



MINUTES OF THE COMMON COUNCIL

TUESDAY, FEBRUARY 06, 2024 AT 6:30 PM

COUNCIL ROOM, MUNICIPAL, BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI & VIRTUALLY

AGENDA

CALL TO ORDER: Meeting was called to order by Mayor Coppernoll at 6:31 PM. Members present were Karin Tepley, Tom McCarthy, Mark Chambers, Kevin Melby, Steve Downs, Ryan Cairns.

APPROVAL OF MINUTES: Motion by Alderperson Melby to approve the Common Council minutes of both January 2, 2023 and January 23, 2023 as presented. Seconded by Downs. Motion carried 6-0.

APPROVAL OF AGENDA: Mayor Coppernoll noted that an appointment of Treasurer is not ready for action tonight and requested it be removed from the agenda. Mayor Coppernoll also requested that item #10 related to Panorama Estates be moved up to accommodate a guest wanting to address the topic. Motion by Alderperson Tepley to approve the agenda, with items #5 & #6 related to the appointment of a city Treasurer be removed and Item #10 moved up on the agenda. Seconded by Chambers. Motion carried 6-0.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS: Library Director Stacy Pilla reported that a Program Coordinator has been hired. Pilla also said that a Superbowl Lunch fundraiser is scheduled this Saturday with free-will donations accepted. City Administrator Ashley Oliphant thanked Jena Cabral and Tess Barr-Hamblin for helping in the Clerk's office during tax collection season.

MAYOR AND ALDERPERSONS: Alderperson Tepley reported that the Brewer Library will have security cameras installed next week inside and outside on all levels. Tepley also noted that the Tourism Commission met and approved continued funding for streaming videos to promote Richland County.

TREASURER'S REPORT: Not available

PAYMENT OF BILLS: Motion by Alderperson Cairns to approve the February 6, 2024 bills as presented. Seconded by McCarthy. Motion carried 6-0.

ITEMS FOR DISCUSSION AND ACTION:

5. Removed
6. Removed

7. **Appointment to Vacant Common Council Seat(s)**

Mayor Coppernoll invited those interested in the vacant District #1 alderperson seat to introduce themselves. Two people spoke of their interest in the seat: Ron Fruit and Rob Chase. Coppernoll requested nominations. Alderperson Tepley nominated Ron Fruit. Alderperson Downs nominated Rob Chase. A rollcall vote took place and Ron Fruit was appointed 5-1 with votes from Alderpersons Tepley, McCarthy, Chambers, Melby, and Cairns. Alderperson Downs voted for Chase. Ron Fruit will be sworn in following the meeting and serve as the District #1 Alderperson through April 2024.

Mayor Coppernoll stated that the vacant District #3 alderperson seat would not be filled at this meeting, but would be filled at the next meeting in March.

8. **Consider Approval of a City Donation Policy**

Administrator Oliphant noted that this topic was discussed at the December meeting. The policy would add language to give direction on the acceptance of a donation to the city. There has been no change to the language since December. At the time, Attorney Windle provided the policy guide and the council wanted to review it before action took place. Motion by Alderperson Chambers to suspend the rules, waive the reading, and adopt the Monetary, Non-monetary and In-kind Donation Policy as presented. Seconded by Melby. Motion carried 6-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

9. **Review bids received for the Phase 3, 2024 Eighth Street Utility and Roadway Improvements Project**

Andy Zimmer of MSA presented. Five bidders for the project received. G-Pro Excavating was the low bidder. G-Pro did Phase #2 in 2023. On January 10th, the Utility Commission approved pending council approval of Public Works portion of the project. The Public Works portion is \$377,854.49 and was reviewed by the Public Works Committee on January 11th and recommended for council approval. Zimmer noted that when a prequalification process is utilized, the low bidder must be accepted. He said the city and utility formed a prequalification committee and reviewed the potential bidders earlier. The project includes a resurface and storm sewer, and water and sewer from Church Street to Nimocks Drive. The grates in the roadway would be removed at the corner of 8th & Church. The project may begin as early as mid-April. Mayor Coppernoll noted that the Memorial Day service may need to be relocated this year because of the project. Motion by Alderperson Tepley to approve Phase #3 of the 2024 8th Street Project in the amount of \$377,854.49 as the city's share of the construction contract. Seconded by Melby. Motion carried 6-0.

10. **Review and Approval of Panorama Estates TIF Development Incentive for Buildings #2 & #3**

Jasen Glasbrenner introduced Jonathan King, Executive Developer from Panorama Estates. Glasbrenner said the hope is to approve a development package to allow for the construction for Buildings #2 & #3 at Panorama Estates. Glasbrenner discussed what a TIF & TID are. He noted that they capture future tax revenue to incentivize development today. There are two types: Pay-go (Pay as you go), which provide incentive only after the district receives the tax revenue to support the development. This model is a much lower risk for the municipality. The second type is the traditional model which is funded by cash on hand or by borrowing. Glasbrenner said the Panorama Estates developer agreed to rerun construction costs to consider the Pay-go model. Keith Dahl from Ehlers presented their analysis. He explained that the municipality is not unduly enriching the developer. A performa analysis was conducted. Pay-go assistance is based on future value. Provides a percentage of the tax generated annually and provides to developer. In Pay-go, the developer takes the risk. The pay-go amount of \$5.4-million. Developer requested a building permit and zoning permit fee waiver and tax increment would be used to pay for the fee waivers. The developer requested that the debt service obligation be forgiven, which totals just under \$311,000. Phase #1 development is generating \$130,000 annually. It was stated that there will be enough tax increment generated from Phase #1 and Ehlers determined that this was acceptable. Overall it would be a 20-year Pay-go model.

Jonathan King introduced himself and the kinds of projects his company develops. He said they are looking to build housing for working class families in Richland Center. The current single-family home model is expensive to build, and the economy of scale makes it sensible to create multi-family apartment complexes. The style of the proposed building would create a quiet, safe, and comfortable home. King said that the Pay-go model makes sense for them and the community. The incentive is the taxes generated from the TID alone and wouldn't affect city taxes. No money used from any current city accounts or taxpayer money. The total number of apartments Buildings #2 & #3 would generate is 92. King said they would start construction this summer. Motion by Alderperson Downs authorize city personnel to execute a letter of intent and prepare a development agreement for council approval, and to approve the development incentive terms as outlined, including: two buildings to be constructed in succession with a Summer 2024 start date; 20 Year Pay-go Model utilizing 90% of increment generated by Buildings 2 & 3 for an incentive of \$5.4 million (future value); Permitting and inspection fees of approximately \$71,000 to be paid by TIF funds; Developer to be released from Phase 1 infrastructure debt of \$310,940. TIF funds to be used to make the payments on associated G.O. Bond. Seconded by Tepley. Motion carried 6-0.

11. Bid for City Wayfinding and Entrance Sign Fabrication and Installation

Glasbrenner reported on the wayfinding sign project. Four bids were received. He noted that the project has been in the works for approximately two years, with projects on Orange Street and Highway 14. The city's entrance signs would also be redone utilizing the rebranding efforts done previously. The project is to be completed by April 30, 2024. The Planning Commission reviewed and recommended Greeley Signs. The Finance Committee also reviewed the project and recommended Greeley Signs. ARPA funds would be utilized for the project. Motion by Alderperson Tepley to award the Wayfinding and Entrance Sign Fabrication and Installation Bid to Greeley Signs for the not to exceed amount of \$36,801. Seconded by Downs. Motion carried 6-0.

12. Land Acquisition from Hill Country Rentals, LLC

Seven parcels were subject to the negotiation that was authorized by the Finance Committee on January 10th. Six parcels are on the block bound by Orange Street and N. Jefferson Street north of the current downtown Kwik Trip. The seventh parcel is at 278 W. Court Street. Glasbrenner stated that the total purchase price for all parcels is \$650,000 plus associated costs totaling \$25,000. The anticipated closing of lots 1-6 would be in mid-2024, and an anticipated closing of the 7th parcel in early 2025. As part of the initial closing of lots 1-6, the seller would remove structures on Parcel 1 (276-2100-2880), while the city would complete an environmental study on all parcels and apply for an environmental liability exemption (§292.11(9)(e)). As agreed upon for the closing of Parcel 7 (276-2100-0570), the city would lease Parcel 7 back to the seller at a rate of \$750 per month. Glasbrenner said the city could execute the purchase with cash on hand, noting the current RLF Business Savings and TIF Affordable Housing Extension fund balance could be utilized. Atty Windle noted that a contract would be made between parties that would outline the terms of the transaction of all parcels as well as the terms of the lease of parcel 7. Glasbrenner said that corridor has been the focus of redevelopment since the 1990's and this block is important for future development for the city. Motion by Alderperson Tepley to authorize personnel to carry out the acquisition of land owned by Hill Country Properties using cash on hand at a total cost not to exceed \$675,000. Seconded by Melby. Motion carried 6-0.

13. **Consider Request to Authorize Continued Financial Management Services from Southwest Wisconsin Regional Planning Commission**
Administrator Oliphant stated that the contract with Southwest Wisconsin Regional Planning began in September. It has allowed their Local Government Services Specialist Misty Molzof to work on-site in Richland Center 1-2 days per week doing training and technical support. The request is to authorize the contract with Southwest Wisconsin Regional Planning be extended through April 30th. This is a 2024 budgeted item. Motion by Alderperson Chambers authorize the Administrator to extend the contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount. Seconded by Downs. Motion carried 6-0.
14. **Landfill Monitoring Services Agreement**
Mitech has provided the landfill monitoring since 2016. The Richland Center Landfills are monitored twice annually, in March and September, per WDNR requirements. All sampling and analysis are completed in accordance with all applicable State and Federal codes and in accordance with the current sampling plans for the landfills. The cost of monitoring is part of the landfill budget. The 2024 service would cost \$9,700. Motion by Alderperson Tepley to approve the landfill monitoring services agreement with Mitech at a cost of \$9,700. Seconded by Downs. Motion carried 6-0.
15. **Furnace Replacements**
During Klingaman Heating & Cooling's annual inspection of the furnaces, it was discovered that both the furnace that serves the municipal building main office and the furnace that serves the Police Department command room were experiencing problems and expending extra CO. Klingaman recommended that both be replaced rather than repair the units. Motion by Alderperson Tepley to approve the purchase of a new Bryant two stage 120,000 BTU furnace at a cost not to exceed \$5,100, and a new Bryant two stage 40,000 BTU furnace not to exceed \$3,700, both from Klingaman Heating & Cooling, with funding from the 2024 Building & Grounds Building Repair Outlay budget line item. Seconded by Chambers. Motion carried 6-0.
16. **Request to Amend the Financial Policy to Include Payment Plans**
Administrator Oliphant said this topic was discussed in December. It would amend the financial policy to allow for payment plans and provide procedures and guidelines in order to have a payment plan for those who need it. Motion by Alderperson Tepley to amend the City of Richland Center's Financial Policy to authorize payment plans in accordance with the standard operating procedures for payment plans. Seconded by McCarthy. Motion carried 6-0.
17. **Skid Steer Purchase**
The 2013 Gehl skid steer that has been used in the Park & Grounds department will no longer be up for lease by Simpson Tractor. Due to the Building and Grounds Department's need for a skid steer to dig graves and assist with snow removal, Simpson's Tractor has offered to sell the 2013 Gehl 4640 skid steer that the Buildings and Grounds Department has been leasing to the city. It's considered in excellent condition and the backhoe attachment would be included at no added cost. Motion by Tepley to purchase the skid steer from Simpson Tractor in an amount not to exceed \$20,000, with funds from the Unallocated

Contingency in 2024 budget. Seconded by Melby. Motion carried 6-0.

18. Community Center Water Heater Replacement

Administrator Oliphant stated that the water heater was an emergency purchase at the Community Center. Reyzek Plumbing provided the equipment at a cost of \$4,469.99. It was already purchased because of an emergency. There is no action. The purchase was included in the bills tonight.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS: none

PUBLIC COMMENT: Rob Chase stated there may be a potential concern with school bus access with the upcoming Panorama Estates construction.

ADJOURN: Motion by Alderperson Tepley to adjourn. Seconded by Downs. Motion carried 6-0 at 8:08 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk.