

**CONTRACT**  
between  
**THE CITY OF RICHLAND CENTER**  
and the  
**SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION**  
for services relating to the  
**CITY/COUNTY GIS STUDY**

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) agrees to provide planning services to the City of Richland Center (the City) to analyze the feasibility of a GIS partnership with Richland County. SWWRPC agrees to conduct the following tasks required to deliver the services outlined below.

**Purpose**

GIS services are provided to the City in as outlined in the attached Department of Revenue Innovation Planning Grant Scope of Work.

SWWRPC shall ensure that work conducted in compliance with all applicable federal, state, and local laws, rules, and regulation.

**Term of Contract**

The term of this Contract is the period within which the services shall be provided. The term will commence on July 1, 2025 and terminate on December 31, 2025.

**Project Cost and Schedule**

SWWRPC's Scope of Work is outlined on the attached Scope of Work. The total cost for this project is \$34,559.73. SWWRPC will bill the City quarterly for work performed.

**SWWRPC Responsibilities**

SWWRPC shall undertake the following activities during the duration of the Contract period:

1. Provide staff required to implement the project throughout the Contract period, including any reporting required of the City by the terms of the Innovation Planning Grant.

**The City's Responsibilities**

The City shall undertake the following activities during the duration of the Contract period:

1. Provide administrative support for data collection and point of contact for SWWRPC throughout the Contract period. The role of this individual will include the following duties:
  - I. Provide any data, written or electronic, necessary for completion of the project to SWWRPC;
  - II. Coordinate engagement with City staff as requested by SWWRPC;
  - III. Provide Innovation Planning Grant reporting requirements.

**Data Sharing**

All data collected for the cemeteries shall be shared equally between SWWRPC and the City for planning purposes. Distribution of data to parties other than SWWRPC and the City shall only occur with approval of both parties and in accordance with all applicable state and national laws.

**Modification and Termination**

This agreement may be cancelled or terminated without cause by either SWWRPC or the City by giving sixty (60) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation.

Any and all addenda must be made in writing and must be agreed to in writing and executed by both parties before becoming effective.

**Effective Date and Signature**

This Contract shall be effective upon the signature of SWWRPC and the City's authorized officials and shall be in force until terminated by the terms of this contract. SWWRPC and the City indicate agreement with this Contract by their signatures.

**Title VI Non-Discrimination**

During the performance of this contract, the contractor assures that no person shall on the grounds of race, color, religion, national origin, sex, disability, or veteran status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in the execution of this contract. The Commission's services will also be performed in accordance with the *Southwestern Wisconsin Regional Planning Commission Title VI Map—Language Assistance Map and Public Participation Map* adopted February 27, 2018.

**CITY OF RICHLAND CENTER:**

\_\_\_\_\_  
**Ashley Oliphant**  
**Administrator, City of Richland Center**

Dated: \_\_\_\_\_

**SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION:**



\_\_\_\_\_  
**Troy Maggied**  
**Executive Director**

Dated: 07/16/2025

## Proposed Scope of Work – DOR Innovation Planning Grant Application

**Applicant:** City of Richland Center

**Application deadline:** April 30, 2025

**Project Name:** Regional GIS Efficiency for Public Safety and Infrastructure Management

**Type of service we plan to transfer:** Public Safety & Infrastructure

**Entity type where you plan to transfer the service:** To be determined. Options include the City of Richland Center, Richland County, or a new regional entity

**Budget:**

- Contracting: \$33,047.73 for planning consultation
- Travel: \$1,512.00
- Total: \$34,559.73

**Executive Summary**

The Regional GIS Efficiency for Public Safety and Infrastructure Management project seeks to create a unified GIS service for Richland Center and Richland County to improve public safety, infrastructure, and transparency. Limited funding and staffing hinder the city and county's ability to utilize GIS effectively for essential needs.

**Scope of work:**

Problem Statement: Rural county GIS staff rely on limited funding from county general funds and a \$30 per-document fee from the Register of Deeds, both constrained by levy limits and low real estate transaction volumes in rural areas. This funding shortfall, coupled with a statewide shortage of GIS professionals, makes it difficult to attract and retain talent, as urban areas and private sectors offer higher salaries. Municipalities, meanwhile, either have no in-house GIS access or have GIS services that are narrowly focused on utilities, neglecting and ignoring other vital uses of GIS such as public safety and communication with residents. Although municipalities have unique revenue streams that are not subject to levy limits, such as utility funds or Tax Increment Finance revenue, they lack dedicated GIS funding. Richland Center suffers from not being able to afford quality GIS staff in-house and not having access to county GIS services due to the county's inability to attract and retain quality staff. These conditions, including a lack of sustainable and capable workforce, all come at a time when the Next Gen 9-11 system is rolling out statewide and in need of incorporation with county GIS service. Richland Center and Richland County need immediate support to coordinate their available funding and service needs to enable public safety staff to effectively serve their residents.

Anticipated outcome: The scope is designed to create one unified city and county GIS service that supports critical emergency response functions, enables data-driven decision-making, manages city and county infrastructure assets for capital improvements planning, and modernizes land records to support private businesses (surveyors, real estate agencies, engineers, etc.). The study will identify balanced and sustainable funding streams across the city and county that reduces GIS reliance on levy-limited general funds and enables greater efficiency through new partnerships. The project will also identify a governance model that ensures revenue and performance oversight.

Opportunities: A systems-view of the GIS needs of the city and county will be driven by the needs of those relying on the GIS service, not the preference of any one historical GIS provider. The county residents and businesses will be the focus of service delivery. This systems approach allows for a variety of data-driven decisions not available in the current fractured, under-funded system.

1. Next-Gen 911 will be fully incorporated into the GIS and dispatch systems. This will allow for an annual review of call volume by type and geography to identify areas of need and continual improvement.
2. Mapping historic and projected impacts from natural disasters, including frequent flooding on the Pine and Kickapoo Rivers and Mill Creek. The project will also map repetitive loss structures at current and projected risk from flood events, and identify areas for critical response functions.
3. County-wide mapping of city, county, village, and township infrastructure, including relevant data such as type, age, and replacement cost of each asset. This data will be used to coordinate CIP planning and to enable joint-bidding of projects across jurisdictions.
4. Public information will be coordinated at the city and county levels to enhance transparency by mapping voting wards and polling locations, educating new residents, and promoting government openness. Zoning districts, future land use, and constructability conditions will be mapped to foster local economic development.

#### Work Plan:

1. Coordination meetings with city and county departments: The project leaders will meet with current GIS users in the city and county and create a database of all GIS data used by each organization as well as those used by the public and private business. A set of best practices for regional GIS will be developed from input across the state. We will identify options for the GIS platform and user engagement, including privacy issues.
2. Funding analysis: Identification of overall funding available for GIS, by source. Funding will be analyzed to determine if it is restricted or unrestricted, subject to levy limits or other controls, and for any other required uses. A draft budget will be created for a regional GIS structure. This will also include a cost-benefit comparing current GIS funding and service quality with a future regional structure.
3. Governance plan: Development of a shared model of GIS governance to ensure city and county funding has proper oversight, confirm performance metrics and deliverables for implementation, and meet any required GIS state requirements such those associated with land records management.

#### **Conclusion**

The Regional GIS Efficiency project offers a transformative opportunity to address the funding and staffing challenges facing Richland Center and Richland County's GIS capabilities. By coordinating resources and leveraging a systems-driven approach, the project will ensure a sustainable, high-quality GIS service that meets the urgent needs of public safety, infrastructure management, and community engagement. Through stakeholder collaboration, a thorough funding analysis, and a clear governance plan, this initiative will position the region to effectively serve residents and support long-term economic growth.