



OFFICIAL PUBLIC NOTICE

MEETING OF THE COMMON COUNCIL

TUESDAY, JANUARY 07, 2025 AT 6:30 PM

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

TEAMS bit.ly/RCTeamsMeeting

Meeting ID: 226 582 762 542

Passcode: jAGx6e

AGENDA

CALL TO ORDER *Pledge of Allegiance; 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.*

- [1.](#) Meeting Minutes

APPROVAL OF AGENDA

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

MAYOR AND ALDERPERSONS *Committee/Commission/Board Reports and Comments and/or items to be discussed at a future meeting.*

TREASURER'S REPORT

- [2.](#) Treasurers Report
- [3.](#) City Utilities Treasurers Report

PAYMENT OF BILLS

4. Bills for Approval

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION (CAIRNS)

- [5.](#) Purchase of a New Chipper for Public Works
- [6.](#) Sale of 2011 Zamboni 200 from Buildings & Grounds Equipment Fleet
- [7.](#) Sale of 2011 Ford F350 Truck from Buildings & Grounds Fleet
- [8.](#) Cost Share for Airport Runway Repair
9. 2025 Contract Award for the Shared Ride Taxi Program

PERSONNEL COMMITTEE RECOMMENDATIONS AND ACTION (Walters)

- [10.](#) Public Outreach Services Contract with SWWRPC
- [11.](#) Reclassification of Municipal Services Specialist from a Limited Term to a Permanent Position

PLANNING COMMISSION RECOMMENDATIONS AND ACTION (Coppernoll)

- [12.](#) Application of Richland Hospital for a Conditional Use Permit to Allow a Pharmacy at 451 N Park St (Tax Parcel ID 276-1696-0900)
- [13.](#) Application of Richland County for a Conditional Use Permit to Allow a Communication Structure on Tax Parcel ID 276-1696-0900 (Tower Hill).

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION (Melby)

14. 2025 Municipal Taxi Licenses

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

PUBLIC COMMENT *No Council action will be taken on any matter originating under this item.*

ADJOURNMENT

Posted this 3rd day of January, 2025 by 4:30 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.



MINUTES OF THE COMMON COUNCIL - SPECIAL Item 1.
SESSION

TUESDAY, DECEMBER 10, 2024 AT 6:00 PM

[BIT.LY/RCMEETING12-10-2024](https://bit.ly/RCMEETING12-10-2024)

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

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

APPROVAL OF AGENDA: Motion by Alderperson Tepley to approve the agenda as presented. Seconded by Walters. Motion carried unanimously.

APPOINTMENT & CONFIRMATION: Motion by Alderperson Walters to appoint Chris Jarvis to the City Planning Commission. Seconded by Downs. Motion carried 7-0.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

1. **PUBLIC HEARING on the 2025 Budget:** City Administrator Ashley Oliphant presented the 2025 Budget summary which included department expenditures, revenues, fund balance, debt limits, and utility information. Financial Summary highlights included a decrease in the tax levy for 2024 and 2025, with a deficit requiring fund balance use for capital projects. The city's mill rate is slightly up, but the net mill rate decreased due to adjustments in other taxing jurisdictions. Major expenses include administration and public safety, while capital outlay, mainly funded by grants, is the largest expenditure category. Property tax distribution among city, county, and school district was detailed, showing the city's 29% share of the total tax bill. No public comments or questions were made. Motion by Alderperson Melby to close the Public Hearing for the 2025 Budget. Seconded by Tepley. Motion carried unanimously.

2. **Resolution 2024-07 Adoption of the 2025 Budget and 2024 Tax Levy Collectible in 2025:** Motion by Alderperson Downs to approve Resolution 2024-7 Adopting the 2025 Budget and 2024 Tax Levy Collectible in 2025 as presented. Seconded by Walters. Motion carried 7-0.

3. **Panorama Development Agreement:** Economic Director Jasen Glasbrenner presented the Panorama agreement, highlighting negotiation points from the previous Common Council meeting. Key elements included a 30-month completion timeline, MRO payments for the TIF district, and a maximum equalized value proposal. The PILOT definition was clarified to ensure minimum payments if property values decreased. Mayor Coppernoll announced Duane Kleinsasser's verbal agreement to the terms, pending Common Council approval for execution. Glasbrenner noted agreement changes included the adjusted construction start date for phase two being June 15, 2025, increased PAYGO payments to 95% for the first five years then reverting to 90% thereafter, and delaying minimum equalized value requirements until 2030. Motion by Alderperson Melby to approve the revised Panorama Development Agreement. Seconded by Tepley. Motion carried 7-0.

ADJOURNMENT: Motion by Alderperson Walters to Adjourn. Seconded by Downs. Motion carried unanimously at 7:11 PM.

Meeting Minutes Recorded by Clerk Amanda Keller

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

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

APPROVAL OF MINUTES: Motion by Alderperson Melby to waive the reading and approve the amended minutes of the November 12, 2024 meeting. Seconded by Walters. Motion carried 7-0.

APPROVAL OF AGENDA: Motion by Alderperson Tepley to approve the Council agenda. Seconded by Fruit. Motion carried 7-0.

DEPARTMENT HEAD REPORTS AND CONCERNS

Police Chief Billy Jones shared the recent 2024 “Shop with a Cop” event was successful and expressed gratitude to Walmart and the Salvation Army for their support.

Utility Manager Scott Gald reported on staffing changes and progress on merging servers with the city offices to streamline operations. Utilities received approval to install 2,500-3,000 AMI electric meters. Frontier will be installing fiber throughout the community. An adjustment to wastewater rates will be presented at the next Utility Commission meeting.

Fire Chief Gald also reported that fire calls have increased significantly with 211 already in 2024 with prior years averaging 60-80 calls.

Zoning Administrator Matt Williams reported the Zoning Department remains active with permits request, even in colder weather. He is working on improving records management and access to historical permit data. Williams continues issuing violation letters to address ordinance violations.

Director Jasen Glasbrenner reported optimism in completing the Panorama Development soon. His office is actively administering WEDC grants. Forward progress is being made on a future housing subdivision in Allison Park. Additionally, there is a continued focus on the Orange Street Redevelopment.

Clerk Amanda Keller announced that four Aldermanic positions are up for reelection in April. Ballot access papers can be obtained in the Clerk’s Office and on the city website. Property tax bills to be mailed mid-December, and an online payment portal is now available. Efforts are ongoing to enhance website usability and develop a more efficient online payment system, along with creating a fee schedule.

City Administrator Ashley Oliphant provided updated committee meeting dates to include the ADA Committee on December 5th, Special Council session on December 10th, and Joint Review Board with Planning Commission on December 18th. All elected and appointed officials were encouraged to attend the employee Christmas party at 12pm on December 18th at the Community Center.

MAYOR AND ALDERPERSONS

Alderperson Ron Fruit announced the Richland Center Tourism Commissioner vacancy was filled. The 2025 budget has been approved and they will soon be gathering input on goals for Greater Richland Tourism. A priority for the new year will be maintaining accessibility of the Pine River for canoes and kayaks after Mark McCauley ceases efforts.

Alderperson Karin Tepley reported that the Historic Preservation Commission received two options for the Governor Vernon Thompson Memorial plaque from the state’s historical society. The committee selected the wording option two for the 36”X24” sign with a photo and plans for unveiling. Tepley also reported from the Library Board on recent successful programs with significant community attendance and the utilization of library spaces by the Richland Center School District. Library Director Stacy Pilla attended a conference and is

collaborating with CESA 3 on the “Real” program for young children. While the Library’s budget was passed, costs for Southwest Wisconsin Library Services rose significantly, leading to a detailed report from Pilla on the association’s significant contributions.

Mayor Todd Coppernoll noted a scheduling issue caused the last Ambulance Commission meeting to be rescheduled with an updated date being available soon.

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

PAYMENT OF BILLS: Motion by Alderperson Downs to pay the December 3, 2024 bills as presented. Seconded by Melby. Motion carried 7-0.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. **Consider approving contracted assessor services for revaluation and maintenance:** Andy Kurtz from Vierbicher Associates explained the urgent need for a revaluation to gain compliance with Wisconsin law. The law requires assessments to fall within a 10% range of equalized value every four years. The last revaluation was conducted in 2008. The current assessment ratio is .67, which poses the risk of incurring a costly state assessment. Vierbicher was contracted to facilitate the RFP process, during which only Accurate Appraisals LLC submitted a proposal. Five proposed options were reviewed with the option to enter into a five-year contract with Accurate Appraisals for a 2025 Market Update, along with Annual Assessment Maintenance from 2026 to 2029, at an annual cost of \$45,000 being recommended. Funding for the first year will be sourced from the 2025 Capital Outlay. Motion by Alderperson McCarthy to approve executing a five-year contract with Accurate Appraisals LLC for a 2025 Market Update and Annual Assessment Maintenance for the years 2026 through 2029 at a cost of \$45,000 per year. Seconded by Melby. Motion carried 7-0.

6. **2023 Audit Presentation:** Bill Moilien from Johnson Block presented the 2023 financial statements, highlighting a strong position with increased cash liquidity and fund balance. The general fund rose by \$295,006, leading to a \$360,480 overall increase in government fund balances. The TID reported \$170,533 in revenues, with \$127,712 from taxes and \$42,821 from developer contributions. Expenses were \$92,068 for projects and debt service. Economic development and housing loans had receivables of \$653,604, including \$67,076 in Revolving Loan Funds and \$497,600 for the Housing Fund. The General Fund has a committed balance of \$1,730,533 for future projects.

7. **2024 Audit Engagement:** Motion by Alderperson Walters to approve and sign the 2024 Audit Engagement with Johnson Block. Seconded by Downs. Motion carried 7-0.

8. **Resolution 2024-05 Authorizing the Zoning Administrator to Issue Raze Orders & Declaration of Unfitness for Occupancy or Use:** The proposed resolution addresses buildings unfit for habitation or dangerous to the public by enabling swift action. The zoning administrator, equipped with the necessary knowledge, would be a designated authorized agent for issuing these orders with the intention to streamline the process, ensuring timely decisions on repairs or demolitions, and improving overall efficiency in zoning enforcement. Motion by Alderperson Melby to approve Resolution 2024-5 Authorizing the Zoning Administrator to Issue Raze Orders and Declarations of Unfitness for Occupancy or Use. Seconded by Walters. Motion carried 7-0.

FINANCE COMMITTEE RECOMMENDATIONS FOR ACTION: (CAIRNS)

9. **Consider Purchase of a Dodge Ram Truck from City Utilities:** Requesting the purchase of a used 2017 Dodge Ram 3500 from Utilities at \$34,000 for the Public Works Department. The Public Works Department intends to sell an underutilized 2022 Ford F250 purchased in January 2023, valued at approximately \$38,375. The Finance Committee recommends the Common Council approve the purchase, using unallocated contingency reserves and proceeds from the Ford F250 sale. Motion by Alderperson Cairns to approve the purchase of a 2017 Dodge Ram 3500 truck for \$34,000 using funds

from Unallocated Contingency and the future sale of a 2022 Ford F250XL. Seconded by Tepley. Motion Carried 7-0.

Item 1.

10. **Consider Radio/Repeater Purchase for the Police Department:** Alderperson Cairns reported that Richland County is in the process of updating their radio towers, which are used by the City. Consequently, the police radios require an upgrade. Police Chief Jones has solicited bids for new radios, and the preferred option is the GenCom Kenwood NX5000 radios, as they represent the most cost-effective and appropriate choice for the department's requirements. Motion by Alderperson Cairns to approve the purchase of Kenwood NX-5000 from GenCom in the amount of \$7,644.30 from the priority equipment line and 1 Kenwood NX-5000 in the amount of \$1,528.86 from the response team line for a total of 6 radios. Seconded by Downs. Motion carried 7-0.

Motion by Alderperson Cairns to approve the Police Department to use the insurance check in the amount of \$6,558 that has been received along with any new funds received in the future and the remaining \$4,427.75 in the radio line to purchase the repeater, antenna and cabling from GenCom. Seconded by Tepley. Motion carried 7-0.

11. **Consider Renewal of Agreement for Warning System Annual Inspection & Preventative Maintenance:** The current five-year contract with Emergency Communication Systems for maintaining Warning System sirens is due for renewal. The proposed contract includes a 5% annual cost increase. The current annual contract cost is \$2,275 and the new annual cost is to be \$3,325. Given the need for ongoing inspection and maintenance services coupled with an imminent need to replace a siren on Industrial Drive, a one-year contract renewal was recommended allowing for other options to be thoroughly explored. Motion by Alderperson Cairns to approve a one-year agreement with Emergency Communication Systems for warning system annual inspection & preventative maintenance. Seconded by Walters. Motion carried 7-0.
12. **Resolution 2024-06 Allocating ARPA Funds:** City Administrator Ashley Oliphant stated that the remaining ARPA funds must be allocated by year-end. This Resolution would designate the remaining \$122,800 funds for planned capital outlay projects in 2025. Motion by Alderperson Cairns to approve Resolution 2024-6 Allocating the remaining SLFRF funds in the amount of \$122,815.18 for the purpose of capital outlay. Seconded by Downs. Motion Carried 7-0.

PLANNING COMMISSION RECOMMENDATIONS FOR ACTION: (COPPERNOLL)

13. **Consider the Application of Ron Parker for a Conditional Use Permit to Allow for an Accessory Structure at 1420 Rainbow Dr (Tax Parcel ID 276-1714-3000):** Motion by Alderperson Tepley to approve Application of Ron Parker for a Conditional Use Permit to Allow for an Accessory Structure at 1420 Rainbow Dr (Tax Parcel ID 276-1714-3000). Seconded by Downs. Motion carried 7-0.
14. **Consider the Application of Doris Schmidt to divide a parcel of land located at 361 S. Ira Street (Tax Parcel 276-2100-7460):** Motion by Alderperson Melby to approve the Application of Doris Schmidt to divide a parcel of land located at 361 S. Ira Street (Tax Parcel 276-2100-7460). Seconded by Downs. Motion carried 7-0.
15. **Consider the Application of Johnson LLC for a Conditional Use Permit to Allow for an Auto Repair Garage or Facility at 943 Sextonville Rd (Tax Parcel ID 276-22159-2000):** Motion by Alderperson Tepley to approve the Application of Johnson LLC for a Conditional Use Permit to Allow for an Auto Repair Garage or Facility at 943 Sextonville Rd (Tax Parcel ID 276-22159-2000). Seconded by McCarthy. Motion carried 7-0.

APPOINTMENT & CONFIRMATION: None

COBBLESTONE PRESENTATION - Anna Jakubek, VP of Development

16. **Cobblestone Development Presentation:** Anna Jakubek, Vice President of Development at Cobblestone Hotels, presented the company's unique advantages stemming from its dual role as both a franchisor and builder, facilitated through BriMark Builders and Slate Hospitality Group. This duality enables the customization of hotel construction to meet the specific needs of local communities. A recent feasibility study has indicated a demand for a 54-room hotel in Richland Center, prompting Cobblestone to propose a four-story prototype equipped with a range of amenities. Cobblestone actively collaborates with municipalities to develop incentive packages, often leveraging grants and land contributions. Following the acquisition of the necessary permits, the construction process typically spans 12 to 14 months, although the timeline for securing investors can vary significantly. Once incentives are established, a development agreement is utilized to facilitate funding from investors and banks.

CLOSED SESSION

17. **Closed session for the purpose of discussing hotel development and possible incentives and tax assessment appeal litigation.** Motion by Alderperson Downs to enter Closed Session. Seconded by Alderperson Melby. Motion carried unanimously at 8:17 PM.

****CLOSED SESSION****

18. **Reconvene in open session.** Motion by Alderperson Downs to reconvene into open session. Seconded by Alderperson Melby. Motion carried unanimously at 10:25 PM.

Motion by Alderperson McCarthy to approve the development and execution of a Hotel Project RFP as discussed in closed session. Seconded by Downs. Motion carried 7-0.

ADJOURNMENT: Motion by Alderperson Downs to adjourn. Seconded by Walters. Motion carried unanimously at 10:27 PM.

Meeting Minutes Recorded by Clerk Amanda Keller

CITY OF RICHLAND CENTER - TREASURER'S REPORT				
11/30/2024				
FUNDS	BEG/MO BAL	RECEIPTS	DISBURSEMENTS	END/MO BAL
<i>Deposits</i>				
<i>Disbursements</i>				
City General Unassigned:	\$ 170,759.27	\$ 835,632.94	\$ 779,537.43	\$ 226,854.78
State Investments #1 Unassigned	\$ 4,112,275.67	\$ 1,380,620.71	\$ 700,000.00	\$ 4,792,896.38
Property Tax Account (partial unassigned)	\$ 66,159.30	\$ 220.34		\$ 66,379.64
#2 Landfill long term care (for landfill issues)	\$ 637,892.85	\$ 2,468.62		\$ 640,361.47
#3 TIF-Panorama Estates (TIF 6)	\$ 270,494.18	\$ 1,045.80		\$ 271,539.98
#6 TIF 2-5 (only #4)	\$ 147,228.70	\$ 569.77		\$ 147,798.47
RLF Business Savings	\$ 181,114.08	\$ 92.29		\$ 181,206.37
RLF Business Checking	\$ 1,669.45			\$ 1,669.45
RESTRICTED FUNDS: (by outside entity)				
CDBG Housing RLF	\$ 162,363.38	\$ 541.07		\$ 162,904.45
Landfill Long Term Care CD to 2045	\$ 312,446.39			\$ 312,446.39
Landfill Long Term Care CD to 2045	\$ 308,269.29			\$ 308,269.29
Library Checking	\$ 302,084.13	\$ 1,365.60	\$ 29,958.14	\$ 273,491.59
Room Tax	\$ 49,563.64	\$ 168.77		\$ 49,732.41
Greater Richland Tourism	\$ 22,963.01	\$ 23,295.30	\$ 6,985.95	\$ 39,272.36
Redevelopment Authority	\$ 72,240.98	\$ 240.59		\$ 72,481.57
#5 Renew RC Loan Program-Affordable Housing	\$ 830,309.11	\$ 3,213.26		\$ 833,522.37
Renew RC Loan Program-Checking	\$ 59,809.20	\$ 199.19		\$ 60,008.39
COMMITTED: (by resolution of the Council)				
#4 Projects committed	\$ 1,748,878.30	\$ 6,768.09		\$ 1,755,646.39
ASSIGNED: (for specific use, not assigned)				
Cemetery CDs	\$ 4,936.67	\$ 2.74		\$ 4,939.41
Centennial Committee	\$ 2,842.83	\$ 9.47		\$ 2,852.30
Canine Fund	\$ 47,856.10		\$ 1.00	\$ 47,855.10
Park/Rec/Comm Center	\$ 11,828.64	\$ 39.39		\$ 11,868.03
Aquatic Center	\$ 149,892.01	\$ 31.83		\$ 149,923.84
LOANS				
Loans:	Total Debt	Annual Payment	Final Payment due	12/31/2024 Balance
Richland County Bank (2%)	\$ 200,000.00	\$ 55,000.00	2024	\$ 200,000.00
WPPI (no interest)	\$ 13,913.06	\$ 5,059.44	10/28/2027	\$ 8,853.62
State Trust Fund Loan - Panorama Est TIF 6 (3.5%)	\$ 13,949.14	\$ 41,567.70	3/15/2021	\$ 13,949.14
Bonding - Panorama Estates TIF 6 (1.8%)	\$ 795,000.00	\$ 21,285.00	4/1/2037	\$ 795,000.00
CFB Haseltine 389,390/Westside Dr 362,610 (2.5%)	\$ 602,000.00	\$ 67,117.10	4/1/2028	\$ 602,000.00
<i>Aquatic Center Bonding (20 Years)</i>	\$ 4,090,000.00	\$ 295,486.25	8/1/2038	\$ 4,090,000.00
	\$ 5,714,862.20	\$ 485,515.49		\$ 5,709,802.76
Debt Capacity \$15,155,950 (2019 audit)	38%			38%
Max recommendation 65% = \$9,851,367				
Note Transfers are made between Funds that are accounted for in both Receipts and Disbursements				

CITY OF RICHLAND CENTER					
Utility Report - Month December 30, 2024					
FUNDS	TREASURER BAL BEG OF MONTH	RECEIPTS	TOTAL	DISBURSEMENTS	TREASURER BAL END OF MONTH
GARBAGE		23,354.09			
PUBLIC BENEFIT		3,479.70			
ELECTRIC UTILITY	1,013,459.19	803,934.81	1,844,227.79	828,162.03	\$ 1,019,815.56
WATER UTILITY	401,608.42	152,843.14	554,451.56	111,233.56	\$ 444,778.92
SEWER UTILITY	241,863.23	280,389.52	522,252.75	279,357.35	\$ 243,274.97
Fund	Total	Location	% Interest		
Electric	186,364.19	State/LGIP	Variable 4.72		
Electric Replacement Fund	540,438.11	State/LGIP	Variable 4.72		
Electric Bond Fund	331,169.78	State/LGIP	Variable 4.72		
Electric	236,524.09	State/LGIP	Variable 4.72		
Electric - AMI	707,863.02	State/LGIP	Variable 4.72		
Total Electric	2,002,359.19				
Water	722,095.88	State/LGIP	Variable 4.72		
Water Replacement Fund	359,686.59	State/LGIP	Variable 4.72		
Water - Clean Wa Loan#8-2028	77,160.16	State/LGIP	Variable 4.72		
Water - Reservoir Loan#5-2039	94,740.06	State/LGIP	Variable 4.72		
Water - AMI	198,519.79	State/LGIP	Variable 4.72		
Water DNR Loan	10.00	Richland Co Bank			
Total Water	1,452,212.48				
WWTP Replacement Fund	1,551,192.38	State/LGIP	Variable 4.72		
WWTP	316,540.11	State/LGIP	Variable 4.72		
WWTP Bond Fund	140,165.63	State/LGIP	Variable 4.72		
USDA Reserve Acct	625,000.00	State/LGIP	Variable 4.72		
WWTP -RATE STABILIZATION	824,771.20	State/LGIP	Variable 4.72		
USDA 2015 Bond Fund	201,119.41	Peoples Bank			
Total WWTP	3,658,788.73				
	7,113,360.40				
Unrestricted					
Electric	\$ 1,019,815.56				
Water	444,778.92				
WWTP	243,274.97				
TOTAL UNRESTRICTED FUNDS	1,707,869.45				
Restricted - Restricted Funds are for Projects, Bond Payments and Equipment Replacement					
Electric	2,002,359.19				
Water	1,452,212.48				
WWTP	3,658,788.73				
TOTAL RESTRICTED FUNDS	7,113,360.40				

CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

Agenda Item: Consider Purchase of Chipper – Split with City Utilities

Requested & Presented by: Jasen Glasbrenner

Meeting Date: Finance Committee on 01-07-2025 and Common Council on 01-07-2025

Committee Review:

Background: Due to the age and condition of the current chipper, the Public Works Department would like to request the purchase of a new chipper. The purchase will be split with the Electric Department of City Utilities.

The bid process has been completed. Two bids were received as follows:

1. New Vermeer BC1000XL from Vermeer Wisconsin – Total Cost: \$60,680.00
2. New Bandit CB90 from Brooks Tractor – Total Cost: \$59,509.20

If the purchase is approved, the existing chipper will be sold.

Department Recommendation: Authorize the purchase of a new Bandit CB90 from Brooks Tractor.



Financial Impact: \$29,754.60

Funding Source: Budgeted 2025 Outlay Item

Requested Action:

Finance: Motion to recommend to the Common Council the approval of the purchase of a new Bandit CB90 from Brooks Tractor for approximately \$29,754.60 using funds from the budgeted 2025 Outlay.

Council: Motion to approve the purchase of a new Bandit CB90 from Brooks Tractor for approximately \$29,754.60 using funds from the budgeted 2025 Outlay.



Item 5.

Brooks Tractor
 2900 Bicycle Street
 Sparta, WI 54656
 USA
 608-351-2101 (Phone)

QUOTATION

Quote #	Quote Created	Last Updated	Salesperson
176687	December 18, 2024 11:22 AM by Brooks Tractor	December 18, 2024 01:48 PM by Brooks Tractor	Steve Reeck

CUSTOMER:	BILL TO:	SHIP TO:
City Of Richland Center Utilities 450 South Main St. Richland Center, Wisconsin 53581 United States 608-604-6456 (Phone) Scott Gald (Contact) sgald@cityutilitiesofrc.com	Brooks Tractor 1900 West Main Street Sun Prairie, WI 53590 USA 608-837-5141 (Phone) Lewis Brooks (Contact) lfbrooks@brookstractor.com	Brooks Tractor 2900 Bicycle Street Sparta, WI 54656 USA 608-351-2101 (Phone) Steve Reeck (Contact) sreeck@brookstractor.com

90XP CB (9" DISC STYLE) CHIPPER / CHIP BOX COMBO UNIT

Qty	Part #	Description	Base Price
1	MODEL-CB90	90XP CB - (9" Disc Style) Chipper / Chip Box Combo Unit	\$ 47185.00

STANDARD EQUIPMENT

Qty	Part #	Description	Price
1	STANDARD	7 gallon steel hydraulic tank with magnetic drain plug and aluminium sight gauge	\$ 0.00
1	STANDARD	8.5 cubic yard hydraulic powered chip box w/ dual rear side opening doors.	\$ 0.00
1	STANDARD	30" diameter x 1-1/2" thick (2 knife pocket) chipper disc, each pocket equipped with (2) 1/2" x 4" x 5 1/8" dual edge knives	\$ 0.00
1	STANDARD	29" high x 45" wide tapered infeed hopper with 30" fold down infeed hopper tray	\$ 0.00
1	STANDARD	3/16" x 2" x 6" rectangular tubing with a 1/4" x 3" x 6" tubular tongue	\$ 0.00
1	STANDARD	Pressure check kit - Gauge is NOT included	\$ 0.00
1	STANDARD	360 degree chipper turntable with spring loaded lock pin	\$ 0.00
1	STANDARD	24-1/2 gallon steel fuel tank with magnetic drain plug and aluminium sight gauge	\$ 0.00
1	STANDARD	8,000 pound capacity tongue jack with 15" of travel and foot pad	\$ 0.00
1	STANDARD	Round control bar - located around top and sides of infeed hopper with 3 control positions (forward / stop / reverse)	\$ 0.00
1	STANDARD	12 volt system with rubber mounted LED taillights, 6 prong replaceable coiled power cord & protected heavy-duty wiring with junction box, and LED clearance lights with reflectors.	\$ 0.00
1	STANDARD	Engine disable plug for hood locking pin-preventing engine from operating without pin in place	\$ 0.00
1	STANDARD	Wooden pusher tool with mount on infeed hopper	\$ 0.00
1	STANDARD	(2) Last chance safety pull cables	\$ 0.00
1	STANDARD	Weather resistant manual container	\$ 0.00
1	STANDARD	Spanish & English combination safety decals	\$ 0.00
1	STANDARD	(1) weatherproof machine manual (includes safety, operation and parts sections) also (1) engine and clutch manual is included if applicable	\$ 0.00
1	STANDARD	Clean out and inspection door on discharge bottom	\$ 0.00
1	STANDARD	360 degree manual swivel discharge	\$ 0.00
1	STANDARD	5/16" (G70) safety chains with spring loaded latch hooks	\$ 0.00
1	STANDARD	Slide box feed system (includes adjustable spring on each side) with (2) horizontal feed wheels 7 1/2" diameter x 16 3/8" wide, driven by (2) 15.9 CID hydraulic motors.	\$ 0.00
1	STANDARD	Top feed wheel jack mount with locking pin to raise & lock top feed wheel using tongue jack (not provided when hydraulic lift cylinder option is selected)	\$ 0.00

PAINT

Qty	Part #	Description	Unit Price	Total
1	333-28984	Standard Imron Industrial Urethane Green	\$ 0.00	\$ 0.00

ENGINE

Qty	Part #	Description	Unit Price	Total
1	990-RC1632-204	Ford MSG-425, 2.5L, 84 horsepower gas engine without clutch (Includes 3 year / 3,500 hour engine warranty)	\$ 12685.00	\$ 12685.00

CONTROL SYSTEM AND ENGINE INSTALLATION

Qty	Part #	Description	Unit Price	Total
1	905-6000-41	Murphy PV485 panel with reversing auto feed for Ford 84 horsepower gas engines (Includes 1,000 CCA battery with box) - Panel is mounted on engine shroud with lockable steel cover	\$ 2150.00	\$ 2150.00

CLUTCH

Qty	Part #	Description	Unit Price	Total
1	700-1000-34	NACD Spring Loaded Clutch for Ford 84 hp gas engine	\$ 1175.00	\$ 1175.00

FEED SYSTEM

Qty	Part #	Description	Unit Price	Total
1	OPTION-986-1000-02	Hydraulic lift cylinder for top feed wheel (controlled manually unless wireless radio remote option is selected)	\$ 1050.00	\$ 1050.00
1	OPTION-915-5000-41	Hydraulic flow control for feed wheel rate adjustment (All-In-One Mount)	\$ 325.00	\$ 325.00

AXLE

Qty	Part #	Description	Unit Price	Total
1	990-1015-51	Tandem 7,000 pound Spring axles with electric brakes	\$ 0.00	\$ 0.00

TIRES/RIMS

Qty	Part #	Description	Unit Price	Total
1	990-1017-65	(4) ST235/80R 16" tires mounted on 8-bolt white spoke rims (Tire is approximately 9.43" wide, tire capacity is 3,520 pounds each) (Tandem 7,000 pound axles only)	\$ 0.00	\$ 0.00

HITCH

Qty	Part #	Description	Unit Price	Total
1	990-100274	2-1/2" Wallace Forge Pintle Hitch	\$ 0.00	\$ 0.00

ADD-ON OPTIONS

Fire Extinguisher

Qty	Part #	Description	Unit Price	Total
1	OPTION-980-5001-	2-1/2 Pound Fire Extinguisher with bolt on mount	\$ 150.00	\$ 150.00

Lights

Qty	Part #	Description	Unit Price	Total
1	OPTION-915-5000-73	Wig Wag LED strobe lights - for a machine without a winch (Single decal plate)	\$ 525.00	\$ 525.00

Tool Box

Qty	Part #	Description	Unit Price	Total
1	911-1000-08	Lockable aluminum tool box	\$ 175.00	\$ 175.00

Wiring

Qty	Part #	Description	Unit Price	Total
1	990-100089	7-PRONG (Flat Pin/RV-Style) Male trailer plug	\$ 45.00	\$ 45.00

CUSTOMER TOTALS

Total Unit Price:		\$	Item 5.
Customer Discount:	12.0000 %	-	\$ 7033.00
Dealer Preparation/Delivery:		\$	900.00
Customer Net Unit Price:		\$	58509.20
Freight/Shipping:		\$	1000.00
Customer Total:		\$	59509.20

SIGNATURE

The Buyer, whose name and address appears above, agrees to purchase from the Seller, whose name and address appears above, the above equipment at the prices stated and upon the terms and conditions of this agreement.

X

Signature

Date



4082 Hoepker Road
Madison, WI 53704
(608) 244-0500
nstrang@vermeerwisconsin.com

Item 5.

11/21/2024

Quote #: 01662-NS

Bill To:
Richland Center City Utilities
Scott Gald
P.O. Box 312
Richland Center, WI 53581

Ship To:
Richland Center City Utilities
Scott Gald
P.O. Box 312
Richland Center, WI 53581

BUDGETARY PRICING FIGURE 2025

1 - VERMEER BC1000XL \$60,680.00

- 12" CAPACITY DRUM STYLE BRUSH CHIPPER
- 74 HP DEUTZ TD2.9L DIESEL ENGINE
- 12" X 17" FEED OPENING
- ISOLATED ENGINE AND CUTTER HOUSING
- 5200 LBS TORFLEX AXLE WITH ELECTRIC BRAKES
- TELESCOPING TONGUE WITH PINTLE HITCH & BREAK-AWAY SWITCH
- 6-BOLT WHEELS WITH ST235/80R16 LRE TIRES
- MULTIFUNCTION ELECTRONIC DISPLAY AND FUEL GAUGE
- BASIC SOUND REDUCTION
- SINGLE-LAYER INFEED CURTAIN AND STANDARD DISCHARGE CHUTE
- LED TRAILER LIGHTING
- 1 YEAR/1,000 HOUR VERMEER LIMITED EQUIPMENT WARRANTY
- 3 YEAR/3,000 HOUR EXTENDED LIMITED DRUM WARRANTY



Vermeer[®]
Wisconsin

4082 Hoepker Road
Madison, WI 53704
(608) 244-0500
nstrang@vermeerwisconsin.com

Item 5.

Machine	\$60,680.00
Total Due	\$60,680.00

Additional Options

1 – CP PREM 12 MOS, UNLIMITED HRS - 500 HRS MAINT	\$3,273.00
1 – CP PREM 24 MOS, UNLIMITED HRS - 500 HRS MAINT	\$4,081.00

*PRICING VALID FOR 30 DAYS FROM THE DATE OF THE QUOTE.
FIRM PURCHASE PRICE TO BE GIVEN AT TIME OF REQUEST FOR QUOTE & SPECIFICATIONS CONFIRMED.*

Accepted by: _____ Date: _____

Title: _____

Sincerely,
Nate Strang
Sales Representative
(608) 469-2102
nstrang@vermeerwisconsin.com

CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

Agenda Item: Consider Sale of Public Works 2011 Zamboni 200

Requested & Presented by: Jasen Glasbrenner

Meeting Date: Public Works Committee on 12-19-2024
Finance Committee on 1-7-2025
Common Council on 1-7-2025

Committee Review: Meeting of the Public Works & Property Committee 12/19/2024 - Motion by Melby to recommend to the Finance Committee the approval of the sale of a 2011 Zamboni 200. Seconded by Walters. Motion carried unanimously.

Background: In 2010, the Parks and Grounds Department purchased a Zamboni 200 Ice Resurfacer at the price of \$15,195.00. The equipment has not been used in recent years and has been used very seldom overall. The Zamboni 200 has been evaluated for sale; New, the equipment retails at \$15,950.00 and the Zamboni Company Ltd. advised that the equipment should bring a good price as these machines are rarely found used. We anticipate listing this equipment with Wisconsin Surplus as soon as possible.



Department Recommendation: Authorize the sale of the 2011 Zamboni 200.

Financial Impact: Revenue from Sale

Funding Source: N/A

Requested Action:

Public Works: Motion to recommend to the Finance Committee the approval of the sale of a 2011 Zamboni 200.

Finance: Motion to recommend to the Common Council the approval of the sale of a 2011 Zamboni 200.

Council: Motion to approve the sale of a 2011 Zamboni 200.

CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

Agenda Item: Consider Sale of Buildings & Grounds 2011 Ford F350 Truck

Requested & Presented by: Jasen Glasbrenner

Meeting Date: Public Works Committee on 12-19-2024
Finance Committee on 1-7-2025
Common Council on 1-7-2025

Committee Review: Meeting of the Public Works & Property Committee 12/19/2024 - Motion by Fruit to recommend to the Finance Committee the approval of the sale of a 2011 Ford F350 Truck. Seconded by Melby. Motion carried unanimously.

Background: This 2011 Ford F350 Truck was brought into our fleet new in 2010 and has been well used. It currently has a mileage of approximately 69,000. We do not anticipate the sale of this truck will disrupt the services provided by the department.

Similar sales listed on Wisconsin Surplus indicate an approximate value of \$5,000. If the sale is approved, we anticipate a listing of the equipment with Wisconsin Surplus as soon as possible.



Department Recommendation: Authorize the sale of the 2011 Ford F350 Truck

Financial Impact: Revenue from Sale

Funding Source: N/A

Requested Action:

Public Works: Motion to recommend to the Finance Committee the approval of the sale of a 2011 Ford F350 Truck.

Finance: Motion to recommend to Council the approval of the sale of a 2011 Ford F350 Truck.

Council: Motion to approve the sale of a 2011 Ford F350 Truck.

CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

Agenda Item: Approval of Cost Share for Airport Runway Repair

Requested & Presented by: Jasen Glasbrenner

Meeting Date: Public Works Committee on 12-19-2024
Finance Committee on 1-7-2025
Common Council on 1-7-2025

Committee Review: Meeting of the Public Works & Property Committee 12/19/2024 - Motion by Melby to recommend to the Finance Committee the approval of the \$4,000 Sponsor commitment for the Richland Center Airport 2025 Crackseal Project. Seconded by Fruit. Motion carried unanimously.

Background: Public Works received an email from the WisDOT Bureau of Aeronautics regarding the request for a Sponsor commitment for the Richland Center Airport 2025 Crackseal Project. To proceed with contracting for this project, the BOA has requested we provide a Sponsor commitment in the amount of \$4,000 to cover design costs at an 80/20 State/Sponsor split.

Department Recommendation: Approval of the \$4,000 Sponsor commitment for the Richland Center Airport 2025 Crackseal Project.

Financial Impact: \$4,000

Funding Source: Airport Capital Outlay Account

Potential Action:

Public Works: Motion to recommend to the Finance Committee the approval of the \$4,000 Sponsor commitment for the Richland Center Airport 2025 Crackseal Project.

Finance: Motion to recommend to the Common Council the approval of the \$4,000 Sponsor commitment for the Richland Center Airport 2025 Crackseal Project.

Council: Motion to approve the \$4,000 Sponsor commitment for the Richland Center Airport 2025 Crackseal Project.

CONTRACT
between
CITY OF RICHLAND CENTER, WISCONSIN
and the
SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION
for services associated with
PUBLIC OUTREACH SERVICES

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) agrees to provide public outreach services to the City of Richland Center, Wisconsin (the City) as outlined in the attached Scope of Work.

Purpose

This contract is set forth for the purposes of assisting the City communicate with city residents regarding on-going projects and initiatives. SWWRPC and the City shall ensure that all work is conducted in compliance with all applicable federal, state, and local laws, rules, and regulations.

Term of Contract

The term of this Contract is the period within which the services shall be provided. The term will commence on upon execution of this contract by both parties and terminate no later than June 30, 2025. A contract extension can be initiated by the City via email if desired.

Project Scope and Responsibilities

Work with City leadership to create ongoing public outreach communications and materials to the local press, radio and social media. This work will include administration, press outreach, materials development, presentation training, reporting, and analysis. All materials will be available to the City for review and approval prior to publication.

Project Cost

SWWRPC's cost of services is \$93 per hour, not to exceed \$3,350 unless an extension is approved by the City. This cost is inclusive of personnel, fringe, indirect, and budgeted travel expenses. SWWRPC shall invoice the City quarterly for actual expenses incurred, and payment shall be issued from the City within 30 days of receipt of the invoice.

Data Sharing

All data collected for the project shall be shared equally between SWWRPC and the City for planning purposes, and will belong to the City upon project completion.

Modification and Termination

Modification or termination of this contract can be initiated by either party with 60 days' notice. This agreement may only be modified by the written agreement of both parties. Notice of intent to terminate shall also be in writing.

Effective Date and Signature

Unless this Contract is earlier terminated as provided above, this Contract shall be effective upon the signature of SWWRPC and the City's authorized officials and continue until June 30, 2024. SWWRPC and the City indicate agreement with this Contract by their signatures.

Title VI Non-Discrimination

During the performance of this contract, the City and SWWRPC shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a), Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. The Commission’s services will also be performed in accordance with the *Southwestern Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted February 27, 2018.

CITY OF RICHLAND CENTER, WISCONSIN

Ashley Oliphant, City Administrator

Dated: _____

SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION:



Troy Maggied
Executive Director

Dated: October 22, 2024

AGENDA ITEM DATA SHEET

Agenda Item: 11. Reclassification of Municipal Services Specialist from a Limited Term to a Permanent Position

Committee Review: Personnel Committee on 12/16/2024

Meeting Date: Common Council on 1/7/2025

Requested by: Ashley Oliphant, City Administrator

Background: Upon confirming Jasen Glasbrenner's appointment as Public Works Director, in addition to his role of Economic Development Director, the Personnel Committee recognized the need for increased administrative support. To address this, the Committee authorized the creation of a limited-term position to assist Director Glasbrenner in fulfilling his dual responsibilities.

The 2024 Budget included separate funding allocations for the positions of Public Works Director and Economic Development Director. By appointing a single individual to fill both roles, the City realized a reduction in overall salary and benefit expenses. The funding for the limited-term administrative support position was sourced from unspent portions of the budgeted wages and benefits, resulting from staff turnover and adjustments within the 2024 budget.

Darcy Perkins joined the City of Richland Center on October 21, 2024, as a Limited-Term Employee (LTE) Municipal Services Specialist (MSS). Reporting to Director Glasbrenner, Ms. Perkins provides valuable support to both the Public Works and Economic Development departments.

Since joining our team, Ms. Perkins has consistently demonstrated an exceptional work ethic and a strong commitment to serving the city. Her contributions have been significant across a wide range of projects, including: collaboratively drafting a hotel RFP, seeking new grant opportunities, administering CDI and Congressional grants, creating standard operating procedures, conducting equipment inventory, assisting with mowing and plowing route refinement, listing items for sale on Wisconsin Surplus, consolidating vendor accounts, assisting with creating job postings, participating in interview panels, assisting with tax collection and accounts payable.

Given the success and demonstrated value of the Limited-Term Employee (LTE) position in supporting the combined roles of Public Works Director and Economic Development Director, this request is to make this position permanent. The nature of these dual roles necessitates ongoing administrative support. The demands of modernizing infrastructure, navigating increasingly complex regulations, and actively pursuing grant opportunities require dedicated administrative assistance to ensure efficient and effective operations within both departments.

	Approximate # of Full Time Employees
1995	46
2012	49
2014	46
2015	45
2025	49

Committee Recommendation: Motion by Cairns to approve the reclassification of the Municipal Services Specialist from a limited term position to a permanent position pending Common Council approval, seconded by McCarthy. Motion carried unanimously.

Financial Impact: Total compensation to be determined upon employee acceptance of the role. The proposed hourly wage was reviewed by the Personnel Committee on 12/16/2024.

Funding Source: 2025 Salary & Benefits Budget

Requested Action:

COUNCIL: Motion to approve the reclassification of the Municipal Services Specialist from a limited term position to a permanent position effective January 1, 2025.

APPLICANT:	<u>Richland Hospital</u>	AUTHORIZED AGENT:	<u>N/A</u>
SITE ADDRESS:	<u>431 N Park St</u>	ZONING DISTRICT:	<u>R-3/4</u>
TAX PARCEL:	<u>276-1696-0900</u>	REQUEST:	<u>Conditional Use Permit</u>
DESCRIPTION:	<u>Operating Pharmacy</u>		
<hr/>			
MEETINGS:	<u>Plan Commission Meeting 12/18/24</u>		
	<u>Common Council Meeting on 1/07/25</u>		

Ordinance Language:

400.03 DEFINITIONS. 26(c) Temporary Conditional Use: A Temporary Conditional Use is a discretionary, temporary use of the land, with special conditions and time limits on that use, and is specific to the individual receiving it. It is individually granted to the owner of a specific property by the City Council after completion of all studies, reviews and public hearings on the application therefore, which are required by this Zoning Ordinance. A Temporary Conditional Use Permit, when issued, is personal to the permittee, for the site identified, and the permit shall not be deemed to run with the land. Any transfer of ownership of a lot for which a Temporary Conditional Use Permit has been issued, whether legal or equitable, shall automatically terminate and void any previously issued Temporary Conditional Use Permit affecting the parcel. All Conditional Use Permits existing at the time of passage of this amendment shall be Temporary Conditional Uses, provided, however, that Conditional Use Permits existing at the time of passage of this amendment shall remain in effect for the period of time for which they were granted.

404.04 CONDITIONAL USES IN AN "R-3/4" DISTRICT.

(4) Nursing homes, hospitals, and medical clinics, including necessary parking facilities appurtenant to such use. [Added by Ord 1997-09]

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 Map identified within the Comprehensive Plan to inform any future zoning and land use decisions.

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

CRITERIA FOR CONSIDERATION	Yes	No
Is the project consistent with the Comprehensive Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can the request demonstrate adequate public facilities, including roads and drainage, and utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STAFF REPORT

Request Conditional Use

Will the request minimize adverse effects on the natural environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not create undue traffic congestion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not adversely affect public health, safety, and welfare.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request conforms to all applicable provisions of the code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CONDITIONS OF APPROVAL	Yes	No
The completed project must be consistent with the plans and specifications submitted at time of application and at the public hearing of the Plan Commission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant shall allow the Building Inspector and City Zoning Staff to have access to the project site for inspection purposes to verify compliance with application local, state, federal regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Staff Recommendation: Approval

It is recommended that the conditional use permit be approved as presented and forwarded to the Common Council for final approval.

APPLICANT:	<u>Richland County</u>	LANDOWNER:	<u>City of Richland Center</u>
SITE ADDRESS:	<u>No Address – Tower Hill</u>	ZONING DISTRICT:	<u>R-1</u>
TAX PARCEL:	<u>276-2101-0100</u>	REQUEST:	<u>Conditional Use Permit</u>
DESCRIPTION:	<u>Building a communication structure</u>		
MEETINGS:	<u>Plan Commission Meeting 12/18/24</u>		
	<u>Common Council Meeting on 1/07/25</u>		

Ordinance Language:

400.12(1) (26)(a) Specific Conditional Use: A use specific to one location, and to one individual, partnership, or business, for an occupation, vocation, skill, art, business, profession or use specifically designated in each zoning district, for which its respective conduct, exercise or use. A Specific Conditional Use Permit is granted to the specific location by the City Council after completion of all studies, reviews and public hearings on the application thereof, which are required by this Zoning Ordinance. A Specific Conditional Use may be appropriate on some sites within a District, but not appropriate on other sites. A Specific Conditional Use Permit shall be deemed to run with the land.

402.04 CONDITIONAL USES IN AN "R-1" DISTRICT.

402.04 (14) Mobile service facilities and mobile service support structures.



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 Map identified within the Comprehensive Plan to inform any future zoning and land use decisions.

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

CRITERIA FOR CONSIDERATION	Yes	No
Is the project consistent with the Comprehensive Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can the request demonstrate adequate public facilities, including roads and drainage, and utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the request minimize adverse effects on the natural environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not create undue traffic congestion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request will not adversely affect public health, safety, and welfare.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The request conforms to all applicable provisions of the code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CONDITIONS OF APPROVAL	Yes	No
The completed project must be consistent with the plans and specifications submitted at time of application and at the public hearing of the Plan Commission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The project shall meet all setbacks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The project shall provide erosion control measures before and during construction and shall maintain erosion control until the site is stabilized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The applicant shall allow the Building Inspector and City Zoning Staff to have access to the project site for inspection purposes to verify compliance with City Code, Ordinances and State Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Staff Recommendation: Approval

It is recommended that the conditional use permit be approved as presented and forwarded to the Common Council for final approval.