



OFFICIAL PUBLIC NOTICE

MEETING OF THE FINANCE COMMITTEE

TUESDAY, JUNE 06, 2023 AT 6:00 PM

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

WEBEX: <https://cityofrichlandcenter.my.webex.com/cityofrichlandcenter.my/j.php?MTID=me5e63c79e7c982075dfbc963878b4e85>

PHONE: Call 1-408-418-9388

ENTER MEETING NUMBER: 2559 238 1356# ENTER PASSWORD: 3466#

AGENDA

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

APPROVAL OF MINUTES *Motion to waive the reading and approve the minutes of the last meeting.*

1. Minutes of May 2, 2023

PAYMENT OF BILLS

2. Bills 06/06/2023

CLERK/TREASURER'S REPORT

DISCUSSION AND ACTION ITEMS

3. Review of ARPA Expenditures
4. Consider Request to Authorize Billboard Advertising
5. Consider Request for Wifi Access Point at the Aquatic Center
6. Consider Request for Development Planning Services
7. Adoption of Ordinance Authorizing an Alternative System of Approving Claims in Accordance with Wis. Stat. §66.0609

SET NEXT MEETING DATE

ADJOURN

Posted this 2nd day of June, 2023 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

Aaron Joyce, City Clerk/Treasurer

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

AGENDA

CALL TO ORDER Meeting was called to order at 5:40 PM. Committee members present were Karin Tepley, Melony Walters, and Ryan Cairns.

APPROVAL OF MINUTES

1. Motion by Tepley to approve the minutes of both the April 4, 2023 and April 18, 2023 Finance Committee. Seconded by Cairns. Motion carried 3-0.

PAYMENT OF BILLS

2. Motion by Tepley to pay the bills as presented. Seconded by Walters. Motion carried 3-0.

CLERK/TREASURER'S REPORT

Clerk/Treasurer Joyce reported that notices for annual license renewals have been sent and are being received. The process has been accelerated to be able to comply with publishing deadlines and the Common Council's schedule of meeting once per month. The city's 2022 financial audit will take place next week. The Clerk/Treasurer's office continues to implement the accounting and payroll software.

DISCUSSION AND ACTION ITEMS

3. Accept bid for asphalt overlays

Two sealed bids were received for the annual allotment of asphalt. The bid opening took place on April 21st and was subsequently reviewed by the Public Works Committee, which recommended the low bidder – Scott Construction – be awarded the bid of \$92.89 per ton, or a total of \$83,601.00 for 900 tons. \$100,000 was budgeted for the purchase in 2023. Motion by Walters to approve the bid from Scott Construction for hot mix asphalt overlay in the amount of \$92.89 per ton, or \$83,601.00 total. Second by Tepley. Motion carried 3-0.

4. Establishment of a Community Resource Officer

Chief Jones, Administrator Oliphant, and Richland District Administrator Steve Board have been in communication regarding starting a Community Resource Officer (CRO) in the Richland School District starting in the 2023-2024 school year. The school board has not yet given final approval of the idea; however, district officials have indicated that the majority of the position's wages & benefits would be reimbursed by the school district. The preliminary estimated commitment was an 80/20 split. The CRO would officially be a member of the Richland Center Police Department and would work full days in all three school buildings. The mission of the CRO is to create and maintain safe, secure, and orderly learning environments for students, teachers, and staff. Chief Jones indicated that it would be difficult to just reassign a current officer without replacing that road officer. He did indicate that he believes a current RCPD officer will be assigned to the CRO position if it becomes a reality. The estimated total would be \$158,000. Chief Jones noted that Richland Center is the last school in the conference to have a CRO and they are becoming more prevalent in other places. Funds are not in the city's 2023 budget; however, \$50,000 would be reallocated from the Outlay for PD safety improvements. The consensus at the city's

Personnel Committee was the CRO was a good idea but would still need the school district agree to the position and terms. A review of the MOU would be done annually to ensure both parties want to proceed with the position the following year. The school board was expected to consider the position at its meeting on May 15th. Oliphant said that both parties are likely waiting for the other to commit to the project. Motion by Walters to request a joint meeting with the Richland School District at a future date to be determined. Seconded by Tepley. Motion carried 3-0.

Item 1.

5. **Replacement of AED Devices**

Water Superintendent Steve Krueger presented and noted that there are 11 AED units in the city. 6 units were purchased in 2002 or 2005 and are coming to end of life because they are no longer supported by the manufacturer. 3 quotes received for 7 new units. The lowest quote was \$11,511.50 plus freight from Cardio Partners for all 7 units (\$1,644.50 each). It was determined that ARPA funds would be an appropriate use for the devices. Motion by Walters to recommend to council the purchase of seven AED units from Cardio Partners in the amount of \$11,511.50 plus freight and utilize ARPA funds for the purchase. Seconded by Tepley. Motion carried 3-0.

6. **Financial Services**

7. **Consider approval of Weights & Measures Inspection Memo of Agreement with State of Wisconsin**

8. **Consider Purchase of Badger Books Electronic Poll Book**

Motion by Walters to refer agenda items #6, #7, #8 directly to the common council due to time limitations of the Finance Committee. Seconded by Tepley. Motion carried 3-0.

ADJOURN

Motion by Walters to adjourn the meeting. Seconded by Tepley. Motion carried 3-0 at 6:42 PM.

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

City of Richland Center

Payment Approval Report - Finance Committee
Report dates: 6/6/2023-6/6/2023Page: 1
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Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
06/06/2023				
06-06-23 COUNCIL				
ALLIANT ENERGY/WPL	05/09/2023	ACCT #2013900000-RUNWAY	10-54900-320 AIRPORT/RUNWA	130.01
ALLIANT ENERGY/WPL	05/09/2023	ACCT #1036510000-HANGAR	10-54900-322 AIRPORT/HANGA	71.26
ALLIANT ENERGY/WPL	05/10/2023	ACCT #1601850000-HWY80 SH	10-55300-655 PARKS/SHELTER	17.10
ALLIANT ENERGY/WPL	05/15/2023	ACCT #5572730000-HWY14 W	10-54230-320 SIGNS/UTILITIES	14.07
AMAZON CAPITAL SERVI	05/30/2023	CITY ACCT #A2D4H70ZB1JL0D	10-51300-340 CLK TREAS/OFFI	54.48
AMAZON CAPITAL SERVI	05/30/2023	CITY ACCT #A2D4H70ZB1JL0D	10-51250-340 ADMIN/OFFICE S	47.97
ARROW ENERGY	05/18/2023	ACCT #12271-AIRPORT	10-54900-505 AIRPORT/AVIATI	18,183.62
AUTO ZONE	05/13/2023	ACCT #000497434-POLICE DE	10-52100-425 POLICE/CAR OPE	15.83
AXON ENTERPRISE, INC	05/20/2023	ACCT #241724-POLICE DEPT	10-52100-430 POLICE/PRIORIT	496.25
B M O HARRIS BANK N.A.	05/27/2023	POLICE ACCT ENDING #0653-	10-52100-410 POLICE/TRAININ	82.00
B M O HARRIS BANK N.A.	05/27/2023	POLICE ACCT ENDING #0653-	10-52100-410 POLICE/TRAININ	13.19
B M O HARRIS BANK N.A.	05/27/2023	POLICE ACCT ENDING #0653-	10-52100-430 POLICE/PRIORIT	261.64
B M O HARRIS BANK N.A.	05/27/2023	POLICE ACCT ENDING #0653-	10-52100-410 POLICE/TRAININ	21.09
B M O HARRIS BANK N.A.	05/27/2023	POLICE ACCT ENDING #0653-	10-52100-430 POLICE/PRIORIT	248.00
BOARDMAN & CLARK LL	05/24/2023	INV #268297-GENL CITY MATT	10-51760-570 LABOR REL/FEE	92.00
BOARDMAN & CLARK LL	05/24/2023	INV #268298-TAX ASSMT APPE	10-51760-570 LABOR REL/FEE	64.00
BOARDMAN & CLARK LL	05/24/2023	INV #268299-2022 ASSESSME	10-51760-570 LABOR REL/FEE	45.00
BREWER LIBRARY ACCO	01/01/2023	2023 LIBRARY FUNDS FROM	10-58700-390 TRANSFERS/MIS	288,153.00
CITY TREASURER	05/09/2023	REIMB DOG LIC FUND FOR C	10-44160-000 DOG/CAT LICENS	6.00
CITY UTILITIES	12/28/2022	2021-2022 W/C SLIDER DIV DU	10-51500-260 INSURANCE/WO	3,049.60
CIVIC SYSTEMS, LLC	04/18/2023	ACCT #278116-2ND HALF SOF	10-61000-920 OUTLAY/CLERK/T	34,393.00
COMPUTER DOCTORS L	05/22/2023	INV #5515-PRORATED MS365	10-51400-580 DATA PROC/PRO	70.88
COPERS, LLC	12/27/2022	INV #5248-POLICE 2023 SUPP	10-52100-480 POLICE/MAINT A	1,480.00
CREASEY, BRUCE	05/24/2023	CAMPING FEE REFUND-B CR	10-46632-000 CAMPING FEES	75.00
EHLERS	04/10/2023	INV #91033-PANORAMA EST 2	10-14600-000 DUE FROM DEVE	3,000.00
FIRE PROTECTION SPEC	06/04/2023	POLICE INV #1144571225	10-52100-470 POLICE/MAINT/R	83.12
GENERAL COMMUNICATI	04/28/2023	ACCT #7355-POLICE DEPT	10-52100-430 POLICE/PRIORIT	247.00
GENUINE TELECOM	05/20/2023	ACCT #641500-POLICE DEPT	10-52100-300 POLICE/TELEPH	149.02
GENUINE TELECOM	05/20/2023	ACCT #20300-CLERK/TREAS	10-51300-300 CLK TREAS/TELE	92.90
GENUINE TELECOM	05/20/2023	ACCT #20300-BLDG INSP	10-52400-300 BLDG SFTY/TELE	36.88
GENUINE TELECOM	05/20/2023	ACCT #20300-MAYOR	10-51200-300 MAYOR/TELEPH	35.38
GENUINE TELECOM	05/20/2023	ACCT #20300-ASSESSOR	10-51600-300 ASSESSOR/TELE	35.38
GENUINE TELECOM	05/20/2023	ACCT #20300-RR DEPOT	10-51825-300 RR DEPOT/PHON	35.38
GENUINE TELECOM	05/20/2023	ACCT #20300-POLICE DSL	10-52100-590 POLICE/INTERNE	88.00
GENUINE TELECOM	05/20/2023	ACCT #20300-CITY DSL	10-51400-590 DATA PROC/DSL	125.00
GENUINE TELECOM	05/20/2023	ACCT #641600-STREET DEPT	10-54100-300 GARAGE/TELEPH	36.13
GENUINE TELECOM	05/20/2023	ACCT #73700-PARK SHOP	10-51850-300 BLDG-PROP/TEL	45.63
GENUINE TELECOM	05/20/2023	ACCT #73700-AQUATIC CENT	10-55410-300 AQUA CTR/TELE	41.88
GENUINE TELECOM	05/20/2023	ACCT #73700-COMM CENTER	10-55200-300 COMM CTR/TELE	182.26
GENUINE TELECOM	05/20/2023	ACCT #73700-CC ALARM	10-55200-565 COMM CTR/FIRE	36.88
GOODWILL	05/04/2023	T WOZNY RESTN TO GOODWI	10-52100-810 POLICE/ENFORC	8.97
HYNEK PRINTING	05/23/2023	POLICE INV #70564-NO PARKI	10-52100-810 POLICE/ENFORC	218.00
JELINEK, GRETCHEN	06/01/2023	MAY ASSESSOR PYMT-G JELI	10-51600-560 ASSESSOR/CON	1,658.33
JOHNSON BLOCK & COM	05/12/2023	2022 AUDIT INV #502602	10-51360-390 AUDITING/FEES	12,272.00
JONES CHEVROLET	05/02/2023	ACCT #380-POLICE DEPT	10-52100-425 POLICE/CAR OPE	71.97
JOYCE, AARON L	05/15/2023	CTI REGISTRATION REIMB-A J	10-51300-410 CLK TREAS/TRAI	499.00
KOELSCH, BEN	05/31/2023	MAY CABLE SPONSORSHIP	10-55600-390 CABLE TV/MISC	1,933.75

City of Richland Center

Payment Approval Report - Finance Committee

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Report dates: 6/6/2023-6/6/2023

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Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
OLIPHANT, ASHLEY	05/02/2023	OFFICE SUPPLY REIMB-A OLI	10-51250-340 ADMIN/OFFICE S	109.31
PARAGON DEVELOPMEN	05/30/2023	CUST #003261-CLERK/TREAS	10-61000-920 OUTLAY/CLERK/T	6,168.00
PARAGON DEVELOPMEN	05/30/2023	CUST #003261-CLERK/TREAS	10-61000-920 OUTLAY/CLERK/T	2,372.95
PITNEY BOWES GLOBAL	05/30/2023	ACCT #0016680642-POSTAGE	10-51300-330 CLK TREAS/POST	192.30
POLICE DEPT PETTY CA	05/31/2023	RCPD-REPLENISH PETTY CAS	10-52100-390 POLICE/MISC EX	46.66
RHYME BUSINESS PROD	05/16/2023	POLICE COPIER INV #3406064	10-52100-480 POLICE/MAINT A	240.53
RHYME BUSINESS PROD	06/05/2023	CITY COPIERS INV #34188074	10-51450-480 COPIER/MAINT A	397.33
RHYME BUSINESS PROD	05/26/2023	ACCT #PT6282-POLICE DEPT	10-52100-340 POLICE/OFFICE	56.19
RICHLAND COUNTY AMB	05/24/2023	JUN AMBULANCE PAYMENT	10-52600-560 AMBULANCE/CO	9,590.00
RICHLAND ELECTRIC CO	06/01/2023	ACCT #667401-FLOODWARNI	10-56200-320 FLOODPLN/UTILI	47.15
RICHLAND FIRE DISTRIC	05/04/2023	FIRE CALL-D WEMMER ACCID	10-52300-905 FIRE DIST/CITY F	600.00
RICHLAND FIRE DISTRIC	05/04/2023	FIRE CALL-D COLEMAN ACCI	10-52300-905 FIRE DIST/CITY F	600.00
RICHLAND FIRE DISTRIC	05/20/2023	FIRE CALL-HILLSIDE DEPOT A	10-52300-905 FIRE DIST/CITY F	600.00
RICHLAND FIRE DISTRIC	05/27/2023	FIRE CALL-D HOFFMAST RV F	10-52300-905 FIRE DIST/CITY F	800.00
RICHLAND FIRE DISTRIC	05/28/2023	FIRE CALL-D BURKE ACCIDEN	10-52300-905 FIRE DIST/CITY F	600.00
RICHLAND HOSPITAL, IN	05/15/2023	APR LAB SERVICES-RC POLIC	10-52100-810 POLICE/ENFORC	160.00
RICHLAND OBSERVER	06/01/2023	ACCT #31344-CLK SUBSCRIPT	10-51300-360 CLK TREAS/SUB	75.50
ROBINSON, CINDY	05/15/2023	CAMPING FEE REFUND-C RO	10-46632-000 CAMPING FEES	350.00
RUNNING, INC	06/06/2023	INV #27963-MAY TAXI EXP	10-54800-950 TRANSIT/TAXI	23,026.58
RUNNING, INC	06/06/2023	INV #27963-MAY TAXI REV	10-54800-950 TRANSIT/TAXI	11,999.50
SOUTHWEST WI TECHN	05/30/2023	POLICE INV #FTI005388	10-52100-410 POLICE/TRAININ	490.00
TC AUTOWORKS LLC	05/01/2023	ACCT #1144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	55.93
TC AUTOWORKS LLC	05/01/2023	ACCT #1144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	812.43
TC AUTOWORKS LLC	05/01/2023	ACCT #1144-POLICE DEPT	10-52100-425 POLICE/CAR OPE	186.21
U S CELLULAR	05/10/2023	ACCT #854828109-FLOODWAR	10-56200-300 FLOODPLN/TELE	40.51
U S CELLULAR	05/10/2023	ACCT #854828109-FLOODWAR	10-56200-300 FLOODPLN/TELE	40.51
U S CELLULAR	05/18/2023	ACCT #201978132-CELL/MIED	10-55200-300 COMM CTR/TELE	54.50
U S CELLULAR	05/18/2023	ACCT #201978132-CELL/MAYO	10-51200-300 MAYOR/TELEPH	38.99
U S CELLULAR	05/18/2023	ACCT #201978132-CELL/FRY	10-51850-300 BLDG-PROP/TEL	48.49
U S CELLULAR	05/18/2023	ACCT #201978132-CELL/NELS	10-54200-300 ROADWAYS/CEL	52.14
VERIZON WIRELESS	05/21/2023	POLICE ACCT #283186952-000	10-52100-300 POLICE/TELEPH	953.51
VIERBICHER ASSOCIATE	05/05/2023	INV #2-ZONING ORDINANCE U	10-61000-990 OUTLAY/PROJEC	3,509.00
VIERBICHER ASSOCIATE	05/05/2023	INV #3-ZONING ADMINISTRAT	10-52450-000 ZONING/REGULA	5,121.00
W CHRIS MCGOUGH, LL	06/05/2023	INV #1870-COUNCIL/GENL TA	10-51700-570 ATTORNEY/FEES	1,062.50
W CHRIS MCGOUGH, LL	06/05/2023	INV #1871-TRAFFIC COURT	10-51700-570 ATTORNEY/FEES	2,650.00
WALSH'S ACE HARDWAR	05/30/2023	ACCT #100597-POLICE DEPT	10-52100-425 POLICE/CAR OPE	40.90
WI DEPT OF ATCP-LICEN	06/06/2023	2023 A/C LICS-ID #138NGRHB	10-55410-580 AQUA CTR/LICEN	175.00
WI DEPT OF ATCP-LICEN	06/06/2023	2023 A/C LICS-ID #138NGRHB	10-55410-580 AQUA CTR/LICEN	175.00
WI DEPT OF ATCP-LICEN	06/06/2023	2023 A/C LICS-ID #138NGRHB	10-55410-580 AQUA CTR/LICEN	175.00
WI DEPT OF ATCP-LICEN	06/06/2023	2023 A/C LICS-ID #138NGRHB	10-55410-580 AQUA CTR/LICEN	250.00
WI DEPT OF ATCP-LICEN	06/06/2023	2023 A/C LICS-ID #138NGRHB	10-55410-580 AQUA CTR/LICEN	150.00
WI DEPT OF ATCP-LICEN	06/06/2023	2023 A/C LICS-ID #138NGRHC	10-55410-580 AQUA CTR/LICEN	60.00
WI DEPT OF JUSTICE-CR	05/03/2023	ACCT #G2489-POLICE DEPT	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF JUSTICE-CR	05/18/2023	ACCT #G2489-POLICE DEPT	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF JUSTICE-CR	05/31/2023	ACCT #G2489-POLICE DEPT	10-52100-860 POLICE/ADMINIS	7.00
WI DEPT OF TRANS-TVR	06/05/2023	RCPD TVRP PROGRAM PAYM	10-44410-000 PARKING TICKET	300.00
WI FIELD TRAINING OFFI	06/01/2023	T BARR REGISTRATION-WFTO	10-52100-410 POLICE/TRAININ	250.00
WICONNECT WIRELESS	06/01/2023	INV #195072-AIRPORT INTERN	10-54900-300 AIRPORT/TELEP	56.86
WIL-KIL PEST CONTROL	05/10/2023	ACCT #133002-LANDFILL	10-54500-560 LANDFILL/CONT	63.30
WIL-KIL PEST CONTROL	05/11/2023	ACCT #131539-MUN BLDG	10-51800-560 MUN BLDG/CONT	63.30
WPPI ENERGY	06/01/2023	LED PROJ INV #INV19346	10-51850-470 BLDG-PROP/MAI	421.62

City of Richland Center

Payment Approval Report - Finance Committee
Report dates: 6/6/2023-6/6/2023Page: 3
Jun 06, 2023 01:26PM

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CITY GENERAL FUND:				418,872.55
Grand Totals:				418,872.55

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

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

Dated:

Finance:

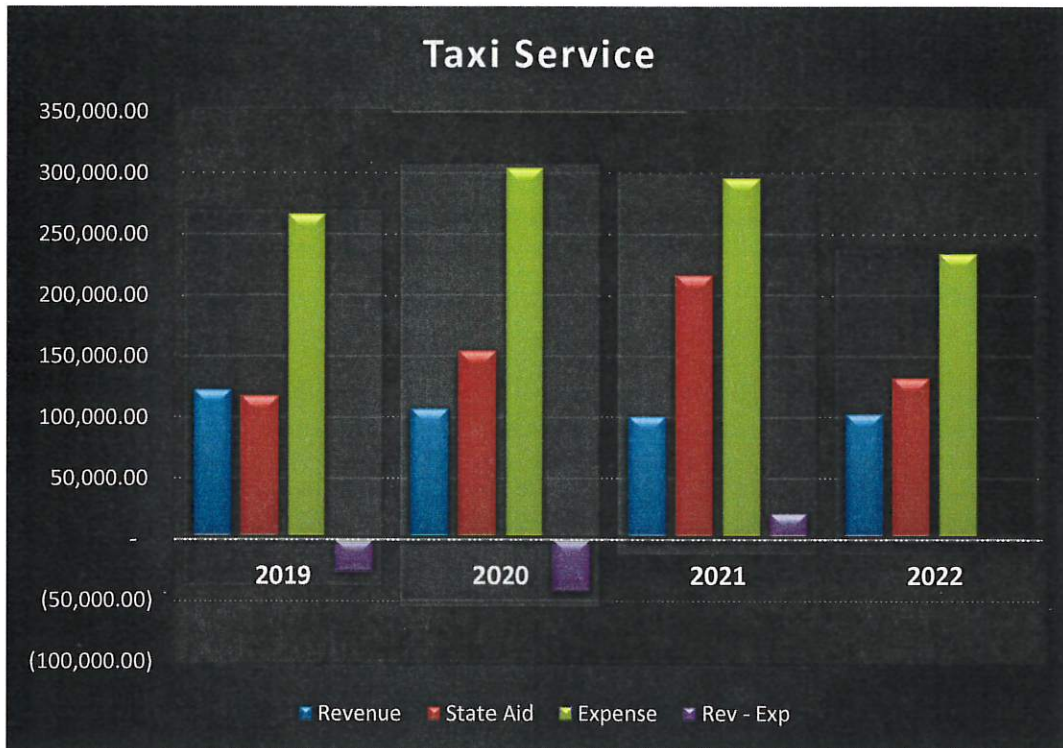
Filed in the office of the City Clerk/Treasurer

Report Criteria:

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

Taxi Service

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	
Revenue	122,692.50	107,025.00	101,077.75	102,944.50	■ ■ ■ ■
State Aid	117,641.87	154,343.37	216,375.83	132,357.01	■ ■ ■ ■
Expense	266,439.46	303,875.12	295,836.31	233,998.91	■ ■ ■ ■
Rev - Exp	(26,105.09)	(42,506.75)	21,617.27	1,302.60	■ ■ ■ ■



2022 SHARED RIDE TAXI - RUNNING, INC

Monthly taxi expense:

		<i>Total Trips</i>
January	25,646.84	2,374
February	23,612.51	2,149
March	25,559.97	2,221
April	19,923.64	1,852
May	16,874.19	1,808
June	16,523.58	1,784
July	16,877.95	1,826
August	17,436.16	1,870
September	16,427.00	1,919
October	16,533.93	1,921
November	21,346.12	1,932
December	17,237.02	1,877
TOTAL TAXI EXPENSE	233,998.91	23,533

Ave trips/month= 1,961

Monthly taxi revenue from fares:

January	9,321.00
February	8,069.00
March	9,600.00
April	7,566.00
May	10,310.50
June	7,955.50
July	6,818.00
August	8,751.00
September	8,344.50
October	8,740.00
November	8,835.00
December	8,634.00
TOTAL REVENUE FROM FARES	102,944.50

NET TAXI PAYMENTS TO RUNNING, INC (matches balance in 54800-950)

\$ 131,054.41**STATE AID-TAXI: ACCOUNT #10-43345-000**

Deposit Date	(State Pool #1 direct deposits)	
06/21/22	DOT TRAN OPERAT	12,955.00
09/21/22	DOT TRAN OPERAT (put in 10-43145-000)	38,865.00

FEDERAL AID-TAXI: ACCOUNT #10-43145-000

Deposit Date	(Checks from WI DOA to City General)	Receipt #	
04/01/22	WI DOA - DOT FTA2021 Section 5311 Cares	47142	43,189.01
12/30/22	DOR Taxi		37,348.00

TOTAL AID PAYMENTS-STATE/FEDERAL SHARES 132,357.01

2022 DIFFERENCE

* \$ 1,302.60

(*For 2022 the city ended up receiving \$1,302.60 more in aid payments than was paid out to Running for taxi service, which resulted in none of the \$40,000 in budgeted funds needing to be used. According to pre-2022 audit records.)

2022 BUDGET IN 10-54800-950

\$ 40,000.00

ARPA Plan

Product/Service	DEPARTMENT	BUDGETED	ARPA Committed	Approved by Finance	ESTIMATED COST	Amount Approved	Better Estimated Cost	ACTUAL COST
IDENTIFIED PROJECTS								
Update Website	Economic Development	No	Yes	Yes	\$48,000	\$45,000	\$39,550	\$22,164
Ordinance Recodification	Administration	No	Yes	Yes	\$27,000	\$27,000	\$25,200	\$14,470
Upgrade Email to MS Exchange	Administration	No	Yes	Yes	\$2,754	\$4,131	\$4,500	\$4,314
Accounting and Payroll Software	Clerk/Treasurer	No	Yes	Yes	\$75,000	\$75,000	\$69,557	\$71,969
Reassessment of City	Administration	No	Yes		\$125,000			\$0
Upgrades to Council Chambers (AV & Furn)	Administration	No	Yes		\$20,000			\$0
Tablet & Workstation Upgrades	Administration				\$15,000	\$15,000	\$13,000	\$12,272
AED Devices	Utilities	No	Yes	Yes	\$11,512			
Lamar Digital Billboard Advertising	Administration	No			\$6,500			
WiFi Access Point	Parks & Rec	No			\$3,656			
Total					\$334,422	\$166,131	\$151,807	\$125,188
COMMUNITY								
Blighted Property Removal	Administration	No			\$100,000			
Wayfinding Signs/Lettering/Decals	Economic Development	No			\$20,000			
Community Center Dishwasher Replacement	Parks & Rec	No			\$860			
Generator for Fire District	Fire District	No			\$20,000			
Fire Department HVAC (@50% cost)	Fire District	No			\$25,000			
BUILDING IMPROVEMENTS								
Replace Mun Bldg Carpeting	Parks & Grounds	No			\$25,000			
Improve Police Reception Area	Police	No			\$50,000			
Climate Control for Pump House	Parks & Rec	No			\$20,000			
Security updates for Mun Bldg	Administration	No			\$50,000			
Install Drive-thru in Utilities	Utilities	No			\$40,000			
EQUIPMENT								
Parks & Rec Security Cameras	Parks & Rec	Yes			\$20,000			
Scanner/Plotter	Economic Development	No			\$2,500			
Parks & Grounds Table & Chairs (breakroom)	Parks & Grounds	No			\$5,000			
TOTAL REQUESTED (Identified + All Categories)								
ARPA ALLOTMENT					\$712,782	\$166,131	\$151,807	\$125,188
FUNDS REQUESTED AND ALLOCATED					\$324,266			
Total Available					\$193,949			

0

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 4.

Agenda Item: 14. Consider Request to Authorize Billboard Advertising

Meeting Date: Tuesday, June 6, 2023

Requested by: Ashley Oliphant

Background: In February 2023, the Common Council authorized the execution of a lease agreement between the City and The Lamar Company for the continued placement of a billboard on city owned tax parcel 276-2812-1000. One face of the billboard was to be transitioned to digital advertisements. The executed lease agreement is for a term of fifteen years with an annual rent of \$4,500 (previously \$300/year). As part of this agreement, Lamar offered the City a reduced cost for advertising at a rate of \$500 per flight (four week period).



On May 16th several department heads met with a Lamar representative to discuss advertising options and how the City might utilize this medium. If the City is to secure advertising on the digital billboard, an initial six month/24-week or one year/52-week package must be purchased. Of the available spots, one is remaining. Advertising on the digital billboard is tentatively set to begin in July 2023.

If approved to purchase advertising space, departments suggested the following items be advertised.

Note: *this is not an all-inclusive list*

Library

- Book Sales
- Programming
- Happy Holidays
- Women's History Month
- Black History Month
- National Library Week
- Poetry Month
- Hours & Contact Info
- Website Resources
- Services

Economic Development

- City Land for Sale
- Project Updates
- Grant Opportunities
- SBDC, WEDC Workshops
- Job Openings

Tourism

- Extension of "You'll Find it Here"
- Rodeo
- Taste of the Hills
- County Fair
- Thunderfest
- Other Events

Parks & Recreation

- New Events
- Programming
- Aquatic Center Info
- Season Help Recruitment
- Sponsor Thank Yous
- Employee Recognition

Financial Impact: \$3,000 for a 24-week package or \$6,500 for a 52-week package.

Requested Action: Motion to authorize the City Administrator to secure a _____ week digital billboard advertising package with The Lamar Company utilizing ARPA funds.

AGENDA ITEM DATA SHEET

Agenda Item: 15. Consider Request for WIFI Access Point at the Aquatic Center

Meeting Date: Tuesday, June 6, 2023

Requested by: Ashley Oliphant & Jodi Mieden

Background: Requesting authorization to purchase equipment and licensing for a WIFI access point that would primarily service the Aquatic Center but also the Park Shop. The installation of an access point allows for full implementation of the timekeeping system for seasonal help, is the first step for accepting credit card payments directly at the Aquatic Center (pool passes & concessions), provides public WIFI access, and allows for greater precision of chemical management (chemical controllers have greater performance over WIFI).

QUOTE

Equipment (one-time expense)

- Cisco Meraki MR46 (Qty 2) - \$2,716.88

Licensing Options

- Meraki MR Enterprise – 3 year (license) - \$563.58
- Meraki MR Enterprise – 5 year (license) - \$939.28
- Meraki MR Enterprise – 7 year (license) - \$1315.00

Recommendation:

Cisco Meraki MR46 (Qty 2) - \$2,716.88

Meraki MR Enterprise – 5 year (license) - \$939.28

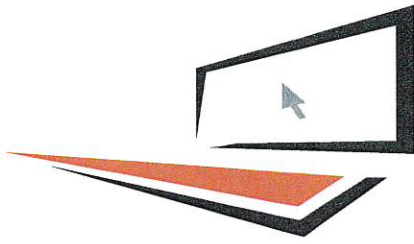
Total Cost for 5 years: \$3,656.16

Funding Source: ARPA

Financial Impact: \$3,656.16

Requested Action: Motion to authorize the purchase of the necessary equipment and licensing for a WIFI access point to serve the Aquatic Center and Park Shop with ARPA funds.

Attachment: Quote from Computer Doctors (pricing and availability confirmed)



COMPUTER DOCTORS

TECHNOLOGY SOLUTIONS, SERVICE & SUPPORT

City of Richland Center
Friday, April 21, 2023

Prepared By:
Jason M. Marshall

Qty	Description	Price	Total
2	Cisco Meraki MR46 <i>one time expense</i>	\$ 1,358.44	\$ 2,716.88
2	Meraki MR Enterprise - 3 Year	\$ 281.79	\$ 563.58
2	Meraki MR Enterprise - 5 Year	\$ 469.64	\$ 939.28
2	Meraki MR Enterprise - 7 Year	\$ 657.50	\$ 1,315.00

Total

Pricing valid for 15 days from date of quote and does not include labor. Pricing subject to change and availability.

122 W. Court Street Richland Center, WI 53581 608-647-5986 jason.marshall@rccomputerdrs.com

ORDINANCE 2023 – ____

ADOPTION OF ORDINANCE AUTHORIZING AN ALTERNATIVE SYSTEM OF APPROVING CLAIMS IN ACCORDANCE WITH WISCONSIN STATUTE SECTION 66.0609

The Common Council of the City of Richland Center, Wisconsin, does hereby ordain:

SECTION I: ADOPTION OF ORDINANCE PURSUANT TO STATUE.

§66.0609. FINANCIAL PROCEDURE; Alternative System of Approving Claims

(1) The governing body of a village or of a city of the 2nd, 3rd or 4th class may by ordinance enact an alternative system of approving financial claims against the municipal treasury other than claims subject to s. 893.80. The ordinance shall provide that payments may be made from the city or village treasury after the comptroller or clerk of the city or village audits and approves each claim as a proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:

- (a) That funds are available for the claim pursuant to the budget approved by the governing body.
 - (b) That the item or service covered by the claim has been duly authorized by the proper official, department head or board or commission.
 - (c) That the item or service has been actually supplied or rendered in conformity with the authorization described in par. (b).
 - (d) That the claim is just and valid pursuant to law. The comptroller or clerk may require the submission of proof to support the claim as the officer considers necessary.
- (2) The ordinance under sub. (1) shall require that the clerk or comptroller file with the governing body not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.
- (3) The ordinance under sub. (1) shall require that the governing body of the city or village obtain an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed or certified under ch. 442 and designated by the governing body.
- (4) The system under sub. (1) is operative only if the comptroller or clerk is covered by a fidelity bond or insurance policy of not less than \$5,000 in villages and 4th class cities, of not less than \$10,000 in 3rd class cities, and of not less than \$20,000 in 2nd class cities, as described in s. 61.25 (intro.) or 62.09 (4) (b).
- (5) If an alternative procedure is adopted by ordinance in conformity with this section, the claim procedure required by ss. 61.25 (6), 61.51, 62.09 (10), 62.11 and 62.12 and other relevant provisions, except s. 893.80, is not applicable in the city or village.

SECTION II: Effective Date.

This ordinance shall be in full force and effect from and after its passage and publication.

Enacted this ____ day of _____, 2023.

CITY OF RICHLAND CENTER:

Todd Coppernoll, Mayor

ATTEST:

Aaron Joyce, City Clerk/Treasurer