

**REGULAR MEETING OF THE COMMON COUNCIL  
April 7, 2020**

The Common Council of the City of Richland Center, Wisconsin, met via telephone conference on Tuesday, April 7, 2020 commencing at 7:30 PM, Mayor Michael J. Kaufman presiding. Alderpersons Ryan Cairns, Scotty Wallace, John Collins, Travis Wertz, Diane Cox, Todd Coppernoll, and Karin Tepley were present. Mayor Kaufman ascertained from the Clerk that the meeting was properly noticed.

Motion by Wertz, second by Cairns to waive the reading of the minutes of the last two meetings, March 3<sup>rd</sup> and March 19<sup>th</sup>, 2020 and approve said minutes as presented. Motion carried unanimously via voice vote.

Motion by Collins, second by Cairns to approve the agenda with item number 7 deleted. Motion carried unanimously on a voice vote.

**MAYOR AND ALDERPERSONS CONCERNS TO BE DISCUSSED AT A FUTURE MEETING:** Mayor Kaufman asked for everyone to take the Coronavirus seriously. Travis Wertz asked that item #7 be on the next council agenda. He also asked if small street projects could be discussed at a public works meeting or the next council meeting.

**CITY AND UTILITY DEPARTMENT HEAD CONCERNS:** Clerk Jones asked that since the election is over the Council consider fogging the Community Center be on the next agenda.

**TREASURER’S REPORT:** The report for March 31, 2020 with the month end balance is as follows:

|  |              |
|--|--------------|
| General Fund                           | 1,281,700.06 |
| State Pool - Account # 1               | 3,207,928.99 |
| Money Market Tax Acct.                 | 17,310.62    |
| State Pool – Account #2 Long Term Care | 575,390.70   |

**Restricted Funds:**

|                                      |            |
|--------------------------------------|------------|
| CDBG - Housing RLF                   | 88,761.81  |
| Revolving Loan Fund- Savings         | 549,143.68 |
| Revolving Loan Fund – Checking       | 1,217.07   |
| Landfill Care – CD                   | 288,362.09 |
| Landfill Care - CD                   | 298,130.77 |
| Library Checking                     | 246,071.52 |
| Room Tax                             | 69,809.76  |
| State Pool #3 TIF-Panorama Estates   | 209.24     |
| State Pool #5 TIF-Affordable Housing | 972,826.44 |
| State Pool - Account # 6 - TIF - 2-5 | 108,161.85 |

**Committed Funds:**

|  |              |
|--|--------------|
| State Pool - Account # 4 - Project Carryover | 3,524,957.53 |
|--|--------------|

**Assigned Funds:**

|                         |            |
|-------------------------|------------|
| Cemetery                | 4,749.43   |
| Park / Community Center | 8,810.12   |
| Park and Rec Checking   | 930.04     |
| Aquatic Center          | 241,420.96 |

**CITY UTILITIES:**

|                                  |            |
|----------------------------------|------------|
| Electric Utility Fund            | 227,999.18 |
| Electric Unrestricted Funds      | 29,488.98  |
| Water Utility Fund               | 106,809.49 |
| Water Utility Unrestricted Funds | 75,107.88  |
| Waste Water Utility Fund         | 48,055.40  |
| Waste Water Unrestricted Funds   | 69,897.31  |

**RESTRICTED FOR PROJECTS:**

|          |              |
|----------|--------------|
| Electric | 574,987.18   |
| Water    | 856,388.01   |
| WTP      | 4,413,334.91 |

Motion by Tepley, second by Cairns to accept the treasurer’s report as read. Motion carried 7-0.

**DISCUSSION AND POSSIBLE ACTION ON ADDRESSING A BUMP ISSUE ON MAIN STREET AT 8<sup>TH</sup> STREET:** Mayor Kaufman reported that there is a section of Hwy 80 just north of 8<sup>th</sup> Street where the pavement meets the concrete that has a bump and when traffic goes over it, it shakes the house at the corner terribly. Property owner Nancy Noble talked about not being able to sleep and her whole house shakes. Clerk Jones reported that Public Works Superintendent talked to her and gave two options. The first is about \$3000 to mill off the pavement before the concrete and overlay with new pavement. This would close the lane about a half day and does not require a permit from the DOT but does require flaggers. The other option is about \$30,000 to tear out the blacktop from the intersection to the parking lot leading into Krouskop Park then repave both lanes. This would take two days and require a permit and flaggers. Travis Wertz reported that while he is sympathetic, it is where a person chooses to live. The sirens travel up 2<sup>nd</sup> Street waking people up. Med flight lands at the hospital and wakes those up around it. Fixing something for one property owner sets a precedent. Todd Coppernoll requested Terry Nelson attend the next meeting because he would like to know which option would remedy the situation. This item will be on the next agenda.

**PUBLIC SAFETY COMMITTEE RECOMMENDATIONS:**

**CONSIDER APPROVAL OF APPLICATION FROM B & E TREE SERVICE FOR A TREE CUTTING LICENSE:** Motion by Coppernoll, second by Cox to approve the license. Motion carried 7-0 via roll call vote.

**CONSIDER APPROVAL OF APPLICATION FOR A CLASS “B” (BEER) LICENSE AND A “CLASS B” (WINE) LICENSE FROM THE RICHLAND COUNTY PERFORMING ARTS COUNCIL FOR THE VIC FERRARI “SYMPHONY ON THE ROCKS” TO BE RESCHEDULED TO MAY 15<sup>TH</sup>, 2020 FROM 5:00 TO 11:45 P.M. AT 182 N. CENTRAL AVE, AND WAIVE THE \$10.00 APPLICATION FEE:** Motion by Coppernoll, second by Wertz to approve the license and waive the application fee. Motion carried 7-0 via roll call vote.

**FINANCE COMMITTEE RECOMMENDATIONS:**

**CONSIDER APPROVAL OF COMPUTER UPGRADE NEEDS IN THE POLICE DEPARTMENT:** Motion by Cairns to approve the computer upgrades for \$10,865.00 with NoWare LLC. Tepley seconded and the motion carried 7-0 via roll call vote.

**CONSIDER APPROVAL OF BID FOR UP TO THREE CITY PARKING LOT RECONSTRUCTION PROJECTS:** Bids were received for reconstruction of the parking lot on Central Avenue next to the auditorium, Jefferson Street across from Kwik Trip and Church Street next to K & K Furniture. Collins motioned to postpone this item to the next meeting and Wertz made the second. Motion carried 7-0 via roll call vote.

**CONSIDER TOWN & COUNTRY ENGINEERING PROPOSAL FOR GIS SOFTWARE UPGRADES FOR THE MAPPING PROGRAM:** Clerk Jones stated the City Utilities started using this program with the water, sewer and electric departments. It has been updated to include the city storm sewers, zoning, tree inventory, tax roll, parcel information, and the wards. It has not been working well so an upgrade is needed. Town & Country Engineering can upgrade this to the online ArcGIS with the city information for about \$3000 plus any user subscriptions per year. The Clerk's office uses this program daily. Motion by Cairns, second by Wertz to approve the GIS Mapping Conversion with Town & Country Engineering. Motion carried 7-0 via roll call vote.

**CONSIDER PURCHASING ITEMS FOR THE AQUATIC CENTER:** Shane reported there has been \$25,000 for the items needed to open the aquatic center and the list was previously submitted. Council asked for clarification about the agenda item. Clerk Jones stated the budget amendment was completed but the department heads have to follow the council approved purchasing policy stating that a department head has the authority to spend up to \$2500 but items over that amount require them to follow the bidding process and council approval. Motion by Collins to allow spending up to \$25,000 to purchase furnishings and fixtures for the aquatic center. Wertz seconded and the motion carried 7-0 via roll call vote.

**CONSIDER POSSIBLE APPROVAL OF OWNERSHIP AND MAINTENANCE AGREEMENT BETWEEN THE CITY AND THE RICHLAND SCHOOL DISTRICT FOR EASEMENTS AND A SAFE ROUTE TO THE MIDDLE SCHOOL:** Dale Bender said Sean Walsh completed to surveys for the route from the bridge on Hwy 80 South to the Middle School on private property. The property owners have given the 15' easements but an owner has to be assigned and it cannot be Southwest Partners. Southwest Partners will continue to oversee the project. A contract was drafted by the Clerk. Motion by Collins, second by Tepley to approve city ownership of the easements and the maintenance agreement with the school district. Motion carried 7-0 via roll call vote.

**APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:** No appointments were made.

**PAYMENT OF MONTHLY BILLS:** Motion by Cairns, second by Cox to pay the bills as presented. Motion carried 7-0 on a roll call vote.

**MAYOR AND ALDERPERSONS – COMMITTEE/COMMISSION/BOARD REPORTS AND COMMENTS:** Alderperson Tepley asked that it be on the next meeting to name the walking trail on the dike after Darlo Wentz. The Council thanked Mayor Kaufman, Diane Cox and Travis Wertz for serving.

**DEPARTMENTS AND UTILITY REPORTS:** Shane Stibbe stated the Parks are closed but the trails are not but residents should practice social distancing. Billy Jones thanked the outgoing council members for their support and help. Melinda Jones stated there will be a resolution honoring the outgoing council members when we can meet in person. Rod Perry thanked the outgoing council members for their cooperation with the utilities.

Motion by Wertz, second by Coppernoll to move into closed session pursuant to Wis. Stats. sec. 19.85 (1)(e) Deliberating of or negotiation for purchase of public properties, investment of public funds, or conduct of other specific public business, whenever competitive or bargaining reasons require a closed session. The possible agreement for City ownership of Stori Field and Hive Drive from the Richland School District will be addressed. Also pursuant to Wis. Stats. sec 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body. The Council will determine the Lieutenant’s salary, probation period, and the ability to file for open patrol positions.

Closed Session.

Motion by Cox, second by Coppernoll to reconvene into open session and vote on matters pertaining to the closed session.

Motion by Collins, second by Wertz to approve Sergeant Moe’s promotion to Lieutenant effective 2/21/2020 with a 3-month probation period at a \$65,000 annual salary with shift differential. On May 21, 2020 after successful completion of the probation period the wage will increase to the established wage for the position with no shift differential. Motion carried 7-0 via roll call vote.

Motion by Cox to not take any action at this time regarding an agreement with the Richland School District regarding ownership of Hive Drive and Stori Field. Wallace seconded and the motion carried 7-0 via roll call vote.

**ADJOURN:** Motion by Cox, second by Wertz to adjourn. Motion carried at 9:40 PM.

Minutes respectfully submitted by Melinda D. Jones, Clerk/Treasurer