

**REGULAR MEETING OF THE COMMON COUNCIL
August 3, 2021**

The Common Council of the City of Richland Center, Wisconsin, met in person on Tuesday, August 3, 2021 commencing at 7:30 PM with Mayor Todd Coppernoll presiding. Alderpersons Scotty Wallace, Susan Fruit, Chelsey Walters, John Collins, Karin Tepley, Carson Culver, Melony Walters, and Ryan Cairns were present. Mayor Coppernoll ascertained from the Clerk that the meeting was properly noticed.

Wallace motioned to waive the reading and approve the minutes of the July 20, 2021 council meeting as presented. Second by M. Walters. Motion carried 8-0.

Tepley motioned to approve the agenda. Second by Fruit. Motion carried 8-0.

MAYOR AND ALDERPERSONS CONCERNS TO BE DISCUSSED AT A FUTURE MEETING: Tepley requested that names be added to agenda items.

CITY AND UTILITY DEPARTMENT HEAD CONCERNS: M. Bauer stated that the library is open 6 days a week and getting back to normal. D. Fry stated that 110 trees have been planted and the Ash tree project is done.

TREASURER'S REPORT: Fruit motioned to accept the Treasurer's Report as read. Second by C. Walters. Motion carried 8-0.

PLANNING COMMITTEE RECOMMENDATIONS:

CONSIDER AND POSSIBLE ACTION ON THE CONDITIONAL USE PERMIT FROM DAVID & MAGGIE MAY TO EXCEED HEIGHT LIMITS FOR A GARAGE AT 398 E. FIFTH STREET: D. May stated that the standard 2-car garage will be behind the home against the hillside with an 18ft. peak for extra loft space. The square footage is less than the max allowed. Collins motioned to approve the conditional use permit. Second by Tepley. Motion carried 8-0.

FINANCE COMMITTEE RECOMMENDATIONS (Cairns):

CONSIDER AND POSSIBLE ACTION ON PAYING A PORTION OF THE SYMON'S RECREATION COMPLEX PARKING LOT PROJECT: Tracy Gobin was present to answer questions regarding the project. The project bid originated in 2018 with the County Highway Commission winning the bid. The work done was not up to standards. Eventually, the Commission finished the project with an overage of \$4,877.43 due to labor and equipment costs. Symon's rejected the added costs. If the overage is covered as asked, Symon's is requesting for the County Highway Commission to seal the lot. Cairns stated the city was asked to pay ½ the overage (\$2,438.72) with the county covering the other portion. Finance recommended to not pay. Cairns motioned to decline the payment request. Second by Tepley. Culver questioned why there were overages in the initial bid. It was noted that labor and equipment costs were the reason. Motion to *deny* the payment request carried 8-0.

DISCUSSION AND POSSIBLE ACTION REGARDING PAYMENTS TO THE CITY FROM THE RICHLAND COUNTY PERFORMING ARTS COUNCIL: In the course of securing the CDBG grant project, a 2006 development agreement was located that indicated the

RCPAC was to make payments in lieu of taxes which were not requested or paid for a total of \$8,500 over that time. Economic Development Director Jasen Glasbrenner suggested that back payment be forgiven and reinstate/enforce payments of \$1,000 to start yearly in January 2023. Cairns motioned to waive the payment in lieu of taxes as referenced in 10.3 of the Development Agreement signed between the City of Richland Center and the Richland County Performing Arts Council on October 27, 2006. In addition, waiving payment in lieu of taxes referenced in 10.4 from 2016 through 2021, and enforcing section 10.4 of the agreement starting January 1, 2023 with a \$1,000 payment due. Second by C. Walters. Motion carried 8-0.

PERSONNEL & INSURANCE COMMITTEE RECOMMENDATIONS (Collins):

INTRODUCTION OF AMENDMENT TO ORDINANCE 2005-02 CHAPTER 41 RELATED TO THE OFFICE OF CITY ADMINISTRATOR: Collins gave the history of the administrator position in the city. It was recommended by the Personnel & Insurance Committee to not use an outside search firm and use other platforms for posting the position starting August 4th. Video interview, personality test and 2 face-to-face interviews will be included in the search process. M. Walters stated that the position will be paid for from unused money in the City Clerk's office with an expected October start date. With about \$20,000 to be paid for the remainder of the year. Reallocation of funds (\$2,000) for the hiring process was done from the unallocated contingency fund. Ordinance Amendment originally introduced in 2005 and updated in 2021.

CONSIDER AND POSSIBLE ACTION ON CITY ADMINISTRATOR JOB DESCRIPTION: Collins motioned to approve the job description as presented. Second by Culver. C. Walters questioned the 15-mile residency radius. Collins stated it can be negotiated. Motion carried 8-0.

CONSIDER AND POSSIBLE ACTION ON JOB DESCRIPTION AND TIMELINE RELATED TO THE CITY ADMINISTRATOR POSITION: Job posting was read by Collins. Collins motioned to approve job posting as presented. Second by M. Walters. C. Walters questioned September 3rd deadline being too soon. Motion carried 8-0.

PROPERTY COMMITTEE RECOMMENDATIONS (Fruit):

CONSIDER AND POSSIBLE ACTION ON REQUESTING BIDS FOR THE BREWER LIBRARY DRIVE THRU ADDITION: Library Director Martha Bauer stated that the library drive thru would be a means of increasing accessibility to library resources. C. Walters questioned if the curbside service has declined. Bauer indicated yes. Culver questioned the location of the drive thru. It would be located in the back of the library with the addition fitting with sidewalk and not blocking the driveway. A doorbell would be included in the addition to alert the library staff. Bauer indicated the need to develop other ways to serve patrons during the pandemic. Fruit motioned to request bids for the Brewer Library drive thru addition. Second by Culver. Motion carried 8-0.

CONSIDER AND POSSIBLE ACTION ON EASEMENT TO RICHLAND COUNTY PERFORMING ARTS COUNCIL FOR THE CONSTRUCTION OF A NEW ELEVATOR ENTRANCE TO THE CITY AUDITORIUM: The 32'x22' elevator would be installed on the south corner of the Auditorium, using 2 city parking spaces. Jasen Glasbrenner presented that within the developer's agreement, the project hinges upon the easement of using the city parking space for placement of the elevator. The project will provide access for patrons

of the auditorium for many years to come. Land would go back to the city if the elevator is not longer in use. Elevator tower will be the same height as the current auditorium. To know the exact footprint, a certified survey will be conducted. Fruit motioned to approve Resolution 2021-6 granting an easement to RCPAC to develop the elevator at the Auditorium. Second by C. Walters. Motion carried 8-0.

DISCUSSION ON THE CONCEPT OF A FIXED BASED OPERATOR FOR THE RICHLAND CENTER AIRPORT: Glasbrenner presented information about the concept due to having an interested party. The fixed based operator (FBO) is an organization given the authority to provide services at an airport. The airport is currently managed by Dave Fry under the oversight of the Property Committee. Coppernoll inquired about the vision for the airport. Glasbrenner believes the FBO could attract more business with a full-time operator on site. Envisions an agreement with someone to repair aircraft and encourage other services such as a flight school, oversight of a courtesy car and a constant presence at the airport including a manned fuel farm. Several million dollars have been invested in the airport. Coppernoll questioned if there are any studies done about the concept. Glasbrenner is working on data and was seeking questions and some general direction and is willing to start the “request for proposal” process. Coppernoll would like to see the financial impact. Culver questioned if this is a contract or a city employee with Glasbrenner indicating sub-contractors are more prevalent at other airports. Culver questioned the number of commercial deliveries currently at the airport. Fry shared that the data is not available at this time. No action as this item was discussion only.

APOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS, AND CONFIRM APPOINTMENTS: None

PAYMENT OF MONTHLY BILLS: Collins motioned to approve the bills as presented with the exception of reducing the payment to Southwest Wisconsin Regional Planning Commission from \$12,000 to \$6,000 according to the contract. Second by Tepley. Motion carried 8-0.

PUBLIC COMMENTS: None

MAYOR AND ALDERPERSONS – COMMITTEE/COMMISSION/BOARD REPORTS AND COMMENTS: Collins stated that a Personnel meeting would be scheduled next week. There are 2 gravel/narrow city streets in need of widening to make them more accessible/navigable. Potential budget for pavement. Cairns reminded Council members about the need for speaking directly into the microphones for the benefit of Webex viewers.

DEPARTMENTS AND UTILITY REPORTS: McCorkle indicated that the Schmitz Street project may be completed by late August. Coppernoll attended the Dialysis Center open house and indicated it is a great asset for the city.

ADJOURN: Tepley motioned to adjourn. M. Walters seconded the motion. Motion carried 8-0 at 8:52 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk/Treasurer