

## **ADJOURNED MEETING OF THE COMMON COUNCIL**

**December 18, 2018**

The Common Council of the City of Richland Center, Wisconsin, met in the Council Room of the municipal building on Tuesday, December 18, 2018 commencing at 7:30 P.M., Mayor Michael J. Kaufman presiding. Alderpersons Ryan Cairns, Justin Lockwood, John Collins, Travis Wertz, Diane Cox, Marsha Machotka and Karin Tepley were present. Kathy Troxel was absent. Mayor Kaufman ascertained from the Clerk that the meeting was properly noticed.

Motion by Collins, second by Tepley to waive the reading of the minutes of the last two meetings in lieu of printed copies. Motion carried unanimously by voice vote.

**APPROVE AGENDA:** Motion by Cox, second by Wertz to approve the agenda. Motion carried.

**PUBLIC COMMENTS:** Dorothy Thompson and George Penn, the Statewide Coordinator for United to Amend, both talked about the resolution to oppose large corporation donations to public office candidates and encouraged passing the resolution or having a Spring referendum. Terry Chitwood stated what he paid for his house last year is not his assessment which took his taxes up 32.8%. He asked the council to consider what they do in the community to raise taxes and to consider the tax payers when doing so.

Mayor and Alderpersons Concerns for a future meeting:

- Marsha Machotka shared an article about LaCrosse regarding a donation policy or resolution and asked that it be on the next agenda and Collins seconded.
- John Collins asked that there be discussion about having 2 engineering firms for future road projects and the possibility of duplication.

**CITY AND UTILITY DEPARTMENT HEAD CONCERNS:** The following department heads gave year end reports and plans for 2019.

- Martha Bauer, Library Director, reported that the library staff and board are working through the needs assessment that was completed a few years ago. They carpeted two rooms, put in steel shelving and moved the circulation desk. In April they had a food for fines program so patrons could bring in a food item for \$1.00 off a fine up to 10 items. The library offers many programs for adults and children, weekly stories, crafts, book clubs, they participated in homecoming and the light parades, as well as take books to Pine Valley and Schmitt Woodland Hills. Local artists periodically display their work. Martha Bauer stated she was 1 of 16 Librarians that participated in an Inclusive Services program to create a tool for public librarians. 2019 marks the Library's 50-year-old building so there will be a celebration with a 12' tall walking and roaring T-rex attending. The same programs will continue in 2019.
- Dave Fry, Parks, Property and Grounds Superintendent reported 81 Ash trees and stumps were removed in 2018 and 54 new trees have been planted. Water lines were installed to the gardens and playground equipment was installed at the Old Mill Pond Park. Several parks received signs with addresses. Many city building roofs were repaired due to the

hail damage of April 13<sup>th</sup>. The department had several safety training classes; sets up the parks for special events; they clean and maintain most city buildings; change out items for spring and fall seasons; work with the street department on plowing streets and storm clean up; plow city parking lots, the trails, airport, and sidewalks, as well as this year doing the courthouse and the health & human services buildings; set up and take down election equipment; lower flags, place flags in the cemetery on Veteran's graves; they maintain the trails, the dike lighting, and mow about 250 acres of city property; as well as take care of the cemetery. To date, there have been 53 funerals. Special projects were the new Veteran's shelter construction with the public, rebuilt dug outs on the ball fields, siding on the concession stand in North Park. There is a lot of extra work done with the recent floods and working with FEMA. They work with Jodi on all of the rental reservations. Plans for 2019 include continuing the work on the Ash trees, repaint the dugouts and shelters, plant trees after the rip rap project is done and fix the Aaron Black trail, install more playground equipment, work on the new airport terminal building, start the replacement of bleachers in North Park and continue with the regular work.

- Gretchen Jelinek, City Assessor, filed the 2018 annual assessment report with the State, new real estate increased by over \$4 million, there were no new houses built in 2018, and there was a loss of about \$4 million in personal property value due to the state exempting certain classes and the loss of Gordy's and JC Penney. The assessment ratio to equalized value is at 98.34% which is down from 100.75% last year but it is within compliance with the state requirements. The city's exempt property consists of about 317 parcels and is about 50% of the total acreage in the city. The state has made changes to the classes of housing from 15 to 22 so every home will be reclassified in 2019. The market value of property is what is supposed to be reflected on the assessed value but due to a shortage of property for sale the prices increase. The market value or equalized value is set by the state and she needs to keep the city in compliance with the state regulations.
- Steve Krueger, Water Superintendent, stated that Gayle Mathews retired a year ago. Travis Walters is a new employee who is now DNR certified. Some land was purchased from the Stades in 2018 to construct a reservoir in 2019. The reservoir on tower hill was rehabilitated in 2017. Currently we pump between 900,000 to 1.1 million gallons of water per day and have 1 million gallons in storage. The water utility has 850 valves and exercise about 400 of them each year in June by flushing water through. Eleven lead services were replaced in 2018 and there are 25 that we know of left in the city. The department helped with the flooding in Viola this year. In the 2017-18 winter there were 3 water main breaks and this winter there have already been 2. The city has 2170 meters and 37 ½ miles of water main with 400ft that was installed in the 1960's replaced this year in the Westside Drive area. In 2019 they will work on lead service, the new reservoir, and the rest of Haseltine Street.
- Terry Nelson, Public Works Superintendent, said in January last year there was a lot of ice that used a lot of salt. Ice uses 3 times more than snow does. The department trims trees, fills pot holes and fixed equipment. Street sweeping is done for 3 weeks in the spring and so is yard waste pickup. The concrete canal portion of the dike has been worked on this year. Fixing catch basins on Highway 14 which is dangerous and time consuming was worked on and there are 7 left for 2019. Bike trails were worked on from

Grove Street down to the footbridge and on the dike north of Allison Park. Two people paint crosswalks, parking stalls, curbs and sidewalks are done for 1-2 months each year. Two blocks of James Street was torn out and repaved as well as 1 block of Church Street this year. The entire landfill gets mowed once per year and the North Industrial Park is mowed by the Street Department. Lastly in the Fall leaf pick up takes place until it snows and plowing takes over.

- Dale Bender, Electric Superintendent, reported there were 2 new linemen in 2018 and 1 person in the utility office with one more opening in 2019. The last four consecutive 3-year stents the department has qualified for the Platinum award from APPA and this year we have qualified for a Diamond award which puts the utility in the top 1% of the nation. Tree trimming with Dave Fry and the Parks Department is done each year as well as trimming trees with power issues. The electric utility does most of its own work with only contracting directional boring. In 2018 67 homes went from overhead to underground in the Westside Drive area and crated a loop for the west side. All of the street lights are now converted to LED and there are about 61 security lights left. We are working on an AMI project that is automated wireless meter readings so disconnects can be handled in the office that will take place over the next 3-4 years. Electric was installed on the Panorama Estates project in 2018. Mutual aid was provided to Viola and Elroy this year and when we had the storms earlier this year Reedsburg and Richland Electric Coop assisted us. The utility sponsors scholarships, Rotary lights, economic development and bulb recycling at Ace Hardware. For 2019 the utility will work on street projects, maintenance, changing poles and hold the annual business breakfast in March to work with customers.

**CONSIDER MOVING FORWARD WITH HASELTINE STREET FROM SHELDON TO EAST STREET IN 2019 AND APPROVING CONTRACT WITH VIERBICHER FOR ENGINEERING SERVICES:** Matt Muchow from Vierbicher was present to explain the plan was to see if 51% of the 44 households in the project area were low to moderate income. There are 15 surveys not returned yet and of that 11 of them would need to be LMI in order to qualify for a \$500,000 grant. If the project qualified it would be a 2020 project and if not, it will be a 2019 project. The engineering needs to be done and a proposal is for 1680 feet of road and adding storm sewer. The street is 36' wide and would remain the same width. Sidewalks at curb ramps as well as driveway entrances would be part of the project. The water and sewer utilities have their engineering firm design so there is no duplication. The proposal is for design, bid, and construction phases including working with MSA. Joint preconstruction conferences and meetings are held with the city and utilities. It also includes monthly pay requests and record drawings at the end of the project. Motion by Machotka, second by Tepley to move forward with the project and approve the contract with Vierbicher. Motion carried 6-1 with Collins voting against.

**FINANCE COMMITTEE RECOMMENDATIONS:**

**CONSIDER APPROVAL OF PAY REQUEST #7 FROM GERKE EXCAVATING FOR THE WESTSIDE DRIVE PROJECT IN THE AMOUNT OF \$269,121.39 AND A CHANGE ORDER IN THE AMOUNT OF \$14,656.65:** Motion by Lockwood, second by Collins to approve the payment and change order. Motion carried 7-0.

**CONSIDER APPROVAL OF PAY REQUEST FROM GERKE EXCAVATING FOR THE PANORAMA ESTATES PROJECT IN THE AMOUNT OF \$108,880.97:** Motion by Lockwood, second by Machotka to approve the payment. Motion carried 7-0.

**CONSIDER CHANGING PURCHASING POLICY TO ALLOW BIDDING OR QUOTES OF BUDGETED ITEMS TO BE SOUGHT WITHOUT PRIOR FINANCE COMMITTEE APPROVAL:** Motion by Machotka, second by Lockwood to approve Resolution 2018-13 changing the purchasing policy. Motion carried 7-0.

**CONSIDER APPROVAL OF BUDGET AMENDMENT RELATED TO PURCHASING PLAYGROUND EQUIPMENT IN THE AMOUNT OF \$14,000 USING DESIGNATED CASH ON HAND:** Motion by Machotka, second by Tepley to approve the budget amendment. Motion carried 7-0.

**PUBLIC SAFETY COMMITTEE RECOMMENDATIONS:**

**CONSIDER APPROVAL OF TEMPORARY CLASS “B” (BEER) RETAILERS LICENSE FOR THE A.D. GERMAN WAREHOUSE CONSERVANCY FOR LIVE MUSIC EVENT ON JANUARY 19, 2019 AT 177 E. HASELTINE ST.:** Motion by Machotka, second by Cox to approve the license. Motion carried.

**CONSIDER APPROVAL OF TAXI LICENSE APPLICATIONS FROM TOWNE TAXI AND RUNNING INC.:** Motion by Cox, second by Collins to approve the licenses. Motion carried.

**PARK BOARD / PROPERTY COMMITTEE RECOMMENDATIONS:**

**CONSIDER APPROVAL OF RENEWING MEAL SITE AGREEMENT:** Wertz stated there are some fee and hour changes for a 4-year contract. Motion by Wertz, second by Cox to approve. Motion carried.

**CONSIDER APPROVAL OF COMMUNITY CENTER FACILITY USE APPLICATION FORM:** Wertz stated there is more information needed at the time of application. Motion by Wertz, second by Collins to approve. Motion carried.

**CONSIDER APPROVAL OF PARK FACILITY USE APPLICATION FORM AND PERMIT:** Motion by Wertz, second by Tepley to approve. Motion carried.

**CONSIDER APPROVAL OF PARKS, RECREATION & GROUNDS FEES FOR 2019:** Motion by Cox, second by Collins to approve. Motion carried.

**CONSIDER APPROVAL OF RESOLUTION OPPOSING LARGE CORPORATION DONATIONS TO PUBLIC OFFICE CANDIDATES:** The requested change is that corporations, unions, and non-profits are not recognized as a person. It does not change the laws as far as campaign funding but having States support this it sets up a framework for discussion and possible action to change laws limiting campaign donations. Laws currently state that an individual can give \$4000 maximum to a campaign while there is no limit for corporations. Mr. Penn stated that 19 states have made this statement for a constitutional amendment. Motion by Machotka, second by Cox to approve Resolution 2018-14. Motion carried with Lockwood abstaining.

**DISCUSSION ON REQUEST FOR DE-ANNEXATION FROM CARY NORMAN FOR PROPERTY LOCATED AT 26136 EXECUTIVE LANE:** Mr. Norman is stating he has no city services and is requesting de-annexation. The taxes to the City are about \$2700 per year. Attorney Robb stated there is a process to follow with a notice in the paper, a petition and an ordinance needs to be drafted. Alderperson Wertz said why should we tax someone who does not receive services and several others agreed. Lockwood asked Clerk Jones to research for any kind of agreement and what the minutes stated back in 2004 when the annexation took place. Machotka stated de-annexation is contradictory to what we are trying to promote in the city. No action was taken.

**CONSIDER REQUEST FOR REIMBURSEMENT FROM TIM OMAN FOR WORK DONE TO HIS YARD AFTER THE SIDEWALK REPLACEMENT IN 2017:** Mayor Kaufman stated that Mr. Oman rented a skid steer to fix his yard and is asking for reimbursement. It was stated he did not ask the city prior do doing the work nor brought it to anyone's attention previously. Mayor Kaufman stated that the city has already denied others requests related to the sidewalk replacement. No action was taken, no motion was made.

**CONSIDER APPROVAL OF LETTER OF UNDERSTANDING WITH PHILLIPS 66 FOR BRANDED AIRPORT DEALERS EXCESS LIABILITY INSURANCE PROGRAM AT NO COST TO THE CITY:** Mayor Kaufman said the city is now selling branded fuel at the Richland Airport with a liability insurance policy. Phillips 66 will ad \$50 million of excess liability at no cost to the city. Motion by Wertz, second by Collins to approve the letter of understanding. Motion carried.

**CONSIDER SUSPENDING THE RULES, WAIVING THE READING AND ENACTING AMENDMENT TO ORDINANCE CHAPTER 399.05 CHANGING THE FEE FOR A "CLASS A" INTOXICATING LIQUOR LICENSE FROM \$500 TO \$50:** Attorney Robb stated this was approved at the last meeting but the notice did not get printed in the paper so it needs to be approved again. Motion by Tepley, second by Collins to approve Ordinance 2018-7. Motion carried 6-1 with Machotka dissenting.

**PAYMENT OF MONTHLY BILLS:** Motion by Machotka, second by Lockwood to approve the bills as presented. Motion carried 7-0.

**ADJOURN:** Motion by Collins, second by Tepley to adjourn. Motion carried at 10:33 PM.

Minutes by Melinda Jones, City Clerk / Treasurer