OFFICIAL PUBLIC NOTICE

MEETING OF THE COMMON COUNCIL

TUESDAY, OCTOBER 07, 2025 AT 6:30 PM

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

TEAMS: bit.ly/RCTeamsMeeting

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.*

APPROVAL OF AGENDA

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

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

TREASURER'S REPORT

1. Treasurer's Report

PAYMENT OF BILLS

2. Bills for Approval

ITEMS FOR DISCUSSION AND ACTION

3. Emergency Purchase Notification – Court & Church Street Parking Lot Project
4. Discussion and Possible Action on Demand for Action on Stori Field Received 10/3/2025
5. Stori Field Development Agreement

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)

6. MSA Street Inventory & Pavement Rating Services Proposal
7. SWWRPC Cemetery GIS System Correction Proposal
8. Vierbicher Pine River Dike Annual Inspection Proposal
9. Contract Recommendation for Residential Waste and Recycling Services
10. Contract Recommendation for Symons Operational Planning Services
11. WEDC Connect Communities Program Application
12. HUD Grant Administration Services
13. 2026 Richland County EMS Contract
14. A Resolution Authorizing An Adjustment To The Levy Limit For Increased Charges For Joint Emergency Medical Services (EMS)
15. 2026 Fire Department Contribution
16. 2026 Symons Contribution

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION: (FRUIT)

17. Application for Temporary Class B Retailer License for Richland County Performing Arts Council, Bobby G. Rice Concert, at 2p on October 25, 2025. Note; No wine can be sold as the have reached their limit.

18. Application for Temporary Class B Retailer License for Richland County Performing Arts Council, Silent Movie "The Phantom of the Opera" on October 24, 2025. Note; No wine can be sold as the have reached their limit.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS

PUBLIC COMMENT

CLOSED SESSION - Arrary (US Cellular) Ground Lease and Panorama Development

19. The Chair may entertain a motion to enter closed session pursuant to Wis. Stat,.19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
20. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2) to vote on matters discussed during closed session. Roll call vote if motion is not unanimous.

ADJOURNMENT

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

CITY OF RICHLAND CENTER - TREASURER'S REPORT

8/31/2025

Bank	FUNDS	Int Rate	BEH/MO BAL	+ RECEIPTS	Transfers In/(Out) Between Accounts	- DISBURSEMENTS	END/MO BAL
PCB	**City General Unassigned:**	2.96%	**$ 387,564.74**	$ 1,130,494.49		$ 1,118,860.00	**$ 399,199.23**
LGIP	**State Investments #1 Unassigned**	4.36%	**$ 3,679,910.43**	$ 13,626.72			**$ 3,693,537.15**
PCB	**Property Tax Account (partial unassigned)**	2.96%	**$ 20,551.77**	$ 60.75			**$ 20,612.52**
LGIP	**#2 Landfill long term care (for landfill issues)**	4.36%	**$ 659,387.69**	$ 2,441.72			**$ 661,829.41**
LGIP	**#3 TIF-Panorama Estates (TIF 6)**	4.36%	**$ 279,608.92**	$ 1,035.39			**$ 280,644.31**
LGIP	**#6 TIF 2-5 (only #4)**	4.36%	**$ 152,189.81**	$ 563.56			**$ 152,753.37**
CFB	RLF Business Savings	0.50%	**$ 176,816.18**	$ 77.51			**$ 176,893.69**
CFB	RLF Business Checking	0%	**$ 1,669.45**				**$ 1,669.45**
	RESTRICTED FUNDS: (by outside entity)						
PCB	CDBG Housing RLF	2.96%	**$ 166,938.71**	$ 493.41			**$ 167,432.12**
Richlan	Landfill Long Term Care CD to 2045	2.48%	**$ 320,243.09**				**$ 320,243.09**
	Landfill Long Term Care CD to 2045	2.48%	**$ 308,732.96**				**$ 308,732.96**
PCB	Library Checking	2.96%	**$ 127,654.10**	$ 308,313.73		$ 43,967.52	**$ 392,000.31**
PCB	Room Tax	2.96%	**$ 80,661.96**	$ 208.32		$ 75,717.76	**$ 5,152.52**
PCB	Greater Richland Tourism	2.96%	**$ 15,921.07**	$ 55,564.17		$ 36,608.17	**$ 34,877.07**
PCB	Redevelopment Authority	2.96%	**$ 74,230.98**	$ 219.40			**$ 74,450.38**
LGIP	**#5 Renew RC Loan Program-Affordable Housi**	4.39%	**$ 858,287.73**	$ 3,178.24			**$ 861,465.97**
PCB	**Renew RC Loan Program-Checking**	3.48%	**$ 79,393.16**	$ 234.65			**$ 79,627.81**
	COMMITTED: (by resolution of the Council)						
LGIP	**#4 Projects committed**	4.36%	**$ 2,618,134.93**	**$ 9,694.96**			**$ 2,627,829.89**
	ASSIGNED: (for specific use, not assigned)						
PCB	Cemetery CDs	2.34% & 3.48%	**$ 5,030.41**	$ 2.50			**$ 5,032.91**
PCB	Centennial Committee	2.96%	**$ 2,921.15**	$ 8.63			**$ 2,929.78**
Royal	Canine Fund	0%	**$ 48,551.22**				**$ 48,551.22**
PCB	Park/Rec/Comm Center	2.96%	**$ 12,154.48**	$ 35.92			**$ 12,190.40**
Richlan	Aquatic Center	0.25%	**$ 239,549.77**	$ 52.50			**$ 239,602.27**
	Total Interest Earned in Current Month			***#REF!***	$ -		

LOANS **8/31/2025**

Loans:	Total Debt 4/30/2025	2025 Principle	Loan Term End	Balance
Richland County Bank (2%)	$ -	$ -	Paid off 2024	$ -
WPPI (no interest)	$ 10,961.72	$ 5,059.44	10/28/2027	$ 10,540.10
State Trust Fund Loan - Panorama Est TIF 6 (3.5%)	$ -	$ -	Paid off 2021	$ -
Ehlers Bonding - Panorama Estates TIF 6 (1.8%)	$ 650,000.00	$ 52,075.00	4/1/2037	$ 650,000.00
CFB Haseltine 389,390/Westside Dr 362,610 (2.73%)	$ 452,000.00	$ 67,117.10	4/1/2028	$ 452,000.00
Ehlers *Aquatic Center Bonding (20 Years)*	$ 3,345,000.00	$ 301,600.00	8/1/2038	$ 3,345,000.00
	$ 4,457,961.72	$ 425,851.54		**$ 4,457,540.10**
Debt Capacity - WI Department of Revenue - 2024				**$ 20,792,625.00**
		% of Total Debt Capacity used		***21%***
		65% Recommended Maximum		***$ 13,515,206.25***
		Amt Avail to Reach 65%		***$ 9,057,666.15***

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 8/31/2025	2025 Budget Less Actual	8 % S/B 66.67%
Administration Office								
Revenues								
Total Regulation - Licenses & Permits:	*59,466.00*	*67,916.60*	*(8,450.60)*	*114.21%*	*45,178.00*	*26,588.79*	*18,589.21*	*58.85%*
Total Public Charges for Services	*-*	*-*	*0.00*	*#DIV/0!*	*-*	*23.00*	*(23.00)*	*#DIV/0!*
Total Interest, Dividend, and Misc. Revenues	*229,900.00*	*544,282.63*	*(314,382.63)*	*236.75%*	*248,600.00*	*313,612.73*	*(65,012.73)*	*126.15%*
Administration Office Revenue Total	***289,366.00***	***612,199.23***	***(322,833.23)***	***211.57%***	***293,778.00***	***340,224.52***	***(46,446.52)***	***115.81%***
Expenses								
Total City Admin / Clerk / City Treasurer / Office	*436,322.00*	*363,450.87*	*72,871.13*	*83.30%*	*506,355.00*	*334,659.13*	*171,695.87*	*66.09%*
Total Elections	*20,500.00*	*12,626.66*	*7,873.34*	*61.59%*	*14,000.00*	*4,502.41*	*9,497.59*	*32.16%*
Total Municipal Building	*105,500.00*	*103,516.81*	*1,983.19*	*98.12%*	*20,000.00*	*10,403.46*	*9,596.54*	*52.02%*
Administration Office Expense Total	***562,322.00***	***479,594.34***	***82,727.66***	***85.29%***	***540,355.00***	***349,565.00***	***190,790.00***	***64.69%***
Net Total Administration Office	**(272,956.00)**	**132,604.89**	**(405,560.89)**	**-48.58%**	**(246,577.00)**	**(9,340.48)**	**(237,236.52)**	**3.79%**
Elected / Appointed Officials								
Revenues								
Expenses	***83,265.00***	***80,700.17***	***2,564.83***	***96.92%***	***89,825.00***	***46,127.16***	***43,697.84***	***51.35%***
Net Total Elected / Appointed Officials	**(83,265.00)**	**(80,700.17)**	**(2,564.83)**	**96.92%**	**(89,825.00)**	**(46,127.16)**	**(43,697.84)**	**51.35%**
Assessor								
Revenues								
Expenses	***174,800.00***	***26,376.36***	***148,423.64***	***15.09%***	***18,700.00***	***22,603.93***	***(3,903.93)***	***120.88%***
Net Total Assessor	**(174,800.00)**	**(26,376.36)**	**(148,423.64)**	**15.09%**	**(18,700.00)**	**(22,603.93)**	**3,903.93**	**120.88%**
Airport								
Revenues	*35,044.00*	*41,568.27*	*(6,524.27)*	*118.62%*	*39,044.00*	*36,805.18*	*2,238.82*	*94.27%*
Expenses	39,500.00	34,803.01	*4,696.99*	*88.11%*	55,075.00	18,041.52	*37,033.48*	*32.76%*

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 8/31/2025	2025 Budget Less Actual	8 % S/B 66.67%
Net Total Airport	**(4,456.00)**	**6,765.26**	**(11,221.26)**	**-151.82%**	**(16,031.00)**	**18,763.66**	**(34,794.66)**	**-117.05%**

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 8/31/2025	2025 Budget Less Actual	8 % S/B 66.67%
Public Works - Buildings & Grounds & Streets								
Revenues								
Total Buildings & Grounds	*2,000.00*	*1,302.77*	*697.23*	*65.14%*	*800.00*	*-*	*800.00*	*0.00%*
Total Streets	*431,528.00*	*443,339.20*	*(11,811.20)*	*102.74%*	*429,084.00*	*351,251.90*	*77,832.10*	*81.86%*
Buildings & Grounds RevenueTotal	***433,528.00***	***444,641.97***	***(11,113.97)***	***102.56%***	***429,884.00***	***351,251.90***	***78,632.10***	***81.71%***
Expenses								
Total Buildings & Grounds	*351,525.00*	*312,581.04*	*38,943.96*	*88.92%*	*447,500.00*	*248,819.91*	*198,680.09*	*55.60%*
Total Streets	*892,050.00*	*739,012.22*	*153,037.78*	*82.84%*	*837,431.00*	*429,283.21*	*408,147.79*	*51.26%*
Buildings & Grounds Expense Total	***1,243,575.00***	***1,051,593.26***	***191,981.74***	***84.56%***	***1,284,931.00***	***678,103.12***	***606,827.88***	***52.77%***
Net Total Public Works (B&G & Streets)	**(810,047.00)**	**(606,951.29)**	**(203,095.71)**	**74.93%**	**(855,047.00)**	**(326,851.22)**	**(528,195.78)**	**38.23%**
Building & Zoning								
Revenues	***4,850.00***	***7,961.55***	***(3,111.55)***	***164.16%***	***8,050.00***	***14,943.11***	***(6,893.11)***	***185.63%***
Expenses	***101,230.00***	***91,069.39***	***10,160.61***	***89.96%***	***104,000.00***	***64,898.40***	***39,101.60***	***62.40%***
Net Total Building & Zoning	**(96,380.00)**	**(83,107.84)**	**(13,272.16)**	**86.23%**	**(95,950.00)**	**(49,955.29)**	**(45,994.71)**	**52.06%**
Cemetery								
Revenues	***30,810.00***	***37,560.00***	***(6,750.00)***	***121.91%***	***32,810.00***	***18,350.00***	***14,460.00***	***55.93%***
Expenses	***7,250.00***	***5,375.28***	***1,874.72***	***74.14%***	***10,050.00***	***1,817.35***	***8,232.65***	***18.08%***
Net Total Cemetery	**23,560.00**	**32,184.72**	**(8,624.72)**	**136.61%**	**22,760.00**	**16,532.65**	**6,227.35**	**72.64%**
Economic Development								
Revenues	***-***	***-***	***0.00***		***-***	***91,496.05***	***0.00***	***#DIV/0!***
Expenses	***179,465.00***	***208,610.81***	***(29,145.81)***	***116.24%***	***80,770.00***	***152,786.70***	***(72,016.70)***	***189.16%***
Net Total Economic Development	**(179,465.00)**	**(208,610.81)**	**29,145.81**	**116.24%**	**(80,770.00)**	**(61,290.65)**	**72,016.70**	**75.88%**

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 8/31/2025	2025 Budget Less Actual	8 % S/B 66.67%
Public Safety								
Revenues								
Total Police Department	*115,578.00*	*128,717.86*	*(13,139.86)*	*111.37%*	*121,041.00*	*75,572.27*	*45,468.73*	*62.44%*
Total Fire & EMS	*-*	*17,836.43*	*(17,836.43)*	*#DIV/0!*	*18,000.00*	*-*	*18,000.00*	*0.00%*
Total Health & Human Services				*#DIV/0!*				*#DIV/0!*
Public Safety Revenue Total	***115,578.00***	***146,554.29***	***(30,976.29)***	***126.80%***	***139,041.00***	***75,572.27***	***63,468.73***	***54.35%***
Expenses								
Total Police Department	*1,653,194.00*	*1,645,433.69*	*7,760.31*	*99.53%*	*1,665,179.00*	*1,067,697.02*	*597,481.98*	*64.12%*
Total Fire & EMS	*278,600.00*	*280,688.54*	*(2,088.54)*	*100.75%*	*268,685.00*	*234,408.30*	*34,276.70*	*87.24%*
Total Health & Human Services	*600.00*	*4,448.56*	*(3,848.56)*	*741.43%*	*2,000.00*	*4,288.09*	*(2,288.09)*	*214.40%*
Public Safety Expense Total	***1,932,394.00***	***1,930,570.79***	***1,823.21***	***99.91%***	***1,935,864.00***	***1,306,393.41***	***629,470.59***	***67.48%***
Net Total Public Safety	**(1,816,816.00)**	**(1,784,016.50)**	**(32,799.50)**	**98.19%**	**(1,796,823.00)**	**(1,230,821.14)**	**(566,001.86)**	**68.50%**
Culture - Aquatic, CC/SC, Parks, Recreation								
Revenues								
Total Aquatic Center	*165,000.00*	*190,232.39*	*(25,232.39)*	*115.29%*	*167,000.00*	*168,034.00*	*(1,034.00)*	*100.62%*
Total Symons Center								
Total Community / Senior Center	*26,400.00*	*43,521.63*	*(17,121.63)*	*164.85%*	*32,500.00*	*27,479.88*	*5,020.12*	*84.55%*
Total Recreation	*14,200.00*	*19,583.71*	*(5,383.71)*	*137.91%*	*14,300.00*	*18,596.51*	*(4,296.51)*	*130.05%*
Total Parks	*19,500.00*	*30,280.22*	*(10,780.22)*	*155.28%*	*25,500.00*	*23,933.52*	*1,566.48*	*93.86%*
Parks & Recreation Revenue Total	***225,100.00***	***283,617.95***	***(58,517.95)***	***126.00%***	***239,300.00***	***238,043.91***	***1,256.09***	***99.48%***
Expenses								
Total Aquatic Center	*250,225.00*	*230,787.47*	*19,437.53*	*92.23%*	*224,510.00*	*181,859.42*	*42,650.58*	*81.00%*
Total Symons Center	*100,000.00*	*54,492.06*	*45,507.94*	*54.49%*	*55,000.00*	*26,980.21*	*28,019.79*	*49.05%*
Total Community / Senior Center	*260,000.00*	*251,596.17*	*8,403.83*	*96.77%*	*266,766.00*	*176,393.17*	*90,372.83*	*66.12%*
Total Recreation	*44,500.00*	*32,594.47*	*11,905.53*	*73.25%*	*47,250.00*	*36,055.90*	*11,194.10*	*76.31%*
Total Parks	*60,000.00*	*63,443.49*	*(3,443.49)*	*105.74%*	*60,500.00*	*36,367.03*	*24,132.97*	*60.11%*
Parks & Recreation Expense Total:	***714,725.00***	***632,913.66***	***81,811.34***	***88.55%***	***654,026.00***	***457,655.73***	***196,370.27***	***69.98%***
Net Total Culture	**(489,625.00)**	**(349,295.71)**	**(140,329.29)**	**71.34%**	**(414,726.00)**	**(219,611.82)**	**(195,114.18)**	**52.95%**

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 8/31/2025	2025 Budget Less Actual	8 % S/B 66.67%
Refuse								
Revenues								
Total Garbage & Recycling	*279,000.00*	*291,448.80*	*(12,448.80)*	*104.46%*	*287,000.00*	*192,559.17*	*94,440.83*	*67.09%*
Total Landfill	*59,000.00*	*63,729.28*	*(4,729.28)*	*108.02%*	*69,000.00*	*59,477.95*	*9,522.05*	*86.20%*
Refuse Revenue Total	***338,000.00***	***355,178.08***	***(17,178.08)***	***105.08%***	***356,000.00***	***252,037.12***	***103,962.88***	***70.80%***
Expenses								
Total Garbage & Recycling	*256,500.00*	*169,884.58*	*86,615.42*	*66.23%*	*282,000.00*	*190,554.72*	*91,445.28*	*67.57%*
Total Landfill	*74,420.00*	*96,888.18*	*(22,468.18)*	*130.19%*	*85,770.00*	*49,967.36*	*35,802.64*	*58.26%*
Refuse Expense Total	***330,920.00***	***266,772.76***	***64,147.24***	***80.62%***	***367,770.00***	***240,522.08***	***127,247.92***	***65.40%***
Net Total Refuse	**7,080.00**	**88,405.32**	**(81,325.32)**	**1248.66%**	**(11,770.00)**	**11,515.04**	**(23,285.04)**	**-97.83%**
Fire Calls								
Revenues	***22,000.00***	***25,998.00***			***25,000.00***	***12,882.00***	***12,118.00***	***51.53%***
Expenses	***25,000.00***	***30,088.00***	***(5,088.00)***	***120.35%***	***20,000.00***	***11,182.00***	***8,818.00***	***55.91%***
Net Total Fire Calls	**(3,000.00)**	**(4,090.00)**	**5,088.00**	**136.33%**	**5,000.00**	**1,700.00**	**3,300.00**	**34.00%**
Taxi								
Revenues	***119,000.00***	***290,053.69***			***375,000.00***	***57,667.00***	***317,333.00***	***15.38%***
Expenses	***160,000.00***	***339,965.62***	***(179,965.62)***	***212.48%***	***375,000.00***	***191,434.93***	***183,565.07***	***51.05%***
Net Total Streets	**(41,000.00)**	**(49,911.93)**	**179,965.62**	**121.74%**	**-**	**(133,767.93)**	**133,767.93**	**#DIV/0!**
Room Tax / Tourism (City Portion Only - 30% Revenue, 50% Wages & Benefits GRT Director & 100% RR Depot Building)								
Revenues	***54,060.00***	***102,850.10***	***(48,790.10)***	***190.25%***	***122,375.00***	***23,919.17***	***98,455.83***	***19.55%***
Expenses	***159,707.00***	***817,165.86***	***(657,458.86)***	***511.67%***	***150,843.00***	***35,203.24***	***115,639.76***	***23.34%***
Net Room Tax /Tourism	**(105,647.00)**	**(714,315.76)**	**608,668.76**	**676.13%**	**(28,468.00)**	**(11,284.07)**	**(17,183.93)**	**39.64%**
All Other - Not listed within a Specific Department								
Revenues								
Total Tax Levy	*2,375,000.00*	*2,375,000.13*	*(0.13)*	*100.00%*	*2,332,552.00*	*1,616,070.13*	*716,481.87*	*69.28%*

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 8/31/2025	2025 Budget Less Actual	8 % S/B 66.67%
Total Other Taxes (PILOT, Mobile Homes, Etc)	*642,853.00*	*637,178.27*	*5,674.73*	*99.12%*	*544,000.00*	*364,363.80*	*179,636.20*	*66.98%*
Total Intergvmnt'l - State & Fed Aid + Grants + Utility Reimb	*41,248.00*	*136,646.75*	*(95,398.75)*	*331.28%*			*0.00*	*#DIV/0!*
Total Franchise Fees			*0.00*	*#DIV/0!*			*0.00*	*#DIV/0!*
Total Interest Income			*0.00*	*#DIV/0!*			*0.00*	*#DIV/0!*
Total Miscellaneous Revenues	*1,778,688.00*	*1,633,361.67*	*145,326.33*	*91.83%*	*1,990,753.00*	*543,730.35*	*1,447,022.65*	*27.31%*
All Other Revenue Total	***4,837,789.00***	***4,782,186.82***	***55,602.18***	***98.85%***	***4,867,305.00***	***2,524,164.28***	***2,343,140.72***	***51.86%***
Expenses								
Total Insurance	*205,600.00*	*123,781.49*	*81,818.51*	*60.21%*	*293,700.00*	*216,310.71*	*77,389.29*	*73.65%*
Total Audit & Legal	*146,000.00*	*117,051.94*	*28,948.06*	*80.17%*	*152,500.00*	*85,085.00*	*67,415.00*	*55.79%*
Total Data Processing	*40,000.00*	*54,183.09*	*(14,183.09)*	*135.46%*	*54,300.00*	*29,895.91*	*24,404.09*	*55.06%*
Total Celebrations	*-*	*-*	*0.00*	*#DIV/0!*	*-*	*-*	*0.00*	*#DIV/0!*
Total Debt Service	*531,175.00*	*421,100.00*	*110,075.00*	*79.28%*	*416,384.00*	*359,296.14*	*57,087.86*	*86.29%*
Total Unallocated Contingency	*125,000.00*	*7,242.42*	*117,757.58*	*5.79%*	*42,670.00*	*4,083.52*	*38,586.48*	*9.57%*
All Other Expense Total	***1,047,775.00***	***723,358.94***	***324,416.06***	***69.04%***	***959,554.00***	***694,671.28***	***264,882.72***	***72.40%***
Net Total All Other	**3,790,014.00**	**4,058,827.88**	**(268,813.88)**	**107.09%**	**3,907,751.00**	**1,829,493.00**	**2,078,258.00**	**46.82%**
Capital Outlay								
Revenues								
ARPA Funds	*30,000.00*	*70,320.50*	*(40,320.50)*	*234.40%*	*123,000.00*	*-*	*123,000.00*	*0.00%*
Grant Funds	*4,151,590.00*	*-*	*4,151,590.00*	*0.00%*	*3,140,000.00*	*96,559.73*	*3,043,440.27*	*3.08%*
Other Miscellaneous	*1,910,000.00*	*(676.86)*	*1,910,676.86*	*-0.04%*	*5,000.00*	*2,545.99*	*2,454.01*	*50.92%*
Transfers In	*-*	*-*	*0.00*	*#DIV/0!*	*-*	*-*	*0.00*	*#DIV/0!*
Capital Outlay Revenue Total	***6,091,590.00***	***69,643.64***	***6,021,946.36***	***1.14%***	***3,268,000.00***	***99,105.72***	***3,168,894.28***	***3.03%***
Expenses								
Capital Outlay Expense Total	***3,480,000.00***	***758,966.30***	***2,721,033.70***	***21.81%***	***3,781,250.00***	***93,895.17***	***3,687,354.83***	***2.48%***
Net Total All Other	**2,611,590.00**	**(689,322.66)**	**3,300,912.66**	**-26.39%**	**(513,250.00)**	**5,210.55**	**(518,460.55)**	**-1.02%**
Revenues	$ 12,596,715.00	$ 7,200,013.59	$ 5,571,753.10	*57.16%*	$ 10,195,587.00	$ 4,136,462.23	$ 6,150,620.82	*40.57%*
Expenditures	$ 10,241,928.00	$ 7,477,924.55	$ 2,764,003.45	*73.01%*	$ 10,428,013.00	$ 4,364,901.02	$ 6,063,111.98	*41.86%*
Library Transfer Out	$ 290,000.00	$ 290,000.00	$ -	*100.00%*	$ 306,969.00	$ 306,969.00	$ -	*100.00%*
			$ -					
Net Revenue Less Expenditure	**$ 2,064,787.00**	**$ (567,910.96)**	**$ 2,807,749.65**		**$ (539,395.00)**	**$ (535,407.79)**	**$ 87,508.84**	
Ferguson Land Purchase (Contingency Funds)		$ 646,468.29						
Actual Net / Revenue Over Expense		***$ 78,557.33***			$ 6,646,763.00			
	$ -	$ -			$ -	$ -		
	$ -	$ -			$ -	$ (0.00)		

	2024 Budget Prev Year 12/31/2024	2024 Actual YTD 12/31/2024	2024 Budget Less Actual	%	2025 Budget (Current Year) 12/31/2025	2025 Actual YTD 8/31/2025	2025 Budget Less Actual	8 % S/B 66.67%
Greater Richland Tourism								
Revenues								
Total City Room Tax Dollars	-	*58,362.31*	*(58,362.31)*	*#DIV/0!*	*60,000.00*	*44,328.82*	*15,671.18*	*73.88%*
Total Other Muni Room Tax Dollars	-	*103,629.88*	*(103,629.88)*	*#DIV/0!*	*45,000.00*	*30,400.76*	*14,599.24*	*67.56%*
Total MISCELLANEOUS REVENUES:	-	*1,381.39*	*(1,381.39)*	*#DIV/0!*	*600.00*	*631.86*	*(31.86)*	*105.31%*
GRT Revenue Total:	**-**	***163,373.58***	***(163,373.58)***	***#DIV/0!***	***105,600.00***	***75,361.44***	***30,238.56***	***71.37%***
Expenses - Greater Richland Tourism	**-**	***106,952.40***	***(106,952.40)***	***#DIV/0!***	***99,257.05***	***66,648.31***	***32,608.74***	***67.15%***
Net Total Greater Richland Tourism	**-**	**56,421.18**	**(56,421.18)**	**#DIV/0!**	**6,342.95**	**8,713.13**	**(2,370.18)**	**137.37%**
Library								
Revenues								
Total Levy Funds from City	*290,000.00*	*290,000.00*	*0.00*	*100.00%*	*306,969.00*	*306,969.00*	*0.00*	*100.00%*
Total County Funds	*134,591.00*	*134,594.78*	*(3.78)*	*100.00%*	*143,836.00*	*136,386.10*	*7,449.90*	*94.82%*
Total MISCELLANEOUS REVENUES:	*13,200.00*	*21,662.58*	*(8,462.58)*	*164.11%*	*16,000.00*	*18,554.05*	*(2,554.05)*	*115.96%*
Library Revenue Total:	***437,791.00***	***446,257.36***	***(8,466.36)***	***101.93%***	***466,805.00***	***461,909.15***	***4,895.85***	***98.95%***
Expenses - Library	***437,791.00***	***413,388.35***	***24,402.65***	***94.43%***	***466,805.00***	***287,717.94***	***179,087.06***	***61.64%***
Net Total Library	**-**	**32,869.01**	**(32,869.01)**	**#DIV/0!**	**-**	**174,191.21**	**(174,191.21)**	**#DIV/0!**

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
A-1 GLASS CO, INC	8/28/2025	POLICE: Speed trailer glass repair	$ 750.00		9/25/2025		
TOTAL	*A-1 GLASS CO, INC*			*$ 750.00*			
ABT SWAYNE LAW LLC	9/30/2025	Legal: City Administrator / General	$ 4,275.00				
ABT SWAYNE LAW LLC	9/30/2025	Legal: Council Meeting & Agreements	$ 1,350.00				
ABT SWAYNE LAW LLC	9/30/2025	Legal: Economic Developement - Developer Agreements	$ 840.00				
ABT SWAYNE LAW LLC	9/30/2025	Legal: City Ordinance /Traffic	$ 904.00				
TOTAL	*ABT SWAYNE LAW LLC*			*$ 7,369.00*			
AFLAC	9/12/2025	AFLAC AFLAC AFTER TAX Pay Period: 9/5/2025	$ 36.86				
AFLAC	9/12/2025	AFLAC AFLAC PRE TAX Pay Period: 9/5/2025	$ 48.63				
AFLAC	9/26/2025	AFLAC AFLAC AFTER TAX Pay Period: 9/19/2025	$ 36.85				
AFLAC	9/26/2025	AFLAC AFLAC PRE TAX Pay Period: 9/19/2025	$ 48.61				
TOTAL	*AFLAC*			*$ 170.95*			
ALL AMERICAN DO IT CENTER	9/22/2025	Police: Wood Lath No Parking Signs	$ 37.98				
TOTAL	*ALL AMERICAN DO IT CENTER*			*$ 37.98*			
ALLIANT ENERGY/WPL	9/2/2025	Airport Terminal Bldg	$ 92.27		9/18/2025	PW	9/18/2025
ALLIANT ENERGY/WPL	9/11/2025	PW/B&G: Hwy 80 Shelter	$ 17.42		9/18/2025	PW	9/18/2025
ALLIANT ENERGY/WPL	9/10/2025	Airport: Cty Hwy B Hanger	$ 30.85		9/18/2025	PW	9/18/2025
ALLIANT ENERGY/WPL	9/10/2025	Airport: Cty Hwy B Runway Lt	$ 135.08		9/18/2025	PW	9/18/2025
ALLIANT ENERGY/WPL	9/16/2025	PW/Streets: Street Lts 14-Walmart	$ 17.09		9/25/2025	PW	9/18/2025
ALLIANT ENERGY/WPL	10/1/2025	PW/Airport: Terminal Building Utilities	$ 85.90				
TOTAL	*ALLIANT ENERGY/WPL*			*$ 378.61*			
AUTO VALUE PARTS STORES	9/18/2025	PW/Streets: 2006 Chevy Silverado Blower Motor Resistor	$ 44.99				
AUTO VALUE PARTS STORES	9/29/2025	PW/Streets: #28 Leaf Vac Repairs	$ 51.62				
TOTAL	*AUTO VALUE PARTS STORES*			*$ 96.61*			
AMAZON CAPITAL SERVICES	9/4/2025	PW/B&G: Mower Tires	$ 247.49		9/25/2025	PW	9/18/2025
AMAZON CAPITAL SERVICES	9/9/2025	Econ Dev: SIM Card	$ 37.99				
AMAZON CAPITAL SERVICES	9/10/2025	PW:B&G: Shop Vac Filters Returned	$ (22.59)			PW	9/18/2025
AMAZON CAPITAL SERVICES	9/15/2025	PW/B&G: Wall Mount Holders - Shop Organization	$ 76.29			PW	9/18/2025
AMAZON CAPITAL SERVICES	9/15/2025	Econ Dev: Sticky Notes	$ 8.54				
AMAZON CAPITAL SERVICES	9/16/2025	PW/Streets: Coupling	$ 47.99			PW	9/18/2025
AMAZON CAPITAL SERVICES	9/18/2025	Admin/City office: copier paper	$ 40.96				
AMAZON CAPITAL SERVICES	9/17/2025	PW/Aquatic: Dry Erase Whiteboard	$ 27.97			Park	9/22/2025
AMAZON CAPITAL SERVICES	9/17/2025	PW/CC/SC: Push Pins, Cork Board, Paper, Radio, Whiteboard, Misc.	$ 240.58			Park	9/22/2025
AMAZON CAPITAL SERVICES	10/2/2025	POLICE: Handcuff Keys, Cell Phone Cradle	$ 60.98				
AMAZON CAPITAL SERVICES	9/24/2025	PW/B&G: Vinyl # Stickers, Pressure Washer Extension Wand	$ 43.29				
AMAZON CAPITAL SERVICES	10/2/2025	PW/B&G: Returned Rubber Spider	$ (47.99)				
AMAZON CAPITAL SERVICES	10/6/2025	PW/Streets: Mounting Brackets	$ 84.10				
AMAZON CAPITAL SERVICES	10/6/2025	PW/Streets: Flashlights	$ 39.95				
TOTAL	*AMAZON CAPITAL SERVICES*			*$ 885.55*			
American Heritage Life Insurance Company	9/12/2025	SUPPLEMENTAL INSURANCE ALLSTATEPOSTTAX Pay Period: 9/5/2025	$ 83.56		9/25/2025		
American Heritage Life Insurance Company	9/26/2025	SUPPLEMENTAL INSURANCE ALLSTATEPOSTTAX Pay Period: 9/19/2025	$ 83.56		9/25/2025		
TOTAL	*American Heritage Life Insurance Company*			*$ 167.12*			

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
ASSURITY LIFE INSURANCE COMPANY	9/12/2025	ASSURITYPOSTTAX Pay Period: 9/5/2025	$ 43.16		9/25/2025		
ASSURITY LIFE INSURANCE COMPANY	9/26/2025	ASSURITYPOSTTAX Pay Period: 9/19/2025	$ 43.15		9/25/2025		
TOTAL	*ASSURITY LIFE INSURANCE COMPANY*			*$ 86.31*			
AUTO ZONE	9/4/2025	Police: K9 squad (wiper)	$ 27.19		9/25/2025		
AUTO ZONE	8/31/2025	Police: Squad Car #4 battery	$ 212.34		9/25/2025		
TOTAL	*AUTO ZONE*			*$ 239.53*			
B L SIGNS, LLC	9/12/2025	Community Development: Trail Signs	$ 640.00		9/18/2025		
TOTAL	*B L SIGNS, LLC*			*$ 640.00*			
BADGER WELDING SUPPLY, INC	8/31/2025	PW/Streets: Monthly Cylinder Rentals	$ 38.75		9/18/2025		
BADGER WELDING SUPPLY, INC	9/30/2025	PW/Streets: Monthly Cylinder Rentals	$ 37.50				
TOTAL	*BADGER WELDING SUPPLY, INC*			*$ 76.25*			
BINDL TIRE & AUTO, LTD	8/26/2025	PW/B&G: Mounting Mower Tire	$ 12.50		9/18/2025	PW	9/18/2025
TOTAL	*BINDL TIRE & AUTO, LTD*			*$ 12.50*			
BFI Waste Services	9/2/2025	PW/Refuse: Garbage & Recycling Services	$ 3,839.92		9/18/2025	PW	9/18/2025
BFI Waste Services	9/2/2025	PW/Refuse: Garbage & Recycling Services	$ 16,808.60		9/18/2025	PW	9/18/2025
BFI Waste Services	9/2/2025	PW/Refuse: Garbage & Recycling Services	$ 889.92		9/18/2025	PW	9/18/2025
BFI Waste Services	9/2/2025	PW/Refuse: Garbage & Recycling Services	$ 7,223.05		9/18/2025	PW	9/18/2025
BFI Waste Services	10/1/2025	PW/Refuse: Garbage	$ 16,808.60				
BFI Waste Services	10/1/2025	PW/Refuse: Transfer Station	$ 889.92				
BFI Waste Services	10/1/2025	PW/Refuse: Recycling Services	$ 7,302.25				
BFI Waste Services	10/1/2025	PW/Refuse: Transfer Station	$ 3,212.73				
TOTAL	*BFI Waste Services*			*$ 56,974.99*			
CAPITAL ONE	9/24/2025	PW/CC/SC - WSRC Misc Supplies	$ 43.24				
TOTAL	*CAPITAL ONE*			*$ 43.24*			
COMMUNITY INSURANCE CORP	9/23/2025	Insurance: Additional Insured Endorsement CGL53233-25-Richland Hospital	$ 25.00				
TOTAL	*COMMUNITY INSURANCE CORP*			*$ 25.00*			
BOARDMAN & CLARK LLP	8/27/2025	Admin/City Office: attorney fees (police dept)	$ 495.00		9/18/2025		
BOARDMAN & CLARK LLP	9/10/2025	LEGAL SERVICES PROVIDED: Review ABT Swayne Legal Services Agreement	$ 207.00		9/25/2025		
TOTAL	*BOARDMAN & CLARK LLP*			*$ 702.00*			
CITY UTILITIES	9/12/2025	WI Surplus Sales sold through City/Utility Trencher	$ 3,225.00				
CITY UTILITIES-BILLS	8/26/2025	PW/B&G: generator repair	861.59		9/25/2025	PW	9/18/2025
TOTAL	*CITY UTILITIES*			*$ 4,086.59*			
COMPUTER DOCTORS LLC	9/12/2025	PW/CC/SC: Battery Backup at Community Center	$ 99.99				
COMPUTER DOCTORS LLC	9/15/2025	PW/CC/SC: Ethernet Switches at Community Center	$ 1,299.22				
COMPUTER DOCTORS LLC	9/15/2025	PW/CC/SC: Ethernet Switches at Community Center	$ 300.00				
COMPUTER DOCTORS LLC	9/29/2025	Admin/Office: Software LicensesL 9 Microsoft 365 Basic, 20 365 Business Standard, 2 Exchange - 9/2025 - 9/2026	$ 3,744.00				
TOTAL	*COMPUTER DOCTORS LLC*			*$ 5,443.21*			
EHLERS BOND TRUST SERVICES CORPORATION	45883	Debt Service: Panorama Principle Payment	$ 50,000.00		9/18/2025		
EHLERS BOND TRUST SERVICES CORPORATION	8/14/2025	Debt Service: Panorama Interest Payment	$ 9,262.50		9/18/2025		
TOTAL	*EHLERS BOND TRUST SERVICES CORPORATION*			*$ 59,262.50*			
COMMUNITY FIRST BANK	9/25/2025	Debt: Westside/Haseltine Loan Interest Payment	$ 3,412.50		9/25/2025		

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL	*COMMUNITY FIRST BANK*			*$ 3,412.50*			
FAHRNER ASPHALT SEALERS,	9/19/2025	PW/Streets: Chipseal	$ 80,603.00				
TOTAL	*FAHRNER ASPHALT SEALERS,*			*$ 80,603.00*			
FRONTIER	9/8/2025	Frontier - Landfill Phone Line	$ 112.15		9/18/2025	PW	9/18/2025
FRONTIER	9/8/2025	AIRPORT: 0969 INTERNET/PHONE	$ 123.16		9/25/2025		
FRONTIER	9/9/2025	AIRPORT: 4237 internet/phone	$ 123.16		9/25/2025		
FRONTIER	9/1/2025	Police: Voice Grade Channel Termination	$ 10.70		9/25/2025		
TOTAL	*FRONTIER*			*$ 369.17*			
FILLBACK FORD, INC	9/18/2025	POLICE: 2025 Duragno Oil Change	$ 84.35				
TOTAL	*FILLBACK FORD, INC*			*$ 84.35*			
FIRST ADVANTAGE OCC HEAL	8/31/2025	Utility: drug testing	$ 505.20		9/18/2025		
TOTAL	*FIRST ADVANTAGE OCC HEAL*			*$ 505.20*			
Fischer Bros LLC	9/15/2025	PW/Aquatic: Waterslide Inspection	$ 350.00		9/25/2025	Park	9/22/2025
TOTAL	*Fischer Bros LLC*			*$ 350.00*			
Gary's Lawn Care LLC	9/1/2025	PW/B&G: Lawncare Services	$ 9,150.00		9/4/2025	PW	9/18/2025
Gary's Lawn Care LLC	9/4/2025	PW/B&G: Lawncare Services	$ 800.00				
Gary's Lawn Care LLC	9/11/2025	PW/B&G: Lawncare Services	$ 800.00				
Gary's Lawn Care LLC	9/15/2025	PW/B&G: Lawncare Services	$ 800.00				
Gary's Lawn Care LLC	9/20/2025	PW/B&G: Lawncare Services	$ 800.00				
Gary's Lawn Care LLC	9/30/2025	PW/B&G: Lawncare Services	$ 800.00				
TOTAL	*Gary's Lawn Care LLC*			*$ 13,150.00*			
GENUINE TELECOM	9/1/2025	PW/Streets: phone 647-3559	$ 37.13		9/18/2025	PW	9/18/2025
GENUINE TELECOM	9/1/2025	Police: telephone	$ 149.02		9/25/2025		
GENUINE TELECOM	9/1/2025	PW/B&G: phone	$ 45.38				
GENUINE TELECOM	9/1/2025	PW/Aquatic: phone	$ 41.88				
GENUINE TELECOM	9/1/2025	PW/CC/SC: phone	$ 35.38				
GENUINE TELECOM	9/1/2025	PW/CC/SC: alarm	$ 36.88				
GENUINE TELECOM	9/1/2025	PW/CC/SC: 649-8108	$ 36.88				
GENUINE TELECOM	9/1/2025	PW/CC/SC: internet	$ 125.00				
GENUINE TELECOM	9/1/2025	Admin/City Office: fax	$ 47.77				
GENUINE TELECOM	9/1/2025	Admin/City Office: line 1	$ 13.89				
GENUINE TELECOM	9/1/2025	Admin/City Office: line 2	$ 36.88				
GENUINE TELECOM	9/1/2025	Bldng/Zoning: phone	$ 36.88				
GENUINE TELECOM	9/1/2025	Admin/City Offfice: mayor phone	$ 35.38				
GENUINE TELECOM	9/1/2025	Admin/City Office: assessor phone	$ 35.38				
GENUINE TELECOM	9/1/2025	Toruism: phone	$ 35.38				
GENUINE TELECOM	9/1/2025	Admin/City Office: data	$ 140.00				
GENUINE TELECOM	10/1/2025	PW/B&G: phone	$ 45.45				
GENUINE TELECOM	10/1/2025	PW/Aquatic: phone	$ 41.88				
GENUINE TELECOM	10/1/2025	PW/CC/SC: phone	$ 35.38				
GENUINE TELECOM	10/1/2025	PW/CC/SC: alarm	$ 36.88				
GENUINE TELECOM	10/1/2025	PW/CC/SC: 649-8108	$ 36.88				
GENUINE TELECOM	10/1/2025	PW/CC/SC: internet	$ 125.00				
GENUINE TELECOM	10/1/2025	Admin/City Offfice: mayor phone	$ 35.38				
GENUINE TELECOM	10/1/2025	Bldng/Zoning: phone	$ 36.88				

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
GENUINE TELECOM	10/1/2025	Admin/City Office: line 2	$ 36.88				
GENUINE TELECOM	10/1/2025	Admin/City Office: line 1	$ 13.89				
GENUINE TELECOM	10/1/2025	Admin/City Office: fax	$ 47.85				
GENUINE TELECOM	10/1/2025	Admin/City Office: assessor phone	$ 35.38				
GENUINE TELECOM	10/1/2025	Toruism: phone	$ 35.38				
GENUINE TELECOM	10/1/2025	Admin/City Office: data	$ 140.00				
GENUINE TELECOM	10/1/2025	PW/Streets: phone	$ 36.13				
TOTAL	*GENUINE TELECOM*			*$ 1,628.35*			
HARTLAND LUBRICANTS & CH	8/1/2025	PW/Streets: Equipment Supplies & Maint	$ 1,286.65				
TOTAL	*HARTLAND LUBRICANTS & CH*			*$ 1,286.65*			
HEALTH COMPASS INC	9/12/2025	HCWELSVC Pay Period: 9/5/2025	$ 40.00				
HEALTH COMPASS INC	9/12/2025	HCWELSVC Pay Period: 9/5/2025	$ 35.00				
HEALTH COMPASS INC	9/26/2025	HCWELSVC Pay Period: 9/19/2025	$ 40.00				
HEALTH COMPASS INC	9/26/2025	HCWELSVC Pay Period: 9/19/2025	$ 35.00				
TOTAL	*HEALTH COMPASS INC*			*$ 150.00*			
Heartland Radar LLC	10/3/2025	Police: Radars	$ 160.00				
TOTAL	*Heartland Radar LLC*			*$ 160.00*			
HOLIDAY WHOLESALE	9/2/2025	PW/Senior Center: Coffee	$ 166.35		9/18/2025	Park	9/22/2025
HOLIDAY WHOLESALE	9/16/2025	PW/CC/SC: WSRC Supplies	$ 87.90			Park	9/22/2025
TOTAL	*HOLIDAY WHOLESALE*			*$ 254.25*			
INTERNAL REVENUE SERVICE	9/12/2025	FICA/FED TAXES SOCIAL SECURITY Pay Period: 9/5/2025	$ 5,596.14		9/15/2025		
INTERNAL REVENUE SERVICE	9/12/2025	FICA/FED TAXES FEDERAL WITHHOLDING TAX Pay Period: 9/5/2025	$ 6,604.26		9/15/2025		
INTERNAL REVENUE SERVICE	9/12/2025	FICA/FED TAXES SOCIAL SECURITY Pay Period: 9/5/2025	$ 5,596.14		9/15/2025		
INTERNAL REVENUE SERVICE	9/12/2025	FICA/FED TAXES MEDICARE Pay Period: 9/5/2025	$ 1,308.76		9/15/2025		
INTERNAL REVENUE SERVICE	9/12/2025	FICA/FED TAXES MEDICARE Pay Period: 9/5/2025	$ 1,308.76		9/15/2025		
INTERNAL REVENUE SERVICE	9/26/2025	FICA/FED TAXES SOCIAL SECURITY Pay Period: 9/19/2025	$ 4,643.21		9/26/2025		
INTERNAL REVENUE SERVICE	9/26/2025	FICA/FED TAXES FEDERAL WITHHOLDING TAX Pay Period: 9/19/2025	$ 5,968.71		9/26/2025		
INTERNAL REVENUE SERVICE	9/26/2025	FICA/FED TAXES SOCIAL SECURITY Pay Period: 9/19/2025	$ 4,643.21		9/26/2025		
INTERNAL REVENUE SERVICE	9/26/2025	FICA/FED TAXES MEDICARE Pay Period: 9/19/2025	$ 1,085.90		9/26/2025		
INTERNAL REVENUE SERVICE	9/26/2025	FICA/FED TAXES MEDICARE Pay Period: 9/19/2025	$ 1,085.90		9/26/2025		
TOTAL	*INTERNAL REVENUE SERVICE*			*$ 37,840.99*			
IWMTV	8/31/2025	GREATER RICHLAND TOURISM STREAMING TV ADVERTISING	$ 1,249.97		9/18/2025		
IWMTV	8/31/2025	GREATER RICHLAND TOURISM STREAMING TV ADVERTISING	$ 2,499.98		9/18/2025		
TOTAL	*IWMTV*			*$ 3,749.95*			
Johnson Tractor Inc.	9/25/2025	PW/B&G: Ferris Deck Spindle	$ 326.79				
TOTAL	*Johnson Tractor Inc.*			*$ 326.79*			
KOELSCH, BEN	9/15/2025	Elected: Sponsor of Goverment Mtgs on You Tube - Sept 2025	$ 1,933.75				
TOTAL	*KOELSCH, BEN*			*$ 1,933.75*			
KONECRANES INC	8/29/2025	PW/B&G: Hoist Wire Rope Replacement	$ 841.23		9/18/2025	PW	9/18/2025
KONECRANES INC	8/29/2025	PW/Streets: New Wire Rope on Asset	$ 3,398.38				
TOTAL	*KONECRANES INC*			*$ 4,239.61*			
LAMAR COMPANIES	9/1/2025	Admin/City office: Hwy 14 digital sign	$ 500.00		9/18/2025		
LAMAR COMPANIES	9/29/2025	Admin/City office: Hwy 14 digital sign	$ 500.00				
TOTAL	*LAMAR COMPANIES*			*$ 1,000.00*			

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Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
METCO, INC	9/16/2025	PW/Airport: Monthly Inspection - Sept 2025	$ 100.00		9/25/2025	PW	9/18/2025
TOTAL	*METCO, INC*			*$ 100.00*			
Micah Wilson	9/29/2023	Zoning: reverse driveway permit fee due to ETZ, not city	$ 20.00				
TOTAL	*Micah Wilson*			*$ 20.00*			
Milwaukee Magazine	8/27/2025	Tourism: Subscriptions	$ 900.00		9/18/2025		
TOTAL	*Milwaukee Magazine*			*$ 900.00*			
NAPA AUTO PARTS	9/4/2025	PW/Streets: Paint Trailer Parts	$ 15.98		9/25/2025	PW	9/18/2025
NAPA AUTO PARTS	10/2/2025	PW/B&G: Spray Paint for Park Signs	$ 24.95				
TOTAL	*NAPA AUTO PARTS*			*$ 40.93*			
NEUMAN POOLS INC	9/8/2025	PW/Aquatic: Sensors and Cables	$ 1,264.52		9/18/2025	Park	9/22/2025
TOTAL	*NEUMAN POOLS INC*			*$ 1,264.52*			
PIONEER PRINT CO LLC	9/4/2025	PW/Streets: Clothing	$ 419.40				
TOTAL	*PIONEER PRINT CO LLC*			*$ 419.40*			
RICHLAND COUNTY AMBULANCE	9/8/2025	Admin/City Office: monthly service fee	$ 9,590.00		9/25/2025		
TOTAL	*RICHLAND COUNTY AMBULANCE*			*$ 9,590.00*			
RICHLAND ELECTRIC CO-OP	9/2/2025	PW/Parks: RC Flood Control	$ 47.35		9/18/2025		
TOTAL	*RICHLAND ELECTRIC CO-OP*			*$ 47.35*			
NATURE'S WAY PORTABLE UNITS	8/31/2025	PW/Parks: portable bathrooms, Old Mill Pond, tennis court, North Park	$ 1,516.00		9/18/2025	PW	9/18/2025
NATURE'S WAY PORTABLE UNITS	8/31/2025	PW/Refuse: Landfill Porta	$ 168.00		9/18/2025	PW	9/18/2025
NATURE'S WAY PORTABLE UNITS	9/30/2025	PW/B&G: Landfill Porta	$ 168.00				
NATURE'S WAY PORTABLE UNITS	7/31/2025	PW/B&G: Landfill Porta	$ 210.00				
NATURE'S WAY PORTABLE UNITS	9/30/2025	PW/Parks: portable bathrooms, Old Mill Pond, tennis court, North Park	$ 1,623.00				
NATURE'S WAY PORTABLE UNITS	7/31/2025	PW/Parks: portable bathrooms, Old Mill Pond, tennis court, North Park	$ 1,694.00				
TOTAL	*NATURE'S WAY PORTABLE UNITS*			*$ 5,379.00*			
PINE RIVER LEASING, INC	8/28/2025	PW/B&G & Streets: 19' Electric Scissors Lift and Trailer	$ 100.00		9/18/2025	PW	9/18/2025
PINE RIVER LEASING, INC	8/28/2025	PW/B&G & Streets: 19' Electric Scissors Lift and Trailer	$ 100.00		9/18/2025	PW	9/18/2025
TOTAL	*PINE RIVER LEASING, INC*			*$ 200.00*			
Richland Center Archery Club	9/15/2025	Tourism: Sponshorship Grant	$ 1,500.00		9/18/2025		
TOTAL	*Richland Center Archery Club*			*$ 1,500.00*			
PITNEY BOWES, INC	8/6/2025	Postage Machine Refill - Split Across All Departments	$ 1.02		9/18/2025		
PITNEY BOWES, INC	8/6/2025	Postage Machine Refill - Split Across All Departments	$ 86.08		9/18/2025		
PITNEY BOWES, INC	8/6/2025	Postage Machine Refill - Split Across All Departments	$ 5.12		9/18/2025	Park	9/22/2025
PITNEY BOWES, INC	8/6/2025	Postage Machine Refill - Split Across All Departments	$ 36.37		9/18/2025		
PITNEY BOWES, INC	8/6/2025	Postage Machine Refill - Split Across All Departments	$ 46.54		9/18/2025		
PITNEY BOWES, INC	8/6/2025	Postage Machine Refill - Split Across All Departments	$ 10.98		9/18/2025	PW	9/18/2025
PITNEY BOWES, INC	8/6/2025	Postage Machine Refill - Split Across All Departments	$ 0.48		9/18/2025	PW	9/18/2025
PITNEY BOWES, INC	8/6/2025	Postage Machine Refill - Split Across All Departments	$ 13.41		9/18/2025		
PITNEY BOWES, INC	10/2/2025	Postage Machine Refill	$ 1.02				
PITNEY BOWES, INC	10/2/2025	Postage Machine Refill	$ 86.08				
PITNEY BOWES, INC	10/2/2025	Postage Machine Refill	$ 5.12				
PITNEY BOWES, INC	10/2/2025	Postage Machine Refill	$ 36.37				
PITNEY BOWES, INC	10/2/2025	Postage Machine Refill	$ 46.54				

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Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
PITNEY BOWES, INC	10/2/2025	Postage Machine Refill	$ 10.98				
PITNEY BOWES, INC	10/2/2025	Postage Machine Refill	$ 0.48				
PITNEY BOWES, INC	10/2/2025	Postage Machine Refill	$ 13.41				
TOTAL	*PITNEY BOWES, INC*			*$ 400.00*			
PREMIER CO-OP	8/31/2025	PW/Streets: Fuel	$ 1,712.86		9/18/2025	PW	9/18/2025
PREMIER CO-OP	8/31/2025	PW/B&G: Fuel	$ 2,101.71		9/18/2025	PW	9/18/2025
PREMIER CO-OP	9/30/2025	PW/Streets: Fuel	$ 1,643.05				
PREMIER CO-OP	9/30/2025	PW/B&G: Fuel	$ 1,756.49				
TOTAL	*1/0/1900*			*$ 7,214.11*			
RANDY OLSON TRUCKING LLC	8/31/2025	PW/Streets: Move Equipment - Loader to Sun Prairie	$ 402.50			PW	9/18/2025
RANDY OLSON TRUCKING LLC	8/31/2025	PW/Roadways Outlay: Fire Dept Parking Lot Project-Emergency Purchase	$ 10,108.44				
RANDY OLSON TRUCKING LLC	8/31/2025	PW/Roadways Outlay: Fire Dept Parking Lot Project-Emergency Purchase	$ 1,000.00				
TOTAL	*RANDY OLSON TRUCKING LLC*			*$ 11,510.94*			
RICHLAND CENTER UTILITIE	9/10/2025	North End of Central	$ 25.51				
RICHLAND CENTER UTILITIE	9/10/2025	Flashers Main & Second	$ 12.50				
RICHLAND CENTER UTILITIE	9/10/2025	5TH & Main	$ 249.16				
RICHLAND CENTER UTILITIE	9/10/2025	Main & Sixth	$ 381.06				
RICHLAND CENTER UTILITIE	9/10/2025	Intersection First &	$ 343.10				
RICHLAND CENTER UTILITIE	9/10/2025	W Mill-Linear Park	$ 27.16				
RICHLAND CENTER UTILITIE	9/10/2025	Footbridge Congress	$ 92.83				
RICHLAND CENTER UTILITIE	9/10/2025	Foundry Dr	$ 852.96				
RICHLAND CENTER UTILITIE	9/10/2025	Bike Path	$ 22.90				
RICHLAND CENTER UTILITIE	9/10/2025	80 HIGHWAY & 14	$ 113.27				
RICHLAND CENTER UTILITIE	9/10/2025	14 Intersection HWY & 8	$ 237.18				
RICHLAND CENTER UTILITIE	9/10/2025	US HWY 14 W	$ 337.10				
RICHLAND CENTER UTILITIE	9/10/2025	Krouskop Park	$ 131.91				
RICHLAND CENTER UTILITIE	9/10/2025	Westside Park-Footbridge	$ 28.60				
RICHLAND CENTER UTILITIE	9/10/2025	West End of Foot Bridge	$ 9.66				
RICHLAND CENTER UTILITIE	9/10/2025	14 US HWY W	$ 411.88				
RICHLAND CENTER UTILITIE	9/10/2025	Between Dike & Scorebd	$ 12.50				
RICHLAND CENTER UTILITIE	9/10/2025	HI-Caster Booth	$ 12.50				
RICHLAND CENTER UTILITIE	9/10/2025	US HWY 14 W-B.Fields	$ 298.23				
RICHLAND CENTER UTILITIE	9/10/2025	Event Meter	$ 22.80				
RICHLAND CENTER UTILITIE	9/10/2025	N Orange-Meyer Bldg	$ 178.44				
RICHLAND CENTER UTILITIE	9/10/2025	N Orange-Meyer Bldg	$ 196.32				
RICHLAND CENTER UTILITIE	9/10/2025	1050 N Orange St	$ 1,722.36				
RICHLAND CENTER UTILITIE	9/10/2025	Pool transformer	$ 144.93				
RICHLAND CENTER UTILITIE	9/10/2025	1055 N Orange-Bath House	$ 591.50				
RICHLAND CENTER UTILITIE	9/10/2025	Pippin (Fountain)	$ 28.60				
RICHLAND CENTER UTILITIE	9/10/2025	Ferguson (Fountain)	$ 28.60				
RICHLAND CENTER UTILITIE	9/10/2025	1055 N Orange-Park Pool	$ 4,984.91				
RICHLAND CENTER UTILITIE	9/10/2025	Krouskop Park Footbr	$ 14.66				
RICHLAND CENTER UTILITIE	9/10/2025	Park Dept Garage	$ 113.32				

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RICHLAND CENTER UTILITIE	9/10/2025	Pavilion	$ 18.58				
RICHLAND CENTER UTILITIE	9/10/2025	8TH & Jefferson (Keepers)	$ 22.55				
RICHLAND CENTER UTILITIE	9/10/2025	WA Fountain-Keepers	$ 41.10				
RICHLAND CENTER UTILITIE	9/10/2025	Park Dept Garage	$ 83.65				
RICHLAND CENTER UTILITIE	9/10/2025	Rotary Meter Lights	$ 12.88				
RICHLAND CENTER UTILITIE	9/10/2025	Anderson (Fountain)	$ 28.60				
RICHLAND CENTER UTILITIE	9/10/2025	Anderson Shelter	$ 13.80				
RICHLAND CENTER UTILITIE	9/10/2025	Tennis Court (Fountain)	$ 28.60				
RICHLAND CENTER UTILITIE	9/10/2025	1100 Block N Main Parking	$ 13.66				
RICHLAND CENTER UTILITIE	9/10/2025	Tennis Court Lights	$ 146.35				
RICHLAND CENTER UTILITIE	9/10/2025	Lions/Conc(Fountain)	$ 28.60				
RICHLAND CENTER UTILITIE	9/10/2025	N Park Ballfields	$ 339.43				
RICHLAND CENTER UTILITIE	9/10/2025	Williams Shelter	$ 13.27				
RICHLAND CENTER UTILITIE	9/10/2025	N Park Access Rd by Flag	$ 12.50				
RICHLAND CENTER UTILITIE	9/10/2025	80 HWY North Bridge	$ 190.53				
RICHLAND CENTER UTILITIE	9/10/2025	North Park Footbridge	$ 28.32				
RICHLAND CENTER UTILITIE	9/10/2025	Pond- Klingaman Shelter	$ 13.41				
RICHLAND CENTER UTILITIE	9/10/2025	Klingaman (Fountain)	$ 10.50				
RICHLAND CENTER UTILITIE	9/10/2025	For Dike Alarm City	$ 13.66				
RICHLAND CENTER UTILITIE	9/10/2025	North Park Pond	$ 195.80				
RICHLAND CENTER UTILITIE	9/10/2025	Lions Shelter/Conc	$ 58.88				
RICHLAND CENTER UTILITIE	9/10/2025	US HWY 80 N & Ind	$ 51.45				
RICHLAND CENTER UTILITIE	9/10/2025	Cemetery-10th Street	$ 39.60				
RICHLAND CENTER UTILITIE	9/10/2025	Tenth & Cedar	$ 884.95				
RICHLAND CENTER UTILITIE	9/10/2025	3 RT Landfill	$ 106.06				
RICHLAND CENTER UTILITIE	9/10/2025	E Robb Rd	$ 852.96				
RICHLAND CENTER UTILITIE	9/10/2025	141 W Robb Rd Street Dep	$ 228.77				
RICHLAND CENTER UTILITIE	9/10/2025	141 W Robb Rd Street Dep	$ 140.70				
RICHLAND CENTER UTILITIE	9/10/2025	W Robb Rd	$ 842.30				
RICHLAND CENTER UTILITIE	9/10/2025	141 W Robb Rd Street Dep	$ 7.50				
RICHLAND CENTER UTILITIE	9/10/2025	Industrial Park Sign	$ 120.22				
RICHLAND CENTER UTILITIE	9/10/2025	151 Ind Drive-Dog Park	$ 55.75				
RICHLAND CENTER UTILITIE	9/10/2025	Cemetery-Parkinson/AA	$ 39.60				
RICHLAND CENTER UTILITIE	9/10/2025	Park & Tenth Sts	$ 31.99				
RICHLAND CENTER UTILITIE	9/10/2025	133 W Robb Rd	$ 215.21				
RICHLAND CENTER UTILITIE	9/10/2025	Bohmann Dr	$ 13.68				
RICHLAND CENTER UTILITIE	9/10/2025	Court & Church St	$ 525.31				
RICHLAND CENTER UTILITIE	9/10/2025	14 New Highway East	$ 181.23				
RICHLAND CENTER UTILITIE	9/10/2025	450 S Main St	$ 957.11				
RICHLAND CENTER UTILITIE	9/10/2025	450 S Main St	$ 234.46				
RICHLAND CENTER UTILITIE	9/10/2025	EV Charging Station	$ 99.89				
RICHLAND CENTER UTILITIE	9/10/2025	Burton & Main St	$ 136.41				
RICHLAND CENTER UTILITIE	9/10/2025	Dump Station-Old WWTP	$ 28.60				
RICHLAND CENTER UTILITIE	9/10/2025	Cold Storage Bldg	$ 45.88				
RICHLAND CENTER UTILITIE	9/10/2025	397 W Seminary St	$ 181.32				

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RICHLAND CENTER UTILITIE	9/10/2025	Mill Pond Campground	$ 159.31				
RICHLAND CENTER UTILITIE	9/10/2025	Aud City Parking Lot	$ 92.29				
RICHLAND CENTER UTILITIE	9/10/2025	Mill & Main	$ 872.10				
RICHLAND CENTER UTILITIE	9/10/2025	Cemetary Bldg	$ 20.31				
RICHLAND CENTER UTILITIE	9/10/2025	Cemetary Garage	$ 42.88				
RICHLAND CENTER UTILITIE	9/10/2025	Cemetery-Saloutus/Park	$ 39.60				
TOTAL	*RICHLAND CENTER UTILITIE*			*$ 20,188.56*			
RHYME BUSINESS PRODUCTS-DALLAS	9/9/2025	Dept: Copier Lease	$ 483.63		9/18/2025		
RHYME BUSINESS PRODUCTS-DALLAS	9/1/2025	Police: Copier Lease	$ 203.33		9/18/2025		
RHYME BUSINESS PRODUCTS-DALLAS	9/4/2025	City Office: Copier Lease	$ 445.07		9/25/2025		
RHYME BUSINESS PRODUCTS-DALLAS	9/25/2025	CC/SC: Copier Lease	$ 254.13				
RHYME BUSINESS PRODUCTS-DALLAS	9/30/2025	Police: Copier Lease	$ 202.94				
RHYME BUSINESS PRODUCTS-PORTAGE	9/22/2025	Tourism - Copier Contract	$ 43.68				
RHYME BUSINESS PRODUCTS-DALLAS	10/6/2025	Admin/City Office: Copier Lease	$ 445.07				
RHYME BUSINESS PRODUCTS-DALLAS	10/6/2025	Admin/City Office: Copier Color Image Overage	$ 71.92				
RHYME BUSINESS PRODUCTS-DALLAS	10/6/2025	Admin/City Office: Copier Lease - Late Payment	$ 44.51				
TOTAL	*RHYME BUSINESS PRODUCTS-DALLAS*			*$ 2,194.28*			
RICHLAND CENTER POLICE PROFESSIONAL	9/12/2025	UNION DUES POLICE UNION DUES Pay Period: 9/5/2025	$ 218.25		9/25/2025		
RICHLAND CENTER POLICE PROFESSIONAL	9/26/2025	UNION DUES POLICE UNION DUES Pay Period: 9/19/2025	$ 218.25		9/25/2025		
TOTAL	*RICHLAND CENTER POLICE PROFESSIONAL*			*$ 436.50*			
RICHLAND ELECTRIC CO-OP	10/2/2025	PW/Parks: RC Flood Control	$ 40.27				
TOTAL	*RICHLAND ELECTRIC CO-OP*			*$ 40.27*			
RICHLAND FIRE DISTRICT	8/24/2025	Incident #225158, 08/24/2025, Hillside Depot	$ 300.00		9/25/2025		
RICHLAND FIRE DISTRICT	8/28/2025	#225163, 08/28/2025, Hillside Depot	$ 300.00		9/25/2025		
RICHLAND FIRE DISTRICT	9/7/2025	#225169, 09/07/2025, Eric Freel	$ 612.00				
RICHLAND FIRE DISTRICT	9/11/2025	#225173, 9/11/2025, HIllside Depot	$ 300.00				
RICHLAND FIRE DISTRICT	9/16/2025	#225174, 9/16/2025, Richland Co Coroner	$ 200.00				
TOTAL	*RICHLAND FIRE DISTRICT*			*$ 1,712.00*			
RICHLAND HOSPITAL, INC	9/4/2025	Police: lab work for investigation	$ 279.00		9/25/2025		
RICHLAND HOSPITAL, INC	7/31/2025	Police: lab work for investigation	$ 324.00				
TOTAL	*RICHLAND HOSPITAL, INC*			*$ 603.00*			
RJB VIDEO LLC	9/3/2025	GREATER RICHLAND TOURISM - VIDEO PRODUCTION	$ 450.00				
RJB VIDEO LLC	9/24/2025	GREATER RICHLAND TOURISM - VIDEO PRODUCTION	$ 450.00				
TOTAL	*RJB VIDEO LLC*			*$ 900.00*			
RUNNING, INC	9/15/2025	Taxi: Shared Ride Taxi Service - August 2025	$ 32,142.93		9/25/2025		
RUNNING, INC	9/15/2025	Taxi: Shared Ride Taxi Service - August 2025 Fare Revenue	$ (6,897.00)		9/25/2025		
RUNNING, INC	10/7/2025	Taxi: Shared Ride Taxi Service	$ 32,524.87				
RUNNING, INC	10/7/2025	Taxi: Shared Ride Taxi Service	$ (6,258.50)				
TOTAL	*RUNNING, INC*			*$ 51,512.30*			
SHERWIN INDUSTRIES, INC	9/24/2025	PW/Streets: 50lb Glass Beads -Hwy Spec	$ 825.00				
TOTAL	*SHERWIN INDUSTRIES, INC*			*$ 825.00*			
THE HOMESTEADER'S STORE	8/26/2025	PW/B&G: New Holland Workmaster 2 Repair	$ 212.06		9/25/2025	PW	9/18/2025
TOTAL	*THE HOMESTEADER'S STORE*			*$ 212.06*			
THE PSYCHOLOGY CENTER	9/8/2025	POLICE: new hire	$ 475.00				
TOTAL	*THE PSYCHOLOGY CENTER*			*$ 475.00*			

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TOP PACK DEFENSE LLC	8/28/2025	POLICE: Hi Lite AXIIIA black no tails & guardian	$ 1,321.00		9/25/2025		
TOTAL	*TOP PACK DEFENSE LLC*			*$ 1,321.00*			
TOTAL UPFITTERS LLC	9/4/2025	Police: Squad 3 equipment	$ 2,645.94		9/25/2025		
TOTAL	*TOTAL UPFITTERS LLC*			*$ 2,645.94*			
UNITED STATES ALLIANCE F	9/23/2025	PW/B&G: Community Center 5-Year Testing and Repairs	$ 2,875.00				
TOTAL	*UNITED STATES ALLIANCE F*			*$ 2,875.00*			
SCHILLING SUPPLY COMPANY	9/16/2025	PW/B&G: Paper & Cleaning Products for Restrooms / Breakrooms	$ 4.13				
SCHILLING SUPPLY COMPANY	9/30/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	$ 667.16				
SCHILLING SUPPLY COMPANY	10/2/2025	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	$ 283.12				
TOTAL	*SCHILLING SUPPLY COMPANY*			*$ 954.41*			
SCOTT CONSTRUCTION, INC	8/27/2025	PW/Streets: Cold Mix Patch	$ 891.44		9/18/2025	PW	9/18/2025
SCOTT CONSTRUCTION, INC	9/11/2025	PW/Streets: Cold Mix Patch	$ 875.60			PW	9/18/2025
SCOTT CONSTRUCTION, INC	10/3/2025	PW/Streets: 2025 Outlay Project - Cold Mix Patch	$ 880.88				
TOTAL	*SCOTT CONSTRUCTION, INC*			*$ 2,647.92*			
WERTZ PLUMBING & HEATING	9/15/2025	PW / B&G: Meyers Building Water Heater Repair	$ 172.39				
TOTAL	*WERTZ PLUMBING & HEATING*			*$ 172.39*			
WEST BEND MUTUAL INSURAN	8/27/2025	Police: notary bond	$ 20.00				
TOTAL	*WEST BEND MUTUAL INSURAN*			*$ 20.00*			
SECURIAN FINANCIAL GROUP, INC	9/23/2025	Payroll: Life Insurance Premiums - Oct 2025	$ 327.17		9/25/2025		
SECURIAN FINANCIAL GROUP, INC	9/23/2025	Payroll: Life Insurance Premiums - Oct 2025	$ 396.49		9/25/2025		
SECURIAN FINANCIAL GROUP, INC	9/23/2025	Payroll: Life Insurance Premiums - Oct 2025	$ 671.35		9/25/2025		
SECURIAN FINANCIAL GROUP, INC	9/23/2025	Payroll: Life Insurance Premiums - Oct 2025	$ 0.01		9/25/2025		
SECURIAN FINANCIAL GROUP, INC	10/7/2025	Payroll: Life Insurance Premiums - Nov 2025	$ 784.90				
SECURIAN FINANCIAL GROUP, INC	10/7/2025	Payroll: Life Insurance Premiums - Nov 2025	$ 430.04				
SECURIAN FINANCIAL GROUP, INC	10/7/2025	Payroll: Life Insurance Premiums - Nov 2025	$ 369.40				
TOTAL	*SECURIAN FINANCIAL GROUP, INC*			*$ 2,979.36*			
SIMPSON'S TRACTOR, INC	8/21/2025	PW/B&G: Replace Tension Arm, Gauge Wheels, Hydraulic Filter, Oil Filter DC Classic	$ 571.72		9/18/2025	PW	9/18/2025
SIMPSON'S TRACTOR, INC	9/3/2025	PW/B&G: NH Workmaster 25S Replaced Fuel Shut off Solenoid, Top Engine Hood, Etc.	$ 1,085.83		9/25/2025	PW	9/18/2025
SIMPSON'S TRACTOR, INC	8/5/2025	PW/B&G: NH Workmaster 25S Hyd Leak - Replace hose under rear fender	$ 457.71		9/18/2025	PW	9/18/2025
SIMPSON'S TRACTOR, INC	8/5/2025	PW/B&G: BOB 68 Broom Toolkat and Broom	$ 253.75		9/18/2025	PW	9/18/2025
TOTAL	*SIMPSON'S TRACTOR, INC*			*$ 2,369.01*			
SEXTONVILLE WATERWORKS	9/29/2025	PW/Airport: Water and Sewer Charges	$ 163.18				
TOTAL	*SEXTONVILLE WATERWORKS*			*$ 163.18*			
TC AUTOWORKS LLC	8/27/2025	Police: vehicle service	$ 63.63		9/18/2025		
TC AUTOWORKS LLC	8/27/2025	Police: vehicle service	$ 61.91		9/18/2025		
TC AUTOWORKS LLC	5/28/2025	PW/B&G: 2019 Ford F-250 Brakes - Late Charge	$ 17.81				
TC AUTOWORKS LLC	9/15/2025	Police: 2020 Dodge Blower Motor	$ 536.38				
TOTAL	*TC AUTOWORKS LLC*			*$ 679.73*			
VERIZON	9/21/2025	Police: Phone	$ 592.82				
VERIZON WIRELESS	8/21/2025	POLICE: Cell Phones	$ 592.82		9/18/2025		
TOTAL	*VERIZON WIRELESS*			*$ 1,185.64*			
U S CELLULAR	9/10/2025	PW: Floodplain Telephone	$ 40.81				

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
U S CELLULAR	8/18/2025	PW/office: DPW Cell	$ 56.20		9/23/2025		
U S CELLULAR	8/18/2025	PW/Parks: Parks Cell	$ 56.20		9/23/2025		
U S CELLULAR	8/18/2025	PW/Streets: Streets Cell	$ 72.28		9/23/2025		
U S CELLULAR	8/18/2025	Admin/city office: Clerk/Treas Cell	$ 59.11		9/23/2025		
U S CELLULAR	8/18/2025	Admin/city office: Mayor Cell	$ 56.20		9/23/2025		
U S CELLULAR	8/18/2025	PW/Cemetery: Tess Cell	$ 59.11		9/23/2025		
U S CELLULAR	8/18/2025	PW/CC/SC: Mieden Cell	$ 56.20		9/23/2025		
U S CELLULAR	8/18/2025	Admin/city office: DPW Cell	$ (9.25)		9/23/2025		
U S CELLULAR	8/18/2025	PW/Parks: Parks Cell	$ (9.25)		9/23/2025		
U S CELLULAR	8/18/2025	PW/Streets: Streets Cell	$ (9.25)		9/23/2025		
U S CELLULAR	8/18/2025	Admin/city office: Clerk/Treas Cell	$ (9.25)		9/23/2025		
U S CELLULAR	8/18/2025	Admin/city office: Mayor Cell	$ (9.25)		9/23/2025		
U S CELLULAR	8/18/2025	PW/Cemetery: Tess Cell	$ (9.25)		9/23/2025		
U S CELLULAR	8/18/2025	PW/CC/SC: Mieden Cell	$ (9.25)		9/23/2025		
U S CELLULAR	9/18/2025	PW/office: DPW Cell	$ 56.20				
U S CELLULAR	9/18/2025	PW/Parks: Parks Cell	$ 56.20				
U S CELLULAR	9/18/2025	PW/Streets: Streets Cell	$ 72.28				
U S CELLULAR	9/18/2025	Admin/city office: Clerk/Treas Cell	$ 59.11				
U S CELLULAR	9/18/2025	Admin/city office: Mayor Cell	$ 56.20				
U S CELLULAR	9/18/2025	PW/Cemetery: Tess Cell	$ 59.11				
U S CELLULAR	9/18/2025	PW/CC/SC: Mieden Cell	$ 56.20				
U S CELLULAR	9/18/2025	Admin/city office: DPW Cell	$ (9.25)				
U S CELLULAR	9/18/2025	PW/Parks: Parks Cell	$ (9.25)				
U S CELLULAR	9/18/2025	PW/Streets: Streets Cell	$ (9.25)				
U S CELLULAR	9/18/2025	Admin/city office: Clerk/Treas Cell	$ (9.25)				
U S CELLULAR	9/18/2025	Admin/city office: Mayor Cell	$ (9.25)				
U S CELLULAR	9/18/2025	PW/Cemetery: Tess Cell	$ (9.25)				
U S CELLULAR	9/18/2025	PW/CC/SC: Mieden Cell	$ (9.25)				
TOTAL	*U S CELLULAR*			*$ 741.91*			
US BANK	9/9/2025	PW/Aquatic/B&G: Certified Pool Operator Training	$ 395.00			PW	9/18/2025
US BANK	8/15/2025	PW/Aquatic: WAC Training	$ 49.00			Park	9/22/2025
US BANK	9/16/2025	PW/Streets: Elastomeric L Line Supplies	$ 146.70			PW	9/18/2025
US BANK	8/30/2025	Police: notary renewal	$ 166.95				
US BANK	9/9/2025	Police: Training Coleman SWAT_Olive Garden	$ 25.62				
US BANK	9/10/2025	Police: Training - Coleman SWAT Buffalo Wild Wings	$ 33.20				
US BANK	9/11/2025	Police: Training - Coleman SWAT Milw Burger Co	$ 33.53				
US BANK	9/12/2025	Police: Training - Coleman SWAT Hotel	$ 323.00				
US BANK	9/23/2025	Police: Retired Officer Card	$ 20.00				
US BANK	7/31/2025	Police: Email Renewals for PD	$ 1,342.32		9/8/2025		
US BANK	9/27/2025	PW/B&G: Walking Path Ground Cover for Light Poles	$ 119.76				
US BANK	10/3/2025	Police: USB Flash Drives	$ 69.52				
US BANK	10/2/2025	PW/Streets: Supplies	$ 99.28				
TOTAL	*US BANK*			*$ 2,823.88*			
WALLACE ELECTRIC LLC	7/31/2025	PW/B&G: Generator Repairs	$ 750.00				
TOTAL	*WALLACE ELECTRIC LLC*			*$ 750.00*			

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
WALLACE, COOPER & ELLIOTT INSURANCE	10/6/2025	Insurance: Airport Liability Insurance $3,543 (2025 Portion of Prem)	$ 885.75				
WALLACE, COOPER & ELLIOTT INSURANCE	10/6/2025	Insurance: Airport Liability Insurance $3,543 (2026 Portion of Prem)	$ 2,657.25				
WALLACE, COOPER & ELLIOTT INSURANCE	8/29/2025	Insurance: 2019 Ford Edge - WWTP Vehicle Add On	$ 65.00				
TOTAL	*WALLACE, COOPER & ELLIOTT INSURANCE*			*$ 3,608.00*			
WARCO	9/15/2025	PW/CC/SC: Senior Center Bus Trip - Diamond Jo 10/2/2025	$ 1,325.00		9/18/2025		
TOTAL	*WARCO*			*$ 1,325.00*			
VISA	8/21/2025	Tourism: Lands End Volunteer Shirts	$ 47.42		9/18/2025		
VISA	8/28/2025	Tourism: Canyon of Lights Glow Sticks	$ 234.29		9/18/2025		
VISA	8/29/2025	Tourism: Canyon of Lights Glow Sticks	$ 203.23		9/18/2025		
VISA	8/24/2025	Tourism: Visme Easy WebContent	$ 29.00		9/18/2025		
VISA	8/29/2025	Tourism: Lands End Volunteer Shirts	$ 68.47		9/18/2025		
TOTAL	*VISA*			*$ 582.41*			
WI DEPT OF REVENUE	9/12/2025	SWT TAXES STATE WITHHOLDING TAX Pay Period: 9/5/2025	$ 3,270.02		9/30/2025		
WI DEPT OF REVENUE	9/26/2025	SWT TAXES STATE WITHHOLDING TAX Pay Period: 9/19/2025	$ 3,036.28				
TOTAL	*WI DEPT OF REVENUE*			*$ 6,306.30*			
WI DEPT OF REVENUE-AV FUEL	8/31/2025	Aviation Fuel Tax - August 2025	$ 21.24		9/19/2025	PW	9/18/2025
TOTAL	*WI DEPT OF REVENUE-AV FUEL*			*$ 21.24*			
WI DEPT OF TRANS-FINANCIAL OPERATIONS	9/2/2025	PW/Streets: Cap Outlay Project - Preliminary Engineering USH 14	$ 2,197.55		9/18/2025		
TOTAL	*WI DEPT OF TRANS-FINANCIAL OPERATIONS*			*$ 2,197.55*			
WALSH'S ACE HARDWARE	9/4/2025	PW/B&G: Fence Parts Returned	$ (20.37)		9/18/2025	PW	9/18/2025
WALSH'S ACE HARDWARE	9/10/2025	PW/B&G: Fasteners for Rinish Mount Deck	$ 1.79		9/18/2025	PW	9/18/2025
WALSH'S ACE HARDWARE	9/3/2025	PW/Streets: Mounting Tape Garage Supplies	$ 14.78		9/18/2025	PW	9/18/2025
WALSH'S ACE HARDWARE	9/3/2025	PW/B&G: Aquatic Center Maintenance - Pool Winterizing - Antifreeze	$ 156.00		9/18/2025	Park	9/22/2025
WALSH'S ACE HARDWARE	9/8/2025	PW/Streets: Ace Btr Rlr J 3X3 2 Pk	$ 12.08		9/18/2025	PW	9/18/2025
WALSH'S ACE HARDWARE	9/10/2025	PW/Streets: Rollers and Paint Tray	$ 6.46		9/18/2025	PW	9/18/2025
WALSH'S ACE HARDWARE	8/28/2025	PW/ Streets: Marking Paint Supplies: Brush, Tray, Roller	$ 6.80		9/18/2025	PW	9/18/2025
WALSH'S ACE HARDWARE	9/11/2025	PW/B&G: Community Center Water Softener Salt	$ 116.87		9/18/2025	PW	9/18/2025
WALSH'S ACE HARDWARE	9/16/2025	Aquatic: Bots/Nuts/Washers - Maint & Repair	$ 141.01				
WALSH'S ACE HARDWARE	9/17/2025	PW/B&G: Batteries - CC	$ 33.98				
WALSH'S ACE HARDWARE	9/25/2025	PW/B&G: Trial and No Smoking Signs	$ 9.71				
WALSH'S ACE HARDWARE	9/19/2025	PW/CC: Keys for Rentals	$ 51.49				
WALSH'S ACE HARDWARE	9/24/2025	PW/B&G: Tools - Scrw Extrctr Set	$ 23.99				
WALSH'S ACE HARDWARE	9/18/2025	PW/B&G: Bolts, Nuts, and Washers for Pool	$ 25.14				
WALSH'S ACE HARDWARE	9/29/2025	Parks & Rec: Aquatic - WAC Maintenance & Repair	$ 119.11				
WALSH'S ACE HARDWARE	9/18/2025	PW/B&G: Aquatic Center Maintenance	$ 13.26				
WALSH'S ACE HARDWARE	9/18/2025	PW/Aquatic: Materials for Repair & Maintenance	$ 42.03				
WALSH'S ACE HARDWARE	9/30/2025	PW/Streets: Paint Supplies	$ 13.14				
WALSH'S ACE HARDWARE	10/2/2025	PW/B&G: Fasteners for Signs in Parks	$ 10.70				
WALSH'S ACE HARDWARE	10/3/2025	PW/B&G: Shutoff Water Valve for Old Mill Pond Creek Campground	$ 7.19				
WALSH'S ACE HARDWARE	9/24/2025	PW/Streets: Blower	$ 172.79				
WALSH'S ACE HARDWARE	10/6/2025	PW/B&G: Truck & Shop Supplies	$ 36.08				
WALSH'S ACE HARDWARE	10/2/2025	PW/Streets: Fasteners	$ 9.59				
WALSH'S ACE HARDWARE	10/6/2025	PW/B&G: Screws for Signs	$ 1.49				
WALSH'S ACE HARDWARE	9/30/2025	PW/B&G: Weedeater String	$ 92.65				
WALSH'S ACE HARDWARE	10/3/2025	PW/Streets: Extension Cord and Cablette	$ 13.42				

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL	*WALSH'S ACE HARDWARE*			*$ 1,111.18*			
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ (134.03)		9/30/2025		
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ 2,175.10		9/30/2025	Park	9/22/2025
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ 113.31		9/30/2025	Park	9/22/2025
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ 55.91		9/30/2025	Park	9/22/2025
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ 23.78		9/30/2025		
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ 13.47		9/30/2025	PW	9/18/2025
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ 18.26		9/30/2025	PW	9/18/2025
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ 41.70		9/30/2025	PW	9/18/2025
WE ENERGIES	9/9/2025	WE Energies: Gas Bills	$ 19.49		9/30/2025	PW	9/18/2025
TOTAL	*WE ENERGIES*			*$ 2,326.99*			
WI DEPT OF ADMINISTRATIO	9/15/2025	Aquatic Center Funds from Richland Co Bank to LGIP_Higher Interest Rate	$ 239,605.55		9/18/2025		
TOTAL	*WI DEPT OF ADMINISTRATIO*			*$ 239,605.55*			
WIL-KIL PEST CONTROL	8/31/2025	PW/Refuse: pest control landfill	$ 67.38		9/18/2025	PW	9/18/2025
WIL-KIL PEST CONTROL	8/31/2025	PW/CC/SC: pest control community center	$ 81.56		9/18/2025		
WIL-KIL PEST CONTROL	8/31/2025	PW/CC/SC: pest control Meyer Shelter	$ 67.38		9/18/2025		
WIL-KIL PEST CONTROL	8/31/2025	3722805 - Municipal Building - Pest Control	$ 67.38		9/18/2025	PW	9/18/2025
TOTAL	*WIL-KIL PEST CONTROL*			*$ 283.70*			
WEX BANK	8/31/2025	POLICE: Vehicle Fuel	$ 1,891.74		9/18/2025		
WEX BANK	9/30/2025	POLICE: Vehicle Fuel	$ 2,199.18				
TOTAL	*WEX BANK*			*$ 4,090.92*			
WI DEPT OF NATURAL RESOURCES-ENV FEES	9/12/2025	PW/B&G: CTMI Workshop VI/Tess	$ 425.00		9/25/2025	PW	9/18/2025
TOTAL	*WI DEPT OF NATURAL RESOURCES-ENV FEES*			*$ 425.00*			
WI Deferred Compensation	9/12/2025	DEFERRED COMP DEFERRED COMP AFTER TAX % Pay Period: 9/5/2025	$ 91.14		9/15/2025		
WI Deferred Compensation	9/12/2025	DEFERRED COMP DEFERRED COMPENSATION Pay Period: 9/5/2025	$ 395.00		9/15/2025		
WI Deferred Compensation	9/12/2025	DEFERRED COMP DEFERRED COMP AFTER TAX Pay Period: 9/5/2025	$ 100.00		9/15/2025		
WI Deferred Compensation	9/26/2025	DEFERRED COMP DEFERRED COMP AFTER TAX % Pay Period: 9/19/2025	$ 79.24		9/26/2025		
WI Deferred Compensation	9/26/2025	DEFERRED COMP DEFERRED COMPENSATION Pay Period: 9/19/2025	$ 395.00		9/26/2025		
WI Deferred Compensation	9/26/2025	DEFERRED COMP DEFERRED COMP AFTER TAX Pay Period: 9/19/2025	$ 100.00		9/26/2025		
TOTAL	*WI Deferred Compensation*			*$ 1,160.38*			
WICONNECT WIRELESS LLC	9/1/2025	Airport Internet Service 3Mb/s Download	$ 59.99		9/25/2025		
TOTAL	*WICONNECT WIRELESS LLC*			*$ 59.99*			
WISCONSIN STATE JOURNAL	9/16/2025	CC/SC: WSRC Subscriptions	$ 855.99				
TOTAL	*WISCONSIN STATE JOURNAL*			*$ 855.99*			
WPPI ENERGY	10/1/2025	LED Street Light Loan Payment 0% Int	$ 421.62				
TOTAL	*WPPI ENERGY*			*$ 421.62*			
WI Dept of EE Trust Funds	9/12/2025	WRS WRS Additional Pay Period: 9/5/2025	$ 70.00				
WI Dept of EE Trust Funds	9/12/2025	WRS WRS RETIREMENT Pay Period: 9/5/2025	$ 3,014.28				
WI Dept of EE Trust Funds	9/12/2025	WRS WRS RETIREMENT Pay Period: 9/5/2025	$ 3,014.28				
WI Dept of EE Trust Funds	9/12/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 9/5/2025	$ 2,534.46				

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
WI Dept of EE Trust Funds	9/12/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 9/5/2025	$ 5,473.77				
WI Dept of EE Trust Funds	9/16/2025	Payroll: Health Insurance - October 2025 Premiums	$ 34,957.34		9/19/2025		
WI Dept of EE Trust Funds	9/16/2025	Payroll: Health Insurance - October 2025 Premiums	$ 6,064.18		9/19/2025		
WI Dept of EE Trust Funds	9/16/2025	Payroll: Health Insurance - October 2025 Premiums	$ 59,766.44		9/19/2025		
WI Dept of EE Trust Funds	9/16/2025	Payroll: Health Insurance - October 2025 Premiums	$ 4,153.14		9/19/2025		
WI Dept of EE Trust Funds	8/31/2025	Payroll: WRS - Utility Portion - Aug 2025	$ 22,021.70		9/30/2025		
WI Dept of EE Trust Funds	8/31/2025	Payroll: WRS - Rounding - August 2025	$ (0.01)		9/30/2025		
WI Dept of EE Trust Funds	9/26/2025	WRS WRS Additional Pay Period: 9/19/2025	$ 70.00				
WI Dept of EE Trust Funds	9/26/2025	WRS WRS RETIREMENT Pay Period: 9/19/2025	$ 3,017.33				
WI Dept of EE Trust Funds	9/26/2025	WRS WRS RETIREMENT Pay Period: 9/19/2025	$ 3,017.33				
WI Dept of EE Trust Funds	9/26/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 9/19/2025	$ 2,280.06				
WI Dept of EE Trust Funds	9/26/2025	WRS PROTECTIVE W/ SS Employee Pay Period: 9/19/2025	$ 4,924.24				
WI Dept of EE Trust Funds	10/6/2025	Payroll: Health Insurance - November 2025 Premiums	$ 34,957.34				
WI Dept of EE Trust Funds	10/6/2025	Payroll: Health Insurance - November 2025 Premiums	$ 5,448.77				
WI Dept of EE Trust Funds	10/6/2025	Payroll: Health Insurance - November 2025 Premiums	$ 53,511.17				
WI Dept of EE Trust Funds	10/6/2025	Payroll: Health Insurance - November 2025 Premiums	$ 2,981.18				
TOTAL	*WI Dept of EE Trust Funds*			*$ 251,277.00*			
WORKSITE SOLUTIONS	9/12/2025	COMBINED INSURANCE Pay Period: 9/5/2025	$ 23.35		9/25/2025		
WORKSITE SOLUTIONS	9/26/2025	COMBINED INSURANCE Pay Period: 9/19/2025	$ 23.35		9/25/2025		
TOTAL	*WORKSITE SOLUTIONS*			*$ 46.70*			
ZARNOTH BRUSH WORKS	9/10/2025	PW/Streets: Tube Broom & Gutter Broom	$ 951.50				
TOTAL	*ZARNOTH BRUSH WORKS*			*$ 951.50*			

City of Richland Center - Finance Committee Council Payment Approval Report - October 7, 2025

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL BILLS PRESENTED FOR APPROVAL:				**$ 945,164.11**			
			Tourism Fund	**$ 6,176.04**			
			General Fund	**$ 938,988.07**			

The bills presented on this day (excluding any Library Fund invoices) having been referred to the Finance and Budget Committee

and said committee having duly investigated and audited these bills, hereby make the following recommendation:

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

Dated: _____

Finance: _____

_____

_____

_____

_____

Filed in the office of the City Clerk/Treasurer

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Emergency Purchase Notification – Court & Church Street Parking Lot Project

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Finance Committee and Common Council on 10-07-2025

Committee Review: Public Works Committee on 09-18-2025

Background: In accordance with the City of Richland Center Financial Policies – Emergency Circumstances Purchasing Authorization – this item is presented to formally advise of a purchase made under emergency authority.

During the removal of existing asphalt at the Court & Church Street parking lot, crews encountered unforeseen site conditions, including:

- Remnants of an old building foundation
- Nearly 12" thick asphalt in sections
- Soft clay deposits
- Areas with inadequate gravel base

These issues rendered the site unfit for paving and required immediate remediation. Delay would have resulted in the City losing its place on the contractor's schedule, pushing the project into 2026 and increasing costs due to contractor remobilization.

In consultation with Street Crew Lead Jason Koch and contractor Randy Olson, the City proceeded with excavation and gravel replacement to maintain project momentum. The required emergency approval was obtained from the Mayor, Council President, and City Administrator in accordance with policy.

At the time of invoking the Emergency purchase it was estimated that the additional work would cost between $7,000 and $10,000.

Financial Impact: $11,108.44 ($10,108.44 unbudgeted)

Funding Source: OUTLAY/ROADWAYS - 10-61000-941

Attachment(s):

- Randy Olson Trucking LLC Invoice_08.31.25
- Emergency Purchase Authorization - Court & Church Street Parking Lot Project

Randy Olson Trucking LLC
30690 Olson Ln
Lone Rock, WI 53556

INVOICE

BILL TO
Richland Center Street Dept
450 South Main St
Richland Center, WI 53581

INVOICE #	DATE	TERMS
12945	08/31/2025	30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/08/2025		Parking Lot Bid			
	Machine use	Hrs of Machine use	1	1,000.00	1,000.00
				Subtotal:	1,000.00
08/11/2025		***Extras***			
08/11/2025	Gravel 1-1/4" - Richland	yds of Gravel 1-1/4"	48	18.00	864.00
08/11/2025	Track Loader	Hours of Track Loader	3.50	100.00	350.00
08/11/2025	Mini Exc	Hrs of Mini Excavator use	3.50	100.00	350.00
08/15/2025	03	Hrs of #03 Truck Use- Quad Axle	2	105.00	210.00
08/15/2025	Mini Exc	Hrs of Mini Excavator use	2	100.00	200.00
08/15/2025	Track Loader	Hours of Track Loader	2	100.00	200.00
08/15/2025	Gravel 1-1/4" - Richland	yds of Gravel 1-1/4"	96	18.00	1,728.00
08/16/2025	Gravel 1-1/4" - Richland	yds of Gravel 1-1/4"	48	18.00	864.00
08/16/2025	Track Loader	Hours of Track Loader	1.50	100.00	150.00
08/20/2025	Gravel 3/4" - Richland	yds of Gravel 3/4"	174.48	18.00	3,140.64
08/21/2025	Gravel 1-1/4" - Richland	yds of Gravel 1-1/4"	48.10	18.00	865.80
08/26/2025	03	Hrs of #03 Truck Use- Quad Axle	2	105.00	210.00
08/26/2025	Track Loader	Hours of Track Loader	2.50	100.00	250.00
08/26/2025	Gravel 1-1/4" - Richland	yds of Gravel 1-1/4"	16	18.00	288.00
08/27/2025	Gravel 1-1/4" - Richland	yds of Gravel 1-1/4"	16	18.00	288.00
08/27/2025	Track Loader	Hours of Track Loader	1.50	100.00	150.00
				Subtotal:	10,108.44

Terms: 1.5% NET 30 days

Any questions regarding your Invoice, please call Connie at 608-604-6359 or email me at: randyolsontrucking@gmail.com

Thank you for your business and have a great day!

SUBTOTAL	11,108.44
TAX	0.00
TOTAL	11,108.44
BALANCE DUE	**$11,108.44**

Outlook

Expenditure Overage due to Unforseen Conditions at the Court and Church St Parking Lot Replacement Project

From Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>
Date Tue 08/12/2025 14:40
To Todd Coppernoll <todd.coppernoll@richlandcenterwi.gov>; Ryan Cairns <ryan.cairns@richlandcenterwi.gov>; Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>
Cc Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Public Works <publicworks@richlandcenterwi.gov>

Hello Todd, Ryan, and Ashley,

I am asking for your approval to invoke the Emergency Circumstances Purchasing Authorization due to unforeseen circumstances on the Court and Church St. parking lot replacement project.

As we stripped the blacktop from the parking lot it was discovered that there were portions of an old building foundation, old blacktop that was nearly a foot thick, areas of soft clay, and areas where the gravel base was just not thick enough. None of these conditions can be paved over with new blacktop. As a result, these items must be removed and filled in with new gravel. After onsite conversations with Randy Olson and Street Crew Lead – Jason Koch we have estimated the extra work and materials that the City would be responsible for to be in the range of $7,000 to $10,000. Mark Jelinek / Pratt Funeral Home and the Fire Department are also involved in this project, and they are likely to incur additional costs as well.

To keep the project moving forward we need the unanimous approval of the Mayor, the Council President and the City Administrator. See the financial policy clause below.

> c.) **Emergency circumstances** necessitate immediate purchase, not allowing time to seek bids. The Mayor, Council President and the City Clerk shall be notified of any such emergency prior to the purchase, and no purchase shall be made without their unanimous approval. Council Members shall be advised of the circumstances of such authorized emergency purchases via email as soon as possible.

Failure to proceed will pull us off the blacktop schedule, may result in not getting the lot repaved until next year, and will likely add even more cost to the project for remobilizing the contractors that are involved.

Please reply to all on this email with your consent or let me know if you have any questions.

Jasen Glasbrenner, Director
Cell 608-475-0766

Richland CENTER ECONOMIC DEVELOPMENT
Richland CENTER PUBLIC WORKS

Outlook

RE: Expenditure Overage due to Unforseen Conditions at the Court and Church St Parking Lot Replacement Project

From Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>
Date Tue 08/12/2025 15:26
To Ryan Cairns <ryan.cairns@richlandcenterwi.gov>; Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Todd Coppernoll <todd.coppernoll@richlandcenterwi.gov>
Cc Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Public Works <publicworks@richlandcenterwi.gov>

I'm recommending that we utilize unallocated contingency for this.

Ashley Oliphant

From: Ryan Cairns <ryan.cairns@richlandcenterwi.gov>
Sent: Tuesday, August 12, 2025 2:54 PM
To: Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Todd Coppernoll <todd.coppernoll@richlandcenterwi.gov>; Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>
Cc: Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Public Works <publicworks@richlandcenterwi.gov>
Subject: Re: Expenditure Overage due to Unforseen Conditions at the Court and Church St Parking Lot Replacement Project

I am ok with it. Where is the money coming from?

Ryan Cairns
Council President
Elected 2018, 2020, 2022, 2024
Alderperson District 4 — Wards 10,11,12

Outlook

Re: Expenditure Overage due to Unforseen Conditions at the Court and Church St Parking Lot Replacement Project

From Todd Coppernoll <todd.coppernoll@richlandcenterwi.gov>
Date Tue 08/12/2025 16:48
To Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Ryan Cairns <ryan.cairns@richlandcenterwi.gov>; Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>
Cc Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Public Works <publicworks@richlandcenterwi.gov>

OK. 7-10,000 - Mayor Todd Coppernoll

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RE: Demand for Immediate Remedial Action Regarding the September 24th Emergency Meeting and Stori Field Land Transfer

Dear Mayor Coppernoll and City Attorney, Common Council may

I am writing on behalf, of concerned citizens of Richland Center and all those others affected, to formally demand thar the City take immediate action regarding the September 24 Emergency Common Council Meeting and the approval of the **Stori Field Pre-Development Agreement**

This letter serves as a **ten-day notice :** if the City fails to respond and initiate remedial steps by **October 15th 2025,** we will proceed with the following actions :

- Filing a formal complaint with the **Wisconsin Department of Justice- Office of Open Government**
- Pursue **injunctive relief** to halt development
- Initiate **recall petitions** and /or a **referendum** to reverse any land transfer or development agreement.

I. Abuse of Emergency Meeting Procedure – Wis. Stat. 19.84

The September 24 meeting was called with only 25.5 hours' notice, citing No imminent threat or urgent public need. The agenda item Stori Field Predevelopment Agreement, which included the transfer of public land for $1.- does not meet the statutory threshold for an emergency.

- No written justification was provided to the residents.
- No housing crisis documentation or deadline was cited.
- The meeting lacked transparency and violated the "good cause "requirement under **Wis. Stat. 19.84**

II. Misleading Public Notice and Procedural Ambush – Wis. Stat. 19.84

The official notice to the public for the September 24 emergency meeting stated that **"no council action will be taken " on** the agenda item. Yet the council proceeded with a "Motion to approve the Stori Field Pre- development agreement as presented "during that meeting.

That is not a clerical error – it is a deliberate misdirection that deprived residents of their right to participate. It violates **Wis. Stat. 19.84** which requires accurate notice of both subject matter and intended action. Approving an agreement that involves land transfer under **false pretenses** is procedurally indefensible and legally voidable.

III. Abuse of Wisconsins Public Purpose Doctrine

The City transferring 5.58 **acres of public land for $1** to a private developer citing a housing need. Yet:

- No housing impact study of affordability guarantees were provided.
- The developer is using **private capital** not public investment
- The estimated $30,000 each for state, school and city, in tax revenue pales in comparison to the projected **$4-6 million private gain.**
- The transaction fails to demonstrate a legitimate public benefit and violates **Wisconsins Public Purpose Doctrine** as interpreted .

IV Disregard for Stori Fields Legacy and Intent

Stori Field served generations of children and families. It was deeded to the City by the Richland School District for $1 with expectations of capital investment and long-term revenue for public education

- The current plan offers no meaningful return to the school or community.
- Members of the Stori Family have expressed disapproval
- The decision dishonors the legacy of one of Richland Centers landmarks and tears at the emotional fabric of the Town.

V Developers Legal Standing and Contract Validity.

The agreement was signed by **Doug Enke** in his personal name, listing himself as Vice President, but no corporation was named.

- Corporate records show **late filings and dissolutions and reinstatements** with corporations he has been associated with. This raises concerns about legal authority and organizational capabilities.
- The City has failed to verify any due diligence

VI Our Demands

We hereby demand that the City of Richland Center:

1. **Immediately pause all development activity related to Stori Field**

2. **Disclose all documents** related to the Pre-Development Agreement. developer. qualifications and expenditures

3. **Hold Properly Noticed Public Hearing**

4. **Restore Stori Field's** public purpose

VII. Notice of Intent to Escalate

If the City fails to respond or initiate corrective action by **October 15, 2025** we will proceed with:

- A formal complaint to the **Wisconsin DOJ – Office of Open Government**
- A petition for **Injunctive Relief** based on clouded title and unjust enrichment
- A **recall campaign** and/or **referendum** to reverse any action, including the land transfer.

This is not just a legal matter – it's a moral one. The people of Richland Center *deserve fairness , respect and transparency* for our shared history .

Richard Hicks
145 W 7th St
Richland Center WI
608 383 3708
Bigrich911@gmail.com

Richard Hicks
10-3-25

Michael S. Windle, City Attorney
Abt Swayne Law, LLC O: 608-634-2157
PO Box 128 F: 608-634-2159
Westby, WI 54667 E: michael@abtswaynelaw.com

October 3, 2025

Richard Hicks
145 W. 7th Street
Richland Center, WI 53581
Via email
RE: Response to Demand

Dear Mr. Hicks:
I am in receipt of your Demand for Immediate Remedial Action Regarding the September 24th Emergency Meeting and Stori Field Transfer ("Demand"). Please direct all further communication regarding this matter to myself; my contact information is in the header of this correspondence. If you are represented, please provide me with the name and contact information for your attorney at the earliest opportunity and provide them with mine. I have reviewed your Demand and offer the following in response.

First, I suspect that anything less than an absolute promise not to pursue further efforts towards the development of Stori Field will result in you pursuing your stated escalations, so I won't bury the lede – the City will be moving forward as decided on and under the direction of the Common Council. However, you should understand before doing so that your Demand is full of numerous factual inaccuracies and legal misinterpretations, and you should consult with an attorney prior to taking further action. For what good it may do, I will attempt to address your statements in hopes of reaching a more amicable resolution to the matter.

1. Abuse of Emergency Meeting Procedure. First, there is no such thing as an "emergency meeting procedure." You cite Wis. Stat. § 19.84, but if you read that statute you will find that the word "emergency" does not appear once therein. While that statute does prescribe a 24-hour notice period prior to any meeting of a governmental body, you may Wis. Stat. § 19.84(3), given your reference to "good cause" later in this section. That subsection provides for an exception to the 24-hour notice requirement when "…for good cause shown such notice is impossible or impractical…" However, as you emphasize in your opening paragraph to this section, notice of this meeting was posted at least 25.5 hours prior to its commencement, and was thus in compliance with statute. Given that there was no "emergency" meeting, there was no obligation to provide any documentation or evidence showing good cause for claiming the exemption.

2. Misleading Public Notice and Procedural Ambush. I am not sure how the agenda has been so misunderstood, but if you review the agendas for Common Council meetings you will see that the phrase "No Council action will be taken on any matter originating under this item…" appears in at least the majority of them, always next to the Public Comment item. What that is meant to convey is that should a member of the public raise an issue during the comment period not otherwise on the agenda, the Council will not take action on that comment. This is actually a necessity for the Council to comply with Wisconsin open meetings law ("OML"), since if the Council were to act on an item raised by a member of the public but not properly on the agenda, it would be a violation of Wis. Stat. § 19.84. The Stori Field Pre-Development Agreement is clearly placed as the sole entry under the "Items for Discussion and Possible Action" section of the agenda. You are correct in that it is not a clerical error – because there was no error. The Council cannot be expected to guarantee each individual's understanding of its notices – such would be impossible – and your misreading of the agenda does not constitute malfeasance on the part of the

Council.

3. Abuse of Wisconsin Public Purpose Doctrine. This is, perhaps more than anything else in your Demand, the reason I advise you to consult with an attorney on these matters. With permission, I can say that I was consulted regarding the applicability of the public purpose doctrine prior to this matter being brought to Council and found that there was sufficient public purpose for the City to meet its burden. Obviously, the project is intended to provide housing, which has been identified by various bodies and individuals as something crucial for not just the growth, but the survival of this community, but it is also anticipated that it will have a positive impact on the City's economic development prospects as well. That is not only due to the potential for increased spending due to a larger population, but the preservation and possible expansion of the workforces of local employers. That a private entity may benefit as well does not negate the validity of such a transaction under the doctrine. *Hopper v. City of Madison*, 79 Wis.2d 120, 256 N.W.2d 139 (1977).

4. Disregard for Stori Fields [sic] Legacy and Intent. This has no legal bearer and thus I was not asked to advise on this. However, each Council member was aware of, or could have educated themselves on, the legacy and intent issue prior to voting. One statement you make is a subjective opinion, at best: when the City is facing a projected $400,000 budgetary shortfall, every dollar of new revenue is meaningful. An estimated $30,000 could save a position or service that would otherwise be lost.

5. Developers [sic] Legal Standing and Contract Validity. Frankly, I do not know what you mean by the phrase "legal authority" in this context. If you have some evidence that Mr. Enke is legally prohibited from entering into this contract, I encourage you to bring it forward as soon as possible. As for his organization's capabilities, the City is putting in place a developer's agreement which will have robust protections and a performance guarantee. Absent a means of reliably predicting the future, that is all that can be done to ensure the developer lives up to his promises or makes the City whole if he fails to do so.

As to your demands:

- As stated, the City has no intention of pausing activity on this project.

- I am in receipt of your request, which I construe as an open records request made pursuant to Wis. Stat. § 19.35, and will fulfill said request as soon as practicable. The request is somewhat vague, but I will provide records I interpret as responsive to your request as they are made available to me and if there are additional requests or clarifications you would like to make you can do so as you review what's provided.

- The Council does not intend to hold a public hearing on this matter. There have been two meetings on this pre-development agreement alone, both with periods of public comment, and no indication that anyone who wished to speak or have someone speak on their behalf was unable to do so. The Council is acutely aware that this decision is unpopular with a segment of their constituency and nevertheless elected unanimously to move forward with this project.

- Given that the City owns the property, the Council decides what the property's public purpose is. In this instance, they have stated that its purpose is no longer an outdoor recreational area, but land suitable for sale and development. Therefore, there is nothing to restore.

As to your intended escalations:

- I encourage you, if you believe there was wrongdoing on the part of any public official, to report such matters to the appropriate authorities. To wit, I would add that if you believe there was a violation of open meetings law (or any subsections of Ch. 19), pursuant to Wis. Stat. § 19.97, you can submit a verified complaint to the District Attorney for investigation and possible enforcement. The people should feel confident in the integrity of those representing them, and if there's an allegation that they have taken an action that isn't simply disagreeable to a citizen, but that truly rises to the standard of malfeasance, it is important that an objective authority review the matter. I can assist you in determining who best to report the matter to, if that would be helpful to you.

- I will not speak to the merits, or lack thereof, of any proposed litigation in a public document. Again, in order to maximize your chances if you elect to move forward with such a petition, I reiterate my recommendation that you consult with an attorney in its preparation.

- The right of the citizenry to recall their officials is ever-present. Certainly, anyone who runs for or holds elective office should understand that any decision they make could be unpopular enough to inspire such an effort. In my opinion, however, any such official who lets that possibility override the courage of their convictions in voting to do what they truly feel is best for their community does not deserve the seat in the first place.

As to your closing, I have stated many times that as an attorney I am unqualified to advise on matters of morality. You are right that the citizens deserve "fairness, respect and transparency…" and I believe (both in my professional capacity and as a citizen) that it has been offered to them. What the citizenry does *not* deserve is to have the decisions of their duly-elected representatives overturned by a vocal minority who threaten them and their positions rather than attempting to work with them to preserve what they can and/or improve on the project by providing constructive input. However, that choice is yours and yours alone.

Sincerely,
/s/
Michael S. Windle
City Attorney

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Stori Field Duplex Development Development Agreement
Requested & Presented by: Jasen Glasbrenner, Director of Economic Development
Meeting Date(s): 10/7/2025

Background: Pursuant to the Common Council's approval of the Stori Field Pre-Development Agreement on September 24, 2025, a development agreement for the 8-duplex (16-unit) zero-step housing project is now presented for your consideration. The developer has completed a preliminary review and deemed the draft acceptable. The City and the Developer will continue to work together to finalize the agreement.

Key Details of the Agreement include:

- Recognizing the substantial private investment and infrastructure obligations, and to incentivize this much-needed housing, the City will sell the land for $1.00.
- Planning and Engineering will begin immediately, with site construction to start by May 15, 2026.
- The developer must complete the project within two years of construction start. A performance clause requires payment in lieu of taxes if the project is not completed within that timeframe.
- The developer is responsible for constructing all required public infrastructure (roads, utilities, stormwater, sidewalks, etc.) in compliance with all applicable standards and permits.

Project Facts:

- Stori Field was obtained by the City from the school district in Feb of 2022.
  - The City and the School shared the costs associated with the legal transfer.
- The City has worked toward the development of Stori Field since obtaining it.
- To date the City has invested approximately $40,000 in legal fees, conceptual engineering, utility preparation, and staff hours toward the project.
- The infrastructure for the development is estimated to cost the developer between $800,000 and $1,000,000
- The estimated Fair Market Value of the development is between $4 - $6 million.
- The project is estimated to generate approximately $100,000 in new property taxes annually.

Key Consideration:

1) Determine how much land will be retained by the City for public use.
   - Option A – Retain only the storm water management area of ≈ .58 acres - No space for public use.
   - Option B – Retain the storm water management area plus public use space ≈ .98 acres.
   - Option C – Retain the storm water management area plus public use space ≈ 1.43 acres.

Requested Action:

COUNCIL: Motion to authorize City staff to execute the development agreement, using option _____, pending no material changes from the version presented.

Attachment(s):
Stori Field Draft Development Agreement
Stori Field – Public Space Options A, B, C

Stori Field
Richland Center, WI

1/11/23



Concept Plan Option #2

Legend

- Duplex
- Stormwater
- Green Space

vierbicher
planners | engineers | advisors



Stori Field
Richland Center, WI

1/11/23

Concept Plan Option #2

Legend

- Duplex
- Stormwater
- Green Space

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Stori Field
Richland Center, WI

1/11/23



Concept Plan Option #2

Legend

- Duplex
- Stormwater
- Green Space

vierbicher
planners | engineers | advisors

DEVELOPMENT AGREEMENT BETWEEN THE CITY OF RICHLAND CENTER AND ENKE DEVELOPMENT, LLC FOR THE DEVELOPMENT OF STORI FIELD

This Development Agreement (**"Agreement"**) is entered into by and between the Parties, the City of Richland Center, a Wisconsin municipal corporation, (the **"City"**) and Enke Development, LLC, a Wisconsin limited liability company (**"Developer"**)

RETURN TO:

P.I.N.

RECITALS

WHEREAS, the City finds that the proposed development, and the fulfillment of the terms and conditions of this Agreement, are in alignment with the City Comprehensive Plan and are in the vital and best interests of the City and its residents by providing much-needed housing opportunities for current and prospective residents, expanding the tax base, and generating property tax revenue, thereby serving public purposes in accordance with state and local law.

WHEREAS, The City acquired the property known as Stori Field ("Property") from Richland School District in 2021 for potential future development; and

WHEREAS, City has spent substantial time and effort, invested substantial funds, and worked with professional engineering consultants to create a development concept that included eight (8) duplex building (16 dwelling units); and

WHEREAS, the Parties executed a Pre-Development Agreement for the development of Stori Field in Richland Center, Wisconsin, on September 24, 2025, pursuant to action by the Common Council, the terms of which are incorporated herein by reference;

NOW, THEREFORE, in consideration of the above recitals, which are incorporated by reference, the terms and conditions contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Parties agree as follows:

AGREEMENT

I. Definitions. When used in this Agreement, the terms set forth below shall have the following meanings:

A. *"**Project**"* means the development of Stori Field through the construction of eight (8) duplex buildings (16 dwelling units) subdivision with all associated roads, stormwater, utilities (electric, water, sanitary sewer) road lighting, landscaping, and other

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improvements, in strict compliance with the plans and specifications approved by the City.

B. ***"Substantial Completion"*** means the Project has been fully completed according to the approved plans and specifications, other than minor punchlist items that do not substantially interfere with the use of the improvements, Developer has gained occupancy of all buildings to be constructed, and all easements and improvements required to be dedicated to the City have been so dedicated.

C. ***"Plans and Specifications***" Means all reference to the plans and specifications on file with the City for improvements specified in this section shall mean those plans and specifications submitted by the Developer and approved by the City All as-built drawings shall be submitted by Developer both in paper and digital form.

II. Commitment of Parties

A. City Commitments

1) Sale of Land. The City agrees to sell the Property, (as identified on the survey map attached to this Agreement as Exhibit A) for the price of One Dollar ($1) within a reasonable time of the execution of this Agreement.

2) Subdivision Conceptual Documentation. The City shall provide all conceptual and preliminary engineering work for the Subdivision and infrastructure that has been completed by the City to date.

3) City Approvals. Any City approvals necessary for the developer to meet the terms of this agreement shall be reviewed expeditiously and shall not be unreasonably withheld.

B. Developer Commitments. Unless otherwise specified, the below items shall all be at the Developer's sole expense.

1) Platting of the Subdivision. The Developer agrees to Plat the subdivision while adhering to all applicable laws, ordinances, rules and regulations.

2) Approved Development Plans. The Developer agrees to submit fully engineered plans for the development—including infrastructure, site, grading, and landscaping plans—that comply with all applicable local, state, and federal requirements, for City review and approval. The Developer shall construct the Project at its sole cost and expense in accordance with all final approved plans and specifications.

3) Public Streets. The Developer hereby agrees:

i. To grade and surface all streets in the Subdivision in accordance with the plat of said subdivision and the plans and specifications on file with the City as well as all applicable City laws, ordinances, regulations, specifications, and

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guidelines, and as approved by the City. All streets are to be constructed with curb and gutter.

ii. Building construction permits will be issued contingent upon the City's determination of adequate progress on public street construction and appropriate erosion control implementation.

iii. That the first lift of asphalt of the streets will be completed and presented to the City no later than 6 months after the initial commencement of road and street work.

iv. The final lift of asphalt of the streets will be completed and presented for acceptance by the City after at least one winter season, but not later than two years after the initial commencement of construction of the streets.

v. To furnish "as-built" plans of all streets pursuant to the specifications on file with the City upon completion and acceptance thereof.

vi. Developer shall maintain streets until accepted by resolution, adopted by the Common Council of the City of Richland Center, which acceptance may not be unreasonably delayed, and which shall be done in accordance with all applicable State and City laws, ordinances, regulations, specifications, and guidelines.

4) Surface and Storm Water Management. The Developer hereby agrees:

i. To construct, install, furnish, and provide adequate facilities for storm and surface water management throughout the entire Subdivision in accordance with all applicable Federal, State and City laws, ordinances, regulations, specifications, and guidelines, and as approved by the City. Developer further agrees that the system shall accommodate all existing surface drainage of the parcels to be developed and shall be designed to accommodate the anticipated storm water flows resulting from adjacent properties.

ii. To furnish as-built plans along with GIS locates of the entire system including locations of laterals at the main and ten (10) feet beyond the lot lines, pursuant to specifications approved by the City.

iii. Building construction permits will be issued contingent upon the City's determination of adequate progress on surface and storm water management construction and appropriate erosion control implementation.

5) Sanitary Sewer. The Developer hereby agrees:

i. To construct, install, furnish, and provide a complete sanitary sewer system throughout the Subdivision in accordance with all applicable Federal, State, and City laws, ordinances, regulations, specifications, and guidelines, and as approved by the City.

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ii. To furnish as-built plans along with GIS locates of the entire system including locations of laterals at the main and ten (10) feet beyond the lot lines, pursuant to specifications approved by the City.

iii. Building construction permits will be issued contingent upon the City's determination of adequate progress on sanitary sewer construction and appropriate erosion control implementation.

6) Water. The Developer hereby agrees:

i. To construct, install, furnish, and provide a complete system of water distribution throughout the Subdivision in accordance with all applicable Federal, State and City laws, ordinances, regulations, specifications, and guidelines, and as approved by the City.

ii. To furnish as-built plans along with GIS locates of the entire system including hydrant valve locations and locations of laterals at the main and to ten (10) feet beyond the lot lines, pursuant to specifications approved by the City.

iii. Building construction permits will be issued contingent upon the City's determination of adequate progress on water system construction and appropriate erosion control implementation.

7) Electric. The Developer hereby agrees:

i. To work with the City Utilities Electric Division to construct, install, furnish, and provide a complete system of electric distribution throughout the entire Subdivision in accordance with all applicable Federal, State and City laws, ordinances, regulations, specifications, and guidelines, and as approved by the City.

ii. Building construction permits will be issued contingent upon the City's determination of adequate progress on electric system construction and appropriate erosion control implementation.

8) Street Lighting. The Developer hereby agrees:

i. To work with City Utilities Electric Division to construct, install, furnish, and provide a street lighting system throughout the Subdivision in accordance with all applicable Federal, State and City laws, ordinances, regulations, specifications, and guidelines, and as approved by the City.

9) Erosion Control Plan. The Developer hereby agrees:

i. Prior to commencing site grading the Developer shall submit to the City an Erosion and Silt Control Plan for their approval. The plan shall provide sufficient control of the site, to prevent siltation of any downstream infrastructure or property from the site. The Developer shall provide to the City written certification from the Developer's Engineer that the plan, in its

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execution, shall meet all Federal, State, County and local regulations, guidelines, specifications, laws and ordinances. Once the plan is approved the Developer shall immediately place the prescribed erosion control devices to ensure the protection of all City and private property, all City infrastructure and the waters of the state. During the period of construction at the site(s), all erosion control procedures necessary to meet the relevant requirements shall be properly maintained by the Developer.

ii. That all disturbed areas shall be restored to the reasonable satisfaction of the City.

10) **Individual Lot Grading**. The Developer hereby agrees to furnish to the City a copy of the plan showing the street grades in front of each lot, the recommended top of foundation wall, and finished yard grades. This information shall be provided prior to the issuance of building permits.

11) **Green Space, Park and Storm Water Detention Area.** The Developer hereby agrees:

i. To dedicate to the City the land necessary for the storm water detention basin element of the storm water management system design.

ii. To dedicate land for green space and public uses as required by the ordinance and actions of the Common Council.

iii. To mow and maintain, at its sole cost and expense, any municipal property, designated green space, and storm water detention area immediately adjacent to the Development Property until such time as the City determines that ongoing maintenance will be assumed by the City or another responsible entity. Maintenance shall include regular mowing and upkeep sufficient to keep the area in a neat and orderly condition, as reasonably determined by the City. This obligation shall not transfer ownership or control of the green space to the Developer.

12) **Building Design Approval.** The Developer hereby agrees:

i. To submit to the City for review and approval the proposed architectural designs, elevations, and exterior materials for all duplex buildings within the Development. Building designs should include projections and recesses as well as multiple finish types and colors on the front elevation of the buildings.

ii. To construct the duplexes to meet the Zero Lot Line UDC building codes of the State of Wisconsin.

iii. No building permits shall be issued until the City has approved of the submitted designs. Any material changes to approved duplex designs shall require resubmittal to the City for review and approval prior to construction.

13) **Sidewalks.** Developer hereby agrees:

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i. To construct, furnish and install concrete sidewalks in the street right of way of all lots in accordance with plans and specifications on file with the City as well as all applicable City Ordinances, specifications, regulations and guidelines for the construction of sidewalks, and as reasonably approved by the City.

ii. The Developer acknowledges that the City requires sidewalks to be installed in the proposed land division in the future. Sidewalks required by City ordinance shall be constructed within two years of the commencement of construction.

iii. Developer remains obligated to construct, furnish, install and provide sidewalks as specified in this Agreement and the plans and specifications on file with the City even if Developer enters into agreements with lot purchasers obligating lot purchasers to install the sidewalks.

14) Landscaping. The Developer hereby agrees to install trees according to the City ordinance. At least one (1) tree of a species approved by the City Tree Board of at least six (6) feet in height for each fifty (50) feet of frontage on all streets proposed to be dedicated. The required trees shall be planted in accordance with plans and specifications of the Tree Ordinance.

I. Dedication.

A. Subject to all of the other provisions of this Agreement and the Exhibits hereto attached, the Developer shall, without charge to the City, upon completion of all of the above-described improvements, unconditionally give, grant, convey and fully dedicate the same to the City, its successors an assigns, forever, free and clear of all encumbrances whatever, together with all structures, mains, conduits, pipes, lines, equipment and appurtenances which may in any way be part of or pertain to such improvements and together with any and all necessary easements for access thereto. After such dedication, the City shall be responsible for all maintenance and improvements to said facilities and shall have the right to connect or integrate other sewer or water facilities with those facilities provided hereunder as the City decides, with no payment or award to, or consent required of, the Developer. Dedication shall not constitute acceptance of any improvement by the City. All improvements will be accepted by the City by separate resolutions at such times as said improvements are in acceptable form and conform to City specifications, and after the issuance of an appropriate letter of acceptance by the City. The City agrees to accept or reject any improvements within forty-five (45) days after the same are submitted to the City unless otherwise mutually agreed. The Developer agrees that the Public Improvements will not be accepted by the City until all outstanding charges to be paid by the Developer under the Ordinances have been paid in full and affidavits and lien waivers are received by the City indicating that all contractors (and subcontractors, laborers, materialmen, etc.) providing work, services or materials in connection with the Public Improvements have been paid in full for such work, services and materials.

II. Miscellaneous Requirements

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A. Deviation from Approved Plans and Specifications. Material deviations from the approved plans and specifications shall not be made unless approved by the City in advance and agreed to in writing appended to this Agreement. The City reserves the right to refer any changes it deems so material as to be in conflict with the original plan to the City Attorney and Common Council.

B. Permits. Developer shall obtain all necessary permits or other approvals for construction of the Project and comply with the terms of the same and all applicable laws, codes, ordinances, rules, and regulations in the construction and operation of the Project. City agrees to diligently process any and all such permits that they are responsible for issuing in a prompt manner.

C. Standard of Construction. All work to be performed by Developer in and on the Property shall be performed in a good and workmanlike manner. Such work shall be performed in compliance with the final approved plans, the terms of all applicable permits or other approvals, and all local, state, and federal laws, rules, and regulations.

D. Notice of Defect. The City will provide notice to Developer whenever inspection reveals that any element of the Project does not conform to the requirements of this Agreement or is otherwise defective. Developer shall have 60 days from issuance of such notice to cure the defect. Notwithstanding anything contained herein to the contrary, if such defect cannot reasonably be cured within said 60-day period and Developer commences and diligently pursues the cure within such 60-day period, then said defect shall not constitute a default under this Agreement.

E. Prerequisites for Land Disturbance. Developer shall not commence any land disturbance activities on the Property in connection with the Project unless and until:

1) All plans and specifications for the Project have been acknowledged, reviewed, and approved by the City; and

2) All necessary permits or other approvals for the Project have been granted by the City or other necessary authorities; and

3) (*If applicable*) Developer has closed on a construction loan from Developer's lender to finance the construction of the Project contemplated by this Agreement; and

4) All other requirements precedent to land disturbance under the ordinances of the City and otherwise required by law are fully satisfied by Developer.

III. Security.

A. Performance Guarantee. The Developer agrees to substantially complete the Subdivision no later than **24 months** from the date of the commencement of construction which shall be no later than May 15, 2026.

1) Failure to Complete: In the event the Developer fails to construct and receive certificates of occupancy for all eight duplexes by the above deadline, the Developer shall be responsible for the payment of an annual property tax equivalent to the

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amount that would have been levied had the eight duplexes been fully completed and assessed at fair market value.

2) **Valuation Method:** The City shall determine the estimated assessed value of each duplex based on comparable properties and apply the then-current mill rate to determine the amount due.

3) **Duration:** This obligation shall continue annually until the required duplexes are fully constructed and have received certificates of occupancy.

B. Insurance.

1) Developer shall maintain property insurance on the Project in an amount not less than the full replacement value of the improvements for fire, casualty, and external damage coverage for the term of this Agreement. A copy of an insurance binder or certificate of insurance demonstrating compliance with this Section shall be submitted to the City within 30 days after commencement of construction of the Project. Thereafter, Developer shall provide written evidence of compliance with this Section to the City on an annual basis. Developer shall notify the City within 10 business days if the insurance obtained pursuant to this Section is modified, cancelled, or replaced. Failure to provide such notice may be considered a breach of this Agreement.

2) In the event the Property, the Project or any addition, improvement, or other portion thereof, suffers any casualty loss during the term of this Agreement, Developer shall promptly repair, rebuild and reconstruct the affected element(s) to its condition prior to the loss. If the loss is of a type covered by the insurance addressed in this Section, then Developer shall make claim to the casualty-insurance carriers for all casualty and income losses promptly after loss and shall apply all proceeds of the insurance to the repair and reconstruction of the Property.

IV. Preservation of Taxable Status. Throughout the term of this Agreement, Developer shall pay all real estate taxes, special assessments, and special charges against the Property prior to delinquency and shall not:

A. Use the Property for any purposes that would render the Property exempt from property taxation or lease, sell, transfer, or convey all or any portion of the Property to any party that would render the Property exempt from property taxation (unless such party has first entered into a written agreement with the City in a form satisfactory to the City providing for acceptable payments to the City in lieu of taxes).

B. Cause a reduction in the real property taxes paid with respect to the Property through willful destruction of any improvements or portions thereof.

C. Seek, through the exercise of legal or administrative remedies, a reduction in the assessed value of the Property or the improvements constructed thereon.

D. Apply for any deferral of property taxes on the Property.

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V. **Maintenance and Repair**. Developer shall at all times keep and maintain, or cause to be kept and maintained, the Project, and all additions, improvements and fixtures thereupon, in good condition and repair, in a safe, clean, and attractive condition, and free of all trash, litter, refuse, and waste, subject only to demolition and construction activities contemplated by this Agreement.

VI. **Access.** Developer shall permit representatives of the City to have reasonable access to the Property, and the improvements thereupon, for the purpose of reviewing compliance with this Agreement, including but not limited to, inspecting all work being performed in connection with this Agreement. Following Substantial Completion of the Project, except in the case of an emergency, the City shall provide Developer reasonable prior written notice before obtaining access pursuant to this Section and Developer shall have the right to have a representative participate in any such inspections by the City

VII. **Indemnity.** Developer, and its successors and assigns, shall indemnify, hold harmless, and defend the City and its officers, employees, and agents from any and all suits, actions, claims, demands, losses, costs, damages, judgments, penalties, fines, and expenses or liabilities of every kind and description, including attorney's fees, for claims of any character including liability and expenses in connection with the loss of life, personal injury, or damage to property, or any of them, brought because of any injuries or damages received or sustained by any persons or property occasioned wholly or in part by any act or omission on Developer's part or on the part of its agents, contractors, subcontractors, invitees, or employees, in connection with their activities conducted pursuant to this Agreement or in connection with the ownership, use, occupancy, or development of the Project or the Property, except to the extent that they are a result of the negligence of any officer, agent, or employee of the City. The City shall be entitled to appear in any proceedings to defend itself against such claims, and all costs, expenses, and reasonable attorney's fees incurred by the City in connection with such defense shall be paid by Developer to the City. The foregoing indemnity provisions shall survive the cancellation or termination of this Agreement as to all matters arising or accruing prior to such cancellation or termination and the foregoing indemnity shall survive in the event the City elects to exercise any of the remedies as provided under this Agreement following default hereunder.

The City shall indemnify, hold harmless, and defend the Developer and its officers, employees, and agents from any and all suits, actions, claims, demands, losses, costs, damages, judgments, penalties, fines, and expenses or liabilities of every kind and description, including attorney's fees, for claims of any character including liability and expenses in connection with the loss of life, personal injury, or damage to property, or any of them, brought because of any injuries or damages received or sustained by any persons or property occasioned wholly or in part by any act or omission on the City's part or on the part of its agents, contractors, subcontractors, invitees, or employees, in connection with their activities conducted pursuant to this Agreement, except to the extent that they are a result of the negligence of any officer, agent, or employee of the Developer. The Developer shall be entitled to appear in any proceedings to defend itself against such claims, and all costs, expenses, and reasonable attorney's fees incurred by the Developer in connection with such defense shall be paid by the City to the Developer. The foregoing indemnity provisions shall survive the cancellation or termination of this Agreement as to all matters arising or accruing prior to such cancellation or termination and the foregoing indemnity shall survive in the

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event the Developer elects to exercise any of the remedies as provided under this Agreement following default hereunder.

VIII. **Default**. A default is defined herein as Developer's breach of, or failure to comply with, the terms of this Agreement, and such failure continues for more than 60 days following written notice of such breach by the City; provided, however, if such breach cannot reasonably be cured within said 60-day period and Developer commences and diligently pursues the cure within such 60-day period, then said breach shall not constitute a default under this Agreement. The City reserves to itself all remedies available at law or in equity as necessary to cure any default, The City shall have the right, without notice or hearing, to impose special assessments or special charges on the Property for any amount to which the City is entitled by virtue of this Agreement. This provision constitutes Developer's acknowledgment of special benefit and Developer's consent to, and waiver of notice and hearing on all proceedings imposing such special assessments or special charges. Remedies shall be cumulative, and the exercise of one shall not preclude the exercise of others, nor shall a failure to enforce a remedy be deemed a waiver of that remedy or any other.

IX. **Developer's Representations and Warranties**. Developer and its signatory to this Agreement covenant, warrant, represent, and agree as follows:

A. Developer is a Wisconsin limited liability company, duly organized, validly existing, and in good standing under the laws of the state of Wisconsin.

B. The execution, delivery, and performance by Developer of this Agreement:

1) Are within the legal power and authority of Developer and the undersigned representative thereof;

2) Do not and will not require the consent, approval, or authorization of, or notice to, any federal or state governmental authority or regulatory body; and

3) Do not and will not conflict with, result in any violation of, or constitute a default under, any provision of law, or of the articles of organization or operating agreement of Developer, or of any agreement to which Developer is a party or by which it is bound.

C. There is no litigation, arbitration, or governmental proceeding pending or threatened against Developer which would, if adversely determined, adversely and materially affect the financial condition or continued operations of Developer.

D. Developer has access to sufficient funds through equity and debt financing sources for completion of the Project contemplated by this Agreement.

E. Developer is not aware of any investment or other entanglement with any currently-serving elected official(s) of the City that could, would, or does create a conflict of interest as that term is used in the City's Code of Ordinances or Wisconsin statutes.

X. **Time is of the Essence.** Time is of the essence with respect to all deadlines set out in this Agreement. In the event a deadline falls on a Saturday, Sunday, or a state or federal holiday,

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the deadline shall be deemed to fall on the next business day.

XI. **No Joint Venture**. This Agreement does not create any partnership or joint venture between the City and Developer. Under no circumstances shall the City be liable for any of the obligations of Developer under this Agreement or otherwise. There shall be no relationship between the Parties other than that of independent contractors. Unless specifically provided in this Agreement the Parties are not agents for one another, do not have any authority to bind the other to contracts, and are not vicariously liable for the other's acts or omissions. The City shall not participate in, or have any responsibilities connected with, the Development in any way other than the City's specific obligations in this Agreement.

XII. **No Third-Party Beneficiaries**. Nothing in this Agreement shall be interpreted or construed to create any private right or any private cause of action by or on behalf of any person not a party hereto.

XIII. **No Vested Rights**. Except as provided by law, or as expressly provided in this Agreement, Developer shall have no vested right to develop the Project by virtue of this Agreement, nor does the City warrant that Developer is entitled to any other approvals required for development of the Property or construction of the Project as a result of this Agreement.

XIV. **Approvals.** Nothing in this Agreement shall be construed to waive any obligation or requirement of Developer to obtain all necessary permits or other approvals from the City in accordance with its ordinances and usual practices and procedures, except as described in Section 13 above, nor limit or affect in any way the right or authority of the City to approve or reasonably disapprove any plans or specifications or to impose reasonable limitations, restrictions, and requirements on the Property or the Project as a condition of any such permit or other approval. The City will act diligently and in good faith to review all necessary permits or other approvals requested by Developer.

XV. **No Waiver or Release**.

A. Nothing contained in this Agreement is intended to be a waiver or estoppel of the City or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including but not limited to those contained within Wis. Stat. §§ 893.80, 895.52, and 345.06.

B. Nothing contained in this Agreement is intended to be a waiver or release of any obligations imposed on Developer by any federal, state, or local statute, ordinance, rule, or regulation.

C. No waiver of any provision of this Agreement shall be deemed or constitute a waiver of any other provision, nor shall it be deemed or constitute a continuing wavier unless expressly provided for by a written amendment to this Agreement signed by the City and Developer, nor shall the waiver of any default under this Agreement be deemed a waiver of any subsequent default or defaults. The City's failure to exercise any right under this Agreement shall not constitute the approval of any wrongful act by Developer.

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XVI. **Ratification**. Parties hereby approve and ratify all actions taken to date by the City and its officers, employees, and agents in connection with the permits and approvals relating to the Property and the Project.

XVII. **No Personal Liability**. Developer and City acknowledge and agree that in carrying out any of the provisions of this Agreement or in exercising any power or authority granted to them thereby, there shall be no personal liability of either party's officers, agents, employees, or representatives.

XVIII. **Recording**. This Agreement shall be recorded with the Richland County Register of Deeds, at Developer's expense, before the recording of any other document affecting title to the Property.

XIX. **Assignment; Binding Effect**. This Agreement shall run with the land and be binding on Developer, the City, and their successors and assigns. Developer shall have no right to assign any of its rights or obligations under this Agreement without prior written approval of the City, which consent shall not be unreasonably conditioned, withheld or delayed. In the case of a request for approval, any proposed transferee shall have all of the qualifications and financial responsibility, as determined by the City, necessary and adequate to fulfill the obligations of Developer and, if the proposed transfer relates to a portion of the Property on which the Project is underway, such obligations to the extent that they relate to such property. Any proposed transferee shall, by instrument in writing, for itself and its successors and assigns, and expressly for the benefit of the City, assume all of the obligations of Developer under this Agreement and agree to be subject to all the conditions and restrictions to which Developer is subject (or, in the event the transfer is of or relates to a portion of the Property, such obligations, conditions, and restrictions to the extent that they relate to such portion). Notwithstanding the foregoing, no consent from the City shall be required in connection with Developer's collateral assignment of this Agreement to a lender that provides financing to Developer in connection with its purchase of the Property or construction of the Project. There is no prohibition on the right of the City to assign its rights or obligations under this Agreement.

XX. **Amendment**. This Agreement may be amended only by a written amendment approved and executed by both Parties.

XXI. **Notice**. Delivery of documents and written notices to a party shall be effective only when accomplished by (a) personal delivery (in which case notice will be effective upon receipt); (b) by sending the document or written notice, postage or fees prepaid, by U.S. Mail registered or certified mail, return receipt requested (in which case notice will be effective two days after mailing); (c) by sending the document or written notice by overnight delivery with nationally recognized commercial courier service (in which case notice will be effective one day after deposit with such courier); or (d) by any other means agreed to by the parties upon provision of an acknowledgement of service, to the addresses set forth below:

To the City: City of Richland Center
Attn: City Administrator
450 South Main Street
Richland Center, WI 53581

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With a copy to: Abt Swayne Law, LLC
Attn: Michael S. Windle
PO Box 128
Westby, WI 54667

To Developer: Enke Development, LLC

With a copy to: [TBD]

Copies of notices are for informational purposes only, and a failure to give or receive copies of any notice will not be deemed a failure to give notice. Either party may change its address for notice by providing written notice of the new address using the notice procedure set out in this Section XXI.

XXII. **No Discrimination.** Developer shall not discriminate against any employee or contractor, or potential employee or contractor, in the construction of the Development on the basis of race, religion, marital status, age, color, sex, sexual orientation, physical condition, disability, national origin or ancestry.

XXIII. **Neutral Construction**. This Agreement is the result of negotiation by the parties and each party had the opportunity to consult legal counsel with respect this Agreement prior to execution. Nothing in this Agreement shall be construed more strictly for or against either party because that party's attorney drafted this Agreement or any portion thereof.

XXIV. **Entire Agreement**. This Agreement and the permits or other approvals issued by the City with respect to the Project constitute the entire agreement between the parties with respect to the Project and all prior letters of intent, term sheets, offers, or similar items, if any, are hereby terminated except as otherwise outlined herein.

XXV. **Severability**. If any part, term, or provision of this Agreement is held by a court or other tribunal of competent jurisdiction to be illegal or otherwise unenforceable, such illegality or unenforceability shall not affect the validity of any other part, term, or provision, and the rights of the parties will be construed as if the invalid part, term, or provision was never part of the Agreement.

XXVI. **Governing Law.** The laws of the State of Wisconsin shall govern this Agreement.

XXVII. **Venue**. Personal jurisdiction and venue for any civil action commenced by any part arising out of this Agreement shall be deemed to be proper only if such action is commenced in Circuit Court for Richland County unless it is determined that such court lacks jurisdiction. Developer and the City hereby consent to personal jurisdiction in Richland County. Developer and the City also expressly waive the right to bring such action in, or to remove such action to, any other court whether state or federal, unless it is determined that the Circuit Court for Richland County lacks jurisdiction.

XXVIII. **Headings.** Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

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XXIX. Exhibits. All exhibits and other documents attached to this Agreement or referenced herein are incorporated into and shall become a part of this Agreement.

XXX. Counterparts. This Agreement may be executed in one or more counterparts and upon execution and delivery by each of the parties hereto shall constitute one and the same enforceable agreement.

XXXI. Effective Date; Term. This Agreement shall be effective as of the date of the last signature set out below. This Agreement shall remain in effect until all terms of the agreement have been fulfilled, unless terminated earlier in writing by mutual agreement of the City and Developer.

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CITY OF RICHLAND CENTER:

_____
Ashley Oliphant, City Administrator

STATE OF WISCONSIN)
) ss.
COUNTY OF RICHLAND)

Personally came before me this _____ day of _____, 2025, the above named Ashley Oliphant, City Administrator of the City of Richland Center, to me known to be the person and officer who executed the foregoing Development Agreement and acknowledged the same.

_____
Print or Type Name:_____
Notary Public, State of Wisconsin
My Commission:_____

DEVELOPER:
Enke Development, LLC

_____
[TBD], Authorized Signatory

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)

Personally came before me this _____ day of _____, 2025, the above named [TBD], Authorized Signatory of Enke Development, LLC, a Wisconsin limited liability company, to me known to be the person who executed the foregoing Development Agreement and acknowledged the same.

_____
Print or Type Name:_____
Notary Public, State of Wisconsin
My Commission:_____

Exhibits:

Exhibit A –Legal Description of the Property
Exhibit B – Certified Survey Map Depicting the Property
Exhibit C – Site Plans
Exhibit D – Form of Municipal Revenue Obligation

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This instrument drafted by:
Atty. Michael S. Windle
ABT SWAYNE LAW, LLC
P.O. Box 128
Westby, WI 54667

Richland CENTER
ECONOMIC DEVELOPMENT

City Municipal Building
450 South Main St.
Richland Center, WI 53581
608-475-0766

Pre-Development Agreement for the Stori Field Duplex Development

This Pre-Development Agreement ("Agreement"), contingent upon final approval of the Common Council, is made and entered into this [Date], by and between the City of Richland Center, Wisconsin (hereinafter "City"), and Doug Enke (hereinafter "Developer").

RECITALS

WHEREAS, the Developer proposes to develop an eight (8) duplex building (16 dwelling units) residential subdivision (hereinafter "Subdivision") within the City of Richland Center; and

WHEREAS, the City desires to support the development of quality housing options within its community and recognizes the need to incentivize and encourage such development; and

WHEREAS, both parties desire to establish the terms and conditions for the pre-development phase of the Subdivision, leading to a formal Development Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the City and the Developer agree as follows:

I. **CITY COMMITMENTS:**

a. **Sale of the Land:** The City agrees to sell the land necessary for the Development for one dollar ($1.00).

b. **Subdivision and Infrastructure Design:** The City shall provide all conceptual and preliminary engineering work for the Subdivision and infrastructure that has been completed to date.

II. **DEVELOPER COMMITMENTS:**

a. **Subdivision and Infrastructure Design:** All utility , roadway, and stormwater infrastructure design and construction done by the developer shall comply with all applicable federal, state, and local laws, codes, and standards.

b. **Building Desing:** The Subdivision will be constructed as a "zero-step" development for accessibility purposes, and all building design plans require approval of the City.

c. **Development Commencement Timeline:** Upon the sale and transfer of the land to the Developer, the following deadlines must be met:

   i. ***Within 90 days:***
      1. The preliminary plat shall be submitted to the city for review.
      2. An engineering firm shall be selected and under contract for infrastructure design.

   ii. ***Within 9 months:***
      1. Commencement of infrastructure construction.
      2. Commencement of duplex construction.

d. **Performance Guarantee:** The Developer agrees to substantially complete the Subdivision no later than ***24 months*** from the date of the sale and transfer of the land.

Richland CENTER
ECONOMIC DEVELOPMENT

City Municipal Building
450 South Main St.
Richland Center, WI 53581
608-475-0766

i. **Failure to Complete:** In the event the Developer fails to construct and receive certificates of occupancy for all eight duplexes by the above deadline, the Developer shall be responsible for the payment of an annual property tax equivalent to the amount that would have been levied had the eight duplexes been fully completed and assessed at fair market value.
ii. **Valuation Method:** The City shall determine the estimated assessed value of each duplex based on comparable properties, and apply the then-current mill rate to determine the amount due.
iii. **Duration:** This obligation shall continue annually until the required duplexes are fully constructed and have received certificates of occupancy.

e. **Public Right of Way, Infrastructure, & Parkland:** For this project to proceed, all roads and essential infrastructure, such as utility lines and sidewalks, must be situated on property owned by the city or within an established public right-of-way. Furthermore, a specific portion of the development must be set aside for parkland as mandated by local regulations

f. **Utility Easements:** All easements necessary for the installation and maintenance of City utilities shall be properly defined, granted, and recorded.

g. **Subdivision Naming Rights:** The City shall retain exclusive authority to name the Subdivision.

h. **Covenant Approval:** No subdivision covenants shall be recorded or enforced without the full consent and approval of the City.

i. **Sale of Land and Lots:** No land or lots of the Subdivision shall be transferred or sold without prior approval of the city.

III. **Future Development Agreement:** This Agreement outlines the pre-development terms. A comprehensive Development Agreement will be executed once the terms of this Agreement are approved by the Common Council.

IV. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF RICHLAND CENTER, WISCONSIN

By: _____
Name: Ashley Oliphant
Title: City Administrator
Date: 9/24/2025

DEVELOPER

By: Doug Enke
Name: Doug Enke
Title: Vice President
Date: 8/18/25

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: MSA Street Inventory & Pavement Rating Services Proposal

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Finance Committee and Common Council on 10-07-2025

Committee Review: Public Works Committee on 09-18-2025 - Motion to recommend to the Finance Committee to approve the MSA Professional Services Agreement for 2025 pavement rating and street inventory services at a cost not to exceed $5,000.

Background: To maintain eligibility for General Transportation Aids (GTA), the Wisconsin Department of Transportation requires all municipalities to rate and report pavement conditions every odd-numbered year. These ratings are entered into the Wisconsin Information System for Local Roads (WISLR).

MSA Professional Services has submitted a proposal to help the City of Richland Center with its required 2025 pavement reporting. The services include driving review of roughly 35 miles of city streets, condition assessments, a WISLR system reset, and entry of updated ratings. MSA will also use the WISLR analysis tool to generate necessary reports and present findings to the Public Works Committee. Optional services include WISLR staff training, GIS dashboard integration, and sidewalk/curb assessments. Completing this project will equip the Public Works department to effectively manage street maintenance and complete future reports.

A comparable proposal from another vendor was requested and returned at approximately $20,000.

MSA has an established working relationship with the City and serves as a primary engineering advisor on road-related matters throughout the year. Their familiarity with both the WISLR platform and the City's roadway infrastructure ensures consistency, accuracy, and efficiency in the delivery of this project.

Department Recommendation: Staff recommends approval of the MSA Professional Services Agreement for 2025 pavement rating and street inventory services as presented.

Financial Impact: Approximately $4,250

Funding Source: Roadways Department Budget

Requested Action:

FINANCE: Motion to recommend to the Common Council to approve the MSA Professional Services Agreement for 2025 pavement rating and street inventory services at a cost not to exceed $5,000.

COUNCIL: Motion to approve the MSA Professional Services Agreement for 2025 pavement rating and street inventory services at a cost not to exceed $5,000.

Attachment(s):

- 2025 MSA Street Inventory & Pavement Rating Services Proposal

MSA Professional Services Agreement

MSA Project Number: 00013087

This AGREEMENT (Agreement) is made effective October 7, 2025 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)
Address: 1230 South Boulevard, Baraboo, WI 53913
Phone: (608) 356-2771
Representative: Andrew Zimmer, P.E. Email: azimmer@msa-ps.com

CITY OF RICHLAND CENTER (OWNER)
Address: 450 South Main Street, Richland Center, WI 53581
Phone: (608) 647-3466
Representative: Jasen Glasbrenner Email: jasen.glasbrenner@richlandcenterwi.gov

Project Name: 2025 Pavement Rating Assistance

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: October 2025
Approximate Completion Date: December 2025

The estimated fee for the work is: $4,250

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF RICHLAND CENTER

_____
Todd Coppernoll
Mayor
Date:_____

MSA PROFESSIONAL SERVICES, INC.

_____
Andrew Zimmer, P.E.
Sr. Team Leader
Date: SEPT. 8, 2025

OWNER ATTEST:

_____
Jasen Glasbrenner
Director of Public Works
Date:_____

MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities**.

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 18% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of

services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to MSA by others.

7. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

8. **Construction.** When applicable to the scope of the Project, the OWNER shall contract with a licensed and qualified Contractor for implementation of construction work utilizing a construction contract based on an EJCDC construction contract and general conditions appropriate for the scope of the Project and for the delivery method. In the construction contract, the OWNER shall use reasonable commercial efforts to require the Contractor to (1) obtain Commercial General Liability Insurance with contractual liability coverage insuring the obligation of the Contractor, and name the OWNER, MSA and its employees and consultants as additionally insureds of that policy; (2) indemnify and hold harmless the OWNER, MSA and its employees and consultants from and against any and all claims, damages, losses, and expenses ("Claims"), including but not limited to reasonable attorney's fees and economic or consequential damages arising in whole or in part out of the negligent act or omission of the contractor, and Subcontractor or anyone directly or indirectly employed by any of them. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work, the same being the sole and exclusive responsibility of the contractors or subcontractors.

9. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. **Municipal Advisor**. MSA Professional Services, Inc. is not acting as a 'Municipal Advisor' to the owner pursuant to Section 15B of the Exchange Act. For financial advice related to the corresponding project, the client is encouraged to discuss their finances with internal and/or external advisors and experts before making decisions incurring debt and/or supporting those obligations. MSA desires to serve each client well by providing the best information publicly available and is providing information as part of its engineering responsibilities to inform client options. The information is not intended to provide financial advice or recommendations and is not bound by the formal Municipal Advisor fiduciary duty.

11. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

12. **Electronic Documents and Transmittals**. Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

13. **Building Information Modelling (BIM).** For any projects, and not limited to building projects, utilizing BIM, OWNER and MSA shall agree on the appropriate level of modelling required by the project, as well as the degree to which the BIM files may be made available to any party using the Electronic Document Transmittal provisions of section 12 of this Agreement.

14. **Construction Site Visits.** If the scope of services includes services during the Construction Phase, MSA shall make visits to the site as specified in Attachment A– Scope of Services. MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

15. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

16. **Betterment.** If, due to MSA's error, any required or necessary item or component of the Project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

17. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in identifying, generating, treating, storing, or disposing of hazardous substances or materials which may be present at the Project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the Project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

18. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional

insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

19. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

20. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

21. **Accrual of Claims**. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if Engineer's services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner's last payment to Engineer.

22. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters thru mediation with a mutually agreed upon mediator. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

23. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

24. **Limitation of Liability.** Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

25. **Successors and Assigns**. The successors, executors, administrators, and legal representatives of Owner and Engineer are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

26. **Notices**. Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All such notices are effective upon the date of receipt.

27. **Survival.** Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

28. **Severability**. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

29. **No Waiver**. A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

30. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

31. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be Sauk County, Wisconsin.

32. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

ATTACHMENT A:
SCOPE OF SERVICES

Project Understanding

The Wisconsin Department of Transportation requires every municipality in the state to rate and report pavement conditions every odd numbered year to maintain eligibility for General Transportation Aid (GTA) funds. Pavement ratings are assessed on 1 to 10 scale utilizing the Pavement Surface Evaluation and Rating (PASER) system developed by the Wisconsin Department of Transportation. Pavement conditions must be reported in the Wisconsin Information System for Local Roads.

MSA proposes the following scope of services to assist the City with the 2025 pavement rating cycle:

- Acquire City of Richland WISLR database from Wisconsin Department of Transportation.
- Download 2023 pavement ratings and road segments in Excel spreadsheet format.
- Review Pavement Surface Evaluation and Rating (PASER) manuals for asphalt and concrete pavement.
- "Windshield" review by MSA of approximately 35 miles of City streets accompanied by Public Works Director and/or staff (2 days assumed).
    - *Windshield review to be performed by MSA Graduate Engineer II, City to provide vehicle and driver.*
- Visually asses current pavement conditions and assign initial pavement ratings.
    - *MSA reviewer to photograph questionable pavement conditions for evaluation by senior engineering staff.*
- Desktop review of initial field ratings and photographs.
- Assign updated 2025 condition ratings in spreadsheet format and forward to City for review and comment.
- Access WISLR database and enter 2025 pavement ratings.
    - *City to provide MSA written permission granting to the WISLR system*
- Utilize WISLR Pavement Analysis Tool to prepare the following reports:
    - Rudimentary Needs Analysis
    - Rudimentary Needs Analysis by Pavement Type
    - Rudimentary Needs Analysis by Functional Classification
    - Condition Frequency
    - Average Frequency by Pavement Type
    - Average Frequency by Functional Classification
    - Suggested 5-year Budget Plan utilizing average bid prices determined by WisDOT
- Summarize WISLR output in letter report.
- Attend Public Works Committee to present report findings and recommendations.

Additional Services

- Verification of pavement widths, pavement type and attributes
- Condition rating of sidewalks and curb and gutter
- WISLR Training of City staff
- GIS Dashboard Analysis tool preparation
- Implementation of Analysis Dashboard in existing City/Utility GIS

ATTACHMENT B:
RATE SCHEDULE

CLASSIFICATION	LABOR RATE
Administrative	$ 75 – $150/hr.
Architects	$ 75 – $215/hr.
Community Development Specialists	$135 – $185/hr.
Digital Design	$175 – $195/hr.
Environmental Scientists/Hydrogeologists	$105 – $185/hr.
Geographic Information Systems (GIS)	$ 95 – $185/hr.
Housing Administration	$ 95 – $170/hr.
HR	$ 135 - $150/hr.
Inspectors/Zoning Administrators	$105 – $130/hr.
IT Support	$175 – $195/hr.
Land Surveying	$ 75 – $185/hr.
Landscape Designers & Architects	$ 75 – $215/hr.
Planners	$ 75 – $205/hr.
Principals	$210 – $315/hr.
Professional Engineers/Designers of Engineering Systems	$150 – $200/hr.
Project Managers	$150 – $230/hr.
Real Estate Professionals	$135 – $165/hr.
Staff Engineers	$ 75 – $145/hr.
Technicians	$ 95 – $150/hr.
Wastewater Treatment Plant Operator	$ 90 – $115/hr.

REIMBURSABLE EXPENSES	
Copies/Prints	Rate based on volume
Specs/Reports	$10
Copies	$0.14/page
Plots	$0.01/sq.in.
Flash Drive	$10
GPS Equipment	$20/hour - $10.75/hour for DOT
GPS R2 Equipment	$20/hour - $2/hour for DOT
Dini Laser Level	$85/per day
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + $5/day
Mileage – MSA Vehicle	$0.70 mile standard/
	$0.69 mile for DOT
Nuclear Density Testing	$30/day
Organic Vapor Field Meter	$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment	$20/hour - $10/hour for DOT
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter	$30/hour
Drone Flight	$375/flight - $360/flight for DOT

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2024.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: SWWRPC Cemetery GIS System Update Proposal

Requested & Presented by: DPW Jasen Glasbrenner in coordination with Cemetery Sexton Tess Barr-Hamblin

Meeting Date: Finance Committee and Common Council on 10-07-2025

Committee Review: Public Works Committee on 09-18-2025 – Motion to recommend to the Finance Committee to approve the expenditure of $1,000 for the Cemetery GIS System correction work from unallocated contingency.

Background: A discrepancy has been identified in the GIS mapping of the Richland Center Cemetery's Memorial Section (AA–HH). The original digital map was built using spreadsheet data that inaccurately listed the same number of plots per row, despite row lengths decreasing due to a road curve. For example, row AA contains 34 plots while row CC has only 29, yet all were mapped as if they had 34.

This discrepancy has resulted in nonexistent "extra" plots appearing as unsold and plot widths in shorter rows being compressed below the standard 4 feet. This only became evident after additional legacy maps and physical layout details were reviewed post-GIS development.

In coordination with SWWRPC, a correction plan has been developed. The proposed work includes:

- Fixing alignment and spacing in Sections AA–HH to match original maps.
- Correcting ~1,000 additional plots across the cemetery flagged for missing/conflicting information.

Department Recommendation: Staff recommends the approval of the expenditure of $1,000 for the Cemetery GIS System correction work from unallocated contingency to resolve known issues and ensure continued accuracy of the cemetery platform.

Financial Impact: $1,000 unbudgeted expenditure separate from the annual SWWRPC maintenance contract.

Funding Source: Unallocated Contingency 10-59100-390

Requested Action:

FINANCE: Motion to recommend to the Common Council to approve the expenditure of $1,000 for the Cemetery GIS System correction work from unallocated contingency.

COUNCIL: Motion to approve the expenditure of $1,000 for the Cemetery GIS System correction work from unallocated contingency.

Attachment(s):

- SWWRPC Cemetery GIS System Correction Proposal

SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION
20 S. Court St.
Platteville WI 53818
p: 608.342.1636 • f: 608.342.1220
e: info@swwrpc.org
www.swwrpc.org

Richland Center Cemetery GIS Mapping Update Proposal
September 15th, 2025

Agenda Item

Discussion and action to approve SWWRPC's work to update the Richland Center Cemetery GIS map with newly identified information for a cost of $1,000.

Purpose

In 2024, the City of Richland Center contracted with the Southwestern Wisconsin Regional Planning Commission (SWWRPC) to create a GIS platform for the Bowen and Richland Center cemeteries that offers the ability for city staff, residents, and other members of the public to search for and easily access cemetery records on a self-service map. SWWRPC maintains the platform to ensure continued, valuable use to the City including updates to spaces to reflect the current status of occupancy and related information for each space.

New information was recently discovered by the City that depicts a more accurate portrayal of cemetery lots/locations throughout the Richland Center Cemetery. Additionally, there are approximately 1,000 spaces throughout the cemetery that have received updated information in the City's internal tracking spreadsheet through the process of verifying cemetery records internally. The cemetery GIS would need to be updated to accurately reflect this new information that was not available at the time of the platform's initial creation in order for it to accurately serve the needs of its users. As a larger project enhancement, this work falls outside the original project scope and is excluded from the annual maintenance contract due to the potential variability of cost.

SWWRPC is seeking approval for $1,000 to be allocated toward a separate agreement for completion of this work that falls outside of the initial project and maintenance scope. Work will begin immediately and complete by the end of 2025. The specific action items to be performed are identified as follows:

- Corrections to Locations AA-HH to fix spacing/alignment of rows and number of spaces to match Legacy Mark maps
- Corrections throughout the cemetery pertaining to roughly 1,000 spaces identified to contain missing/incorrect/conflicting information that the City is in the process of updating via spreadsheet that will then be implemented into GIS

Thank you for your continued partnership.

Sincerely,



Troy Maggied
Executive Director
Southwestern Wisconsin Regional Planning Commission

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Vierbicher Pine River Dike Annual Inspection Proposal

Requested & Presented by: DPW Jasen Glasbrenner

Meeting Date: Finance Committee and Common Council on 10-07-2025

Committee Review: Public Works Committee on 09-18-2025 – Motion to recommend to the Finance Committee to approve the 2025 Vierbicher Pine River Dike Annual Inspection Proposal at a cost not to exceed $3,000.

Background: The City is required to complete an annual inspection of the Pine River Levee system. Vierbicher Engineering has submitted a proposal to perform the 2025 inspection.

The scope of the project includes:

- Onsite visual inspection of the levee system
- Review of prior inspection reports and known issue areas
- Completion of the United States Army Core of Engineers (USACE) Levee Inspection Checklist
- Summary report documenting current conditions and recommendations

This is a recurring, budgeted service that utilizes the City's perpetual relationship with Vierbicher Engineering, who has conducted this inspection in previous years and serves as the City's primary technical resource for levee-related inquiries throughout the year. Their familiarity with the system ensures continuity and efficiency in performing the required work.

Per the City's Financial Policy, this expenditure does not require Committee or Council approval as it is a budgeted expense totaling less than $3,000. However, based on pricing trends, this service is expected to exceed the $3,000 threshold as early as next year. Staff is therefore bringing this item to Committee(s) and Council to provide informational context and maintain transparency regarding recurring contracted services.

Department Recommendation: Staff recommends approval of the Vierbicher Pine River Dike Annual Inspection Proposal as presented.

Financial Impact: Approximately $2,800 (Budgeted Expenditure)

Funding Source: 10-56200-560 – FLOODPLN/CONTRACTED WORK

Requested Action:

FINANCE: Motion to recommend to the Common Council to approve the Vierbicher Pine River Dike Annual Inspection Proposal at a cost not to exceed $3,000.

COUNCIL: Motion to approve the Vierbicher Pine River Dike Annual Inspection Proposal at a cost not to exceed $3,000.

Attachment(s):

- 2025 Vierbicher Pine River Dike Annual Inspection Proposal

vierbicher
planners | engineers | advisors

201 E. Main Street, Suite 100
Reedsburg, WI 53959
(800) 261-6468 Toll Free
www.vierbicher.com

September 16, 2025

Jasen Glasbrenner
City of Richland Center
450 South Main Street
Richland Center, WI 53581

Re: Proposal to Provide Professional Engineering Services
Pine River Dike Annual Inspection

Dear Mr. Glasbrenner:

Vierbicher Associates, Inc. (Consultant) is pleased to submit this Proposal to provide engineering services to conduct the annual inspection for the City of Richland Center (Client) Dike. All sections included in this Agreement and the General Terms and Conditions form the basis for this Agreement.

I. PROJECT UNDERSTANDING

The Client is required to have the Pine River Dike and interior drainage channel inspected annually. The Pike River Dike and interior drainage channel includes the following components:

- Allison Park Dike
- Church Street Diversion
- Krouskop Park Dike
- Upper Main Dike
- Lower Main Dike
- Interior Drainage Channel

The above facilities are shown on the attached map. The inspection is to be made in coordination with City staff and Mike Dreischmeier, NRCS Area Engineer. An inspection report shall be prepared and submitted to the Client.

II. SCOPE OF SERVICES

A. General

Consultant shall provide engineering services to conduct the annual inspection of the Pine River Dike and interior drainage channel for the City of Richland Center.

B. Specific Services Provided by Consultant

1. Task 1 – Existing Document Review

a) Consultant will review the following:

(1) As-built drawings of the Dike and interior drainage channel.

(2) Last three inspection reports.

(3) Other information related to the facility furnished by the Client and/or NRCS.

2. Task 2 – Field Inspection & Documentation

a) Consultant will conduct one on-site inspection of the Dike and interior drainage channel. The inspection will be done with City and NRCS staff. The inspection will verify if previous recommendations have been completed, document existing conditions and identify deficiencies. The Consultant will note general observations, take photographs and provide recommendations for maintenance.

3. Task 3 – Inspection Report

a) An inspection report will be prepared summarizing the inspection documentation and recommendations. The recommendations will be prioritized so high priority maintenance items can be attended to first.

4. Task 4 – Report Submittal & Coordination

a) One copy of the Dike Inspection Report will be submitted to the Client. As an additional service, the Consultant will make a presentation to the Common Council if requested.

III. SERVICES NOT PROVIDED AS PART OF THIS PROJECT

In addition to the "Services Not Provided as Part of This Contract" section indicated in the attached General Terms and Conditions; the following are not included in this scope of work:

A. Geotechnical or concrete testing.
B. Design of proposed improvements.
C. Maintenance phase services.

IV. INFORMATION PROVIDED BY OTHERS

In order to complete our Scope of Services, the following shall be provided by others:

A. As-built drawings of the dike and interior drainage channel.
B. Three prior dike inspection reports.
C. Other documentation as available.

V. SCHEDULE

Consultant shall begin work upon receipt of written authorization to proceed. The inspection and report will be completed within 30 days. Consultant cannot be held responsible for project schedule delays caused by weather, public agencies, or delays over which it has no control.

VI. SCHEDULE OF DELIVERABLES

The following deliverables shall be provided to the Client throughout the duration of the project:

A. Dike Inspection Report

VII. DESIGNATION OF RESPONSIBLE PARTIES

The designated responsible parties representing the Client and Consultant respectively shall have authority to transmit instructions, receive information, and render decisions relative to the project on behalf of each respective party.

Overall coordination and project supervision for Consultant is the responsibility of Neil Pfaff, Project Leader. He, along with other personnel, shall provide the services required for the various aspects of the project. Please direct all communications that have a substantive impact on the project to Neil.

The Client designates Jasen Glasbrenner as its representative. Consultant shall direct all communications that have a substantive impact on the project to that individual, and that individual's responses shall be binding on the Client.

VIII. FEES

A. The fixed fee to provide the scope of services included herein is $2,800.

B. These fees assume that the work will be completed within the time frame set forth herein. If significant delays to the project occur, which are not due to the negligence of the Consultant including, by way of example and not limitation, decisions of the Client, regulatory approvals, deferrals to the next construction season or calendar year, etc., the Consultant reserves the right to negotiate and adjust an appropriate change to the fees.

C. Reimbursable expenses are included in the above stated fees.

IX. GENERAL TERMS AND CONDITIONS

The General Terms and Conditions dated 4-7-22 and attached hereto are incorporated herein by reference.

We appreciate the opportunity to work with you on this project. If this Agreement is acceptable to you, please sign the Authorization below and return one copy to me at our Reedsburg office. Should you have any questions or require any additional information, please feel free to contact us.

Sincerely,

Neil Pfaff, PE, PH, CST
Project Leader

Enclosure: General Terms & Conditions
Pine River Dike Map

AUTHORIZATION TO PROCEED

In witness whereof, the parties have made and executed this Agreement as of the day and year written below.

Client	Consultant
_____	_____
Todd Coppernoll, Mayor City of Richland Center 450 South Main Street Richland Center, WI 53581	Neil Pfaff, PE, PH, CST, Engineering Services Manager Vierbicher Associates, Inc. 201 E. Main Street, Suite 100 Reedsburg, WI 53959
_____	September 16, 2025
Date	Date
_____	_____
Witness	Witness

© Vierbicher Associates, Inc.

VIERBICHER ASSOCIATES, INC. (CONSULTANT)
GENERAL TERMS AND CONDITIONS OF SERVICES

1. Services Not Provided as Part of This Agreement

Environmental studies, resident construction observation services, archaeological investigations, soil borings, geotechnical investigations, flood plain analysis, wetland delineations, public hearing representation, easements, property descriptions or surveys, negotiations for property rights acquisitions, and other detailed studies or investigations, unless specifically identified in this Agreement for Services, are not included as part of this work.

2. Hazardous Environmental Conditions

Unless specifically identified in this Agreement for Services, it is acknowledged by both parties that Consultant's scope of services does not include any services related to the discovery, identification, presence, handling, removal, transportation, or remediation at the site, or the inspection and testing of hazardous materials, such as asbestos, mold, lead paint, PCBs, petroleum, hazardous waste, or radioactive materials. Client acknowledges that Consultant is performing professional services for Client, and Consultant is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA). Client shall defend, indemnify and hold Consultant harmless from and against any CERCLA-based claims.

3. Additional Services

The Scope of Services in this Agreement is intended to cover services normally required for this type of project. However, occasionally events occur beyond the control of the Consultant or the Client that create a need for additional services beyond those required for a standard agreement.

The Consultant and/or Client shall promptly and in a timely manner bring to the attention of the other the potential need to change the Scope of Services set forth above, necessitated by a change in the Scope of Project, Scope of Services, or the Schedule. When a change in the Scope of Services, Schedule, or Fees is agreed to by the Consultant and Client, it shall be initiated by written authorization of both parties.

4. Client's Responsibility

A. Provide Consultant with all criteria and full information as to Client's requirements for the project, including design objectives and constraints, capacity and performance requirements, flexibility, expandability, and any budgetary limitations; furnish previous plans, studies and other information relevant to the project; furnish copies of all design and construction standards which Client will require to be included in the drawings and specifications; and furnish copies of Client's standard forms, and conditions, including insurance requirements and related documents for Consultant to include in the bidding documents, or otherwise when applicable.

B. Furnish to Consultant any other information pertinent to the project including reports and data relative to previous designs, or investigations at or adjacent to the site, including hazardous environmental conditions and other data such as reports, investigations, actions or citations.

C. Consultant shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client's Consultants and contractors, and information from public records, without the need for independent verification.

D. Arrange for safe access to and make all provisions for Consultant to enter upon public and private property as required for Consultant to perform services under this Agreement.

E. Examine all alternate solutions, studies, reports, sketches, drawings, specifications, proposals, and other documents presented by Consultant and render timely decisions pertaining thereto.

F. For projects involving construction, attend any pre-bid conference, bid opening, pre-construction conferences, construction progress and other job related meetings, and substantial completion and final payment inspections.

G. For projects involving construction, if more than one prime contract is to be awarded for the work designed or specified by Consultant, designate a person or entity to have authority and responsibility for coordinating the activities among the various prime contractors, and define and set forth in writing the duties, responsibilities, and limitations of authority of such individual or entity and the relation thereof to the duties, responsibilities, and authority of Consultant.

H. For projects involving construction, retain a qualified contractor, licensed in the jurisdiction of the Project to implement the construction of the Project. In the construction contract, Client shall require Contractor to: (1) obtain Commercial General Liability Insurance and auto liability insurance and name Client, Consultant, and Consultant's employees and subconsultants as additional insureds of those policies; and (2) indemnify and hold harmless Client, Consultant, and Consultant's employees and subconsultants from and against any and all claims, damages, losses, and expenses ("Claims"), including but not limited to reasonable attorneys' fees and economic or consequential damages, arising in whole or in part out of any act or omission of the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them.

I. If Client designates a Construction Manager or Contractor or an individual or entity other than, or in addition to, Consultant to represent Client at the site, the Client shall define and set forth in writing the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Consultant as defined in this Agreement.

J. Provide information relative to all concealed conditions, subsurface conditions, soil conditions, as-built information, and other site boundary conditions. Consultant shall be entitled to rely upon the accuracy and completeness of such information. If Client does not provide such information, Consultant shall assume that no conditions exist that will negatively affect the Scope of Services or Project and Client will be responsible for extra costs and/or damages resulting from the same.

5. Additional General Considerations (for projects involving construction)

A. Consultant shall not at any time have any responsibility to supervise, direct, or have control over any contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

B. Consultant neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

C. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor or supplier, or of any contractor's agents or employees or any other persons (except Consultant's own employees) at the project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the

construction contract given by Owner without consultation and advice of Consultant.

6. Fees

A. The fees set forth in this Agreement are based on the assumption that the work will be completed within the time frame set forth herein. If significant delays to the project occur, which are not due to the negligence of the Consultant, e.g. decisions of the Client, regulatory approvals, deferrals to the next construction season or calendar year, etc., the Consultant reserves the right to negotiate and adjust an appropriate change to the fees.

B. Consultant may submit invoices monthly for work completed to date. Fixed fees will be submitted on the basis of percent of the Scope of Services completed. Estimated fees will be submitted on the basis of time and expense incurred in accordance with Consultant's fee schedule in effect at the time the costs are incurred.

C. Invoices are due upon receipt. For invoices not paid after 30 days, interest will accrue at the rate of 1 ½% per month. Payments will be credited first to interest and then to principal. In the event any portion of the account remains unpaid after 90 days after the billing, Consultant may initiate collection action and the Client shall be responsible for all costs of collection, including reasonable attorneys' fees. As a matter of business practice, Consultant would intend to file lien rights against the property if payment is not received before lien rights would expire. Consultant shall have the right to suspend its services without any liability arising out of or related to such suspension in the event invoices are not paid within 30 days of receipt.

D. When estimates of fees or expenses are quoted, they are simply that, estimates. Actual costs invoiced may be higher or lower due to actual fees or expenses incurred. When fees or expenses are anticipated to be higher or lower than estimated, Consultant shall make every effort to inform Client in a timely manner, even prior to incurring the costs, if possible.

E. Consultant will bill additional services, if requested, in accordance with the fee schedule in effect at the time the work is performed or as otherwise negotiated.

7. Sales Tax for Landscape Design Services

State and local sales tax will be applied to projects for Landscape Design Services, where applicable. The sales tax will be reflected on regular Client invoices. Should sales tax be imposed, they shall be in addition to Consultant's agreed upon compensation.

Those services subject to the sales tax will be identified in the Agreement and on invoices sent to the Client.

Applicable sales tax will not be applied to projects for Landscape Design Services if the Client provides a Tax Exempt Certificate.

8. Dispute Resolution

In the event a dispute shall develop between the Client and the Consultant arising out of or related to this Agreement, the Client and Consultant agree to use the following process to resolve the dispute:

A. The Client and Consultant agree to first negotiate all disputes between them in good faith for a period of at least 30 days from notice first being served in writing to the Client or Consultant of the dispute.

B. If the Client and Consultant are unable to resolve the dispute by negotiation as described above, the Client and Consultant agree to submit the dispute to non-binding mediation. Such mediation shall be conducted in accordance with Construction Industry Dispute Resolution procedures of the American Arbitration Association.

C. If the Client and Consultant are unable to resolve the dispute by negotiation or by mediation, they are free to utilize whatever other legal remedies are available to settle the dispute subject to the "Controlling Laws" section of these General Terms and Conditions located below**.**

9. Insurance

A. **Consultant**

Consultant maintains general liability and property insurance; vehicle liability; and workers' compensation coverage meeting state and federal mandates. Consultant also carries professional liability insurance. Certificates of Insurance will be provided upon written request.

B. **Client**

The Client shall procure and maintain, at its expense, general liability, property insurance and, if appropriate, workers' compensation and builders risk insurance. Client waives all claims against the Consultant arising out of losses or damages to the extent such losses or damages are covered by the foregoing insurance policies maintained by the Client.

C. **Contractor**

For projects involving construction, Contractor shall procure, as directed by the Client and/or as provided in the specifications or general conditions of the contract for construction, Certificates of Insurance for the type and amounts as directed by the Client, and shall require the Contractor to name the Client and Consultant as an additional insured under the Contractor's general and auto liability policies as defined in 4.H. above.

10. Limitations of Liability/Indemnity

A. Definitions:

1) Contract Administration. Contract Administration includes services related to construction as outlined in the Agreement. These services may include Construction Staking, Construction Observation, and/or Administration of the Construction Contract between the Owner and Contractor.

2) Construction Documents. Documents (plans, and/or specifications) conveying a design intent, used by a qualified, capable Contractor for construction of a project.

B. Limitation of Liability

In recognition of the relative risks, rewards and benefits of different types of projects to both the Client and Consultant, the risks have been allocated such that the Client agrees to the following depending upon the services outlined in the Agreement.

1) For Agreements that include Contract Administration or the development of construction documents with Contract Administration:

The Consultant, Consultant's subconsultants (if any), and their agents or employees shall not be jointly, severally, or individually liable to Client for any and all injuries, damages, claims, losses or expenses arising out of this Agreement from any cause or causes in excess of the available limits of Consultant's professional liability insurance policy. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability, or breach of Agreement.

2) For Agreements that include the development of construction documents but do not include Contract Administration services as outlined in the Agreement:

The Consultant, Consultant's subconsultants (if any), and their agents or employees shall not be jointly, severally, or individually liable to Client for any and all injuries, damages, claims, losses or expenses arising out of this Agreement from any cause or causes in excess of five times the fee received by the Consultant, not including reimbursable subconsultant fees and expenses, or the available limits of Consultant's professional liability insurance policy, whichever is less. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability or breach of Agreement.

3) For Agreements that do not include the development of construction documents or Contract Administration services as outlined in the Agreement:

The Consultant, Consultant's subconsultants (if any), and their agents or employees shall not be jointly, severally, or individually liable to Client for any and all injuries, damages, claims, losses or expenses arising out of this Agreement from any cause or causes in excess of two times the fee received by the Consultant, not including reimbursable subconsultant fees and expenses, or the available limits of Consultant's professional liability insurance policy, whichever is less. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability or breach of Agreement.

C. Client and Consultant each agree to indemnify and hold the other harmless, and their respective officers and employees from and against liability for losses, damages and expenses, including reasonable attorneys' fees recoverable under applicable law, to the extent they are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence (whether sole, concurrent, or contributory). Neither Client nor Consultant shall have a duty to provide the other an up-front defense of any claim.

D. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Consultant to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee or any of them.

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Consultant and not for the benefit of any other party.

11. Betterment

If any item or component of the Project is required due to the omission from the construction documents, Consultant's liability shall be limited to the reasonable costs of correction of the construction, less the cost to Client if the omitted component had been initially included in the contract documents. All costs of errors, omissions, or other changes that result in betterment to the Project shall be borne by Client and shall not be a basis of claim against Consultant. It is intended by this provision that Consultant will not be responsible for any cost or expense that provides betterment, upgrade, added value, or enhancement of the Project.

12. Use of Documents

All documents prepared or furnished by Consultant pursuant to this Agreement are instruments of Consultant's professional service, and Consultant shall retain all ownership and property interest therein, including all copyrights. Consultant grants Client a license to use instruments of Consultant's professional service for the purpose of planning, constructing, occupying or maintaining the project or as otherwise intended. Reuse or modification of any such documents by Client, without Consultant's written permission and professional involvement in the applicable reuse or modification, shall be at Client's sole risk, and Client agrees to waive all claims against and defend, indemnify and hold Consultant harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

13. Survey Stakes for Construction (for projects involving construction)

Stakes placed by Consultant for use by the Contractor shall only be used for the specific purpose indicated. Any use of stakes by the Client for purposes other than indicated and/or communicated by the Consultant, without Consultant's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold Consultant harmless for all claims, damages and expense, including attorneys' fees, arising out of such unauthorized use by Client or others acting through Client.

14. Use of Electronic Media

Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant except for electronic copies of documents available for printing by contractors during bidding and/or construction from QuestCDN.com or as specified in this Agreement for Services or as specifically indicated in writing by Consultant. Files in electronic formats, or other types of information furnished by Consultant to Client such as text, data or graphics, are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic formats, Consultant makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Consultant at the beginning of the project.

15. Opinions of Cost

When included in Consultant's scope of services, opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not warrant or guarantee that proposals, bids, or the actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.

16. Approvals

Client acknowledges that the approval process necessary to estimate or maintain a project timeline is both unpredictable and outside the Consultant's control. Consultant does not guarantee reviews or approvals by any governing authority or outside agency, nor the ability to achieve or maintain any project timeline.

17. Certifications

Consultant shall not be required to sign any documents, no matter by whom requested, that would result in Consultant's having to certify, quantity, or warrant the existence of conditions that Consultant cannot ascertain or otherwise represent information or knowledge inconsistent with Consultant's scope of services for the Project.

18. Third Parties

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Consultant. Consultant's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claims against Consultant because of this Agreement or Consultant's performance of services hereunder.

19. No Express or Implied Warranty

Consultant makes no representation nor does consultant extend any warranty of any kind, either express or implied, to client with respect to this agreement or the project and hereby disclaims all implied warranties of merchantability, fitness for a particular purpose, or noninfringement of the intellectual property rights of third parties with respect to any and all of the foregoing.

20. Damages Waiver

In no event shall consultant be liable to client, or anyone, for any consequential, incidental, indirect, special, punitive, or exemplary damages including, without limitation, loss of use, lost income, lost profits, loss of reputation, unrealized savings, diminution in property value, cost of replacement, business or goodwill, suffered or incurred by such other party in connection with the this agreement or the project, arising out of any and all claims including, but not limited to, tort, strict liability, statutory, breach of contract, and breach of express and implied warranty claims (should it be determined that such warranty claims survive the disclaimers set forth in this agreement).

21. Standard of Care

The Standard of Care for all professional services performed or furnished by Consultant under this Agreement shall be the skill and care used by members of Consultant's profession practicing under similar circumstances or similar scope of services at the same time and in the same locality.

22. Termination

The obligation to provide further services under this Agreement may be terminated:

A. **For Cause**

1) By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, through no fault of the terminating party. The failing party shall have the right, within 30 days, to correct or remedy the cited failures.

2) By Consultant

a) Upon seven days written notice if Consultant believes that he is being requested by Client to furnish or perform services contrary to Consultant's responsibilities as a licensed professional. Consultant shall have no liability to Client on account of such termination.

b) Upon seven days written notice if the Consultant's services for the project are delayed or suspended for more than 90 days for reasons beyond Consultant's control.

c) Upon seven days written notice if the Client has failed to pay for previous services rendered and/or if his account is more than 60 days past due.

B. **To Discontinue Project**

By Client effective upon the receipt of notice by Consultant.

C. **Reimbursement for Services**

Consultant shall be reimbursed for all services and expenses rightfully incurred prior to termination.

23. Force Majeure/Project Schedule

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence. . In the event Consultant is hindered, delayed, or prevented from performing its obligations under this Agreement as a result of any cause beyond its reasonable control, including but not limited to delays due to power or data system outages, acts of nature, public health emergencies including but not limited to infectious disease outbreaks and pandemics, governmental orders or directives, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or review Consultant's services or design documents, or delays caused by faulty performance by Client's contractors or consultants, the time for completion of Consultant's services shall be extended by the period of resulting delay and compensation equitably adjusted. Client agrees that Consultant shall not be responsible for damages, nor shall the Consultant be deemed in default of this Agreement due to such delays.

24. Successors, Assigns and Beneficiaries

A. Client and Consultant each is hereby bound and the partners, successors, executors, administrators and legal representatives of Client and Consultant are hereby bound to the other party by this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

B. Neither Client nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty of responsibility under this Agreement.

25. Municipal Financial Advisor Services

The Consultant is not registered with the Securities and Exchange Commission as a municipal advisor. Consultant does not perform municipal advisory services (as covered under the Dodd-Frank Wall Street Reform and Consumer Protection Act, signed into law on July 21, 2010, as it relates to financial products and services). In the event Client desires such services, it is the Client's responsibility to retain an independent registered advisor for that purpose.

26. Controlling Laws

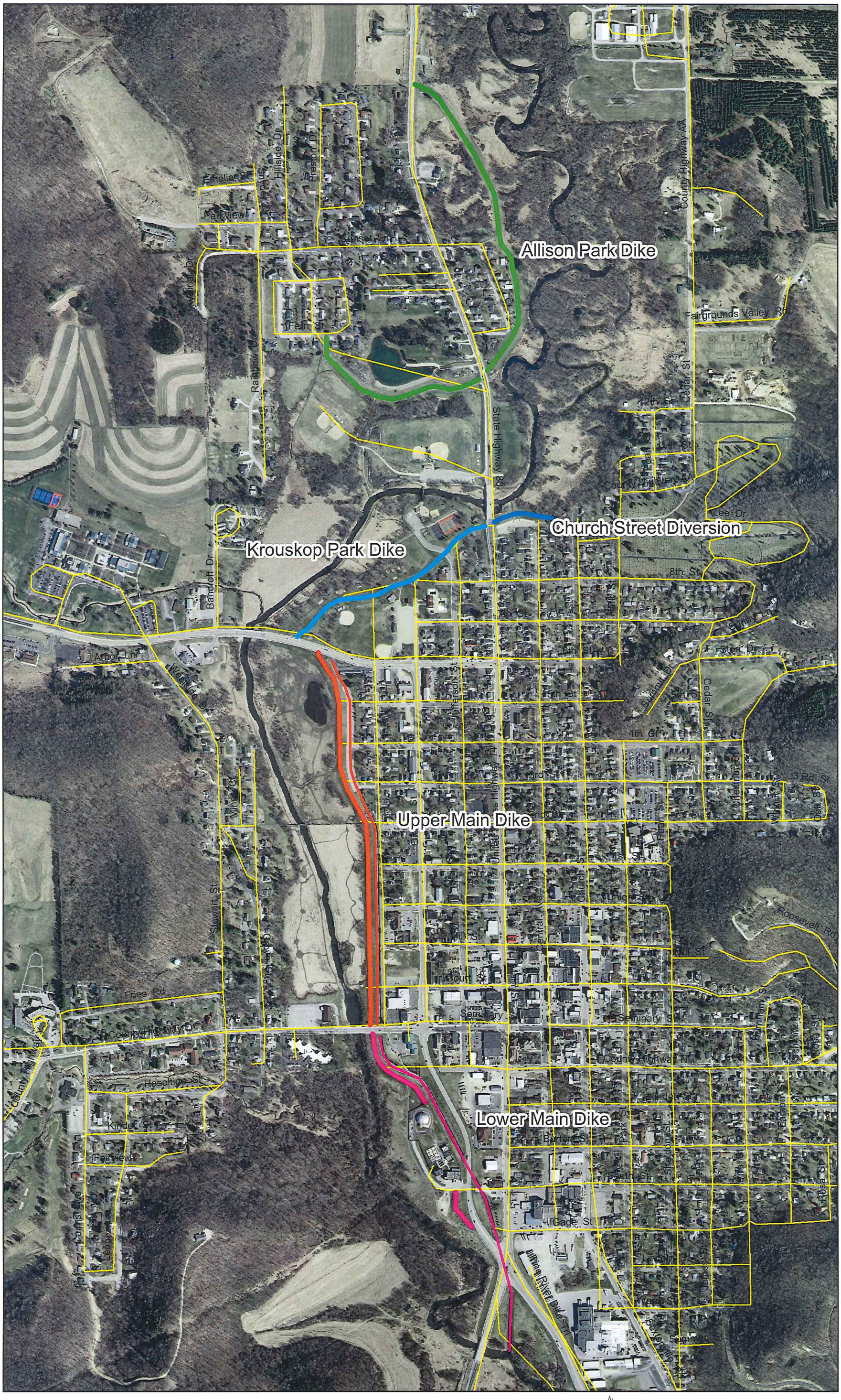
This Agreement is to be governed by the laws of the state in which the project is located and in force at the time of completion of deliverables.

27. Entire Agreement

These General Terms and Conditions and the accompanying Agreement constitute the full and complete Agreement between Client and Consultant and supersedes all prior understandings and agreements between the parties and may be changed, amended, added to, superseded, or waived only if Client and Consultant specifically agree in writing to such amendment of the Agreement. There are no promises, agreements, conditions, undertakings, warranties, or representations, oral or written, express or implied, between the parties other than as set forth in these General Terms and Conditions and accompanying Agreement. In the event of any inconsistency between these General Terms and Conditions, the proposal, Agreement, purchase order, requisition, notice to proceed, or like document, these General Term and Conditions shall govern.

28. Authority

The person signing the accompanying agreement acknowledges that if the person is signing in a capacity other than individually, the execution and delivery of this document has been duly authorized and the member, owner, officer, partner or other representative who is executing this document have the full power, authority and right to do so, and that such execution is sufficient and legally binding on the entity on whose behalf this document is signed, to enable the document to be enforceable in accord with its terms.


Allison Park Dike
Krouskop Park Dike
Church Street Diversion
Upper Main Dike
Lower Main Dike
State Highway 80
County Highway AA
Fairgrounds Valley Rd
Cedar St
Lee Dr
8th St
4th St
3 Rd St
Roosevelt Rd
Fries Rd
County Highway D
Haseltine St
Kinder St
Fairview
Gage St
Seminary St
Bandloft Dr
Rainbow Dr
Hillside Dr
Preston Dr
Parkview
Sunset Dr
Fern St
Stewart St
Jefferson St
Church St
Central Ave
Sheldon St
Park St
Burton St
Leona
Mine Ct
Arbor Ln
Westside Dr
Pearl St
Union St
Mill St
Court St
Main St
Oak St
Rose St
James St
Lincoln St
Water St
Sugar St
Berry Mills
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CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Contract Recommendation for Residential Waste and Recycling Services

Requested & Presented by: Darcy Perkins, Municipal Services Specialist

Meeting Date: Finance Committee and Common Council on 10-07-2025

Background: On August 1, the City issued a Request for Proposals (RFP) for residential garbage and recycling collection services. This process was initiated due to the City's current contract with Town and Country Sanitation—now Republic Services—lapsing on December 31, 2025. Proposals were due on August 22, and responses from four providers were received: GFL Environmental, Pellitteri Waste Systems, Republic Services & Waste Management.

Quick Comparison of Proposals Received (Top 2 Submissions)		
	GFL Environmental	Republic Services
Annual Cost Estimate	≈ $358,000.00 w/5% Annual Escalator	≈ $270,000.00 w/10% Annual Escalator
Transfer Station	Transfer Station remains open and staffed by vendor.	City must assume staffing if kept open (≈ $105,000 additional cost over the life of the contract). Staff recommends Transfer Station closure to avoid this expense.
Large Item Collection	2 per year (April, October)	6 per year (Monthly April–Sept)
Curbside Pickup	Large item collection tagging system continues through the Clerk's Office.	Available directly through Republic; City no longer administers tags.
Additional Perks / Credits	N/A	$1,000 annual credit for City-sponsored events (e.g., festivals, cleanup days).
Customer Service Contact	Local Viroqua office with direct call center support.	Regional office in Boscobel; dedicated local representative.
Service Continuity / Impact	New provider; requires container exchange and transition period.	Smoother transition with same provider; least disruption to households.

Department Recommendation: Due to the lower cost and service impact, staff recommends proceeding with Republic Services' proposal in addition to developing a transition plan to close the City's Transfer Station. Republic has committed to working with the City to develop said transition plan. Staff anticipates the transition would take place by the end of March 2026, avoiding renewal of scale licensing and providing the adjacent township(s) time to budget and secure alternative services.

Funding Source: Budgeted Expense - 10-54600-560 GARBAGE/CONTRACTED WORK

Requested Action:

FINANCE: Motion to recommend to the Common Council the approval of the execution of a 5-year contract with Republic Services for residential waste and recycling services and to proceed with development of a transition plan that includes the closure of the City's Transfer Station by March 31, 2026.

COUNCIL: Motion to authorize the execution of a 5-year contract with Republic Services for residential waste and recycling services and to proceed with development of a transition plan that includes the closure of the City's Transfer Station by March 31, 2026.

Attachment(s):

- RFP for Residential Waste and Recycling Services
- GFL Environmental Proposal
- Republic Services Proposal

City of Richland Cent
450 S. Main Street
Richland Center, WI 53581
608-647-3466

Request for Proposal – Residential Solid Waste and Recycling Collection and Disposal

Issue Date: 08/01/2025	Proposal Due Date: 08/22/2025

1. Introduction and Background

The City of Richland Center is seeking proposals from qualified firms to provide weekly garbage collection, biweekly recycling, and biannual large item pickup for all single-family through four-family residences and designated City-owned buildings. This contract, beginning January 1, 2026, will replace the current agreement and aims to maintain efficient, reliable, and cost-effective solid waste and recycling services.

2. Scope of Work and Requested Services

A. Residential Collection Coverage:

- Service shall be provided to all single-family through four-family residential units within the City of Richland Center. Curbside collection is defined as pickup at the edge of the roadway or alley. "Walk-up" service must be available as an add-on for residents with limited mobility (optional pricing shall be included in the proposal).

B. Cart Requirements:

- Contractor shall furnish one (1) 95-gallon cart for refuse and one (1) 95-gallon cart for recycling per dwelling unit. Carts remain property of the Contractor. Contractor shall maintain, replace, or repair carts as needed at no additional cost to the City or residents, unless due to neglect or abuse by the resident.

C. Transfer Station:

- The Contractor shall provide dumpsters and a compactor at the City's Transfer Station and handle disposal of all household waste, recyclables, and large items brought to the site. The Contractor must maintain adequate capacity by timely emptying or swapping containers. Rates include use of these containers. The Contractor shall also staff the scale house during open hours: Mondays and Wednesdays 8:00 a.m.–1:00 p.m., Saturdays until Noon, or otherwise agreed upon schedule.

D. Large Item Collections:

- Twice annually, at no extra cost, the Contractor shall collect large household items (e.g., mattresses, couches, chairs, rugs, furnishings, electronics—excluding TVs, microwaves, computers, construction debris, carpeting, or yard waste). Collection occurs one Saturday in April and one in October. Contractor shall also dispose of appliances dropped off at the Transfer Station or another City-designated site.
- Outside of the two scheduled large item pickups, the City will continue to utilize its Large Waste Item Collection Tagging System. Under this program, residents may purchase tags in advance for eligible items through the City Clerk/Treasurer's Office. The Contractor shall be responsible for collecting these tagged items as part of regular service, at no additional charge to the City beyond the agreed rates.

E. Municipal Facilities – The Contractor shall provide and service the following waste and recycling receptacles at City-owned sites at no additional charge:

- Airport: (1) 2 yd dumpster
- Brewer Library: (3) 95 gallon totes for recycling and (3) 95 gallon totes for waste
- City's Compost Area of Highway AA: (1) 2 yd dumpster
- Community/Senior Center: (1) 2yd dumpster

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Richland Center, WI 53581
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- Fire Station: (1) 95 gallon tote/container
- Municipal Building: (1) 2yd recycling and (1) 2yd waste dumpsters
- Public Works – Buildings & Grounds Building: (1) 4yd dumpster
- Public Works – Streets Building: (1) 4yd dumpster
- Wastewater Treatment Plant: (1) 2yd recycling, (1) 2yd waste dumpsters and (2) 95 gallon totes

F. Service Expectations:

- Missed pickups resolved by next day, excluding Sunday
- Public-facing customer service line (8 AM–4:30 PM, M–F)
- Monthly complaint log submission
- Provide and maintain containers
- Immediate cleanup of spills or blown debris
- Provide flyers, notices, and public messaging as needed

3. Deliverables

- Weekly collection schedule and map
- Monthly service and tonnage reports
- Annual audit of route participation
- Annual cart inventory and condition report

4. Term

- 5-Year Term: January 1, 2026 – December 31, 2030

5. Insurance and Indemnification

- General Liability: $5,000,000 minimum
- Auto Liability: $1,000,000 minimum
- Workers Compensation: Statutory limits
- Umbrella/Excess Liability: $2,000,000 minimum
- City named as additional insured; 30-day cancellation notice required
- All liability policies must include a Waiver of Subrogation in favor of the City of Richland Center. The waiver must be explicitly stated on the certificate of insurance and shall apply to all covered losses regardless of fault, to the extent permitted by law.

6. Proposal Requirements

- Cover Letter
- Company Background and Qualifications
- Experience with Wisconsin municipalities
- Work Plan and Customer Service Process
- Detailed Pricing Sheet
- Draft Service Agreement
- References (3 minimum)
- Proof of Insurance
- Description of Equipment and Carts

City of Richland Cent
450 S. Main Street
Richland Center, WI 53581
608-647-3466

7. Pricing Format

Proposers must submit per-unit monthly pricing for the following service options:

Garbage	Recycling	Bulk Pickup
Weekly	Biweekly	2x/yr

Include separate pricing for:

- Extra carts (per cart/year)
- Optional yard waste pickup (seasonal or subscription)
- "Walk-up" service (per household/year)

8. Evaluation Criteria

- Cost (30%)
- Experience with similar municipalities (20%)
- Customer Service and Missed Collection Plan (20%)
- Service Enhancements (10%)
- Reporting and Communication Capabilities (10%)
- References and Reputation (10%)

9. Submission Instructions

Please submit one (1) electronic copy in PDF format to:

Darcy Perkins
Municipal Services Specialist
City of Richland Center
Email: Darcy.Perkins@richlandcenterwi.gov

For questions, please contact Darcy Perkins at 608-647-3466 Ext. 202.

Submission Deadline: Proposals must be received by 5:00 PM CST on Friday, August 22, 2025

10. Schedule

Milestone	Date
RFP Issued	**August 1, 2025**
Proposals Due	**August 22, 2025**
Finance Committee Review	**September 2, 2025**
Common Council Award	**September 2, 2025**
Contract Effective	**January 1, 2026**

The City reserves the right to reject any or all proposals, to waive informalities, and to award the contract in the best interest of the City. Notification of selection will be distributed by 09/15/2025.

City of Richland Center
Darcy Perkins, Municipal Services Specialist
450 South Main Street
Richland Center, WI 53581

Dear City Council Members:

Although it is not something you think about every day, waste and recycling collection is an important part of a community's image. When done correctly, by the right vendor, environmental service is something you should rarely have to spend time worrying about.

GFL Environmental thanks you for the opportunity to provide a proposal for trash and recycling collection services for the City of Richland Center. We know that your most pressing waste-related issues include efficient and economical service and reduced costs for residents.

Our understanding of the impact we have within the communities we serve is second to none. With a team comprised of experienced leaders, local drivers and a Wisconsin-based customer care center, we are well-equipped to exceed the expectations of the City of Richland Center and its residents.

As always, our goal is to ensure you will rarely have to concentrate on waste removal services and can stay focused on meeting other City objectives.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Justin Montani
Government Contracts Manager

GFL Environmental Services
950 Nelson Parkway
Viroqua, WI 54665
www.GFLenv.com

GFL Environmental & City of Richland Center

PRESENTED TO:
City of Richland Center

PRESENTED BY:
Justin Montani
GFL Environmental





About GFL Environmental

To support your selection of GFL Environmental, it is helpful to understand a few facts about who we are, where we come from, and what we believe in. This section of the proposal offers valuable insight into our company, and why we will be a great partner for the City of Richland Center.

GFL Environmental is the only major diversified environmental services company in North America offering services in solid waste management, liquid waste management, and soil remediation.

With strategically located operations across Canada and the United States, GFL is uniquely equipped to undertake any environmental challenge, with unparalleled commitment to safety and customer service.

GFL offers a wide range of environmental and industrial services to businesses, communities, and households, providing a consolidated and sophisticated approach to meeting our customers' needs.

One of the keys to our success lies in the diversity of our services and our ability to deliver robust integrated solutions – traditionally provided by multiple third parties – all from a single efficient company.

We believe that, by providing safe, accessible, and cost-effective solutions, we encourage greater environmental responsibility and allow our customers and the communities we serve to be Green For Life. As a full-service environmental services company, GFL Environmental is ready and able to meet your waste collection needs. We provide collection, transfer, disposal, and recycling operations to more than 200,000 commercial customers and 1.9 million residential customers throughout North America. We have more than 3,100 trucks running routes daily. The strategic locations of our collection and disposal facilities allow us to offer convenient service at competitive rates.

Our experts understand the issues related to managing solid waste, and the impact that these issues can have on the environment—and on your business. GFL Environmental works in partnership with the communities we serve to preserve valuable resources and extend landfill capacity. We do this by focusing on waste reduction, recycling, and numerous other "green initiatives".

Regardless of your needs, GFL Environmental has the experience, resources, and technologies to collect, transport, dispose, and recycle your solid waste. Our team is committed to providing you with prompt, dependable, and cost-effective waste services.

WHAT WE DO

SOLID WASTE SERVICES

- Municipal/ residential waste
- Industrial/ commercial waste
- Recycling collection, processing and storage
- Landfill disposal and diversion
- Organics processing and compost products and yard waste







Green Today. Green For Life.

gflenv.com

SAFETY AND COMPLIANCE

GREEN FOR LIFE. SAFE FOR LIFE.



The health and safety of our employees, customers and the communities we serve is the most important commitment we have.

Green Today. Green For Life. gflenv.com

Professionally Trained & Safe Drivers

Avoiding accidents while on a customer's property is one of our primary objectives. With GFL Environmental as your provider, the City of Richland Center can have a high comfort level so that your property and employees are safe.

GFL Environmental is among the top-rated environmental services companies for ensuring driver safety. In our effort to take an initiative-based approach to prevent accidents, some of the tools we use include:

- DriveCam – driver monitoring and testing
- The Smith System – driver program on equipment operation
- Weekly site-specific safety meetings and program awareness
- Route audits
- Safety promotions and rewards

GFL Environmental Business Strengths

Selecting the right environmental service provider can have a positive impact on your municipality and its residents. How do you know you will get the service you expect? Does the contractor have the background and experience to meet your expectations? How do you compare one service provider to another?

This section of the proposal discusses several important business strengths that differentiate GFL Environmental from other environmental service providers. Though there are other reputable and knowledgeable contractors in the market, the following differentiators will help define why GFL Environmental is the right partner for the City of Richland Center.

Community Involvement

Successful and progressive businesses recognize the importance of giving back to the communities they serve. When you select GFL Environmental as your environmental consultant, you have the assurance that we are investing in the communities where we operate.

Our offices and employees support local businesses and charitable organizations. This support ranges from donations to the local food bank, participation in Habitat for Humanity, sponsorship of Little League and soccer teams, and numerous others. Additionally, because GFL Environmental hires locally rather than centralizing many corporate job functions, we help promote local economies by keeping taxes paid and wages spent in the communities where we do business.

Ancillary Services

In addition to the regular curbside services requested we also offer a wide range of ancillary services including portable restrooms, commercial containers and roll-off dumpsters. GFL Environmental owns and operates several facilities throughout southern Wisconsin which allows us to price these services competitively and operate at the apex of efficiency. We have the resources and assets to assist the City of Richland Center with any natural disasters or Public Works projects that may be presented.

Service Description

GFL Environmental knows that there is always room for improvement when it comes to service. Untapped opportunities may present the possibility to improve the current method of collections and improve service efficiency.

We are experts at identifying ways to improve our customer's programs. We propose to provide the following:

- Weekly trash collection – Contractor provided 95-gallon cart
- Every other week recycling collection – Contractor provided 95-gallon cart
- Bi-annual large waste item collection
- Large waste item collection tagging system
- Dumpsters at City Transfer Station for disposal of household waste, recyclables and large items
- GFL provided scale house staff during open hours Mondays, Wednesdays and Saturdays
- Waste and recycling service for City-owned sites at no additional charge
- Local Customer Care Center to address residents' concerns
- Hauling Site in Viroqua provides local access to staff and equipment ensuring service excellence and ability to provide additional services to the city and its residents

Equipment

GFL Environmental intends to utilize front load trucks with Curotto-cans to service the 95-gallon GFL provided carts from all City of Richland Center residential units. Once all residential units have been serviced, the same front load trucks will drop the Curotto-can to provide service to the commercial properties in the City and surrounding area.

Work Plan and Customer Service Processes

GFL Environmental is proposing a four-day per week collection schedule. We will split the City of Richland Center up as evenly and efficiently as possible, servicing approximately 460 residential units per day. For example, one section of the city will have trash collection on Mondays, one section will have trash collection on Tuesdays, and so on and so forth. Recycling will follow this same service schedule with services being provided every-other Monday, every-other Tuesday, and so on and so forth.

City of Richland Center residents will be provided with our Viroqua Customer Care Center phone number, which can be used to contact GFL Environmental directly with any questions, comments or concerns. We have representatives readily available Monday through Friday from 8:00AM - 4:30PM to answer calls. Our customer service team communicates directly with the operations staff responsible for servicing the City of Richland Center. Our entire staff will be trained on all facets of the contract and will be well-equipped to answer any questions City of Richland Center residents have as it relates to the services provided.

SERVICE PROPOSAL

TRASH SERVICES

1. **GFL Environmental will provide all City of Richland Center residents with 95-gallon carts**
    a. **Carts must be placed curbside, or near the driveway/parking space if lacking curb and gutter, and will be emptied via automated service**
    b. **All materials must be placed inside the cart; anything outside the cart will not be collected**
    c. **In the event a household wanted an additional cart, the resident would arrange payment with GFL**
        i. **At the same rate as charged to City, on an annual basis. Cancellations would not be pro-rated.**
    d. **Carts damaged, lost, or stolen shall be replaced at charge of $85 per cart**
2. **Services will be provided on a weekly schedule Monday through Thursday**
    a. **If the collection day falls on or during the week following an observed holiday GFL Environmental shall provide collection services on the next business day following the holiday or regular collection day**

RECYCLING SERVICES

1. **GFL Environmental will provide all City of Richland Center residents with 95-gallon carts**
    a. **Carts must be placed curbside, or near the driveway/parking space if lacking curb and gutter, and emptied via automated service**
    b. **All materials must be placed inside the cart; anything outside the cart will not be collected**
    c. **In the event a household wanted an additional cart, the resident would arrange payment with GFL**
        i. **At the same rate as charged to City, on an annual basis. Cancellations would not be pro-rated.**
    d. **Carts damaged, lost, or stolen shall be replaced at charge of $85 per cart**
2. **Services will be provided on an every-other-week schedule Monday through Thursday**

a. **If the collection day falls on or during the week following an observed holiday GFL Environmental shall provide collection services on the next business day following the holiday or regular collection day**

3. **Recycling services will be "single-stream" recycling.**
    a. **Resident will place all recyclable materials into the recycling cart for collection**
        i. **Plastic containers, glass containers, metal/aluminum containers, cardboard, mixed paper, newspaper, juice boxes, milk cartons, etc.**

LARGE ITEM COLLECTION

1. **GFL Environmental will provide bi-annual collection of large household items in the spring and fall**
2. **GFL Environmental will provide large waste item collection with resident purchase of tag(s) in accordance with Resolution 2014-9 adopted by City of Richland Center effective May 1, 2014**
3. **Items for collection include, but are not limited to the following**
    a. **Household furniture (couches, chairs, tables, cabinets, dressers, or similar)**
    b. **Mattresses/Boxsprings**
    c. **Carpet Roll (must be rolled and tied, not to exceed 4ft length or 12" diameter)**
    d. **Countertop, not to exceed 4ft length or 36" wide**
    e. **Doors, windows, toilet, other replacement items from a project**
    f. **Appliances**
    g. **Electronic waste**
    h. **Tires**
    i. **Extra bags of trash or recycling**
    j. **General debris that is too large to place in the cart and WI landfill-eligible for disposal**
4. **Excluded items include, but are not limited to the following**
    a. **Loose lumber, construction debris, etc.**

b. Rocks, soil, sod, etc.

c. Scrap metal

d. Automotive or marine batteries

e. Any other items that are banned from WI landfills

CURRENT REFERENCES

City of Viroqua

- **124 W. Decker St, Viroqua, WI 54665**
- **608.637.7186**

City of Hillsboro

- **123 Mechanic St, Hillsboro, WI 54634-4342**
- **608.489.2521**

Village of Ontario

- **205 State St, Ontario, WI 54651**
- **608.337.4381**

Village of Stoddard

- **180 Main St, Stoddard, WI 54658**
- **608.457.2136**

Village of Viola

- **106 W. Wisconsin St, Viola, WI 54664**
- **608.627.1831**

Village of Genoa

- **P.O. Box 70, Genoa, WI 54632**
- **608.317.1293**

We encourage you to reach out to our existing curbside collection customers to hear from them directly about their experience with us. The best way to learn about our service is to ask those who have experienced it!

Organization/Service Plan

GFL will provide the following support staff to service this contract:

Justin Montani, Government Contracts Manager

Justin began his journey in the waste industry in 2019 working in the field while furthering his education. He is a University of Wisconsin – Whitewater graduate with a BBA in Business Management. Upon graduating, he worked as a Municipal Services Administrator before becoming a Government Contracts Manager. Justin's attention to detail, communication skills, and passion for sustainability make him an invaluable asset in providing exceptional customer experience. His strategic mindset and process-oriented approach set him apart as a premier young leader in the industry. He will be your point of contact for all issues regarding the performance and administration of the services and contract.

Scott Reber, Facility Manager

With nearly 18 years of experience in the waste industry, Scott has built his career with GFL through hard work, leadership, and a commitment to integrity. Beginning as a driver, he advanced to head mechanic, driver supervisor, and operations manager before stepping into his current role as Facility Manager. Scott is dedicated to fostering a safe work environment, ensuring employees know their value, and keeping operations running smoothly. His focus on safety, teamwork, and efficiency helps deliver reliable service and strong results for both employees and customers.

Our management team above is familiar with the services and needs of the City of Richland Center and its residents.

In terms of Customer Care, GFL will have a Customer Care Center located at its Viroqua division to manage all questions or service issues for Richland Center

residents. We know that local service is important, and eliminates long wait times, confusion on services, and unfamiliarity with the service area. If awarded this contract, GFL will collaborate with City Staff to address all educational needs to ensure any transition is as smooth as possible.

PRICING PROPOSAL

WEEKLY TRASH AND EVERY OTHER WEEK RECYCLING

	$/Home/Month
2026	$16.25
2027	$17.06
2028	$17.91
2029	$18.81
2030	$19.75

Dumpsters at Transfer Station

Hauling fee $250 per load plus $70 per ton

Proof of Insurance

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 06/05/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Aon Risk Services Northeast, Inc. Cleveland OH Office 950 Main Avenue Suite 1600 Cleveland OH 44113 USA	PHONE (A/C, No, Ext): (866) 283-7122	FAX (A/C, No.): (800) 363-0105
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
GFL Environmental Holdings (US), Inc and its subsidiaries 26999 Central Park Blvd Southfield MI 48076 USA	INSURER A: National Union Fire Ins Co of Pittsburgh	19445
	INSURER B: AIU Insurance Company	19399
	INSURER C: AIG Insurance Company of Canada	AA1564107
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 570113049018 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:			014121394	06/01/2025	06/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Per Location/ Project Aggregate	$5,000,000 $1,000,000 $10,000 $5,000,000 $20,000,000 $5,000,000 $5,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			014-12-1393	06/01/2025	06/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$5,000,000
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION			RMGL80777689 *Limits shown in CAD$	06/01/2025	06/01/2026	EACH OCCURRENCE AGGREGATE	$7,500,000 $7,500,000
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			014121402 014121401	06/01/2025 06/01/2025	06/01/2026 06/01/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT	$5,000,000 $5,000,000 $5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*(Aon) Commercial Risk (U.S) is authorized to generate and distribute certificates in an administrative capacity as evidence of insurance.

CERTIFICATE HOLDER	CANCELLATION
GFL Environmental Holdings (US), Inc and its subsidiaries 26999 Central Park Blvd. Southfield MI 48076 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Aon Risk Services Northeast, Inc.

Holder Identifier :

Certificate No : 570113049018

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Contract Draft

AGREEMENT FOR
RESIDENTIAL MUNICIPAL SOLID WASTE & RECYCLING COLLECTION SERVICES AND DISPOSAL

THIS AGREEMENT FOR RESIDENTIAL MUNICIPAL SOLID WASTE & RECYCLING COLLECTION SERVICES AND DISPOSAL (this "Agreement") made and entered into on the _____ day of _____, 2025, (the "Effective Date") by and between the City of Richland Center, a municipality of the State of Wisconsin and, by and through its City Council ("City") and GFL Solid Waste Midwest, LLC, a Wisconsin limited liability company ("Contractor").

WHEREAS, the City deems it necessary to protect the public health of its citizens by contracting with a private company for the removal of solid waste and recyclables generated by residents within the City and that such action is a valid exercise of powers of the City; and

WHEREAS, the Contractor submitted a proposal to City (the "Proposal") and such Proposal has been accepted by the City; and

WHEREAS, City and Contractor are desirous of entering into this Agreement, under the terms of which, Contractor shall have an exclusive Agreement for a specified period of time for the provision of the services contemplated by this Agreement; and

WHEREAS, the City has conducted an investigation and has determined that the Contractor and its affiliates have a proven excellent reputation for providing the types of services required under this Agreement and that the Contractor has access to significant capital resources that would be available to fund the fulfillment of its responsibilities under this Agreement, all of which should greatly benefit the City; and

WHEREAS, the City has determined that Contractor has expended substantial capital to acquire this Agreement and will expend significant additional amounts of capital during the term of this Agreement to fulfill its responsibilities in providing high quality solid waste collection, transportation and disposal services to City residents, all of which should greatly benefit City; and

WHEREAS, City and Contractor have agreed to the conditions, terms, rates, provisions and considerations under which Contractor shall perform such solid waste, recyclables, and bulky waste collection, transportation and disposal services as herein set out, and for the compensation as hereinafter provided and the City has deemed it to be in the best interest of the City and the residents of the City to enter into this Agreement upon such terms and conditions set forth herein in order to ensure high quality services by the Contractor to the residents of the City; and

WHEREAS, City agrees to pay for the Services to be provided by Contractor as set forth herein.

NOW THEREFORE, in consideration for the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Section 1.0 - Definitions

For purposes of this Agreement, the following terms shall be defined as follows.

1.1 "Agreement" has the meaning set forth in the first paragraph above, and includes all Schedules and Exhibits attached hereto.

1.2 "Biomedical Waste" means any solid or liquid waste which may present a threat of infection to humans, including nonliquid tissue, body parts, blood, blood products, and body fluids from humans and other primates; laboratory and veterinary wastes which contain human disease-causing agents; and discarded sharps. This definition also includes used, absorbent materials saturated with blood, blood products, body fluids, or excretions or secretions contaminated with visible blood; absorbent materials saturated with blood or blood products that have dried; and non-absorbent, disposable devices that have been contaminated with blood, body fluids or secretions or excretions visibly contaminated with blood but have not been treated by an approved method.

1.3 "Bulky Waste" means discarded items that are larger than three (3) feet in any dimension, and/or otherwise will not fit within an empty Cart.

1.4 "C&D Materials" means discarded materials generally considered to be not water soluble and non-hazardous in nature, including but not limited to steel, glass, brick, concrete, asphalt material, pipe, gypsum wallboard, and lumber, from the construction or destruction of a structure as part of a construction or demolition project or from the renovation of a structure, including such debris from construction of structures at a site remote from the construction or demolition project site. The term includes clean cardboard, paper, plastic, wood, and metal scraps from a construction project; except as provided in by applicable laws, unpainted, non-treated wood scraps from facilities manufacturing materials used for construction of structures or their components and unpainted, non-treated wood pallets provided the wood scraps and pallets are separated from other solid waste where generated and the generator of such wood scraps or pallets implements reasonable practices of the generating industry to minimize the commingling of wood scraps or pallets with other solid waste; and de minimis amounts of other non-hazardous wastes that are generated at construction or demolition projects, provided such amounts are consistent with best management practices of the construction and demolition industries. Mixing construction and demolition debris with other types of solid waste will cause it to be classified as

other than construction and demolition debris. This material is not included as part of Bulky Waste collection.

1.5 "Cart" means a rollout receptacle for Residential Solid Waste or Recyclables with a capacity of 95 gallons, constructed of plastic and metal, having handles of adequate strength for lifting, and having a tight-fitting lid.

1.6 "City" means the City of Richland Center which shall include, for purposes of this Agreement, the incorporated area of the City and the areas outside the corporate bounds of the City and receiving City service(s).

1.7 "Contractor" has the meaning set forth in the first paragraph above.

1.8 "Curbside" means the location that is within at least four (4) feet of the curb, paved surface of the public road, closest accessible public right-of-way, or other such location designated by the Contractor that will provide a safe and efficient accessibility to the Contractor's personnel and vehicles for the placement of Carts for collection pursuant to the terms of this Agreement. For purposes of this Agreement, public road or public right-of-way means a road owned and maintained by the City or special district, or otherwise publicly- owned, or a road on private property for which an easement has been granted to the public and such road is constructed and maintained to a standard whereby access is available by the Contractor's vehicles.

1.9 "Customer" means the owner and/or occupant of a Residential Premises.

1.10 "Disabled Person" means the owner of the Residential Premises who is disabled to the extent that he or she is incapable of placing his or her Cart at the Curbside location for collection by the Contractor and otherwise complies with the provisions of Section 3.3 below. Disabled Person shall include an owner of a Residential Premises with a temporary disability not to exceed 90 days.

1.11 "Force Majeure" means any act, event, or condition having a direct material adverse effect on Contractor's ability to perform any obligation, agreement, or covenant under this Agreement, including without limitation, Contractor's ability to collect, transport or dispose of Residential Solid Waste, Recyclables, or Bulky Waste if such act, event, or condition is beyond Contractor's reasonable control. Such acts, events, or conditions shall include, but shall not be limited to, the following: (a) an act of God, lightning, earthquake, fire, severe weather conditions, epidemic, land-slide, drought, hurricane, tornado, storm, explosion, partial or entire failure of utilities, flood, nuclear radiation, act of a public enemy, war, blockade, insurrection, riot or civil disturbance, labor strike or interruption, extortion, sabotage, or similar occurrence or any exercise of the power of eminent domain, condemnation, or other taking by the act of any governmental body on behalf of any public, quasi-public, or private entity; or (b) the order, judgment, action, or determination of any federal, state, or local court, administrative agency, or governmental body

(excepting decision interpreting federal, state, and local tax laws), which adversely affects: (i) the ability of Contractor to perform the services contemplated hereunder; (ii) the right or ability of the Contractor to dispose of the Residential Solid Waste or (iii) the suspension, termination, interruption, denial, or failure or renewal or issuance of any permit, license, consent, authorization, or approval necessary to for Contractor to perform the services contemplated hereunder.

1.12 "Garbage" means all kitchen and table food waste, animal or vegetative waste that is attendant with or results from the storage, preparation, cooking or handling of food materials.

1.13 "Hazardous Waste" means any and all (a) hazardous substances, pollutants, and contaminants, as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, solid or hazardous wastes, as defined by the Resource Conservation and Recovery Act, as amended, hazardous materials, as defined by the Hazardous Materials Transportation Act, as amended, toxic substances, as defined by the Toxic Substances Control Act, as amended, toxic chemicals or extremely hazardous substances, as defined by the Emergency Planning and Community Right-To-Know Act, as amended, hazardous air pollutants, as defined by the Clean Air Act, as amended, and hazardous substances, as defined by the Clean Water Act, as amended; (b) any other toxins, chemicals, wastes, substances, or materials which pose an unreasonable risk to human health or the environment, or which are regulated under any applicable federal, state, or local laws rules, or regulations, or any other material which any governmental agency or unit having appropriate jurisdiction shall determine from time to time is harmful, toxic, or dangerous, or otherwise ineligible for disposal at the intended disposal site utilized by Contractor; (c) any material that requires other than normal handling, storage, management, transfer or disposal; or (d) any other material that may present a substantial endangerment to public health or safety, may cause applicable air quality or water standards to be violated by the normal operation of the disposal site to be utilized by the Contractor, or because of its size, durability or composition cannot be disposed of at such disposal site or has a reasonable possibility of otherwise adversely affecting the operation or useful life of such disposal site.

1.14 "Non-Curbside Services" has the meaning set forth in Section 3.3.

1.15 "Recyclables" shall mean the following materials: aluminum containers; bi-metal containers (i.e., containers made from a combination of steel and aluminum); corrugated cardboard or other containerboard; glass containers; magazines and other materials printed on similar paper; newspaper and other materials printed on newsprint; office paper; plastic containers #1-#5 (e.g., milk jugs, laundry detergent bottles, soda, and water bottles); and steel containers (tin cans). Recyclables specifically does not include, and Customers shall not dispose of any of the following: electronics; lead acid batteries; major appliances; used oil filters; waste oil and waste tires.

1.16 "Residential Premises" means a dwelling within the City occupied by a person or group of persons, including single family homes, duplexes, triplexes, quadraplexes, and mobile homes whether such mobile homes are registered as vehicles or assessed as real property.

1.17 "Residential Solid Waste" means all Garbage and Rubbish generated by a Residential Premises, excluding automobile parts, tires, C&D Materials, Recyclables, Yard Trash, Bulky Waste, White Goods, Hazardous Waste, or any Unacceptable Waste or materials as determined by the Contractor.

1.18 "Rubbish" means non-putrescible solid waste consisting of paper, rags, cardboard, cartons, wood, rubber, plastics, glass, crockery, metal cans or other such waste.

1.19 "Services" has the meaning set forth below in Section 2.2.

1.20 "Solid Waste" has the meaning set forth previously in Section 1.12.

1.21 "Special Waste" means solid wastes that can require special handling and management, including but not limited to, bulky waste, white goods, waste tires, used oil, lead-acid batteries, ash residue, yard trash, biological wastes, and mercury-containing devices and lamps, or any other material banned from Wisconsin landfills.

1.22 "Term" has the meaning set forth below in Section 2.4.

1.23 "Unacceptable Waste" means (a) waste and materials that are not part of the Services contemplated hereunder as determined by Contractor, (b) Hazardous Waste, Biomedical Waste, Special Waste, fluorescent lights, automotive batteries, paints, paint solvents, unemptied aerosol cans, compressed gas cylinders, large engine parts, small engines containing oils or fuels, chemicals, large glass panes, large tree debris, stumps, ammunition of any type, dead animals larger than 10 lbs., and firearms, (c) waste of which the acceptance and handling by Contractor would cause a violation of any permit condition, legal or regulatory requirement, substantial damage to Contractor's vehicles, equipment or facilities, or present a substantial danger to the health or safety of the public or Contractor's employees, and (d) waste which is or may be prohibited from disposal at the applicable disposal site by local, federal or state law, regulation, rule, code, ordinance, order, permit or permit condition.

1.23 "White Goods" means inoperative and discarded refrigerators, ranges, washers, water heaters, freezers, and other similar domestic and commercial large appliances.

1.24 "Yard Trash" means vegetative matter resulting from landscaping maintenance or land clearing operations at Residential Premises and includes materials such as tree and shrub trimmings, grass clippings, trees, and tree stumps.

Section 2.0 – Scope of Agreement

2.1 Recitals; Conflict. The parties hereto acknowledge and agree that the "whereas" recitals set forth above are true and correct and are hereby incorporated herein by this reference. The parties further acknowledge and agree that in the event of any conflict between this Agreement and the RFP, the Proposal, or any other documents submitted by or to the City and Contractor, this Agreement shall prevail and control.

2.2 Scope. The work under this Agreement shall consist of the collection of Residential Solid Waste and, Recyclables by Contractor from the Residential Premises, located in the City (collectively, the "Services"). In the performance of the Services, Contractor shall also provide the supervision, materials, and equipment necessary to complete the Services in accordance with the terms of this Agreement. Collection of Residential Solid Waste and Recyclables by Contractor shall be mandatory for all Residential Premises in the City, and all such Residential Premises shall be required by the City to use the Services to be provided by Contractor pursuant to this Agreement. The scope of the Services to be provided by Contractor hereunder shall not be amended or modified without the mutual consent of the parties hereto.

2.3 Exclusivity. During the term of this Agreement, Contractor shall provide the Services and in accordance with the terms of this Agreement and shall have the sole and exclusive right to provide the Services throughout the City. The City hereby grants, and the Contractor hereby accepts, the sole and exclusive Agreement, license, and privilege to provide the Services during the Term of this Agreement and all renewal terms thereto. All such rights shall be exclusive to the Contractor and no other person or entity except the Contractor may offer or provide the Services as contemplated hereby. The City further agrees that so long as Contractor is not in default hereunder, it will not enter into any agreement or understanding with any other person or entity for performance of the Services contemplated hereby during the Term hereof.

2.4 Term. The term of this Agreement shall be for the period beginning on January 1, 2026, and expiring on December 31, 2030 (the "Initial Term"). This agreement shall automatically renew unless either the City or Contractor provide written communication no less than 90 days prior to the expiration date of the Initial Term or any renewal term.

Section 3.0 – Contractor Responsibilities

3.1 Services Provided.

3.1.1 Residential Solid Waste Contractor shall collect Residential Solid Waste that is timely placed in a Cart from each Residential Premises one (1) time per week at Curbside. The Customer located at the Residential Premises shall place only bagged

Residential Solid Waste in the Cart designated for Residential Solid Waste and shall place the Cart at Curbside by 6:00 am on the designated collection day. Contractor shall not be deemed to be in default in any manner of this Agreement in the event Contractor fails or refuses to collect any such Residential Solid Waste from any Residential Premises because such Residential Solid Waste was not timely placed in a Cart at Curbside in accordance with this Agreement. Contractor shall not be responsible for collection of any Residential Solid waste not properly and timely placed in a Cart in the proper location at Curbside at the designated time and on the designated day and has the right to refuse to collect all Unacceptable Waste.

3.1.2 Recyclables Contractor shall collect Recyclables that are timely placed in a Cart from each Residential Premises on a bi-weekly basis, the same days as Residential Solid Waste Collection at Curbside. The Customer located at the Residential Premises shall place Recyclables in the Cart designated for Recyclables and shall place the Cart at Curbside by 6:00 a.m. on the designated collection day. Contractor shall not be responsible for collection of Recyclables and shall not be deemed to be in default in any manner of this Agreement in the event Contractor fails or refuses to collect Recyclables from any Residential Premises because the Recyclables were not timely or properly placed in a Cart in the proper location at Curbside in accordance with this Agreement or if the Recyclables contain Unacceptable Waste.

3.1.3 Bulky Waste Bulky Waste placed outside of the Cart and placed roadside shall not be collected by Contractor from the Residential Premises that generated such Bulky Waste without the purchase of pickup tag(s).

3.1.4 Bi-Annual Bulky Waste Collection Contractor shall provide a Bi-Annual Bulky Waste Collection on dates that are mutually acceptable between the City and Contractor. The Bulky Waste Collection shall occur curbside on dates that are mutually agreed upon by the City and Contractor. Customers shall be permitted to dispose of Residential Solid Waste or any other items allowed for disposal in landfills licensed by the State of Wisconsin.

3.1.5 Disposal of Waste Contractor shall deliver all Residential Solid Waste and Recyclables collected by Contractor to a disposal or other processing facility as determined by the Contractor in its sole discretion.

3.1.6 City-Owned Facilities. Contractor shall provide collection services at the following City-owned facilities without additional charges to the City:

Airport

Brewer Library

City's Compost Area of Highway AA

Community/Senior Center

Fire Station

Municipal Building

Public Works – Buildings & Grounds Building

Wastewater Treatment Plant

3.1.7 City Transfer Station. Contractor shall provide dumpsters at the City Transfer Station to handle disposal of all household waste, recyclables, and large items brought to the City Transfer Station. Contractor shall maintain adequate capacity by timely emptying or swapping containers. Contractor shall staff the scale house during open hours: Mondays and Wednesdays 8:00AM – 1:00PM, Saturdays 8:00AM – Noon, or an otherwise mutually agreed upon schedule.

3.2 Carts

Contractor shall supply the City with Carts for every Residential Premises receiving the Services as contemplated by this Agreement. It shall be the responsibility of the Customer of Residential Premises to properly use and safeguard the Carts. Customer shall maintain the Carts in reasonably good condition, normal wear and tear excepted. Each Customer has the care, custody, and control of any Cart, and each shall have the responsibility, and shall be liable, for all loss and damage, normal wear and tear excepted, to such Cart and for the cleanliness and safekeeping of such Cart. Contractor shall have the right to charge Customer for the cost of repair or replacement of Carts, including delivery fees, if such repair or replacement is required because of abuse, misuse or damage, fire, or theft. The cost for replacement of any cart, including delivery, is $85. Customers may request one or more additional Carts from Contractor for an additional volume of collection Services. Contractor shall receive payment from the Residential Unit for the

additional Service to be provided to such Customer, as if such additional Service constituted an additional Residential Premises, at the then applicable rate of compensation payable to Contractor as contemplated by this Agreement. This charge shall be directly to the Residential Unit at an annual rate. Carts shall remain the property of the Contractor during the term of this agreement.

3.2.1 Contractor shall provide the City with Carts and dumpsters as described in 3.1.6. It shall be the responsibility of the City to properly use and safeguard the Carts and dumpsters. The City shall maintain the Carts and dumpsters in reasonably good condition, normal wear and tear excepted. The City has the care, custody, and control of any Dumpster or Cart, and shall have the responsibility, and shall be liable, for all loss and damage, normal wear and tear excepted, to such Dumpster and Cart and for the cleanliness and safekeeping of such Dumpster or Cart. Contractor shall have the right to charge City for the cost of repair or replacement of Dumpsters or Carts, including delivery fees, if such repair or replacement is required because of abuse, misuse or damage, fire, or theft. Carts and Dumpsters shall remain the property of the Contractor during the term of this agreement.

3.3 Non-Curbside Service for Disabled Persons

Contractor shall provide back/side-door Residential Solid Waste collection services ("Non-Curbside Service") to Disabled Persons as identified by the City who are physically unable to place the Cart at Curbside for collection by Contractor at the designated time and date contemplated by this Agreement. In no case will the quantity of persons receiving Non-Curbside Services exceed two percent (2%) of the total Residential Premises located in the City. Contractor shall provide Non-Curbside Service at no additional charge than the Service Fees then in effect for those residents not physically able to take Carts to Curbside, provided however, that such exemption will be granted only if there is no other occupant of the Residential Premises physically capable of placing the Cart at Curbside. Prior to Contractor being required to provide such Non-Curbside Service to any person, any such person requesting Non-Curbside Service must obtain a physician's certificate certifying such disability and provide the physician's certificate to the Contractor. In no event will Non-Curbside Service be provided at a distance of more than 150 feet from the public roadway. Non-Curbside Services are not available for the collection of Bulky Waste or White Goods and shall only be provided to Disabled Persons at Residential Premises.

3.4 Location of Carts for Collection

Carts shall be placed at Curbside for collection service as described herein. Carts shall be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians. When construction work is being performed in the right-of-way, Carts shall be placed as close as practicable to an access point for the Contractor's collection vehicle that permits access by Contractor's collection vehicle to the Carts without endangering Contractor's employees or equipment. Contractor shall decline to collect any Residential Solid Waste or Recyclables not placed in the Cart in accordance with this Agreement.

3.5 Hours and Days of Operation; Holidays

3.5.1. Collection Services under this Agreement shall not start before 6:00 a.m. nor continue after 6:00 p.m. each day and no collection shall take place on any Sunday.

3.5.2. The following shall be holidays for the purpose of this Agreement (each a "Holiday"):

New Years' Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Christmas Day

Residential Solid Waste and Recyclable collections shall be delayed until the next service day when the normally scheduled collection day falls on the holiday, or the Holiday is in the same week preceding the normally scheduled collection day. For example, if the normally scheduled collection day is on Friday, during the week of Memorial Day Monday the Friday collections will be performed on Saturday. The Contractor will not be allowed to perform collection Services on Sunday during a Holiday Week without authorization from the City.

3.6 Routes of Collection.

Collection routes shall be established by the Contractor. Contractor shall submit a map designating the collection routes with the days of pick-up to the City for its approval, which approval shall not be unreasonably withheld. The Contractor may from time-to-time propose to City for approval changes in routes or days of collection, which approval shall not be unreasonably withheld.

3.7 Complaints; Missed Collections.

3.7.1. Contractor shall furnish the City instructions for contacting the Contractor in the event of Customer complaints. Contractor shall also furnish each Residential Premises with instructions for contacting Contractor by local telephone for information or for service complaints. All complaints made to Contractor shall be given prompt and courteous attention.

3.7.2. In the case of alleged missed scheduled collections (a "Missed Collection"), or any other complaint, Contractor shall investigate and advise the City how it will address the issue within twenty-four (24) hours after the complaint is received. Contractor will be responsible for receiving all complaints from Residential Premises and rectifying the complaints with the Customer located at the Residential Premises. In the event the complaint received by the Contractor from a Customer is a Missed Collection and the Missed Collection was due solely to the fault of the Contractor and such Missed Collection was not due to an event of Force Majeure or any action or inaction by the City or the Customer, Contractor shall collect the Residential Solid Waste or Recyclables from such Residential Premises within one day of receipt of the complaint, except if Missed Collection deadline falls on a Saturday or a Sunday. In the event the Missed Collection was due to any act or failure to act by the Customer and/or the City or its employees, agents or representatives, Contractor shall have the right to charge either the City or Customer the Service Fees for the additional pickup by Contractor. Contractor shall provide equitable credits to the City for any complaints not resolved as described above within 24 hours if Missed Collection was due to Contractor's failure to perform services.

3.8 Collection Equipment and Personnel

3.8.1. The Contractor shall provide an adequate number of vehicles and personnel for regular collection Services. All collection vehicles and other equipment shall be kept in good repair, normal wear and tear excepted. Each collection vehicle shall have clearly visible on each side the identity and telephone number of the Contractor. All Residential

Solid Waste and Recyclables hauled by the Contractor shall be so contained, tied, covered, or enclosed such that leaking, spilling, or blowing are prevented.

3.8.2. The Contractor shall assign a qualified person or persons to be in charge of its performance of this Agreement. The Contractor's employees performing the Services contemplated hereunder shall wear a uniform or shirt bearing the Contractor's name. Each employee of Contractor who drives a vehicle pursuant to his or her duties in the performance of this Agreement shall, at all times, carry a valid Wisconsin driver's license for the type of vehicle he or she is driving. The Contractor shall provide operating and safety training for all personnel.

3.9 Access

The Contractor shall be required to provide the collection Services described herein to all Residential Premises located on publicly owned roadways accessible to standard solid waste collection vehicles. The City shall maintain all publicly owned roads and bridges in a condition that affords safe access by Contractor's standard solid waste collection vehicles. The City shall require occupants of Residential Premises to place Carts at Curbside for collection in accordance with the terms and conditions of this Agreement. The City shall require the Customer located at the Residential Premises not accessible to standard solid waste collection vehicles to place Carts at an accessible location on a publicly owned roadway as determined by the Contractor. If the Cart to be collected pursuant to this Agreement, is blocked in any way to prohibit collection, Contractor shall have the right to charge, and the Resident agrees to pay, for an additional pick-up as contemplated by Section 3.7.2. Contractor shall not be liable in any way and shall not be deemed to be in breach of this Agreement, for the failure to collect any materials in the event Contractor did not have or was denied access to the Residential Premises or to the Customer's Cart and other materials to be collected as provided hereunder.

3.10 Office

The Contractor shall maintain an office or such other facilities through which it can be contacted. It shall be equipped with sufficient local service telephones and shall have a person to answer such telephones from 8:00 a.m. to 4:30 p.m. daily Monday through Friday.

3.11 Natural Disasters

In the event of a hurricane, tornado, major storm or other natural disaster, the Contractor's sole responsibility shall be to reestablish regular routes and schedules for the Services as soon after the natural disaster as possible. The collection of Residential Solid Waste and Recyclables shall be the highest priority. The collection of debris generated by a natural disaster shall not be the responsibility of the Contractor. Under a separate agreement, the City shall procure collection services for debris generated by a natural disaster. The Contractor agrees to provide reasonable cooperation, at no additional cost to the Contractor unless agreed to by the parties, with the City and the person or entity collecting the debris in the aftermath of a natural disaster to return the City to its pre-disaster state. The Contractor shall resume its performance of Services as soon as commercially practicable after such storm or disaster.

1.12 Compliance with Law; Permits.

The Contractor shall comply with all applicable local, state, and federal laws, rules, regulations, ordinances and statutes in the performance of this Agreement; provided, however that this Agreement shall govern the obligations of the Contractor where there exist conflicting ordinances of the City on the subject, and the City agrees to waive the requirements of such ordinances in the event of such a conflict. If the collection or disposal of any solid waste hereunder shall become restricted or prohibited by any such applicable law, ordinance, statute, rule or regulation, such type of waste shall be eliminated from the requirements and provisions of this Agreement. Contractor shall obtain all applicable permits, licenses, and other approvals necessary to perform the Services.

3.13 Delinquent and Closed Accounts

The Contractor shall discontinue the Services at any Residential Premises if directed to do so, in writing, by the City. Upon further written notification by the City, the Contractor shall resume the Services contemplated hereunder on the next regularly scheduled collection day. The City shall indemnify and hold the Contractor harmless from any claims, suits, actions, losses, damages, liabilities, or expenses (including but not limited to expenses of investigation and attorney's fees) resulting from the Contractor's discontinuing service at any location at the direction of the City.

Section 4.0 – City Responsibilities

4.1 Service Referrals

The City will be responsible for referring to Contractor any service requests by the Customers and/or complaints of which the City becomes aware that are not reported directly to the Contractor.

4.3 Compliance With law

The City shall comply with all applicable local, state, and federal laws, rules, regulations, ordinances, consents, judgments and statutes in the performance of this Agreement.

Section 5.0 – Compensation

5.1 Fees and Payment

5.1.1. Beginning on January 1, for and in consideration of the Services to be performed in accordance with this Agreement, the City will pay the Contractor the Service Fees set forth on Exhibit A attached hereto and incorporated herein, as may be adjusted pursuant to the terms of this Agreement (the "Service Fees"). The City shall pay the Service Fees to Contractor within thirty-one (31) days of receipt of Contractor's monthly invoice.

5.1.2. The Contractor shall be entitled to payment for Services rendered irrespective of whether or not the City collects amounts owed from the Residential Premises. For purposes of calculating the amount of the Service Fees to be paid to the Contractor, the number of Residential Units shall be based the City's current tax records for the applicable calendar month; provided however that if either party disputes the accuracy of the tax records as a basis for the number of Residential Units within the City then a physical unit count conducted jointly between the City and the Contractor shall prevail and apply prospectively after such a count has been conducted. The Residential Unit count shall be provided by the City to Contractor monthly, based on the additions or removals of Residential Units.

5.2 Other Service Fee Adjustments

The Service fees set forth in Exhibit A shall be increased annually each January 1 of the calendar year beginning in 2027 by 5% of the previous year's rates. The City agrees that Contractor may also increase or decrease rates from time to time, to adjust for increases in operational costs or expenses incurred by Contractor: (a) as a result of a "Change in Law," whether imposed retroactively or prospectively. A Change In Law means any amendment to, or promulgation of any federal, state, City, or local statute, regulation, or ordinance after the date of this Agreement that imposes, changes, modifies, and/or alters requirements upon: (i) performing the Services; (ii) the operation of the applicable disposal facility accepting the solid waste collected pursuant to this Agreement; or (iii) the disposal of Residential Solid Waste, processing of Recyclables, or which statute, regulation, or ordinance requires the Contractor to seek either an amendment or modification to, or reissuance of any required permits, licenses, certificates of public convenience and necessity, approval or authorization issued by any governmental body entitling the Contractor to perform the Services; (b) due to any new or additional Fees and Taxes imposed after the date hereof. Fees and Taxes means any federal, state, local or other taxes, assessments, fees, host charges, surcharges, or similar charges directly or indirectly related to the Collection Services which are imposed on the Contractor by law, ordinance or regulation and/or agreement with a governmental body, whether imposed retroactively or prospectively; and (c) a result of an event of Force Majeure that materially and adversely affects the cost of collection, transportation or disposal of solid waste by Contractor.

Section 6.0 - Indemnity

The Contractor will indemnify, defend and hold harmless the City, its officers, agents, insurers and employees (the "City Parties") from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, including reasonable attorney's fees ("Damages"), arising out of the negligent act, failure to act, or intentional conduct of the Contractor its officers, agents, and employees in the Contractor's performance of this Agreement; provided however, nothing herein shall require Contractor to indemnify, defend or hold the City Parties harmless from any such Damages to the extent they result from, are due to or arise in connection with the acts of, or any failure to act by, any City Party.

Section 7.0 – Insurance

The Contractor shall at all times during the Agreement maintain in full force and effect Employer's Liability, Worker's Compensation, Automobile Liability, and Commercial General Liability. The Contractor agrees to furnish the City certificates of insurance or other evidence satisfactory to the City to effect that such insurance has been procured and is in force upon

request. For the purpose of this Agreement, the Contractor shall carry the following types of insurance in at least the limits specified below:

a) Commercial general liability insurance with a limit of not less than the greater of (i) $1,000,000 per occurrence and $2,000,000 general aggregate.
b) Vehicle liability insurance, including coverage for owned, non-owned and hired vehicles, with a combined single limit of not less than the greater of (i) $1,000,000 and containing the broad form pollution endorsement.
c) Worker's compensation insurance in the amount of state and federal statutory requirements; and
d) Employer's liability insurance with a limit of not less than $1,000,000.
e) Excess Liability coverage with a limit of not less than $5,000,000.

Contractor shall cause the City to be named as an additional insured on the Commercial General Liability Policy, and the Automobile Policy. All insurance contracts to be procured and maintained by Contractor pursuant to this Agreement shall be written with a carrier whose A.M. Best rating is not less than A+ X. Prior to commencement of Contractor's Services, Contractor shall provide City with certificates of insurance evidencing the same. Coverage shall be written on a primary and non-contributory basis.

Section 8.0 – Title to Waste

Title to the Residential Solid Waste, Bulky Waste and Recyclables to be collected under this Agreement shall pass to the Contractor once it is placed in the vehicle under control of the Contractor; provided however, that the Contractor shall not accept title to waste or materials that are Unacceptable Waste regardless of whether the Unacceptable Waste is loaded in the vehicle or unloaded, and title to such waste shall remain at all times with the City and/or the generator thereof. The Contractor shall not be required to collect or dispose of Unacceptable Waste set-out by any Residential Premises. Title to Recyclables shall pass to the Contractor once they are placed at Curbside by the Customer.

Section 9.0 – Events of Default; Remedies

9.1. Events of Default by Contractor. The following shall constitute events of default on the part of the Contractor except to the extent caused by the occurrence of an event of Force Majeure or the acts of, or failure to act by, the City, its officers, employees, agents or representatives:

9.1.1 Failure by the Contractor to perform any material obligation of the Contractor under the terms of this Agreement, and continuance of such failure after (i) written notice thereof has been provided by the City specifying such failure and requesting that such condition be remedied, and (ii) Contractor's failure to cure the default or immediately initiate and diligently pursue reasonable action and cure such nonperformance within fifteen (15) days after receiving notice from the City (provided, if such failure is of a nature that it cannot be cured within such fifteen (15) day period, Contractor shall not be in default if Contractor commences the curing of such failure within such fifteen (15) day period, and diligently pursues the curing thereof; or

9.1.2. The Contractor becomes insolvent or bankrupt and cannot to pay its bills when they become due, files a petition in bankruptcy or has such a petition filed against it (and fails to lift any stay imposed thereby within ninety (90) days after such stay becomes effective), has a receiver appointed with respect to all or substantially all of its assets; makes an assignment for the benefit of creditors; or ceases to do business in the ordinary course.

9.2. Events of Default by City The following shall constitute events of default on the part of the City, except to the extent excused by the occurrence of an event of Force Majeure or the act of, or failure to act by, the Contractor:

9.2.1 A failure by the City to timely perform any obligation under the terms of this Agreement, and the continuance of such failure after (i) written notice thereof has been provided by the Contractor specifying such failure and requesting that such condition be remedied, and (ii) City's failure to cure the default or immediately initiate and diligently pursue reasonable action and cure such nonperformance within fifteen (15) Days after receiving notice from the Contractor (provided, if such failure is of a nature that it cannot be cured within such fifteen (15) day period, the City shall not be in Default if Contractor commences the curing of such failure within such fifteen (15) day period, and diligently pursues the curing thereof;

9.2.2. The City becomes insolvent or bankrupt and cannot to pay its debts when they become due, files a petition in bankruptcy or has such a petition filed against it (and fails to lift any stay imposed thereby within ninety (90) days

after such stay becomes effective), has a receiver appointed with respect to all or substantially all of its assets; makes an assignment for the benefit of creditors; or ceases to do business in the ordinary course.

9.3. Remedies Upon an Event of Default

9.3.1 If a party is in default pursuant to this Section 9, then, at the option of the non-defaulting party, this Agreement may be immediately terminated or suspended upon written notice to the defaulting party as contemplated by this Section 9, or this Agreement may be continued in force and the non-defaulting party shall have the right to take whatever action at law or in equity deemed necessary or desirable to collect any amounts then due or thereafter to become due under this Agreement, or to enforce performance of any covenant or obligation of the defaulting party under this Agreement; provided however, notwithstanding any alleged default by Contractor, or the election of any remedy by City in the event of such default by Contractor, City agrees to pay the Service Fees due and owing to Contractor for all Services rendered in accordance with this Agreement.

9.3.2. The rights and remedies under this paragraph shall be in addition to those otherwise allowed by law or in equity. Any and all rights and remedies which either party may have under this Agreement, at law or in equity, shall be cumulative and shall not be deemed inconsistent with each other, and any two or more of all such rights and remedies may be exercised at the same time insofar as permitted by law. Any rights of the Contractor not expressly granted in this Agreement are reserved by Contractor.

9.3.3. The failure of either party at any time to require performance by the other party of any provisions hereof shall in no way affect the right of such party thereafter to enforce the same. Nor shall waiver by either party of any breach of any provisions hereof be taken or held to be waived of any succeeding breach of such provisions or as a waiver of any provision itself. Further, each party agrees that the other would be irreparably damaged if any provisions of this Agreement were not performed in accordance with its specific terms or was otherwise breached by the other. Therefore, the parties agree that each party shall be entitled to an injunction or injunctions, without being required to post any form of bond, to prevent breaches of this Agreement or any of its provisions by the other and to specifically enforce this Agreement or any of its terms and provisions, in addition to any other remedy to which each party may be entitled, at law or in equity.

9.3.4 In addition to the forgoing and any other rights or remedies that Contractor may have pursuant to this Agreement or at law or in equity, in the event the City fails to make any payment to Contractor when due as required by the provisions of this Agreement, the City shall immediately provide Contractor with a complete list of all Residential Premises and any other person or entity receiving collection Services by Contractor as provided for hereunder, such list to include such information as Contractor deems necessary. The City expressly acknowledges and agrees that in such an event of default by City, Contractor shall have the right, but not the obligation, without any further action by the parties hereto, to bill such Residential Premises and any other person or entity directly for the collection Services rendered by Contractor, to terminate or suspend any collection Services immediately upon nonpayment by such Residential Premises and to pursue any rights and remedies available to Contractor at law or in equity as a result of such nonpayment.

9.4. Force Majeure

In the event either party is rendered unable, in whole or in party, to perform its obligations hereunder due to an event of Force Majeure, it shall notify the other party of such event and the obligations of such party may be suspended during the continuation of any inability so caused by such event of Force Majeure. Except in the case of nonpayment of the Service Fees by the City and the agreements and obligations by the City set forth in Section 2.2 and 2.3, neither party shall be liable in any manner, and neither party shall be considered in default hereunder, for any failure to perform its respective obligations under this Agreement if such failure to perform is due to an event of Force Majeure.

Section 10.0 – Miscellaneous Provisions

10.1 Notice Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by a nationally recognized overnight delivery service, or certified mail, postage prepaid as follows:

As to the City:

City of Richland Center

450 South Main Street

Richland Center, WI 53581

Attn: Municipal Services Specialist

As to Contractor:

GFL Environmental

950 Nelson Parkway

Viroqua, WI 54665

Attn: Municipal Market Manager or General Manager

Notices shall be effective upon delivery or refusal of delivery at the address as specified above. Changes in the respective addresses to which such notice is to be directed, may be made from time to time by written notice.

10.2 Choice of Law; Attorney's Fees

(a) This Agreement shall be governed by and interpreted under the laws of the State of Wisconsin. In the event that either party is required to take any legal action to enforce the terms and conditions of this Agreement because of the breach of or failure to perform any term or condition by the other party, the non-prevailing party agrees to pay all costs expended by the other party, including reasonable attorney fees.

10.3 Independent Contractor

Contractor, in the performance of this Agreement, is acting as an independent contractor and not as an employee, agent, partner or joint venture of City, and neither party shall not hold itself out as such or knowingly permit another to rely on such belief. Nothing in this Agreement is intended or shall be construed to create any association, partnership, joint venture or employment relationship between the parties, nor shall City have any right to enter into any agreement or commitment on behalf of Contractor or to bind Contractor in any respect whatsoever. Contractor's personnel shall not be considered employees of the City by reason of their performance of the Services or other work or services contemplated by this Agreement and Contractor shall bear sole responsibility for all payroll and employment taxes relating to Contractor's personnel.

10.4 Entire Agreement; Binding Agreement

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representation or modifications concerning this instrument shall be of no force or effect and this Agreement may not be amended or modified except by a subsequent modification in writing signed by the parties hereto. This Agreement shall inure to the benefit of and shall be binding upon the Contractor, the City and their respective successors and assigns, subject, however, to the limitations contained in this Agreement.

10.5 Severability

If any part of this Agreement for any reason is declared invalid, such decision shall not affect the validity of any remaining portion, which remaining portion shall remain in force and effect as if this Agreement had been executed with the invalid portion thereof eliminated. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. It is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts or portions which may, for any reason, be hereinafter declared invalid.

10.6 No Waiver

Neither any failure nor any delay by any party in exercising any right, power or privilege under this Agreement or any of the documents referred to in this Agreement will operate as a waiver of such right, power or privilege, and no single or partial exercise of any such right, power or privilege will preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege.

10.7 Captions

The titles or headings preceding any section or paragraph are for reference and convenience only and shall be in no way construed to be a material part of this Agreement.

10.8 Assignment

No assignment or transfer of this Agreement or any right occurring under this Agreement shall be made in whole or part by the Contractor without the express written consent of the City, such consent not to be unreasonably withheld or delayed.

10.9 Counterparts

This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

10.10 Representations The City represents and warrants to Contractor and covenants and agrees as follows:

(a) The parties signing this Agreement on behalf of the City have been authorized to do so by specific action of the City Council and adopted this _____ day of _____, 20____.

(b) The City validly exists as a political subdivision under the laws of the State of Wisconsin. The City has full power and authority to enter into this Agreement and to fully perform all of its duties and obligations hereunder. The City has duly authorized the execution and delivery of this Agreement and the Citys performance of all of its duties and obligations contained herein, and this Agreement constitutes a valid and legally binding obligation of the City, enforceable in accordance with its terms. Without limiting the generality of any of the foregoing, the City has provided all public notices and held all public meetings, hearings, and the like required by applicable law, rule, regulation or ordinance in connection with the Citys and execution of this Agreement.

(c) No consents or approvals are needed for the entering into or performance of this Agreement by the City. Neither the entering into nor the performance of this Agreement by the City will result in a violation of or be in conflict with any statute, rule, regulation, ordinance, agreement, instrument, judgment, decree, or order to which the City is a party or by which the City or its assets is bound. This Agreement is in accordance with the local Solid Waste Management Plan applicable to the City.

(d) There is no action, suit, judgment, consent order or investigation or proceeding pending or, to the best of the Citys knowledge and belief, threatened, relating to this Agreement. The City will notify Contractor promptly if any such action, suit, investigation or proceeding is instituted or threatened. In connection with the execution, delivery and performance of this Agreement, the City is in compliance with all applicable federal, state and local laws, rules, regulations, orders, ordinances, judgments permits, licenses, approvals, and variances, and the City as not received any notice of any complaint or violation of any of the foregoing. The City will

notify the Contractor promptly upon receipt of any complaint or notice of non-compliance with any of the foregoing.

(e) The representations and warranties of the City are true and correct in all material respects at and as of the Effective Date and continuing during the Term of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date evidenced on the first page hereof.

CITY OF RICHLAND CENTER

Name:_____

Title:_____

Witness:_____ Title:

_____

GFL SOLID WASTE MIDWEST LLC

Name:_____ Date:

_____

Title:_____

EXHIBIT A

Monthly rate for weekly residential solid waste and bi-weekly residential recycling service $16.25 per month per Residential Premises

Haul rate for dumpsters at City Transfer Station: $250 per container

Disposal rate for dumpsters at City Transfer Station: $70 per ton

Justin Montani, Government Contracts Manager
773.805.5339
Jmontani@gflenv.com

Outlook

Re: GFL Residential Solid Waste and Recycling Collection and Disposal Proposal

From Justin Montani <jmontani@gflenv.com>
Date Mon 09/22/2025 15:22
To Darcy Perkins <darcy.perkins@richlandcenterwi.gov>
Cc Michael Lange <mlange@gflenv.com>

Good afternoon, Darcy,

Hope you had a great weekend!

We wanted to provide you with some additional information regarding adjustments that can be made to our original proposal for the City's consideration. For the monthly per home rate, we would still be proposing $16.25 in the first year (2026), but we can adjust the annual increases as follows:

2026 - $16.25
2027 - $16.74
2028 - $17.24
2029 - $17.76
2030 - $18.29

As for the dumpsters at the Transfer Station, we're offering to reduce the original hauling fee from $250 per load to $225 per load, and reduce the original tonnage rate from $70 per ton to $65 per ton. We would certainly appreciate the opportunity to discuss further adjustments to the Transfer Station Operator scope - specifically as it relates to days, hours, and responsibilities should that be something the City wishes to adjust based on what was originally requested in the RFP.

In the meantime, we will plan on having a member of GFL present at the October 7th meeting to discuss/answer any questions the City might have regarding our proposal.

Please let us know if anything additional is needed at this time.

Thanks again!

Justin Montani | Government Contracts Manager
GFL Environmental
4220 N Newville Rd, Janesville, WI 53545
T (773) 805-5339 | jmontani@gflenv.com | www.gflenv.com

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City of Richland Center- Municipal Refuse and Recycle Collection



Susan Malmanger, Sales Manager
Republic Services
875 17th St
Prairie du Sac, WI 53578
E: smalmanger@republicservices.com
715-416-2206

REPUBLIC SERVICES

Sustainability in Action

August 22, 2025

City of Richland Center
450 S. Main Street
Richland Center, WI 53581

Dear City Council,

Republic Services is pleased to submit the following proposal for residential trash collection services. We are confident you will continue to find Republic Services the Ideal Fit for Your Refuse and Recycling needs.

We are proud to say that we have served the communities within the Southern Wisconsin area for *35+ Years* and during this time we have witnessed and been part of many changes in the industry, but what hasn't changed is our *Commitment to our Customers*, and that is providing them with the *Highest Level of Service* at a *Fair and Reasonable Price.* As the area's leading municipal waste provider, we are proud to be recognized for the following benefits to our communities across the area:

- **We employ over 100 employees who live and work in the Southern Wisconsin Region.**
- **We have consistently delivered a 99.9% refuse and recycling pick-up rate in our contracted cities.**
- **Our drivers are 38% safer than the industry average.**
- **Named to Barron's 2024 100 Most Sustainable Companies at #15**
- **We are a leader in the marketing of commodities, ensuring that your commodities have end markets in all market conditions.**
- **Republic Services was named one of the World's Most Ethical Companies by the Ethisphere Institute for the fifth consecutive year in a row.**
- **Three individual hauling sites located in Boscobel and Prairie Du Sac. This means we have local contingency plans in place for providing day to day service to all our valued customers in the event of any catastrophic event.**

Republic Services' proposal shares details about our ability to provide reliable service as well as enhance and preserve environmental stewardship as your community partner. Together we will put "*Sustainability in Action.*"

Sincerely,

Susan Malmanger

Republic Services is your low-risk, best value partner

- 20+ years continuously serving Berry
- Reliable – 99.9% pickup rate
- Safer – 35% fewer incidents than industry average
- Environmental Responsibility – #15 on the 2023 Barron's 100 Most Sustainable Companies
- Owner and operator of the largest hazardous waste disposal portfolio in America

Executive Summary

Republic Services is the national leader in comprehensive environmental services, currently partnered with more than 2,000 municipalities to deliver essential services while making meaningful progress toward your climate action plans.

Best Value

Republic Services is so much more than a traditional hauler of municipal solid waste and recycling. We know that by offering differentiated products, services and experiences designed to meet our customers' wants and needs, we drive customer loyalty and customer satisfaction. We continue to invest in and enhance our customer-facing technology. We also use our RISE technology platform for visibility into our dispatch and collection operations. This technology equips our dispatchers with real-time routing information and enhanced data visualization tools. This platform has significantly increased connectivity with our customers, offering them the ability to "Track My Truck" – which also further empowers our employees, improves productivity, and transforms our overall operations.

We know our customers care about recycling, and they have demonstrated a willingness to pay for it. We continue to make progress working with our municipal partners in transforming recycling into a more durable, economically sustainable business model. Recycling is essential to our

Figure 1. Your Low-Risk, Best Value Partner. Republic Services is proud to lead the industry in many key factors that make us your preferred partner for municipal recycling and waste services.

Strengths of our Company	Benefits to Municipality
99.9% On-time reliability rate	Happy community; fewer calls to city hall
35% safer than industry average	Fewer incidents; safer community streets for children at play
Simple solutions for your community waste and recycling needs	Easy access to solutions for the growing number of waste streams
Recognized #15 on the 2023 Barron's list of 100 Most Sustainable Companies	Peace of mind that you have a global leader in sustainable initiatives as your partner
Most advanced, integrated Customer Resource Centers in the industry	Hundreds of trained agents networked together nationwide, organized in pods that focus on your market
Web- and smartphone-based app for easy access by community residents to relevant information	Stronger communications, and ease of alert and news dissemination
Robust community education and outreach	Communities educated on recycling produce less contamination and greater diversion

sustainability platform, and we continue to invest in the business for the long term. Most evident is our innovation and investment to develop the nation's first polymer centers, delivering the production quality plastic polymers and olefins to enable true plastic circularity, and capacity to cover all of our operations in the country.

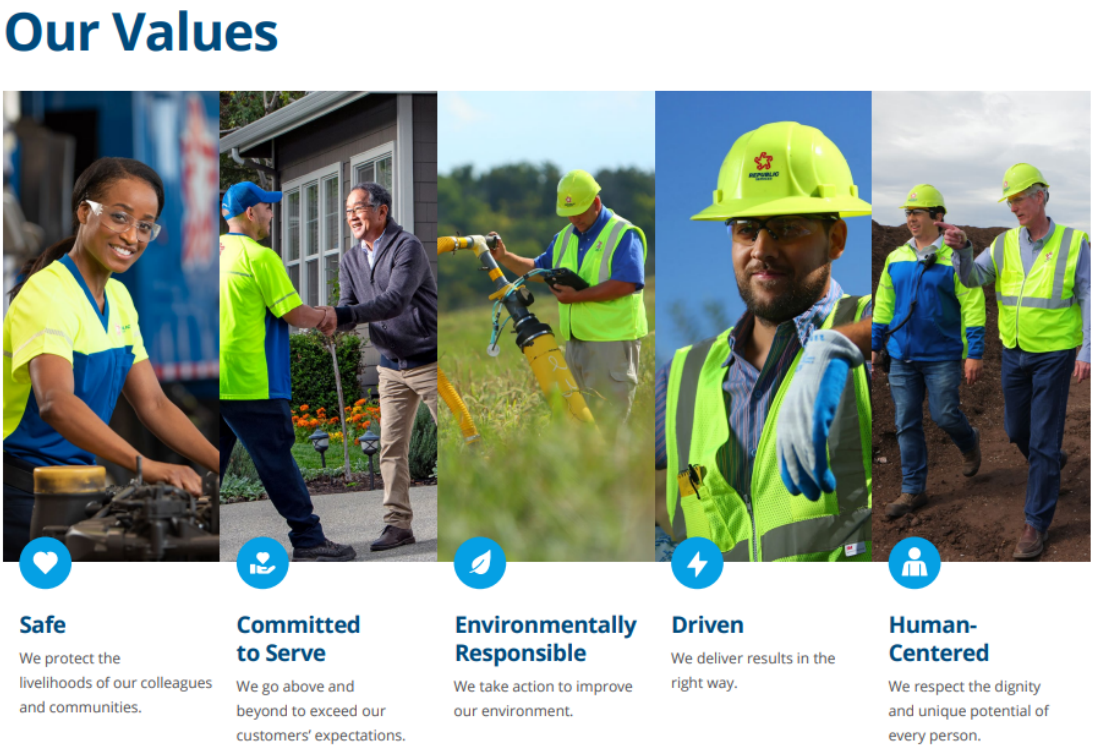
Our Values

Our company culture is anchored in 5 core values, which guide us as we serve our customers every day.

- **Safe – We protect the livelihoods of our colleagues and our communities.**
- **Committed to Serve – We go above and beyond to exceed our customers' expectations.**
- **Environmentally Responsible – We take action to improve our environment.**
- **Driven – We deliver results the right way.**
- **Human-Centered – We respect the dignity and unique potential of every person.**

We believe that by adhering to these core values, and constantly driving to improve on them, we deliver superior service, differentiate our company from the competition, all while leading the industry as the most sustainable partner for our municipalities.

Figure 2. Five core values guide us as we serve our customers every day.

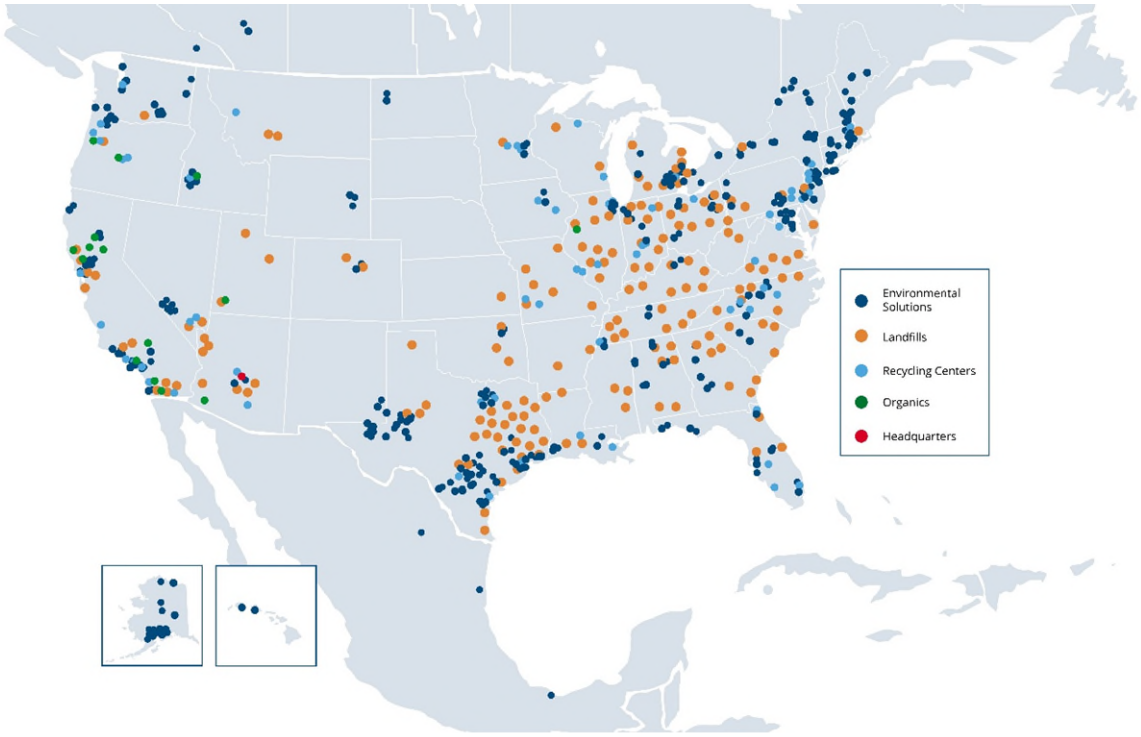


National Network

Our local team is vital to the continued successful delivery of this contract and its daily operations. This team's unique combination of experience ensures quality service for the duration of the contract. Our local and area management teams have extensive industry experience operating and managing solid waste companies and have longevity in the region. Because of this, we are proactive in anticipating customers' needs and adjusting to changes in the markets. We also seek to implement the best practices of our various business units throughout our operations to continue improving our operations and service to our customers.

While our local business operation is fully empowered and accountable for delivering on our commitments, they are also backed by the support and breadth of our area and corporate leadership teams, capable of amassing expertise and support to assist or respond to any challenge. An example of this benefit to you is the response capabilities during times of crisis, such as COVID-19 and natural disasters. In times of challenges like this, our area and corporate teams activate to ensure our people are safe and our assets are operational, so we can return to normal operations quickly. This is a considerable benefit and risk mitigation to Berry that many other providers in the industry are unable to stand behind.

Figure 3. Local team with a national network. Republic Services delivers essential services and Emergency Response in almost every state in North America.



Sustainability

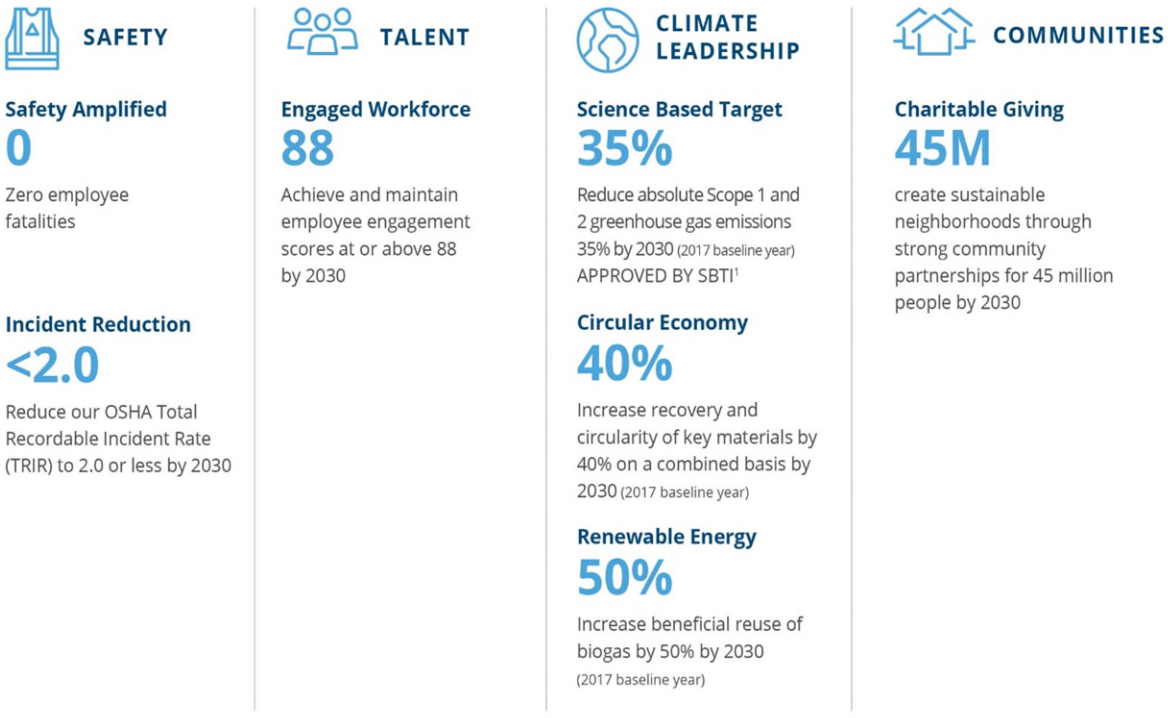
The breadth and scope of our sustainability platform is earning noteworthy recognition. From products that create solutions for our customers to an industry-leading safety program, and a fleet that reduces its carbon impact, to landfills that generate renewable energy, we are Sustainability in Action™. Sustainability contributes to a cleaner world, while also providing opportunities to improve brand awareness, increase customer loyalty, grow our business, motivate our employees and differentiate Republic Services from our competitors.

We are guardians of our environment and have a big responsibility to it. We lead by example, working diligently to by decreasing our vehicle emissions, creating innovative landfill technologies, generating and using renewable energy, and cultivating community engagement and employee growth opportunities. We are privileged to serve millions of customers nationwide. Republic Services' multifaceted sustainability platform revolves around four elements: Safety, Talent, Climate Leadership and Communities. These elements are around which we've built our 2030 Sustainability Goals.

Electric Vehicles

Creating a more sustainable world means reducing emissions across our operations and in the communities we serve. That's why Republic Services has made an

Figure 4. Our 2030 Sustainability Goals encompass Safety, Talent, Communities and Climate Leadership



industry-leading commitment to fleet electrification.

Recycling and waste collection is especially well-suited for electrification. Collection trucks drive short and consistent distances, operate at slower speeds, make hundreds of stops throughout the day and return to a base where they can recharge overnight. Electric vehicles (EVs) also offer a superior customer experience, with cleaner and quieter operations in the neighborhoods we serve.

Our first electric trucks are powered by the public utility grid. Even in states with the highest grid carbon intensities, EVs have significant greenhouse gas benefits over diesel vehicles. Batteries and electric motors are incredibly efficient at converting energy to propulsion – and, combined with regenerative braking, our electric collection trucks are three to four times more fuel-efficient than a diesel truck.

In 2021, Republic began operating our first regular collection routes with electric trucks. In Idaho, three EVs are collecting commercial recycling, and we have two more EVs operating in North Carolina. These EVs are already delivering economic as well as environmental benefits, with lower fuel and maintenance costs in addition to zero carbon emissions.

In 2023, we announced a partnership with Oshkosh, in which we collaborated on the design for the first frame-up electric vehicle platform. The platform offers 30% more room in the cab of the vehicle for the driver, because there is no engine under the cabin. Additionally, the platform has state-of-the-art safety features, which position it well to serve the communities where we live and work.

We expect the pace of our electric truck rollout to accelerate in future years, and plan to electrify a significant portion of our fleet by 2030.

Polymer Center

Plastics circularity has traditionally been a challenge in the recycling industry. While many people do their best to recycle, what's not broadly understood is the lifecycle potential of different recycled materials. While an aluminum can is generally recycled back into a new can, a water bottle or detergent jug is more likely to be remade into products such as textiles, carpet or construction pipe instead of a new bottle or jug. These "downcycled" products have few options for further recycling, so their lifecycle tends to be finite – not circular.

But demand is growing for recycled plastics that can be reused in consumer packaging, and the current supply is not keeping up. Republic Services wants to keep plastic packaging in the circular economy.

We have an innovative solution: the Republic Services Polymer Center, the nation's first integrated plastics recycling facility. This will enable us to manage the plastics stream through an integrated process from curbside collection of recyclable material to production and delivery of high-quality recycled content for consumer packaging. The facility is designed to directly address increasing demand from consumer brands and packaging manufacturers for recycled plastic, driving value for recovered resins and enabling greater circularity.

Our first Polymer Center, opening in Las Vegas in 2023, will process plastics from Republic's recycling facilities in the West, with three to five additional sites planned to provide nationwide coverage in the future. These sites will help recover a greater volume of valuable plastics, expand the

materials accepted for recycling in some communities and help support our Circular Economy goal.

Environmental Services

In May 2022, Republic Services acquired US Ecology, a leading provider of environmental solutions, offering treatment, recycling and disposal of hazardous, non-hazardous and special waste.

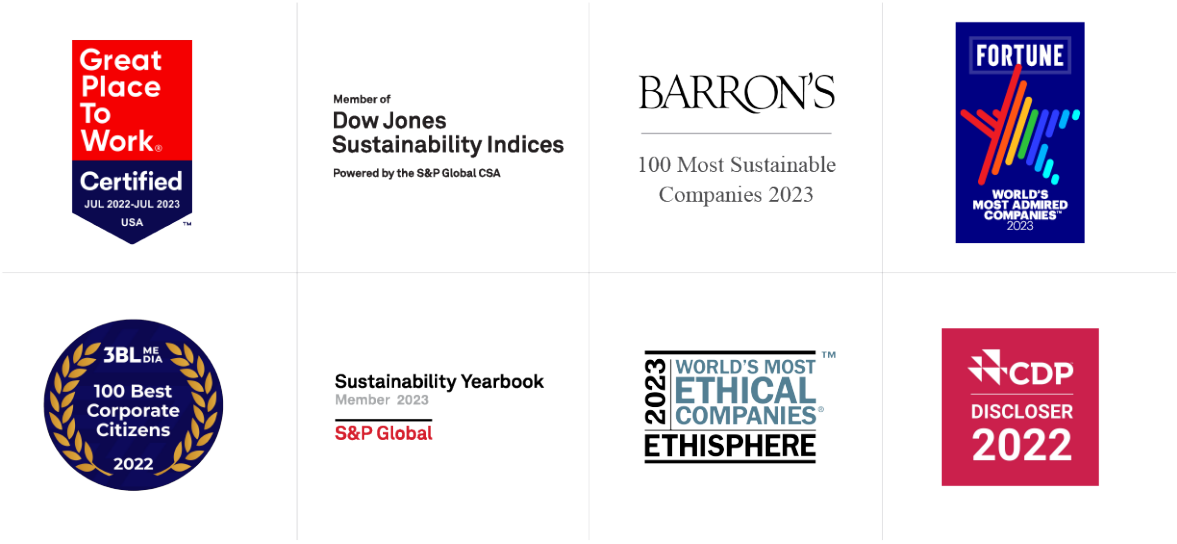
This acquisition complements our previous acquisitions of ACV Enviro and ECOFLO, in late 2021, and enables Republic Services to provide customers with the most complete set of product offerings across the environmental services space.

US Ecology adds a national platform of difficult-to-replicate assets and talent to Republic Services. This includes adding nine specialty waste landfills with five hazardous waste landfills, 16 RCRA permitted TSDFs, seven wastewater treatment facilities, and more than 100 environmental services field locations including treatment and recycling centers.

Customers with multiple recycling and waste service needs value the ability to consolidate services with a single partner who has a successful track record of safety, compliance and environmental responsibility.

These important new service capabilities added to the Republic Services portfolio mean that we can now safely and responsibly manage more of the non-standard waste collection and processing tasks that are critical to all municipalities across the country. Residential customers can enjoy drop-off or collection programs for household hazardous waste, electronics, universal waste or medical sharps. Commercial and industrial customers can now expand their collection program to include vacuum cleanout services, collection of oils or solvents, or other unique materials

Figure 5. Recognition supports our approach. Engaged employees and leadership make Republic Services an employer of choice.



that come from the business or manufacturing process.

Lastly, municipalities can now enjoy a single partner that can step in to support cleanups of abandoned waste, homeless encampments, drug labs seized by police, as well as emergency response from spills, remediation, or natural disasters.

For example, the Republic Services team was at the forefront of cleanup efforts after an oil spill off Southern California's coast in October 2021. A third party's pipeline ruptured, resulting in more than 125,000 gallons of crude oil washing ashore. When called into service, we quickly mobilized 250 people who worked to support recovery efforts including the collection, transport and disposal of oil-soaked waste.

We are excited to be your best value partner, because we know the company we will continue to become during the term of your contract and beyond.

Local Leadership

Our local personnel are vital to the successful delivery of this contract and its daily operations. We will manage the various operational and administrative components of contract implementation and ongoing service to the Berry. Our local and area management teams' unique combination of operating and managing solid waste companies, recycling expertise and innovative management systems will ensure quality service for the duration of the contract. This allows us to quickly respond and meet your needs all while staying in touch with your local businesses and residents.

Figure 6. Emergency Response Services – we were at the forefront of cleanup efforts after an oil spill off Southern California's coast in October 2021.



General Manager

Patrick Connell has 15 years of leadership experience. He spent a majority of those 15 years in Wisconsin before most recently leading the recycling, environmental, and waste services for Republic Services in Oklahoma based in Oklahoma City. Patrick most recently had leadership responsibilities that included 118 employees across four landfills, one transfer station, and multiple collection offices in the state of Oklahoma. He has partnered with 28 municipalities that ensures safety, effective customer service, and reliability. Patrick is moving his family home to Wisconsin to lead the Republic Services team in Southern Wisconsin.



Figure 7. Your Local Team. Our team located in Prairie Du Sac is ready to deliver service to your city today.

Operations Supervisor

Dustin Enke is a lifelong resident of Southern Wisconsin. He has 10+ years of management experience in daily operations. His sole responsibility is successful operation of the Prairie Du Sac hauling and transfer station. Dustin ensures maximum productivity and route management for commercial, roll-off and residential routes and establishes productivity improvement goals where needed.

Responsibilities include the management of labor hours and disposal expenses. He also interacts with customers and local, state and federal government employees to resolve customer service concerns and ensure regulatory compliance standards are met.

Safety

Safety is Republic Services' highest priority. We adhere to a strict policy of safety protocols with supporting infrastructure, where employees are trained to "Think. Choose. Live.®"

Safety Overview

Republic Services has an industry leading safety record that has been 38% better than the industry average for the past ten years, based on OSHA data. In addition, we have been recipients of 72% of the industry's Driver and Operator of the Year awards since 2009.

Republic Services maintains strict compliance with all applicable OSHA, federal, state and local safety requirements while performing all work-related functions.

We recognize that a safe workforce is not simply a discussion with a new hire, but a dedicated plan to review, educate and verify employee practices constantly.

Republic Services has the lowest occurrence of incidents and crashes in the industry due to our company-wide emphasis on safety, extensive employee training and ongoing educational development programs. Republic Services requires all operations personnel to participate in extensive classroom training and testing, as well as on-road auditing and policy reinforcement.

Two of Republic Services' ambitious sustainability goals are tied to specific safety metrics. These include reducing our Occupational Safety and Health Administration Total Recordable Incident Rate to 2.0 or less and having zero employee fatalities.

Think. Choose. Live.®

Every day, drivers face a multitude of challenges and are required to make decisions that can greatly impact their safety, as well as the safety of those in the communities we serve. Our best-in-class driver training program focuses on continual improvement of all our 16,000 drivers.

Our Think. Choose. Live.® philosophy helps navigate these situations by encouraging employees to Think about their actions, Choose the safest approach and Live to go home to their families at the end of each day.

Our employees are our greatest asset, and our dedication to every employee's safety is second to none

38% safer than the industry average, while maintaining the 5th largest vocational fleet in the United States

Think. Choose. Live.® embodies our company culture

Winners of 72% of industry's Driver of the Year awards since 2009

ReSOP Program

The Republic Services Observation Program (ReSOP) is paramount to decreasing incidents. Supervisors are required to

Figure 8. Continually Improving Safety is Top Goal for Republic Services.



conduct a minimum of two in-person employee observations per week.

The purpose is to improve safety, customer experience and productivity. The employee and their leader work together toward excellence.

Safety Meetings & Training

Republic Services provides weekly, monthly and annual safety training for all our employees.

Safety topics are developed based on subject matter required under OSHA regulation. Republic Services prepares well-developed tailgate sessions, provides translators to engage all employees and encourages open discussion and participation.

Meeting topics may include:

- Injury and illness prevention/safety rules
- Back injury prevention
- Emergency response/fire safety
- Exposure control plan
- Drug and alcohol program
- Personal protective equipment
- Employee right-to-know
- Hearing conservation safety
- Lock out and tag out safety
- Slips, trips and falls
- Confined space entry

Safety Recognition Program

The Republic Services Dedicated to Safety and Dedicated to Excellence programs are designed to identify, recognize and reward safe employees who are dedicated to safety and excellence in their workplace.

Employee safety and excellence is measured on six criteria including having no preventable crashes or injuries, no unscheduled lost time and no safety warning letters. Each employee who qualifies is recognized monthly, quarterly and annually.

Quality Control

To ensure extreme reliability and a consistently high level of customer service, Republic Services has a quality control program called Driver Service Management (DSM).

DSM includes an extensive driver-lead reporting process, accompanied by regular auditing, that is focused on safeguarding against procedural failures. DSM standards guarantee that all driver issues will be addressed and completely resolved by supervisors or management within seven days of discovery.

The program is monitored and conducted by a Driver Service Coordinator responsible for:

- Conducting pre- and post-route briefings with drivers
- Entering and monitoring DSM issues
- Running and distributing reports

During collection activities, drivers are instructed to make notes on their route sheets throughout the day. The objective of the post-route briefing is to collect all valuable route information from each driver. Driver Service Coordinators must complete the post-route briefing section of the Driver Check-In form and drivers must sign the form before clocking out each day.

Finally, Driver Service Coordinators must submit any findings to the appropriate department that same day. For example, customer service will receive issues such as billing concerns and questions; operations will receive issues such as poorly sequenced routes; sales will receive items such as

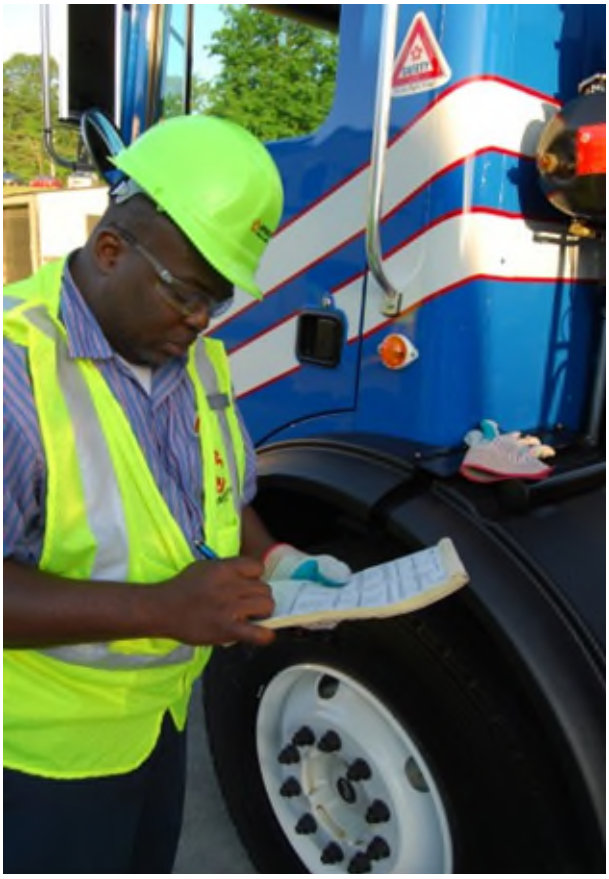
commercial overage issues; safety will receive information pertaining low hanging wires or dangerous dumpster locations; and maintenance will be forwarded issues such as repair and replacement needs.

Should an item remain open for longer than seven days, it is forwarded to the General Manager to bring matters to an immediate resolution.

Together for Safer Roads

As the operator of the 5th largest vocational fleet in the country, with an industry leading safety record, we have a direct effect on roadway safety each day. While our strong safety performance is significant in the communities we serve, we aspire for more.

Figure 9. Inspections. Driver performs pre-route inspection to ensure vehicle is safe for operating.



Today, we are proud to be the only recycling and waste services provider associated with Together for Safer Roads. This innovative coalition brings together global private-sector companies across industries to collaborate on improving road safety and reducing deaths and injuries caused by road traffic crashes.

The Coalition's mission to provide guidelines and processes to keep employees, partners and contractors safe on the road closely aligns with our continuous work in fostering an environment that provides ongoing road safety education.

Sustainability

We're committed to partnering with customers to create a more sustainable world.

This is our company vision, which is intentionally ambitious because we believe we are uniquely positioned to help our customers achieve their own sustainability goals.

Determining our Goals

As one of the largest environmental services companies in the United States, with the 5th largest vocational fleet in operation, our opportunity to make a meaningful impact on the sustainability of the country is real. Our foundational Elements of Sustainability are deeply integrated into our business and serve as the anchor for our 2030 sustainability goals.

- **Safety drives every decision we make. Our dedication to safety extends to our customers and into our communities. We are committed to creating a safe environment for our customers, communities, and employees. Republic's safety performance has consistently been 38% better than the industry average, based on available OSHA data.**
- **Talent We employ and develop talented professionals that demonstrate an unwavering commitment to sustainability, including the well-being of our customers, communities, and each other. We proudly celebrate diversity by maintaining our culture of inclusion, a culture that allows employees to bring their whole selves to work.**
- **Climate Leadership We are focused on delivering services and solutions for a more sustainable world. Through landfill and fleet innovation, recycling and circularity of key materials, and renewable energy production, we're committed to environmentally responsible operations that increase efficiency, grow our business, and drive performance of our customers' goals.**
- **Communities Investing in the communities where our employees and customers live and work is vital, so our charitable giving platform revolves around sustainable neighborhood revitalization. We directly support people, places, and spaces in need with financial grants, in-kind donations and volunteer time.**

Republic Services is a recognized leader in Sustainability, with major investments toward our 2030 goals.

- **Listed on Dow Jones Sustainability Index since 2016**
- **Named to Barron's 100 Most Sustainable Companies**
- **Named to 3BL Media's 100 Best Corporate Citizens list**
- **Certified as Great Place to Work®**
- **Included in the S&P Global Sustainable Sustainability Yearbook**
- **Scored at Leadership Level for CDP Climate Change since 2019**

Figure 10. Elements of Sustainability. Republic Services is the lowest risk, best-value partner for your municipality, focusing our sustainability platform around these areas



We have defined relevant, ambitious goals under these four elements, and are the first US environmental services company to have a greenhouse gas goal approved by the Science Based Targets Initiative (SBTi). Figure 11 offers a look at our 2030 Sustainability Goals.

Advancing our Goals

Once we had set our 2030 Sustainability Goals, we set out to identify meaningful investments and innovations that would drive the types of major changes we require to achieve the goals by the end of the decade.

In total, we invest more than $100 million per year in our sustainability initiatives, as a commitment to our planet. Examples of our investments to make a measurable improvement in our 2030 Sustainability Goals are offered here:

- **Reduce Emissions** – Operating the 5th largest vocational fleet in the country, we have over 16,000 trucks in operation. For this reason, our commitment to electrify our fleet will drive a meaningful portion of our GHG emission reduction goal. We have been running pilot operations for electric vehicles at multiple sites across the country with aggressive, long-term plans to grow our EV fleet each year as technology advances. In March 2023, we unveiled an electric truck designed from the frame up in collaboration with OshKosh. This design effort further demonstrates our commitment to electrification, and our willingness to innovate from scratch rather than simply retrofit a legacy vehicle.

Figure 11. Elements of Sustainability. Republic Services is the lowest risk, best-value partner for your municipality, focusing our sustainability platform around these areas



- **Reduce Emissions (and) Renewable Energy – As the owner and operator of a large portion of landfills in the country, our ability to capture and reuse otherwise-emitting gases from those facilities will contribute to the majority of our emissions reduction goal (in addition to our EV fleet conversion). As of 2022, we had 74 landfill gas-to-energy (LFGTE) projects, generating power, or renewable natural gas (RNG), from the methane produced by the landfills. In addition to this, we announced a joint venture with Archaea Energy to develop RNG projects at 39 more landfills, above and beyond the 17 already being developed at the time of the announcement. In late 2022, Archaea announced they were acquired by BP, further strengthening our position for the success of America's largest RNG portfolio. One fifth of our collections fleet, comprising 100% of our CNG vehicles, is powered by RNG, thereby avoiding the extraction and use of fossil-gas.**
- **Charitable Giving – We continue to expand our focus on community reinvestments through our Republic Services Charitable Foundation, local Community Grants, in-kind donations and employee volunteerism. The focus of our efforts are on placemaking, which refers to projects that have the potential to make a positive impact of a large portion of the community. Our Foundation announces approximately 12 major grant projects each year, investing $2-3M annually into communities where we live and work, ranging from parks to community gardens; schools to community center revitalization.**
- **The Republic Services Charitable Foundation team is proud to announce the organizations that will be receiving 2024 National Neighborhood Promise grants. The Foundation's National Neighborhood Promise Program® aims to revitalize communities and the quality of life of residents through volunteer projects, monetary donations and in-kind services. In 2024, a total of $3 million was awarded to 15 nonprofit organizations making a lasting difference in their local communities.**
- **"Our commitment to being a good neighbor is reinforced through our charitable giving initiatives," said Elena G., Director of Charitable Giving "Engaging with and investing in the communities where we live and work is**

Figure 12. Electric Vehicle technology is evolving quickly, enabling us to electrify our fleet over the coming years.



Figure 13. National Neighborhood Promise is our foundation grant program for charitable giving.



how we help foster sustainable neighborhoods. Our local teams look forward to working closely with the award recipients to help bring these projects to life."

- Additionally, throughout the year, our employees and local business units invest in smaller grant projects as well as volunteerism in the local community. From inception through year-end 2022, we have impacted over 5.5M people toward our goal, placing over $17M in various grants to help make a difference across the markets that we serve.

- Reduce Emissions (and) Circular Economy – To meet the demand to further reduce emissions in landfills by diverting food and other organic waste, we have built one of the largest portfolios of organics facilities in the nation. Our drive to push the envelope as we develop these facilities led us to be named the 2020 Organics Recycler of the Year by the National Waste and Recycling Association (NWRA), recognizing Republic for innovation and leadership in diverting food and yard waste from landfills through food recovery, organics pre-processing and composting, all of which contributes to a circular economy.

- Circular Economy – In order to address the growing desire to manage circularity of plastics, we announced a bold investment and innovation to create a hub and spoke network of Plastic Polymer Centers across the United States. These centers represent the first time a single North American company will manage the plastics stream from curbside collection to delivery of high-quality, and even food-grade, recycled content for consumer packaging. By keeping materials in use at their highest quality, a water bottle can live on to become another water bottle, transforming what it means to commercially recycle and bringing material circularity directly to our customers.

Figure 14. Organics Innovations such as our solar-powered Otay Compost Facility in Chula Vista CA, operating entirely off-grid, have earned awards such as 2022 Organics Management Facility of the Year.



Local References:

City of Reedsburg (09/03/2002)

134 S Locust Street

Reedsburg, WI 53959

(608)524-6404

Village of Mazomanie (12/19/2016)

711 W Hudson Street

Mazomanie, WI 53959

(608)795-2920

Reedsburg Township (12/16/2002)

600 W Main Street

Reedsburg, WI 53959

(608)524-3999

Village of Sauk City (10/1/2021)

726 Water Street

Sauk City, WI 53583

(608)643-3932

Village of Prairie Du Sac (09/21/2021)

335 Galena Street

Prairie Du Sac, WI 53578

(608)643-2421

City of Richland Center - Rates, Services, and Perks

CURBSIDE, Republic Carts provided & maintained for 5yr Term:

Option 1: Current Per Home Rate with 10% annual escalator
Refuse, weekly service: $9.16/month
Recycle, every other week: $3.11/month
TOTAL monthly rate: $ 12.27/month

Option 2: Updated Per Home Rate with 5% annual escalator:
Refuse, weekly service: $10.32/month
Recycle, every other week: $ 4.19/month
TOTAL monthly rate: $14.51/month

BULK ITEM CURBSIDE SWEEP, 6 monthly curbside bulk item collection days, April - September, scheduled on your last refuse collection day of these months included in rates above (identified on service calendar):

- **Up to 5 items per home, per monthly bulk pick up event**
- **Each item must be <50lbs, manageable by one person, no freon appliances, no hazardous waste, no yard waste, no construction debris, no tires.**
- **Additional items can be called in and paid for directly with hauler (no more "tag" system through the City.**

Added REPUBLIC SERVICES perks:

1. **Walk-up service available for residents with limited mobility (No added charge, proper documentation required with new requests)**
2. **All commercial locations and services listed in RFP are included, PLUS annual container refresh program available upon request with no added charge for container refresh service.**
3. **$1,000 annual credit available for City sponsored events - services Include Roll-off Trash and/or Recycle Services, to be requested by City staff at least 14 days in advance of event.**
4. **Additional Roll-off services provided as needed, upon request at local rates with discounted delivery charges within the City.**
5. **Annual recycle reports provided, as requested.**
6. **Containers and compactors on site at City Transfer Station will remain on site, no added charges, current haul and disposal charges remain in effect with annual escalator of 5% or CPI (greater of the two). Will no longer provide staff at transfer station, and hauler will work with City to come to mutually agreeable solution, upon City's request.**

1. **Legal Entity:** The correct legal entity to sign the contract resultant to this Bid ("Contract") and perform the services for Republic is BFI Waste Services, LLC.

2. Republic's bid and submission of pricing is contingent upon the parties' good faith negotiation of a mutually agreeable contract. If the parties cannot reach Contract on a mutually agreeable contract, Republic reserves the right to withdraw its bid.

3. **Definitions:** (to be added to contract upon successful acceptance of bid)

   Applicable Law. Applicable Law means any applicable law (whether statutory or common), including statutes, ordinances, regulations, rules, governmental orders, governmental decrees, judicial judgments, constitutional provisions, and requirements of any kind and nature promulgated or issued by any governmental authority claiming or having jurisdiction

   Hazardous Waste. Hazardous waste includes, but is not limited to, any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to RCRA, and including future amendments thereto, and any other Applicable Law.

   Recyclable Material. Recyclable Material consists of any material or substance at generated where the services are being performed that can be put to beneficial re-use or sold in recognized markets for purposes other than disposal, including, without limitation, uncontaminated non-hazardous corrugated cardboard, white paper, newsprint and other paper; plastics and plastic film; ferrous and non-ferrous metals; and glass.

   Solid Waste. Solid Waste is any non-hazardous solid waste generated where the services are being performed that is not excluded by the provisions of the Contract. Solid Waste shall not include any Unacceptable Waste.

   Unacceptable Waste. Unacceptable Waste means: (1) Hazardous Waste; (2) radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, or toxic waste as defined by Applicable Law; or (3) any otherwise regulated waste.

   Waste Material. Waste Material is all Solid Waste and Recyclable Material that are not excluded by the Contract. Waste Material does not include any Unacceptable Waste.

4. **Force Majeure:** Except for City's obligation to pay amounts due to Republic, any failure or delay in performance under this Contract due to contingencies beyond a party's reasonable control, including, but not limited to, strikes, riots, terrorist acts, compliance with Applicable Laws or governmental orders, fires, bad weather and acts of God, shall not constitute a breach of this Contract, but shall entitle the affected party to be relieved of performance at the current pricing levels under this Contract during the term of such event and for a reasonable time thereafter. The collection or disposal of any increased volume resulting from a flood, hurricane or similar or different Act of God over which Republic has no control, shall not be included as part of Republic's service under this Contract. In the event of increased volume due to a Force Majeure event, Republic and the City shall negotiate the additional payment to be made to Republic.

Further, the City shall grant Republic variances in routes and schedules as deemed necessary by Republic to accommodate collection of the increased volume of Waste Materials.

5. **Title:** Title to and liability for any hazardous/unacceptable waste must not pass to Republic at any time.

6. **Responsibility for Equipment/Access:** Any equipment Republic furnishes shall remain Republic's property. City shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Republic's handling of the equipment). City shall use the equipment only for its proper and intended purpose and shall not overload (by weight or volume), move or alter the equipment. City shall be liable for all losses arising from any injury or death to persons or loss or damage to property (including the equipment) arising out of City's use, operation or possession of the equipment.
   City shall provide safe, unobstructed access to the equipment on the scheduled collection day. Republic may charge an additional fee for any additional collection service required by City's failure to provide access.

7. **Acceptable Waste; Unacceptable Waste:**
   Republic must have a right to reject any unacceptable/hazardous waste provided by any residential or commercial unit.

CERTIFICATE OF LIABILITY INSURANCE

DATE (M 06/ Item 9.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
CANNON COCHRAN MANAGEMENT SERVICES, INC.
17015 NORTH SCOTTSDALE ROAD
SCOTTSDALE, AZ 85255

CONTACT NAME:
PHONE (A/C No.Ext): | **FAX (A/C No.Ext):**
E-MAIL ADDRESS:certificateteam@ccmsi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE American Insurance Co.	22667
INSURER B: Indemnity Insurance Co of North America	43575
INSURER C: Illinois Union Insurance Company	27960
INSURER D: ACE Property and Casualty Insurance Co.	20699
INSURER E:	
INSURER F:	

INSURED
REPUBLIC SERVICES, INC.
18500 N. ALLIED WAY
PHOENIX, AZ 85054

COVERAGES **CERTIFICATE NUMBER: 2455491** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PROJECT [ ] LOC [ ] OTHER:			HDO G48921000	06/30/2024	06/30/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS -COMP/OP AGG	$ 10,000,000 $ 10,000,000 $ 10,000,000 $ 30,000,000 $ 20,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [X] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			ISA H10740083	06/30/2024	06/30/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY(Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 10,000,000
D	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			XEU G46782148 008	06/30/2024	06/30/2025	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
B A A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N N/A ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WLR C57256862 - AOS WLR C57257672 - OR SCF C57257726 - WI WCU C57257829 - OH XS TNS C57194790 - TX NS/XS	06/30/2024 06/30/2024 06/30/2024 06/30/2024 06/30/2024	06/30/2025 06/30/2025 06/30/2025 06/30/2025 06/30/2025	[X] PER STATUTE [ ] OTHER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 $ 3,000,000 $ 3,000,000 $ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF COVERAGE - FOR USE FOR REPUBLIC SERVICES, INC. AND ALL ITS SUBSIDIARIES

EVIDENCE OF COVERAGE

CERTIFICATE HOLDER

EVIDENCE OF COVERAGE

United States

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
		REPUBLIC SERVICES, INC. 18500 N. ALLIED WAY PHOENIX, AZ 85054
POLICY NUMBER See First Page		
CARRIER See First Page	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS **CERTIFICATE NUMBER: 2455491**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The following provisions apply when required by written contract. As used below, the term certificate holder also includes any person or organization that the insured has become obligated to include as a result of an executed contract or agreement.

GENERAL LIABILITY:
Certificate holder is Additional Insured including on-going and completed operations when required by written contract.
Coverage is primary and non-contributory when required by written contract.
Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

AUTO LIABILITY:
Certificate holder is Additional Insured when required by written contract.
Coverage is primary and non-contributory when required by written contract.
Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY:
Waiver of Subrogation in favor of the certificate holder is included when required by written contract where allowed by state law.

Stop gap coverage for ND and WA is covered under policy no. WLR C57256862 and stop gap coverage for OH is covered under policy no. WCU C57257829 as noted on page 1 of this certificate.

TEXAS EXCESS INDEMNITY AND EMPLOYERS LIABILITY:
Insured is a registered non-subscriber to the Texas Workers Compensation Act. Insured has filed an approved Indemnity Plan with the Texas Department of Insurance which offers an alternative in benefits to employees rather than the traditional Workers Compensation Insurance in Texas. The excess policy (#TNS C57194790) shown on this certificate provides excess Indemnity and Employers Liability coverage for the approved Indemnity Plan.

Contractual Liability is included in the General Liability and Automobile Liability coverage forms. The General Liability and Automobile Liability policies do not contain endorsements excluding Contractual Liability.

Separation of Insured (Cross Liability) coverage is provided to the Additional Insured, when required by written contract, per the Conditions of the Commercial General Liability Coverage form and the Automobile Liability Coverage form.

Umbrella/Excess Liability provides additional limits over the underlying General Liability, Automobile Liability and Employer's Liability policies shown on this certificate.

EVIDENCE OF COVERAGE

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MUNICIPAL MATERIALS MANAGEMENT AGREEMENT

This Municipal Materials Management Agreement (the "**Agreement**") is made and entered into this ____day of _____, 20__ ("**Effective Date**"), by and between the [INSERT FULL NAME OF THE MUNICIPALITY AND THE NAME OF THE STATE] ("**City**"), and Republic Services "a Delaware corporation" or " Delaware limited liability company"] qualified to do and actually doing business in the State of Wisconsin ("**Company**").

RECITALS

WHEREAS, City desires that Company provide Services as defined herein for the Location Types as set forth in this Agreement and Company desires to do so, all in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement, the parties agree as follows:

TERMS AND CONDITIONS

1. Sole and Exclusive Franchise. Company is hereby granted the sole and exclusive franchise, license, and privilege to provide for the collection and disposal or recycling, if applicable, of all conforming Waste Material (as defined in Exhibit A) for the following types of locations ("**Location Types**") within the territorial jurisdiction of the City (the "**Services**"):

Location Types

_____ Residential Units	_____ Large Commercial Units
_____ Small Commercial Units	_____ Industrial Permanent Units
_____ Municipal Facilities	_____ Industrial Temporary Units

2. Newly Developed Areas. If the City develops new areas (of the same Location Types as designated above) within the City's territorial jurisdiction during the Term of this Agreement, such areas shall automatically be subject to this Agreement. The City shall provide Company with written notification of such newly developed areas, and within thirty (30) days after receipt of such notification, Company shall provide the Services as set forth in this Agreement in such newly developed area(s). If the City annexes any new areas that it wishes for Company to provide the Services, the Parties shall negotiate a mutually acceptable amendment to this Agreement adding such annexed areas to the scope of the Services and setting forth the rates that will apply for the Services in such area(s).

3. Scope of Services. Company shall furnish all equipment, trucks, personnel, labor, and all other items necessary to perform the Services. The Services shall not include the collection, disposal, or recycling of any Excluded Waste or Waste Material located at any Location Type not designated above, or any Waste Material/Service Types not designated in any exhibit attached hereto.

4. Out of Scope Services May Be Contracted for Directly with Customers. Company may provide collection and disposal or recycling service within the territorial jurisdiction of the City for any Waste Material and/or Location Types that are outside the scope of this Agreement pursuant such terms and conditions as may be mutually agreed upon by Company and such Customers. Such services and agreements are outside the scope of this Agreement, and this Agreement does not require such Customers to use Company for such services, but they may do so at their discretion. The City agrees

that Company may use any information received from the City in marketing all of its available services to the Customers located within the City, whether included in the scope of this Agreement or not.

5. Exhibits. All Exhibits attached this Agreement are an integral part of the Agreement and are incorporated herein.

Exhibit A Specifications for Municipal Solid Waste Services

Exhibit A-1 Municipal Solid Waste Pricing

Exhibit B Specifications & Pricing for Recycling Services

Exhibit B-1 Recycling Facility Average Commodity Mix

6. Term. This Agreement begins on the Effective Date and expires five (5) years thereafter but shall automatically renew for successive five-year periods (the "**Term**") unless either party provides written notice of non-renewal at least sixty (60) days prior to the expiration of the then current Term, or unless otherwise terminated in accordance with the terms of this Agreement.

7. Rates for Services; Rate Adjustments; Additional Fees and Costs.

7.1 Rates for Services. The rates for all Services shall be as shown on Exhibits A-1 and B, subject to the rate adjustments and additional fees and costs as set forth herein.

7.2 Annual Rate Adjustments. Company shall increase the rates for all Services effective on each anniversary of the Effective Date of this Agreement in an amount equal to the greater of (a) four (4) percent or (ii) the percentage increase in the Consumer Price Index for All Urban Consumers (Water, Sewer and Trash Collection Services) U.S. City Average, as published by United States Department of Labor, Bureau of Statistics (the "**CPI**"). For the CPI calculation, rates will be adjusted using the most recently available trailing twelve (12) months average CPI compared to the twelve (12) months preceding.

7.3 Change in Law Adjustments. Company may increase the rates for Services as a result of increases in costs incurred by Company due to (a) any third party or municipal hauling company or disposal or recycling facility being used; (b) changes in local, state, federal or international rules, ordinances or regulations; (c) changes in taxes, fees or other governmental charges (other than income or real property taxes); (d) uncontrollable prolonged operational changes (i.e., a major bridge closure); (e) increased fuel costs; and (f) changes in costs due to a Force Majeure Event. Any of the foregoing cost adjustments shall be retroactive to the effective date of such increase or change in cost.

8. Invoicing; Payment; Service Suspension; Audits.

8.1 Invoicing the City. The City shall invoice and collect from all Residential Units and Municipal Facilities Customers for Services provided by Company pursuant to this Agreement. The City shall report to Company (a) by the 5th of each month the total number of addresses subject to this Agreement and that have been billed for Services by the City and (b) on a quarterly basis, parcel data and a list of addresses billed for the Services by the City. Company shall invoice the City for the number of addresses that were billed by the City within fifteen (15) days of receiving the City's address count each month, and the City shall pay Company's invoices.

8.3 Payment. The City or Customer, as applicable, shall pay each of Company's invoices without offset within twenty (20) days of receipt Company's invoice. Payments may be made by check

or ACH only; no purchasing cards or credit cards will be accepted. If Company is invoicing the City, City shall pay Company's invoices in full irrespective of whether or not the City collects from the Customers for such Service. Payments not made on or before their due date may be subject to late fees of one and one-half percent (1.5%) per month (or the maximum allowed by law, if less). If the City or Customer, as applicable, withholds payment of a portion or entire invoice and it is later determined that a portion or all of such withheld amount is owed to Company, such amount shall be subject to the late fees provided herein from the original due date until paid.

8.4 Service Suspension.

8.4.1 Unpaid Invoices. If any amount due from the City is not paid within sixty (60) days after the date of Company's invoice, Company may suspend Services until the City has paid its outstanding balance in full and/or terminate this Agreement. If Company suspends Service, the City shall pay a service interruption fee in an amount determined by Company in its discretion up to the maximum amount allowed by Applicable Law. If any amount due to Company from an individual Customer is not paid within sixty (60) days after the date of Company's invoice, Company may suspend that Customer's Services until the Customer has paid its outstanding balance in full. If Company suspends Service, the Customer shall pay a service interruption fee in an amount determined by Company in its discretion up to the maximum amount allowed by Applicable Law.

8.4.2 Suspension at Direction of City. If the City wishes to suspend or discontinue Services to a Customer for any reason, the City shall send Company a written notice (email is acceptable as long as its receipt is acknowledged by Company) identifying the Customer's address and the date the Services should be suspended or discontinued. In the event of Service suspension, the City shall provide additional email notification to Company if/when it wishes to reactivate the suspended Services. Upon receipt of a notice of reactivation, Company shall resume the Services on the next regularly scheduled collection day. The City shall indemnify, defend, and hold Company harmless from any claims, suits, damages, liabilities or expenses (including but not limited to expenses of investigation and attorneys' fees) resulting from the suspension of discontinuation of any Services at the direction of the City.

8.5 Audits.

8.5.1 Audit of City Billings. With respect to any Services in which the Company's billing is dependent upon the City's reporting of the number of addresses subject to this Agreement, the City shall perform an audit at least once each year to confirm that all addresses receiving Services under this Agreement are actually being billed by the City and that the City's reporting on such addresses is accurate. The City shall share all findings and documentation with respect to such audits with Company. In addition to the foregoing, Company shall be permitted to conduct its own address counts using manual counts and/or official parcel maps. If at any time Company presents to City data to support that the number of addresses serviced exceeds the number provided by the City, the parties agree to re-negotiate in good faith the number of addresses receiving and paying for services under this Agreement.

8.5.2 Audit of Company Records. The City may request and be provided with an opportunity to audit any relevant and non-confidential records of Company that support the calculations of charges invoiced to the City under this Agreement within the ninety (90) day period before the audit request. Such audits shall be paid for by the City and shall

be conducted under mutually acceptable terms at Company's premises in a manner that minimizes any interruption in the daily activities at such premises.

9. Termination. If either party breaches any material provision of this Agreement and such breach is not substantially cured within thirty (30) days after receipt of written notice from the non-breaching party specifying such breach in reasonable detail, the non-breaching party may terminate this Agreement by giving thirty (30) days' written notice of termination to the breaching party. However, if the breach cannot be substantially cured within thirty (30) days, the Agreement may not be terminated if a cure is commenced within the cure period and for as long thereafter as a cure is diligently pursued. Upon termination, the City shall pay Company only such charges and fees for the Services performed on or before the termination effective date and Company shall collect its equipment, and Company shall have no further obligation to perform any Services under this Agreement.

10. Compliance with Laws. Company warrants that the Services will be performed in a good, safe and workmanlike manner, and in compliance with all applicable federal, state, provincial and local laws, rules, regulations, and permit conditions relating to the Services, including without limitation any applicable requirements relating to protection of human health, safety, or the environment ("**Applicable Law**"). In the event any provision of this Agreement conflicts with an existing ordinance of the City, this Agreement shall control and Company shall not be fined, punished, or otherwise sanctioned under such ordinance. Company reserves the right to decline to perform Services, which, in its judgment, it cannot perform in a lawful manner or without risk of harm to human health, safety or the environment.

11. Title. Title to Waste Material shall pass to Company when loaded into Company's collection vehicle or otherwise received by Company. Title to and liability for any Excluded Waste shall at no time pass to Company.

12. Excluded Waste. If Excluded Waste is discovered before it is collected by Company, Company may refuse to collect the entire waste container that contains the Excluded Waste. In such situations, Company shall contact the City and the City shall promptly undertake appropriate action to ensure that such Excluded Waste is removed and properly disposed of by the depositor or generator of the Excluded Waste. In the event Excluded Waste is present but not discovered until after it has been collected by Company, Company may, in its sole discretion, remove, transport, and dispose of such Excluded Waste at a facility authorized to accept such Excluded Waste in accordance with Applicable Law and, in Company's sole discretion, charge the City, depositor or generator of such Excluded Waste for all direct and indirect costs incurred due to the removal, remediation, handling, transportation, delivery, and disposal of such Excluded Waste. The City shall provide all reasonable assistance to Company to conduct an investigation to determine the identity of the depositor or generator of the Excluded Waste and to collect the costs incurred by Company in connection with such Excluded Waste. Subject to the City's providing all such reasonable assistance to Company, Company shall release City from any liability for any such costs incurred by Company in connection with such Excluded Waste, except to the extent that such Excluded Waste is determined to be attributed to the City.

13. Equipment; Access. Any equipment that Company furnishes or uses to perform the Services under this Agreement shall remain Company's property. The City shall be liable for all loss or damage to such equipment, except for normal wear and tear, or loss or damage resulting from Company's handling of the equipment. City and Customers shall use the equipment only for its proper and intended purpose and shall not overload (by weight or volume), move, or alter the equipment. The City shall fully reimburse Company for any and all claims resulting from personal injuries or death, or the loss of or damage to property (including the equipment) arising out of the use, operation, or possession of the equipment by the City or the Customers. If the equipment and/or Waste Material is not accessible so that the regularly scheduled pick-up cannot be made, such Waste Material will not be collected until the next regularly scheduled pick-up, unless the Customer calls Company and requests an extra pick-up, in which case an extra service charge will apply. Company shall not be responsible for any damages to any property or

equipment located adjacent to the collection receptacles, nor to any pavement, curbing, or other driving surfaces resulting from Company's providing the Services under this Agreement.

14. Risk Allocation. Except as otherwise specifically set forth herein, each party shall be responsible for any and all claims for personal injuries or death, or the loss of or damage to property, only to the extent caused by that party's negligence or acts of willful misconduct or those of its employees, contractors, subcontractors, or agents.

15. Insurance. During the Term of this Agreement, Company shall maintain in force, at its expense, insurance coverage with minimum limits as follows:

Workers' Compensation

Coverage A	Statutory
Coverage B - Employers Liability	$1,000,000 each Bodily Injury by Accident $1,000,000 policy limit Bodily Injury by Disease $1,000,000 each occurrence Bodily Injury by Disease

Automobile Liability

Bodily Injury/Property Damage Combined – Single Limit	$3,000,000 Coverage is to apply to all owned, non-owned, hired and leased vehicles (including trailers).
Pollution Liability Endorsement	MCS-90 endorsement for pollution liability coverage

Commercial General Liability

Bodily Injury/Property Damage Combined – Single Limit	$2,500,000 each occurrence $5,000,000 general aggregate

All such insurance policies will be primary without the right of contribution from any other insurance coverage maintained by City. All policies required herein shall be written by insurance carriers with a rating of A.M. Bests of at least "A-" and a financial size category of at least VII. Upon City's request, Company shall furnish City with a certificate of insurance evidencing that such coverage is in effect. Such certificate will also provide for thirty (30) days prior written notice of cancellation to the City, show the City as an additional insured under the Automobile and General Liability policies, and contain waivers of subrogation in favor of the City (excluding Worker's Compensation policy) except with respect to the sole negligence or willful misconduct of City.

16. Force Majeure. Except for City's obligation to pay amounts due to Company, any failure or delay in performance under this Agreement due to contingencies beyond a party's reasonable control, including, but not limited to, strikes, riots, terrorist acts, compliance with Applicable Laws or governmental orders, fires, bad weather and acts of God, shall not constitute a breach of this Agreement, but shall entitle the affected party to be relieved of performance at the current pricing levels under this Agreement during the term of such event and for a reasonable time thereafter. The collection or disposal of any increased volume resulting from a flood, hurricane or similar or different Act of God over which Company has no control, shall not be included as part of Company's service under this Agreement. In the event of increased volume due to a Force Majeure event, Company and the City shall negotiate the additional payment to be made to Company. Further, the City shall grant Company variances in routes and schedules as deemed necessary by Company to accommodate collection of the increased volume of Waste Materials.

17. Non-Discrimination. Company shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin in its performance of Services under this Agreement.

18. Licenses and Taxes. Company shall obtain all licenses and permits (other than the license and permit granted by this Agreement) and promptly pay all taxes required by the City and by the State.

19. No Guarantees or Liquidated Damages. Unless specifically provided herein, Company provides no guarantees or warranties with respect to the Services. No liquidated damages or penalties may be assessed against Company by City.

20. Miscellaneous. (a) This Agreement represents the entire agreement between the Parties and supersedes all prior agreements, whether written or verbal, that may exist for the same Services. (b) Company shall have no confidentiality obligation with respect to any Waste Materials. (c) Neither party shall assign this Agreement in its entirety without the other party's prior written consent, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, Company may assign this Agreement without the City's consent to its parent company or any of its subsidiaries, to any person or entity that purchases any operations from Company or as a collateral assignment to any lender to Company. This Agreement shall be binding upon and inure solely to the benefit of the Parties and their permitted successors and assigns. (d) Company may provide any of the Services covered by this Agreement through any of its affiliates or subcontractors, provided that Company shall remain responsible for the performance of all such services and obligations in accordance with this Agreement. (e) No intellectual property rights in any of Company's IP are granted to City under this Agreement. (f) All provisions of the Agreement shall be strictly complied with and conformed to by the Parties, and this Agreement shall not be modified or amended except by written agreement duly executed by the undersigned parties. (g) If any provision of this Agreement is declared invalid or unenforceable, it shall be modified so as to be valid and enforceable but so as most nearly to retain the intent of the Parties. If such modification is not possible, such provision shall be severed from this Agreement. In either case, the validity and enforceability of the remaining provisions of this Agreement shall not in any way be affected thereby. (h) Failure or delay by either party to enforce any provision of this Agreement will not be deemed a waiver of future enforcement of that or any other provision. (i) If any litigation is commenced under this Agreement, the successful party shall be entitled to recover, in addition to such other relief as the court may award, its reasonable attorneys' fees, expert witness fees, litigation related expenses, and court or other costs incurred in such litigation or proceeding. (j) This Agreement shall be interpreted and governed by the laws of the State where the Services are performed. (k) Customer and Company agree that electronic signatures are valid and effective, and that an electronically stored copy of this Agreement constitutes proof of the signature and contents of this Agreement, as though it were an original.

IN WITNESS HEREOF, the parties have entered into this Agreement as of the date first written above.

[INSERT FULL NAME OF THE MUNICIPALITY AND THE NAME OF THE STATE]	[INSERT LEGAL ENTITY AND DBA OF SERVICING DIVISION]
By:_____	By:_____
Name:_____	Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

EXHIBIT A

SPECIFICATIONS FOR MUNICIPAL SOLID WASTE SERVICES

1. Waste Material. The following Waste Material shall be considered in scope during the Term of this Agreement:

_____ Municipal Solid Waste (MSW) _____ Bulky Waste

_____ Yard Waste _____ Construction Debris

2. Definitions.

2.1 Bulky Waste – Stoves, refrigerators (with all CFC and other refrigerants removed), water tanks, washing machines, furniture and other similar items with weights and/or volumes greater than those allowed for the waste container supplied.

2.2 Bundle – Tree, shrub and brush trimmings or newspapers and magazines securely tied together forming an easily handled package not exceeding four (4) feet in length or thirty-five (35) lbs. in weight.

2.3 Construction Debris – Excess building materials resulting from construction, remodeling, repair or demolition operations.

2.4 Customer – An occupant or operator of any type of premise within the City that is covered by this Agreement and who generates Municipal Solid Waste and/or Recyclable Material, if applicable.

2.5 Disposal Site – A Waste Material depository including, but not limited to, sanitary landfills, transfer stations, incinerators, recycling facilities and waste processing/separation centers licensed, permitted or approved by all governmental bodies and agencies having jurisdiction and requiring such licenses, permits or approvals to receive for processing or final disposal of Waste Material.

2.6 Excluded Waste – Excluded Waste consists of Special Waste, Hazardous Waste, and any other material not expressly included within the scope of this Agreement including, but not limited to, any material that is hazardous, radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, toxic or listed or characteristic hazardous waste as defined by Applicable Law or any otherwise regulated waste.

2.7 Hazardous Waste – Any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to the Resource Conservation and Recovery Act of 1976, as amended, and including future amendments thereto, and any other Applicable Law.

2.8 Industrial Permanent Unit – An industrial premise requiring use of a large container for the collection of its MSW for a continuous term.

2.9 Industrial Temporary Unit – An industrial premise requiring use of a large container for the collection of its Solid Waste on only a temporary basis. Solid Waste collection is generally limited to a specific event or a short-term project.

2.10 Large Commercial Unit – A commercial premise that is not classified as a Residential Unit or Municipal Facility that requires a waste container that is two (2) yards or larger per collection day for the collection of its Solid Waste.

2.11 Municipal Facilities – Those specific municipal premises as set forth on Exhibit A-1 of this Agreement, if any.

2.12 Municipal Solid Waste (or "MSW") – Useless, unwanted or discarded nonhazardous materials (trash or garbage) with insufficient liquid content to be free-flowing that result from residential, commercial, governmental and community operations. Municipal Solid Waste does not include any Excluded Waste.

2.13 Residential Unit – A dwelling where a person or group of people live. For purposes of this Agreement, each unit in a multi-family dwelling (condominium, apartment or other grouped housing structure) shall be treated as a separate Residential Unit and a Residential Unit shall be deemed occupied when either water or power services are being supplied thereto.

2.14 Small Commercial Unit – A commercial premise that is not classified as a Residential Unit or Municipal Facility that requires no more than three (3) thirty-two (32) gallon containers per collection day for the collection of its Solid Waste. Examples of Small Commercial Units include offices, stores, service stations, restaurants, amusement centers, schools, and churches.

2.15 Special Waste – Any nonhazardous solid waste which, because of its physical characteristics, chemical make-up, or biological nature requires either special handling, disposal procedures including liquids for solidification at the landfill, documentation, and/or regulatory authorization, or poses an unusual threat to human health, equipment, property, or the environment. Special Waste includes, but is not limited to (a) waste generated by an industrial process or a pollution control process; (b) waste which may contain residue and debris from the cleanup of spilled petroleum, chemical or commercial products or wastes, or contaminated residuals; (c) waste which is nonhazardous as a result of proper treatment pursuant to Subtitle C of the Resource Conservation and Recovery Act of 1976 ("RCRA"); (d) waste from the cleanup of a facility which generates, stores, treats, recycles or disposes of chemical substances, commercial products or wastes; (e) waste which may contain free liquids and requires liquid waste solidification; (f) containers that once contained hazardous substances, chemicals, or insecticides so long as such containers are "empty" as defined by RCRA; (g) asbestos containing or asbestos bearing material that has been properly secured under existing Applicable Law; (h) waste containing regulated polychlorinated biphenyls (PCBs) as defined in the Toxic Substances Control Act (TSCA); (i) waste containing naturally occurring radioactive material (NORM) and/or technologically-enhanced NORM (TENORM); and (j) Municipal Solid Waste that may have come into contact with any of the foregoing.

2.16 Waste Material – All nonhazardous Municipal Solid Waste and, as applicable, Recyclable Material, Yard Waste, Bulky Waste and Construction Debris generated at the Location Types covered by this Agreement. Waste Material does not include any Excluded Waste.

2.17 Yard Waste – Grass, leaves, flowers, stalks, stems, tree trimmings, branches, and tree trunks. For yard waste collection services, grass, pine needles, leaves, flowers, stalks, stems, and small tree trimmings (less than two (2) feet in length and less than two (2) inches in diameter) shall be in a container, bag or box the weight of which shall not exceed thirty-five (35) pounds. Larger tree trimmings shall be laid neatly in piles at curbside. The maximum weight of any item placed out for yard waste collection shall be thirty-five (35) pounds. Branches in excess of two (2) feet in length are not required to be in a container, bag or box.

3. Collection Operations.

3.1 Location of Containers, Bags and Bundles for Collection. Each container, bag and bundle containing Waste Material shall be placed at curbside for collection. Curbside refers to that portion of right-of-way adjacent to paved or traveled City roadways. Containers, bags and bundles shall be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians.

When construction work is being performed in the right-of-way, containers, bags and bundles shall be placed as close as practicable to an access point for the collection vehicle. Company may decline to collect any container, bag or bundle not so placed or any Waste Material not in a container, bag or bundle.

3.2 Hours of Collection Operations. Collection of Waste Material shall not start before 5:00 A.M. or continue after 8:00 P.M. Exceptions to collection hours shall be affected only upon the mutual agreement of the City and Company, or when Company reasonably determines that an exception is necessary in order to complete collection on an existing collection route due to unusual circumstances.

3.3 Routes of Collection. Collection routes shall be established by the Company. Company shall submit the Residential Unit and Municipal Facility collection routes to the City at least two (2) weeks in advance of the commencement date for such route collection activity. The Company may from time to time make changes in routes or days of collection affecting Residential Units or Municipal Facilities, provided such changes in routes or days of collection are submitted to the City at least two (2) weeks in advance of the commencement date for such changes. City shall promptly give written or published notice to the affected Residential Units.

3.4 Residential Collection. Company shall be obligated to collect no more than ___ containers (or their equivalent) per week from each Residential Unit. Any collections needed by a Residential Unit in excess of such amount must be individually contracted by the Residential Unit Customer with Company under terms, prices and documents acceptable to both the Residential Unit Customer and Company.

3.5 Holidays. The following shall be holidays for purposes of this Agreement: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Company may suspend collection service on any of these holidays, but such decision in no manner relieves Company of its obligation to provide collection service at least_____ per week.

3.6 Complaints. All service-related complaints must be made directly to the Company and shall be given prompt and courteous attention. In the case of alleged missed scheduled collections, the Company shall investigate and, if such allegations are verified, shall arrange for the collection of Waste Material not collected within one business day after the complaint is received.

3.7 Collection Equipment. The Company shall provide an adequate number of vehicles meeting standards and inspection requirements as set forth by the laws of the State for regular municipal waste collection services. For Waste Material collection, all vehicles and other equipment shall be kept in good repair and appearance at all times. Each vehicle shall have clearly visible on each side the identity of the Company.

3.8 Disposal. All Waste Material, other than processed Recyclable Material that is marketable, collected within the City under this Agreement shall be deposited at a Disposal Site selected by Company and properly permitted by the State.

3.9 Customer Education. The City shall notify all Customers at Residential Units about set-up, service-related inquiries, complaint procedures, rates, regulations, and day(s) for scheduled Waste Material collections.

3.10 Litter or Spillage. The Company shall not litter premises in the process of making collections, but Company shall not be required to collect any Waste Material that has not been placed in approved containers. During hauling, all Waste Material shall be contained, tied or enclosed so that leaking, spillage or blowing is minimized. In the event of spillage by the Company, the Company shall be required to clean up the litter caused by the spillage.

EXHIBIT A-1

SOLID WASTE PRICING

***Rates to be added**

EXHIBIT B

SPECIFICATIONS & PRICING FOR RECYCLING SERVICES

1. Recycling Services Definitions.

1.1 "**Recyclable Materials**" are used and/or discarded materials that are capable of successful processing and sale on the commodity market.

1.2 "**Acceptable Material**" means the materials listed in Section 8 below.

1.3 "**Unacceptable Material**" means the materials listed in Section 9 below. All Recyclable Materials collected for delivery and sale by Company shall be hauled to a processing facility selected by Company for processing ("Recycling Services").

2. City's Duty. City shall make a commercially reasonable effort to educate its Customers regarding Acceptable and Unacceptable Materials and to encourage its Customers to place only Acceptable Materials in their recycling containers.

3. Collection and Processing. City shall pay Company a rate of $_____ per Unit for the collection and processing of Recyclable Materials from [Residential Units, Municipal Facilities, Small Commercial Units, Large Commercial Units, Industrial Permanent Units, Industrial Temporary Units]. City's Collection and Processing rate assumes that, on average, City's Recyclable Material consists of no more than 20% Unacceptable Material (the "**Unacceptable Material Threshold**"). The Collection and Processing rate is subject to Rate Adjustments as set forth in Section 7 of the Agreement.

4. Right to Inspect/Audit. Company may visually inspect the collected Recyclable Materials to ensure loads are at or below the Unacceptable Material Threshold. If Company's visual inspector determines that loads of Recyclable Material are consistently above the Unacceptable Material Threshold, Company will notify City of the issue and the parties agree to promptly negotiate in good faith (a) an agreed upon procedure to audit a representative sample of City's Recyclable Material to determine its actual composition of Unacceptable Material; and (b) an updated Collection and Processing rate commensurate with the composition of Unacceptable Material.

6. Reporting and Credit. Company will provide City with a monthly report detailing the total tons of Recyclable Material received from the City during the previous month and the calculation of City's Recycling Commodity Credit for that month. If the City's account is billed in the aggregate to the City, the previous month's Recycling Commodity Credit will be issued as a credit on the next month's invoice to the City (if the Recycling Commodity Credit exceeds the City's invoice amount, then Company will issue a check to City for the balance of its Recycling Commodity Credit). If the City's account is Customer-billed, then Company will issue a check to City for its full Recycling Commodity Credit each month (in arrears).

7. Changes in Market Conditions. If market conditions develop that limit or inhibit Company from selling some or all of the Acceptable Material, Company may at its option and upon notice to Supplier (i) redefine Acceptable and Unacceptable Materials, (ii) update the processing facility's Average Commodity Mix; (iii) suspend or discontinue any or all Services, or (iv) dispose of the Acceptable Material (as currently defined) in a landfill and update the pricing to City accordingly. Any such actions, if taken, may be reversed or further changed as market conditions dictate.

8. Acceptable Material. All material must be empty, clean and dry. Company may modify the following list of Acceptable Materials in its sole and absolute discretion but will provide City with at least thirty (30) days' prior written notice of any such modifications.

- Aluminum food and beverage containers - aluminum soda and beer cans, cat food cans, etc.
- Ferrous Cans - soup, coffee cans, etc.
- P.E.T. plastic containers with the symbol #1 - no microwave trays
- H.D.P.E. natural plastic containers with the symbol #2 - milk jugs and water jugs containers only (narrow neck containers)
- H.D.P.E. pigmented plastic containers with the symbol #2 - detergent, shampoo, bleach bottles without caps (narrow neck containers); butter and margarine tubs
- Polypropylene plastic food and beverage containers symbol #5 - yogurt containers
- Mixed Paper (54), as defined in the most recent ISRI Scrap Specifications Circular
- Sorted Residential Paper and News (56), as defined in the most recent ISRI Scrap Specifications Circular
- Kraft Paper Bags
- Old Corrugated Containers (OCC) - no wax coated
- Magazines (OMG) - Coated magazines, catalogues and similar printed materials, junk mail, and soft cover books
- [Aseptic Cartons - Juice boxes, gable top milk and juice containers, soy milk and soup cartons]
- [Glass food and beverage containers - Flint (clear), Amber (brown), Emerald (green)]

9. Unacceptable Material. Company may modify the following list of Unacceptable Materials in its sole and absolute discretion but will provide City with at least thirty (30) days' prior written notice of any such modifications.

- Yard Waste
- Styrofoam
- Pizza Boxes, unless free of ***any*** food or grease residue
- Food
- Any liquids
- Diapers
- Clothing/textiles
- Plastic Bags or bagged material (newsprint may be placed in a Kraft bag)
- Plastic containers with #3, #4, #6, or #7 on them or no # at all
- Mirrors, window or auto glass, light bulbs, ceramics
- Oil or antifreeze containers
- Coat hangers
- Paint cans
- Medical Waste/Sharps
- Any Acceptable Material that is no longer acceptable due to its coming into contact with or being contaminated by Unacceptable Material.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Contract Recommendation for Symons Operational Planning Services

Requested & Presented by: Darcy Perkins, Municipal Services Specialist

Meeting Date: Finance Committee and Common Council on 10-07-2025

Committee Review:

Background: The City of Richland Center was awarded a DOR Innovation Planning Grant (IPG) in the amount of $62,000 for the purpose of evaluating the operational structure of the Symons Recreational Complex. The project is intended to explore future operational and financial models to ensure Symons remains a sustainable and vibrant community resource. To carry out the project, the City issued a Request for Proposals (RFP) with submissions due on August 26, 2025. A total of five firms submitted proposals: Ayres + Ballard King, BerryDunn, Innovative Public Advisors, Matrix Consulting Group, and Northspan.

A review group evaluated the proposals, which were scored according to the published evaluation criteria:

- Understanding of Project and Methodology
- Relevant Experience and Qualifications
- Proposed Work Plan and Timeline
- Fee Proposal and Alignment with Budget
- References and Past Performance

Department Recommendation: Staff recommends awarding the project to Innovative Public Advisors (IPA). This recommendation was reached due to IPA's all-inclusive budget, demonstrated familiarity with Wisconsin municipalities, and direct experience with Innovation Planning Grant projects. In addition, their proposed 16-week timeline aligns with the desired schedule for project completion, ensuring that results will be available sooner than other firms who projected 6–10 months.

Financial Impact: $62,000.00

Funding Source: Fully funded by the Innovation Planning Grant

Requested Action:

FINANCE: Motion to recommend to the Common Council to approve the execution of a contract with Innovative Public Advisors for operational planning services fully funded by an Innovation Planning Grant.

COUNCIL: Motion to authorize the execution of a contract with Innovative Public Advisors for operational planning services fully funded by an Innovation Planning Grant.

Attachment(s):

- Innovation Planning Grant Submission
- DOR IPG Notice of Award
- RFP for Operational Planning Services
- Innovative Public Advisors (IPA) Proposal

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Proposal for the Planning of the Operational Structure of the Symons Recreational Complex, Richland Center, WI

Executive Summary: This proposal analyzes the most effective operational structure for the Symons Recreational Complex, considering public vs. private ownership, the potential acquisition of adjacent facilities, and alternative management by entities like the Richland School District, the YMCA, or another entity. The goal is to identify a structure that ensures the complex's long-term sustainability and maximizes its benefit to the community.

Current Situation Analysis: The Symons Recreational Complex currently serves Richland Center and Richland County, offering various recreational opportunities. Understanding the current usage patterns, financial status, and community needs is crucial. A detailed assessment should be conducted, including:

- Usage Data: Analyze facility usage (e.g., number of visitors, program participation) to understand peak times, popular activities, and unmet demand.
- Financial Analysis: Review current revenue streams (e.g., memberships, rentals, concessions) and expenses (e.g., maintenance, staffing, utilities). Identify areas for cost optimization and revenue generation.
- Community Survey: Gather feedback from residents regarding their satisfaction with the complex, desired improvements, and willingness to support different operational models.
- Competitive Analysis: Evaluate other recreational facilities in the region to understand their offerings, pricing, and operational strategies.

Ownership and Operational Models:

1. Continued Public Ownership (City/County):

- Advantages: Maintains community control, potential for tax support, aligns with public service mission.
- Disadvantages: Potential for bureaucratic inefficiencies, limited flexibility in responding to market changes, funding can be subject to political cycles.

2. Richland School District Operation:

- Advantages: Potential synergies with school programs, access to student volunteers, shared resources (e.g., maintenance staff).
- Disadvantages: Potential conflicts with school schedules, may not be equipped to manage diverse recreational programs, funding could compete with educational priorities.

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3. YMCA Operation:
- Advantages: Expertise in recreational facility management, established membership base, access to national resources and best practices, potential for fundraising and grant opportunities.
- Disadvantages: May prioritize membership revenue over community access, potential for conflicts with existing local recreation programs.

4. Public-Private Partnership:
- Advantages: Combines public oversight with private sector expertise, potential for increased efficiency and innovation, access to private funding.
- Disadvantages: Requires careful negotiation and contract management, potential for profit-driven decisions to conflict with community needs.

Acquisition of Adjacent Facilities: Acquiring the gymnasium and tennis courts from the former UW-Richland campus presents both opportunities and challenges.
- Advantages: Expands the complex's offerings, potential to attract new users, economies of scale in operations.
- Disadvantages: Requires capital investment, potential for increased operating costs, careful assessment of the condition and suitability of the facilities.

Recommendation: Based on preliminary analysis, a public-private partnership or YMCA operation appears to offer the most promising avenues for long-term success. Both models provide access to expertise in recreational facility management and offer greater flexibility than solely public operation.
- Public-Private Partnership: This option allows the City and County to retain some control while leveraging the efficiency and innovation of a private operator. A detailed RFP (Request for Proposal) process would be essential to select the best partner.
- YMCA Operation: Partnering with the YMCA could bring significant benefits in terms of management expertise, program development, and access to resources. A thorough due diligence process would be necessary to ensure alignment with community needs and to negotiate a fair agreement.

Key Factors for Long-Term Success:
- Financial Sustainability: Develop a diversified revenue model that includes memberships, program fees, rentals, sponsorships, and grants. Control operating costs through energy efficiency measures, streamlined staffing, and preventative maintenance.
- Community Engagement: Actively solicit community input and involve residents in decision-making. Offer programs that meet the needs of diverse populations.
- Marketing and Promotion: Develop a comprehensive marketing strategy to raise awareness of the complex and its programs.
- Facility Maintenance and Upgrades: Invest in regular maintenance and upgrades to ensure the facility remains attractive and functional.

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- Professional Management: Employ qualified and experienced staff to manage the complex effectively.

Next Steps:

- Detailed Assessment: Conduct the comprehensive assessment outlined in the Current Situation Analysis.
- Feasibility Study: Evaluate the financial and operational feasibility of the preferred operational models.
- Stakeholder Engagement: Engage with community members, elected officials, and potential partners to gather feedback and build consensus.
- RFP Development (if applicable): If a public-private partnership is pursued, develop a detailed RFP to solicit proposals from qualified operators.
- Negotiation and Implementation: Negotiate a contract with the selected partner and develop an implementation plan.

Conclusion: The Symons Recreational Complex is a valuable community asset. By carefully considering the various operational models and engaging with stakeholders, Richland Center and Richland County can ensure the complex's long-term sustainability and maximize its benefit to the community. A thorough assessment and feasibility study are crucial next steps in this process.

State of Wisconsin ● DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE ● BUREAU OF LOCAL GOVERNMENT SERVICES ● 2135 RIMROCK RD MADISON, WI 53713

Mailing Address:
PO Box 8971 #6-97
Madison WI 53708-8971
Fax: (608) 264-6887
lgs@wisconsin.gov

March 24, 2025

AMANDA KELLER
CITY OF RICHLAND CENTER
450 S MAIN ST
RICHLAND CENTER WI 53581-2545

Notice of Determination – Innovation Planning Grant Approval

Notice Information

The Wisconsin Department of Revenue (DOR) appreciates your interest in the Innovation Planning Grant and is pleased to inform you that we approved your application for funding under sec. 79.038(2), Wis. Stats.

District	CITY OF RICHLAND CENTER	**County**	RICHLAND	**District code**	52276

Grant Information

Project name	Operational Structure of the Symons Recreational Complex, Richland Center, WI
Service category	Parks and recreation
Approved amount	$62,000.00

Details:

- DOR will distribute the approved amount listed above within 30 days of this notice
- The distributed funds must be used for staffing and/or consultant expenses to develop an innovation plan under sec. 79.038(1), Wis. Stats., that will transfer a service or duty to another governmental unit, non-profit organization, or private entity
- DOR expects the application for the Innovation Grant under sec. 79.038(1), Wis. Stats., to be available in July 2025. We recommend you work to complete the development of your innovation plan by July 2025 to timely apply.
- If your district no longer wants to receive the approved grant amount listed above – contact lgs@wisconsin.gov immediately

Questions?

If you have questions, contact us at lgs@wisconsin.gov, (608) 266-5815 or (608) 266-1932.

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Request for Proposal – Planning Services for the Operational Structure of the Symons Recreational Complex in Richland Center, WI

Issue Date: 08/5/2025	Proposal Due Date: 08/26/2025

1. Introduction

The City of Richland Center invites proposals from qualified consulting firms to provide planning services for the comprehensive evaluation and recommendation of a sustainable future operational structure of the Symons Recreational Complex. This initiative aims to identify an operational model that reduces reliance on public subsidization while enhancing community benefit. This project is funded by an Innovation Planning Grant awarded through the Wisconsin Department of Revenue.

2. Project Background

The Symons Recreational Complex, located in the City of Richland Center, is a vital community fitness facility offering diverse programs and amenities for all ages, including an indoor pool. Since its establishment in 1987, the Complex has served Richland County residents through a collaborative partnership between the City of Richland Center and Richland County. The City and County jointly and equally fund the facility, with operational oversight provided by the Natatorium Board. As a highly valued community asset, ensuring the long-term sustainability of the Symons Recreational Complex is a high priority.

The Complex's long-term sustainability is challenged by its reliance on City and County subsidies. In a continued effort to make the complex more sustainable, the City is exploring new ownership and management models. The goal is to find a long-term solution that improves services, optimizes facility usage, and eliminates the need for public subsidies. To achieve this, the City is open to exploring alternatives, such as transferring services to other entities like the Richland School District or the YMCA, or establishing a public-private partnership.

3. Scope of Work and Requested Services

The selected consultant will:

A. Conduct a Comprehensive Assessment

- Analyze historical and current facility usage data, including program participation, attendance trends, underutilized areas, user demographics, and peak usage periods.
- Review financial data, including revenues, operating expenses, maintenance costs, and staffing expenditures, to assess the facility's fiscal performance.
- Conduct a comparative analysis of at least three (3) similar recreational facilities, focusing on their operational models, funding structures, programming, and financial performance. These facilities should offer relevant insights into potential alternative models.
- Design and administer a statistically relevant community survey to gather resident input. The survey should aim to understand current satisfaction, unmet needs, desired programming, willingness to pay for services, and perceptions of potential operational changes. The survey may be online and/or in-person, targeting a representative sample of at least 100 City residents and 100 County residents, encompassing both current users and non-users

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B. Perform Review & Analysis

- Initial Review of existing reports/studies related to the operations and strategic planning.
- Conduct a comprehensive SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for the current operational model and each proposed alternative operational model.
- Review the space needs assessment of the facility, considering current utilization, community demand, and potential for expanded or new programming.
- Evaluate current marketing strategies, including their reach, effectiveness, and alignment with community engagement goals and potential revenue generation.
- Develop robust multi-year financial models and perform feasibility analyses for each proposed alternative operational model, including projected revenues, expenses, capital investments, and subsidy requirements.
- Identify, collect, and synthesize key operational and financial data from all relevant stakeholders (e.g., City, County, Symons Foundation, School District, current management, etc.).
- Create clear project maps, visual exhibits, and data visualizations to effectively communicate findings and recommendations.

C. Stakeholder and Community Engagement

- Conduct a project kick-off meeting with stakeholders (City, County, Natatorium Board, Symons Foundation, School District, and other potential partners) to establish project goals, roles, and communications protocols.
- Facilitate at least three (3) structured working sessions with stakeholders throughout the project lifecycle for data validation, to discuss findings, explore operational models, vetting preliminary findings, and refining recommendations.
- Facilitate at least one (1) community focus group session to gather resident feedback on the complex's services, potential changes, and perceptions of different operational models.
- Facilitate at least one (1) public presentation of preliminary findings and recommendations to gather broader community feedback before finalization.

D. Deliverables

- **Inception Report/Project Definition Summary:** A detailed document submitted shortly after project kick-off, summarizing the consultant's understanding of the project, refined work plan, key milestones, communication plan, and initial data collection strategy.
- **Multi-year Financial Projections:** Detailed financial projections (e.g., 5-10 years) for the current operational model and each proposed alternative model, including revenue streams, operating expenses, capital expenditure requirements, and projected public subsidy needs.
- **Draft Comprehensive Project Report with Preliminary Recommendations:** A detailed written report presenting all assessment findings, analysis (SWOT, space needs, marketing), financial models, and preliminary recommendations for operational models, including their pros, cons, and potential impacts.
- **Final Comprehensive Project Report Incorporating Stakeholder Feedback:** The final, polished report incorporating all feedback received during stakeholder and community engagement sessions, presenting the recommended operational model(s) with robust justification.
- **Presentation of Findings, Recommendations, and Implementation Strategy:** A professional presentation (to City Council, County Board, and other key stakeholders as determined by the City)

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summarizing the project's findings, presenting the recommended operational model(s), and outlining a clear, actionable implementation strategy with defined steps, timelines, resource requirements, and key performance indicators (KPIs).

4. Budget

The total budget available for this project is $62,000. This amount must cover all associated costs, including overhead, reporting requirements, and travel expenses. The contract will be awarded as a fixed fee agreement. Proposals must clearly demonstrate the ability to complete the project within the designated budget.

5. Proposal Requirements

Interested consultants must submit:

- **Executive Summary:** A concise overview of your proposal, highlighting your understanding of the project, proposed solution, and key qualifications.
- **Cover Letter**
- **Approach and Work Plan:** Describe your firm's understanding of the project objectives and proposed methodology for achieving them. This should include a detailed work plan outlining all tasks, sub-tasks, deliverables, and a clear description of how your approach addresses the specific challenges and goals outlined in this RFP (e.g., reducing subsidies, enhancing community benefit). Include strategies for data collection, stakeholder engagement, and analysis.
- **Proposed Project Schedule with Key Milestones:** A detailed timeline showing all major tasks, deliverables, and proposed meetings, demonstrating your ability to complete the project within a proposed timeframe.
- **Firm Qualifications and Relevant Experience:** Provide an overview of your firm's history, expertise, and relevant experience in similar municipal planning, recreation facility assessment, financial modeling, and organizational restructuring projects. Highlight experience with public-private partnerships or transfers of services.
- **Project Team and Resumes of Key Personnel**: Include resumes for all key personnel who will be directly involved in the project, detailing their roles, relevant experience, and qualifications.
- **Fee Proposal (Itemized by Major Tasks/Phases):** A fixed-fee proposal detailed by major project tasks or phases, demonstrating how the proposed cost aligns with the $62,000 budget and provides value. Include all anticipated expenses (travel, materials, etc.).
- **References from Similar Municipal Planning Projects**: Provide at least three (3) professional references from clients for whom you have completed similar projects, including client name, organization, title, email, and phone number.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Understanding of Project and Methodology (20%)
- Relevant Experience and Qualifications (25%)
- Proposed Work Plan and Timeline (25%)

City of Richland Cen
450 S. Main Street
Richland Center, WI 53581
608-647-3466

- Fee Proposal and Alignment with Budget (20%)
- References and Past Performance (10%)

7. Submission Instructions

Please submit one (1) electronic copy in PDF format to:

Darcy Perkins
Municipal Services Specialist
City of Richland Center
Email: darcy.perkins@richlandcenterwi.gov

Please name the file using the following convention: [FirmName]_SymonsRFP_Proposal.pdf

Submission Deadline: 08/26/2025 - Proposals must be received by 4:00 PM CST on the due date. Late submissions will not be considered.

The City of Richland Center reserves the right to reject any or all proposals, to waive informalities, and to award the contract in the best interest of the City. Notification of selection is *tentatively* scheduled for 09/03/2025.

Richland CENTER
HOMETOWN CHARM. NATURAL BEAUTY.



Innovative
Public Advisors

Proposal for Planning Services for the Operational Structure of the Symons Recreational Complex

August 25, 2025

Innovative
Public Advisors

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- IPA Parks and Recreation Advisor Craig Hoeppner
- IPA Partner Jay Shambeau
- IPA Partner Jess Wildes

15 **Fee Proposal**

16 **References**





Innovative Public Advisors

To: City of Richland Center
Attn: Darcy Perkins, Municipal Services Specialist
450 S. Main Street, Richland Center, Wisconsin 53581

Dear Darcy Perkins:

Innovative Public Advisors (IPA) is pleased to submit our proposal in response to the City of Richland Center's RFP for Planning Services for the Operational Structure of the Symons Recreational Complex. We recognize the importance of this facility as a valued community asset and the City's commitment to identifying a sustainable operational model that enhances services while reducing public subsidy reliance.

IPA is a premier public sector strategy firm with extensive experience in municipal planning and recreation facility planning. Leading this project for IPA is Craig Hoeppner, CPRP, Parks and Recreation Advisor, who brings more than 30 years of experience leading large municipal park systems, securing millions of dollars in grants, and developing major community facilities. His expertise in operational assessments, facility planning, and stakeholder engagement—combined with IPA's proven track record of supporting Wisconsin municipalities—uniquely positions our team to guide Richland Center through this important initiative.

Our approach will directly align with the City's objectives: conduct a comprehensive assessment of operations and finances, analyze peer facilities, engage stakeholders and the community, and develop multi-year financial models for alternative operational structures. We will deliver clear recommendations supported by robust data, visualizations, and practical implementation strategies to guide decision-making and ensure the long-term sustainability of the Symons Recreational Complex.

We welcome the opportunity to partner with the City, County, Natatorium Board, Symons Foundation, School District, and community members in charting a sustainable future. IPA is committed to providing Richland Center with an objective, thorough, and results-driven evaluation that will position the Symons Recreational Complex for lasting success.

Thank you for your consideration!

Sincerely,

Jay Shambeau, ICMA-CM, MPA
Partner, Innovative Public Advisors
jay@public-advisors.com | 262-355-6102

Jess Wildes, MPA, MS
Partner, Innovative Public Advisors
jess@public-advisors.com | 262-339-5658

Craig Hoeppner, CPRP, MBA
IPA Parks and Recreation Advisor
craigerh34@outlook.com | 262-388-4751

Executive Summary

Innovative Public Advisors (IPA) is energized by the opportunity to partner with the City of Richland Center to evaluate and recommend a sustainable future operational structure for the Symons Recreational Complex. We understand the City's goals: to enhance services, optimize facility usage, and reduce reliance on City and County subsidies by exploring alternative ownership and management models. Our approach is designed to align directly with these objectives and the scope of work outlined in the RFP:

- **Comprehensive Assessment:** Analysis of facility usage, financial performance, and comparison with at least three peer facilities to identify operational opportunities and alternatives.
- **Stakeholder and Community Engagement:** Inclusive surveys, focus groups, and structured working sessions with the City, County, Natatorium Board, Symons Foundation, and other partners to ensure broad representation and meaningful input.
- **Strategic and Financial Modeling:** Development of multi-year projections, S.W.O.T. analyses, and feasibility assessments for alternative models—including potential partnerships with entities such as the School District, YMCA, or public-private collaborations.
- **Actionable Deliverables:** Professional reports and presentations synthesizing findings into clear, implementable strategies with defined steps, resource needs, and performance measures.

IPA's Parks and Recreation Advisor Craig Hoeppner, CPRP, brings more than 30 years of experience directing large municipal park and recreation systems, overseeing multimillion-dollar budgets, leading facility planning efforts, and securing millions of dollars in grant funding to expand community amenities. His career reflects a strong record of operational efficiency, creative programming, intentional planning, and community engagement—skills that directly align with the City's objectives for Symons Recreational Complex.

Craig's expertise is reinforced by IPA's broader capacity in strategic planning, community engagement, governance development, financial modeling, and stakeholder facilitation. Our team has successfully led Innovation Planning Grant projects across Wisconsin, giving us direct experience with the expectations of the Wisconsin Department of Revenue (DOR), the depth of community engagement required, and the importance of delivering clear, actionable recommendations supported by robust financial analysis. IPA excels at blending technical rigor with inclusive engagement, ensuring that both the data and the voices of residents and stakeholders shape the final outcome.

Together, IPA's blend of recreation leadership, financial acumen, and municipal planning experience ensures that Richland Center will receive practical, community-driven recommendations that address today's fiscal realities while positioning the Symons Recreational Complex for long-term sustainability and success.

Approach and Workplan

Innovative Public Advisors (IPA) will deliver a comprehensive, clear, and actionable study for the Symons Recreational Complex. Our approach is designed to meet the City of Richland Center's objectives: enhancing community benefit, optimizing facility usage, and reducing reliance on public subsidization. We combine technical analysis with inclusive engagement to ensure both data and community voice drive the final recommendations. IPA will facilitate the process through the following workplan:

Project Initiation and Data Collection

- **Kick-Off Meeting:** Convene a working group of City, County, Natatorium Board, Symons Foundation, and potential partners (e.g., School District, YMCA) to confirm goals, roles, and communications protocols.
- **Inception Report:** Deliver a refined project plan summarizing scope, milestones, communication strategy, and initial data requests.
- **Data Gathering:** Collect and review historical usage, financials, staffing, facility reports, and prior studies to establish a baseline.

Facility and Financial Assessment

- **Usage Analysis:** Evaluate program participation, attendance patterns, demographics, underutilized spaces and timeframes, and trends.
- **Financial Review:** Analyze revenues, operating expenses, staffing expenditures, and maintenance costs to assess fiscal performance.
- **Comparative Study:** Benchmark against at least three comparable recreational facilities, focusing on governance, operational models, funding structures, and programming innovations.

Community and Stakeholder Engagement

- **Survey Administration (x2):** Design and implement a community survey utilizing the Wisconsin Elections Commission (WEC) active voter contact information for the City of Richland Center (approximately 2,471 email addresses) and Richland County (approximately 9,464 email addresses). This will result in well over 100 responses. IPA will also conduct an additional statistically relevant online survey of City and County staff and elected officials.
- **Focus Groups and Listening Sessions:** Facilitate structured opportunities for residents to share experiences, expectations, and desires for the Symons Recreational Complex.

- **Stakeholder Working Sessions:** Conduct three facilitated sessions with City, County, and partners to ideate, validate data, explore models, and refine recommendations.

Strategic Options and Financial Modeling

- **S.W.O.T. Analyses:** Develop strengths, weaknesses, opportunities, and threats for the current operational model and each alternative model under consideration.
- **Financial Projections:** Create 5–10 year financial models for each option, including operating costs, capital investment needs, revenue projections, and subsidy requirements.
- **Feasibility Testing:** Evaluate alternative models—including School District partnerships, YMCA operation, public-private models, or hybrid governance structures—for financial sustainability and service impact.

Draft Findings and Public Feedback

- **Draft Report:** Present preliminary analysis and recommendations in a comprehensive report that includes comparative data, financial models, and visual exhibits.
- **Working Group/Public Presentation:** Share findings with the project working group and the public to gather feedback and assess reactions to alternative operational models.
- **Refinement:** Incorporate stakeholder feedback into the final recommendations.

Final Report and Implementation Strategy

- **Final Comprehensive Report:** Provide a clear, actionable document with recommended operational model(s), implementation steps, timelines, and measurable performance indicators.
- **Formal Presentation:** Deliver professional presentations to the City Council, County Board, and Natatorium Board, ensuring leaders are equipped to make informed decisions.
- **Implementation Roadmap:** Outline practical next steps, including governance changes, partnership structures, and communication strategies.

Commitment to Intentional Communication

In addition to the technical, financial, and governance analysis described above, IPA places high importance on communications as a driver of successful implementation. Throughout the study, we will emphasize clear and consistent messaging with stakeholders, ensuring that residents, partners, and decision-makers remain engaged and informed. As a final deliverable, IPA will also equip the City of Richland Center with a tailored communications strategy—a practical guide to help leaders plan, share outcomes, build public trust, and navigate next steps in implementing the chosen operational model for the Symons Recreational Complex.



Proposed Project Schedule with Key Milestones

IPA proposes a clear and efficient project schedule that balances comprehensive analysis with meaningful engagement. The following timeline outlines the major phases, deliverables, and stakeholder touchpoints, demonstrating our ability to complete the project within 16 weeks while ensuring a thorough evaluation and actionable results.

Weeks 1–2: Project Initiation

- Kick-off meeting with City, County, Natatorium Board, Symons Foundation, School District, and other stakeholders.
- Confirm project scope, goals, communication protocols, and data needs.
- ***Deliverable: Inception Report - Project Definition Summary*** *(Summarizing our understanding of the project, refined work plan, key milestones, communication plan, and initial data collection strategy).*

Weeks 3–5: Data Collection and Assessment

- Review existing reports, financial statements, and facility usage data.
- Conduct comparative analysis of at least three peer facilities.
- Begin stakeholder interviews, and finalize community and stakeholder surveys (design and execution).
- ***Deliverable: Preliminary Data and Assessment Framework*** *(Detailed written report presenting all assessment findings, analysis (SWOT, space needs, marketing), financial models, and preliminary recommendations for operational models, including their pros, cons, and potential impacts).*

Weeks 6–7: Community and Stakeholder Engagement

- Launch statistically relevant community and stakeholder online surveys to resident/voter lists, and City and County staff and elected officials.
- Facilitate initial structured stakeholder working session.
- Hold community focus group to gather resident feedback.
- ***Deliverable: Community Survey Results and Focus Group Summary.***

Weeks 8–10: Operational and Financial Analysis

- Complete S.W.O.T. analysis of current and alternative models.
- Develop space needs assessment and marketing review.
- Prepare draft multi-year financial models (5–10 years) for each option.
- ***Deliverable: Draft Financial Models and Operational Alternatives.***

Weeks 11–12: Preliminary Findings

- Facilitate second stakeholder session to review draft findings.
- Present preliminary recommendations at a public information session.
- ***Deliverable: Draft Comprehensive Project Report with Preliminary Recommendations.***

Weeks 13–15: Refinement and Finalization

- Facilitate third stakeholder session to refine recommendations.
- Incorporate feedback from community and governing bodies.
- ***Deliverable: Final Comprehensive Project Report.***

Week 16: Presentation and Close-Out

- Formal presentation of findings and recommendations to City Council, County Board, and other key stakeholders.
- ***Deliverable: Final Presentation and Implementation Strategy.***



IPA Partner Jay Shambeau conducting a workshop for the City of River Falls

Firm Qualifications and Relevant Experience

Innovative Public Advisors (IPA) is a Wisconsin-based public sector consulting firm specializing in operational studies, strategic planning, organizational assessments, and executive recruitment. Founded by seasoned municipal administrators, IPA has grown into a premier partner for cities, villages, towns, and counties seeking innovative yet practical solutions to complex challenges. Our team combines decades of hands-on local government leadership with subject-matter experts (e.g., Craig Hoeppner) in parks and recreation, Fire/EMS, law enforcement, communications, and information technology (IT).

IPA has developed a strong reputation for guiding communities through municipal planning projects that balance service expectations with fiscal realities. This includes leading recreation facility assessments, financial modeling, and governance reviews that help elected officials make informed, data-driven decisions. Our approach is highly collaborative, rooted in stakeholder engagement, and oriented toward actionable recommendations that reflect each community's unique character and goals.

Relevant Municipal Planning and Recreation Facility Assessments

Building on more than three decades of recreation leadership, our Parks and Recreation Advisor, Craig Hoeppner, CPRP, brings extensive experience managing the Oconomowoc Community Center. He has successfully led major design, funding, and construction initiatives for public spaces in Oconomowoc, West Bend, and Waukesha. Most recently, Craig established the Friends of Oconomowoc Parks and Trails organization and authored the 2030 Park and Open Space Plan, further demonstrating his ability to blend community engagement, strategic planning, and long-term facility development.

IPA's work through the Wisconsin Department of Revenue's Innovation Planning Grant program is extensive—exploring shared service models for muncipalities across the state, including:

- Fire/EMS studies for the Villages of Orfordville and Cambridge, Town of Holland, City of Onalaska, and more.
- Policing and public safety studies for the Villages of Wind Point and Deer Park.
- Municipal staffing studies for the Village of Kewaskum and City of Neillsville.
- IT service studies for the Village of Bayside and Village of Trempealeau.
- Downtown economic development and tourism plan for the Village of Trempealeau.

Each project integrated stakeholder engagement, facility and inventory assessments, and detailed financial modeling to evaluate options for sustainable shared-service delivery.

Experience with Public-Private Partnerships and Service Transfers

IPA's portfolio includes extensive work with public-private partnerships and service transfers, where we develop governance and funding models that balance municipal oversight with nonprofit, contracted, or intergovernmental delivery. Through this experience, we help communities carefully evaluate multiple service pathways—ranging from direct municipal operation to joint departments or external partnerships—and identify the model that delivers the greatest long-term value, sustainability, and accountability. Recent examples include:

- **Library and Recreation Facilities:** Advising on operational structures that balance municipal oversight with nonprofit and private sector support, IPA is currently assisting the City of Oconto Falls and surrounding municipalities in developing a joint library system. This effort involves extensive public engagement, the creation of public-private partnerships, and the transfer of services from multiple jurisdictions into a single, shared library—ensuring both efficiency and expanded community access.

- **Fire/EMS:** IPA has conducted numerous studies examining contracted services, joint departments, and cross-jurisdictional collaborations. In many communities, EMS is provided through private contracts while fire response relies heavily on full-, part-time or volunteer personnel, creating unique challenges for sustainability and service delivery. Shared service discussions in this field are inherently complex and require meaningful engagement from municipal leaders, elected officials, fire and EMS personnel, and community stakeholders. With the expertise of IPA's Fire/EMS Advisor, Paul Stephans, we facilitated inclusive processes where every voice was heard, multiple governance and service models were evaluated, and agencies gained a clear understanding of their options for potential partnerships, consolidation, or enhanced collaboration.

- **Downtown Economic Development and Tourism:** IPA is partnering with the Village of Trempealeau, its local nonprofit organizations, and neighboring municipalities to strengthen downtown vibrancy and regional collaboration. By sharing resources—whether through coordinated marketing, joint event planning, or collaborative infrastructure investment—the community is able to achieve a greater collective impact than any single entity could on its own. Our work focuses on activating public spaces with strategic programming and placemaking initiatives that draw residents and visitors alike, while aligning local nonprofits and municipal leaders around a unified tourism strategy. This collaborative approach not only enhances the quality of life for residents but also drives visitor traffic, supports small businesses, and generates positive economic development outcomes across the region.

Through our practical experience working in municipal leadership roles (see resumes on pages 12-14) and work with the Innovation Planning Grant program, IPA has the ability to navigate governance, finance, and stakeholder engagement—helping communities make informed and sustainable decisions about facilities, staffing, and services while building the trust and partnerships needed for successful implementation.

Innovative Public Advisors

Advancing local government a different way—the IPA way.

Innovative Public Advisors (IPA) is a premier public sector executive recruitment and strategy firm dedicated to empowering municipalities with tailored solutions that enhance leadership, optimize operations, and drive positive community impact.

Founded by experienced municipal professionals Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, IPA offers a wide range of services. With a focus on delivering innovative, sustainable solutions, IPA is committed to helping local governments navigate complex challenges and strengthen their capacity to serve their communities effectively.

Services

- **Executive Recruitment & Interim Services**
- **Economic Development & Grant Writing**
- **Strategic & Specialty Plan Development**
- **Professional Coaching & Mentorship**
- **Communications & Marketing Strategies**
- **Governance Training & Facilitated Retreats**

IPA Team

Innovative Public Advisors is led by partners Jess Wildes and Jay Shambeau, two seasoned professionals with extensive experience in public sector management and strategic consulting.

Together, they bring a wealth of expertise in government administration, operations, communications, and leadership development—offering innovative solutions to help local governments thrive.



CRAIG HOEPPNER CPRP

craigerh34@outlook.com | 262-388-4751

EDUCATION

MASTER OF BUSINESS ADMINISTRATION
UW - Milwaukee

BACHELOR OF SCIENCE
Parks and Recreation Administration, UW - La Crosse

CERTIFICATES & AWARDS

National Recreation and Park Association (NRPA) Certified Park and Recreation Professional

NRPA two-time Gold Medal Finalist

Wisconsin Park and Recreation Association (WPR) Professional Award of Merit

WPRA George Wilson Service Award

WPRA Presidential Recognition Award

WPRA Recreation Section Young Professional of the Year

Boy Scouts of America Eagle Award

Seven-time WIAA Boys State Basketball Official

INNOVATIVE PUBLIC ADVISORS, PARKS & RECREATION ADVISOR

Craig is a certified park and recreation professional with more than 30 years of municipal leadership experience. He has overseen multimillion-dollar budgets, secured millions in state and federal grants, and led the design and construction of major public amenities, including the Lac La Belle Boat Launch, Oconomowoc Skate Park, multiple splashpads, and the Downtown West Bend Riverwalk (Phase 1). Known for his strategic planning expertise, project leadership, and collaborative approach, Craig has been recognized with multiple state and national awards for his ability to create vibrant, sustainable, and community-driven parks and recreation systems.

PARKS, RECREATION, AND FORESTRY DIRECTOR

City of Oconomowoc, Oconomowoc, Wisconsin, 2019–2023

- Managed the Oconomowoc Community Center, including staff, programming, budgeting, maintenance and capital repairs.
- Led the design, funding, and construction process for Oconomowoc Skate Park, Oconomowoc Rotary Splashpad at Roosevelt Park, John & Lavinia Rockwell Park, LCPC Pickleball Courts, and more.
- Wrote successful Knowles-Nelson Stewardship Grants for John & Lavinia Rockwell Park ($250,000 and $330,000) and Lac La Belle Boat Launch reconstruction ($1,020,000) projects.
- Established the Friends of Oconomowoc Parks and Trails.
- Updated the City of Oconomowoc Bike and Trail Plan
- Worked with DNR/DOT/City staff to complete preliminary study for Meadow View to Nature Hills multi-use pathway
- Authored the approved 2030 Park and Open Space Plan.

PARKS, RECREATION, AND FORESTRY DIRECTOR

City of West Bend, West Bend, Wisconsin, 2004–2019

- Supervised 17 full-time, 6.5 FTE recreation seasonal employees and hundreds of volunteers annually.
- Prepared and managed a $1.95 million Parks, Recreation & Forestry operating budget and additional $500,000 capital budget.
- Managed 1,425-acre park system with 37 properties, 20 miles of trails.
- Raised more than $1.5 million dollars to construct the Silver Lining Stage, Regner Pavilion, Rotary Splashpad, new restrooms, renovated the Strachota Bandstand and the Rotary and Kiwanis Concession Stands.

RECREATION SERVICES MANAGER & RECREATION SUPERVISOR

City of Waukesha, Waukesha, Wisconsin, 2002-2004 and 1990-2002



JAY SHAMBEAU ICMA-CM, MPA

jay@public-advisors.com | 262-355-6102

EDUCATION

MASTER OF PUBLIC ADMINISTRATION
UW - Oshkosh

BACHELOR OF SCIENCE
Regional Analysis and Geography, UW - Green Bay

LEADERSHIP WISCONSIN
UW-Madison, 2014

ACCOLADES

Credentialed Manager
International City/County Management Association, 2024

Recipient of ICMA's prestigious 30 Years of Service Award

SERVICE

Rotary International
West Bend Sunrise Rotary Club

Boys and Girls Club of Washington County
Board Member

United Way of Washington County, Campaign Co-Chair

West Bend Area Chamber of Commerce, Board Member

West Bend Tourism Commission, Chairman

Kettle Moraine Lutheran High School, Board Member and President

INNOVATIVE PUBLIC ADVISORS, PARTNER
Jay is a highly experienced public sector professional with 32 years of expertise in city and county government management, strategic planning, and public policy, Jay has worked with municipalities of all sizes to drive organizational efficiency, enhance governance, and secure critical funding. His background includes leading complex projects, facilitating collaborative planning efforts, and providing executive coaching to local government leaders. Jay is known for his relationship skills and practical approach, blending deep knowledge of governmental processes with a commitment to delivering impactful results. His leadership and insight have helped numerous local governments achieve their goals and navigate the challenges of an ever-evolving public sector landscape.

CITY ADMINISTRATOR
City of West Bend, West Bend, Wisconsin, 2016–2025

- Responsible for the administration of daily city operations and implementing policies established by the City Council.
- Oversee $30M budget, lead economic development activities, manage department head team, foster community engagement, ensure efficient delivery of services, and promote the city's growth and development.

ASSOCIATE
Public Administration Associates, LLC, Wisconsin, 2024

PLANNING AND PARKS ADMINISTRATOR
Washington County, Wisconsin, 2014-2016

COUNTY ADMINISTRATOR
Calumet County, Wisconsin, 2008-2014

- Responsible for the daily operations of county government, ensuring efficient delivery of services and adherence to budgetary guidelines.
- Collaborated with elected officials, managed staff, and facilitated communication between departments to promote effective governance and community engagement.

VILLAGE ADMINISTRATOR
Village of Kewaskum, Wisconsin, 2006-2008

- Responsible for the management of municipal operations, including implementing policies set by the Village Board and managing all departments.
- This position involved budgeting, community planning, economic development, and fostering relationships to ensure effective service delivery and enhance community development.

PLANNING DIRECTOR & VOLUNTEER FIREFIGHTER
Clark County, Wisconsin, 1993-2006



JESS WILDES MPA, MS

jess@public-advisors.com | 262-339-5658

EDUCATION

MASTER OF PUBLIC ADMINISTRATION
University of Wisconsin Oshkosh

MASTER OF SCIENCE
Integrated Marketing Communications
Eastern Michigan University

BACHELOR OF ARTS
College of Saint Benedict & Saint John's University

SERVICE

Rotary International
West Bend Sunrise Rotary Club

International City/County Management Association (ICMA) Assistant Chief Administrative Officer (ACAO) Committee Member

Wisconsin Economic Development Association (WEDA) Board Member

Mid-Moraine Municipal Court Board Member

Downtown West Bend Business Improvement District (BID) Board Executive Director

Visit Washington County Board Member and Vice President

Honored as one of ELGL's "Top 100 Influencers in Local Government"

INNOVATIVE PUBLIC ADVISORS, PARTNER
Jess is a seasoned strategist specializing in local government communications, public relations, and grant acquisition. With a proven track record of securing significant local, state, and federal funding, Jess has helped municipalities access critical resources to support community development, infrastructure, and essential services. Her work also includes crafting effective communication strategies, enhancing public engagement, and building transparent, trust-based relationships between local governments and their communities. With her expertise in both strategic messaging and grant writing, Jess is committed to helping local governments secure the resources they need while fostering strong, effective communication.

ASSISTANT CITY ADMINISTRATOR
City of West Bend, West Bend, Wisconsin, 2020–2025
Also served as Communications and Economic Development Director

- Performed economic development activities to promote business development, retention, and job creation.
- Coordinated with all departments to increase the quality and consistency of the city organization's messaging and content
- Acquired alternative revenue sources through grants ($6.5+ million), fundraising and partnerships.
- Set strategy and manage a talented team of professionals responsible for community television programming, social media, public relations, internal and external communications, brand management, and tourism promotion.
- Built meaningful relationships with constituents, community leaders, business owners, state-level officials, and economic developers.
- Managed five city departments: Assessors, Communications, City Clerk, Human Resources, and Information Technology.

DIRECTOR OF COMMUNICATIONS & MARKETING
Museum of Wisconsin Art, West Bend, Wisconsin, 2017–2020

SENIOR ACCOUNT EXECUTIVE
Trefoil Group, Milwaukee, Wisconsin, 2016–2017

DIRECTOR OF RECRUITMENT MARKETING
Mount Mary University, Milwaukee, Wisconsin, 2013–2016
Northland College, Ashland, WI, 2009–2013

Fee Proposal

Innovative Public Advisors (IPA) proposes to complete this project on a fixed-fee basis of $62,000. The proposed not-to-exceed fee is all-inclusive; travel costs for site visits and public engagement activities, mileage, meals, and lodging are incorporated into the fixed fee. Similarly, expenses related to meeting facilitation, survey tools, printing, and presentation materials are included. No additional costs will be billed to the City beyond the approved project budget.

The project will be structured in four key phases, each representing a major milestone and deliverable:

Project Initiation and Data Collection ($10,000)

- Kick-off meeting with the City, project team alignment, and refinement of scope and timeline.
- Collection and review of existing documents, facility data, budgets, and prior studies.
- Development of detailed stakeholder engagement plan.
- *Value: Establishes a clear project foundation, ensures accuracy and efficiency in subsequent phases.*

Facility Assessment, Stakeholder Engagement, and Program Analysis ($25,000)

- Site visits to the Symons Recreation Complex and supporting facilities.
- Interviews with staff, elected officials, and community stakeholders.
- In-person working sessions (throughout the project).
- Facility condition evaluation, program usage review, and benchmarking against peer communities.
- *Value: Provides an objective and data-driven understanding of existing conditions and future needs.*

Financial Modeling and Governance Options ($13,000)

- Development of operating and capital cost models.
- Evaluation of governance and management structures, including public-private partnerships or service transfer options.
- Comparative analysis of funding strategies and subsidy levels.
- *Value: Equips decision-makers with clear financial scenarios, aligning operations with long-term sustainability.*

Final Report, Recommendations, and Presentations ($14,000)

- Preparation of document and final reports with actionable recommendations.
- In-person presentation to City leadership, facility stakeholders, and the public.
- Integration of community feedback into final deliverables.
- Provide a communications strategy to guide leaders in planning, sharing outcomes, building public trust, and navigating next steps for implementation.
- *Deliverable: Polished, complete, and actionable report that delivers clear recommendations and a detailed roadmap balancing community expectations, fiscal responsibility, and service quality.*

References

Innovative Public Advisors (IPA) has extensive experience leading Wisconsin municipalities through strategic planning and shared service evaluations, many funded by the Wisconsin Department of Revenue's Innovation Planning Grant. These projects combine financial modeling, organizational assessment, and stakeholder engagement to deliver actionable, community-driven recommendations that strengthen intergovernmental collaboration, public-private partnerships, and position local governments for long-term cost savings and sustainability.

Trempealeau County, Wisconsin



Three-year Comprehensive Strategic Plan and Communications Plan
The IPA team conducted a detailed communications needs and staffing assessment for Trempealeau County, which guided the creation of a countywide *Strategic Communications Plan*. Building on that foundation, IPA led an inclusive strategic planning process that engaged county leaders, staff, and stakeholders, resulting in a polished and actionable three-year *Comprehensive Strategic Plan* that establishes priorities, measurable goals, and a clear roadmap for implementation.

Rebecca Glewen, County Administrator, Trempealeau County, Wisconsin
rebecca.glewen@co.trempealeau.wi.us, 920-763-4094

City of Neillsville, Wisconsin



Innovation Planning Grant Study
IPA conducted a comprehensive study titled *Seeking Partnerships and Efficiencies: A Study of the City of Neillsville's Police, Public Works, and City Hall Staffing.* This project evaluated organizational structure, staffing capacity, and opportunities for shared services, with the goal of identifying sustainable solutions that enhance service delivery, improve operational efficiency, and reduce long-term costs.

Barb Petkovsek, 3rd Ward Council Member, City of Neillsville, Wisconsin
barb.petkovsek@gmail.com, 715-429-0486

Town of Holland, Wisconsin



Innovation Planning Grant Study
The IPA team conducted an in-depth analysis titled *Exploring Shared Fire Services: A Feasibility Study for the Town of Holland and Regional Partners.*
This study examined the potential for greater collaboration among the Town of Holland, Village of Holmen, City of Onalaska, and Town of Onalaska to address growing service demands and increasing fiscal pressures. The project assessed current staffing models, response times, facilities, and apparatus needs, while also evaluating governance structures and financial implications of various shared-service options.

Rick Niemeier, City Administrator, City of Onalaska, Wisconsin
rneimeier@onalaskawi.gov, 608-433-8712



Innovative
Public Advisors

Innovative Public Advisors, LLC

P.O. Box 122, West Bend, Wisconsin 53095

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CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: WEDC Connect Communities Program Application

Requested & Presented by: Alderperson Tepley

Meeting Date: Finance Committee and Common Council on 10-07-2025

Committee Review:

Background: The Wisconsin Economic Development Corporation's Connect Communities Program offers technical assistance, training, and networking support to communities working to strengthen and revitalize their downtown or commercial districts. Services include help with economic development strategies, promotions, social media planning, small business support, volunteer engagement, and organizational structure improvements.

Richland Center would benefit from access to case studies, best practices, peer networking, and direct support from WEDC staff as we continue to advance downtown revitalization goals. The program also positions communities for future Main Street designation.

If approved, the application would be submitted during the Fall 2025 intake period. Participation requires an annual fee and submission of basic annual reporting. City personnel will not be active participants in this program but will work with the group identified by Alderperson Tepley to ensure adherence to program requirements.

Financial Impact: $200 Annual Fee

Funding Source: Unbudgeted Expenditure from Community Development Budget Section

Requested Action:

FINANCE: Motion to recommend to the Common Council approval for the City of Richland Center to apply to WEDC's Connect Communities Program.

COUNCIL: Motion to approve the City of Richland Center's application to WEDC's Connect Communities Program.

Attachment(s):

- Main Street and Connect Communities Program Overview
- Connect Communities Services Brochure
- Main Street Program Brochure
- Connect Communities Program Guidelines

MAIN STREET AND CONNECT COMMUNITIES PROGRAMS

WISCONSIN ECONOMIC DEVELOPMENT

REVITALIZING COMMUNITIES IN WISCONSIN

Downtowns and historic commercial districts play an important role in their communities and in Wisconsin's overall economy, functioning not only as prominent employment and business centers, but as the cultural and civic heart of the community. Successful commercial districts don't just happen. They need to be planned and nurtured. Their prosperity requires interest and action from many stakeholders.

How it works

Two programs exist to assist Wisconsin communities with revitalization efforts: Main Street and Connect Communities. These programs help local leaders leverage the unique assets of their downtowns and commercial districts, providing access to resources and networking opportunities.

Participants in both the **Wisconsin Main Street Program** and the **Connect Communities Program** receive operational assistance designed to facilitate revitalization of downtowns and urban commercial districts. These programs benefit a diverse array of communities by size and geography, supporting the efforts of both emerging and established revitalization programs. Resources provided to program participants by the Wisconsin Economic Development Corporation (WEDC) include:

- Regular training including regional workshops, webinars, and discussion calls
- Toolkits, case studies, and best practice library
- Staff and board orientation
- Business and property owner training and resources
- Annual awards recognition opportunities

Eligibility requirements

Participating communities must have an organization or group focused on downtown/historic district issues, commit to participating in education and training, and fulfill annual reporting requirements. Communities will be required to sign a participation agreement with WEDC, and Connect Communities will pay an annual participation fee of $200.

Application and selection process

Connect Communities applications are accepted twice per year: in the spring and in the fall. Main Street applications are due annually in mid-April.

APPLICATION DETAILS

A competitive application process is used to identify communities that are ready and able to advance downtown revitalization initiatives.

Both Main Street and Connect Communities applicants should demonstrate the following:

- Defined downtown/ commercial district
- Need for assistance
- Organizational stability
- Availability of local support and resources

Main Street applicants must also have paid staff, meet minimum budget requirements, and have successfully completed at least one year in the Connect Communities Program.

For more information about the Main Street and Connect Communities programs, contact a WEDC regional economic development director.

You can find the list of regional directors and territories covered at **wedc.org/regional**.

Wisconsin Main Street

CONNECT COMMUNITIES PROGRAM SERVICES

WISCONSIN ECONOMIC DEVELOPMENT

BENEFITS OF CONNECT COMMUNITIES' MEMBERSHIP

Connect Communities can take advantage of many tools and resources to assist your program, municipality, property owners and businesses. A sampling of the most requested services is listed below, but the Wisconsin Downtown Development team is always open to identifying other strategies to meet community needs. Any business, property owner or stakeholder engaged with the downtown revitalization efforts is welcome to participate provided that the host community has returned their contract and $200 annual fee.

GENERAL

- Access to recorded webinars on relevant topics such as: interior merchandising, signage and storefront design, development financing, board development, marketing, inventory management, etc.
- Access to numerous toolkits on common topics; road construction, design guidelines, event impact measurement, etc.
- Access to research and case studies for common initiatives (residential development, public art, façade improvement programs, entrepreneurship, etc.)
- Access to 35 years of case studies and examples of representative projects and initiatives including images and materials
- Access to Network Wisconsin discussion group with a network of individuals with deep knowledge of downtown issues
- Ability for businesses to participate in annual contests to receive funding and assistance including Main Street Makeover and Place-Makeover
- For women-, minority- and veteran-owned businesses, the ability to access match funds for kiva 0% interest loans
- Ability to host regional discussion group networking sessions to foster conversation on key topic of interest

ORGANIZATION

Basic Services

- Draft Infographic and basic economic data
- Online orientation module for board/volunteer training

Enhanced Services

- Organizational Structure Assessment – review and suggestions for changes to bylaws, organization policies, memorandums of understanding and partnership agreements.
- Committee Refreshers/Strategic Planning – staff attendance at committee meeting to set goals, update work plans, generate new ideas and improve work processes.

DESIGN

Basic Services

- Access to examples of the following upon request:
  - Successful design and signage regulations
  - Design-related articles and toolkits
  - Local design guidelines template

Enhanced Services

- Regional design training (schedule permitting)
- Examples of similar property style rehab project designs/color schemes to encourage quality design

ECONOMIC VITALITY

Basic Services

- Entrepreneur/new business market information.
- Review of financial projections for development project.

Enhanced Services

- Business Retention Survey – assistance developing survey questions, hosting survey tool and analyzing results. Property Rehab Strategy – discuss property challenges and develop potential strategies to foster reuse or rehab.

PROMOTIONS

Basic Services

- Website or social media review/audit.
- Monthly promotions call

Enhanced Services

- Canva Template Development – develop custom social media templates for program or businesses to create branded materials.
- Social Media Calendar Planning – assistance to develop annual social media posting plan.



SUCCESSFUL COMMERCIAL DISTRICTS DON'T JUST HAPPEN.

They need to be planned and nurtured. Their prosperity requires interest and action from many stakeholders who share a vision for the community.

WEDC's downtown development programs are designed to help communities identify necessary initiatives, stakeholders and resources to make their downtown or urban commercial district a more vibrant and engaging place to live, work and play.

Our programs are designed around The Main Street Approach®, which provides a holistic framework for downtown revitalization focused on four key points:

Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the commercial district.

Design works to create a safe, inviting environment for shoppers, workers and visitors while preserving a place's historic character.

Economic Vitality works to build a commercial district that responds to the needs of today's consumers while promoting economically profitable businesses and properties.

Promotion communicates unique characteristics, cultural traditions and community pride to create a positive image and attract interest in and traffic to your district.

DOWNTOWNS AND HISTORIC COMMERCIAL DISTRICTS PLAY AN IMPORTANT ROLE IN OUR COMMUNITIES AND IN WISCONSIN'S OVERALL ECONOMY.

MAIN STREET AMERICA™

MAIN STREET WISCONSIN

Photos courtesy of Main Street Marshfield, Sturgeon Bay Visitor Center, and Eagle River Revitalization Program.

WEDC.ORG

WISCONSIN ECONOMIC DEVELOPMENT



DOWNTOWN DEVELOPMENT PROGRAMS

ACHIEVING YOUR VISION FOR REVITALIZATION

MAIN STREET | CONNECT COMMUNITIES

WISCONSIN ECONOMIC DEVELOPMENT

RESOURCES AND SERVICES

Participants in both the Wisconsin Main Street and Connect Community Programs enjoy access to a wide variety of educational resources, training and tools designed to further local revitalization initiatives, including:

- Regional workshops on pertinent topics
- Annual conference programming
- Regular webinars
- Case studies and best practices
- Regional networking events
- Manager/board orientation/training
- Toolkits on relevant topics such as market analysis, volunteer management, event production, design guidelines, marketing, etc.

WISCONSIN MAIN STREET communities receive intensive technical assistance from WEDC's downtown development staff and consultants to provide tailored support, design assistance and topical solutions for local challenges as well as targeted support for local businesses and property owners.

OUTCOMES

Downtown development is not a one-size-fits-all endeavor, and local outcomes are as unique as the communities they represent. Ranging in size from 700 to 600,000 residents, each program has made strides in achieving local goals. Participants commonly report increased storefront occupancy, improved environment and aesthetics, increased property values and an expanded customer base, among other outcomes.

PROGRAMS

MAIN STREET

The **Wisconsin Main Street** program was created in 1987, and is affiliated with the National Main Street Center. The **Main Street America™** program is designed to provide technical support and training for organizations dedicated to downtown or commercial corridor revitalization activities. The program is flexible in its ability to accommodate a wide range of community sizes and situations. Successful programs will have established a strong local base of support which enables them to undertake a broad spectrum of initiatives specifically designed to foster local success.

CONNECT COMMUNITIES

Created in 2013, the Connect Communities program is designed to provide training and networking for communities or organizations working on revitalization topics. Connect Communities is a great option for communities beginning new revitalization efforts, those looking to provide additional resources to support local commercial district businesses and property owners, and individuals interested in networking with other professionals and gaining useful information on strategies and techniques to address common revitalization challenges.



APPLICATION INFORMATION

MAIN STREET

Applicants to the Wisconsin Main Street program must be organizations focused on downtown or urban commercial district issues. The organization must have paid staff and an adequate budget for carrying out activities ($40,000 in communities under 5,000 or $70,000 in larger communities).

Applications are accepted annually in the spring, and interviews will be held with eligible applicants to determine organization readiness. Up to 3 new communities will be admitted to the program in the following fiscal year.

Participating organizations must complete regular reporting and meet annual attendance requirements to remain in the Wisconsin Main Street Program.

CONNECT COMMUNITIES

Applicants for Connect Communities program may be any organization or governmental entity interested in pursuing revitalization activities at the local level.

Applications are accepted twice annually in the spring and fall, and up to 20 new communities will be admitted to the program in each fiscal year.

Participating organizations must complete annual reporting and meet annual attendance requirements to remain in the Connect Communities program.

WISCONSIN ECONOMIC DEVELOPMENT

Main Street and Connect Communities Program

Program Guidelines for Fiscal Year 2025
Lead Division: Business and Community Development
☐ **New** ☐ **Revised**
☒**Grant** ☐ **Loan** ☐**Tax Credit** ☐**Technical Assistance**

Introduction

Background Information: WEDC provides technical assistance to communities in the planning, management, and implementation of strategic development projects in downtowns and urban neighborhoods. This includes Main Street support and Connect Communities, which is aimed at supplementing the Main Street program by expanding services to more downtowns across the state. WEDC will maintain partnerships and develop new ones with other state and local public and private entities such as the UW-Extension and USDA Rural Development to provide services to municipalities undertaking downtown revitalization projects.

WEDC will annually develop a plan that describes the objectives of the state Main Street Program and the methods for 1) coordinating with public and private sector, 2) soliciting private sector funds for revitalization of business areas, and 3) helping municipalities engage in revitalization with help from interested individuals and organizations[1]. WEDC matches technical assistance from our own staff, the National Main Street Center and outside consultants to needs of respective municipalities and non-profit organizations. WEDC will also work with local communities to set strategies to solicit funding from the private sector in those communities to support the local downtown revitalization effort.

Program's Purpose: The Main Street program is designed to increase local capacity to carry out projects and initiatives, increase the organizational effectiveness of entities working on revitalization issues, increase the public and private investment in downtown areas and, by extension, reduce vacancy and increase property values in the Main Street member districts.

Eligibility Requirements

Eligible Applicants: Eligible entities for Main Street and Connect Communities are communities or urban neighborhoods with a central or core business district and demonstrated local commitment to preservation and revitalization activities. Regional entities may apply for the Connect Communities program on behalf of multiple communities (1,000 or less in population) within their region. Regional coordinators commit to meeting program attendance, sharing information and collecting annual reporting information from participants.

Eligible Use of Funds: As a technical assistance program, no funding is directly provided. Technical assistance is given in the form of training, façade renderings, small business consultations, and hiring of outside consultants to address topics such as business recruitment and retention, branding, historic preservation planning and event development.

Matching: There are no matching requirements for this technical assistance.

[1] Wis. Stat. § 238.127(2)(c).

WISCONSIN ECONOMIC DEVELOPMENT

Available Incentives

FY25: $250,000 (non-aids contracting)

Award Sizes: As a technical assistance program, awards are provided as staff time for approved, enrolled communities.

Activities and Expected Outcomes

Assist 35 Main Street communities, one new community in FY25; 89 Connect Communities, plus 10 new communities in FY25, and 150 small businesses.

Impact: Communities should see an increase in their: local capacity to carry out projects and initiatives, increase the organizational effectiveness of entities working on revitalization issues, increase the public and private investment in downtown areas and, by extension, reduce vacancy and increase property values in the Main Street member districts.

Metrics:

Main Street – includes monthly reporting on all Connect Communities metrics, plus the following:

- Number of events and attendance
- New open or closed housing units
- Development or demolition and value
- Property sales or use changes

Connect Communities – annual survey includes:

- New and expanded businesses, jobs created
- Closed or moved out businesses, jobs lost
- Private investments in downtown, public investments in downtown
- Events of initiative launched
- Wisconsin Main Street services used
- Volunteer hours for downtown efforts

Application Guideline

Timeline: The Main Street application process is competitive. Main Street applicants must be an active Connect Communities participant for at least one year prior to applying for Main Street. Eligible applicants must submit a letter of intent to apply for Main Street to the Program Manager by December 1st of the prior year.

Communities interested in the Connect Communities program submit an application to be considered in one of two annual application periods.

Review Considerations: WEDC will take the following into account when considering Main Street or Connect Communities applications[2]:

[2] Wis. Stat. § 238.127(2)(f).

- Organizational capability: An applicant's ability to bring financial and volunteer resources together according to the National Main Street Center's four-point approach to downtown revitalization.
- Public Sector Commitment[3]: The participation from local government in the form of financial and staff commitment to the local downtown revitalization effort.
- Private Sector Commitment[4]: The participation from local businesses and individuals in the form of financial[5] and volunteer commitment to the local downtown revitalization effort.
- Financial Capacity: The ability of the community to bring together comprehensive financial resources to adequately support the downtown revitalization program. For Main Street Communities, this includes funds to employ a local program manager to manage the effort for at least 5 years[6]. Communities with populations of 5,000 or more must employ a full-time, paid program manager and meet a minimum budget requirement. Communities of less than 5,000 must employ a half-time program manager and meet a minimum budget requirement. A community's ability and commitment to hiring design consultants [7] and providing training[8] will also be taken into consideration.
- Need: Applicants must show that they need the Connect Communities or Main Street Program. This need is exhibited by vacancy rate, excessive competition from competing areas, blight, building deterioration, and business mix issues.
- Physical Capacity: An applicant's ability to show that they have sufficient building stock, businesses and a recognizable downtown district.
- Historic Integrity: An applicant's existing historic resources downtown and genuine interest in saving and restoring their historic structures. WEDC will employ a Design Specialist to assist Main Street communities with design plans.

In addition to these criteria, local Main Street communities must commit to training and sharing downtown revitalization information with communities that do not participate in the Main Street Program[9].

How to Apply:

Main Street:

- The Wisconsin Economic Development Corporation will annually select up to three new Main Street communities based on applications submitted to WEDC. Main Street applicants must be an active Connect Communities participant for at least one year prior to applying for Main Street. Eligible applicants must submit a letter of intent to apply for Main Street to the Program Manager by December 1st of the prior year. Applicants will then host an on-site workshop with local stakeholders to discuss the application process, followed by completion of the written application and in-person interview.

[3] Wis. Stat. § 238.127(2)(f)1.
[4] Wis. Stat. § 238.127(2)(f)1.
[5] Wis. Stat. § 238.127(2)(f)2.
[6] Wis. Stat. § 238.127(2)(f)3.
[7] Wis. Stat. § 238.127(2)(f)4.
[8] Wis. Stat. § 238.127(2)(f)5.
[9] Wis. Stat. § 238.127(2)(h).

- The Main Street application process is competitive. When applications are received, they go to an outside committee that is selected annually. Committee members have backgrounds related to downtown development. The committee will review applications and in-person presentations from applicants and make a recommendation to management. As this is a technical assistance program, no funds are awarded.

Connect Communities:

- Communities interested in the Connect Communities program submit an application to be considered in one of two annual application periods. Applications are reviewed by WEDC staff, and the recommendations are approved by management.

Award Process: When Main Street applications are received, they go to an outside committee that is selected annually. Main Street communities are approved by WEDC leadership annually while Connect Communities are approval semi-annually.

Performance Reporting: Main Street participants will be required to submit a periodic performance report documenting new businesses, new jobs, buildings rehabilitated, public improvements, attendance at promotional events, new downtown housing units, volunteer hours, as well as any other contract deliverable.

Connect Communities will report annually on local activities including investment, businesses, jobs, volunteer activity and accomplishments for the duration of their program participation.

WEDC may impose additional reporting requirements to evaluate project performance and to ensure compliance with contract deliverables.

Revision History

Program Inception – 1987 Wisconsin Act 109 – Fiscal Year 1987

- 7/1/2019: Added statutory citations; simplified Program Description; clarified Expected Outcomes.
- 7/1/2020: Clarified awards and application process and performance reporting requirements.
- 7/1/2022: Expands eligibility for regional entities to apply for Connect Community status on behalf of smaller communities.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: HUD Grant Administration Services

Requested & Presented by: Administrator Oliphant & Economic Development Director Glasbrenner

Meeting Date: Finance Committee and Common Council on 10-07-2025

Background: As discussed at previous Committee and Council meetings, the City was awarded a $2,500,000 HUD CPF Grant to support public infrastructure initiatives. This award carries with it a unique set of federal compliance, reporting, and environmental review requirements. Given the complexity and duration of the grant—spanning multiple projects and several years—staff determined that professional grant administration services would be necessary to ensure accurate financial reporting, compliance monitoring, and environmental clearances.

In accordance with the City's Financial Policy on professional services procurement, competitive quotes were solicited for technical and consulting services. The selected firm will be responsible for:

- Oversight of financial management, reporting, and drawdowns via DRGR.
- Preparation and submission of semi-annual performance and financial reports.
- Monitoring compliance with federal requirements.
- Environmental Review: Full process from initiation through HUD release of funds/clearance.
- Assistance with procurement compliance, subrecipient monitoring, and conflict-of-interest adherence.
- Conducting all competitive bidding processes required under City and federal policy.
- Coordination with staff, HUD, and project partners to ensure timely progress, documentation, & closeout.

Preliminary Quotes Received		
Firm	Est. Cost	Summary
Ayres Associates	≈ $196,100.00	Grant administration and environmental review services for (3) projects on a time and materials basis.
MSA Professional Services	≈ $120,500.00	Grant administration and environmental review services for (3) projects on a time and materials basis.
Vierbicher Associates	≈ $61,900.00	Grant administration and environmental review services for (3) projects on a time and materials basis.

Given the nature of this request and the proposals received, staff reviewed each proposal not only on cost but also on the scope of inclusions and overall effectiveness in administering a multi-project federal grant. While the firm selected for grant administration is not required to perform the environmental reviews, consolidating these functions under one party offers a more cost-effective and efficient process.

Department Recommendation: Based on scope completeness and cost competitiveness, staff recommends contracting with Vierbicher Associates for HUD Grant Administration Services.

Financial Impact: ≈ $61,900.00

Funding Source: Eligible Expense - HUD CPF Grant B-24-CP-WI-2332

Requested Action:

FINANCE: Motion to recommend to the Common Council to approve contracting with Vierbicher Associates for grant administration services associated with HUD CPF Grant B-24-CP-WI-2332.

COUNCIL: Motion to approve contracting with Vierbicher Associates for grant administration services associated with HUD CPF Grant B-24-CP-WI-2332.

Attachment(s):

- Ayres Grant Administration Services Estimate
- MSA Grant Administration Services Estimate
- Vierbicher Grant Administration Services Estimate

Outlook

Re: Request for Quote – HUD Grant Administration Services

From Banach, Mitchell <BanachM@AyresAssociates.com>
Date Mon 09/29/2025 10:54
To Darcy Perkins <darcy.perkins@richlandcenterwi.gov>
Cc Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Ashley Oliphant <ashley.oliphant@richlandcenterwi.gov>; Shambeau, Gareth <ShambeauG@AyresAssociates.com>

Darcy,

We estimate that the grant administration and environmental review services for three projects over the seven-year grant period, at $196,100 on a time and materials basis. The environmental review level would be an Environmental Assessment for each of the three projects.

Please let me know if you'd like to proceed with formal proposal.

Mitchell Banach, PG | Geologist
Office: 715.834.3161 | Direct: 715.831.7659 | Cell: 262.818.8908
Ayres Associates Inc. | www.AyresAssociates.com
Ingenuity, Integrity, and Intelligence.

PROPOSAL TO PROVIDE
HUD Community Project Funding Grant Services

October 7, 2025

Darcy Perkins, Municipal Services Specialist
City of Richland Center
450 South Main Street
Richland Center, WI 53581

Re: Proposal to Provide HUD Community Project Funding Grant Services

Dear Darcy:

The City of Richland Center's longstanding and strategic investment in housing, economic development, and public services through its federal entitlement programs is commendable. As the City advances its HUD-funded projects—supported by a $2.5 million HUD Community Project Funding Grant for major infrastructure initiatives—effective monitoring and compliance will be critical to project success.

MSA Professional Services, Inc. (MSA) brings extensive experience in grant administration, monitoring, and compliance review services for both state and federally funded projects, positioning us well to support the City of Richland Center in meeting its administrative responsibilities. For over 40 years, our dedicated in-house Funding Team has partnered with communities across the region to ensure complex projects are executed seamlessly.

In the past five years alone, our team has successfully administered dozens of HUD grants, delivering efficient and comprehensive monitoring and compliance support aligned with HUD regulations and policies. Our principal coordinator, Brittney Mitchell, offers over ten years of experience with HUD and other federal and state-funded programs—demonstrating our capability to manage subrecipient project files, prepare and submit required documentation, and coordinate compliance reviews with municipal staff. As your project manager, I also bring direct experience with the CDBG program.

We have a proven track record of completing projects on time and within budget. References from past clients attest to our qualifications and successful outcomes.

We understand the critical role that effective grant administration plays in the success of HUD-funded projects. We are confident that our expertise and commitment will contribute to the timely and efficient completion of compliance tasks across CDBG and ESG projects—and we are ready to begin work immediately.

Enclosed is our detailed proposal, which outlines our qualifications, technical expertise, management and staff capabilities, relevant experience, and a cost estimate for the scope of services described. We welcome the opportunity to collaborate with the City and its subrecipients on this engagement. Please feel free to contact me with any questions or requests for additional information.

Thank you for considering our proposal.

Sincerely,
MSA Professional Services, Inc.

Brittney Mitchell

Brittney Mitchell, Team Leader | Project Manager
(608) 355-8892 | bmitchell@msa-ps.com



MSA PROFESSIONAL SERVICES, INC.

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

MSA's roots reach back to 1919. Our firm is over 500 employees strong, including engineers, architects, planners, landscape architects, funding experts, surveyors, GIS specialists, and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions.

PRINCIPALS OF THE FIRM

ADMINISTRATION
Nick Wagner, PE, CEO

OPERATIONS
Mike Statz, PE, COO

BUILDINGS
Service Line Lead
Kevin Ruhland, PE, Vice President

LAND
Service Line Lead
John Langhans, PE, Vice President

MOBILITY
Service Line Lead
Kevin Ruhland, PE, Vice President

PUBLIC WORKS
Service Line Lead
Rob Uphoff, PE, Senior Vice President

WATER
Service Line Lead
Jason Miller, PE, Vice President

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

500+
TEAM MEMBERS



17 OFFICE LOCATIONS

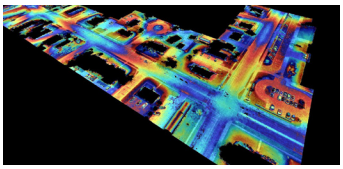
POSITIVELY IMPACTING
THE LIVES OF OTHERS SINCE 1919

44
INDUSTRY AWARDS EARNED SINCE 2017

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

AREAS OF EXPERTISE






FUNDING

Our funding experts excel at coordinating grant and loan applications, and fulfilling the requirements of various agencies to help our clients turn project ideas to reality.

- Tax Increment Financing (TIF)
- Grant Writing
- Grant Administration
- Project Financing

PLANNING & LANDSCAPE ARCHITECTURE

MSA has specialists in all areas of community planning, urban design and economic development. Our award-winning planners and landscape architects work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles.

- Comprehensive Planning
- Neighborhood and Corridor Planning
- Park and Recreation Planning
- Downtown Revitalization
- Housing
- Economic Development
- Capital Improvement and Strategic Planning
- Public Administration
- Urban Design
- Transportation Planning

ENVIRONMENTAL SERVICES

MSA's environmental scientists and technicians help communities identify and clean up contamination. We understand regulatory requirements and have built critical relationships with regulatory agencies.

- Phase I and II Environmental Site Assessments
- Wetland Design, Delineation, Restoration and Permitting
- Brownfield Site Development
- Asbestos, Lead and Mold Inspection/Remediation
- Spill Investigation and Remediation
- Solid and Hazardous Waste Management
- Permitting and Planning
- NPDES Compliance, Adaptive Management Plans, and Nutrient Trading

ENGINEERING

We know the key to strong communities is the happiness of their residents and the health of their economies. MSA focuses on working alongside public and private clients to achieve both these ends by designing and constructing projects that solve age-old problems and encourage new development.

- Street and Utility Design and Reconstruction
- Potable Water Supply, Treatment and Distribution
- Wastewater Collection and Treatment Systems
- Stormwater Management
- Park and Recreational Space Design
- Site and Land Development Civil Design
- Airport Planning and Design
- Agricultural Engineering
- Bridge Design and Construction
- Traffic Planning and Engineering
- Real Estate Acquisition

ARCHITECTURE

From intricate historical restorative projects to high-rise programming and design, our team aspires to design buildings that enrich the lives of our clients and enhance their futures.

- Architectural Design
- Mechanical, Electrical, Plumbing and Fire Protection Design
- Building Planning and Feasibility Studies
- Programming and Space Planning
- Site/Building Evaluation
- LEED® and Sustainable Design

SURVEYING & ASSET MANAGEMENT

MSA's surveyors have the resources and expertise to efficiently and accurately complete fieldwork and to provide high-quality survey documents.

- Land Surveys (Boundary Location or Establishment)
- Subdivision Surveys
- Topographical Surveys for Development Projects
- Redevelopment/Streetscape Surveys
- Infrastructure/Facility Design Surveys
- Utility Surveys
- Flood Elevation Surveys
- Construction Staking
- Control Surveys for Environmental Assessments
- ALTA/NSPS Land Title Surveys
- Mobile and Web-Based GIS Development





PHILOSOPHY & PROJECT APPROACH

We understand that the City of RIchland Center is seeking professional services to support the monitoring and compliance of federally funded Housing and Urban Developlment (HUD) projects. MSA's team of in-house funding experts has extensive experience administering HUD-funded programs and understands the complexities of compliance with 24 CFR Part 570 (CDBG), 24 CFR Part 576 (ESG), 2 CFR Part 200 (Uniform Guidance), and the HUD monitoring handbook. We are prepared to complete all tasks utilizing a monitoring framework that aligns with HUD regulations and the City's 2025-2029 Consolidated Plan goals.

HOW MSA IS UNIQUELY QUALIFIED

HUD-FUNDED PROJECT EXPERIENCE

For over 40 years, MSA has had a team of in-house funding specialists who put our clients' needs and interests first. We have 13 full-time professionals who specialize in federally funded housing, community development, and infrastructure programs. Our funding team has monitored and administered countless projects funded by HUD CDBG, HOME, USDA-RD, and state-level block grant programs. Our professionals are deeply familiar with HUD's evolving compliance requirements, from Davis Bacon labor standards to performance tracking.

COMMITMENT TO LOCAL GOVERNMENTS

MSA works with many cities, villages and communities throughout the region and believes in serving communities for the long haul, not simply winning select projects. We are grateful to be seen as a trusted, long-term partner for managing funding programs for municipal projects and operations. To be successful, you need a partner who knows the complexities of grant administration, and will create monitoring systems and capacity that help ensure continued success in HUD monitoring, reporting, and audits. Therefore, we have assembled a team of experienced professionals with extensive relevant experience to lead in the monitoring of your projects.

PRE-QUALIFICATIONS

Our staff includes compliance specialists who meet HUD's professional standards for grant administration, with expertise in:

- **CDBG compliance** (national objectives, eligible activities, environmental review, procurement, Davis-Bacon, URA/ relocation).
- **ESG compliance** (client eligibility, HMIS data quality, habitability standards, match documentation, VAWA confidentiality protections).
- **2 CFR Part 200** (cost principles and subrecipient monitoring).

MSA'S APPROACH TO FUNDING COMPLIANCE

We will deliver a structured, task-based approach that mirrors the City's RFP requirements:

- **Desk and On-Site Reviews** – Conduct reviews of up all HUD activities, assessing eligibility, procurement, financial management, labor standards, and program outcomes.
- **Monitoring Tools & Templates** – Develop and provide customized checklists, form letters, and templates for use during monitoring, corrective actions, and future City-led compliance efforts.
- **Monitoring Reports** – Prepare clear, written reports documenting findings, concerns, and corrective actions, with HUD regulatory citations for each issue.
- **Corrective Action Tracking** – Establish a log to track subrecipient responses, deadlines, and resolution of findings, helping to ensure accountability through project closeout.



Brittney Mitchell

PROJECT MANAGER
FUNDING TEAM LEADER

Brittney leads MSA's in-house Funding Team and oversees project financing from start to finish. With nearly a decade of direct funding experience, she assists with grant and funding applications, coordinates funds, and administers project funding from design phase through project completion. Brittney works with numerous grant, principal forgiveness and loan programs to assist communities and tailor funding packages to meet their needs. She also provides oversight to all FFP, CDBG, and DNR grant administration projects that MSA is leading.

Education

B.A., Marketing and Business Administration,
University of Wisconsin-Whitewater

Selected Project Experience

- 2025 CDBG PF and SDW Applications, Suring, WI
- 2024 CWF & SDW Applications and Administration, Barron, WI
- 2024 CDBG Administration, Siren, WI
- 2024 CDBG Administration, Frederic, WI
- 2024 CDBG Re-Application, Beaver Dam, WI
- 2024 CDBG-PF 24-03 Grant Admin, Beaver Dam, WI
- 2024 CDBG-PF Application and Income Survey, Brodhead, WI
- 2024 CDBG Application & ERR, Merrillan, WI
- 2024 CDBG Administration, Merrillan, WI
- 2024 CDBG PF 24-19 Administration, Rib Lake, WI
- 2024 CDBG Application, Rib Lake, WI
- 2024 CDBG PF and CWF Applications, Jacobs, WI
- 2024 CDBG-PF 24-05 Grant Administration, Campbellsport, WI
- 2024 CDBG-PF Application, Campbellsport, WI
- 2024 CDBG-PF 24-20 Grant Administration, Ripon, WI
- 2024 CDBG Administration, Mauston, WI
- 2024 CDBG Income Survey Assistance, Abbottsford, WI
- 2024 CDBG PLNG Grant Administration, Tigerton, WI
- 2024 CDBG Income Survey/Application, Oconto Falls, WI
- 2024 CDBG PLNG Grant Admin, Wausaukee, WI
- 2024 CDBG-PF Income Survey and Application, Horicon, WI
- 2023 CDBG Administration, Barron, WI



Kianna Lindh

COMMUNITY DEVELOPMENT ADMINISTRATOR

Kianna's main role involves helping communities identify tailored funding solutions for their projects and overseeing the administration of those funds until project completion. With her expertise, she navigates various funding streams including Community Development Block Grants (CDBG), Wisconsin DNR, USDA-RD, and TIF. Kianna takes pride in collaborating with communities to secure funding for their projects and seeing them come to fruition.

Education

B.S., Public Administration, University of Wisconsin-La Crosse

Selected Project Experience

- 2024 CDBG Administration, Siren, WI
- 2024 CDBG Application, Siren, WI
- 2023 CDBG Administration, Barron, WI
- 2023 CDBG Application, Barron, WI
- 2024 CDBG Administration, Frederic, WI
- 2024 CDBG Application, Frederic, WI
- 2024 CDBG-PLNG Administration, Amery WI
- 2024 CDBG-PLNG Application, Amery, WI
- 2024 CDBG Administration, Mauston, WI
- 2024 CDBG Administration, Merrillan, WI
- 2024 CDBG Application & ERR, Merrillan, WI
- 2022 CDBG Administration, Deer Park, WI
- CDBG-PF Income Survey and Application, Princeton, WI
- 2024 SDW & CDBG Applications, Minong, WI
- CDBG-PF Administration, Mattoon, IL
- 2023 CDBG Administration, Ladysmith, WI
- 2023 CDBG Administration, Dresser, WI
- CDBG CV Administration, Peshtigo, WI
- CDBG-ED Application & Administration, Jefferson, WI
- CDBG-CV Administration, West Baraboo, WI
- 2022 CDBG CV Administration, Shawano, WI
- 2022 CDBG Administration, Omro, WI
- 2021 CDBG-PF Administration, Crandon, WI
- 2020 CDBG-PF Application, Fox Lake, WI
- 2020 CDBG-Close Administration & DNR Application & Administration, Bangor, WI
- 2021 CDBG ED Application and Administration, Juneau, WI



Ben Andrews

COMMUNITY DEVELOPMENT ADMINISTRATOR

Prior to working at MSA, Ben worked in the field of local government management and has experience working with funding in that capacity. He has assisted communities in applications for and administration of multiple funding sources, including Community Development Block Grants, DNR Environmental Loans, and FEMA grants.

Education

B.S., Public Administration, University of Wisconsin-Green Bay
MPA, Public Administration, University of Wisconsin-Oshkosh (In-Progress)

Selected Project Experience

- Breakwall Final Engineering, Bayfield, WI
- 2023 CDBG PF Application (Project Manager), De Pere, WI
- Grant Identification Solicitation and Management Services, De Pere, WI
- Income Survey (Project Manager), De Pere, WI
- FY2022 Pre-Disaster Mitigation Funding, Elroy, WI
- CDBG-CL - Water Replacement (PM, Supervisor), Fort Atkinson, WI
- CDBG-Close Administration-Demolition (PM, Sup.), Fort Atkinson, WI
- Income Survey and 2023 CDBG Application, Gillett, WI
- 2023 CDBG Administration (PM), Hurley, WI
- CDBG CL PF Grant App and Admin., Mauston, WI
- CDBG PF Administration (PM), Montreal, WI
- 2022 CDBG App, 2023 SDW App & Admin., Montreal, WI
- 2023 SDW App & Admin., Montreal, WI
- TID 3 Creation 2023, Oconto Falls, WI
- 2023 CDBG PF Application, Park Falls, WI
- 2023-24 CDBG Income Survey, (PM), Ripon, WI
- 2020 Funding Administration, Ripon, WI
- 2021 FEMA AFG Application, Seymour, WI
- 2023 CDBG Application (PM, Sup.), Seymour, WI
- CDBG Income Survey and Application, Shawano, WI
- WPCF Upgrade Construction Related Services, Sun Prairie, WI
- 2022 CDBG Income Survey & Application (PM), Ripon, WI
- CDBG CLOSE PF Grant Admin. Services, Florence, WI
- Taycheedah CDBG Administration, Fond du Lac, WI
- Sanitary District, WI 2023 CWF App & Income Survey, Plymouth, WI



Jennifer Trader

COMMUNITY DEVELOPMENT SPECIALIST

Jennifer has assisted with the administration of more than 20 CDBG projects as well as monitored several different Davis-Bacon wage rate projects. Before coming to MSA, Jennifer held positions as a school librarian, materials buyer/planner, inventory manager and industrial engineer.

Education

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

Selected Project Experience

- 2025 CDBG-PF Application, Abbotsford, WI
- 2025 CDBG-PF Application, Wautoma, WI
- CDBG-PF Income Survey & Application, Horicon, WI
- 2024 CDBG-PF Application, Brodhead, WI
- 2025 CDBG Application & Income Survey, Shawano, WI
- 2025 to 2026 CDBG Income Survey, Stratford, WI
- 2024 CDBG Administration, Mauston, WI
- 2023 CDBG Administration, West Baraboo, WI
- Wastewater Treatment Facility Design Grant Administration/ Wage Rate Monitoring, Hillsboro, WI
- Waukechon Street Reconstruction CDBG Administration, Shawano, WI
- CDBG Administration, Campbellsport, WI
- CDBG Administration for Taycheedah Street Reconstruction Project, Fond du Lac County, WI
- Keller Avenue Reconstruction Funding Applications and Administration, Amery, WI
- CDBG Application and Administration, Hillsboro, WI
- 2022 Application, Montreal, WI
- CDBG Application and Administration, Palmyra, WI
- Hospital Area Street and Utility Project Funding Applications and Administration, Park Falls, WI
- Housing Study and Needs Assessment CDBG Planning Grant Application and Administration, Park Falls, WI
- County Road Y Reconstruction CDBG Grant Administration, Winnebago County, WI
- CDBG Grant Administration, Shawano, WI
- 3rd / Monroe / Pine / Maple Street Reconstruction CDBG Grant Administration, Pittsville, WI
- CDBG Grant Administration, Abbottsford, WI
- Funding Applications and Administration, Greenwood, WI

RELATED PROJECT EXPERIENCE

MSA has extensive experience with the CDBG program. Since 1977, MSA has secured more than $140 million in CDBG funding for our client communities. These have included projects that incorporate improvements to public facilities, community facilities, public facilities for economic development (PFED), housing, and emergency assistance.

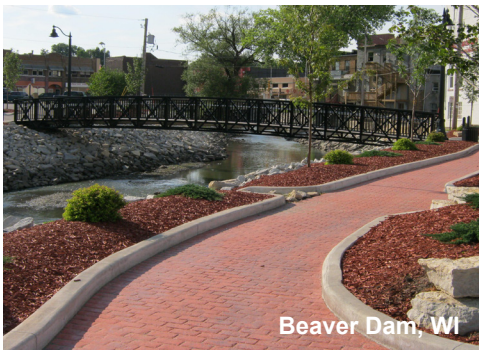
Throughout the past five years, MSA has secured more than $43.9 million for municipal clients in CDBG-Public Facilities, CLOSE, and PFED funding. These dollars will support water, sewer, stormwater and road improvement projects, as well as community facilities for our client communities.

MSA's Funding Team offers unrivaled experience in providing CDBG grant administration services to client communities in the Midwest.

We provide full grant administration services, including grant agreement negotiations, environmental review, procurement, labor standards compliance, semi-annual reporting, equal opportunity monitoring, grant monitoring and closeout in accordance with the latest CDBG Implementation Handbook.

MSA's Funding Team has long been involved with the CDBG program. As a leader in the CDBG program, MSA regularly attends CDBG trainings.


Antigo, WI


Beaver Dam, WI



Burnett County, WI

MSA'S CURRENT EXPERIENCE WITH THE CDBG PROGRAM

MSA is actively partnering with over 20 clients on CDBG-PF grant administration, providing the same scope of services proposed herein which includes labor standards and section 3 compliance. This experience positions MSA to be a strategic partner to Richland Center.

Our prior work administering CDBG-PF grants in Wisconsin has required us to carry out core federal compliance functions such as project file management, adherence to 2 CFR Part 200 and Davis-Bacon requirements, environmental review, subrecipient coordination, and preparation of federally required documentation. These responsibilities mirror many of the monitoring and reporting tasks proposed herein, and our deep understanding of the HUD CPD Monitoring Handbook position our team to deliver effective CDBG/ESG compliance services for the City of Richland Center.

- City of Barron
- City of Ladysmith
- Village of Dresser
- City of Hurley
- City of Juneau
- City of Park Falls
- City of Shawno
- Town of Silver Cliff
- City of Brodhead
- Village of Campbellsport
- City of Oconto Falls
- Village of Rib Lake
- City of Ripon
- City of Princeton
- City of Beaver Dam
- City of Mauston
- Village of Merrillan
- Village of Frederic
- Village of Siren
- City of Horicon

MSA'S CDBG SUCCESS



CITY OF SHAWANO, WI

MSA has been a partner with the City of Shawano on many projects. Specifically, MSA's funding team has provided application writing and grant administration services for multiple CDBG-PF, CDBG-CL, and CDBG-CV programs, including but not limited to:

- 2019 – CDBG-CL Application and Administration, Waukechon Street reconstruction, $400,000
- 2019 – CDBG-CI and CDBG-PF Application and Administration, Naberhood Downtown Plaza Construction, $1,600,000
- 2019 – CDBG-PLNG Application and Administration, Multiple Community Housing Study in which the City was the grant sponsor, $25,000
- 2021 – CDBG-CV Application and Administration, Memorial Park and Kuckuk Park Improvements, $2,500,000
- 2023 – CDBG-PF Application and Administration, Lutz, Andrews, Smalley Street and utility improvements, $1,000,000

Along with securing and administering these awards, MSA also provided services for the writing of a Vibrant Spaces grant for which the City received a $50,000 award.

MSA's partnership with the City doesn't consist solely of winning and administering awards for them. MSA also provides consultation services by providing recommendations for many DNR, SDW, CWF, DOT, USDA, and WEDA grant opportunities that the City applies for.

MSA has also provided engineering, park design, and planning services for many of the City's projects.

CLIENT CONTACT
Matt Hendricks | Director of Parks, Recreation & Special Projects
127 S Sawyer Street, Shawano, WI 54166
mhendricks@cityofshawano.com
(715) 526-6171



VILLAGE OF OAKFIELD, WI

The Village of Oakfield, like many other small communities, continues to struggle with ways to finance street and utility projects. As municipal revenues stay level or increase slightly each year, the cost of making needed street and infrastructure improvements continues to rise and out-pace those revenues.

The most critical street and utility need in the Village of Oakfield pertained to a section of North Main Street from Church Street to the northern limits of the Village. North Main Street is also County Trunk Highway Y. Fond du Lac County had scheduled to improve CTH Y in 2019 and the Village needed to replace the utilities under this street.

In 2018, the Village of Oakfield turned to MSA for assistance. The Village, with MSA's assistance, conducted an income survey of the households along North Main to determine eligibility for the Community Development Block Grant for Public Facilities (CDBG-PF) program. The results of the survey indicated that the Village did qualify, and with MSA's assistance, submitted a grant application which was awarded that summer. The project was $1.9 million and the Village received CDBG-PF funds amounting to $500,000. The Village was left with funding the project at $1.3 million.

In the fall of 2018, the Department of Administration rolled out the CDBG-CLOSE program. Fond du Lac County had approximately $2.1 million available for projects. The portion of CTH Y (N. Main Street) in the Village of Oakfield qualified for CDBG-PF, and in April of 2019, Fond du Lac County approved allocating $1.0 million of their CDBG-CLOSE funds to the Village of Oakfield North Main Street and Utility Project.

MSA provided grant application and administration for the project.

CLIENT CONTACT
Miriam Thomas | Clerk
130 North Main Street, P.O. Box 98
Oakfield, WI 53065-0098
mthomas@villageofoakfield.com
(920) 583-4400



ROBERT STREET AND WEST 12TH STREET

CLINTONVILLE, WAUPACA COUNTY, WI

The City of Clintonville's pavement on both roadways was in very poor condition and had reached the end of its useful life. The drainage system lacked capacity to adequately handle even a normal stormwater run-off, and the utilities were old and failing.

MSA funding experts helped secure $1,218,310 in grants for this $2 million project. The balance is being funded through low-interest loans provided by the Safe Drinking Water Loan Program and the Clean Water Fund Program.

The City hired MSA to plan, design and secure funding for roadway, drainage, and collection system improvements for both Robert Street and W. 12th Street. By combining these two projects, the City was able to gain efficiencies in making upgrades to their sewer collection system, water distribution, roadway and storm sewer infrastructure.

MSA played a vital role in coordinating with City officials, contractors, and private property owners to deliver the project on time and under budget.

A funding summary of the project is as follows:

- Total Project Cost = $2,059,741
- CDBG Grant = $500,000
- SDW Grant = $343,468 (estimate)
- SDW Loan = $419,794 (estimate)
- CWF Grant = $374,845 (estimate)
- CWF Loan = $458,845 (estimate)

CLIENT CONTACT

Caz Muske | City Administrator
50 10th Street, Clintonville, WI 54929
CMuske@clintonvillewi.org
(715) 823-7600





CITY OF CRANDON, WI

The City of Crandon, like many other small communities, continues to struggle with ways to finance street and utility projects. As municipal revenues remain level or increase slightly each year, the cost of making necessary street and infrastructure improvements continues to rise, outpacing those revenues.

The most recent street and utility need in the City of Crandon pertained to a section of East Polk Street from S. Park Avenue to E. Glen Street. Critical public utilities, such as the main sanitary sewer interceptor carrying 95% of the wastewater to the treatment plant, were failing. Without repair, these issues could have led to catastrophic consequences.

In 2020, the City of Crandon turned to MSA for assistance. With MSA's support, the City determined community-wide eligibility for the Community Development Block Grant Public Facilities (CDBG-PF) program. With this determination, MSA, on behalf of the City, submitted a grant application for the project. The City was awarded a grant of $1,000,000 in CDBG-PF dollars.

The total project costs amounted to $3.4 million, leaving the City responsible for funding $2.4 million of the project. MSA continued to assist the City in securing as much funding as possible. This led to WDNR State Revolving Fund applications through the Safe Drinking Water Loan Program (SDWLP) and Clean Water Fund Program (CWFP). The City was eligible for 60% Principal Forgiveness (PF). When the final funding list was released, the City received $788,546 in PF through the SDWLP and $621,659 in PF through the CWFP, totaling roughly $1.4 million in grant dollars from the WDNR SRF Program.

The remaining $880,000 became a WDNR loan through these programs at the low interest rate of 1.287%, leaving the City of Crandon with $120,000 to be covered by their internal funds.

MSA provided grant application and administration services for the entire project.

CLIENT CONTACT

George Stamper | Mayor
601 W Washington St, Crandon, WI 54520
clerk@cityofcrandonwi.gov
(715) 478-3690

COSTS

- Grant Administration: Time and Expense cost for the three specified projects (Hive Drive, Jefferson Street Redevelopment, and Lamont Subdivision) is $55,000.

- Environmental Review: Basic Environmental Services: $44,500 (minimum services required for HUD grant compliance)
Additional Environmental Services: $21,000 (services that may be required as the review process progresses)
Total Estimated Environmental Services: $65,500 Time and Expense



IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

HUD COMMUNITY PROJECT FUNDING GRANT SERVICES
RICHLAND CENTER, WI
SEPTEMBER 25, 2025

MSA

www.msa-ps.com

HUD Grant Administration.

From Andrew R. Kurtz <akur@vierbicher.com>

Date Mon 10/06/2025 17:06

To Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Matt Muchow <mmuc@vierbicher.com>

Jasen and Darcy,
Below please find our project understanding, preliminary scope of services, expectations of others in the project, and estimated fees. The potential 5 year duration of the Grant Administration engagement covering 3 distinct projects with 3 different engineering firms and multiple general contractors and subcontractors increases the complexity and level of effort required to complete the Grant Administration Services. Our proposal reflects our experience in administering complex grant funded projects similar to those planned in Richland Center.

We look forward to discussing the Grant Administration engagement and working with you on these projects.

Thanks.

==========

I. PROJECT UNDERSTANDING

The City of Richland Center was awarded a $2,500,000 HUD Community Project Funding / Congressionally Directed Spending Grant for Water, Sewer, and Road Infrastructure Expansion within the municipal boundaries of Richland Center, WI. The Projects identified include:

1. **Hive Drive – Public Right-of-Way Improvements:** Intersection improvements, stormwater management, and DOT-compliant public sidewalk installation near RC High School.
2. **Jefferson Street Redevelopment (Downtown)**: Road, sanitary sewer, water, stormwater, and parking lot improvements to support downtown redevelopment and address aging infrastructure.
3. **Lamont Residential Housing Subdivision Development**: Roadway and utility extensions (~1,800 feet) to serve a new subdivision, addressing the community's critical housing shortage.

The identified projects are anticipated to run concurrently with a total time duration of the HUD Grant Administration Activities spanning five (5) years encompassing three (3) independent projects.

II. SCOPE OF SERVICES

A. General

Consultant shall work with Client to provide HUD Grant administration services for the above project. All work to be undertaken as part of this proposed program must be undertaken in accordance with the Federal Code of Federal Regulations, including but not limited to 2 CFR Part 200, 2 CFR Part 180, 24 CFR Part 50, 24 CFR 58, 24 CFR Part 75: and other applicable State and federal requirements.

B. Specific Services Provided by Consultant to Applicant:

1. Assist the City of Richland Center with finalization of the HUD grant agreement and amendments, as applicable.

2. Assist the City of Richland Center with enrollment in the DRGR system.

3. Establish and maintain record keeping and filesystem as required by the HUD program.

4. Complete the Environmental Reviews in accordance with the HUD Implementation Manual. Services shall include preparation of the environmental documents, public notices and Request for Release of Funds.

5. Participate in pre-construction meetings with Contractors and Subcontractors to communicate the following:

   a) Role of the Consultant related to the project
   b) Funding program requirements
   c) Expectations of contractors and subcontractors

6. Act as the Federal Labor Standards officer for the project. Duties shall include:

   a) Obtain Federal Wage Rates,
   b) Assembling Federal Wage Rate documents into bidding specifications,
   c) Monitor wage determination changes and issue new wage decisions as needed during project bidding,
   d) Complete and submit semi-annual labor standards compliance reports,
   e) Monitor contractor payroll reports for compliance with Davis-Bacon requirements,
   f) Interview contractor employees as required by Davis-Bacon Act,
   g) Complete and submit the final Labor Standards Certification.

7. Assist with procurement compliance, subrecipient monitoring and conflict of interest compliance.

8. Support competitive bidding processes as required by HUD Grant Agreement, Federal regulation and City policy.

9. Monitor and report on compliance with Federal Regulations, HUD requirements and policies applicable to the project.

10. Manage financial records and prepare financial management journals as required by the HUD program. Prepare and submit HUD requests for payment and related required documentation.

11. Assist the Client with setting up the grant account to receive HUD disbursements. Prepare and submit requests for disbursement of funds. Coordinate payment of project invoices with other funding sources and document matching.

12. Assist with Equal Opportunity compliance as required by the HUD program.

13. Assist with Fair Housing Actions required by the HUD program.

14. Prepare and submit HUD reporting documents including semi-annual performance reports, single audit statements, Equal Opportunity/Minority Business Enterprise/Woman Business Enterprise (WBE/MBE) compliance reports, and Project Completion Report as outlined in the HUD Contract.

15. Prepare and submit closeout reports and coordinate closeout of the HUD Grant at the completion of the project.

16. Attend City Council meetings as necessary.

III. INFORMATION PROVIDED BY OTHERS

In order to complete our scope of services, the following information shall be provided by others:

A. Engineers for each of the identified projects will generate project manuals that meet HUD requirements and comply with federal regulations and local policies. Project manuals for each project will be provided to the Consultant.

B. Engineers for each identified project will conduct the bidding process for each of the projects. Bill documents and results will be furnished to the consultant.

C. Provide Engineers with all criteria and full information as to Client's requirements for the project, including design objectives and constraints, performance requirements, flexibility, expandability, and any budgetary limitations; furnish copies of all design and construction standards which Client will require to be included in the drawings and specifications; and furnish copies of Client's standard forms, and conditions, including insurance requirements and related documents for Consultant to include in the bidding documents, or otherwise when applicable.

D. Furnish to Consultant any other information pertinent to the project including reports and data relative to previous designs, investigations at or adjacent to the site, including hazardous environmental conditions and other data such as reports, investigations, actions or citations.

E. Maintenance of files, including filing of documents in appropriate file folders.

F. Services of the Client's attorney.

G. Miscellaneous expenses incurred by the Client related to the implementation of the HUD program. These expenses may include personnel training, travel, postage, office supplies, telephone, newspaper publication costs, and copies.

IV. FEES

A. The HUD Grant Administration Services will be provided on a time and expense basis to the Client for the scope of services described herein. The estimated fee for these services is based on the scope of work across three (3) projects over a five (5) year grant administration period. The total estimated fee is $61,900.

B. This fee assumes that the work will be completed within the time frame set forth herein. If significant delays to the project occur, which are not due to the negligence of the Consultant including, by way of example and not limitation, decisions of the Client, regulatory approvals, deferrals to the next construction season or calendar year, etc., the Consultant reserves the right to negotiate and adjust an appropriate change to the fees.

C. Reimbursable expenses will be charged to the client as identified in the above stated fees. These expenses may include personnel training, travel, postage, office supplies, telephone, newspaper publication costs, and copies.

Andrew R. Kurtz
Planning & Community Development Manager

vierbicher
planners | engineers | advisors

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CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item:	2026 Richland County EMS Contract	**Meeting Date:**	Finance and Council on October 7, 2025
Requested by:	Ashley Oliphant, City Administrator	**Attachment(s):**	2026 EMS Contract

BACKGROUND: The City has historically received EMS through an agreement with the County, with the current contract set to expire on December 31, 2025. On September 26, 2025, the County provided a proposed one-year contract to continue EMS for the City and other participating municipalities, with a signing deadline of November 1, 2025.

Contract Analysis: The proposed 2026 EMS contract from the County includes material changes compared to the current and previous agreements. Given the nature of these modifications and the constrained review period, I cannot recommend approving the contract in its current form. The November 1, 2025, deadline provides insufficient time to fully assess the terms or resolve identified concerns effectively.

Proposed Remedy: To ensure uninterrupted EMS while addressing these issues, the City and County Administrators are collaborating to identify a mutually beneficial solution. Subject to the approval of the County Board/designated committee, the City has suggested a three-month extension of the current agreement through March 31, 2026. This extension would facilitate:

1. A comprehensive review of current EMS operations by a workgroup comprising representatives from participating municipalities and the County.
2. An evaluation of concerns with the proposed contract and potential amendments to determine if continued County EMS participation is in the City and other participant's best interest.
3. Exploration of alternatives, including forming a joint EMS district independent of the County or securing a new provider, to prevent any service disruption.

Legal and Community Considerations: While the City is not legally obligated to provide EMS unlike towns, it has a longstanding commitment to ensuring this critical service for residents. Abruptly ceasing participation without an alternative provider would create significant public health and safety risks, as no immediate replacement services are available. Collaboration with Richland Hospital may also be explored as part of transition planning to ensure a sustainable solution.

Recommendation

1. Decline to sign the proposed County EMS contract due to unresolved concerns and insufficient review time.
2. Formally request an extension of the current agreement through March 31, 2026, to allow for thorough evaluation and planning.
3. Accept a rate adjustment in the extended agreement, provided it excludes capital expenditures.

This approach ensures continued EMS coverage, addresses contract concerns, and supports a collaborative process to secure a long-term solution that prioritizes resident safety.

FINANCIAL IMPACT:

a) If one-year contract is approved as presented there will be an increase of $52,422.50 from 2025 to 2026 amounting to a total cost of $167,512.50 (the 2025 total cost is $115,090); or

b) If an extension is approved, an adjusted rate may also be approved but is yet to be determined by the County Board/designated committee. If no rate reduction occurs, it would be reasonable to assume the County would assess a cost of a quarter of the annual cost for the three-month extension period. The cost of the remaining nine months would be determined by the provider selected by each governing body.

FUNDING SOURCE: 2026 Budget – Ambulance/Contracted Service 10-52600-560

REQUESTED ACTION:

FINANCE: Motion to recommend to the Council to decline executing the proposed 2026 EMS contract with Richland County as presented and instead authorize the City Administrator to formally request an extension of the current EMS agreement through March 31, 2026, with a rate adjustment excluding capital expenditures, to ensure uninterrupted service and allow time for a thorough evaluation of service options.

COUNCIL: Motion to decline executing the proposed 2026 EMS contract with Richland County as presented and instead authorize the City Administrator to formally request an extension of the current EMS agreement through March 31, 2026, with a rate adjustment excluding capital expenditures, to ensure uninterrupted service and allow time for a thorough evaluation of service options.

RICHLAND COUNTY EMS SERVICE CONTRACT

RECITALS

WHEREAS the City / Town / Village of Richland Center ("Municipality"), being without its own emergency medical services ("EMS services"), finds it necessary to contract with Richland County Ambulance Services ("County") to provide these services to the citizens and property of this community and those traveling through this community; and

WHEREAS the parties deem it to be in the best interest of the Municipality to maximize its EMS services protection by entering into this collaborative Agreement regarding the provision of such services; and

WHEREAS the Municipality deems it to be in its best interest to maximize EMS services and to minimize the cost to its citizens and property taxpayers by entering into this Agreement for EMS services with the County; and

WHEREAS Wis. Stat. § 66.0301 allows municipalities to contract with other municipalities for EMS services.

NOW THEREFORE BE IT RESOLVED that, for good and proper consideration, the parties' agreement as to the sufficiency of which is signified by the signatures below, the Municipality enters into the following agreement with the County for EMS services:

SECTION 1: COUNTY RESPONSIBILITIES

1.) **Services Provided**. County shall provide Municipality with EMS services consistent with its licensure utilizing County's facilities, equipment and personnel pursuant to this Agreement. Services shall include, but not be limited to: determining the operational policies for the service; providing for and housing staff necessary to operate the service; providing housing, maintaining, inspecting, repairing, and replacing all supplies, equipment, and vehicles used in the service; providing related management, billing and accounting services.

County shall comply with all applicable federal and state statutes, regulations, and administrative codes relating to governing licensed EMS providers, their employees, and their agents. County will also make best efforts to comply with the most recent version of the Wisconsin Department of Health Service's "Wisconsin EMS Protocols." Furthermore, County shall comply with such standards and procedures for occupational health and safety, patient care, privacy, and equipment reliability as may otherwise be required by applicable statutes, codes, and regulations, or conditions of insurability.

2.) **Licensure**. County shall obtain and maintain in force all required licenses for

providing emergency medical services pursuant to this Agreement. This includes, but is not limited to, ambulance provider licenses and emergency medical provider practitioner licenses, certifications and training permits as required by federal and state law.

3.) **Training**. County shall continue its ongoing in-service training program for the purpose of maintaining the skill, proficiency, and training level of its licensed emergency medical practitioners, and vehicle operators. The training shall be provided to ensure all staff, whether employed or independent contractors, are trained at a minimum level satisfying all federal, state and local regulations, and/or conditions of insurability.

4.) **Records and Reporting**. County shall prepare and maintain necessary records to meet all federal, state and local reporting requirements, as well as any reporting required by insurance carriers. County shall prepare and provide to the Municipality, on a semi-annual basis a statistical summary of actual EMS calls, including a breakdown of calls by type.

County shall keep a complete record of ambulance service on an approved form as required by the State of Wisconsin. Parties acknowledge that the County is a governmental entity subject to various open records laws and shall provide Municipality and any other requestor all records that are subject to said laws and from which it is not precluded from releasing by applicable privacy and confidentiality laws.

5.) **Insurance Coverage**. County shall maintain liability, errors and omissions, motor vehicle collision, workers' compensation, and liability coverage for all County personnel performing services pursuant to this Agreement.

SECTION 2: MUNICIPALITY OBLIGATIONS

6.) **Road Maintenance**. Municipality shall maintain and repair all roads within its jurisdiction that are within the service area in a reasonable manner to facilitate the safe and efficient provision of EMS services. Municipality shall notify County in advance, where possible, of road maintenance work or closings that might affect the normal routing of ambulances in response to an emergency call.

7.) **Rural Identification Numbers**. To ensure the quick and accurate identification of business and residential addresses during an emergency response, Municipality shall enforce the proper display of identification numbers in conformance with the system and standards established by the county.

8.) **Driveway Ordinance**. Municipality has adopted a driveway ordinance ensuring County will have safe access to property within the service area. Municipality shall hold all property owners or occupants responsible for complying with the ordinance.

SECTION 3: FINANCIAL ARRANGEMENTS

9.) **Formula for Expense Allocation**. County has calculated the average number of calls for service originating in the Municipality where EMS services were dispatched or

provided for the previous four years (2021, 2022, 2023, 2024), which totals **744.5**. Municipality shall annually pay to the County either $2,500.00 or an amount equal to $225.00 multiplied by that call average, whichever is greater. Payments may be made in a lump sum or in monthly installments. In either case, the final payment is due by December 31, 2026.

10.) **Invoicing**. County shall provide the Municipality with a quarterly invoice for all expenses.

11.) **Additional Fees Prohibited**. County shall not add any additional fees to those assessed by this Agreement, such as fees to cover special events, unless first agreed upon in writing by the parties.

12.) **Auditing**. County's audit results are available as a public record, accessible as described in Section 1(4).

SECTION 4: ADDITIONAL AGREEMENT TERMS

13.) **Non-Discrimination**. County shall not discriminate in the provision of services, employment practices, or in the allocation of benefits based on color, race, religion, national origin, sex, age, marital status, physical or cognitive disability in accordance with federal, state, and local laws.

14.) **Limit on Relationship of the Parties**. Municipality acknowledges that nothing in this Agreement shall create any relationship between the parties other than that described herein. County and its employees shall be independent contractors. County personnel shall be compensated without contribution from Municipality, other than as provided in this Agreement.

15.) **Indemnification**. Parties shall mutually indemnify and hold each other harmless for any claim of whatsoever nature arising from their performance of their obligations under this Agreement, except where such claims arise from the negligence or deliberate misconduct of a party.

16.) **Term**. This Agreement shall take effect once fully executed by both parties and shall terminate on January 1, 2027, with both parties then being released from any and all obligations under this Agreement. If the parties are interested in continuing the contractual relationship beyond 2026, negotiations for a new agreement should begin no later than July 1, 2026.

Either party may terminate this Agreement by providing the other party sixty days written notice of its intent to terminate. Such termination may be for any reason or no reason. Parties acknowledge both are governmental entities subject to the actions of the respective governing bodies.

17.) **Force Majeure**. Neither party shall be held liable for any failure to perform an obligation under this Agreement caused by unforeseen events and/or those beyond the control

of the parties, including but not limited to war, natural disaster, pandemic, etc.

18.) **Entire Agreement**. This Agreement is the full and complete agreement between the parties and supersedes all other agreements previously made between the parties relating to EMS services. There are no understandings or agreements between the parties other than those incorporated in writing in this Agreement. This Agreement may not be modified other than in writing and with the written consent of all the parties to this Agreement.

[*SIGNATURE PAGE TO FOLLOW*]

Signature Page
Richland County EMS Service Contract
Calendar Year 2026

Ashley Oliphant, City Administrator
City of Richland Center

_____
Date

_____
Signature

Tricia Clements, County Administrator
Richland County

_____
Date

_____
Signature

RESOLUTION 2025-10

A RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE LEVY LIMIT FOR INCREASED CHARGES FOR JOINT EMERGENCY MEDICAL SERVICES (EMS)

WHEREAS, the City of Richland Center, a municipal government in Richland County, Wisconsin, is a participating member in the joint County EMS ambulance service provided by Richland County (hereinafter, "the County"); and

WHEREAS, the Common Council of the City of Richland Center has determined that continued participation in the County's EMS service is essential for the health, safety, and welfare of its residents; and

WHEREAS, the County has presented a new EMS Service Contract requiring an increase in the charges assessed to all participating municipalities to maintain service operations; and

WHEREAS, an adjustment to the municipal levy limit is allowed for increases in charges assessed by a joint emergency medical services district organized under sec. 66.0301, Wis Stats; and

WHEREAS, the allowable adjustment is as follows: the percentage increase in the total charges assessed by the joint EMS district for the current year relative to the total charges assessed in the previous year must be less than or equal to CPI plus two percent.

WHEREAS, the cost increase of $52,422.50 detailed in the new County EMS Service Contract requires the City of Richland Center to increase its local property tax levy for 2026 budget; and

WHEREAS, each governing body served by the joint service must adopt a resolution in favor of the increase in charges; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Richland Center, County of Richland, Wisconsin, as follows:

> The City of Richland Center hereby approves and authorizes an increase in the property tax levy for the fiscal year 2026 which is necessary to cover the increased contractual cost for the provision of joint Emergency Medical Services by Richland County.

EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage according to law.

Adopted by the Common Council of the City of Richland Center on this 7th day of October 2025 by the following vote: AYES_____, NOS_____.

CITY OF RICHLAND CENTER

_____
Todd Coppernoll, Mayor

ATTEST

_____
City Clerk

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: 2026 Fire Department Contribution

Committee Review: Finance Committee during 2026 budget review meeting on 9/30/2025

Meeting Date: Finance and Council on 10/7/2025

Requested by: Ashley Oliphant, City Administrator

Background:
The Fire Department is managed by a Board of Directors where the City and Rural District hold equal voting power, ensuring joint governance on all decisions. Financially, the agreement mandates the City and Rural District to contribute equally to a shared Department Treasury twice annually to cover the Department's operational expenses, including insurance and major repairs. Separately, the City and the Rural District are individually billed for the response pay associated with emergency calls within their respective service territories. This structure ensures shared liability, ownership, and maintenance of the Department's personnel, equipment, and facilities through jointly managed funding.

The City and members of the Rural District also provide the 2% dues they receive to the Richland Fire Department. The 2% Fire Dues Program is a key funding source, providing revenue to local municipalities with their own fire department or those that contract for fire services. Funded by a 2% levy on fire insurance premiums from the prior year, this revenue supports state and local fire prevention and protection efforts. Municipalities are required to use these funds only for approved purposes like purchasing equipment, funding fire inspection services, public education, and training.

The City's financial contribution has consistently increased to meet the needs of the Fire Department, with contributions and requests outlined as follows:

	Contribution	2% Fire Dues	Total
2021	$139,654.50	$13,130.02	$152,784.52
2022	$139,654.50	$13,989.17	$153,643.67
2023	$139,654.50	$15,766.45	$155,420.95
2024	$144,523.14	$17,836.43	$162,359.57
2025	$148,159.46	$19,118.84	$167,278.30
2026	$148,159.46	TBD	TBD

The Richland Fire Department requested the same contribution for 2026 as what was provided in 2025, a lump sum of $148,159.46 and the total received from the 2% Fire Dues Program.

Committee Recommendation: Approve a contribution for 2026 that is the same or less than provided in 2025 and abstain from any separate capital improvement related contributions.

Financial Impact: $148,159.46

Funding Source: 2026 Fire District Budget, 10-52300-560

Requested Action:

FINANCE: Motion to recommend to the Council to approve the requested 2026 contribution of $148,159.46 for the operation of the Richland Fire Department.

COUNCIL: Motion to approve the requested 2026 contribution of $148,159.46 for the operation of the Richland Fire Department.

Attachment(s): 2026 Budget, FAQ 2% Dues, Fire District Budget to Actual Report

	2024 Budget	2025 Budget	2026 Budget	YTD 9.7.25
City Assessment	$ 143,844.14	$ 148,159.46	$ 148,159.46	$ 148,159.46
Rural Assessment	$ 143,844.14	$ 148,159.46	$ 148,159.46	$ 148,159.46
Consumables	$ 2,000.00	$ -	$ -	
Ambulance Calls	$ 4,400.00	$ 3,500.00	$ 3,500.00	$ 2,800.00
City Calls	$ 28,500.00	$ 30,000.00	$ 30,000.00	$ 13,582.00
Coroner Calls	$ -	$ 1,000.00	$ 1,000.00	$ -
Rural Calls	$ 45,000.00	$ 51,000.00	$ 56,136.57	$ 48,949.00
Interest	$ 300.00	$ 15,000.00	$ 15,000.00	$ 23,034.22
2% Dues	$ 31,200.00	$ 35,000.00	$ 48,000.00	$ 47,033.70
Income of FFP Grant	$ -	$ 8,000.00		$ 9,032.07
Misc Income			$ -	$ 59,279.16
Total Income	**$ 399,088.28**	**$ 439,818.93**	**$ 449,955.50**	**$ 500,029.07**
Contingency Acct.	$ 897.00	$ -	$ 2,400.00	
Fire Prevention	$ 3,000.00	$ 3,000.00	$ 3,090.00	$ 120.25
Fireman Training	$ 3,500.00	$ 3,500.00	$ 3,605.00	
Fuel	$ 7,000.00	$ 7,700.00	$ 7,931.00	$ 5,033.99
Insurance	$ 22,000.00	$ 22,000.00	$ 22,660.00	$ 15,036.04
Department Expense	$ 8,300.00	$ 12,000.00	$ 12,360.00	$ 6,377.92
Expense of FFP Grant	$ -	$ 15,000.00	$ 15,450.00	$ 13,466.84
Radio Contract	$ 3,200.00	$ -	$ -	
Vehicle Repairs	$ 25,000.00	$ 27,018.93	$ 27,829.50	$ 23,759.48
Equipment Expense	$ 50,000.00	$ 60,000.00	$ 61,800.00	$ 77,977.33
Fire Station Maintenance	$ 8,000.00	$ 20,000.00	$ 20,600.00	$ 16,923.16
Fire Station Utilities	$ 12,000.00	$ 12,000.00	$ 12,360.00	$ 10,142.43
Payroll Expenses Medicare/SS	$ 11,000.00	$ 11,000.00	$ 11,330.00	$ 1,822.78
Custodian	$ 6,600.00	$ 5,900.00	$ 4,000.00	$ 2,208.00
Fire Chief	$ 20,700.00	$ 21,700.00	$ 21,700.00	$ 16,269.04
Fire Inspector	$ 11,000.00	$ 11,000.00	$ 11,000.00	$ 5,500.00
Fireman Retirement Plan	$ 4,500.00	$ 5,000.00	$ 5,150.00	$ 72.00
Firman Pay	$ 110,000.00	$ 116,000.00	$ 119,480.00	$ -
Secretary/Treasurer	$ 7,000.00	$ 7,000.00	$ 7,210.00	$ 5,249.97
Vehicle Replacement	$ 80,000.00	$ 80,000.00	$ 80,000.00	$ 80,000.00
Car 1				$ 72,202.15
Total Expense	**$ 393,697.00**	**$ 439,818.93**	**$ 449,955.50**	**$ 352,161.38**

	2025 Actual	2025 Budget	2025 Budget Less Actual	2024 Actual	2024 Budget	2024 Budget Less Actual	2023 Actual	2023 Budget	2023 Budget Less Actual	2022 Actual	2022 Budget	2022 Budget Less Actual	2021 Actual	2021 Budget	2021 Budget Less Actual	2020 Actual	2020 Budget	2020 Budget Less Actual	2019 Actual	2019 Budget	2019 Budget Less Actual
Expenses:																					
Insurance		$ 22,000.00	$ 22,000.00	$ 27,590.72	$ 22,000.00	$ (5,590.72)	$ 18,855.00	$ 22,000.00	$ 3,145.00	$ 21,995.00	$ 22,000.00	$ 5.00	$ 21,955.00	$ 20,000.00	$ (1,955.00)	$ 21,094.00	$ 16,500.00	$ (4,594.00)	$ 20,386.84	$ 18,000.00	$ (2,386.84)
Miscellaneous		$ 12,000.00	$ 12,000.00	$ 8,953.46	$ 8,300.00	$ (653.46)	$ 9,361.97	$ 8,300.00	$ (1,061.97)	$ 9,042.41	$ 8,300.00	$ (742.41)	$ 15,522.54	$ 11,322.00	$ (4,200.54)	$ 4,187.18	$ 8,000.00	$ 3,812.82	$ 10,919.32	$ 7,800.00	$ (3,119.32)
Prevention		$ 3,000.00	$ 3,000.00	$ 707.35	$ 3,000.00	$ 2,292.65	$ 3,073.86	$ 3,000.00	$ (73.86)	$ 2,564.18	$ 3,000.00	$ 435.82	$ 5,168.03	$ 3,000.00	$ (2,168.03)	$ 2,081.46	$ 3,000.00	$ 918.54	$ 5,777.93	$ 3,000.00	$ (2,777.93)
Training		$ 3,500.00	$ 3,500.00	$ 2,701.93	$ 3,500.00	$ 798.07	$ 1,382.15	$ 3,500.00	$ 2,117.85	$ 2,048.28	$ 3,500.00	$ 1,451.72	$ 709.64	$ 3,500.00	$ 2,790.36	$ 1,846.70	$ 3,500.00	$ 1,653.30	$ 3,911.65	$ 3,000.00	$ (911.65)
Fuel		$ 7,700.00	$ 7,700.00	$ 8,563.84	$ 7,000.00	$ (1,563.84)	$ 7,527.66	$ 7,000.00	$ (527.66)	$ 8,372.98	$ 7,000.00	$ (1,372.98)	$ 6,564.12	$ 7,000.00	$ 435.88	$ 3,665.15	$ 8,500.00	$ 4,834.85	$ 5,560.31	$ 8,500.00	$ 2,939.69
Contingency		$ -	$ -		$ 897.00	$ 897.00		$ 897.00	$ 897.00		$ 897.00	$ 897.00		$ 500.00	$ 500.00		$ 500.00	$ 500.00		$ 5,000.00	$ 5,000.00
Bank Charge			$ -			$ -			$ -		$ -	$ -			$ -			$ -			$ -
Equipment New and Repairs		$ 60,000.00	$ 60,000.00	$ 62,126.93	$ 50,000.00	$ (12,126.93)	$ 33,350.51	$ 50,000.00	$ 16,649.49	$ 24,715.31	$ 48,000.00	$ 23,284.69	$ 100,673.96	$ 50,000.00	$ (50,673.96)	$ 289,903.36	$ 50,000.00	$ (239,903.36)	$ 62,277.01	$ 40,000.00	$ (22,277.01)
Fire Call Consumables			$ -			$ -	$ 1,931.00		$ (1,931.00)	$ 1,141.01	$ 2,000.00	$ 858.99			$ -			$ -			$ -
Truck Repairs		$ 27,018.93	$ 27,018.93	$ 33,067.31	$ 25,000.00	$ (8,067.31)	$ 38,579.29	$ 25,000.00	$ (13,579.29)	$ 46,557.50	$ 25,000.00	$ (21,557.50)	$ 26,096.70	$ 25,000.00	$ (1,096.70)	$ 14,186.46	$ 25,000.00	$ 10,813.54	$ 24,564.46	$ 30,000.00	$ 5,435.54
Radio			$ -	$ (370.75)	$ 3,200.00	$ 3,570.75	$ 3,036.00	$ 3,200.00	$ 164.00	$ 2,896.00	$ 3,200.00	$ 304.00	$ 2,762.00	$ 2,775.00	$ 13.00	$ 2,840.00	$ 2,900.00	$ 60.00	$ 2,774.00	$ 2,900.00	$ 126.00
FPP Grant Expense		$ 15,000.00	$ 15,000.00			$ -			$ -			$ -			$ -			$ -			$ -
Fire Station Repairs & Supplies		$ 20,000.00	$ 20,000.00	$ 19,423.54	$ 8,000.00	$ (11,423.54)	$ 24,141.04	$ 8,000.00	$ (16,141.04)	$ 37,885.36	$ 8,000.00	$ (29,885.36)	$ 4,340.04	$ 8,000.00	$ 3,659.96	$ 5,145.26	$ 8,000.00	$ 2,854.74	$ 3,400.16	$ 8,000.00	$ 4,599.84
			$ -			$ -			$ -			$ -			$ -			$ -			$ -
Personnel:			$ -			$ -			$ -			$ -			$ -			$ -			$ -
Custodian		$ 5,900.00	$ 5,900.00	$ 4,650.00	$ 6,600.00	$ 1,950.00	$ 6,828.00	$ 6,600.00	$ (228.00)	$ 7,248.00	$ 6,600.00	$ (648.00)	$ 6,876.00	$ 6,400.00	$ (476.00)	$ 6,606.00	$ 6,400.00	$ (206.00)	$ 4,760.00	$ 7,400.00	$ 2,640.00
Chief		$ 21,700.00	$ 21,700.00	$ 16,629.96	$ 20,700.00	$ 4,070.04	$ 16,629.96	$ 20,700.00	$ 4,070.04	$ 17,744.13	$ 20,700.00	$ 2,955.87	$ 16,629.96	$ 20,700.00	$ 4,070.04	$ 16,629.96	$ 20,700.00	$ 4,070.04	$ 16,629.96	$ 20,700.00	$ 4,070.04
Fire Inspector		$ 11,000.00	$ 11,000.00	$ 7,500.00	$ 11,000.00	$ 3,500.00	$ 10,000.00	$ 11,212.00	$ 1,212.00	$ 10,000.00	$ 11,212.00	$ 1,212.00	$ 10,500.00	$ 11,212.00	$ 712.00	$ 10,500.00	$ 11,212.00	$ 712.00	$ 10,000.00	$ 11,212.00	$ 1,212.00
Sec-Treasurer		$ 7,000.00	$ 7,000.00	$ 6,416.63	$ 7,000.00	$ 583.37	$ 7,874.97	$ 3,800.00	$ (4,074.97)	$ 3,791.71	$ 3,800.00	$ 8.29	$ 4,375.05	$ 3,500.00	$ (875.05)	$ 3,500.04	$ 3,500.00	$ (0.04)	$ 3,500.04	$ 3,500.00	$ (0.04)
Firefighters		$ 116,000.00	$ 116,000.00	$ 115,325.11	$ 110,000.00	$ (5,325.11)	$ 102,270.50	$ 110,000.00	$ 7,729.50	$ 97,361.34	$ 110,000.00	$ 12,638.66	$ 110,472.63	$ 110,000.00	$ (472.63)	$ 89,292.24	$ 117,000.00	$ 27,707.76	$ 110,143.77	$ 95,000.00	$ (15,143.77)
FF Retirement		$ 5,000.00	$ 5,000.00	$ 3,237.77	$ 4,500.00	$ 1,262.23	$ 5,592.44	$ 4,500.00	$ (1,092.44)	$ 2,578.24	$ 4,500.00	$ 1,921.76	$ 3,347.80	$ 4,500.00	$ 1,152.20	$ 2,818.64	$ 4,500.00	$ 1,681.36	$ 2,871.96		$ (2,871.96)
Tax Withholding		$ 11,000.00	$ 11,000.00	$ 8,805.35	$ 11,000.00	$ 2,194.65	$ 14,828.11	$ 11,000.00	$ (3,828.11)	$ 4,842.20	$ 11,000.00	$ 6,157.80	$ 10,963.48	$ 11,000.00	$ 36.52	$ 9,264.80	$ 12,500.00	$ 3,235.20	$ 10,666.24	$ 11,500.00	$ 833.76
			$ -			$ -			$ -			$ -			$ -			$ -			$ -
Utilities		$ 12,000.00	$ 12,000.00	$ 10,593.08	$ 12,000.00	$ 1,406.92	$ 12,051.99	$ 12,000.00	$ (51.99)	$ 10,852.13	$ 12,000.00	$ 1,147.87	$ 12,812.98	$ 12,000.00	$ (812.98)	$ 10,275.22	$ 10,000.00	$ (275.22)	$ 12,017.81	$ 10,000.00	$ (2,017.81)
			$ -			$ -			$ -			$ -			$ -			$ -			$ -
Vehicle Replacement		$ 80,000.00	$ 80,000.00		$ 80,000.00	$ 80,000.00		$ 80,000.00	$ 80,000.00		$ 80,000.00	$ 80,000.00		$ 80,000.00	$ 80,000.00	$ 619,265.48	$ 80,000.00	$ (539,265.48)		$ 80,000.00	$ 80,000.00
Total Expenses:	**$ -**	**$ 439,818.93**	**$ 439,818.93**	**$ 335,922.23**	**$ 393,697.00**	**$ 57,774.77**	**$ 317,314.45**	**$ 390,709.00**	**$ 73,394.55**	**$ 311,635.78**	**$ 390,709.00**	**$ 79,073.22**	**$ 359,769.93**	**$ 390,409.00**	**$ 30,639.07**	**$ 1,113,101.95**	**$ 391,712.00**	**$ (721,389.95)**	**$ 310,161.46**	**$ 365,512.00**	**$ 55,350.54**
Income:																					
City Firecalls		$ 30,000.00	$ 30,000.00	$ 28,418.00	$ 28,500.00	$ 82.00	$ 36,978.00	$ 28,500.00	$ (8,478.00)	$ 29,544.00	$ 28,500.00	$ (1,044.00)	$ 17,131.00	$ 30,500.00	$ 13,369.00	$ 21,100.00	$ 30,500.00	$ 9,400.00	$ 30,019.00	$ 22,900.00	$ (7,119.00)
Rural Firecalls		$ 51,000.00	$ 51,000.00	$ 63,441.00	$ 45,000.00	$ (18,441.00)	$ 52,337.00	$ 45,000.00	$ (7,337.00)	$ 44,224.50	$ 45,000.00	$ 775.50	$ 52,937.50	$ 45,000.00	$ (7,937.50)	$ 36,217.00	$ 45,000.00	$ 8,783.00	$ 45,820.00	$ 30,800.00	$ (15,020.00)
Ambulance		$ 3,500.00	$ 3,500.00	$ 2,200.00	$ 4,400.00	$ 2,200.00	$ 3,050.00	$ 4,400.00	$ 1,350.00	$ 3,200.00	$ 4,400.00	$ 1,200.00	$ 5,200.00	$ 4,400.00	$ (800.00)	$ 5,200.00	$ 4,400.00	$ (800.00)	$ 5,400.00		$ (5,400.00)
Coroner Calls		$ 1,000.00	$ 1,000.00	$ 1,000.00	$ -	$ (1,000.00)			$ -			$ -			$ -			$ -			$ -
City 2% dues			$ -	$ 17,836.43		$ (17,836.43)	$ 15,766.45		$ (15,766.45)	$ 13,989.17		$ (13,989.17)	$ 13,130.02		$ (13,130.02)	$ 12,732.04		$ (12,732.04)	$ 11,677.85	$ 12,000.00	$ 322.15
Rural 2% dues			$ -	$ 18,990.45		$ (18,990.45)	$ 19,534.54		$ (19,534.54)	$ 18,804.24		$ (18,804.24)	$ 18,153.38		$ (18,153.38)	$ 18,203.74		$ (18,203.74)	$ 17,395.79	$ 18,000.00	$ 604.21
2% Dues total		$ 35,000.00	$ 35,000.00		$ 31,200.00	$ 31,200.00		$ 31,200.00	$ 31,200.00		$ 31,200.00	$ 31,200.00		$ 30,900.00	$ 30,900.00		$ 30,000.00	$ 30,000.00			$ -
Miscellaneous		$ 8,000.00	$ 8,000.00	$ 35,467.87		$ (35,467.87)	$ 55,704.82		$ (55,704.82)	$ 56,583.88		$ (56,583.88)	$ 22,312.28		$ (22,312.28)	$ 238,322.60		$ (238,322.60)	$ 19,617.56		$ (19,617.56)
Interest		$ 15,000.00	$ 15,000.00	$ 33,406.40	$ 300.00	$ (33,106.40)	$ 14,395.33	$ 300.00	$ (14,095.33)	$ 4,128.64	$ 300.00	$ (3,828.64)	$ 1,929.74	$ 300.00	$ (1,629.74)	$ 1,924.46	$ 2,503.00	$ 578.54	$ 10,344.12	$ 2,503.00	$ (7,841.12)
City Assessment		**$ 148,159.46**	$ 148,159.46	**$ 143,844.14**	**$ 143,844.14**	$ -	**$ 139,654.50**	**$ 139,654.50**	$ -	**$ 139,654.50**	**$ 139,654.50**	$ -	**$ 139,654.50**	**$ 139,654.50**	$ -	**$ 139,654.50**	**$ 139,654.50**	$ -	**$ 139,654.50**	**$ 139,654.50**	$ -
Rural Assessment		**$ 148,159.46**	$ 148,159.46	**$ 145,900.50**	**$ 143,844.14**	$ (2,056.36)	**$ 139,655.00**	**$ 139,654.50**	$ (0.50)	**$ 139,654.00**	**$ 139,654.50**	$ 0.50	**$ 139,654.75**	**$ 139,654.50**	$ (0.25)	**$ 139,654.50**	**$ 139,654.50**	$ -	**$ 139,694.50**	**$ 139,654.50**	$ (40.00)
Fire Call Consumables		$ -	$ -		$ 2,000.00	$ 2,000.00		$ 2,000.00	$ 2,000.00		$ 2,000.00	$ 2,000.00			$ -			$ -			$ -
Total Income:	**$ -**	**$ 439,818.92**	**$ 439,818.92**	**$ 490,504.79**	**$ 399,088.28**	**$ (91,416.51)**	**$ 477,075.64**	**$ 390,709.00**	**$ (86,366.64)**	**$ 449,782.93**	**$ 390,709.00**	**$ (59,073.93)**	**$ 410,103.17**	**$ 390,409.00**	**$ (19,694.17)**	**$ 613,008.84**	**$ 391,712.00**	**$ (221,296.84)**	**$ 419,623.32**	**$ 365,512.00**	**$ (54,111.32)**
Net Revenue Less Expense:																					
Profit / (Loss)	***$ -***	***$ (0.01)***	***$ 0.01***	***$ 154,582.56***	***$ 5,391.28***	***$ 149,191.28***	***$ 159,761.19***	***$ -***	***$ 159,761.19***	***$ 138,147.15***	***$ -***	***$ 138,147.15***	***$ 50,333.24***	***$ -***	***$ 50,333.24***	***$ (500,093.11)***	***$ -***	***$ (500,093.11)***	***$ 109,461.86***	***$ -***	***$ 109,461.86***

Wisconsin Department of Safety and Professional Services
Division of Industry Services
4822 Madison Yards Way
Madison, WI 53705

Phone: 608-266-
Web: http://dsps.w
Email: dsps@wisconsin.gov

Tony Evers, Governor
Dan Hereth, Secretary

Frequently Asked Questions

2% Fire Dues Explanations and FAQs

1. **Where can I find a copy of the Fire Dues Distribution Roll?**
   The 2% Fire Dues Distribution Roll can be found on the DSPS Fire Prevention/Safety and Health website in 2 places. The list is first sorted alphabetically by County, and then sorted by Towns, Villages and Cities. The "Current Year Distribution" list replaces the mailings that were done in the past to announce the amounts of the payments. If there are questions concerning the list, contact DSPSSBFireDues@Wisconsin.gov.
   - Click on the 2% Dues drop down tab and in the first paragraph click on the link "Current Year Distribution"
   - Under the heading Additional Resources on the right side of the main page click on the link "Current Year Distribution"

2. **Who arranges the 2% Fire Dues payments to Municipalities in Wisconsin?**
   - The Industry Services Division (IS) of the Wisconsin Department of Safety and Professional Services (DSPS) does the arranging of payments to municipalities
   - Payments are sent to the Municipality Treasurer via ACH (direct deposit) or paper check (mailed via USPS)

3. **Who is entitled to the 2% Fire Dues payments?**
   - 101.575 Entitlement to Dues the full statute can be read at https://docs.legis.wisconsin.gov/document/statutes/101.575

   Municipalities maintaining a fire department must account for all 2% dues funds received, expended, and held in a reserve/capital account.
   Municipalities may contract with a fire dept to provide fire protection and prevention services to their municipality. **101.575(1)(c)** Those municipalities are entitled to a fire dues payment if they meet all the specified requirements. In this case if a municipality is contracting with a fire department, they must give their 2% dues funds received to the fire department providing fire protection/prevention services. Municipalities that contract for fire protection/prevention services should define in the contracts how the dues payments will be allocated to pay for eligible items to help ensure that the payments are utilized in accordance with s. 101.575. Two percent fire dues are not intended to cover the full cost of fire protection/prevention services or the costs to operate a fire department which extend far beyond the eligible items that two-percent fire dues may be used for. Since the list of eligible items is narrow when compared to a fire department's operating costs, simply paying for contracted fire protection/prevention services utilizing only fire dues payments is not allowed.

4. **What happens if a Municipality contracts with multiple Fire Depts for Fire Services and one of the Fire Depts is found non-compliant?**
    - **314.01(14)(b) 2.** *Compliance determination*
      Fire department non-compliance results in a municipal non-compliance. Meaning "One fails they all fail". Any municipality served by a non-compliant fire department will receive a 2% fire dues payment during the first year of non-compliance. If during the second year following a year of non-compliance, the municipality fails self-certification, any fire departments (providing services to the municipality) fails the self-certification, and/or the fire department serving the municipality fails an audit conducted by the Fire Prevention Coordinator, the municipality will not receive a 2% dues payment.

5. **What can be purchased with 2% Fire Dues money?**
    - 101.575(6)(a) No city, village or town maintaining a fire department under this section may use any dues received under s. 101.573 and this section for any purpose except the direct provision of the following:
        1. The purchase of fire protection equipment.
        2. Fire inspection and public education.
        3. Training of fire fighters and fire inspectors performing duties under s. 101.14.
        4. To fund wholly or partially fire fighters' pension funds or other special funds for the benefit of disabled or superannuated fire fighters.

      (b) Any city, village, or town that contracts for fire protection service shall give dues received under s. 101.573 and this section to the fire department providing the fire protection service. That fire department shall use those dues for any of the purposes specified in par. (a).

6. **What is an explanation of what can be purchased from question 5?**

    1. Fire Protection Equipment: fire apparatus (engine, ladder, brush, tender, etc.), hose, personal protective equipment (turnout gear, SCBAs, helmets, boots, gloves, etc.), thermal imaging cameras (TIC), radios, pagers, foam, axes, nozzles, fans, and any equipment used to supplement fire suppression. The money can also be held in a reserve/capital account to accumulate enough money to purchase fire protection equipment (fire apparatus, PPE, TIC, etc.) or used to pay the balance on a loan for fire protection equipment.
    2. The 2% dues can be expended on fire inspection services (e.g. wages and benefits, contracting for fire inspection services, etc.) or for public education services and equipment. Equipment may include brochures, pamphlets, technical aids such as laptops, tablets and software used for inspection activities, uniforms, and business cards
    3. Training of fire fighters and fire inspectors performing fire inspection or fire education activities duties under s. 101.14. Training may include fees, memberships, lodging, books, wages, and travel.
    4. Municipalities can also use the 2% dues to supplement retirement programs such as the Wisconsin Service Awards Program or other approved retirement program sponsored by the local municipality. Approved means state approved.

7. When Can Municipalities Expect to Receive their Fire Dues Payment?

- 101.573(3) The Wisconsin statute mandates the payment to be made on or before August 1 of each year.

8. How Is the Amount Determined?

- There are three key factors to consider in understanding the computation of fire dues payments and why the amounts may change for a municipality from year to year:
  1. The Fire Dues fund amount is subject to change based upon the amount of fire insurance underwritten in Wisconsin in the year.
  2. The percentage each municipality receives changes due to the relationship between the growth of the local community and the overall growth within the state.
  3. The amount of disbursement is subject to change due to the hold- harmless provisions.

9. What is the Hold-Harmless Amount?

- An important factor in the equation is called the “hold-harmless" amount. This amount, based on the payment received in the calendar year 1979, ensures that each municipality never receives less than the amount they received in 1979. For some municipalities the “hold harmless” amount is higher than the current calculation and for some it is lower. It’s also the reason why some municipalities' fire dues payment remains the same from year to year.

10. How are the Calculations done?

- The Fire Dues payment is computed using the calculations described below:
  1. Divide the municipal equalized valuation of real property improvements by the total state equalized valuation of real property improvements (this gives the municipal percentage);
  2. Multiply the municipal percentage times the amount of funding available for distribution. The resulting number is the current fire dues amount.
  3. Determine the 1979 base Fire Dues payment (“hold harmless" amount) for the municipality.
  4. Compare the 1979 base Fire Dues payment with the current fire dues amount. The larger of the two numbers is the current Fire Dues payment for the municipality.
  5. Re-compute the current Fire Dues payment for all municipalities after adjusting the amount available by the difference between the current Fire Dues amount and the hold harmless amount for those municipalities who are held harmless.

11. What are the questions asked on the Fire Dues Self Certification and what do they mean, provide examples if needed?

1. **In the space provided below list the dollar amount of the last 25 fire dues payment that was allocated to the fire department. Please enter your number in this format only 12345.67. Do not add $ or comma (,)**
   - This question is only asked of the Municipality Clerk. We want to know how much of the 2% Fire Dues payment you received the previous year was allocated/given to this Fire Department. We only want to know about the fire dues payment. Do not enter what you

pay the FD in total. If you have questions about this question, please contact the fire du tech box. DSPSSBFireDues@wisconsin.gov

Example 1: *Municipality A received $10,000.00 in 2023 as a 2% Fire Dues Payment from DSPS. Municipality A only has Fire Dept B provide Fire Services to their municipality, and they gave the full $10,000.00 to them, they would answer the question with 10,000.00.*

Example 2: *Municipality A received $10,000 in 2023 as a 2% payment from DSPS. Municipality A has 2 Fire Departments (B and C) that provided Fire Services to their municipality, and they split the payment in ½ between the 2 Fire Departments. When Municipality A is completing the certification for Fire Dept B they would answer this question with 5000.00. When Municipality A is completing the certification for Fire Dept C they would answer this question with 5000.00.*

2. **Did your Fire Department provide Fire Protection for this Municipality? Yes or No**
   - "Your" doesn't mean ownership it means this is the Fire Dept your Municipality calls when they have an emergency.
   - If this Fire Dept was responsible for providing your municipality with Fire Protection you would answer Yes, if not then you would answer No.

If you answer Yes, questions A1 and A2 will open and go on to ask the following:

A1:

-Did your city, village, or town organize and/or maintain its fire protection services to provide continuous fire protection in the entire city, village, or town?

- Your city, town, or village must have a fire department respond to alarms for fires either through an organized fire department from your city, town, or village or through some contractual agreement with another fire department. If you contracted for your fire protection, the contract could be with another public or private fire department. The key is that the fire protection was continuous throughout the entire year. You should be prepared to demonstrate, through a written agreement, department response records, that this relationship exists, satisfying the above requirement if the fire protection was provided by another department.

-Did your fire department have a designated fire chief?

- The fire department, as mentioned in the explanation of item one, must have a designated fire chief. You should be prepared to show the auditor that the fire department serving the community has a designated fire chief through a department roster, table of organization, or other means to satisfy this requirement.

-Did your fire department by itself; or in combination with another fire department (under a contract or mutual aid agreement) respond with at least four fire fighters, none of whom was the chief, to each first alarm for buildings?

- To satisfy this requirement you must provide evidence of the number of people who responded to calls for fires. Department fire response records, payroll records, NFIRS reports, or other department reports that indicate the number of people who responded must be provided.

-Did your fire department provide a training program that addresses training topics pertain to safety and health?

- In order to qualify for your 2% dues, you must provide training to your fire fighters on subjects that relate to safety and health. This training can include, but is not limited to incident command, rapid intervention teams, fire fighter I or II, driver/operator training, fire officer training, physical fitness, self-contained breathing apparatus, hazardous materials, confined space, terrorism, etc. Department training records, either written or electronic, would be the best way to demonstrate that this training has been provided; however, there must be documentation that indicates that the training was provided.

-Did your department provide facilities capable, without delay, of receiving fire alarms and dispatching fire fighters and apparatus?

- Your fire department must demonstrate that it can receive alarms for fires. There are several ways in which this can be accomplished. Department members can receive fire alarms via radio pagers, telephone ring down systems, or through sirens that can be heard throughout a community. This does not mean that the fire department must provide a building or radio system to qualify to receive 2% dues. Communication centers owned and operated by local police departments or county sheriff departments must meet the requirements of this section.

-Did your fire department either hold a meeting at least once each month if your department is volunteer or if a combination or if a paid department, maintain sufficient personnel ready for services at all times?

- If you are a **volunteer department** you must demonstrate that you held monthly meetings. This can be accomplished through department minutes, training reports, meeting rosters, etc. It is important that you must provide written or electronic documentation that such meetings are being held.
- If you are a paid or combination department you must provide evidence that you have personnel available to respond. This can be accomplished through a variety of methods such as department rosters, daily staffing assignments, or any other means of electronic or written documents.

If you can answer YES to all the points in A1 then you will answer YES to question A1, if you can't answer NO.

A2.

-Did your Fire Dept, City, Village, or Town use all your 2% dues funds in one or more of the following areas?

- *State statute specifically outlines what the 2% dues funds can be used for.*

1. *The funds can be used to purchase fire apparatus (engine, ladder, brush, tender, etc.) or as specified above in 2% Fire Dues Uses. The money can be held in a reserve account for several years to accumulate enough money to purchase a vehicle. The money can also be spent to purchase any fire protection equipment used to supplement fire suppression or rescue activities*
2. *The 2% dues can be expended on fire inspection services (e.g. wages and benefits, contracting for fire inspection services, uniforms etc.) or for other fire education*

services or equipment. Money is typically spent on fire prevention brochures, pro and other public education items used to promote fire safety in a community.

3. *Fire Inspection/Prevention Training is another area where the 2% dues can be expended. Sponsoring Fire Inspection/Prevention training seminars, attendance at seminars, tuition, books, travel, uniforms and overtime costs are all permitted expenses of the training related items under this section.*
4. *Municipalities can also use the 2% dues to supplement retirement programs such as the Length of Service Awards Program or other approved retirement program sponsored by the local municipality. Approved means State Approved.*

Refer to Wisconsin State Statute 101.575 for the authorized use of 2% entitlement funds. What the auditor will look for are fire department expenditures in one or all the approved categories that are at least equal to the amount of 2% dues funds that the fire department/municipality received.

If you can answer YES to all points in A2 then you will answer YES to question A2, if you can't answer NO.

3. Did your Fire Department provide Fire Prevention Services for this Municipality?

- "Your" doesn't mean ownership it means this is the Fire Dept your Municipality calls when they have an emergency.
- If this Fire Dept was responsible for providing your municipality for Fire Prevention (Public Education/Fire Inspections) you would answer Yes, if not then you would answer No.

If you answer Yes, question B1 will open and go on to ask the following:

-Did the chief of your fire department provide for the inspection of every public building and place of employment at least once in each non-overlapping 6-month period, or in accordance with the exceptions s. SPS314.01(13)(b) 5.a-r. Wis. Admin. Code, or in accordance with a special order issued by the Department of Safety and Professional Services, in all territory served by the fire department.

- *101.14(2)(c)1* The Fire Chief must demonstrate that you substantially complied with the provisions mentioned above. For the buildings the fire department is aware of, the fire department must provide at least two inspections per year or at least one per year if the exceptions have been taken as noted above. It is possible that there may be public buildings or places of employment that the fire department is not aware of, and, within reason, these buildings will not be counted against the fire department. The fire chief is responsible for determining the number of inspectable buildings in his/her community. This list should be updated at least yearly, if not every six months when new buildings are found.
- *If your department has applied for and received one of the exceptions above, you must provide a special order to the auditor to justify the number of inspections being less than the twice per year requirement. Auditors will base their review on the special-order requirements.*

-Are written reports of fire inspections made and kept on file by your fire department or its designee?

- 101.14(2)(e) Written or electronic reports of fire inspections must be kept on file. The minimum information that a fire inspection report must contain is the date of

inspection, location of the inspection, violations found, and corrective actions taken. A written or electronic report must be maintained for each inspection conducted by the fire department.

-Did the fire department provide public education services?

- s. 101.14(2)(cm) Fire departments should keep records of public fire education programs and tours given. Records for fire station tours can indicate the date and time of tour as well as the number of children and adults. Other activities such as open houses, fundraising breakfasts and dinners can also satisfy this requirement if some type of fire education program accompanied the breakfast or dinner. Completing a training record can also serve as documentation for presentation of a public education program to the public.

12. When did NFIRS reporting become a 2% Fire Dues requirement?

- The 2013-15 state budget law, otherwise known as 2013 Wisconsin Act 20, modified the requirements for qualifying for Two-Percent Dues payments. Specifically, in order to be eligible for fire dues payments from the state, a local fire department must now be in substantial compliance with the s. 101.141 Wis. Stats., s. SPS 314.01(11) Wis. Adm. Code, and NFPA 1 section 1.11.3.1 requirements to keep records of fires and submit the reports of fires to the U.S. Fire Administration. Currently, the system used by NFA is eNFIRS. The Fire Department must also be in substantial compliance with other eligibility requirements as well. The changes to the law further require that local fire departments and municipal clerks must self-certify compliance with the fire incident reporting requirements, in addition to self-certifying compliance with current eligibility requirements.

13. Who should a Fire Department contact for assistance with eNFIRS?

- Fire departments needing training assistance with submitting fire reports, creating an eNFIRS account, resetting passwords, reactivating their eNFIRS account, or with other questions regarding eNFIRS, are encouraged to email those requests directly to the following email address for the quickest response: dspsisnfirs@wisconsin.gov.

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: 2026 Symons Contribution

Committee Review: Finance Committee during 2026 budget review meeting on 9/30/2025

Meeting Date: Finance and Council on 10/7/2025

Requested by: Ashley Oliphant, City Administrator

Background:
The Symons Recreation Complex has operated under a shared funding model between the City and County since 1987. The primary purpose of the City and County contributions is to subsidize the complex's core operating expenses (wages, utilities, etc.), which are otherwise largely covered by membership fees (approximately 80%). The combined and equal City and County contributions account for approximately 10% of the complex's total operating costs.

The City's financial commitment has remained consistent, with recent contributions and requests outlined as follows:

	Contribution	Add 'l Exp	Total
2020	$34,291.50	$20,000.00	$54,291.50
2021	$34,291.50	N/A	$34,291.50
2022	$36,141.62	$99,159.00	$135,300.62
2023	$32,295.30	N/A	$32,295.30
2024	$54,492.06	N/A	$54,492.06
2025	$53,960.42	N/A	$53,960.42
2026	$53,190.25	TBD	$53,190.25

The Symons Foundation and other donors play a separate but equally vital financial role. Unlike the City/County funds, which cover operating expenses, all private donations are directed into County Fund 370. These donations are specifically earmarked for capital needs, including the replacement of aging equipment, facility upgrades, solar panel repairs, and signage. Symons Director Mike Hardy notes that donor contributions often match the amount provided by the City. For example, over the last two years, approximately $100,000 in donations were raised and spent entirely on these non-operating capital improvements. This structure allows the City and County contributions to provide stability for day-to-day operations, while Fund 370 ensures the facility and equipment remain modern and functional.

Committee Recommendation: Approve a contribution 2026 that is the same or less than provided in 2025 and abstain from any separate capital improvement related contributions.

Financial Impact: $53,190.25

Funding Source: 2026 Budget, 10-55500-475 Symons

Requested Action:

FINANCE: Motion to recommend to the Council to approve the requested 2026 contribution of $53,190.25 for the operation of the Symons Recreational Complex.

COUNCIL: Motion to approve the requested 2026 contribution of $53,190.25 for the operation of the Symons Recreational Complex.

Attachment(s): 2026 Symons Budget Request

		2023 Total Budget	2023 Total Activity	2024 Total Budget	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2026 2026 Budget	Defined Bu	Notes
Segment2: 5682 - SWIMMING POOL OPERATIONS ACC										
Fund: 360 - SWIMMING POOL OPERATIONS FUN										
Revenue										
360.5682.0000.41011	GENERAL PROPERTY TAXES	0	0	54492.06	54492.06	0	53960.4	0		
360.5682.0000.43019	FED AID - ROUTES 2 RECOVERY	0	0	0	0	0	0		DELETE	*No longer used*
360.5682.0000.46017	MEMBERSHIP FEES	0	0	306779	268257.11	300000	143623.36	315000		5% increase
360.5682.0000.46018	SPECIAL EVENTS	0	0	6000	5101.77	7200	5410.23	9000		add'l events
360.5682.0000.46019	CLASS FEES	0	0	46000	29543.15	46000	20693.8	48500		add'l classes
360.5682.0000.46020	DAY PASSES	0	0	35000	25036	35000	18630	36500		
360.5682.0000.46021	MERCHANDISE SALES	0	0	4100.32	3097.47	4500	2295.77	4800		
360.5682.0000.46022	COURT FEES	0	0	100	0	0	0	0		
360.5682.0000.46023	USA SWIM	0	0	5000	0	5000	0		DELETE	*No longer used*
360.5682.0000.47090	CITY OF RICHLAND CENTER	0	0	54492.06	54492.06	53960.41	0	53190.25		
360.5682.0000.48013	CREDIT CARD REBATES	0	0	100	238.25	180	50.65	150		
360.5682.0000.48040	OTHER MISCELLANEOUS REVENU	0	0	500	183	0	203	0		
360.5682.0000.48047	FOUNDATION DONATION	0	0	0	0	0	0	0		
360.5682.0000.49020	TRANSFER FROM GENERAL FUNI	0	0	0	0	0	0	0		
360.5682.0000.49032	TRANS FM-SYMONS DONATIONS	0	0	0	1400	0	0	0		Treadmill, Eliptical & Sc
360.5682.0170.46017	MEMBERSHIP FOB KEY	0	0	3800	5200	3900	3495	4500		
Expense										
360.5682.0000.51011	SALARIES - REGULAR	0	0	154211.2	119941.69	177278.4	91945.22	173139.2		Added by TN per Budget S
360.5682.0000.51013	SALARIES - OVERTIME	0	0	0	0	0	0	0		
360.5682.0000.51015	TEMPORARY - CASUAL	0	0	126251	154781.35	126262.5	71455.61	143000		
360.5682.0000.51041	PER DIEM	0	0	0	120	0	270	540		
360.5682.0000.51049	RETIREE SK LV/HE INS CONVERS	0	0	0	0	0	0	0		
360.5682.0000.51050	SECTION 125 PLAN-CO SHARE	0	0	200	58.74	100	25.38	51		
360.5682.0000.51051	FICA - COUNTY SHARE	0	0	21455.36	20935.19	23220.88	12471.2	24184.66		
360.5682.0000.51052	RETIREMENT - COUNTY SHARE	0	0	12800.58	9379.1	14480.85	6653.51	14626.03		
360.5682.0000.51053	DENTAL INSURANCE-CO SHARE	0	0	1257.24	201.41	848.4	91.55	848.4		
360.5682.0000.51054	HEALTH INSURANCE - COUNTY S	0	0	60738.6	8697.02	32622	3936.7	36373.44		
360.5682.0000.51055	LIFE INSURANCE - COUNTY SHAR	0	0	85.42	50.56	97.78	31.08	97.78		
360.5682.0000.51057	EDUCATION	0	0	1000	949	1400	1775.79	1500		
360.5682.0000.51061	HEALTH INS REIMBURSEMENT D	0	0	2500	0	1500	0	0		
360.5682.0000.52014	COMPUTER PROGRAM SUPPORT	0	0	675	119.94	650	507.91	650		
360.5682.0000.52022	LIGHTS	0	0	43121.04	42505.73	36000	17063.43	35000		
360.5682.0000.52025	TELEPHONE	0	0	2050	2622.83	2700	1388.12	2750		
360.5682.0000.52026	HEAT	0	0	16500	12006.61	16200	11442.53	15800		
360.5682.0000.53002	SNOW PLOWING	0	0	1400	385	1000	90.43	650		
360.5682.0000.53011	POSTAGE AND ENVELOPES	0	0	800	74.74	700	73	250		
360.5682.0000.53013	COPIES & COPY PAPER	0	0	600	327.03	400	312.38	750		Rhyme contract
360.5682.0000.53018	BANK FEES	0	0	300	30	300	0	0		
360.5682.0000.53019	OFFICE SUPPLIES	0	0	1000	1665.02	950	351.3	900		
360.5682.0000.53023	CLEAR (ON-LINE DATA SEARCH)	0	0	100	35	0	0	0		
360.5682.0000.53026	ADVERTISING	0	0	3000	3829.07	3500	1936.58	3800		
360.5682.0000.53030	CLASS EXPENSES	0	0	7000	1375.04	7000	824.89	7000		
360.5682.0000.53035	MEALS	0	0	150	0	120	0	150		
360.5682.0000.53036	LODGING	0	0	300	0	300	0	400		
360.5682.0000.53039	MILEAGE	0	0	700	342.52	650	179.72	600		
360.5682.0000.53046	UNIFORMS	0	0	0	0	0	0	1000		Staff uniform
360.5682.0000.53052	POOL SUPPLIES	0	0	7000	6655.21	7200	2668.94	7200		
360.5682.0000.53056	MAINTENANCE AND REPAIRS	0	0	34000	30887.28	35000	14988.92	36500		
360.5682.0000.55093	LICENSING	0	0	400	553.37	950	762	800		
360.5682.0000.58013	COMPUTER MAINT & UPGRADES	0	0	1000	940.97	800	0	1500		
360.5682.0000.58014	NEW EQUIPMENT OVER $5000	0	0	0	0	0	0	0		Treadmill & Eliptical
360.5682.0000.58015	COMPUTER SOFTWARE	0	0	1000	2596	0	0	170		ZOOM
360.5682.0000.58018	MERCHANDISE	0	0	2000	2294.68	2000	513.67	2500		
360.5682.0000.58019	NEW EQUIPMENT	0	0	0	300.78	0	1195	0		
360.5682.0000.59001	WRK COMP, PROPERTY & LIABIL	0	0	10270	8852.28	10270	6523.29	10000		
360.5682.0000.59006	UNEMPLOYMENT INSURANCE	0	0	1000	0	0	0	0		
360.5682.0000.59013	CITY OF RICHLAND CENTER	0	0	0	0	0	0	0		
360.5682.0000.59026	SPECIAL EVENTS	0	0	300	18.09	500	0	500		
360.5682.0000.59027	COMMERCIAL CRIME INSURANC	0	0	100	0	0	50.22	100		
360.5682.0000.59047	USA SWIM EXPENSES	0	0	0	0	3000	0		DELETE	*No longer used*
360.5682.0000.59099	BILLS - NO LINE DETAIL	0	0	0	63.5	500	726.49	0		
360.5682.0000.63005	FOB EXPENSES	0	0	1098	1556	1200	778	1500		

Group Summary

	2023 Total Budget	2023 Total Activity	2024 Total Budget	2024 Total Activity	2025 Total Budget	2025 YTD Activity	2026	Defined Bu
Segment2: 5682 - SWIMMING POOL OPERATIONS ACC								
Fund: 360 - SWIMMING POOL OPERATIONS FUN								
Revenue	0	0	$ 516,363.44	$ 447,040.87	$ 455,740.41	248,362.21	471640.25	
Expense	0	0	$ 516,363.44	$ 435,150.75	$ 509,700.81	251,032.86	524830.51	

Fund Summary

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

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

FEE $ _____ Application Date: 09/24/2025

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

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

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

see note ☑ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 10/25/2025 and ending 10/25/2025 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **ORGANIZATION** *(check appropriate box)* ☐ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association
   (a) Name Richland County Performing Arts Council
   (b) Address 182 N Central Ave Richland Center WI 53581 *(Street)* ☐ Town ☐ Village ☑ City
   (c) Date organized 11/09/2005
   (d) If corporation, give date of incorporation 11/15/2005
   (e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☑
   (f) Names and addresses of all officers:
   President Duane Welte
   Vice President Kent Adsit
   Secretary Robin Cosgrove
   Treasurer Michael Cosgrove
   (g) Name and address of manager or person in charge of affair: Michael Cosgrove

2. **LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**
   (a) Street number 182 N Central Avenue
   (b) Lot _____ Block _____
   (c) Do premises occupy all or part of building? All
   (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. **NAME OF EVENT**
   (a) List name of the event Bobby G Rice Concert 2pm
   (b) Dates of event Oct 25,2025

DECLARATION

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

Richland Cty Performing Arts Counci
(Name of Organization)

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Date Filed with Clerk _____ Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

Richland CENTER
HOMETOWN CHARM. NATURAL BEAUTY.

City of Richland C
450 S. Main Street
Richland Center, WI 53581
608-647-3466

PICNIC LICENSE APPLICATION

Temporary Class B/Class B Retailer's License

Municipal Code, Chapter 399

Application Submission, applicant must provide:

1. Driver's License or Photo ID [must obtain birth date, height, weight, hair color if not indicated on ID]
2. $10 Investigation Fee

Internal Use Only

$10 Date Paid 09/25/25

note: has met limit of 2 wine licenses per year prior to this application

Background Check

☐ Individual has no criminal arrest record with either the Wisconsin State Crime Bureau or the RCPD.
☐ See attached for criminal arrest records.

Police Chief Signature _____ Date Check Performed _____

Safety Committee Review Determination ☐ **DENIED** ☐ **APPROVED**

Safety Committee Representative _____ Date Reviewed _____

Council Determination ☐ **DENIED** ☐ **APPROVED** Date Reviewed _____

License Number _____ License Period _____ through _____

City Clerk/Treasurer/ Deputy Clerk _____

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Item 18.

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

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

FEE $ _____ Application Date: 09/24/2025

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

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

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

☑ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

see note

at the premises described below during a special event beginning 10/24/2025 and ending 10/24/2025 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **ORGANIZATION** *(check appropriate box)* ☐ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association
   - (a) Name Richland County Performing Arts Council
   - (b) Address 182 N Central Ave Richland Center WI 53581 *(Street)* ☐ Town ☐ Village ☑ City
   - (c) Date organized 11/09/2005
   - (d) If corporation, give date of incorporation 11/15/2005
   - (e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☑
   - (f) Names and addresses of all officers:
     President Duane Welte
     Vice President Kent Adsit
     Secretary Robin Cosgrove
     Treasurer Michael Cosgrove
   - (g) Name and address of manager or person in charge of affair: Michael Cosgrove

2. **LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**
   - (a) Street number 182 N Central Avenue
   - (b) Lot _____ Block _____
   - (c) Do premises occupy all or part of building? All
   - (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. **NAME OF EVENT**
   - (a) List name of the event Silent Movie " The Phantom of the Opera"
   - (b) Dates of event Oct 24,2025

DECLARATION

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

Richland Cty Performing Arts Counci
(Name of Organization)

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Date Filed with Clerk _____ Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

AT-315 (R. 5-11) Wisconsin Department of Rev

City of Richland
450 S. Main Street
Richland Center, WI 53581
608-647-3466

PICNIC LICENSE APPLICATION

Temporary Class B/Class B Retailer's License
Municipal Code, Chapter 399

Application Submission, applicant must provide:

1. Driver's License or Photo ID [must obtain birth date, height, weight, hair color if not indicated on ID]
2. $10 Investigation Fee

Internal Use Only

$10 Date Paid 9/25/25 note: has met limit of 2 wine licenses for the year prior to this application

Background Check

☐ Individual has no criminal arrest record with either the Wisconsin State Crime Bureau or the RCPD.
☐ See attached for criminal arrest records.

Police Chief Signature _____ Date Check Performed _____

Safety Committee Review Determination ☐ **DENIED** ☐ **APPROVED**

Safety Committee Representative _____ Date Reviewed _____

Council Determination ☐ **DENIED** ☐ **APPROVED** Date Reviewed _____

License Number _____ License Period _____ through _____

City Clerk/Treasurer/ Deputy Clerk _____