

# OFFICIAL PUBLIC NOTICE



## MEETING OF THE COMMON COUNCIL

TUESDAY, DECEMBER 20, 2022 AT 7:30 PM

---

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

---

### WEBEX:

<https://cityofrichlandcenter.my.webex.com/cityofrichlandcenter.my/j.php?MTID=m282589f13a85f207273e2cd5ed8c67e3>

**PHONE: Call 1-408-418-9388**

**ENTER MEETING NUMBER: 2552 542 4969#    ENTER PASSWORD: 3466#**

## AGENDA

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

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

- [1.](#) Minutes for 11/15/22 & 12/06/22

### APPROVAL OF AGENDA:

### ITEMS FOR DISCUSSION AND ACTION:

- [2.](#) 2021 Audit Presentation - Bill Moilien, Johnson Block
- [3.](#) Personnel Handbook Amendments
- [4.](#) 2023 Meal Site Rental Agreement
- [5.](#) 2023 Shared Ride Taxi Contract
- [6.](#) Regular Meeting Time of the Common Council
- [7.](#) Department Hours of Operation

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

- [8.](#) Request to Purchase Archive Social
- [9.](#) Consider non-precidential vacation payout in Clerk's Office
- [10.](#) Resolution from Personnel to Transition Economic Development Position to Full-Time City Employee
11. Discussion & possible action regarding status of development agreement with Panorama Estates
12. Symons Rec Operational Deficiency Request
- [13.](#) Authorize two solar stop signs on Seminary at Main Street

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

### PAYMENT OF BILLS:

- [14.](#) Bills 12 20 2022

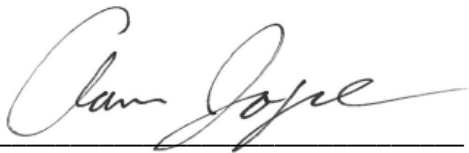
**PUBLIC COMMENT:** *No Council action will be taken on any matter originating under this item.*

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

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

### ADJOURN:

Amended & Posted this 19th day of December, 2022 by 12:30 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 Todd Coppernoll, Mayor at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-6428.*

*The City of Richland Center is an equal opportunity employer, provider, and lender.*

**REGULAR MEETING OF THE COMMON COUNCIL  
November 15, 2022**

The Common Council of the City of Richland Center, Wisconsin, met on Tuesday, November 15, 2022, commencing at 7:37 PM, with Mayor Todd Coppernoll presiding. Alderpersons present were Scotty Wallace, Ryan Cairns, Karin Tepley, Tom McCarthy, Carson Culver, Melony Walters, and Kevin Melby. Alderperson Susan Fruit was absent. Mayor Coppernoll ascertained from the Clerk that the meeting was properly noticed.

Tepley motioned to waive the reading and approve the minutes of the regular November 1<sup>st</sup> council meeting as presented. Second by Wallace. Motion carried 7-0.

Melby motioned to approve the agenda with items 6a and 9a removed. Second by Walters. Motion carried 7-0.

**TREASURER’S REPORT:** The report for October 31, 2022 with the month end balance is as follows:

General Fund	159,449.70
State Pool - Account # 1	4,018,672.17
Money Market Tax Acct.	16,296.77
State Pool – Account #2 Long Term Care	581,063.85
State Pool #3 TIF-Panorama Estates	97,644.34
State Pool - Account # 6 - TIF - 2-5	341,731.74
Business Revolving Loan Fund – Savings	609,019.37
Business Revolving Loan Fund – Checking	1,164.57

**Restricted Funds:**

CDBG – Housing RLF	94,483.99
Landfill Care – CD	301,492.03
Landfill Care – CD	305,968.89
Library Checking	239,022.89
Canine Fund	37,046.86
Room Tax	34,532.01
Greater Richland Tourism	19,990.19
Redevelopment Authority	66,724.60
State Pool #5 Renew RC Loan-Affordable Housing	837,059.93
Renew RC Loan Program Checking-Affordable Housing	28,064.16

**Committed Funds:**

State Pool - Account # 4 - Project Carryover	1,585,077.52
--	--------------

**Assigned Funds:**

Cemetery	4,818.52
Parks, Rec & CC Checking	9,807.24
Aquatic Center	253,062.40

**CITY UTILITIES:**

Electric Utility Fund	183,621.32
Electric Unrestricted Funds	243,264.01
Water Utility Fund	239,785.80
Water Utility Unrestricted Funds	60,564.37
Sewer Utility Fund	20,026.29
Sewer Utility Unrestricted Funds	65,179.43

**RESTRICTED FOR PROJECTS:**

Electric	1,271,277.85
Water	1,093,349.94
WTP	3,931,763.86

Motion by Culver to approve the Treasurer’s Report. Walters seconds. Motion carried 7-0.

**SPECIAL PRESENTATION – WENTY HOTTENSTEIN, WISCONSIN DOT BUREAU OF AERONAUTICS AIRPORT COORDINATOR:**

Hottenstein has worked with the City of Richland Center for over 30 years on various environmental and planning projects at the Richland Airport. She noted that the city is allocated \$150,000 in federal money every year for a maximum of 4 years. The city can choose to bank those credits or trade them to other airports for projects. In addition, the city is scheduled to receive funding from the federal infrastructure bill. As far as projects at the Richland Airport, Hottenstein noted that the airport pavement is in “rough shape” and is eligible for reconstruction. It’s figured that the airport averages about 5 take-offs and landings each day year-round. Hottenstein noted that it’s been a positive development that the airport offered fuel for sale. She added that a courtesy car for pilots would also be welcomed. Economic Development Director Jasen Glasbrenner asked about the opportunity of adding new hangars. Hottenstein noted that there is a demand for hangars, but the state cannot help fund them. Finally, Wendy Hottenstein said that the Richland Airport’s layout plan needs be updated. State and federal funding can be allotted to pay for the plan.

**FINANCE COMMITTEE RECOMMENDATIONS**

**DISCUSSION & POSSIBLE ACTION ON ORDINANCE AMENDMENT TO CHAPTER 45 “SETTING THE BASE SALARIES FOR CERTAIN CITY OFFICIALS”:**

Salaries for alderpersons and the mayor have remained unchanged since 1988. Alderpersons currently receive \$200 per month and the mayor receives \$625 per month. Any change in compensation could not take effect until April 2024 to comply with state law regarding the earliest a salary increase could take effect for elected officials. Those elected in 2023 will be allowed to have their salary changed midterm as the change will have been established prior to taking out nomination papers and being seated for their term. Motion by Cairns to adopt Ordinance 2022-02 amending the base salaries for certain city officials to \$400 per month for alderpersons and \$800 per month for the mayor effective April 2024. Second by Tepley. Motion carried 7-0.

**PARK BOARD RECOMMENDATIONS**

**DISCUSSION & POSSIBLE ACTION ON ADJUSTING PARKS & RECREATION DEPARTMENT FEES:**

Administrator Oliphant noted that a host of park fees would be adjusted effective January 1, 2023. These would include shelter rentals, camping fees, community garden fees, youth & adult programming, community center fees, aquatic center fees, and ballfield usage fees. In addition, there would be no discount for non-profits and no early bird price for season aquatic center passes. Oliphant also reported that the aquatic center will

operate under one session beginning in 2023 instead of the previous two session arrangement. There will be one daily entry pass fee of \$5 for residents and \$6 for nonresidents. Overall, the fee increases reflected the increase in utility costs for operating the various facilities. Motion by Wallace to approve the Parks & Recreation Department fee increases as presented. Second by Walters. Motion carried 7-0.

**REPORT ON PUBLIC NUISANCE ORDINANCE VIOLATIONS AND CITATIONS ISSUED:** Chief Jones reported that there are two properties that are being addressed on Church Street. There are no new citations that have been issued.

**APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:** None

**PAYMENT OF BILLS:** Cairns motioned to approve bills as presented. McCarthy seconded the motion. Motion carried 7-0.

**PUBLIC COMMENT:** Keith Behling reported that the Rotary Lights in the Park will operate November 23<sup>rd</sup> through December 31<sup>st</sup>. There are 121 display items and 174 sponsor trees this year.

**MAYOR AND ALDERPERSONS – COMMITTEE/COMMISSION/BOARD REPORTS AND COMMENTS AND/OR ITEMS TO BE DISCUSSED AT A FUTURE MEETING:** None

**DEPARTMENT AND UTILITY REPORTS:** Glasbrenner reported that RFP’s for the demolition of 291 N. Jefferson are due by December 6<sup>th</sup>. The Auditorium project is nearly complete. Vierbicher is also working on the conceptual plans and concepts for the Stori Field project. Chief Jones reported that officer interviews are complete for the open position in his department. A conditional offer has been made to one of the candidates. Joyce reported that the November 8<sup>th</sup> election went very well with few problems throughout the day. There was a 70% turnout. The city was also chosen to have its voting equipment audited to ensure accuracy. A date for the audit has not been established. Joyce formally introduced Beth Paasch, who stated as the Deputy Clerk – Administration in August. Finally, it was noted that the payroll and accounting software update in the Clerk’s office will begin soon and planning meetings have already taken place.

**ADJOURN:** Tepley motioned to adjourn. Second by Walters. Motion carried 7-0 at 8:33 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk/Treasurer

**REGULAR MEETING OF THE COMMON COUNCIL  
December 6, 2022**

The Common Council of the City of Richland Center, Wisconsin, met on Tuesday, December 6, 2022, commencing at 7:31 PM, with Mayor Todd Coppernoll presiding. Alderpersons present were Ryan Cairns, Susan Fruit, Karin Tepley, Tom McCarthy, Carson Culver, Melony Walters, Kevin Melby, and Scotty Wallace. Mayor Coppernoll ascertained from the Clerk that the meeting was properly noticed.

Minutes for the November 15<sup>th</sup> meeting were not available for approval.

Walters motioned to approve the agenda with item 6b removed. Second by Wallace. Motion carried 8-0.

**TREASURER’S REPORT:** The report for November 30, 2022 with the month end balance is as follows:

General Fund	142,985.50
State Pool - Account # 1	3,830,844.98
Money Market Tax Acct.	16,296.77
State Pool – Account #2 Long Term Care	582,499.62
State Pool #3 TIF-Panorama Estates	97,885.61
State Pool - Account # 6 - TIF - 2-5	342,576.14
Business Revolving Loan Fund – Savings	607,859.37
Business Revolving Loan Fund – Checking	1,164.57

**Restricted Funds:**

CDBG – Housing RLF	94,483.99
Landfill Care – CD	301,492.03
Landfill Care – CD	305,968.89
Library Checking	229,916.36
Canine Fund	37,012.88
Room Tax	48,886.13
Greater Richland Tourism	25,225.07
Redevelopment Authority	66,724.60
State Pool #5 Renew RC Loan-Affordable Housing	839,128.25
Renew RC Loan Program Checking-Affordable Housing	28,064.16

**Committed Funds:**

State Pool - Account # 4 - Project Carryover	1,589,209.63
--	--------------

**Assigned Funds:**

Cemetery	4,818.52
Parks, Rec & CC Checking	9,807.24
Aquatic Center	253,062.40

**CITY UTILITIES:**

Electric Utility Fund	105,452.40
Electric Unrestricted Funds	243,803.65

Water Utility Fund	274,178.45
Water Utility Unrestricted Funds	60,573.33
Sewer Utility Fund	22,199.48
Sewer Utility Unrestricted Funds	66,800.68

**RESTRICTED FOR PROJECTS:**

Electric	1,315,463.15
Water	1,103,339.19
WTP	3,994,439.97

Motion by Tepley to approve the Treasurer’s Report. Melby seconds. Motion carried 8-0.

**PLANNING COMMISSION RECOMMENDATIONS**

**DISCUSSION & POSSIBLE ACTION REGARDING AMENDING CHAPTER 410 OF THE ZONING ORDINANCE AFFECTING PERMITTED AND CONDITIONAL USES WITHIN THE INDUSTRIAL PARK DISTRICT:** Administrator Olipant explained that several changes, clarifications, and language repeals were being proposed. The Planning Commission reviewed and approved the changes on November 30<sup>th</sup>. Motion by Tepley to suspend the rules, waive the reading and adopt the proposed amendments to Chapter 410 of the Zoning Ordinance affecting Permitted and Conditional Uses within the Industrial Park District. Second by Culver. Motion carried 8-0.

**PUBLIC SAFETY COMMITTEE RECOMMENDATIONS**

**DISCUSSION & POSSIBLE ACTION ON ORDINANCE AMENDMENT TO CHAPTER 104 OF THE CODE OF ORDINANCES REGARDING ATV USE IN THE CITY:** The Richland County Board recently approved an ordinance amendment that allows operation on roadways between the hours of 4:00 AM to 11:00 PM. Local municipalities have the option to establish their own hours of operation, but it was recommended that the city have uniform hours as the county to allow for consistency. It was noted that since the city opened all streets to ATV/UTV usage there have been very few issues. Motion by Wallace to suspend the rules, waive the reading, and approve the ordinance amendment to Chapter 104 of the Code of Ordinances regarding ATV use in the City of Richland Center. Second by Culver. Motion carried 8-0.

**DISCUSSION & POSSIBLE ACTION ON ORDINANCE AMENDMENT TO CHAPTER 101.09 “PARKING REGULATIONS” TO ADJUST FEES FOR PARKING VIOLATIONS:**

Chief Jones reported that the fees for parking violations haven’t been adjusted since 1984. In order for the printed tickets to be ordered and available for the new year, action needs to be taken now. The fees were discussed extensively by the Public Safety Committee and determined the fee schedule should be as follows: Downtown 2-hour parking citations will be raised to \$12, Alternate Side Parking violations will be \$20, and parking violations during a Snow Emergency will be \$25. Alderperson Tepley was concerned about the availability and condition of the public parking lots near the downtown and hoped that improvements to those lots would be considered before changes were made to parking regulations, including adding safety cameras. Motion by Wallace to suspend the rules, waive the reading, and adopt the ordinance amendment to Chapter 101.09 “Parking Regulations” to adjust fees for parking violations as presented by the Public Safety Committee. Second by Walters. Motion carried 8-0.

**FINANCE COMMITTEE RECOMMENDATIONS**

**DISCUSSION & POSSIBLE ACTION ON AMENDING PREVIOUSLY AUTHORIZED EXPENSE FOR TRAFFIC MARKING PAINT:** The Public Works Department was authorized to purchase street marking paint from Baily Paint on April 19, 2022. Due to supply chain issues, only a portion of the order was obtained. Superintendent Nelson was recently notified that the remainder of the order was available for immediate pickup, however the cost for the paint now available is \$690.40 more than the previously approved expense. Administrator Oliphant noted that the city may be able to recoup some of the previously approved expense because the cleaner that was part of the original order could be returned if it's not needed with the new paint. Motion by Cairns to authorize spending an additional \$690.40 more than the previously approved amount of \$6,812.60. Second by Tepley. Motion carried 8-0.

**DISCUSSION & POSSIBLE ACTION REGARDING THE ADOPTION OF A RESOLUTION FOR THE PURPOSE OF PUBLIC DEDICATION OF LAND AS A PUBLIC WAY TO THE CITY OF RICHLAND CENTER IN ACCORDANCE WITH THE CSM OF LOT 28:** Economic Development Director Jasen Glasbrenner noted that this action was previously discussed and approved by the Planning Commission. Site work was completed on Lot 28 in the North Industrial Park to identify lot corners, replace missing lot corner pins, determine floodplain boundaries, and to establish a right-of-way and setback around the cul-de-sac on Bowen Circle Drive. A certified survey map has been completed by Walsh Geomatics and a resolution must be adopted to establish the public way around the cul-de-sac as would be the case with any public road. Motion by Cairns to adopt Resolution 2022-15 approving the public dedication of part of Lot 28 in the Industrial Park for the purposes of public way in accordance with the certified survey map. Second by McCarthy. Mayor Coppernoll read the resolution into the record. Motion carried 8-0.

**DISCUSSION & POSSIBLE ACTION REGARDING SITE PREPARATION WITHIN THE INDUSTRIAL PARK:** Lot 7 in the North Industrial Park is the subject of a potential sale. As part of the review process, staff evaluated the lot and identified concerns affecting Lot 7 as well as Lots 3, 4, 5 and the corner lot. Among those concerns are the buffer zone from Well 6 may limit potential uses. In addition, a significant amount of fill must be removed to make Lot 7 buildable. Due to the volume of fill to be removed, engineering services are required and the cost to prepare this site may be prohibitive for potential buyers. The same is true for Lots 3, 4, 5, and the corner lot. Under the direction of the Planning Commission, Glasbrenner contacted an engineering firm to obtain quotes for engineering services necessary to pursue fill removal on Lot 7 as well as to correct the other areas of concern. Motion by Cairns to authorize the Economic Development Director in collaboration with the City Administrator to retain professional services for the purpose of conducting fieldwork within the North Industrial Park at an amount not to exceed \$25,000 from the Business RLF fund. Second by Fruit. Motion carried 8-0.

**DISCUSSION & POSSIBLE ACTION REGARDING THE AWARD OF RFP FOR THE DEMOLITION OF 291 N. JEFFERSON STREET:** The city council previously authorized RFP's for the purpose of seeking demolition services at the property at 291 N. Jefferson Street. Four contractors submitted proposals. The Planning Commission reviewed proposals and recommended the award to low bidder Gary Manning at a cost of \$15,325. The Finance Committee also approved awarding the bid to the same contractor. Motion by Cairns to award the 291 N Jefferson St Demolition RFP to Gary Manning at a cost the cost of \$15,325, with the funds



to come from State Pool #4. Second by Wallace. Mayor Coppernoll noted that this is a city-owned lot and the hope is to sell this lot for development again. Motion carried 8-0.

**REPORT ON PUBLIC NUISANCE ORDINANCE VIOLATIONS AND CITATIONS ISSUED:** Nothing new to report.

**APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:** None. Mayor Coppernoll reminded residents that now is the time for people who are interested in running for City Council to take out nomination papers.

**PAYMENT OF BILLS:** Cairns motioned to approve bills as presented. Walters seconded the motion. Motion carried 8-0.

**PUBLIC COMMENT:** None

**MAYOR AND ALDERPERSONS – COMMITTEE/COMMISSION/BOARD REPORTS AND COMMENTS AND/OR ITEMS TO BE DISCUSSED AT A FUTURE MEETING:** Walters reported that the Personnel & Insurance Committee will soon consider changes to the employee handbook that reflect the recent changes previously approved by council. Walters also said that the Zoning Administrator and Parks & Recreation Director positions remain unfilled.

**DEPARTMENT AND UTILITY REPORTS:** Chief Jones reported that stuffed animals in the likeness of K-9 officers Tedy and Lucy are available for purchase for \$20. It's a fundraiser for the K-9 program at the RCPD. Administrator Oliphant reminded everyone that prior to the next regular meeting on December 20<sup>th</sup>, the council will have an "Ugly Sweater & Barbecue Cookoff" in the council room. Oliphant also noted that alderpersons have been volunteered to serve at Rotary Lights in the Park on the evenings of December 29<sup>th</sup> & 30<sup>th</sup>.

**ADJOURN:** Tepley motioned to adjourn. Second by Walters. Motion carried 8-0 at 8:25 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk/Treasurer

# CITY OF RICHLAND CENTER

Audit Presentation to the  
City Council

For the Year Ended  
December 31, 2021

December 20, 2022

*Prepared by:  
Johnson Block & Company, Inc.  
Certified Public Accountants*

# CITY OF RICHLAND CENTER

## 2021 AUDIT OVERVIEW

- We have completed our audit of the City of Richland Center for the year ended December 31, 2021, and have issued our independent auditor's report on the financial statements of the City. Our report and the audited financial statements are presented in a bound document.
- We did not audit the financial statements of the Electric, Water and Sewer Enterprise Funds, which represent the amounts shown as the business-type activities. Those statements were audited by other auditors whose report has been furnished to us.
- Management has reviewed and accepted the financial statements and adjusting journal entries.
- A separate audit communications document designed for the City Council was also submitted and should be read in conjunction with the audited financial statements.
- We also prepared a regulatory report for 2021 that was filed with the Wisconsin Department of Revenue.

# CITY OF RICHLAND CENTER

## 2021 FINANCIAL HIGHLIGHTS

- The City continues to have a strong financial position, cash liquidity and fund balances.
- The City's General Fund recorded an increase to fund balance of \$141,570. Overall governmental fund balance increased by \$335,194.
- Revenues from the Tax Incremental Financing Districts totaled \$241,302 for 2021, which includes \$220,390 in taxes and special assessments and \$10,643 in developer contributions. TIF District expenditures totaled \$51,046 on eligible projects and debt service.
- The City's Economic Development and Housing Loan Programs had loans receivable totaling \$671,207 outstanding as of December 31, 2021. These loans have been made to City property owners for improvement and development projects. The December 31, 2021 loan balance consisted of \$112,340 for the Revolving Loan Fund and \$558,867 for the Housing Fund. Loan loss reserves of \$75,332 have been recorded as an allowance against the outstanding balance.
- The City's General Fund has committed and assigned fund balances of \$1,934,472 set aside for future projects.

# CITY OF RICHLAND CENTER

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – 2021 GOVERNMENTAL FUNDS

	<b>Major</b>			<b>Total</b>
	<b>General Fund</b>	<b>Tax Incremental Financing Districts</b>	<b>Nonmajor Funds</b>	
<b>REVENUES</b>				
Taxes and special assessments	\$ 2,325,237	\$ 220,390	\$ -	\$ 2,545,627
Intergovernmental	2,116,237	10,262	131,039	2,257,538
Licenses and permits	63,198	-	-	63,198
Penalties and forfeitures	45,424	-	-	45,424
Public charges for services	540,059	-	4,215	544,274
Interest	20,590	7	1,610	22,207
Miscellaneous general revenues	277,940	10,643	4,710	293,293
Total revenues	<u>5,388,685</u>	<u>241,302</u>	<u>141,574</u>	<u>5,771,561</u>
<b>EXPENDITURES</b>				
Current:				
General government	685,488	-	3,988	689,476
Public safety	1,596,541	-	-	1,596,541
Public works	1,295,877	-	-	1,295,877
Culture and recreation	881,234	-	402,218	1,283,452
Conservation and development	135,358	11,200	-	146,558
Capital outlay	554,889	-	-	554,889
Debt service:				
Principal	280,059	14,006	-	294,065
Interest and fiscal charges	144,409	25,840	-	170,249
Total expenditures	<u>5,573,855</u>	<u>51,046</u>	<u>406,206</u>	<u>6,031,107</u>
Excess (deficiency) of revenues over expenditures	<u>(185,170)</u>	<u>190,256</u>	<u>(264,632)</u>	<u>(259,546)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	11,274	-	268,000	279,274
Transfers in - utility tax equivalent	583,466	-	-	583,466
Transfer out	(268,000)	-	-	(268,000)
Total other financing sources (uses)	<u>326,740</u>	<u>-</u>	<u>268,000</u>	<u>594,740</u>
Net change in fund balances	141,570	190,256	3,368	335,194
Fund balances (deficit) - January 1	9,556,340	(227,201)	1,407,924	10,737,063
Fund balances (deficit) - December 31	<u>\$ 9,697,910</u>	<u>\$ (36,945)</u>	<u>\$ 1,411,292</u>	<u>\$ 11,072,257</u>

# CITY OF RICHLAND CENTER

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE – 2021 BUDGET AND ACTUAL – GENERAL FUND

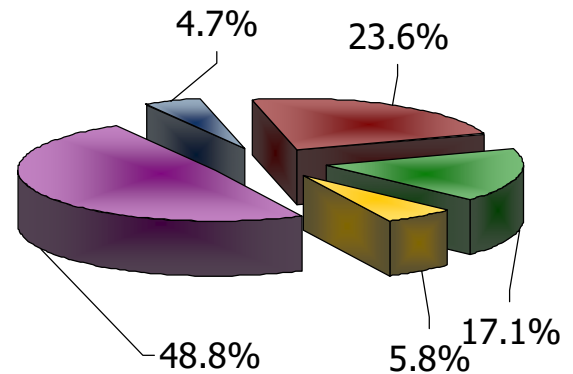
	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Taxes and special assessments	\$ 2,291,119	\$ 2,291,119	\$ 2,325,237	\$ 34,118
Intergovernmental	1,830,618	1,830,618	2,116,237	285,619
Licenses and permits	57,109	57,109	63,198	6,089
Penalties and forfeitures	38,946	38,946	45,424	6,478
Public charges for services	440,400	440,400	540,059	99,659
Interest	9,596	9,596	20,590	10,994
Miscellaneous general revenues	1,704,963	1,704,963	277,940	(1,427,023)
Total revenues	<u>6,372,751</u>	<u>6,372,751</u>	<u>5,388,685</u>	<u>(984,066)</u>
<b>EXPENDITURES</b>				
Current:				
General government	790,698	790,698	685,488	105,210
Public safety	1,616,078	1,616,078	1,596,541	19,537
Public works	1,207,160	1,207,160	1,295,877	(88,717)
Culture and recreation	936,773	936,773	881,234	55,539
Conservation and development	79,412	79,412	135,358	(55,946)
Capital outlay	4,488,979	4,488,979	554,889	3,934,090
Debt service:				
Principal	275,000	275,000	280,059	(5,059)
Interest and fiscal charges	143,817	143,817	144,409	(592)
Total expenditures	<u>9,537,917</u>	<u>9,537,917</u>	<u>5,573,855</u>	<u>3,964,062</u>
Excess (deficiency) of revenues over expenditures	<u>(3,165,166)</u>	<u>(3,165,166)</u>	<u>(185,170)</u>	<u>2,979,996</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	11,274	11,274
Transfers in - utility tax equivalent	529,558	529,558	583,466	53,908
Transfers out	(268,000)	(268,000)	(268,000)	-
Total other financing sources (uses)	<u>261,558</u>	<u>261,558</u>	<u>326,740</u>	<u>65,182</u>
Net change in fund balance	(2,903,608)	(2,903,608)	141,570	3,045,178
Fund balance - January 1	9,556,340	9,556,340	9,556,340	-
Fund balance - December 31	<u>\$ 6,652,732</u>	<u>\$ 6,652,732</u>	<u>\$ 9,697,910</u>	<u>\$ 3,045,178</u>

# CITY OF RICHLAND CENTER

## GOVERNMENTAL FUND BALANCES

	2021	2020
<b>Nonspendable</b>		
General Fund:		
Prepayments	\$ 170,931	\$ 95,962
Advances to other funds	102,690	227,200
Economic development loans	190,481	135,571
Delinquent personal property taxes	51,546	51,717
<b>Total nonspendable</b>	<b>515,648</b>	<b>510,450</b>
<b>Restricted</b>		
General Fund:		
Landfill closure costs	602,136	592,966
Tourism expenditures	60,042	75,828
Affordable housing	835,697	903,172
Aquatic center	188,007	250,666
Future rural development	59,696	70,424
Tax Incremental Financing Districts:		
Conservation and development	65,745	-
Nonmajor Funds:		
Housing economic development loans	614,835	618,797
Library subsequent year expenditures	188,730	182,984
<b>Total restricted</b>	<b>2,614,888</b>	<b>2,694,837</b>
<b>Committed</b>		
General Fund:		
Pool maintenance	7,988	7,988
Data processing	30,933	30,933
Historic preservation	10,648	10,648
Airport property	-	18,786
Industrial park development	181,297	181,297
Building maintenance	63,158	63,158
Library projects	4,000	4,000
Police equipment	33,587	33,587
Forestry	800	800
Flood mitigation	36,216	36,216
Equipment replacement	396,651	439,164
Parking lots	435,530	435,530
Parks storage shed	92,475	-
Street projects and miscellaneous	601,247	727,438
<b>Total committed</b>	<b>1,894,530</b>	<b>1,989,545</b>
<b>Assigned</b>		
General Fund:		
Park and community center	9,755	9,697
Cemetery perpetual care	4,052	4,044
Canine units	25,998	4,245
Child safety	137	137
Nonmajor Funds:		
Revolving economic development loans	607,727	606,143
<b>Total assigned</b>	<b>647,669</b>	<b>624,266</b>
<b>Unassigned</b>		
General Fund	5,502,212	5,145,166
Tax Incremental Financing Districts (deficit)	(102,690)	(227,201)
<b>Total unassigned</b>	<b>5,399,522</b>	<b>4,917,965</b>
<b>Total governmental fund balances</b>	<b>\$ 11,072,257</b>	<b>\$ 10,737,063</b>

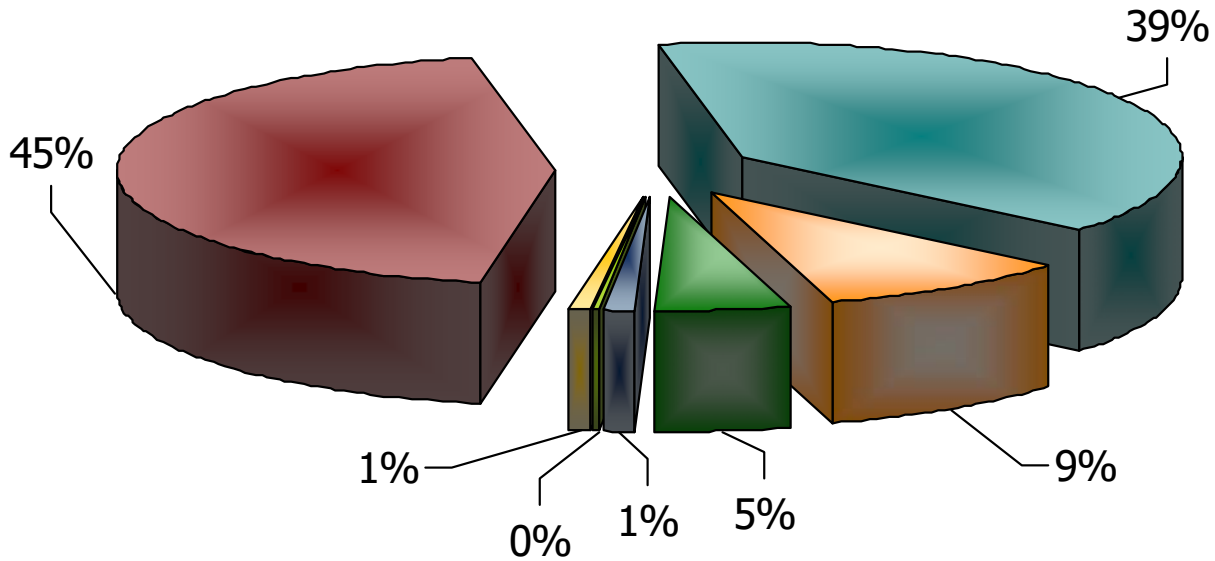
12/31/2021



■ Nonspendable - \$515,648
■ Restricted - \$2,614,888
■ Committed - \$1,894,530
■ Assigned - \$647,669
■ Unassigned - \$5,399,522

# CITY OF RICHLAND CENTER

## GOVERNMENTAL FUNDS 2021 REVENUES



■ Taxes & Assessments	(\$2,545,627)
■ Intergovernmental	(\$2,257,538)
■ Public Charges for Services	(\$544,274)
■ Miscellaneous General Revenues	(\$293,293)
■ Licenses & Permits	(\$63,198)
■ Interest Income	(\$22,207)
■ Penalties & Forfeitures	(\$45,424)

### OBSERVATIONS AND COMMENTS:

- Property taxes are collected in January and August.
- Intergovernmental revenues comprised 39% of total revenues in 2021.

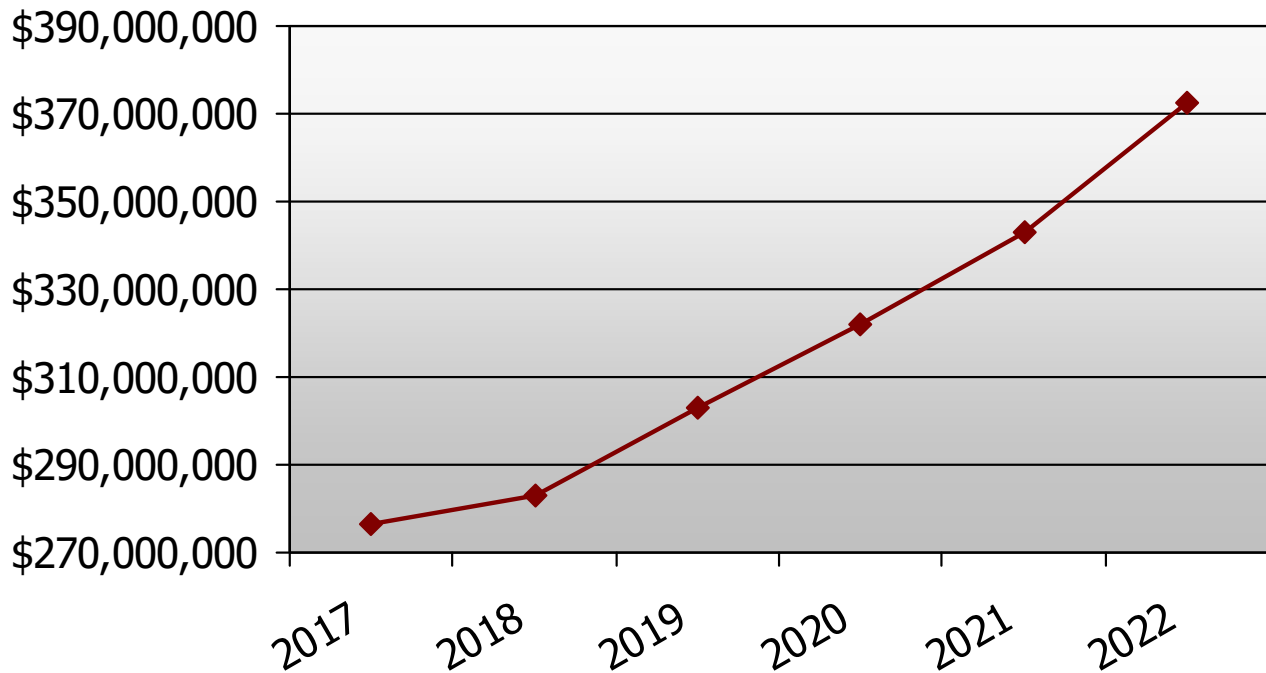
The most significant intergovernmental revenues are:

Shared taxes	\$ 1,356,571
Transportation grants	\$ 682,822



# CITY OF RICHLAND CENTER

## TREND IN EQUALIZED VALUE OF PROPERTY



### Total Equalized Value (Includes TIF Increment)

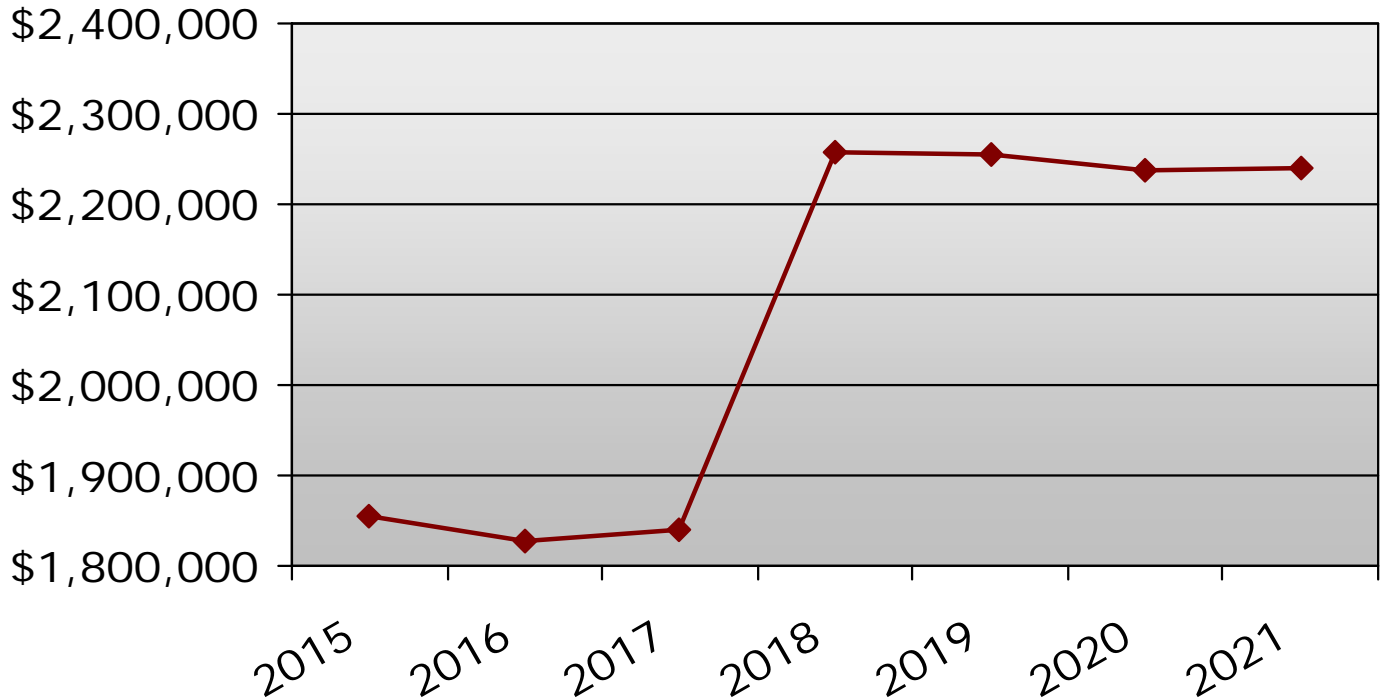
2017	\$ 276,551,100	2020	\$ 321,772,700
2018	\$ 282,932,000	2021	\$ 343,120,200
2019	\$ 303,111,800	2022	\$ 372,268,100

### OBSERVATIONS AND COMMENTS:

- The City's overall valuation has increased 34.6% in the six year period presented here.

# CITY OF RICHLAND CENTER

## PROPERTY TAXES – EXCLUDING TAX INCREMENT LEVIES



### Local Property Tax Levy (Excludes TIF)

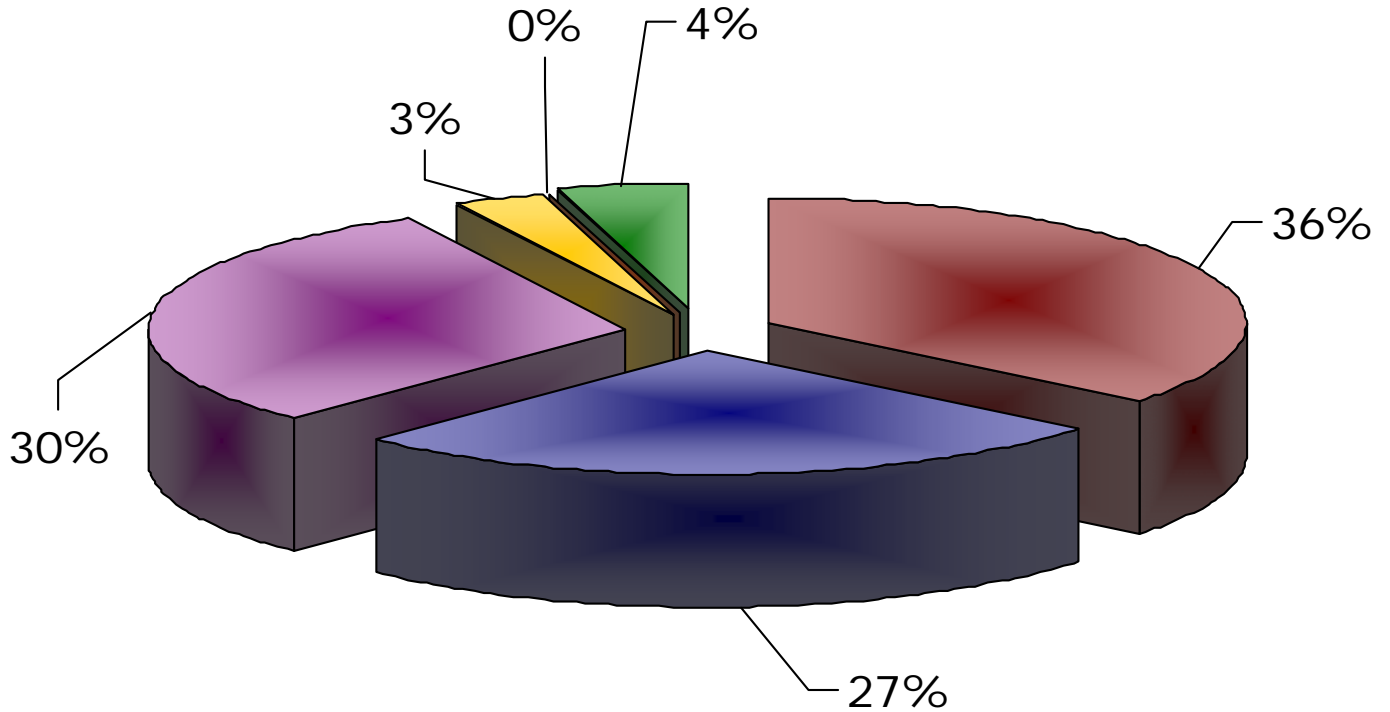
2015	\$ 1,854,419
2016	\$ 1,826,777
2017	\$ 1,840,090
2018	\$ 2,256,617
2019	\$ 2,255,897
2020	\$ 2,237,787
2021	\$ 2,240,967

### OBSERVATIONS AND COMMENTS:

- The City complied fully with the state imposed property tax levy limits.

# CITY OF RICHLAND CENTER

## PROPERTY TAX ROLL 2021 LEVY COLLECTED 2022

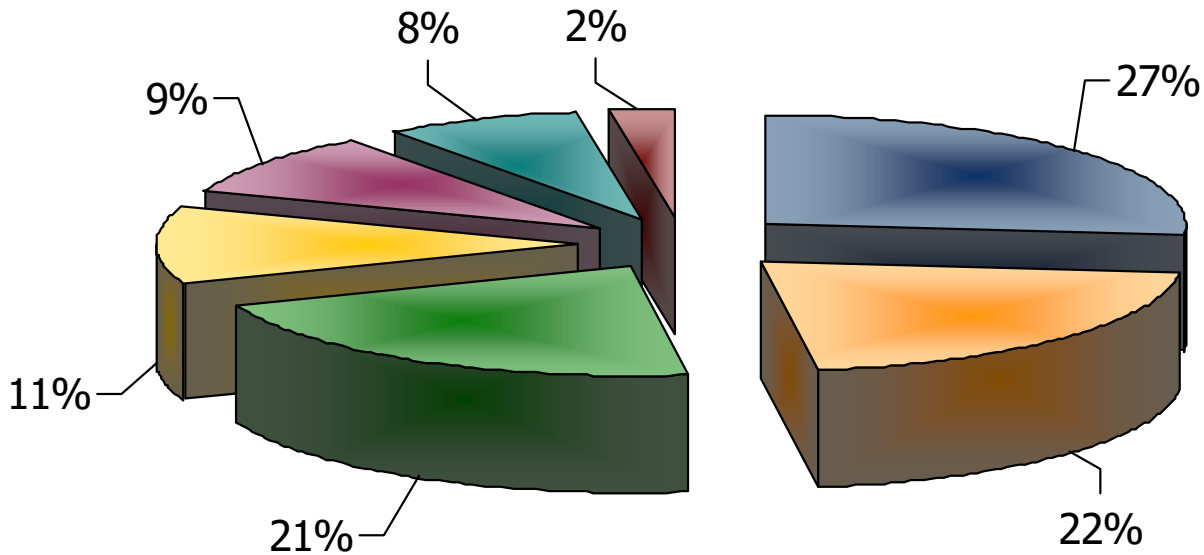


Local School	(\$3,029,424)
City	(\$2,240,967)
County	(\$2,538,181)
TIF	(\$269,665)
State	(\$0)
VTAE	(\$374,492)

SOURCE: 2021 STATEMENT OF TAXES –  
FILED WITH WISCONSIN DEPARTMENT OF REVENUE

# CITY OF RICHLAND CENTER

## GOVERNMENTAL FUNDS 2021 EXPENDITURES



- Public Safety (\$1,596,541)  
(includes police, fire, emergency service)
- Culture & Recreation (\$1,283,452)  
(includes library, parks and recreation programming)
- Public Works (\$1,295,877)  
(includes street construction, taxi and waste collection)
- General Government (\$689,476)
- Capital Outlay (\$554,889)  
(includes public safety, road construction, parks)
- Debt Service (\$464,314)
- Conservation & Development (\$146,558)  
(includes economic development and room tax)

# CITY OF RICHLAND CENTER

## CHANGES IN LONG-TERM OBLIGATIONS

➤ The following is a summary of long-term obligations for the year ended December 31, 2021:

	1/1/2021 Balance	Increases	Decreases	12/31/2021 Balance	Amounts Due Within One Year
<b>Governmental Activities</b>					
Direct borrowings and direct placements	\$ 900,157	\$ -	\$ 119,065	\$ 781,092	\$ 105,059
Bonds	4,885,000	-	175,000	4,710,000	230,000
Bond premium	223,173	-	11,746	211,427	-
Subtotal	<u>6,008,330</u>	<u>-</u>	<u>305,811</u>	<u>5,702,519</u>	<u>335,059</u>
Other liabilities:					
Compensated absences	332,339	41,043	37,002	336,380	57,383
Landfill post-closure care costs	388,946	-	22,944	366,002	12,000
Subtotal	<u>721,285</u>	<u>41,043</u>	<u>59,946</u>	<u>702,382</u>	<u>69,383</u>
Total governmental activities long-term liabilities	<u>\$ 6,729,615</u>	<u>\$ 41,043</u>	<u>\$ 365,757</u>	<u>\$ 6,404,901</u>	<u>\$ 404,442</u>
<b>Business-Type Activities</b>					
Direct borrowings and direct placements	\$ 20,091,253	\$ 197,764	\$ 616,063	\$ 19,672,954	\$ 638,475
Bonds	2,005,000	-	265,000	1,740,000	275,000
Subtotal	<u>22,096,253</u>	<u>197,764</u>	<u>881,063</u>	<u>21,412,954</u>	<u>913,475</u>
Other accrued liabilities:					
Vested compensated absences	212,831	53,438	61,824	204,445	-
Subtotal	<u>212,831</u>	<u>53,438</u>	<u>61,824</u>	<u>204,445</u>	<u>-</u>
Total business-type activities long-term liabilities	<u>\$ 22,309,084</u>	<u>\$ 251,202</u>	<u>\$ 942,887</u>	<u>\$ 21,617,399</u>	<u>\$ 913,475</u>

### OBSERVATIONS AND COMMENTS:

➤ The City's outstanding debt is structured favorably with interest rates at or below current market.

➤ General obligation debt limitation totals \$17,156,010 and debt subject to limitation totals \$5,491,092. The City has 68% of its debt capacity remaining at December 31, 2021.

# CITY OF RICHLAND CENTER

## SUMMARY OF TAX INCREMENTAL FINANCING DISTRICTS

- The City established TIF District No. 4 in 1995 and TIF District No. 6 in 2017. The following is the cumulative status of the Districts as of December 31, 2021:

	Administration Expenses	Project Costs	Debt Service	Cumulative Expense/Cost Total	Cumulative District Revenues
TIF District No. 4	\$ 16,687	\$ 1,899,804	\$ 705,545	\$ 2,622,036	\$ 2,687,780
TIF District No. 6	41,600	939,721	445,230	1,426,551	1,323,861

- The financial activity of the Districts has been financed by general obligation debt and advances from the General Fund.

- The 2021 equalized property valuations of the TIF Districts are as follows:

	Current Value	Base Value	Increment
TIF District No. 4	\$ 20,968,800	\$ 15,091,600	\$ 5,877,200
TIF District No. 6	5,097,700	28,300	5,069,400

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

---

Item 3.

**Agenda Item:** Personnel Policies Handbook Amendments

- Introductory Period (probation)
- Incorporating the role of City Administrator into the Handbook

**Meeting Date:** 12/20/2022

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

**Background:**

Incorporation of City Administrator: Proposed amendments to the Personnel Policies Handbook to incorporate the role of City Administrator into the procedural hierarchy and authorizing said role the authority to fully oversee City personnel. Recommended changes are bolded in the resolution. The changes replace the City Administrator in areas previously overseen by the Personnel & Insurance Committee. The Personnel & Insurance Committee retains the authority to approve department head terminations.

Introductory Period: Proposed amendment adds additional language/expectations during a probationary period, reduces the length of the probationary period for most employees, and eliminates a reduction in pay during the probationary period.

**Financial Impact:** None.

Upon hire, the City experiences savings in employee wages as new hires are paid 90% of their regular wages. As all positions are budgeted at 100% of the wage, this will not create a new or additional expense for the City.

**Funding Source:** Not Applicable

**Requested Action:**

- Motion to adopt Resolution 2022-TBD incorporating the role of City Administrator into the Personnel Policies Handbook effective immediately.
- Motion to adopt Resolution 2022-TBD amending Section 107 Introductory Period of the Personnel Policies Handbook effective immediately.

**Attachments:** Resolution 2022-TBD Amending Section 107 Introductory Period of the Handbook  
Resolution 2022-TBD Amending Handbook for the Incorporation of the City Administrator

**RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – INCORPORATION OF CITY ADMINISTRATOR**

WHEREAS, the City of Richland Center (“the City”) employment policies are contained in the City Personnel Policies Handbook; and

WHEREAS, the role of City Administrator is responsible for the oversight of the day-to-day operations of the City; and

WHEREAS, the City Administrator has been charged with the direct oversight and management of personnel; and

WHEREAS, the Personnel Policies Handbook shall be amended to reflect the following changes:

**SECTION 1 -EMPLOYMENT**

**101 Scope**

**D. Department Rules.**

City departments may enact their own rules and policies governing practices within those departments so long as they are not in conflict with the provisions of these policies. All department rules and policies shall be provided to the **City Administrator**.

**102 General Powers of the Personnel and Insurance Committee**

A. The Personnel and Insurance Committee of the Common Council shall have the general power to oversee City employment and employees, including the power to oversee all department heads and other supervisory personnel in the performance of their duties.

B. The **City Administrator** shall have the specific power to act as management in initiating and imposing disciplinary actions against department heads or supervisory personnel where warranted, **up to and including termination. Prior to the termination of a department head, the City Administrator shall obtain final approval for termination from the Personnel & Insurance Committee.**

**103 Supervisor’s Duties**

**C. Assignment of Review Duties for Certain Positions. [Amended by Reso 2015- 7]**

Annual employee evaluations of department heads shall be made by the following evaluators:

CITY ADMINISTRATOR ONLY	BOARD/COMMISSION WITH INPUT FROM THE CITY ADMINISTRATOR
<ul style="list-style-type: none"> <li>• Clerk/Treasurer</li> <li>• Public Works Director</li> <li>• Parks &amp; Recreation Director</li> <li>• Buildings &amp; Grounds Superintendent</li> <li>• Tourism Coordinator</li> <li>• Economic Development Director</li> <li>• Zoning Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Library Director</li> <li>• Chief of Police</li> </ul>

Each department head shall evaluate their subordinates.

The Personnel and Insurance Committee shall evaluate the City Administrator with input from the Common Council.

**108 Layoffs and Furloughs**

**A. Layoffs.**

In the event the City decides to reduce the workforce, the City may consider length of service, job performance, conduct, abilities and qualifications in determining the order of layoff. All plans for layoff shall be developed by the department head in conjunction with the **City Administrator**.



When circumstances permit, an employee scheduled for layoff shall be given a two-week written notice of the effective date and the reasons for the layoff.

**SECTION 4 - CONDUCT AND DISCIPLINE**

**401 Department Rules**

The adoption of the following work rules does not prohibit individual departments from promulgating additional work rules to cover unique situations, conditions, or work behavior appropriate to the department. Likewise, the work rules shall not be deemed to constitute the entire list of violations for which employees may be disciplined. All additional department work rules shall be provided to the **City Administrator** prior to imposition.

**403 Disciplinary Procedures**

The following procedures outline generally the steps to be taken by departments in administering employee discipline. These procedures are not all inclusive and therefore departments may pursue other discipline methods appropriate to a situation, subject to review by the **City Administrator**.

**404 Grievance System**

2. Administrative Response. The **City Administrator** shall review the grievance and provide Grievant with a written response within fourteen (14) calendar days of receipt of the written Grievance. The written response shall contain a statement of the basis for the decision to sustain or deny the Grievance, and, if denied, the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer. The Personnel and Insurance Committee is encouraged to meet with the Grievant to discuss the Grievance.

**NOW, THEREFORE, BE IT RESOLVED**, the amendments to the Personnel Policies Handbook are adopted effective immediately.

*Personnel/Insurance Committee on 12/19/2022 -- Referred to Council for approval on 12/19/2022*

- WALTERS     AYE     NO
- CAIRNS      AYE     NO
- WALLACE    AYE     NO

**APPROVED**, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: \_\_\_\_\_, NOS: \_\_\_\_\_

Adopted this 20th Day of December 2022

Attest:

\_\_\_\_\_  
Todd Copernoll, Mayor

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

**RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – SECTION 107 INTRODUCTORY PERIOD**

**WHEREAS**, the City of Richland Center (“the City”) employment policies are contained in the City Personnel Policies Handbook; and

**WHEREAS**, the City amends Section 107 Introductory Period of the Personnel Policies Handbook as follows:

**Policy 107 Probationary Period**

The probationary period provides an opportunity for the department head and employee to assess their employment relationship. The probationary period allows the department head to oversee an employee’s work, offer advice to increase effectiveness, or dismiss the employee. The duration of the probationary period depends on the employee classification to provide a reasonable length of time to fully assess performance based upon level of responsibility.

**Non-Exempt Staff:** 90 calendar days

**Exempt Staff:** 180 calendar days

**Represented:** Employees who are represented by a labor association and covered under a collective bargaining agreement with the City or who have employment contracts, should refer to their contracts for the applicable probationary period.

All employees new to a position in the City will serve and successfully complete an initial probationary period. A new probationary period will start and must be successfully completed when an employee is transferred or promoted to a different position. During the probationary period, employees are entitled to receive all benefits for which they are eligible.

Department heads should communicate regularly with newly hired employees to:

- Clarify job responsibilities, performance standards, and workplace practices.
- Provide support, such as training and/or orientation, to set the individual up for success.
- Regularly assess the employee’s performance and provide documented constructive feedback where improvement is needed.
- Determine if the employee should continue in the position.

In situations where a department requires additional time to assess an employee's performance, the City Administrator may authorize the extension of a probationary period. Employees must be informed of an extension, in writing, prior to the expiration of the initial probationary period.

A probationary period does not guarantee employment for the full probationary period, an employee may be terminated for any reason at any time, either during the probationary period or after completing it. Completion of the probationary period does not entitle an employee to remain employed by the City for any definite period of time. Both the employee and the City are free, at any time, with or without notice and with or without cause, to end the employment relationship.

**NOW, THEREFORE, BE IT RESOLVED**, the amendment to Section 107 Hours of Work of the Personnel Policies Handbook is adopted effective immediately.

**Personnel/Insurance Committee on 12/19/2022 -- Referred to Council for approval on 12/19/2022**

WALTERS     AYE     NO  
CAIRNS       AYE     NO  
WALLACE     AYE     NO

**APPROVED**, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: \_\_\_\_\_, NOS: \_\_\_\_\_

Adopted this 20th Day of December 2022

Attest:

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

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

## MEAL SITE RENTAL AGREEMENT

This Agreement is made effective on the date set forth below between the City of Richland Center (hereinafter the "City") and the Richland County Department of Health and Human Services (hereinafter the "County").

**WHEREAS**, the City is the owner of a facility known as the Richland Center Community/Senior Center (hereinafter alternatively referred to as "the Community/Senior Center"), which consists of one room designated the Woodman Senior Center and other rooms; and

**WHEREAS**, the County has expressed a desire to enter into an agreement with the City for limited use of "the Community/Senior Center" for a site for serving meals;

**NOW THEREFORE**, for and in consideration of the mutual covenants made herein and other good and valuable consideration, the City and the County agree as follows:

1. **Agreement to Rent.** The City agrees to rent to the County those areas of the Community/ Senior Center for use as a site for serving meals, subject to the terms and limitations set forth herein. This agreement shall run from January 1, 2023, through December 31, 2024, subject to the right of either party to terminate it under Paragraph 9.
2. **Amount of Rent.** As rental for such use by the County, the County agrees to pay to the City the sum of \$300.00 per month. Such rent shall be payable in advance on the first day of each month that this Agreement remains in force.
3. **Portions of the Community/Senior Center Subject to this Agreement.** The County shall have the use of only the following portions of the Community/Senior Center under this agreement:
  - a. The East one-half (E 1/2) of the warming kitchen. In the event that the remainder of the warming kitchen has not been rented for the day, the County may use the rest of the kitchen on that day. Meals shall be served from the warming kitchen window into the Senior Center.
  - b. The Woodman Senior Center between the hours of 8:30 A.M. and 1:00 P.M., for the purpose of assisting those being served meals. Exception for the Rise N' Dine 12 week summer program- Held only on Wednesdays in the month of June thru August whereas the County would have ability to access the building at 7 A.M together with the non-exclusive use of the restrooms.
4. **Days of Usage by the County.** The County shall have the use of the said areas of the Community/Senior Center on Monday through Friday of each week, except the following days:
  - a. The third Thursday of each month, so long as there is a senior citizens' pot luck conducted on that date. If there is a pot luck on a third Thursday, the meal site shall be moved to another location in the building to be designated by the City.
  - b. All City employees' holidays.

c. Other than at the times and in the manner set forth above, the County shall not disrupt any other activities using the Senior Center.

- 5. **Hours of Usage by the County.** The County's hours of usage of the warming kitchen shall be between the hours of 8:30 A.M. and 1:00 P.M. on its days of usage. Any additional time uses shall be billed and paid for at the rate of \$12.00 for each hour or part of an hour. Meals shall be served between the hours of 12:00 Noon and 1:00 P.M. Seniors using the Woodman Senior Center will not be displaced during County usage of the building. Exception Rise N Dine program.
- 6. **County's Storage of Personal Property.** During the life of this Agreement, the County shall have the right to store the following in the building, at a location designated by the City: One refrigerator; One freezer; One file cabinet; One steam table; One tray rack with trays. All property must be kept clean in good working order.
- 7. **Phone Line.** The County may, at their expense, install and use a phone line into the warming kitchen.
- 8. **Incorporation of Community/Senior Center Rules and Regulations.** Those provisions of the City's Rules and Regulations for the Community/Senior Center set forth in the attached APPENDIX are hereby incorporated into this Agreement, and the County specifically agrees to abide by such incorporated Rules and Regulations in its use of the Community/Senior Center under this Agreement.
- 9. **Early Termination.** Notwithstanding the term of this agreement set forth above, either party to this agreement may terminate the agreement upon thirty (30) days written notice to the other party.
- 10. **Expiration.** This Agreement shall expire on December 31, 2024, unless extended or modified by agreement of the parties. The parties agree to meet in January of each year to discuss any agreed modifications.
- 11. **Authority to Execute.** The persons signing this Agreement for the City and the County represent that they are duly authorized to execute this Agreement.
- 12. **Addressees and Addresses for Notices.** Notices given under this agreement shall be sent to the following:

**City:**  
 Richland Center City Clerk/Treasurer  
 450 S. Main Street  
 Richland Center, WI 53581

**County:**  
 Attn: Rosetta Kohout  
 Richland County Department of Health and Human Services  
 221 W. Seminary Street  
 Richland Center, WI 53581

IN WITNESS WHEREOF, the parties hereto have executed this agreement effective January 1, 2023, nunc pro tunc.

The City of Richland Center, By:

Richland County Department of Health and Human Services, By:



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

\_\_\_\_\_  
Tricia Clements, Director

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

**APPENDIX**

**COMMUNITY/SENIOR CENTER RULES & REGULATIONS  
APPLICABLE TO THE CITY'S AGREEMENT WITH THE RICHLAND  
COUNTY DEPT. OF HUMAN SERVICES**

The following rules and regulations are hereby incorporated into the Building Use Agreement between the City of Richland Center and the Richland County Dept. of Human Services as User of the Community/Senior Center. The User shall be responsible for any violations of these rules and regulations during its occupancy:

- 1. **Tobacco.** Tobacco use is prohibited in the building at all times.
  
- 2. **Candles or Other Burning Materials.** There shall be no open flames including candles, votives, incense or any other burning materials allowed in the building.
  
- 3. **Alcoholic Beverages.**
  - a. No alcoholic beverages shall be consumed by or furnished to any person who is using the facility under the auspices of the User.
  - b. The User shall not permit any person who is intoxicated to remain on the premises.

**4. City Not Responsible for Personal Property.** The City of Richland Center does not assume any responsibility for any equipment or other items left at the Community/Senior Center at any time. It shall be the responsibility of the User to protect items brought to the Facility.

**5. Clean-up Policies and Damages.** The facilities used by the User shall be left in the same condition as when the User took responsibility for the premises. By renting any part of the Community/Senior Center, the User agrees that it will be responsible for all damages to the building, furniture or other City-owned property therein and/or for any extraordinary cleaning related to its failure to follow the clean-up procedures in its use of the Facility.

The following clean-up procedures shall be followed prior to leaving the building each day:

- a. All garbage and recyclables shall be taken out of the building and placed in the appropriate garbage receptacles found west of the building.
- b. All tables and chairs shall be wiped down and returned to the storage room.
- c. Floors shall be swept and mopped.
- d. All areas used by the County pursuant to the Agreement shall be left in a very clean condition, which shall include cleaning up all spills as well as cleaning the stove, microwave, sink and counter tops.
- e. The User is responsible for confirming that the stove and the coffee pot have been turned off prior to leaving.
- f. The User shall see that no personal items or garbage are left in the lobby by anyone using the facility for User's program.
- g. Failure to comply with these procedures may result in a cleaning fee of \$100.

**6. Lights, Etc. Upon Departure.** On departure, the User shall be responsible for making sure the kitchen lights are off and the oven, burners, and coffee pot have been completely turned off.

**7. Third Party Fees for Emergency Services.** Should there be any fee assessed by Police, Fire or Emergency Medical Service due to violation of these rules and regulations, or under any other circumstance relating to the User's activities (such as a guest becoming ill or making a false fire alarm), the User shall be financially responsible for those fees.

**2023 SHARED RIDE TAXI OPERATING CONTRACT  
BETWEEN THE CITY OF RICHLAND CENTER AND  
RUNNING, INC.**

This Contract is made by and between the City of Richland Center, hereinafter referred to as "City" and Running, Inc. hereinafter referred to as "Contractor."

**PRELIMINARY STATEMENT**

The City sponsors a Shard-Ride Taxi Service as a public transportation program to serve its residents. The City solicited proposals for the operation of this service from the period commencing 01/01/2023 and ending on 12/31/2023 and Running, Inc. proposal was deemed to be most advantageous to the City and was accepted.

This contract shall include all the necessary performance standards outlined in the RFP and the Contractor's response to that RFP by reference, including, but not limited to, service area, service standards, hours of service, service levels, handling of revenues, reservation policies, maintenance, insurance, licensing, complaint handling, promotion and publicity and other requirements.

**CONTRACT CONDITIONS**

The contractor shall, throughout the term of this contract, be responsible for maintaining proper licensing for operation as a taxicab company in the service area described in the RFP. All revenues collected by the provider, shall belong to the City and shall be shown as a separate line item on each invoice.

The Contractor shall submit invoices for the total number of hours of service provided to the City no more frequently than monthly, and the City shall review said invoice and reimburse the Contractor within 20 working days after receipt of a properly submitted invoice.

Additionally, the Contractor shall provide to the City within 25 days of the conclusion of any calendar month, the following reports as detailed in the RFP:

A monthly report showing total passenger trips, passenger revenue, package delivery revenue, total miles operated and total driver hours worked. The Contractor is also responsible for

preparing and submitting to the City quarterly and annual reports required by the Wisconsin Department of Transportation.

The Contractor shall maintain and retain for a period of three years driver logs and dispatch records to allow the City or the Wisconsin Department of Transportation to verify any data reported or billed to the City.

The City reserves the right to discontinue the contract’s remaining option years at any time and may elect to re-bid the contract in whole or in part when changes in scheduled hours or hourly costs are not mutually acceptable between the Contractor and the City. Any such discontinuation of the contract shall have at least 120 days written notice to the Contractor, including the decision to not exercise an option year.

The City may terminate this contract with 120 days written notice to the Contractor. This contract shall not be assigned, transferred or encumbered in any manner without the prior written consent of the City, which consent shall not be unreasonably withheld.

The maximum amount of funding for this contract shall be \$346,850.00 based on 10,213.50 hours of service at the rate of \$33.96 per hour.

All Federal Certifications, Assurances and Clauses included in the RFP document and certified by the Contractor shall be included in this contract by reference.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

City of Richland Center  
Municipality

Running, Inc.  
Contractor

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Authorized Representative



# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

---

Item 6.

**Agenda Item:** Regular Meeting Time of the Common Council

**Meeting Date:** 12/20/2022

**Requested by:** Council President Ryan Cairns

**Background:** The Rules of the Common Council expressly state the Common Council shall meet on the first Tuesday of each month at 7:30PM. While not required, the Common Council meets both the first and third Tuesday of every month at 7:30PM.

The current meeting time adequately accommodates the work schedules of elected officials while seeking to allow for the maximum public participation as possible. While the meeting start time provides benefit, it also presents unintended side effects such as: difficulty coordinating presentations with out-of-town professionals, additional back and forth travel for employees or unnecessarily long workdays, mental fatigue during meetings, and sluggish performance the following day when meetings last late into the night.

To maintain public access/participation while also mitigating the challenges associated with a 7:30PM meeting start time, an earlier meeting time is recommended. To amend the meeting time for the Common Council, the Rules of the Common Council require a roll call vote of two-thirds of the members of the Council consenting to the amendment.

*The Finance Committee currently meets at 6:30PM but is capable of meeting as early as 5PM to accommodate an adjustment to the meeting time of the Common Council.*

**Financial Impact:** None

**Funding Source:** Not Applicable

**Requested Action:** Motion to adopt Resolution 2022-TBD amending Rule 1 Meetings of the Rules of the Common Council setting the regular meeting time from 7:30PM to \_\_\_\_:\_\_\_\_PM.

**Attachments:** Rules of the Common Council  
Resolution 2022-TBD Regular Meeting Time of the Common Council

## TABLE OF CONTENTS: RULES OF THE COMMON COUNCIL

**RULE 1 MEETINGS**

- 1 Organizational Meeting
- 2 Regular Meetings
- 3 Special Meetings

**RULE 2 QUORUM REQUIRED****RULE 3 CALL TO ORDER****RULE 4 ORDER OF BUSINESS****RULE 5 INTRODUCTION OF BUSINESS**

- 1 Requirements for Introduction

**RULE 6 PRESIDING OFFICER: POWERS AND DUTIES**

- 1 Designated
- 2 Duty of Presiding Officer
- 3 Ejection of Unruly Persons
- 4 Questions of Order
- 5 Members to Remain In Chambers During Meetings

**RULE 7 PRESIDENT OF THE COUNCIL**

- 1 Selection
- 2 Powers in Absence of Mayor

**RULE 8 VOTING**

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

**RULE 9 RECONSIDERATION OF QUESTION****RULE 10 RIGHT OF DISSENT AND PROTEST****RULE 11 MAYOR'S VETO****RULE 12 ORDINANCES**

- 1 Limitation as to Subject Matter
- 2 Procedure for Adoption of Ordinances
- 3 Passage of Ordinances the Same Day as Introduced

**RULE 13 COMMITTEES**

- 1 Appointment of Standing Committees

## **RULES OF THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER**

### **RULE 1 MEETINGS**

**1 ORGANIZATIONAL MEETING** Following the spring election of each year, the Common Council shall meet on the third Tuesday of April for the purpose of organization.

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

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

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

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

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

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

### **RULE 2 QUORUM REQUIRED**

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

### **RULE 3 CALL TO ORDER**

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

### **RULE 4 ORDER OF BUSINESS**

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

(a) Call to order by the presiding officer

(b) Roll call

(c) Reading of the minutes of the preceding meeting. The minutes of the last meeting shall be either approved or, in the event of mistake, such mistake shall be

corrected. Reading aloud of such minutes may be waived by the Council if copies of such minutes have been furnished to the members previous to such waiver.

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

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

(f) Alderperson’s reports.

(g) City departments, officers, and utilities reports.

(h) Mayor’s comments and correspondence.

(I) Consideration of approval and payment of bills.

**RULE 5 INTRODUCTION OF BUSINESS**

1 REQUIREMENTS FOR INTRODUCTION All ordinances, petitions, resolutions, or other communications shall be in writing, and shall have a brief statement of their contents endorsed upon them together with the name of the member presenting them. Prior to their consideration by the Council, they shall be filed with the Clerk. No matter shall be entertained unless the same is on the agenda. Every member presenting such an item at a Council meeting shall begin by giving a brief statement of the contents thereof, and, if requested by a member, it shall be read before any other action is taken thereon.

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

**RULE 6 PRESIDING OFFICER: POWERS AND DUTIES**

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

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

3 EJECTION OF UNRULY PERSONS The presiding officer shall have the right to order the ejection of any member of the public who shall persistently speak out of order or otherwise act so as to disrupt a meeting of the Council.

4 QUESTION OF ORDER The presiding officer shall decide all questions of order subject to an appeal to the Council. The procedure on procedural appeals to the Council shall be as follows: any member who disagrees with an action or ruling of the presiding officer, for which an appeal to the Council shall lie pursuant to provisions of the Rules of the Council, may initiate an appeal by stating the fact of his/her disagreement and demanding determination by the Council as to whether the action of the presiding officer shall stand, or be reversed. The matter shall thereupon be forthwith voted upon by the Council, without debate. No action of the presiding officer shall be reversed unless two-thirds (2/3) of the members present shall vote for such reversal.

5 MEMBERS TO REMAIN IN CHAMBERS DURING MEETINGS No member shall leave the Council chambers after commencement of a meeting without permission of the presiding officer.

**RULE 7 PRESIDENT OF THE COUNCIL**

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

2 POWERS IN ABSENCE OF MAYOR During the Mayor’s absence from the City or inability to serve, the Council president shall be acting mayor and shall be vested with the powers and duties of the Mayor, except that the Council president may not approve an act which the Mayor has vetoed. When presiding over the Council, the president retains his/her vote as an Alderperson and may not cast an additional vote in case of tie.

**RULE 8 VOTING**

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

2 FORM OF VOICE VOTE All questions on a voice vote shall be put to the Council in this form: “All those in favor of \_\_\_\_\_ signify by saying ‘Aye’; those opposed say ‘No’”. When the outcome of a voice vote is uncertain, the presiding officer may direct or any member may call for a show of hands or a roll call vote.

3 MATTERS WHICH REQUIRE ROLL CALL VOTE Votes on the following matters shall always be by roll call vote:

- (a) Confirming appointments, which shall require a majority vote of all of the members.
- (b) Adopting any measure that assesses or levies taxes.
- (c) Appropriating or disbursing money.
- (d) Creating any liability or charge against the City or any fund of the City.

4 MATTERS WHICH REQUIRE VOTING BY BALLOT The election of all officers of the Council shall be by ballot.

5 ROLL CALL VOTE UPON DEMAND The “ayes and noes: by roll call vote shall be taken and recorded upon any question before the Council at the direction of the presiding officer or upon the demand of any member.

6 NO EXPLANATION OF VOTE DURING VOTING While the ayes and noes are being called, it shall not be in order for any member to explain his or her vote.

7 MAYOR’S VOTE The Mayor shall not be entitled to vote except in the case of a tie. When the Mayor does vote in the case of a tie, his or her vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on the matter.

8 CHANGING VOTE A Council member may change his or her vote on a matter up to the time the result of the vote is announced.

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

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

- 1. The number of “members present” if passage of that measure requires a favorable vote by a majority or other fractional vote of the Alderpersons present.
- 2. The presence or absence of a quorum for purposes of that particular vote.

**RULE 9 RECONSIDERATION OF QUESTION**

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

sufficient to comply with the Wisconsin Open Meeting Law. Only one motion to reconsider any vote may be made.

**RULE 10 RIGHT OF DISSENT AND PROTEST**

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

**RULE 11 MAYOR’S VETO**

The Mayor shall have the veto power as to all acts of the Council, except where is expressly or by necessary implication otherwise provided by Wisconsin Statutes. All acts of the council shall be submitted to the Mayor by the Clerk and shall be in force upon approval evidenced by the Mayor’s signature, or upon failing to approve or disapprove within 5 days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves an act of the Council the Mayor’s objections shall be filed with the Clerk, who shall present them to the Council at its next meeting. A two-thirds vote of all the members of the Council shall then make the act effective notwithstanding the objections of the Mayor. [sec. 62.09 (8) (c)].

**RULE 12 ORDINANCES**

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

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

3 PASSAGE OF ORDINANCES THE SAME DAY AS INTRODUCED No ordinance shall be passed on the same day that it was introduced unless the Council votes to suspend the rules and either:

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

**RULE 13 COMMITTEES**

1 APPOINTMENT OF STANDING COMMITTEES The standing committees of the Council shall be appointed by the mayor at the annual organizational meeting on the third Tuesday in April. Such appointments shall then be confirmed by vote of the Council.

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

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

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

**RULE 14 FINANCIAL MATTERS**

1 PROCEDURE FOR CERTIFICATION, AUDIT & PAYOUT OF FUNDS No account or other demand shall be allowed and directed to be paid until after it has been examined and certified to be correct by a committee of the Council and subsequently reported to and audited by the Council. However, payment of regular wages and salaries of officers and employees according to schedules adopted by the Council may be made by the Clerk without submission to the Council after ratification by the department head submitting them.

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

**RULE 15 MANNER OF FLOOR DELIBERATION BY MEMBERS**

1 RECOGNITION BY CHAIR No Alderperson shall address the Council until recognized by the presiding officer. When a member is about to speak to a question or make a motion, he or she shall respectfully address the presiding officer, who shall



determine and pronounce the name of the member entitled to the floor. The member shall confine himself or herself to the question under consideration and avoid irrelevancies or personal confrontation.

2 LIMIT ON SPEAKING TO A MATTER No member shall speak more than twice upon any question, nor for more than ten minutes at any one time without leave of two-thirds of the members present. The same rule shall be observed in committee of the whole.

3 PRECEDENCE OF MOTIONS When a question is before the Council, no motion shall be received, except:

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

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

4 MOTION TO ADJOURN A motion to adjourn shall always be in order unless the Council is engaged in voting, and such a motion shall be decided without debate.

5 MAKING AND SECONDING MOTION PREREQUISITE TO ACTION No motion shall be discussed or acted upon until it has been seconded, unless these rules specifically permit one Alderperson to initiate action. When a motion is made and seconded, it shall be deemed to be in possession of the Council and shall be stated by the presiding officer or by the Clerk. If the motion was submitted in writing, it shall be delivered to the Clerk and read by the presiding officer or by the Clerk previous to debate.

6 RECORDING OF MOTIONS Every motion or proposition shall either be reduced to writing or written verbatim into the Clerk's minutes.

7 WITHDRAWAL OF MOTIONS No motion shall be withdrawn without the consent of the Alderperson making and seconding the motion.

8 AMENDMENT OF MOTIONS No motion shall be amended without the consent of the Alderperson making and seconding the motion.

9 DIVISION OF QUESTION INTO COMPONENTS Any member may call for a division of a question into component questions when such a division can reasonably be made.

10 FILLING IN BLANKS Where the question under consideration has blanks, the largest number, longest time, and highest sum in filling up blanks shall be first put to the Council.

**RULE 16 PRESIDING OFFICER'S POWER TO DESIGNATE PERSONS TO ADDRESS COUNCIL**

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

**RULE 17 PETITIONS FROM MEMBERS OF THE PUBLIC**

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

**RULE 18 ADDRESSING COUNCIL BY MEMBERS OF THE PUBLIC**

The presiding officer may allow any member of the public to address the Council at any time that an Alderperson could address the Council under these rules. The presiding officer shall have the right to limit the time any such person may speak, may limit the number of persons speaking, and may place any other restrictions upon such presentation as the presiding officer may deem appropriate. The presiding officer may summarily cut off the presentation of any such member of the public who violates any restriction so imposed, or who indulges in personal insults or other disrespectful or inappropriate behavior before the Council.

**RULE 19 SUSPENSION OF RULES**

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

**RULE 20 AMENDMENT OF RULES**

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

**RULE 21 PRIOR RULES SUPERSEDED**

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

**RESOLUTION 2022 -**

**RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER ADOPTING AN AMENDMENT TO THE RULES OF THE COMMON COUNCIL – REGULAR MEETING TIME OF THE COMMON COUNCIL**

**WHEREAS**, Rule 1 of the Rules of the Common Council established a regular meeting day and time of the Common Council as the first Tuesday of each month at 7:30PM; and

**WHEREAS**, the Common Council encourages public participation and attendance at open meetings; and

**WHEREAS**, an earlier meeting time would allow for better coordination of presentations by out-of-town professionals, reduce or eliminate excess travel by employees, and reduce mental fatigue experienced during evening meetings; and

**WHEREAS**, the Common Council meeting time at **\_\_\_: \_\_\_ PM**, does not unduly prevent or limit public attendance; and

**NOW, THEREFORE, BE IT RESOLVED**, the amendment to Rule 1 Meetings of the Rules of the Common Council setting the regular meeting time at **\_\_\_: \_\_\_ PM** is adopted effective January 1, 2023.

**APPROVED**, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: \_\_\_\_\_, NOS: \_\_\_\_\_

Adopted this 20th Day of December 2022

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

Attest:

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

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

---

Item 7.

**Agenda Item:** Department Hours of Operation

**Meeting Date:** 12/20/2022

**Requested by:** Ashley Oliphant

**Background:** Resolution 2016-7 established the Monday through Friday hours of operation for departments as follows:

**Clerk/Treasurer's Office:** 7:30AM-4:30PM

**Police Department (non-union clerical):** 7:30AM-5PM

**Public Works Department:** 7AM-3:30PM

**Parks & Recreation:** 8AM-5PM

**Buildings & Grounds:** Mon-Thurs 6AM-3:30PM and Friday 6AM-10AM

**Utilities Office:** *Formerly 7:30AM-4:30PM. This year hours changed to 8AM-4:30PM – not subject to the Personnel Policies Handbook*

Requesting to adjust the hours of operation for Parks & Recreation and Police Department and include Tourism.

**Police Department (non-union clerical):** 7AM-5PM

**Parks & Recreation:** 8AM-4:30PM

**Tourism:** Hours vary to meet seasonal needs and may include the weekend

**Financial Impact:** None

**Funding Source:** Not Applicable

**Requested Action:** Motion to adopt Resolution 2022-TBD modifying the hours of operation for the Police, Parks & Recreation, and Tourism departments effective January 1, 2023.

**Attachments:** Resolution 2022-TBD regarding Hours of Operation

**RESOLUTION 2022 -**

**RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – HOURS OF OPERATION**

**WHEREAS**, the City of Richland Center (“the City”) employment policies are contained in the City Personnel Policies Handbook; and

**WHEREAS**, Resolution 2016-7 set the current hours of operations; and

**WHEREAS**, the City amends Section 201 Hours of Work of the Personnel Policies Handbook as follows:

The standard workday for hourly and salaried full-time employees shall be eight (8) hours with exception. The normal work week for all full-time employees shall be forty (40) hours. The hours of operation each day and week will be determined by the City and will be as follows:

**Clerk/Treasurer’s Office:** Monday through Friday 7:30AM-4:30PM

**Police Department (non-union clerical):** Monday through Friday 7AM-5PM

**Public Works Department:** 7AM-3:30PM

**Parks & Recreation:** 8AM-4:30PM

**Buildings & Grounds:** Mon-Thurs 6AM-3:30PM and Friday 6AM-10AM

**Tourism:** Hours vary to meet seasonal needs and may include weekends

**NOW, THEREFORE, BE IT RESOLVED**, the amendment to Section 201 Hours of Work of the Personnel Policies Handbook is adopted effective January 1, 2023.

**Personnel/Insurance Committee on 12/19/2022**

Cairns  AYE  NO

Walters  AYE  NO

Wallace  AYE  NO

*Referred to Council for approval on 12/19/2022*

**APPROVED**, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: \_\_\_\_\_, NOS: \_\_\_\_\_

Adopted this 20th Day of December 2022

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

Attest:

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

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

---

Item 8.

**Agenda Item:** Request to Purchase Archive Social

**Meeting Date:** 12/20/2022

**Requested by:** Ashley Oliphant and Billy Jones

**Background:** Social media records are subject to open records law. As such, all records must be archived to comply with legal requirements. Social media platforms are not designed to archive data, nor are they required to preserve data compliant with open records law. Currently, the City does not have a mechanism in place to capture social media posts (including comments, deletions, etc) outside of an employee periodically screen capturing posts. The manual process of screen capturing is inefficient and flawed (posts can be altered before or after screen capture).

To automate this process and preserve all data on social media platforms, Chief Jones and Administrator Oliphant explored available options. After reviewing vendors and their capabilities, Archive Social was deemed to be the best fit for the City. Archive Social is a cloud-based platform which captures content in real time and archives the content. The archive is searchable, content is easily reproduced in report form to provide for open records requests and has an alert system if personally identifying information or inappropriate content is posted.

Archive Social is the only US based company focused solely on social media record retention. However, CivicPlus has recently acquired Archive Social. The City utilizes CivicPlus platforms for the new website, accounting program, and the ordinances once the recodification process is completed. Over 150 Wisconsin municipalities utilize Archive Social including Mauston, Viroqua, Reedsburg, and the Cashton School District. More information can be reviewed on [archivesocial.com](http://archivesocial.com).

**Financial Impact:** \$3,588 per year (\$299/mo) for economy plan.

The economy plan allows for 12 accounts and up to 1,600 records per month. With the level of social media use the City currently engages in, this is sufficient. Once use expands, it will be necessary to transition to the standard plan. The standard plan allows for unlimited accounts and captures up to 3,500 records per month. The price of a standard plan is \$499/mo or \$5,988 per year. Archive Social has raised their fees once in the last five years. They indicated they did not foresee any near future pricing changes.

**Funding Source:** Expense included in 2023 budget

**Requested Action:** Motion to authorize the City Administrator to purchase Archive Social and implement use on all City social media platforms.

AGENDA ITEM DATA SHEET

---

**Agenda Item:** 7. Consider non-precedential vacation payout in Clerk's Office

**Meeting Date:** 12/20/2022

**Requested by:** Aaron Joyce

**Reviewed/Recommended by:** Finance Committee

**Background:** Deputy Clerk/Treasurer – Accountant was allocated 200 hours of Vacation time on 1/1/22. This is in addition to the 40 hours of Vacation time carried over from 2021. Due to the job requirements involving closing out the previous year's finances, preparing for the audit, and being short-staffed through the first 2/3 of the year, it was difficult to take large blocks of time off at a time to spend down the Vacation balance.

Use of Vacation time was discussed with the employee and a plan was developed in the fall to use the remaining balance of Vacation time that could not be carried over into 2023. Because of illness in the Clerk's office and the high demands of the Civic software implementation, four planned Vacation days were sacrificed for the operations of the department. I feel it is not prudent for this employee to lose these Vacation hours when the time off was scheduled in good faith. 32 hours of non-precedential Vacation time payout is being requested as a result.

**Financial Impact:** \$1,000.50. Includes wages & benefits (FICA, Medicare, & WRS contribution).

**Funding Source:** Funding source will come from the wages & benefits line item in the department's 2022 budget.

**Requested Action:** **Finance Requested Action:** Motion to recommend to Council authorizing a non-precedential payout of 32 hours of Vacation time in the Clerk's office.

**Council Requested Action:** Motion to authorize a non-precedential payout of 32 hours of Vacation time in the Clerk's office.

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

---

Item 10.

**Agenda Item:** Economic Development

**Meeting Date:** 12/20/2022

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

**Background:** The position of Economic Development Director is a shared role between the City and County. Although the role is technically a County employee, direction is provided from the RED Board. Due to the financial challenges the County is experiencing, the future of economic development as it currently stands is uncertain.

While a significant effort has been made in demonstrating the value and benefit of the role, the County has not identified a means to continue funding the position beyond 2023. To preserve the position and continue the City's economic development efforts, the full cost of the position/department was included in the 2023 budget allowing the City to create a full-time position and withdraw from the Structural Document which established the shared position.

Taking this action will ensure the City's economic development efforts are not hindered. It will also alleviate the financial burden of the role on the County. The City may opt to provide ongoing economic development services to the County at an hourly rate or other arrangement to be determined.

**Financial Impact:** \$120,953 (all expenses related to the role)

**Funding Source:** Accounted for in the 2023 budget

**Requested Action:** Motion to adopt Resolution 2022-TBD authorizing the issuance of a Notice to Withdraw to Richland County, and establishment of a full-time City position for the purpose of economic development.



## Richland Economic Development Board Structural Document

### 1. Creation of the Board of Economic Development.

There is hereby created the Board of Richland Economic Development to promote economic development within Richland Center and Richland County (collectively, the “Parties”).

**A. Overview:** The creation of the Richland Economic Development (RED) Board is a collaboration between three sectors: (1) City and County government, (2) the business community, and (3) the civic sector. The RED Board works to promote the progress and benefit of economic development in Richland County and Richland Center for healthy growth.

#### **B. Definitions:**

- i. Government Sector:** The Richland County Board of Supervisors and The Richland Center City Council are the governmental entities represented on the RED Board.
- ii. Commerce Sector:** Privately owned businesses or entities of commerce in Richland County who seek the economic development and well-being of the people of Richland County and Richland Center.
- iii. Civic Sector:** Community development organizations, service organizations, philanthropic and benevolent organizations that are focused on a broad interest of development and betterment of the community.

#### **C. Mission Statement:**

*Fostering a Community of Opportunity, Success, and Excellence*

**D. Scope:** The RED Board is to promote a common mission, vision, and strategic planning for economic development in Richland County and Richland Center. The RED Board will promote goodwill and invitational posturing toward the established community and the attractional population. RED will participate in and work with regional development.

**E. Representation:** The RED Board will be the official representative of the City of Richland Center, Richland County, the Commerce Sector, and the Civic Sector for economic development throughout Richland County. The RED Board will work to create ideas, vision, direction and focus for economic development. The RED Board will take actions to bring prosperity to Richland County. Through the Economic Development Director (EDD), the RED Board will be the point of contact for interested parties for economic investment and development and will negotiate within its designated powers to bring in potential development to the City and County. The RED Board will also inform, advise, and consult with governmental entities, businesses, civic groups, and individuals so as to promote the economic well-being of Richland County and Richland Center.

#### **F. Composition of the RED Board:**

- i. **The RED Board** shall be comprised of eleven (11) members. Of these eleven members the following representation will exist:
  - a. The County Board Chair or Vice Chair
  - b. The Mayor of Richland Center or the City Council President
  - c. The City Administrator or City Clerk if there is not an Administrator  
(*Non-Voting Member*)
  - d. The County Administrator or County Clerk if there is not an Administrator  
(*Non-Voting Member*)
  - e. The Civic Sector representative
  - f. Five members from the Commerce Sector
  - g. One Citizen at Large
  
- ii. **The Commerce Sector members** will be chosen from the following categories. There should only be one member of the RED Board that represents any of the categories at any given time.
  - a. Manufacturing/industry
  - b. Health care
  - c. Education
  - d. Chamber of Commerce
  - e. Recreation/motels/restaurants
  - f. Banking/financial
  - g. Retail
  - h. Utilities
  - i. Small businesses
  - j. Agriculture/food supply
  - k. Entrepreneurship
  - l. Villages and Towns
  - m. Forestry
  
- iii. **The Citizen at Large** will represent or have expertise in the areas of;
  - a. Youth/under age 25
  - b. Disadvantaged people
  - c. Non-profits
  - d. Economic and Community Development
  
- iv. **The Civic Sector Representative** will have experience in the following fields;
  - a. Community development organizations
  - b. Service organizations
  - c. Philanthropic and benevolent organizations that are focused on a broad interest of development and betterment of the community.
  
- v. **The Government Sector** will be represented exclusively by the Mayor of Richland Center or the City Council President, the Richland County Board Chair or Vice Chair, the City Administrator or Clerk, and the County Administrator or Clerk. No other representative or official from either the Richland County Board or the Richland Center City Council may serve on the RED Board.

- vi. **Qualifications:** The RED Board members will make efforts to have broad representation from the stakeholders of the various categories above who have a record of knowledge and participation in community and economic development.
- vii. **Board Member Selection:** The RED Board will recruit new members from the designated categories above. Nominations will be open for any voting member of the Board to nominate someone to the Board who fits the category designated by the Board. After examination by the RED Board or a subcommittee, the RED Board will vote to seat a new member. This process will apply to new members on a four-year rotational term or to someone who will fill a seat vacated prior to the term expiration. A member is elected to the Board by simple majority.
- viii. **Chair:** The RED Board shall choose a chair from the voting members of the RED Board annually, at the last meeting of the calendar year to be seated at the January meeting.
- ix. **Voting powers:** All members of the RED Board will be voting members except the City Administrator and County Administrator.
- x. **Terms of Office:** Each RED Board member, except the four *ex officio* government members, shall serve a term of four-years on a rotating basis. Two seats shall expire each year and one seat will expire in the fourth year of a four-year cycle. Normally scheduled Board Member selections will occur in November of each year with new members being seated at the January meeting. Board Member selections to fill seats that have been vacated prior to the end of the associated term will be filled in accordance with 1(F)(viii) above at the earliest convenience of the RED Board. Existing RED Board members may be nominated and re-elected at the discretion of the RED Board.
- xi. **Removing a RED Board Member** requires a three-quarter vote of the RED Board voting members seated.

## 2. Powers, Duties, and Responsibilities of the Richland Economic Development Board.

The Board shall have the following powers and duties and none other.

- A. **Meetings:** The RED Board shall meet at least every other month or six (6) times per year with proper public notice for a governmental meeting.
  - i. **Attendance:** RED Board members shall attend all meetings of the RED Board each year. There will be one excused absence from a meeting of the RED Board with advance notice for each voting member.
  - ii. **A quorum** shall consist of a majority of the voting members.
  - iii. **Agendas** will be set by the Chair with contributions by the RED Board Members.
  - iv. **Meeting Minutes** of the RED Board will be maintained for each RED Board meeting at the direction of the Chair and will be posted to the City and County meetings site.

- v. **Open Meeting Laws:** The RED Board is subject to Wisconsin Open Meetings Laws.
  - vi. **Conduct of Meetings:** In general, and in all disputed matters, Roberts Rules of Order shall be observed. In non-binding instances, consensus may be observed.
  - vii. **Voting:** Each voting member shall have one vote.
  - viii. **Votes:** Votes may be taken by voice or in writing as determined by the Chair.
- B. Authority:** The Board advises on policies, procedures, and strategic goals for economic development for Richland Center and Richland County and measures the progress of the goals, including goals and objectives for the Economic Development Director.
- C. Budget:** The Board will create a budget annually to be submitted to the City of Richland Center and Richland County for approval.
- i. The budget shall identify all expenses related to the employment of the EDD and the operation of the office.
  - ii. The budget shall be submitted to the County and City consistent with their respective budget deadlines.
  - iii. The budget must be approved by both the County Board and the City Council before it is effective. In the event that the budget is not approved by the County Board and/or the City Council for the succeeding year, the previous year's budget shall be used until such time as both governing bodies approve the succeeding year's budget.
  - iv. The RED Board shall not authorize any expenditures other than what has been approved in the budget with the exception of Private Contributions (See 4(C) below).
- D. Audit:** The Board shall provide an audit or accounting of its financial records annually.
- E. Community Presence:** The Board shall Encourage interaction with and investment in economic development for the City and the County.
- F. Reporting:** The Board shall report to the City Council and County Board at least annually through the EDD.
- G. Town Boards:** The Board shall communicate with town boards and village boards for reporting and development of professional relationships.
- 3. Economic Development Director (EDD)**  
 The RED Board will hire and oversee an EDD who will serve the needs to Richland County and Richland Center for economic development. While Richland County will act as the employer of record, it is understood that the EDD is a shared position. The employment aspects of the position will be under the guidelines of Richland County (wages, benefits, days off, health insurance...), while the functioning of the position (priorities, efforts, work habits, expectations...) of EDD will be overseen and directed by the RED Board.

- A. EDD evaluation:** The RED Board shall complete an annual evaluation of the EDD. The RED Board may recommend to the County Administrator and the County Board discipline or termination of the EDD based on performance. The RED Board may also recommend promotion or pay increases in the budget based on the performance of the EDD.
- B. Non-monetary contribution:** The City will provide office space and office appurtenances (internet, land line, water, sewer, electric, heat...) for the EDD.
- 4. Funding:** The budgetary funding for the EDD position and staffing will be the responsibility of the City of Richland Center and Richland County Government. Other funds may be raised privately by the RED Board or its designees.
- A. Shared contributions:** The City and County shall contribute to the approved budget which will pay all expenses related to wages, benefits, and professional expenses of the EDD. The County shall be responsible 60% of the funding and the City shall provide 40% of the funding. On an annual basis the City will pay their portion of the funding to the County.
- B. Fiscal agent:** The County will function as the fiscal agent for funds contributed by government entities.
- C. Private contributions:** Private contributions will be accounted for separately from government contributions and will be expended at the discretion of the RED Board.
- 5. Responsibilities of the City**
- A.** The City's proportional contribution of the approved budget each year for the Shared Contribution.
- B.** Posting of the EDD services and events on the City website with a separate and designated page for economic development.
- C.** Provide sufficient office space for the EDD.
- D.** Provide internet, land line phone services, water, sewer, electric and heating for the EDD office space.
- E.** Provide the City Mayor as a voting Member to the Board.
- F.** Provide City Administrator or Clerk as the ex-officio member from the City government as a non-voting Member to the Board.
- 6. Responsibilities of the County**
- A.** The County's proportional contribution of the approved budget each year for the Government Contribution.

- B. Posting of the EDD services and events on the County website with a separate and designated page for economic development.
- C. To be the fiscal agent of the Shared Contribution received each year.
- D. Provide the County Board Chair as a voting Member to the Board.
- E. Provide the County Administrator or Clerk as the ex-officio member from the County government as a non-voting, Advisory Member to the Board.

#### **7. Indemnification**

The County and City shall indemnify, defend and hold harmless each other from all claims arising out of this Structural Document.

#### **8. Term**

The term of this Structural Document is for ten (10) years. The term will commence upon execution of this Structural Document. The Parties shall, not less than six (6) months prior to the expiration of this Structural Document, commence a joint review of the Agreement for purposes of renewing the Structural Document or negotiating for a successor agreement. This Structural Document shall automatically renew for a period of 10 years unless otherwise agreed to by the parties.

#### **9. Amendments**

Amendments to this Structural Document shall only be made by an affirmative vote of the City Council and the County Board.

#### **10. Termination**

This Structural Document may be terminated as follows:

- A. By mutual agreement of all the parties.
- B. If one of the governmental entities fails to make its budgeted and required contribution pursuant to this Structural Document, the other governmental entity may terminate this Structural Document upon such default.
- C. Either governmental entity may withdraw from this Structural Document provided they notify the other entity in writing of that intent by serving upon the other parties a "Notice of Intent to Withdraw." Upon the service of such Notice, the parties agree to meet and confer in a reasonable manner (time, location and number of meetings) within ninety (90) days to discuss the proposed withdrawal and potential amendments to the Structural Document. After ninety (90) days from service on all of the parties of the "Notice of Intent to Withdraw," the party which served that Notice may withdraw from the Structural Document by service upon all of the parties of a written "Notice of Withdrawal."

#### **11. Miscellaneous**

- A. No Assignment. No party may assign any of its rights or obligations under this Structural Document without the prior written consent of all parties.
- B. Entire Structural Document. This Structural Document and all other documents and agreements expressly referred to herein contain the entire agreement between the parties with respect to the matters set forth herein.
- C. Waiver. No failure or delay by any party in exercising any right, power or privilege in this Structural Document shall operate as a waiver thereof.
- D. Governing Law. This Structural Document shall be construed in accordance with the internal laws of the State of Wisconsin.
- E. Neutral Construction. This Structural Document is the result of a negotiated agreement by the parties and prior to the execution of this Structural Document each party had sufficient opportunity to have review of the document by legal counsel. Nothing in this Structural Document shall be construed more strictly for or against either party because that party's attorney drafted this Structural Document or any portion thereof or attachment thereto.
- F. Originals and Counterparts. This Structural Document may be executed in any number of counterparts, each of which shall be deemed to be an original.
- G. Incorporation of Attachments. All exhibits and other documents attached hereto or referred to herein are hereby incorporated in and shall become a part of this Structural Document.
- H. Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Structural Document.
- I. Severability. In the event that one portion of this Structural Document, or the application of this Structural Document to any extent is deemed invalid or unenforceable by a court of competent jurisdiction, then (unless in the judgment of the party adversely affected thereby such provision was a material part of the consideration for their entering into this Structural Document that without it they would not have entered into the Structural Document) the remainder of this Structural Document or the application of such provision shall be valid and enforceable to the fullest extent permitted by law.

**RESOLUTION 2022 -**

**RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER CREATING A FULL-TIME POSITION FOR THE PURPOSE OF ECONOMIC DEVELOPMENT**

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

**WHEREAS**, the City and the Richland County both contribute about equally for the position of Economic Development Director; and

**WHEREAS**, the Economic Development Director serves both the City and the County while reporting to and receiving direction from the Richland Economic Development Board; and

**WHEREAS**, Richland County has identified Economic Development as a department eligible for elimination due to their financial challenges; and

**WHEREAS**, Richland County has explored alternative funding mechanisms without success; and

**WHEREAS**, both the City and Richland County may withdraw from the Structural Document establishing the shared Economic Development Director position without penalty; and

**WHEREAS**, the City has experienced demonstrable value from the role of Economic Development Director and wishes to preserve the position; and

**WHEREAS**, the City is committed to economic development and will support these efforts by creating a full-time position for the purpose of pursuing economic development; and

**NOW, THEREFORE, BE IT RESOLVED**, the members of the Common Council do hereby authorize issuing Richland County a Notice of Intent to Withdraw from the Structural Document, and the establishment of a full-time position at the City for the purpose of pursuing economic development effective January 1, 2023.

**APPROVED**, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: \_\_\_\_\_, NOS: \_\_\_\_\_

Adopted this 20th Day of December 2022

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

Attest:

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



Decker Supply Co Inc.  
 1115 O'Neill Ave  
 PO Box 8008  
 Madison WI 53708

# QUOTATION

Item 13.

Quote Number: 479795  
 Quote Date: 11/18/22  
 Page: 1  
 Customer Phone: 608 647-3559  
 Customer Fax:

**B** CITY OF RICHLAND CENTER  
**I** 450 S MAIN ST  
**L** RICHLAND CENTER, WI 53581  
**L**

**S** CITY OF RICHLAND CENTER  
**H** 141 W ROBB RD  
**I** RICHLAND CENTER, WI 53581  
**P** ATTN: TERRY

Entered By: JOSH  
 Location:  
 Account Cd: RICHL CWI  
 Salesperson: 7250

RFQ Number:  
 Ship Via: DIRECT  
 Taxable: Y  
 Pmt Terms: NET 30

Line	Order Qty	Part Number	Description	Price	UM	Ext Price	Est Ship
------	-----------	-------------	-------------	-------	----	-----------	----------

\* SOLAR POWERED LED FLASHING  
 STOP SIGN, MOUNTING TO THE TOP  
 OF A 2 2/8" ROUND POST \*

1	1.00	MISC	TRAFFIC CALM SOLAR POWERED LED FLASHING STOP SIGN - SOLAR POWERED BASIC SIGN CONTROLLER (FLASHES 24-7, PLUG AND PLAY) - 30 WATT SOLAR PANEL - MOUNTING BRACKETS - 36" FLASHER RING, RED LED'S  - ADD FREIGHT - SHIP DIRECT - SALESPERSON: JOSH	\$1,598.0000	EA	\$1,598.00	11/18/22
---	------	------	---	--------------	----	------------	----------

Thank you for the opportunity  
 of quoting.

Prices are good for 45 days  
 from quotation date.

Subtotal: \$1,598.00  
 Sales Tax: \$0.00  
 Freight: \$0.00  
 Total: \$1,598.00

Date	Vendor	Invoice/Account #	Cost	Description	Budget Line
11/30/2022	Baker & Taylor Adult Account	L5408232	607.30	Book Orders	720
11/30/2022	Baker & Taylor YS Account	L4275042	618.80	Book Orders	720
11/27/2022	BMO Harris Bank	3490	55.31	Zoom & Late Charge	390
12/1/2022	City Treasurer		6,082.86	Staff benefits OCT	100
12/1/2022	City Treasurer		6,082.86	Staff benefits NOV	100
12/13/2022	City Utilities	10-00600-00	619.74	Electric	320
12/13/2022	City Utilities	10-00601-00	215.43	Water/Fire/Sewer	320
12/7/2022	Department of Administration	505-0000074999	600.00	TEACH Services	300
12/1/2022	Frontier Communications	608-647-6444-010165-5	308.01	Phone	300
12/202/2022	Genuine Telecom	99900	40.73	Elevator phone line	300
12/9/2022	Milwaukee Public Library		13.92	Lost Wiscat Item	720
12/14/2022	Phillips Public Library		29.95	Lost Wiscat Book	720
12/19/2022	Protection Technologies	22701	955.00	Fire Alarm Service Agreement	470
11/29/2022	Rhyme Business Products	32937157	166.25	Copier Lease	340
12/15/2022	Rhyme Business Products	33039103	137.67	Copier Lease	340
12/10/2022	Syncb/Amazon	60457 8781 039571 1	4,045.33	Library Supplies	Various
11/30/2022	Walsh's Ace Hardware	100115	203.68	Custodian Supplies	530
12/8/2022	We Energies	0713704970-00001	659.28	Heat	310
11/30/2022	Woodward Community Media	317952	30.00	Laminating	520

21,472.12

# PUBLIC WORKS BILLS

Meeting Date: 12/13/22

VENDOR	DESCRIPTION	AMOUNT
<b>auto vaue</b>	<b>54200-420 truck repair</b>	<b>122.97</b>
Auto value	54200-420 truck repair	108.64
Bindl Bauer lime stone	54200-490 rock for washout landfill	252.38
Bindl tire	54200-420 mount truck tires	86.00
D.L. gasser	54200-560 r/w contr.work	18,480.00
Ewers contracting	street project outlay	2,165.92
MSA engineering	54110-560 7th-8th street loop	4,509.44
napa	54200-500 gas	33.18
napa	54200-500 gas	33.18
natures way	54500-560 landfill porta potty	162.50
pomps tire	54200-420 truck tires	657.96
town&country sanitation	54600-560 garbage	15,906.38
town&country sanitation	54700-560 recycling	7,439.88
town&country sanitation	54550660 landfill transfer cost	3,178.72
vierbicher engineering	56200-560 dike inspection	1,900.00
walshs ace hardware	54200-520 pitch fork	54.99
walshs ace hardware	54200-390 r/w markers	5.56
walshs ace hardware	54100-520 garage supplies	44.77
walshs ace hardware	54100-520 garage supplies	2.41
walshs ace hardware	54400-440 snow equip.repair	32.34
walshs ace hardware	54100-520 garage supplies	11.14
walshs ace hardware	54200-390 rw markers	55.62
wil-kil pest control	54500-560 landfill contr.work	63.30

**PARK BOARD BILLS**

Item 14.

<b>December 12, 2022</b>		
American Lifeguard Products	Add'l suits ordered in August	107.95
ASCAP	Annual license fee for music in the park	412.04
Capital One	WalMart charges-CC/SC supplies	83.54
Oman, Oleva	Refund CC rent	72.00
Rhyme Business Products	Community Center supplies	57.60
Rhyme Business Products	CC copier contract payments	309.30
Shopping News	Employee business card	189.48
Wil-Kil Pest Control	Community center pest control	76.55
	<b>Total</b>	<b>1,308.46</b>

# Park/Property Bills

Total

**\$3,314.13**

29-Nov-22

Item	Invoice#/WO#/PO#	Invoice/WO/PO Date	Cost
All American Do it Center: 10-55300-655 Parks/Shelter Expense/Garbage barrels	19542/2	11/22/2022	\$461.27
Holiday Wholesale: 10-55300-700 Parks Supplies	1263197	11/16/2022	\$45.84
Premier Co-op: 10-51850-500 Parks Fuel	102-522852	10/31/2022	\$1,484.86
Ritchie Implement, Inc.: 10-55300-470 Toolcat repair	161347C	11/22/2022	\$665.24
Walmart: 10-55200-390 Community Center Christmas supplies x2, 10-55300- 390 Parks dike camera supplies	Trans ID# 302320543743593, 872320631125351, 862333738165798	11/16/22, 11/29/22	\$274.37
Walsh's ACE Hardware: 10-54900-390 Airport door, 10-55300-390 x3 Parks xmas/snow/dike camera supplies, 10- 55200-390 Comm. Ctr. supplies, 10-61000- 961 Parks outlay cameras, 10-55300-400 Parks safety equipment, 10-51850-500 Airport fuel additive	478430, (478504/478587/479117), 478594, 478830, 478906, 479231	11/15/22, (11/16/22, 11/17/22, 11/28/22), 11/17/22, 11/21/22, 11/22/22, 11/29/22	\$319.25
Wil-Kil Pest Control: 10-61000-960 Community Center Outlay monthly contract	4535331	11/16/2022	\$63.30
<b>Total</b>			<b>\$3,314.13</b>

# Park/Property Bills

Total

**\$3,667.90**

12-Dec-22

Item	Invoice#/WO#/PO#	Invoice/WO/PO Date	Cost
All American Do it Center: 10-55300-655 Parks/Shelter Expense/SIGNAGE + 10- 55300-400 Parks/Shelter Expense/EMPL SAFETY EQUIPMENT	19758/2	12/5/2022	\$103.97
Blain's Farm & Fleet: 10-55300-400 Parks/Shelter Expense/EMPL SAFETY EQUIPMENT	1648	12/11/2022	\$110.76
Ferrellgas: 10-54900-310 Airport Heat	5007413186	11/27/2022	\$24.47
Holiday Wholesale: 10-51850-520 Bldgs/Property Supplies x2	1274159, 1280453	11/30/2022, 12/06/22	\$1,041.60
Klingaman Heating & Cooling, LLC: 10- 61000-961 Parks Outlay/Furnaces x2	2150, 2152	12/10/2022, 12/12/22	\$1,616.15
Nature's Way Portable Units: 10-55300- 655 Parks/Shelter Expense/Potty @Bike Trail	52507	11/30/2022	\$162.50
Rhyme: 10-55300-390 Parks/Misc Expense/Office Calendars	AR595592	11/30/2022	\$57.60
Walmart: 10-55300-390 Parks/Shelter Exp/Garbage bins, 10-51800-390 Municipal Bldg Misc Expense x3	Trans ID# 162334731105010, 822341521776780, 912341682442191, 062342505407459	11/30/22, 12/7/22 x2, 12/8/22	\$528.41
Walsh's ACE Hardware: 10-55300-655 Parks/Shelter Expense, 10-55300-470 Parks/Maintenance & Repair skidsteer	479357, 479979	12/1/22, 12/12/22	\$22.44
<b>Total</b>			<b>\$3,667.90</b>

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
<b>ALERE TOXICOLOGY SERVICE (2789)</b>						
ALERE TOXICOLOGY SERVICE	L338430	1	Invoice	ACCT #124842-RC POLICE	11/30/2022	64.22
Total ALERE TOXICOLOGY SERVICE (2789):						64.22
<b>ALLIANT ENERGY (14)</b>						
ALLIANT ENERGY	12-2022 HAN	1	Invoice	ACCT #1036510000-HANGAR	12/08/2022	91.54
ALLIANT ENERGY	12-2022 HAN	2	Invoice	ACCT #8290837462-TERMINAL BLDG	12/08/2022	114.80
ALLIANT ENERGY	12-2022 HW	1	Invoice	ACCT #5572730000-HWY14 WALMART	12/13/2022	13.71
ALLIANT ENERGY	12-2022 HW	1	Invoice	ACCT #1601850000-HWY80 SHELTER	12/09/2022	17.25
Total ALLIANT ENERGY (14):						237.30
<b>AUTO ZONE (1663)</b>						
AUTO ZONE	1990733299	1	Invoice	ACCT #000497434-POLICE DEPT	11/04/2022	21.09
Total AUTO ZONE (1663):						21.09
<b>AXON ENTERPRISE, INC (3450)</b>						
AXON ENTERPRISE, INC	INUS121040	1	Invoice	POLICE INV #INUS121040	12/01/2022	7,188.00
Total AXON ENTERPRISE, INC (3450):						7,188.00
<b>CITY UTILITIES (3730)</b>						
CITY UTILITIES	12-2022 SHE	1	Invoice	EL/WA/SE-PARK SHELTERS	12/13/2022	642.66
CITY UTILITIES	12-2022 STR	1	Invoice	EL/WA/SE-STREET SHOP	12/13/2022	398.11
CITY UTILITIES	12-2022 STR	2	Invoice	EL BILL-LANDFILL	12/13/2022	116.03
CITY UTILITIES	12-2022 STR	3	Invoice	EL BILLS-FLOODWARNING	12/13/2022	131.45
CITY UTILITIES	12-2022 STR	4	Invoice	EL BILLS-STREET LIGHTS	12/13/2022	7,638.84
CITY UTILITIES	EL/WA/SE 12	1	Invoice	EL/WA/SE-MUN BLDG	12/13/2022	911.55
CITY UTILITIES	EL/WA/SE 12	2	Invoice	EL BILL-MUN BLDG EV CHARGING	12/13/2022	40.89
CITY UTILITIES	EL/WA/SE 12	3	Invoice	EL/WA/SE-RR DEPOT	12/13/2022	106.61
CITY UTILITIES	EL/WA/SE 12	4	Invoice	EL/WA/SE-COMM CENTER	12/13/2022	1,397.13
CITY UTILITIES	EL/WA/SE 12	5	Invoice	EL/WA/SE-PARK SHOP	12/13/2022	71.77
CITY UTILITIES	EL/WA/SE 12	6	Invoice	EL/WA/SE-CEMETERY	12/13/2022	185.28
CITY UTILITIES	EL/WA/SE 12	7	Invoice	EL/WA/SE-AQUATIC CENTER	12/13/2022	599.37
CITY UTILITIES	EL/WA/SE 12	8	Invoice	EL BILL-AUDITORIUM EV STATION	12/13/2022	24.99
CITY UTILITIES	EL/WA/SE 12	9	Invoice	EL/WA/SE-PARK BILLS	12/13/2022	637.48
Total CITY UTILITIES (3730):						12,902.16
<b>COMPUTER DOCTORS LLC (2323)</b>						
COMPUTER DOCTORS LLC	5091	1	Invoice	ASSESSOR INV #5091	11/14/2022	110.63
Total COMPUTER DOCTORS LLC (2323):						110.63
<b>FRONTIER (2783)</b>						
FRONTIER	12-2022 FRO	1	Invoice	ACCT #26200109181030985-RCPD	12/01/2022	10.70
Total FRONTIER (2783):						10.70
<b>GENUINE TELECOM (1035)</b>						
GENUINE TELECOM	12-2022 MU	1	Invoice	ACCT #20300-CLERK/TREAS	12/20/2022	96.57
GENUINE TELECOM	12-2022 MU	2	Invoice	ACCT #20300-BLDG INSP	12/20/2022	35.38
GENUINE TELECOM	12-2022 MU	3	Invoice	ACCT #20300-MAYOR	12/20/2022	35.38
GENUINE TELECOM	12-2022 MU	4	Invoice	ACCT #20300-ASSESSOR	12/20/2022	35.38
GENUINE TELECOM	12-2022 MU	5	Invoice	ACCT #20300-RR DEPOT	12/20/2022	35.38
GENUINE TELECOM	12-2022 MU	6	Invoice	ACCT #20300-CITY DSL	12/20/2022	125.00

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
GENUINE TELECOM	12-2022 MU	7	Invoice	ACCT #20300-POLICE DSL	12/20/2022	88.00
GENUINE TELECOM	12-2022 PAR	1	Invoice	ACCT #73700-PARK SHOP	12/20/2022	48.76
GENUINE TELECOM	12-2022 PAR	2	Invoice	ACCT #73700-MEYERS BLDG	12/20/2022	26.92-
GENUINE TELECOM	12-2022 PAR	3	Invoice	ACCT #73700-AQUATIC CENTER	12/20/2022	40.38
GENUINE TELECOM	12-2022 PAR	4	Invoice	ACCT #73700-COMM CENTER	12/20/2022	180.76
GENUINE TELECOM	12-2022 PAR	5	Invoice	ACCT #73700-CC FIRE ALARM	12/20/2022	35.38
GENUINE TELECOM	12-2022 POL	1	Invoice	ACCT #641500-POLICE DEPT	12/20/2022	146.69
GENUINE TELECOM	12-2022 STR	1	Invoice	ACCT #641600-STREET SHOP	12/20/2022	35.38
GENUINE TELECOM	12-2022 STR	2	Invoice	ACCT #641600-AIRPORT	12/20/2022	106.24
GENUINE TELECOM	12-2022 STR	3	Invoice	ACCT #641600-LANDFILL	12/20/2022	50.61
Total GENUINE TELECOM (1035):						1,068.37
<b>KIESLER POLICE SUPPLY (3690)</b>						
KIESLER POLICE SUPPLY	IN203271	1	Invoice	ACCT #L76409-POLICE DEPT	12/01/2022	449.00
Total KIESLER POLICE SUPPLY (3690):						449.00
<b>RHYME BUSINESS PRODUCTS (2921)</b>						
RHYME BUSINESS PRODUCTS	32965808	1	Invoice	POLICE COPIER INV #32965808	12/05/2022	209.91
Total RHYME BUSINESS PRODUCTS (2921):						209.91
<b>RICHLAND ELECTRIC CO-OP (357)</b>						
RICHLAND ELECTRIC CO-OP	12-2022 REC	1	Invoice	ACCT #667401-FLOODWARNING	12/02/2022	38.97
Total RICHLAND ELECTRIC CO-OP (357):						38.97
<b>RICHLAND FIRE DISTRICT (1629)</b>						
RICHLAND FIRE DISTRICT	222173	1	Invoice	FIRE CALL-MCCONKEY HAZMAT	11/15/2022	300.00
RICHLAND FIRE DISTRICT	222179	1	Invoice	FIRE CALL-HILLSIDE DEPO APMTS	11/20/2022	600.00
RICHLAND FIRE DISTRICT	222182	1	Invoice	FIRE CALL-KWIK TRIP GAS SPILL	11/27/2022	632.00
RICHLAND FIRE DISTRICT	222183	1	Invoice	FIRE CALL-R NIMOCKS ACCIDENT	11/27/2022	600.00
RICHLAND FIRE DISTRICT	222188	1	Invoice	FIRE CALL-HILLSIDE DEPO APMTS	12/04/2022	600.00
RICHLAND FIRE DISTRICT	222195	1	Invoice	FIRE CALL-HILLSIDE DEPO APMTS	12/11/2022	600.00
Total RICHLAND FIRE DISTRICT (1629):						3,332.00
<b>RUNNING, INC (2759)</b>						
RUNNING, INC	27097	1	Invoice	INV #27097-NOV TAXI EXP	12/09/2022	21,346.12
RUNNING, INC	27097	2	Invoice	INV #27097-NOV TAXI REV	12/09/2022	8,835.00-
Total RUNNING, INC (2759):						12,511.12
<b>TC AUTOWORKS LLC (3622)</b>						
TC AUTOWORKS LLC	11-2022 POL	1	Invoice	POLICE INV #10471	12/02/2022	56.93
TC AUTOWORKS LLC	11-2022 POL	2	Invoice	POLICE INV #10516	12/02/2022	55.93
TC AUTOWORKS LLC	11-2022 POL	3	Invoice	POLICE INV #10549	12/02/2022	522.56
Total TC AUTOWORKS LLC (3622):						635.42
<b>U S CELLULAR (433)</b>						
U S CELLULAR	12-2022 US	1	Invoice	ACCT #854828109-FLOODWARNING	12/10/2022	40.51
Total U S CELLULAR (433):						40.51
<b>W CHRIS MCGOUGH, LLC (3688)</b>						
W CHRIS MCGOUGH, LLC	1433	1	Invoice	INV #1433-TRAFFIC COURT	12/20/2022	3,675.00



Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
W CHRIS MCGOUGH, LLC	1434	1	Invoice	INV #1434-COUNCIL/GENL TASKS	12/20/2022	1,400.00
Total W CHRIS MCGOUGH, LLC (3688):						5,075.00
<b>WAL-MART (3069)</b>						
WAL-MART	12-2022 DIC	1	Invoice	RESTITUTION-DICKEN TO WALMART	12/09/2022	95.76
Total WAL-MART (3069):						95.76
<b>WE ENERGIES (808)</b>						
WE ENERGIES	12-2022 CIT	1	Invoice	ACCT #070047605100006-MUN BLDG	12/08/2022	514.90
WE ENERGIES	12-2022 CIT	2	Invoice	ACCT #070047605100001-RR DEPOT	12/08/2022	163.99
WE ENERGIES	12-2022 CIT	3	Invoice	ACCT #070047605100005-COMM CENTER	12/08/2022	731.35
WE ENERGIES	12-2022 CIT	4	Invoice	ACCT #071031598000001-PARK SHOP	12/08/2022	157.70
WE ENERGIES	12-2022 CIT	5	Invoice	ACCT #070014806400001-CEMETERY	12/08/2022	95.25
WE ENERGIES	12-2022 CIT	6	Invoice	ACCT #070852515300001-MEYERS BLDG	12/08/2022	198.29
WE ENERGIES	12-2022 CIT	7	Invoice	ACCT #070047605100003-A/C CONC	12/08/2022	10.89
WE ENERGIES	12-2022 CIT	8	Invoice	ACCT #070047605100002-A/C POOL	12/08/2022	28.05
WE ENERGIES	12-2022 CIT	9	Invoice	ACCT #070894498700001-STREET SHOP	12/08/2022	444.40
Total WE ENERGIES (808):						2,344.82
<b>WI DEPT OF REVENUE 3 (482)</b>						
WI DEPT OF REVENUE 3	11-2022 AV F	1	Invoice	AV TAX ACCT #530-0000593333-09	11/30/2022	12.96
Total WI DEPT OF REVENUE 3 (482):						12.96
<b>WIL-KIL PEST CONTROL (464)</b>						
WIL-KIL PEST CONTROL	4560589	1	Invoice	ACCT #133002-LANDFILL	12/07/2022	63.30
WIL-KIL PEST CONTROL	4560689	1	Invoice	ACCT #131539-MUN BLDG	12/07/2022	63.30
WIL-KIL PEST CONTROL	4561447	1	Invoice	ACCT #210363-COMM CENTER	12/07/2022	76.55
WIL-KIL PEST CONTROL	4561647	1	Invoice	ACCT #131539-MEYER BLDG	12/07/2022	63.30
Total WIL-KIL PEST CONTROL (464):						266.45
Grand Totals:						46,614.39

Report GL Period Summary

GL Period	Amount
00/00	46,614.39
Grand Totals:	46,614.39

Vendor number hash: 65527  
 Vendor number hash - split: 135458  
 Total number of invoices: 36  
 Total number of transactions: 71

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	46,614.39	.00	46,614.39

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Grand Totals:	46,614.39	.00	46,614.39