



OFFICIAL PUBLIC NOTICE

MEETING OF THE PLANNING COMMISSION

WEDNESDAY, AUGUST 28, 2024 AT 5:30 PM

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES - *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

DISCUSSION AND ACTION ITEMS

1. **PUBLIC HEARING** on the application of Marion M Carley Revocable Trust to divide a parcel of land located at 286 W. 6th Street (*Tax ID 276-1645-7000*)
2. Consider the application of Marion M Carley Revocable Trust to divide a parcel of land located at 286 W. 6th Street (*Tax ID 276-1645-7000*)
3. Update and Action on Finalization of Project Modifying Industrial Park Parcel Boundaries
4. Lamont Subdivision - Preliminary Discussion
5. Consider Richland Airport (93C) Proposal for Airport Improvements Aid

FUTURE AGENDA ITEMS - *Items to be discussed at a future meeting.*

SET NEXT MEETING DATE *Fourth Wednesday of the month, September 25th*

ADJOURNMENT

Posted this 27th day of August, 2024 by 5:00 PM.

Copy to the official newspaper the Richland Observer.

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

**CITY OF RICHLAND CENTER
OFFICIAL NOTICE OF THE PLAN COMMISSION**

Item 1.

NOTICE OF PUBLIC HEARING ON PROPOSED LAND DIVISION

NOTICE IS HEREBY GIVEN that the Plan Commission of the City of Richland Center, Richland County, Wisconsin will meet and hold a public hearing on the application of Marion M Carley Revocable Trust to divide a parcel of land consisting of approximately 0.35 acres.

The property is located at 286 W. 6th Street, also identified as tax parcel 276-1645-7000, in the City of Richland Center.

The meeting of the Plan Commission, which includes a public hearing, will be held in the Council Room of the Municipal Building at 450 S Main St, Richland Center, WI on **Wednesday, August 28, 2024, at 5:30 PM**. If approved, it will go before the Richland Center Common Council during their meeting on Tuesday, September 6, 2024, commencing at 6:30 PM.

All interested parties may appear and be heard at the public hearing. If you have any questions or concerns about the above scheduled public hearing or request for land division, please contact the City Administrator at 608-647-6428 or the Zoning Administrator at 608-402-6391.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services to enable them to attend and participate in the public hearing. For additional information or to request such services contact Ashley Oliphant, City Administrator/Clerk at 450 S. Main Street, Richland Center, WI 53581 or by telephone at 608-647-3466.

Ashley Oliphant
City Administrator/Clerk

**City of Richland Center
Staff Report**

Land Division – Certified Survey Map (CSM) – Carley

Meetings:

Planning Commission Meeting – August 28, 2024 – 5:30 PM
Common Council Meeting – September 3, 2024 – 6:30 PM

Applicant:

Marion M Carley Revocable Trust
Lynn Carley, Trustee
25680 Cooper Hill Road
Richland Center, WI 53581

Zoning District:

Commercial General

Minimum Lot Size – No minimum

Minimum Lot Width – 50-feet

Request:

Divide the 0.35-acre parcel into 2 lots. 1 lot for the Dairy-O ice cream and food stand and one lot for multi-family residential purposes. The applicant would like to take down the multi-family residential buildings and build newer ones to meet the ordinance requirements. The applicant has a rezoning pending, and it was recommended they divide the property prior to the rezoning being considered.

Ordinance Language:

The purpose of the Zoning Ordinance is to promote the orderly development of the varying land uses, regulating construction and location of those uses, and providing for the safety, health and accessibility of the public.

All subdivisions of land shall be in conformity with all applicable requirements of Wis. Stats. § 236 and all applicable requirements of the extraterritorial zoning ordinance.

Each person subdividing land shall dedicate lands for the following public purposes:

1. Streets: Public streets with a minimum right-of-way width of sixty-six (66) feet shall be provided by the developer where required by the Plan Commission or the City Council.
2. Drainage: Where required by the topography, surface drainage channels shall be provided to insure adequate drainage capacity, either by dedication or by easement.

Comprehensive Plan:

Land Use Goal – Land use policies and zoning that maximize the available opportunities and encourages residential, commercial and industrial development.

Land Use Goal: - Follow the Future Land Use identified within the Comprehensive Plan to inform any future zoning and land use decisions.

The Future Land Use Map identifies the subject property as Commercial.

Criteria:

- Is the project consistent with the Comprehensive Plan? - **Yes**
- Can the request demonstrate adequate public facilities, including roads and drainage, and utilities? - **Yes**
- Will the request minimize adverse effects on the natural environment? - **Yes**
- The request will not create undue traffic congestion. - **Yes**
- The request will not adversely affect the public health, safety, and welfare. - **Yes**
- The request conforms to all applicable provisions of the code. - **Yes**

Conditions:

- The project must be consistent with the plans and specifications submitted at time of application and at the public hearing of the Plan Commission. - **YES**
- The Certified Survey Map shall be consistent with Wis. Stats. 236. - **YES**
- Does the Certified Survey Map comply with the zoning requirements of the property? - **YES**
- The project shall meet all setbacks. - **YES**
- The project shall provide erosion control measures before and during construction and shall maintain erosion control until the site is stabilized.
- The applicant shall allow the Building Inspector and City Zoning Staff to have access to the construction site for inspection purposes to verify compliance with City Code, Ordinances and State Code.

Staff Recommendation:

It is recommended that the land split be approved as presented and be forwarded to the Common Council for approval.

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Item 3.

Agenda Item: Finalization of project modifying Industrial Park parcel boundaries

Meeting Date: 8/28/2024

Requested by: Jasen Glasbrenner – Public Works Director

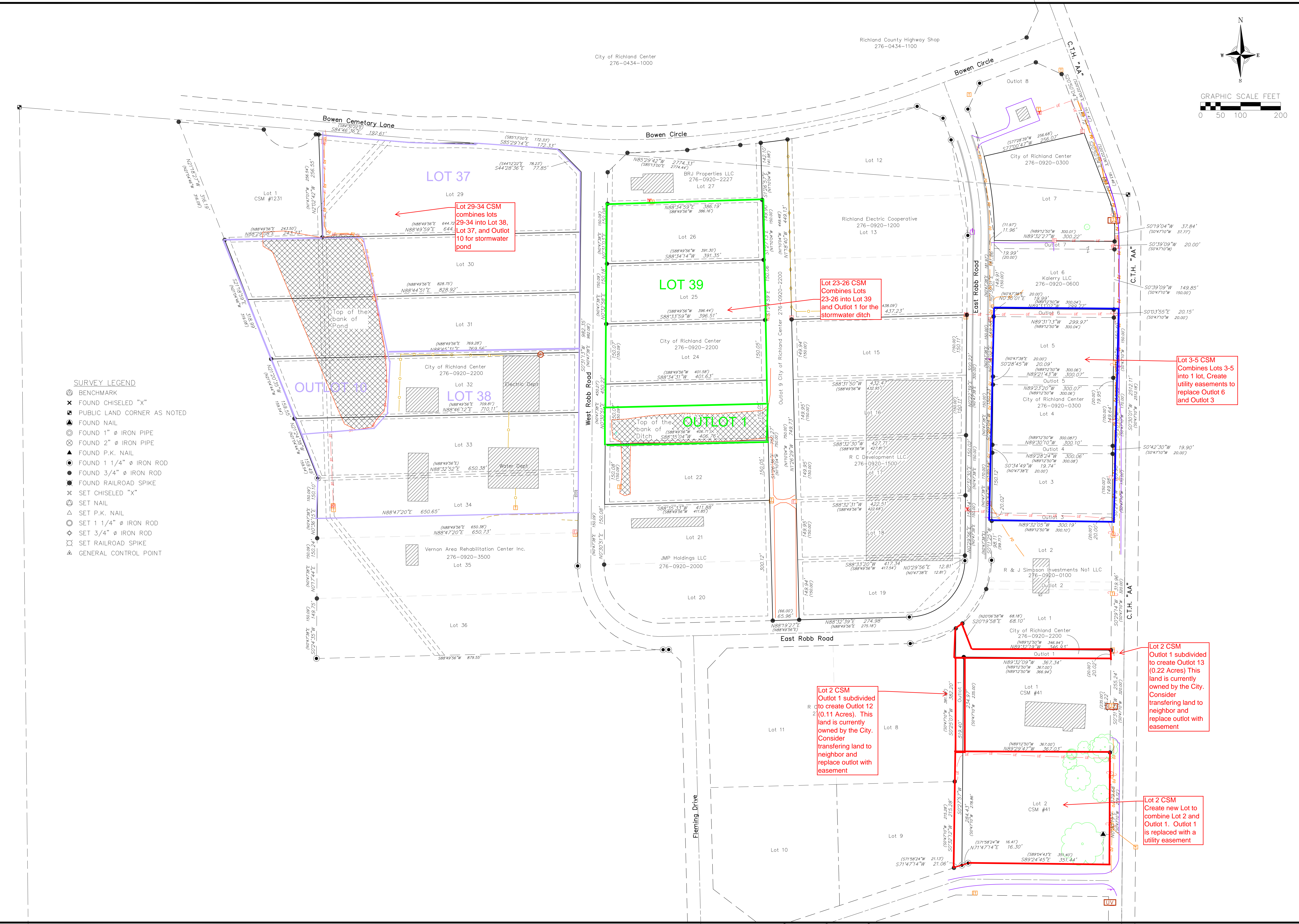
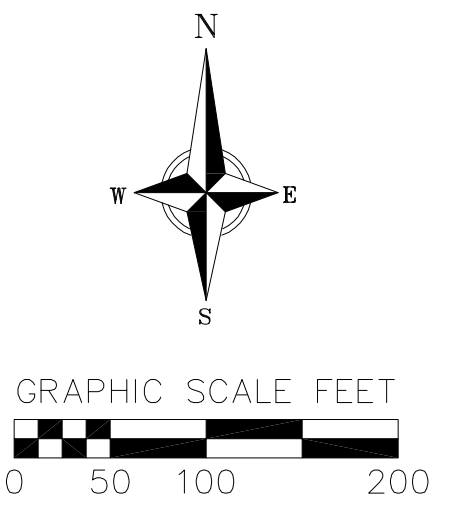
Background: We are looking to finalize the project of resurveying and restructuring the lots in the North Industrial Park that began in early 2023. Vierbicher engineering will provide an update, and we will consider possible action to dispose of some small areas of land that were formerly set aside for right of way.

Financial Impact: Project was formerly approved.

Requested Action: Set criteria for project completion – to be determined.

Supporting Documents:

- North Industrial Park Plat of Survey



- SURVEY LEGEND**
- ⊙ BENCHMARK
 - ⊠ FOUND CHISELED "X"
 - ⊠ PUBLIC LAND CORNER AS NOTED
 - ⊙ FOUND NAIL
 - ⊙ FOUND 1" ⌀ IRON PIPE
 - ⊙ FOUND 2" ⌀ IRON PIPE
 - ⊙ FOUND P.K. NAIL
 - FOUND 1 1/4" ⌀ IRON ROD
 - FOUND 3/4" ⌀ IRON ROD
 - ⊙ FOUND RAILROAD SPIKE
 - ⊙ SET CHISELED "X"
 - ⊙ SET NAIL
 - ⊙ SET P.K. NAIL
 - ⊙ SET 1 1/4" ⌀ IRON ROD
 - ⊙ SET 3/4" ⌀ IRON ROD
 - ⊙ SET RAILROAD SPIKE
 - ⊙ GENERAL CONTROL POINT

Lot 29-34 CSM combines lots 29-34 into Lot 38, Lot 37, and Outlot 10 for stormwater pond

Lot 23-26 CSM Combines Lots 23-26 into Lot 39 and Outlot 1 for the stormwater ditch

Lot 3-5 CSM Combines Lots 3-5 into 1 lot. Create utility easements to replace Outlot 6 and Outlot 3

Lot 2 CSM Outlot 1 subdivided to create Outlot 12 (0.11 Acres). This land is currently owned by the City. Consider transferring land to neighbor and replace outlot with easement

Lot 2 CSM Outlot 1 subdivided to create Outlot 13 (0.22 Acres) This land is currently owned by the City. Consider transferring land to neighbor and replace outlot with easement

Lot 2 CSM Create new Lot to combine Lot 2 and Outlot 1. Outlot 1 is replaced with a utility easement

PLAT OF SURVEY

Lots 3-5, Lot 7, Lots 15-19, Lots 22-26, Lots 29-34, Outlots 1, 3, 4, 5, 6, 8, and 9, all in the City of Richland Center, also Lot 2, Certified Survey Map #41, City of Richland Center, Richland County, Wisconsin

REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE

DATE: 03-20-2023

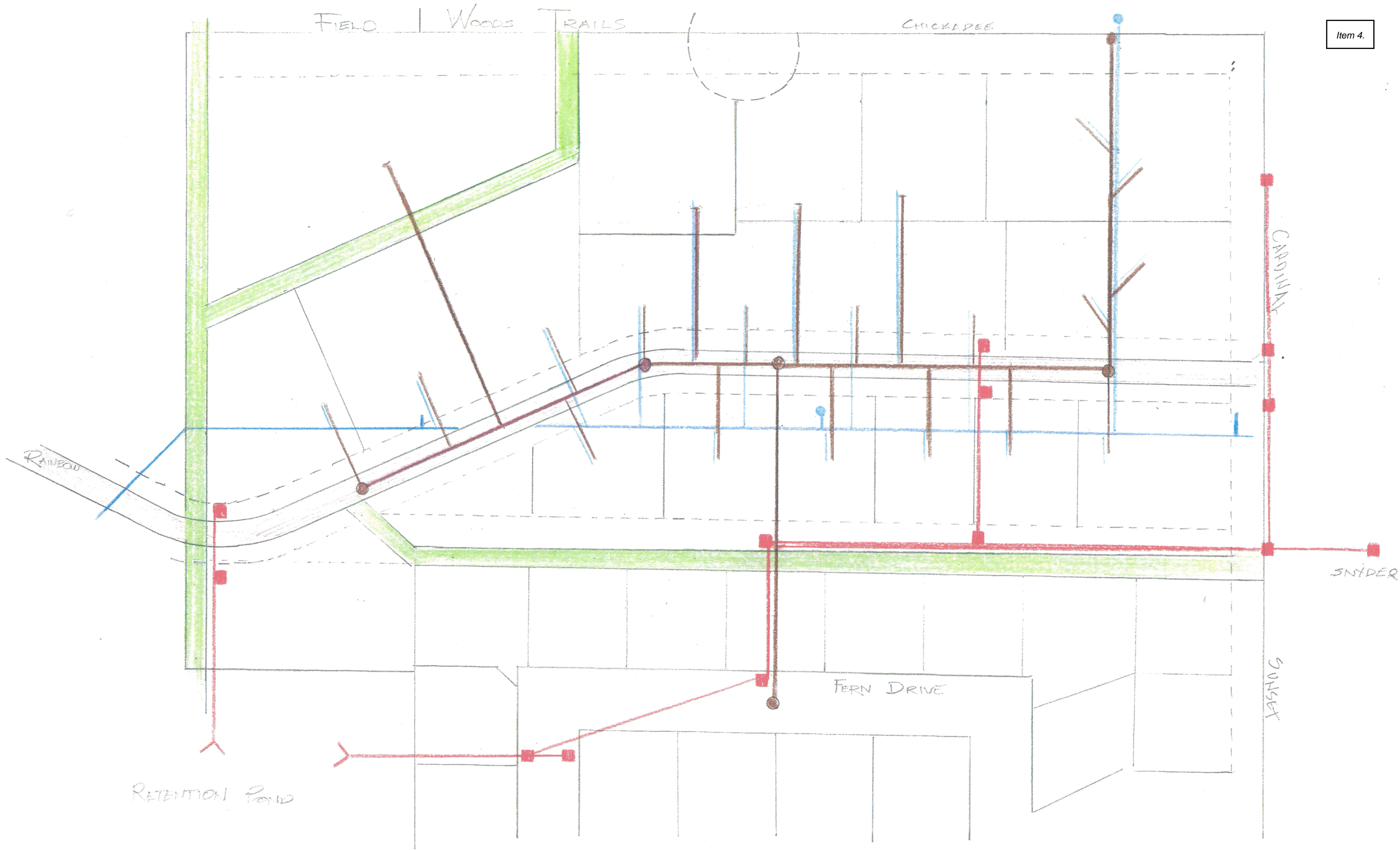
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CHECKED: mlon

PROJECT NO.: 230058

SHEET: 1 OF 1





Agenda Item: Consideration and Report of Richland Airport (93C) Proposal for Airport Improvements

Committee Review: City Plan Commission

Meeting Date: Plan Commission – 8-28-2024

Requested by: Jasen Glasbrenner – Public Works Director

Background: This is part of the process of working with the Wisconsin DOT – Bureau of Aeronautics to identify projects and gain funding for the operation of the Richland Airport. There is a specific process that must be executed and that includes committee, commission, and council review as well as public notices, public hearings, and the execution of resolutions. The Plan Commission is asked to consider and report to Council the proposal for airport improvements.

Department Recommendation: The DPW is recommending that the Plan Commission review the proposal for airport improvements and report its recommendation to the Common Council.

Financial Impact: N/A at this time

Funding Source: N/A at this time

Requested Action:

CITY PLAN COMMISSION: Motion to report to the Common Council that the City Plan Commission has considered and approves of the improvement items as outlined in draft Resolution Petitioning The Secretary Of Transportation For Airport Improvement Aid.

FINANCE:

COUNCIL:

Attachment(s):

- November 3, 2023 Cover Letter form the DOT – Division of Transportation – Investment Management regarding the Richland Airport Petition Package
- Airport Aid Petition Resolution Checklist Packet
- Draft of the Resolution Petitioning The Secretary Of Transportation For Airport Improvement Aid and Agency Agreement And Federal Block Grant Owner Assurances



Division of Transportation
Investment Management
PO Box 7914
Madison, WI 53707-7914

Governor Tony Evers
Secretary Craig Thompson Item 5.
wisconsin.gov

Telephone: 608-266-3351

November 3, 2023

SPENCER REED
RICHLAND AIRPORT
28694 CTH B
RICHLAND, WI, 53581

Richland Airport Petition Package

Dear Dave:

I have enclosed the following to get you started on your airport's petition for federal/state aid for an airport development project:

1. Airport Aid Petition Resolution Checklist.
2. Resolution petitioning the Secretary for Airport Improvement Aid.
3. Agency and Assurances Agreement.
4. Chapter Trans 55, Wisconsin Administrative Code.
5. Federal Owner Assurances
6. Sample of the Notice of Public Hearing.
7. Sample of the Affidavit of Publication of the hearing notice.
8. Information on the airport development hearing process.
9. Information to be submitted in support of airport aid petitions.

It may be helpful for you to call Wendy Hottenstein, the bureau's project manager for your airport, to discuss your request, to be ensure all needed work items are included. This will help assure no step in the process is missed and avoid the need for a new resolution.

The public hearing is the first step in the petition process. Wisconsin Statutes require at least **ten (10)** days notice of the public hearing is provided by publication of a Class I notice in the local legal paper. It is also imperative that **all** the work items you wish to petition for are listed in the notice and addressed in the public hearing. An affidavit of publication signed by the publisher and notarized is also required. An exhibit showing the location of the proposed work (including land to be acquired) should be made available for inspection at the public hearing. Please include a copy of this exhibit in your petition package to clarify the intent of your request.

The sample hearing notice includes suggested wording for meeting the requirements of the Americans with Disabilities Act (ADA).

After the public hearing, the airport's governing body can pass the petition resolution. The petition resolution authorizes representatives of the governing body to execute the agency agreement and owner assurances. Please return one original copy of the petition resolution and two copies of the agency agreement and owner assurances. A copy of the agency and assurances agreement will be returned to you after it is signed by the bureau director.

The Bureau of Aeronautics recommends that general aviation airport sponsors budget 20% of the project costs as their share of all projects.

Please contact me at brandon.benjamin@dot.wi.gov with any questions.
Sincerely,

Brandon Benjamin
Airport System Planner

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Enclosures

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**AIRPORT AID
PETITION RESOLUTION CHECKLIST**

Please include the items checked below in your request for airport aid. Any additional information you provide to support the petition will enhance your airport project's priority.

Required	Completed	Document
X		A. Copy of published <u>hearing notice</u> (10 day hearing notice required).
X		B. <u>Affidavit of publication</u>
X		C. Typewritten <u>transcript or outline</u> of public hearing.
X		D. <u>Petition resolution</u> signed by governing body.
X		E. <u>Agency agreement and owner assurances</u> , signed and witnessed, (2 copies). (Note that the resolution authorizes and signers of the agency agreement and owner assurances)
X		F. Airport sketch depicting area of proposed work or land acquisition.
X		G. Information in support of petition. Please include a paragraph or more, to support the items you are petitioning for.
		H. Other documentation listed below _____.

Please return this form and the petition package to:

**Department of Transportation
Wisconsin Bureau of Aeronautics
P.O. Box 7914
Madison, WI 53707-7914**

**NOTICE OF PUBLIC HEARING
IN THE MATTER OF STATE AND FEDERAL AID
FOR THE IMPROVEMENTS AT**

Richland Airport

(Airport Location)

The Town/Village/City/County of _____ is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following development at the _____ Airport. (List development items as they will appear in the airport aid petition):

: Land Acquisition; Procure Snow Removal Equipment; Reconfigure, reconstruct, or rehabilitate taxiways, taxiway connectors & associated lighting and signs; Reconfigure, reconstruct, or rehabilitate Apron; Reconfigure, reconstruct, or rehabilitate Runway 17/35 & associated lighting; Taxiways rehabilitation/reconstruction; Conduct Airport Master Plan/Exhibit A/ALP Update; T-Hangar Construction; Construct Maintenance building; Crack fill and sealcoat Runway 17/35; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

Notice is hereby given that the Town/Village/City/County of _____ will hold a public hearing at (Time) on (Date) in (Location).

All interested persons are invited to attend and present their views on the need for the proposed airport development.

Parking for people with disabilities and an accessible entrance are available (Location Relative to Building). Please call (Municipality) at (Phone) (Days) days in advance of the hearing to make specific accessibility requests.

*** OPTIONAL PARAGRAPHS***

Additional written testimony may be filed with the Town/Village/City County of _____ if received within 10 calendar days after the date of the public hearing. Such testimony should be directed to (Name and Address).

As an information service, representatives from the (Town/Village/City/County) and the Wisconsin Bureau of Aeronautics will be available for informal discussion and review of the proposal on (Date), at (Location) from (Time) to (Time).

(Authority)

(Signature)

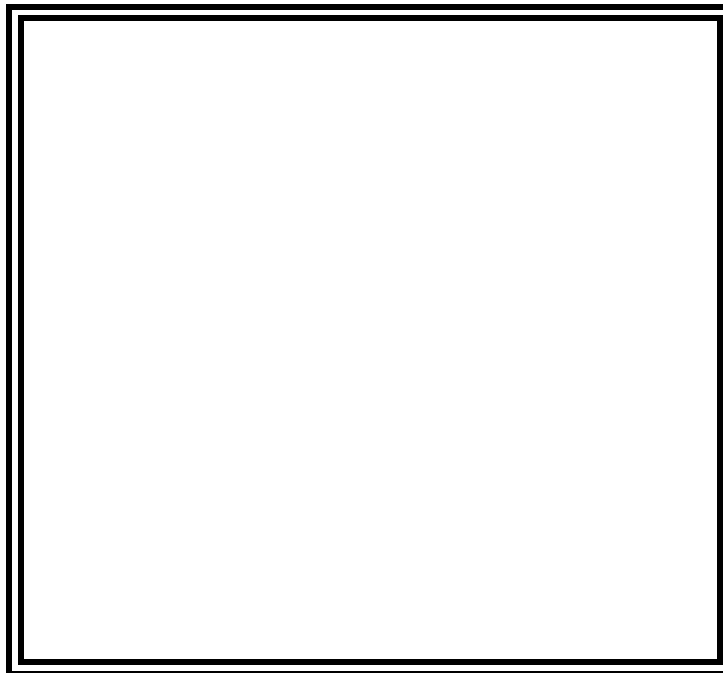
Published in the: (Newspaper)
Date: (Publication Date)

AFFIDAVIT OF PUBLICATION

**STATE OF WISCONSIN-SS.
COUNTY OF RICHLAND**

(Person), being duly sworn, deposes and says that he/she is an authorized representative of the (Name of Newspaper), a (Weekly/daily) newspaper published at (Municipality), the seat of government of said county, and that an advertisement of which the annexed is a true copy, taken from said paper, was published in a regular issue on (date).

Attach news clipping here.



Signed: _____

Title: _____

Subscribed and sworn to before me this (day) day of (month), (year).

Notary Public,
Richland County, Wisconsin
My commission expires: (Date)

PRE-PETITION HEARING PROCESS

I. Requirements for hearings

As the result of the National Environmental Policy Act of 1969 and Airport and Airway Development Act of 1970, and in accordance with FAR 152.73 (1976) and Wis. Stat. §114.33 (1971), the State of Wisconsin has provided opportunity for citizen participation in airport development through the public hearing process.

There are two types of public hearings that may be held in connection with an airport development project. They are the locally-held airport aid hearing, and the environmental hearing which is conducted by the Bureau of Aeronautics.

The bureau recommends that a public information meeting be held prior to public hearings for those projects which involve more than three airport owners, or generate economic, social or environmental controversy. The information meeting shall be conducted by the airport sponsor, with the bureau providing technical expertise as required.

II. Notice

Legal notice for the local airport aid hearing shall be published by the airport owner at least 10 days before the date of the public hearing. Copies of all hearing notices should be distributed to the Bureau of Aeronautics and to other interested parties.

The airport owner has a responsibility to see that each land owner who may be affected by the proposed development receives a copy of any hearing notice.

III. Conduct of public hearing

The bureau has no specific requirements as to who conducts that local airport aid hearing; it may be the airport owner or some impartial person or organization. In many cases, local consideration may dictate how and by whom the hearing shall be held.

The public hearing should be held at a place and time generally convenient for persons affected by the proposed project.

At the outset of the hearing, participants and attendees should be informed that written statements and other exhibits in place of, or in addition to, oral statements at the hearing may be submitted. A final date for receipt of such statements or exhibits should be specified.

Free and open discussion and presentation of views relevant to the purpose of the hearing are allowed. Proceedings are informal, and presentations should not be subject to cross-examination. Witnesses should present information and data illustrating the need, or the lack thereof, for the project; and adverse affects the project or the airport may have on the community. Testimony should be relevant, factual and non-repetitive.

IV. Transcript or Outline of the Public Hearing

A typewritten transcript or outline of the proceedings at the hearings must be made. If an outline of the hearing is prepared, it should include but not limited to, the following: date,

time and location of the hearing; chairperson of the hearing; names of people who speak in favor or opposed to the proposed project; and in general what is said. The transcript or outline may incorporate written statements, exhibits, and other pertinent matter used or filed in connection with the hearing.

V. Summary

The public hearing process is one of the most important steps involved in the development of an airport. We need to make certain that the public is afforded an adequate opportunity to be heard regarding the economic, social and environmental effects of the proposed improvements. Moreover, that their consistency with the goals and objectives of such urban planning has been carried out by the community. These hearings provide the public the opportunity to participate in the planning and decision-making process in the development of airports.

The bureau may provide information, forecasts, data, and technical assistance relative to the proposal to any interested parties.

INFORMATION IN SUPPORT OF AIRPORT AID PETITIONS

The checklist below catalogs information the airport owner may wish to submit to the Bureau of Aeronautics to show the economic and aeronautical need for the desired airport improvements. Any additional information not covered in this checklist deemed important by the airport owner should also be presented. Include as much information as possible in a written report to be submitted by the petitioner in support of their request. Information presented through testimony at a public hearing should be conducted as it will be used by the Bureau of Aeronautics to determine the merits of petitioned airport improvements.

I. Airport Use Information

- _____ A. Recorded or estimated total annual aircraft operations by the type of activity: air carrier, air taxi, military and general aviation.
- _____ B. Total annual airline passenger enplanements.
- _____ C. Total annual pounds of freight/cargo shipped by air.
- _____ D. List of based aircraft by make and model.
- _____ E. Number of active area pilots by type: student, private, commercial, air transport; and number of instrument rated.
- _____ F. Names of major airport users (businesses, corporations) and type of aircraft used.
- _____ G. Aeronautical services the airport provides. Include a list of current airport leases and agreements.
- _____ H. Information on aircraft users, if any, using other airports where passenger destination is your community.
- _____ I. List of aircraft owners who would use your airport if it were improved or would use it more.
- _____ J. Other airport information.

II. Economic Base Information

- _____ A. Identify area served by the airport and population of this airport service area.
- _____ B. Identify and map important businesses and industries in the airport service area.
- _____ C. Present employment figures of area.

- _____ D. Development taking place in the area that would affect the demand for air transportation.
- _____ E. Industrial development report on present and past efforts and importance of airport.
- _____ F. Other transportation modes serving the area.
- _____ G. Written statements or hearing testimony from the area business and industry as to the use they make of the airport and how the airport benefits them.
- _____ H. Other economic base information.

III. Improvement Need Information

- _____ A. What unsafe or inadequate airport facilities currently exist and would be corrected by the propose improvements.
- _____ B. Primary purpose of each improvement.
- _____ C. Written statements or hearing testimony from airport users, businesses and industry on the need for each proposed improvement item.
- _____ D. Other improvement needs information.

IV. Airport owner Responsibility Information

- _____ A. Verification of establishment or proposed establishment of motor vehicle, minimum standards and height limitation zoning ordinances.
- _____ B. Copies of airport maintenance budget and records for the past three years.

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**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY**

**Common Council of the City of Richland Center
Richland County, Wisconsin**

WHEREAS, the City of Richland Center, Richland County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Richland Airport, Richland County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a Small General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Land Acquisition; Procure Snow Removal Equipment; Reconfigure, reconstruct, or rehabilitate taxiways, taxiway connectors & associated lighting and signs; Reconfigure, reconstruct, or rehabilitate Apron; Reconfigure, reconstruct, or rehabilitate Runway 17/35 & associated lighting; Taxilanes rehabilitation/reconstruction; Conduct Airport Master Plan/Exhibit A/ALP Update; T-Hangar Construction; Construct Maintenance building; Crack fill and sealcoat Runway 17/35; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE _____ and _____ be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

_____ (TITLE)
_____ (TITLE)
_____ (TITLE)

CERTIFICATION

I, _____, Clerk of Richland Center, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a _____ meeting of the _____ on _____, 20 ____, adopted by a majority vote, and recorded in the minutes of said meeting.

Clerk

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

Item 5.

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, the City of Richland Center, Richland County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Richland Airport project to:

: Land Acquisition; Procure Snow Removal Equipment; Reconfigure, reconstruct, or rehabilitate taxiways, taxiway connectors & associated lighting and signs; Reconfigure, reconstruct, or rehabilitate Apron; Reconfigure, reconstruct, or rehabilitate Runway 17/35 & associated lighting; Taxiways rehabilitation/reconstruction; Conduct Airport Master Plan/Exhibit A/ALP Update; T-Hangar Construction; Construct Maintenance building; Crack fill and sealcoat Runway 17/35; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

WHEREAS, the sponsor adopted a resolution on _____, 20____, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event **not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);**

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Richland Center, Richland County, Wisconsin

Name

Title

Date

Name

Title

Date

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