

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

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

Minutes for the November 15th meeting were not available for approval.

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

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

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

Restricted Funds:

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

Committed Funds:

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

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

CITY UTILITIES:

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

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

RESTRICTED FOR PROJECTS:

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

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

PLANNING COMMISSION RECOMMENDATIONS

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

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS

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

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

FINANCE COMMITTEE RECOMMENDATIONS

DISCUSSION & POSSIBLE ACTION ON AMENDING PREVIOUSLY AUTHORIZED EXPENSE FOR TRAFFIC MARKING PAINT:

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

DISCUSSION & POSSIBLE ACTION REGARDING THE ADOPTION OF A RESOLUTION FOR THE PURPOSE OF PUBLIC DEDICATION OF LAND AS A PUBLIC WAY TO THE CITY OF RICHLAND CENTER IN ACCORDANCE WITH THE CSM OF LOT 28:

Economic Development Director Jasen Glasbrenner noted that this action was previously discussed and approved by the Planning Commission. Site work was completed on Lot 28 in the North Industrial Park to identify lot corners, replace missing lot corner pins, determine floodplain boundaries, and to establish a right-of-way and setback around the cul-de-sac on Bowen Circle Drive. A certified survey map has been completed by Walsh Geomatics and a resolution must be adopted to establish the public way around the cul-de-sac as would be the case with any public road. Motion by Cairns to adopt Resolution 2022-15 approving the public dedication of part of Lot 28 in the Industrial Park for the purposes of public way in accordance with the certified survey map. Second by McCarthy. Mayor Coppernoll read the resolution into the record. Motion carried 8-0.

DISCUSSION & POSSIBLE ACTION REGARDING SITE PREPARATION WITHIN THE INDUSTRIAL PARK:

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

DISCUSSION & POSSIBLE ACTION REGARDING THE AWARD OF RFP FOR THE DEMOLITION OF 291 N. JEFFERSON STREET:

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

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

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

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

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

PUBLIC COMMENT: None

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

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

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

Minutes respectfully submitted by Aaron Joyce, City Clerk/Treasurer