

REGULAR MEETING OF THE COMMON COUNCIL

January 15, 2019

The Common Council of the City of Richland Center, Wisconsin, met in the Council Room of the municipal building on Tuesday, January 15, 2019 commencing at 7:30 P.M., Mayor Michael J. Kaufman presiding. Alderpersons Ryan Cairns, Kathy Troxel, Justin Lockwood, John Collins, Diane Cox, Marsha Machotka and Karin Tepley. Travis Wertz was absent. Mayor Kaufman ascertained from the Clerk that the meeting was properly noticed.

Motion by Collins, second by Cox to waive the reading and approve the minutes of the last meeting. Motion carried.

MAYOR AND ALDERPERSON CONCERNS TO BE DISCUSSED AT A FUTURE MEETING: Mayor Kaufman asked that the council discuss the garbage collection system at the next meeting. Alderperson Machotka asked that the streets with no parking on one side be excluded from alternate side parking and Alderperson Tepley would like Andrew Nussbaum at the next meeting to discuss the tourism survey.

CITY AND UTILITY DEPARTMENT HEAD CONCERNS: Parks & Recreation Superintendent Shane Stibbe gave a report by Cheryl Heffner the Senior Center Coordinator reviewing the trips, activities, new games, cards and pickleball that take place. The meal site takes place during the week and Our House has a free breakfast in the senior center once a month. In 2019 there are many new and exciting trips planned as well as new games and activities. He reported on the community center rental, shelter rental, pool attendance and the participation in recreation activities in the Parks as well as what is planned for 2019.

Clerk/Treasurer Melinda Jones reported on some of the tasks the office does such as agendas, attend meetings and take minutes, keep all official city records, update the web site, administer all elections, work with all city departments, maintain all city and employee insurances, payroll, special project budgets, compile the annual budget, grant applications, grant administration, FEMA claims, prepare bills for meetings, accounts payable, accounts receivable, billing, tax collection, sales tax reporting as well as many other state reporting, work with auditors, attorneys, the county and state, maintain airport and cemetery records, vehicle and property records, prepare financial documents, maintain dog licenses, work on the census, redistricting, prepare resolutions, prepare the taxi grant application, request for proposals, and the quarterly taxi reports. There is a lot to do with many changed taking place so we have to be able to figure out what needs to be done and meet deadlines. We work with and try to assist the public or direct them to someone who is able to help.

APPROVE AGENDA: Motion by Lockwood, second by Tepley to approve the agenda. Motion carried.

TREASURER'S REPORT: The report for December 2018 with the month end balance is as follows:

General Fund	141,084.05
State Pool - Account # 1	1,930,123.97

Money Market Tax Acct.	1,940,514.07
State Pool – Account #2 Long Term Care	560,100.16

Restricted Funds:

CDBG - Housing RLF	94,895.29
Revolving Loan Fund- Savings	784,452.02
Revolving Loan Fund – Checking	1,217.07
Landfill Care – CD	283,651.94
Landfill Care - CD	290,503.71
Library Checking	162,177.10
Room Tax	72,777.66
State Pool #3 TIF-Panorama Estates	214,767.16
State Pool #5 TIF-Affordable Housing	946,974.36
State Pool - Account # 6 - TIF - 2-5	10,234.81

Committed Funds:

State Pool - Account # 4 - Project Carryover	3,828,968.39
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Assigned Funds:

Cemetery	4,704.82
Park / Community Center	35,201.23
Park and Rec Checking	2,495.00
Aquatic Center	1,015.38

CITY UTILITIES:

Electric Utility Fund	108,671.14
Electric Unrestricted Funds	52,204.33
Water Utility Fund	23,626.90
Water Utility Unrestricted Funds	86,026.85
Waste Water Utility Fund	7,798.98
Waste Water Unrestricted Funds	50,618.74

RESTRICTED FOR PROJECTS:

Electric	917,987.16
Water	729,586.56
WWTP	4,425,372.76

PUBLIC SAFETY RECOMMENDATIONS:

CONSIDER APPROVAL OF APPLICATION FROM A RESERVE “CLASS B” LIQUOR AND A CLASS “B” BEER LICENSE FROM GERMAN VASQUEZ HERNANDES DOING BUSINESS AS LOS AMIGOS II AT 100 N. MAIN STREET: This is a new restaurant opening up soon. Motion by Machotka, second by Cox to approve the application for Los Amigos II. Motion carried unanimously.

CONSIDER APPROVAL OF APPLICATION FOR A CLASS A LIQUOR LICENSE FROM ANGELA TURNIPSEED DOING BUSINESS AS ADDED TOUCH FLORAL & GIFTS AT 339 N MAIN STREET ALSO TO WAIVE THE REQUIREMENT UNDER SEC. 125.68(3) TO BE 300 FEET FROM THE MAIN ENTRANCE OF ANY CHURCH,

SCHOOL OR HOSPITAL: Mr. and Mrs. Fred Robinson as well as Carol Boyle from St. Barnabas Church were present to oppose the liquor license request since they would be able to sell hard liquor. They requested the Council not approve it. Alderperson Machotka reported the intention is to sell wine with flowers in a package. Mr. Turnipseed asked how the license would hurt the church and Mr. Robinson said they host AA meetings, help the homeless and assist many with substance abuse that are either active or recovering. Attorney Robb stated there is a requirement to publish a new application in the paper and that this is a full liquor license and could include distilled hard liquor sales. He said there is no Class A wine license allowed in the statutes. Clerk Jones said she contacted the State and the license requires face to face sales so customers would have to physically purchase inside the store, be carded, and any delivery also requires identification proving age of the person receiving the liquor. Machotka announced the hours of operation are 9:00 A.M. to 5:00 P.M. Monday through Friday and 9am to noon on Saturdays. Alderperson Tepley said they plan to sell only an upper grade of wine, there is a winery as a local business and it is unfortunate that there is not a wine only license but with the hours of operation, she did not feel it would hurt the church. Alderperson Collins asked the neighbors work together on an agreement and bring this back to the next meeting. Alderperson Cox said she appreciates all the work the Church does for the community and the homeless but does not think they would go to a flower shop to purchase liquor. She also objected to postponing this item to the next meeting. Alderperson Troxel felt that with the limited hours she did not see a problem but understands the concerns. Alderperson Cairns asked if a license can be revoked. Attorney Robb stated yes but it is hard and could be a court case. Alderperson Lockwood reviewed what the state law and ordinance says about liquor sales being less than 50% of their sales stating he thought it is unlikely that wine sales would be more than 50% of their business. Mrs. Robinson talked about the restaurant next door and across the street from the church and felt St. Barnabas was ignored. Motion by Machotka to approve the license and waive the 300 feet requirement. The motion was amended to include it is for Added Touch Floral and Gifts at 339 N. Main Street. Lockwood seconded and the motion carried 7-0.

CONSIDER APPROVAL OF APPLICATION FOR TEMPORARY CLASS ‘B’ (BEER) LICENSES FROM THE A.D. GERMAN WAREHOUSE CONSERVANCY, INC FOR EVENTS TO BE HELD FROM 7:00 P.M. TO 10:00 P.M. AT 177 E. HASELTINE STREET AND 316 S. CHURCH STREET ON FEBRUARY 1ST, 15TH, AND 22ND: Motion by Machotka, second by Tepley to approve all the applications. Motion carried unanimously.

FINANCE COMMITTEE RECOMMENDATIONS:

CONSIDER ABANDONING WELL ON CITY PROPERTY NEAR THE INTERSECTION OF INDUSTRIAL DRIVE AND COUNTY HWY AA: Clerk Jones stated the Council approved the hookup of water and sewer to Agwoods building and the developer was required to abandon the well. The developer has since decided the project would not work for him so either the council needs to eliminate the whole project or move forward with abandoning the well at the same time. Motion by Lockwood, second by Collins to approve the cost of \$785.00 from John Storer to abandon the well at the same time as Rynes is hooking up water and sewer, also pay the bill from contingency. Motion carried 7-0.

CONSIDER APPROVAL OF PURCHASING BUDGETED SALT FROM RICHLAND COUNTY HIGHWAY DEPARTMENT: Motion by Lockwood, second by Machotka to purchase \$30,000 of salt from the County totaling about \$31,500 after adding administrative fees. Motion carried 7-0.

PARK BOARD RECOMMENDATIONS:

CONSIDER APPROVAL OF BID TO PURCHASE BUDGETED TRUCK FOR PARKS & GROUNDS DEPARTMENT: Dave Fry, Parks Property & Grounds Superintendent reported the Park Board recommended approval of the bid from Fillback for \$30,726 which is \$627 more than the low bid from Sleepy Hollow Auto. Ewald Automotive Group also bid at \$31,910 but the bid was late. Motion by Machotka to approve the bid from Fillback in the amount of \$30,726.00. The motion was amended to approve the box purchase as well, not to exceed \$40,000.00 total. Cox seconded and the motion carried 7-0.

CONSIDER DONATIONS POLICY FOR THE CITY: Machotka said the Auditors of LaCrosse suggested having a donations policy and she felt it is a good thing for us as well. She said it could address working with non-profit agencies, obtaining written agreements between the city and others and addresses accountability. She suggested setting a dollar amount and an agreement before a project moves forward. Attorney Robb said this is really a good idea and asked to obtain a copy of what LaCrosse has. Several Alders spoke in favor and it is to be worked on at the Finance Committee then brought back to Council.

DISCUSSION ON HIRING ENGINEER FOR PUBLIC WORKS PROJECTS:

Alderson Collins said he asked for this because between the City and Utilities we have spent an awful lot of money on engineering services. If we hire a person, zip recruiter states our area is between \$85-90,000 to hire an engineer. It may eliminate us to one project of about a 3-block section per year. He said he would do some more research and bring this back at another meeting.

CONSIDER ADOPTING WISCONSIN HISTORICAL SOCIETY'S WISCONSIN MUNICIPAL RECORDS SCHEDULE:

Clerk Jones stated the WI Municipal Clerks Association has guidelines written up but the City would have to write our own policy and have it approved by the Historical Society in order to destroy any records. The Historical Society has developed a schedule that the City can adopt and use accordingly. She requested approval because the City has all the records and is running out of storage room. She said there are many boxes of records that could be destroyed once this is approved by the City and the Historical Society. We would still need to keep track of records, notify them of records we have over 75 years that we may want to destroy which they may want to keep, and we could then destroy records they permit us to. Motion by Collins, second by Machotka to adopt the WI Historical Society Municipal Record System. Motion carried unanimously via voice vote.

PAYMENT OF BILLS: Motion by Machotka to pay the bills presented from 2018 and 2019. The second was made by Lockwood and the motion carried 7-0.

MAYOR & ALDERPERSONS CONCERNS, REPORTS, COMMENTS:

Mike Kaufman announced he is working with a developer on senior housing and they will be working with Diane Cox the end of February. He also mentioned that demo of the pool is moving forward. Alderson Collins said he has received four calls related to adult family homes and a resident asked this be brought forward to talk about it, however, the state allows it and the city can't stop it. Alderson Lockwood said the election is three months away and he encouraged the citizens to research the people running to determine their vision and see if it aligns with your vision of the city moving forward.

DEPARTMENT AND UTILITY REPORTS: Shane Stibbe announced that the weather has not been cold enough to get the ice rink up so it will not be happening this year.

Rod Perry announced the water reservoir will be constructed in 2019 behind Fillback.

Clerk Jones reported that earlier today she received a draft remedial action plan from MSA on the city property along Orange Street north of Our House. It will be reviewed soon to see what needs to be done.

ADJOURN: Motion by Machotka, second by Tepley to adjourn. Motion carried at 9:31 PM.

Minutes by Melinda Jones, City Clerk / Treasurer