

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.*

Meeting was called to order at 7:33 PM by Mayor Coppernoll. PRESENT: Alderpersons Ryan Cairns, Carson Culver, Karin Tepley, Kevin Melby, Melony Walters, Scotty Wallace, Susan Fruit, and Tom McCarthy

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

1. Minutes for 11/15/22 & 12/06/22

Motion made by Alderperson Wallace to approve the minutes of both the November 15th and December 6th City Council meetings as presented. Seconded by Alderperson Fruit. Motion carried 8-0.

APPROVAL OF AGENDA:

Motion made by Alderperson Tepley to approve the agenda with items #11 and #12 removed. Seconded by Alderperson Melby. Motion carried 8-0.

ITEMS FOR DISCUSSION AND ACTION:

2. 2021 Audit Presentation - Bill Moilien, Johnson Block

Bill Moilien of Johnson Block presented the unmodified opinion of the city's 2021 financial audit. He indicated the city has "strong financial position, cash liquidity and fund balances". Moilien indicated that the city's overall property valuation has increased 34.6% in the last six years. The city's outstanding debt is structured favorably with interest rates at or below current market. Finally, the city's general obligation debt limitation totals \$17,156,010 and debt subject to limitation totals \$5,491,092. The city has 68% of its debt capacity remaining as of December 31, 2021.

3. Personnel Handbook Amendments

The Personnel & Insurance Committee recommends the proposed amendments to the Personnel Policies Handbook to incorporate the role of City Administrator into the procedural hierarchy and authorizing said role the authority to fully oversee City personnel. The changes replace the City Administrator in areas previously overseen by the Personnel & Insurance Committee; however, the Personnel & Insurance Committee retains the authority to approve department head terminations.

Motion made by Alderperson Walters to adopt Resolution 2022-17 "ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – INCORPORATION OF CITY ADMINISTRATOR". Seconded by Alderperson Tepley. Motion carried 8-0.

Personnel & Insurance also recommended an amendment to the Personnel Handbook that adds additional language/expectations during a probationary period, reduces the length of the probationary period for most employees, and eliminates a reduction in pay during the probationary period.

Motion made by Alderperson Walters to adopt Resolution 2022-18 "ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – SECTION 107 INTRODUCTORY PERIOD". Seconded by Alderperson Wallace. Motion carried 8-0.

4. **2023 Meal Site Rental Agreement**
The annual meal site agreement with the county was reviewed by the Park Board and forwarded to Council for approval. The meal site will continue at the community center. The only change to the agreement was an increase of \$50.
Motion made by Alderperson Melby to approve the 2023 meal site rental agreement with Richland County. Seconded by Alderperson Fruit. Motion carried 8-0.
5. **2023 Shared Ride Taxi Contract**
This is an annual contract that is required with the shared ride taxi contractor, Running Incorporated. The maximum amount of funding for this contract shall be \$346,850.00 based on 10,213.50 hours of service at the rate of \$33.96 per hour.
Motion made by Alderperson Culver to approve the 2023 Shared Ride Taxi Operating Contract between the City of Richland Center and Running, Inc. Seconded by Alderperson Walters. Motion carried 8-0.
6. **Regular Meeting Time of the Common Council**
The Rules of the Common Council expressly state the Common Council shall meet on the first Tuesday of each month at 7:30PM. While not required, the Common Council meets both the first and third Tuesday of every month at 7:30PM. The current meeting time adequately accommodates the work schedules of elected officials while seeking to allow for the maximum public participation as possible. While the meeting start time provides benefit, it also presents unintended side effects such as: difficulty coordinating presentations with out-of-town professionals, additional back and forth travel for employees or unnecessarily long workdays, mental fatigue during meetings, and sluggish performance the following day when meetings last late into the night. To maintain public access/participation while also mitigating the challenges associated with a 7:30PM meeting start time, an earlier meeting time is recommended. In addition, there have been requests to change the date of the second Common Council meeting of the month so it does not conflict with the regular Richland County Board meeting. Alderperson Cairns suggested the Common Council just meet once per month.
Motion made by Alderperson Cairns to adopt Resolution 2022-19 "Amending Rule 1 Meetings of the Rules of the Common Council setting the regular meeting time from 7:30PM to 6:30 PM, and also conducting one regular Common Council meeting on the first Tuesday of every month beginning in February 2023. Seconded by Alderperson Tepley. Motion carried 8-0.
7. **Department Hours of Operation**
Resolution 2016-7 established the Monday through Friday hours of operation for various city departments. Administrator Oliphant is requesting to adjust the hours of operation for Parks & Recreation, Police Department, and include Tourism as such: Police Department (non-union clerical): 7AM-5PM; Parks & Recreation: 8AM-4:30PM; and Tourism: Hours vary to meet seasonal needs and may include the weekend. This item has been reviewed by the Personnel & Insurance Committee and is being recommended for approval to the City Council.
Motion made by Alderperson Walters to approve Resolution 2022-20 "ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – HOURS OF OPERATION", Seconded by Alderperson Tepley. Motion carried 8-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)

8. Request to Purchase Archive Social
Social media records are subject to open records law and all records must be archived to comply with legal requirements. Social media platforms are not designed to archive data, nor are they required to preserve data compliant with open records law. Currently, the City does not have a mechanism in place to capture social media posts. Administrator Oliphant and Chief Jones recommend Archive Social at a cost of \$3,588 per year (\$299/mo) for the economy plan which allows for 12 accounts and up to 1,600 records per month. Funding for implementing Archive Social will included in the 2023 city budget.
Motion made by Alderperson Cairns to authorize the City Administrator to purchase Archive Social and implement use on all city social media platforms. Seconded by Alderperson Fruit. Motion carried 8-0.
9. Consider non-precidential vacation payout in Clerk's Office
Despite a good-faith effort to use vacation prior to the end of the year - Vacation time was sacrificed by one employee in the Clerk's office for the operations of the department. The Clerk was directed to document the circumstances to ensure a precedent was not being set for possible similar requests in the future. It was also suggested that a policy be created in the handbook that deals with flexibility of leave time in case a similar circumstance happens again.
Motion made by Alderperson Cairns to approve a non-precidential payout of vacation time in the Clerk's office. Seconded by Alderperson Melby. Motion carried 8-0.
10. Resolution from Personnel to Transition Economic Development Position to Full-Time City Employee
The position of Economic Development Director is a shared role between the City and County. Although the role is technically a County employee, direction is provided from the RED Board. Due to the financial challenges the County is experiencing, the future of economic development as it currently stands is uncertain beyond 2023. To preserve the position and continue the City's economic development efforts, the full cost of the position/department was included in the 2023 budget allowing the City to create a full-time position and withdraw from the Structural Document which established the shared position. The financial impact is estimated at \$120,953 for all related expenses. Mayor Coppernoll said that it's important to solidify the city's future and planning efforts moving forward.
Motion made by Alderperson Cairns to adopt Resolution 2022-16 "CREATING A FULL-TIME POSITION FOR THE PURPOSE OF ECONOMIC DEVELOPMENT" and issue a Notice to Withdraw to Richland County. Seconded by Alderperson Tepley. Motion carried 8-0.
11. Discussion & possible action regarding status of development agreement with Panorama Estates
This item was removed from the agenda by earlier action.
12. Symons Rec Operational Deficiency Request
This item was removed from the agenda by earlier action.
13. Authorize two solar stop signs on Seminary at Main Street
Increased concerns have been raised about the number of vehicles running the stop signs at the intersection of Main & Seminary Streets. Public Safety approved lighted signs in both directions. There are AC outlets on the north/south poles where the stop signs are mounted, but there is no power available on the east/west poles. It was determined that solar-powered signs could be mounted. Public Safety recommended two solar-powered LED signs be purchased at a cost of \$1,598 each. Funds for the purchase are in the 2022 Street Department Budget. The Finance Committee also reviewed and recommended the

purchase of two solar-powered LED flashing stop signs at a cost of \$1,598 each - or \$3,196 total - from Decker Supply Company.

Motion made by Alderperson Cairns to approve the purchase of two solar-powered LED flashing stop signs at a total cost of \$3,196 from Decker Supply Company. Seconded by Alderperson Wallace. Motion carried 8-0.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

No appointments presented.

PAYMENT OF BILLS:

14. Bills 12 20 2022

Motion made by Alderperson Walters to approve the bills as presented. Seconded by Alderperson Cairns. Motion carried 8-0. Voting Yea: Alderperson Cairns, Alderperson Culver, Alderperson Tepley, Alderperson Melby, Alderperson Walters, Alderperson Wallace, Alderperson Fruit, Alderperson McCarthy

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

No public comments.

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

Alderperson Fruit commented that the recent Mozart Project concert event at RCHS was excellent. Alderperson Tepley reported that the Brewer Library is hoping to break 5,000 in circulation. She also said the library has the Hoopla app available for people to watch movies. Alderperson Walters thanked all city employees for their dedication and service throughout the year. Alderperson Cairns reminded the public that the RCPD continues to sell plush dogs as a fundraiser for the department's K-9 project. Mayor Coppernoll also thanked all council members and city employees for their efforts over the past year.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

Chief Jones reported that Partners for Prevention recently conducted alcohol compliance checks and every establishment in the city passed the check for the first time since the checks have been conducted. Jasen Glasbrenner reported that the city's website is up and functioning, but noted that there are many areas that need editing and updating. Clerk Joyce noted that people interested in taking out nomination papers for city office have until January 3, 2023 to return them to be on the April 2023 ballot.

ADJOURN:

Motion to adjourn made by Alderperson Walters. Seconded by Alderperson Melby. Motion carried 8-0 at 8:58 PM.

Minutes respectfully submitted by Clerk/Treasurer Aaron Joyce.