



MINUTES OF THE COMMON COUNCIL

TUESDAY, OCTOBER 03, 2023 AT 6:30 PM

COUNCIL ROOM, MUNICIPAL BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI 53581 & VIRTUALLY

AGENDA

CALL TO ORDER: Mayor Coppernoll called the meeting to order at 6:31 PM. Alderpersons present were Karin Tepley, Tom McCarthy, Mark Chambers, Melony Walters, Kevin Melby, Steve Downs, and Ryan Cairns. Alderperson Connie Hoppenjan was absent.

APPROVAL OF MINUTES: Motion by Alderperson Tepley to approve both the Common Council minutes of September 5, 2023 and September 19, 2023 as presented. Seconded by Downs. Motion carried 7-0.

APPROVAL OF AGENDA: Motion by Alderperson Walters to approve the agenda as presented. Seconded by Melby. Motion carried 7-0.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS: Economic Development Director Jasen Glasbrenner reported that the sale of 460 W. First Street closed on September 21st that included requirements that certain construction benchmarks be achieved. Glasbrenner said that construction will hopefully begin this fall. Clerk/Treasurer Aaron Joyce noted that health insurance open enrollment is taking place for city employees. City Administrator Ashley Oliphant reported that Dave Fry and Annette Clark will be retiring from city employment this month. Stacy Pilla was introduced as the new Brewer Public Library Director effective October 2nd. Pilla said she has been busy working on the budget and filling two full-time positions. Police Chief Billy Jones reiterated that Annette Clark would be retiring on October 13th. Chief Jones also reported that Officer Shawn Deneen & K9 Teddy participated in the Wisconsin Law Enforcement Canine Handlers Association Conference. Jones said that Officer Deneen and Teddy were nominated for the Meritorious Narcotics Find of the Year Award. Teddy has also made significant improvements with his recalls and training. Chief Jones said a lot of the credit goes to Officer Deneen for his work with Teddy. Jones also reported that the RCPD is still seeking to fill an open officer position. Finally, he said that the Community Resource Officer position is going very well and Officer Wilson is enjoying the position and making positive connections with the students.

MAYOR AND ALDERPERSONS: Alderperson Tepley welcomed Stacy Pilla as the new library director.

TREASURER'S REPORT: Motion by Alderperson Melby to approve the Treasurer's Report as presented. Seconded by Chambers. Motion carried 7-0.

PAYMENT OF BILLS: Motion by Alderperson Tepley to pay the 10/03/2023 bills as presented. Seconded by McCarthy. Motion carried 7-0.

ITEMS FOR DISCUSSION AND ACTION

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS:

5. **Temporary Class B Picnic License for Greater Richland Area Chamber of Commerce on 10/06/2023 at 146 S. Main St.**

It was noted that this is for an additional beer location to the previously approved Wine & Beer Walk event. Motion made by Alderperson Melby to approve the Temporary Class B Picnic License for Greater Richland Area Chamber of Commerce on 10/06/2023 at 146 S. Main St. Seconded by Chambers. Motion carried 7-0.

6. **Temporary Class B Picnic License for Greater Richland Area Chamber of Commerce on 10/06/2023 between Main Street & Central Avenue (Street Dance)**

The actual street closure was approved at the July 5, 2023 Public Safety Committee meeting. The action being requested would allow the Chamber to serve beer or wine at the street dance. Motion by Alderperson Melby to approve the Temporary Class B Picnic License for Greater Richland Area Chamber of Commerce on 10/06/2023 between Main Street & Central Avenue. Seconded by Downs. Motion carried 7-0.

7. **Tobacco License Application for SHAA, LLC at 845 Sextonville Road**

This license application is from the new owner of Triangle Kwik Stop on Sextonville Road. Motion by Alderperson Melby to approve the tobacco license application from SHAA, LLC at 845 Sextonville Road. Seconded by Chambers. Motion carried 7-0.

8. **Class A Beer & Class A Liquor License for SHAA, LLC, Harmit Miranpuri agent, at 845 Sextonville Road**

This license application is from the new owner of Triangle Kwik Stop on Sextonville Road. The Class A Liquor license is new to the location. The Class A Beer license held by the previous owner is being surrendered upon issuance of the new license. Motion by Alderperson Melby to approve the Class A Beer & Class A Liquor License for SHAA, LLC, Harmit Miranpuri agent, at 845 Sextonville Road. Seconded by Downs. Motion carried 7-0.

PLANNING COMMISSION RECOMMENDATION:

9. **Acceptance of Southwest Wisconsin Regional Planning Commission's Proposal for the Creation of Tax Incremental District Plan**

Economic Development Director Jasen Glasbrenner stated that the proposal was reviewed by the Planning Commission. Southwest Wisconsin Regional Planning Commission (SWWRPC) is the entity that assists the city with planning efforts. SWWRPC has offered to provide TID planning and creation at a cost of \$8,000 for each plan; however, due to the current EDA-funded Economic Recovery Grant, SWWRPC can perform the work at no cost if it is completed before March 31, 2024. Glasbrenner said there are two areas where a TID is being considered including the new hospital location and Stori Field and current hospital location extending to Orange Street. The Planning Commission recommended approving the proposal from SWWRPC. Work could start immediately. It would identify parcels and values, and complete applications required by the state. Motion by Alderperson Chambers to approve the acceptance of Southwest Wisconsin Regional Planning Commission's proposal for the creation of a Tax Incremental District plan. Seconded by Tepley. Motion carried 7-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

10. **Proposed 2024 Phase #3 7th Street, 8th Street and Cedar Street Reconstruction Project Budgetary Cost Estimate & Related Amendments**

It was noted that a number of alternate projects have been proposed by MSA as part of the 2024 project, but City Utilities was reluctant to proceed with the alternates and authorized

the base bid only in 2024 which consists of 8th Street from Nimocks Drive to Church Street, and the 1-block portion of N. Park Street between 7th and 8th Streets. The City/Public Works portion of the design & engineering work is \$36,400. That includes final design services, bidding phase services, construction administration, and field services. The total estimated construction cost for the base bid – including design and engineering – is \$355,832. Motion by Alderperson Walters to approve the Public Works portion of Amendment #2 of Phase 3 of the 7th, 8th and Cedar Street project from MSA totaling \$36,400, with funds coming from Street Projects Outlay. Seconded by Melby. Motion carried 7-0.

11. Request to Purchase Carpet for the Municipal Building

This item was approved previously by the Public Works and Finance committees. Quotes were received by Building & Grounds. Project is for the Council Room and offices on north side of the building excluding City Utilities. Two quotes were received. Several colors and materials were considered. The bid from Spaeth's Flooring Unlimited would install carpet tiles so sections can be replaced if necessary. The bid of \$15,714.17 includes the removal of the old carpet and installation of new carpet and cove. The project would utilize ARPA funds. It would be up to 6 weeks before materials are ordered and installed. Motion by Walters to approve the bid from Spaeth's Flooring Unlimited for municipal building carpet, not to exceed \$16,000 utilizing ARPA funds. Seconded by Tepley. Motion carried 7-0.

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

PUBLIC COMMENT: Mayor Coppernoll noted that Attorney Windle has been doing a great job during his initial weeks as City Attorney. Windle said that he is developing some recommendations regarding policy improvements.

ADJOURN: Motion by Alderperson Downs to adjourn. Seconded by Tepley. Motion carried 7-0 at 7:08 PM.

Minutes respectfully submitted by Clerk/Treasurer Aaron Joyce.