

**COMMON COUNCIL MEETING**  
**November 12, 2013**

Present: Peabody, Werch, Brockman, Hansen, Klein, Miller, Pape, Will

Absent: Schraeder

Others: City Administrator Rich, City Attorney Wurtz, Public Works Director, Drake, City Clerk Schommer

Will called meeting to order at 7:01 p.m.

Pledge of Allegiance/Invocation – Pastor Luke Hatfield

**Approval of agenda**

Motion made by Pape, second by Brockman to approve agenda as presented. Motion carried.

**Public communications and comment**

None

**Consent calendar**

Peabody pulled item I-Department of Public Works-October

Motion made by Brockman, second by Pape to approve remainder of consent calendar as presented. Motion carried. With this motion the following items were approved.

1. Informational reports from standing committees and staff
  - Library Board minutes – October 29<sup>th</sup>
  - Common Council minutes – Oct 8<sup>th</sup> Oct 28<sup>th</sup> Budget Oct 28<sup>th</sup>
  - Plan Commission minutes – October 16<sup>th</sup>
  - Park & Recreation minutes – October 23<sup>rd</sup>
  - Historic Preservation minutes – October 1<sup>st</sup>
  - Ripon Area Fire Department minutes – October 1<sup>st</sup>
  - Building Inspector report – October
  - EMS report – October
  - Police Department report – To be distributed at meeting
  - Senior Center report – To be distributed at meeting
  - City Administration reports
    - Treasurer’s report – October
    - Budget report – October
    - Check register – October
2. Change of Agent: Kwik Trip, Inc., (trade name) Kwik Trip #392, 1123 W Fond du Lac St, Karen L. White, 1658 Oregon St, Oshkosh, WI 54902, Agent
3. Resolution Number 2013-17 – A Resolution Writing Off Certain Uncollectible Sewer Accounts
4. Request for street closure – Ripon Relay for Life (American Cancer Society)

Item I -Department of Public Works - October

Peabody inquired why solid waste trend was changing. Peabody asked Drake if Dept. of Public Works was still doing garbage can audits to check yard waste was not being put in the garbage cans. Drake stated not at this time of year due to lack of manpower. Drake stated he did not know why solid waste was higher. Motion by Peabody, second by Pape to approve Department of Public Works-October report. Motion carried.

**Action Items**

**Room Tax allocations**

Peabody inquired why the Chamber of Commerce increased to \$40,000, when at the cable TV meeting the committee was told the Chamber of Commerce contacted Charter Communications to return use of Channel 98 because the Chamber was no longer going to be using the channel. Jason Mansmith, Event Marketing Coordinator for the Ripon Chamber of Commerce stated he was not aware that the Chamber ran Channel 98 when he became Event Marketing Coordinator for the Chamber earlier this year. He stated the cost to move cable, etc to the Chambers new location will cost \$4,000, to locate to City Hall \$600. The channel has been off the air for over a month and the Chamber has received no inquiries why. Mansmith recently learned the Chamber did not own the channel, but the city did. Charter will be

contacting appropriate staff at city hall to discuss Channel 98. Mansmith stated the additional funds will go into marketing/event planning & development and website redevelopment. Hansen stated the committee granted the extra funds to the Chamber so the Chamber can move forward in promotion of the city. Peabody asked if \$20,000 was still in reserves, Rich stated yes. Werch inquired if any other groups, besides those allotted funds had come forward to request funds. Rich stated no. Groups allotted funds are Little White Schoolhouse \$10,000; Ripon Chamber of Commerce \$40,000; Ripon Main Street Inc \$33,500; Fireworks \$7,000; Historic Preservation Commission \$1,000; and FCEDC \$13,110 for a total of \$104,610. Motion made by Hansen, second by Klein to approve the allocation of funds of the 2014 room tax as presented. Motion carried.

Resolution – increasing rates for certain ambulance services

Motion made by Brockman, second by Peabody to approve Resolution Number 2013-18 Resolution Increasing Rates for Certain Ambulance Services. Motion carried.

Resolution – financial support of aerial truck

Brockman explained to council that the three municipalities making up the Ripon Area Fire District are charged with approving the Formal Record of Action in order for the RAFD to move forward and order the aerial truck. If all the municipalities agree, total cost for the aerial truck will be \$956,475. First payment for the truck will need to be made in 2015. The RAFD will be looking at all options for financing. Brockman stated November 19, 2013 is drop dead deadline for a decision to be made in order for a contract to be signed between RAFD and Pierce Manufacturing to have the truck built in this production cycle. Will inquired what happens if deadline is missed. Brockman stated cost could go up 2.3%. Wurtz stated the Formal Record of Action needs to be modified to state the lease to purchase not to exceed \$105,000 annually for the City of Ripon. Wurtz stated it needs to make clear the City of Ripon can only commit to “X” amount of dollars. Werch stated that timing is the issue because of how production cycles work at Pierce Manufacturing. Motion made by Pape, second by Miller to approve Formal Record of Action with following changes to the paragraph beginning with Resolved. This paragraph needs to be amended to state: Resolved, that the aggregate original principal amount of the Purchase Price shall not exceed the amount stated above, and that the Municipality shall be responsible for contributing on a lease to own basis a payment not to exceed \$105,000 annually for a term not to exceed 8 years. Motion carried.

Discussion items

Request to consider amending composting ordinance

Kaitlyn Welzen, 600 Campus Dr, Unit #1021, Ripon, Sustainability Intern for Sodexo, is requesting the council to consider amending the composting ordinance, which currently allows composting in residential areas. The proposal includes expanding the use of composting to non-residential properties, such as educational institutions and private businesses, as well as allowing the composting of additional materials. Many questions were asked by council to Welzen regarding how composting works, area needed, etc. Motion made by Pape, second by Klein to have staff move forward and work with Welzen to collect more information on composting procedures and possible change to current ordinance to include educational institutions to be able to compost and to bring back to council at a future date. Motion carried.

Request for natural gas easement

Rich explained the WDOT is requesting 33’ to widen the road and the gas line needs to be moved. The gas company is asking for 10’ in order to relocate the pipeline. Drake stated parcels are in Gateway Dr. and Hwy 44 area in the Business Park. He wanted council to be aware that the lots in these areas were designed with a 350’ depth, but with the state taking 33’ and the gas utility requesting 10’ the lot depths will be shrunk significantly to around 315’. Wurtz inquired if state is taking 33’ on both sides of the road. Drake stated yes. Drake stated he suggested to the state they go Seelig to Gateway to Douglas Street, but the state indicated the cost was significantly higher. Wurtz suggested to council that they seek compensation from the gas utility. Pape suggested the city needs to talk to state legislatures and have a conversation. Motion made by Werch, second by Peabody that the council will consider easement request by Alliant Energy based upon the determination of compensation of the cost to the city and bring back to council. Motion carried.

Consider increase to room tax rate

Council member Hansen requests that the council consider raising the room tax rate from 6% to 7%, effective 1/1/14, to gain more funds for tourism and promotion. The last increase took effect on 1/1/05, when the rate was increased from 5% to 6%. Hansen stated raising the room tax rate does not raise tax rate for the citizens of Ripon. He stated this will not be a hardship on area hotels because room tax

dollars do not belong to the business. Many councilmembers stated raising room tax percentage will not necessarily put more heads in the beds, but could actually cause people to stay in other areas. Craig Tebon, Ripon Main Street Manager and Jason Mansmith, Event Marketing Coordinator with Ripon Chamber of Commerce both stated they did not ask for this increase and caution council to wait to see what will happen at the state level. Will stated that there is a bill in Madison stating that the state would take over collecting and distributing room tax dollars. Motion made by Pape to table to later date, second by Klein. Motion carried.

**Project updates & staff reports**

Rich informed public municipal elections coming up April 2014, contact city hall for more information if interested.

Klein recognized the following employees celebrating anniversaries in November for their years of service to the City of Ripon: Randy Butters, Ripon Police Dept., 34 years and Travis Borkenhagen, Ripon Police Dept., 1 year.

**Mayor's communications and appointments**

**Appoint member of Police Commission**

Motion made by Werch, second by Peabody to approve appointment of Dennis Cotton to the Police Commission for a 5-year term ending 4/30/2018.

Will informed council and public he will no longer be holding regular weekly office hours on Wednesdays from 4:30 p.m. – 5:30 p.m. at city hall due to time constraints. If anyone wants to meet with the Mayor, please either call him or e-mail him to schedule an appointment.

**Agenda items for future Council meetings**

Composting review and room tax rate increase.

Adjourn to closed session Wisconsin Statutes 19.85 (1)(e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session”

RE: Further consideration of offer to purchase city-owned property (933 Newbury)

RE: Consider amendment to TID 6 Development Agreement (Rolling Hills)

Council will also review minutes from the closed session on 10/28/2013 for accuracy.

Motion made by Pape, second by Peabody to adjourn to closed session. Motion carried.

With no further business in open session, Will declared meeting adjourned at 8:15 p.m.

Ann Schommer, City Clerk