

**MINUTES**

**CALL TO ORDER:**

Meeting called to order at 5:03 PM. Members present: Karin Tepley, Melony Walters, and Ryan Cairns. Other officials present: City Administrator Ashley Oliphant, Clerk/Treasurer Aaron Joyce, City Attorney Chris McGough, Economic Development Director Jasen Glasbrenner, and Mayor Todd Coppernoll.

**APPROVAL OF MINUTES:**

1. Motion made by Tepley to approve the Finance Committee minutes of January 17, 2023 as presented. Seconded by Walters. Motion carried 3-0.

**PAYMENT OF BILLS:**

2. Motion made by Walters to pay the bills as presented. Seconded by Tepley. Motion carried 3-0.

**CLERK/TREASURER'S REPORT:**

Clerk/Treasurer Joyce reported that the 2022 tax collection has recently been completed and overall went well. Staff are concluding the regular year-end and January processes, including payroll & benefits and accounting updates. Staff continue to utilize the new payroll and accounting software. There will be a Primary Election on February 21<sup>st</sup>. Absentee ballots have been sent to those with applications on file.

**ITEMS FOR DISCUSSION AND ACTION:**

3. Cropland Lease Renewal  
Several areas are proposed to be removed from the 5-year rental agreement in both the airport and industrial park. Some restrictions are being proposed at the airport to prohibit planting of corn or other tall growing crops. The following changes are to be made and incorporated into a lease renewal. At the Airport: prohibit planting of corn or other tall growing crops. At the Industrial Park: land to be excluded from new lease are 1) a portion of 6.5-acre area adjacent to the cemetery; 2) a 9-acre parcel at end of Bowen Circle; 3) 2.45 acres along CTH AA; 4) a 2.75-acre parcel in center of park; 5) a 1-acre parcel north of 2.75-acre parcel in center. It was noted that current renter Chad Johnson has complied with the terms of the previous leases including timely payment. Motion by Cairns to recommend to council to authorize the city administrator to negotiate terms and execute a lease renewal with Chad Johnson for the use of cropland at the airport and industrial park and waive the bidding requirement. Seconded by Walters. Motion carried 3-0.
4. Stori Field RFQ (Request for Qualifications) Process  
Economic Development Director Jasen Glasbrenner stated that the city is at a point to seek qualified developers for the Stori Field project after working with Vierbicher on the project. Motion by Walters to recommend to the Common Council to authorize spending up to \$5,000 from the Business RLF Fund for the purpose of obtaining additional professional consulting services from Vierbicher, including the completion of an RFQ, and related project costs needed to execute the process. Second by Tepley. Motion carried 3-0.
5. Secure professional services for Zoning administration

City Administrator Ashley Oliphant stated that the Zoning Administrator position has gone unfilled since it was posted several months ago. She and Glasbrenner have been handling zoning requests. 3 companies MSA, Vande Wahl, and Vierbicher were contacted to conduct zoning administration and enforcement. MSA and Vande Wahl were not interested in conducting enforcement. Vierbicher has agreed to offer 10 hours per week with office hours during peak season to conduct code administration at an hourly rate of \$155/hour + travel expenses. The contract would be paid for from the unused salary from the Zoning Administrator position. The contract can be voided on short notice if needs change. Motion by Cairns to recommend to the Common Council to authorize the City Administrator to engage with Vierbicher for the purpose of providing zoning administration services. Seconded by Tepley. Motion carried 3-0.

6. Secure Services for Zoning Code Modifications

Oliphant stated that the current status of the code makes it challenging to administer. She added that it may not accurately reflect the goals of the city moving forward and needs to support the comprehensive plan. Three firms were contacted to make the modifications to the code. Vierbicher offered the service at a significantly lower cost than the other vendors and were willing to expedite the process in a 3-4 month period. Vierbicher's proposal was for \$25,000 and thought they could complete the project by July or August. Motion by Tepley to recommend to the Common Council to waive the bidding requirements and authorize the City Administrator to engage with Vierbicher for the purpose of a zoning ordinance review and update at a cost not to exceed \$25,000. Seconded by Walters. Motion carried 3-0.

7. Billboard Lease Proposal

Zach Schoh, Real Estate Manager with The Lamar Companies was present virtually. The billboard upgrade would be to the sign on Highway 14 across from McDonalds. The company would like to upgrade the east face to a digital billboard that flips every 8 seconds. It could accommodate 8 advertisers at a time. The west face would remain unchanged. The lease renewal would be for 15 years and would pay the city \$4,500 annually. The start date for the lease would be 06/06/2023. Lamar would offer the city a guaranteed space to advertise at a discounted rate of \$500, however Lamar would offer some free messages for nonprofits or public events & activities. Administrator Oliphant stated that she believes no zoning permit would be necessary. Motion by Tepley to recommend to the Common Council to authorize the City Administrator to negotiate terms and execute a lease agreement with The Lamar Company on tax parcel 276-2812-1000. Seconded by Walters. Motion carried 3-0.

8. State Municipal Financial Agreement for Highway 80 DOT Project

The Wisconsin DOT will be treating the pavement with a mill and overlay from the Pine River Bridge at North Krouskop Park to County Highway C at Hillsboro. Construction is expected to begin in 2026 and will be funded using state and federal dollars with an exception for "non-participating work" which the city will be responsible for. This includes water and sanitary adjustments. The anticipated cost to the city is expected to be approximately \$10,000. The DOT stated no sidewalk, parking or lighting are being planned as part of this project; however, if the city would like to include any of those items, the DOT must be made aware as soon as possible but no later than December of 2024. If the City is considering a bike path to provide a safe connection from the Allison Park neighborhood to the Industrial Park area, it is important to incorporate that into this project. The DOT has requested the city sign the

State/Municipal Financial Agreement acknowledging the city's obligation for non-participatory work. Motion by Walters to recommend to the Common Council to allow the City Administrator to execute the State Municipal Financial Agreement for the State Highway 80 Improvement Project. Seconded by Tepley. Motion carried 3-0.

**ADJOURN**

Motion to adjourn made by Cairns. Seconded by Walters. Motion carried 3-0 at 6:09 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk/Treasurer