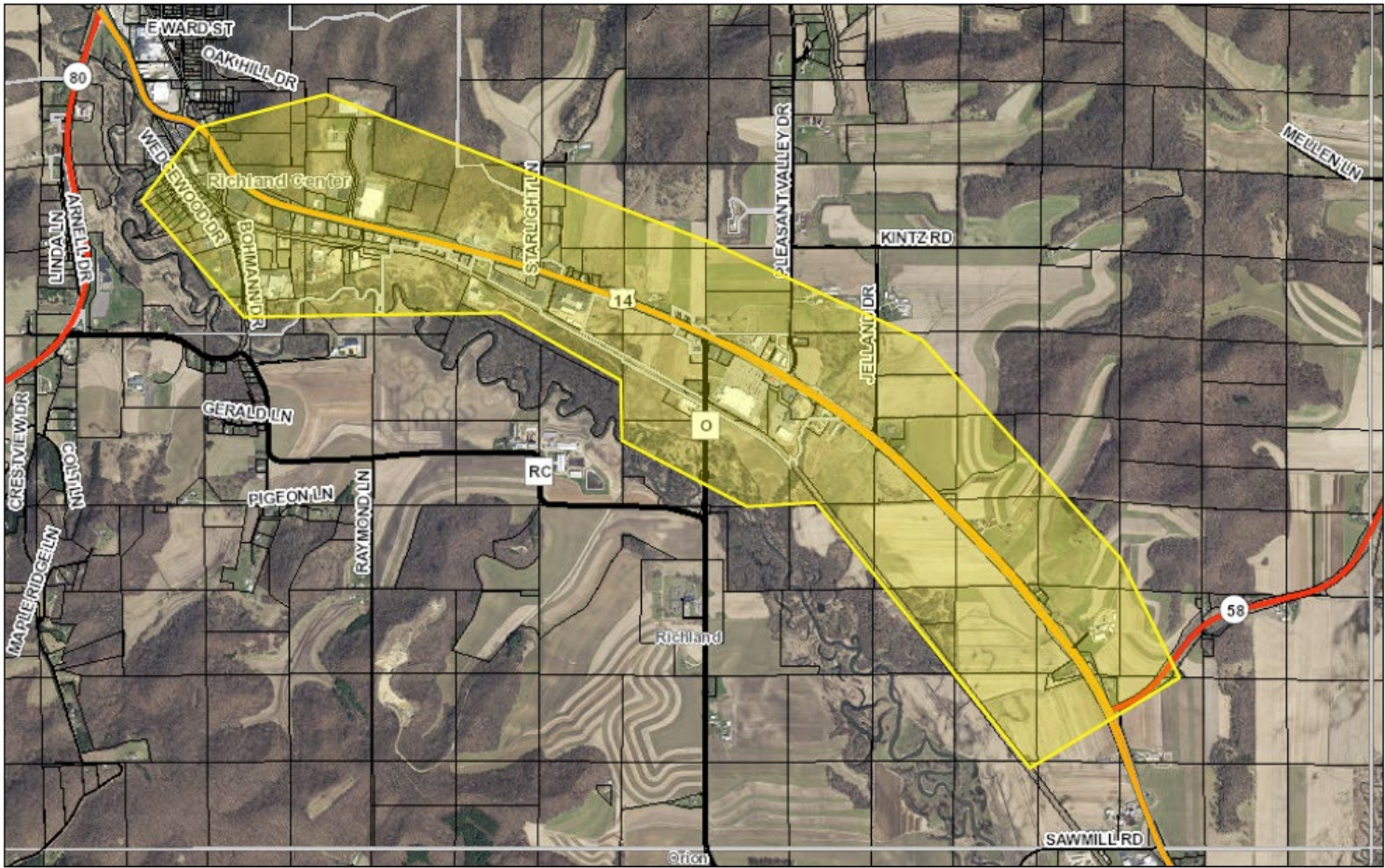
Request for Proposal (Informal)

Transportation Planning Services for Richland Center, WI

USH 14 – Bohmann Drive to STH 58

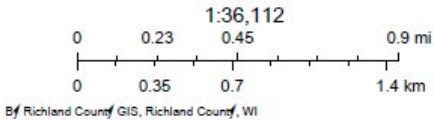
City of Richland Center

Attachment A



8/8/2023, 8:56:19 AM

- | | | | |
|---|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Parcel Lines | <input type="checkbox"/> Roads | <input type="checkbox"/> Town Roads | <input type="checkbox"/> County Highway |
| <input type="checkbox"/> Municipalities | <input type="checkbox"/> City Streets | <input type="checkbox"/> US Hwy | <input type="checkbox"/> State Highway |



Staff
By Richland County GIS | Richland County, WI |

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Request to Authorize Financial Management Services

Meeting Date: Tuesday, September 5, 2023

Requested by: Ashley Oliphant

Background: To provide responsible stewardship of the finite resources of the City, the Common Council acknowledged the need for strategic long-term professional financial planning and management services. With several significant development opportunities on the horizon and rising costs of operations, the Common Council must balance its planning goals with its commitment to minimize the need for increased taxation.

As such, the City Administrator and Economic Development Director were charged with identifying financial firms to assist with financial planning. Throughout the process the following areas were identified as necessary components to a comprehensive financial plan:

- Provide Caselle accounting software training to staff.
- Evaluate financial policies, procedures, and operations. Provide recommendation for improvements.
- Assist with the development of the 2024 budget.
- Create a 5–10-year financial management plan.
- Review and compare rates and fees. Recommend adjustments.
- Analyze debt, recommend plan for use of debt, and pursue bond rating.
- Develop a capital improvement plan.
- Assist in developing a plan for the creation of TIDs.
- Provide municipal finance training to staff and elected officials.
- Provide ongoing assistance or management services.

The City Administrator and Economic Development Director held meetings with several reputable firms such as Baird, PFM, Ehlers and BakerTilly, as well as the Southwestern Wisconsin Regional Planning Commission and MSA. Given the broad scope or nature of this level of financial planning, proposals were broken down into phases or projects similarly to what is listed above. This phased project approach creates an opportunity to select one firm for all services or to select multiple firms to maximize the strengths and expertise of each firm in a specific subject or task. This a la carte style selection also affords the City with the opportunity to build relationships with multiple firms, gain exposure to several styles and strategies, and offers an avenue for second opinions or advice. With a firm assigned to a targeted, specific, and well-defined task rather than the entirety of financial management, the risk for the duplication of work or a dissonant final product is minimal.

Recommendation:

After thoroughly reviewing the scope of services each firm has proposed, while also considering the ongoing accounting software conversion challenges being experienced in the Clerk/Treasurer's Office, it was determined that the need for additional day-to-day operational and training assistance must be addressed first. By doing so, the Clerk/Treasurer's Office will be equipped with the tools needed to overcome the current barriers affecting their capacity to support a comprehensive financial evaluation and subsequent strategy/plan implementation. Additionally, this approach will allow for a review of and recommendation for improvement to standard operating procedures and policies which may allow for greater organizational health and efficiency.

Therefore, the recommendation is to contract Misty Molzof the Local Government Services Specialist of Southwestern Wisconsin Regional Planning Commission on an hourly basis to provide:

- Training on the Caselle software
- Review financial policies and procedures

- Identify areas for improvement and make recommendations
- Assist in the development of the 2024 budget and capital improvement plan
- Other related tasks so that the City may pursue the next phase of the comprehensive financial planning process from a stronger position.

Her experience as a City Administrator, Clerk/Treasurer, and Utility Clerk, along with her direct user experience with Caselle, make her uniquely qualified to assist the City. Learn more about Misty here: <https://www.swwrpc.org/about-us/staff/misty-molzof>

It is anticipated that Misty would provide in person training and services one day per week (eight hours per week) for two months to three months. During this time, Misty will work closely with the Clerk/Treasurer's office, Economic Development Director, and City Administrator. The City Administrator will conduct frequent evaluations to determine the best utilization and direction of Misty's time as well as determining if or when additional or new services are needed.

During this first phase, communication with the aforementioned firms to refine proposals and adjust the scope of work as necessary will continue. It is expected that a request to contract with one or more firms for phase two of this process will occur near the end of the year or beginning of 2024.

Funding Source: Pool 4 Outlay - \$15,000 budgeted for financial advisory/planning services

Financial Impact: \$80 per hour for a total estimated cost of \$8,000 in 2023.

Anticipating 100 hours over the next 2-3 months for a total approximate cost of \$8,000. However, it is important to note that the service hours provided may fluctuate or change after a comprehensive evaluation by Misty and the Administrator. This estimate was based on a preliminary review of financial records and discussions with personnel.

Requested Action:

Finance Motion: To recommend to the Common Council to authorize the Administrator to contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount.

Council Motion: To authorize the Administrator to contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount.

Attachment(s): Proposals from financial firms

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

Item 7.

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

FEE \$ 20.00

Application Date: 01/23/2023

☐ Town ☐ Village ☐ City of Richland Center County of Richland

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

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

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

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

(a) Name Greater Richland Area Chamber of Commerce

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

(c) Date organized 08/10/2017

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

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

(f) Names and addresses of all officers:

President Christy Adsit

Vice President Craig Woodhouse

Secretary Katie Bedford

Treasurer Darcy Ewing

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

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

(a) Street number 950 North Orange Street

(b) Lot All Block 49 Schoolcraft

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

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

3. NAME OF EVENT

(a) List name of the event Hispanic Heritage Day

(b) Dates of event Sept 16, 2023 10:00am - 9:00pm

DECLARATION

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

Officer Christy Adsit
(Signature/date)

Officer Craig Woodhouse 8-3-23
(Signature/date)

Date Filed with Clerk 8/14/2023

Date Granted by Council _____

Richland Chamber of Commerce
(Name of Organization)

Officer Sean Walsh
(Signature/date)

Officer Kathleen M. Bedford 8/3/2023
(Signature/date)

Date Reported to Council or Board _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

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

FEE \$ 10.00Application Date: 07/25/2023☐ Town ☐ Village ☒ City of Richland CenterCounty of Richland

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

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.at the premises described below during a special event beginning 09/16/2023 and ending 09/16/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.**1. Organization** (check appropriate box) →☐ Bona fide Club☒ Church☐ Lodge/Society☐ Veteran's Organization☐ Fair Association or Agricultural Society☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.(a) Name Assumption of the Blessed Virgin Mary Parish(b) Address 160 W Fourth St. Richland Center. WI 53581
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation 10/20/2006(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Bishop William P. Callahan 3710 East Ave S. LaCrosse. WI 54Vice President Msgr. Roger J. Scheckel. 160 W Fourth St. Richland Center. WISecretary Julie Peckham. 23747 Country Ln.. Richland Center. WI 53581Treasurer Tom Delagrave. 1065 W Haseltine St.. Richland Center. WI 53581(g) Name and address of manager or person in charge of affair: Msgr. Roger J. Scheckel**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**(a) Street number 160 W Fourth St.. Richland Center. WI 53581

(b) Lot _____ Block _____

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

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

3. Name of Event(a) List name of the event St Mary of the Assumption Festival(b) Dates of event 09/16/2023**DECLARATION**

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

[Signature] 7/25/23
(Signature / Date)Assumption of the Blessed Virgin Mary
(Name of Organization)

Date Filed with Clerk

8/2/23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____