

REGULAR MEETING OF THE COMMON COUNCIL

January 3, 2017

The Common Council of the City of Richland Center, Wisconsin, met in the Council Room of the municipal building on Tuesday, January 3, 2017 commencing at 7:30 P.M., Mayor Paul F. Corcoran presiding. Alderpersons Diane Cox, Michael Kaufman, John Collins, Marsha Machotka, Lisa Miller, Marie Rakow, Travis Wertz, and Bill Kloehn were present. Mayor Corcoran ascertained from the Clerk that the meeting was properly noticed.

Motion by Rakow, second by Cox to waive the reading and approve the minutes of the meeting on December 20, 2016 in lieu of printed copies and to approve the same. Motion carried 8-0.

Motion by Machotka, second by Collins to waive the reading and approve the minutes of the last meeting, December 29, 2016, in lieu of printed copies and to approve the same. Motion carried 8-0.

PUBLIC COMMENTS: Sharon Schmitz clarified that in her research, the City Officials were not responsible that Walgreens and Lands' End did not locate within the city.

CITY EVENTS AND CITIZENS CONCERNS: Mayor Corcoran brought up fixing sidewalks and if the city wants to have a rotation around the city each year with the city making repairs and billing owners or leaving the issue up to property owners to repair themselves.

ALDERPERSONS CONCERNS TO BE DISCUSSED AT A FUTURE MEETING: Alderperson Kloehn asked for discussion on accepting gift of farm equipment from Jim Riedel. Alderperson Rakow asked if there was work being done on the issues of storage in hangars at the airport and the answer was yes. Attorney Robb stated the land sale in the industrial park to RC Development LLC for Schreiber is complete.

TREASURER'S REPORT: City Clerk/Treasurer Melinda D. Jones presented the report for December 2016. The month end balance is as follows:

General Fund	75,922.89
State Pool - Account # 1	1,881,014.87
Money Market Tax Acct.	1,767,948.67
State Pool – Account #2 Long Term Care	545,937.52

Restricted Funds:

CDBG - Housing RLF	78,110.86
Revolving Loan Fund- Savings	744,089.90
Revolving Loan Fund – Checking	1,217.07
Landfill Care – CD	282,520.17
Landfill Care - CD	276,809.40
Library Checking	109,073.52
Room Tax	33,138.49
State Pool - Account # 6 - TIF - 2-5	2,886,530.64

Committed Funds:

State Pool - Account # 4 - Project Carryover 930,078.47

Assigned Funds:

Cemetery 4,680.81
Park / Community Center 24,881.12
Park and Rec Checking 2,150.64

CITY UTILITIES:

Electric Utility Fund 236,615.25
Electric Unrestricted Funds 48,719.19
Water Utility Fund 120,348.26
Water Utility Unrestricted Funds 54,821.47
Waste Water Utility Fund 116,703.06
Waste Water Unrestricted Funds 34,515.45

RESTRICTED FOR PROJECTS:

Electric 1,937,626.28
Water 1,542,536.72
WWTP 4,819,298.97

APPROVE AGENDA: Motion by Kloehn, second by Cox to approve the agenda and delete item numbers 15, 16, and 17. Motion carried 8-0.

CONSIDER PURCHASE OF NEW V-BOX SANDER FOR STREET DEPARTMENT DUMP TRUCK USING FUNDS FROM ROADWAYS CONTRACTED WORK LINE ITEM IN 2016 BUDGET: Clerk Jones reported this was an agenda item at the last finance committee meeting and it was an urgent situation. Finance recommended approval of the low bid of \$10,500 from Universal for a stainless steel unit. Motion by Wertz, second by Machotka to approve the purchase. Motion carried 8-0.

CONSIDER AUTHORIZING PERSONNEL / INSURANCE COMMITTEE TO ESTABLISH WAGE SCALES FOR EACH CITY JOB AND BRING BACK TO COUNCIL FOR APPROVAL AND RECOMMENDATION FOR 2017 EMPLOYEE WAGE INCREASES: Mayor Corcoran stated he wanted input from everyone on the Council and if necessary there could be a committee of the whole. Motion by Miller, second by Kloehn to start the process at the Personnel/Insurance Committee level. Alderperson Kaufman requested the process be resolved quickly and set a date. Motion carried 8-0.

CONSIDER RESOLUTION UPDATING THE PURCHASING POLICY: Clerk Jones stated the policy remains the same as before with a few additions such as petty cash, the use of credit cards and vendor accounts being clarified as they had procedures but nothing in writing. Motion by Rakow, second by Kloehn to approve Resolution 2017-1. Motion carried 8-0.

CONSIDER RESOLUTION ESTABLISHING WHO IS AUTHORIZED TO USE CITY EQUIPMENT AND VEHICLES: Clerk Jones reported there are many volunteers who would

like helping out the city, they are appreciated, but the insurance does not cover volunteers. The consensus was that the policy should remove the Council and Mayor from permitted operators with the exception of the one park car that can be used to attend seminars or training. Another item should be added that a copy of a valid drivers' license of all employees be kept on file and the licenses should be checked for violations. Several members felt the decision should be up to the related Department Head on who could operate vehicles and equipment. Motion by Miller, second by Machotka to postpone the item for corrections by the Clerk and Attorney. Motion carried 8-0.

CONSIDER APPROVAL OF ADVERTISING FOR BIDS RELATED TO DEBRIS REMOVAL ALONG THE PINE RIVER AND AUTHORIZING APPROVAL OF THE LOWEST BID (PARTIALLY FUNDED BY FEMA): Dale Bender said with the flood this past September, many of the banks let loose and trees fell. He estimated about 50 trees are in the river and close to the same are leaning with most of the damage between Bowens Mill and Industrial Drive. FEMA would pay up to 75% of the cost however debris removal has to be completed by March 21st. He said he questioned if the trees can be pulled back and burned next winter to save on costs and because the trees will not burn at this time. Debris can be removed without a permit however permits will be needed to repair damaged rip rap and bank restoration. Grass seed will not be covered by FEMA. He is working with the DNR and NRCS on obtaining permits and the scope of work to be completed. He asked that due to the deadlines if a special meeting could be held if needed. He also mentioned he would approach the Friends of the Pine and Southwest Partners for any financial assistance they could provide. Motion by Machotka, second by Cox to approve advertising for bids for debris removal. Motion carried 8-0.

CONSIDER APPROVAL OF ADVERTISING FOR BIDS RELATED TO BANK RESTORATION TO PRE-FLOOD CONDITIONS AND/OR RIP RAP ALONG THE PINE RIVER AND AUTHORIZING APPROVAL OF THE LOWEST BID (PARTIALLY FUNDED BY FEMA):: Motion by Kloehn, second by Machotka to approve advertising for bids for bank restoration. Motion carried 8-0.

PAYMENT OF MONTHLY BILLS: Motion by Miller, second by Machotka to approve the 2016 bills as presented. Motion carried 8-0.

Motion by Collins, second by Cox to go into closed session per WI Stats 19.85 (1)(e) related to negotiation strategy regarding possible developer agreement with Joe Hall / Dairyland Transportation for property in the industrial park north, also negotiation strategy regarding possible developer agreement with Duane Kleinsasser. Motion carried 8-0.

Closed Session.

Motion by Miller, second by Collins to reconvene into open session and possible vote on matters discussed in closed session. Motion carried 8-0. No vote was taken in open session.

ADJOURN: Motion by Miller, second by Collins to adjourn. Motion carried at 10:00 p.m.

Minutes by Melinda D. Jones, City Clerk / Treasurer

Mayor, Paul F. Corcoran

Attest:

City Clerk / Treasurer Melinda D. Jones