

MINUTES

CITY OF MINERAL POINT COMMON COUNCIL MEETING

Tuesday, December 10, 2024 – 6:00 PM

City Hall Community Room/Virtually

CALL TO ORDER/ROLL CALL

Meeting called to order by Mayor Clark at 6:00 PM.

Christensen	Present		Graber	Present
Weier	Present		Burrows	Present
McKeon	Present		Allendorf	Present
Martin	Present		Galle	Present
Others Present: Administrator Honer, Clerk-Treasurer Skelding, Dirrick Wahl, Library Director Diane Palzkill, Matthew Payne, Police Chief Bob Weier, Adam Crist, Jeff Meyer, Brian Blanchette, Fire Chief Deven Walrack				

PERSONS DESIRING TO BE HEARD – None.

Matthew Payne – 324 Dodge Street: Stated there will be a report on the news tonight at 10:00 p.m. on three businesses in town.

MAYOR’S CORRESPONDENCE – Mayor Clark commented on the candlelight shopping this past Saturday. The fireworks were beautiful and there were a lot of people in town. Congratulations and thank you to anyone and everyone who had a hand in making the day a success.

ADMINISTRATOR’S REPORT – Administrator Honer distributed a flyer to Council members for the Southwest Wisconsin Regional Planning Commission survey for the Comprehensive Plan.

The City took down 54 trees this year, thanks to a DNR grant.

The City submitted the Vibrant Spaces Grant for the Cornish Heritage Park.

CLERK-TREASURER’S CORRESPONDENCE – Tax bills will be sent in the mail by the end of the week this week.

CONSENT AGENDA

- a. Approval of November 12, 2024 Minutes and Proceedings.
- b. Approval of monthly bills.

Finance Committee recommends approval to the Council of the monthly bills.

Motion (Allendorf/McKeon) to approve the consent agenda as presented. Motion carried, all voting aye (8-0).

NEW BUSINESS

DISCUSSION AND CONSIDERATION OF EMPLOYEE WAGE INCREASES FOR 2025.

The increases are based upon accomplishments throughout the year, overall performance, and supervisor evaluations.

Motion (Galle/Burrows) to approve employee wage increases for 2025 as presented. Motion carried by roll call, all voting aye, with alder Weier abstaining (7-0-1).

APPROVAL OF POLICE CHIEF’S 2025 EMPLOYMENT CONTRACT RENEWAL, FOR A TERM OF JANUARY 1, 2025-DECEMBER 31, 2025.

No changes in the contract from 2024, with the exception of the salary amount.

Motion (Allendorf/Christensen) to approve Police Chief’s 2025 employment contract renewal, for a term of January 1, 2025-December 31, 2025. Motion carried by roll call, all voting aye, with alder Weier abstaining (7-0-1).

DISCUSSION AND CONSIDERATION OF AWARDING THE BID FOR LIFT STATION IMPROVEMENTS.

The bid opening took place on Thursday, December 5, 2024. The City received two bids. One bid was from G-Pro Excavating, LLC, and the other bid from MZ Construction, Inc. G-Pro Excavating, LLC was the lowest bidder with a bid of \$111,511.

Water and Sewer Superintendent Nate Fosbinder stated that the City is at a point where all of the equipment has been purchased for these two lift stations and work should move forward to complete these projects.

The Finance committee reviewed and recommends approval of awarding the bid.

Motion (Burrows/Allendorf) to approve awarding the bid for lift station improvements to G-Pro Excavating, LLC. Motion carried, all voting aye (8-0).

DISCUSSION AND CONSIDERATION OF RADIO UPGRADE PROPOSALS IN 2024 AND 2025.

The Water and Sewer Committee reviewed the bids that were received. The current system is 22 years old. The bid is broken out over two years. Based on the recommendations of Water and Sewer Superintendent Fosbinder, the Water and Sewer committee recommends approval of the bid from Altronex.

Motion (Martin/McKeon) to approve radio upgrades from Altronex. Motion carried, all voting aye (8-0).

DISCUSSION AND CONSIDERATION OF OUTSTANDING PINE STREET ASSESSMENT.

In 2019, the City replaced the curb and gutter on Pine Street. At the time, homeowners were charged the curb and gutter assessment and had a choice of whether to pay the assessment as a lump sum, or divide into three equal payments to be placed on the tax roll. At the City's 2023 audit, it was brought to the City's attention that there are still outstanding assessments needing to be paid.

This fell through the cracks with the turnover of the City Clerk in 2021-2022. Assessments should have been placed on the 2022 and 2023 taxes, but they were not.

Two parcels with outstanding payments are 130 Pine Street, which has been vacant for several years and has special charges for City mowing and years of back taxes; and 412 Pine Street, which has changed ownership since the assessment was originally applied. The assessment stays with the parcel. When the parcel went up for sale, the Title company requested a letter from the City identifying outstanding assessments and utility billing. City staff told the title company there were no outstanding assessments, as they were not aware of this issue.

City staff recommends canceling the assessment for 412 Pine Street in the amount of \$888.26, and charging the assessment for 130 Pine Street.

Finance committee also recommends approval.

Motion (Martin/Graber) to approve canceling the outstanding assessment for 412 Pine Street in the amount of \$888.26. Motion carried, all voting aye (8-0).

DISCUSSION AND CONSIDERATION OF THE AT HOME ON HIGH STREET FINAL REVOLVING LOAN FUND PAYMENT.

In May, the Finance Committee discussed the terms of a final balloon payment, if payment was made within 90 days. The borrower was not able to provide the final balloon payment within 90 days, but has provided the final amount with some additional time. The borrower has provided the amount requested.

If the final payment is made on the loan, the City will be paid back the final loan amount plus approximately 20%.

Finance Committee recommends approval.

Motion (Burrows/Martin) to approve the final payment for the At Home on High Street Revolving Loan, and marking the loan. Motion carried by roll call, all voting aye (8-0).

DISCUSSION AND CONSIDERATION OF THE MEMORANDUM OF UNDERSTANDING AGREEMENT BETWEEN CITY COUNCIL AND THE OFFICE OF THE CITY ADMINISTRATOR FOR THE OBLIGATION OF THE CITY'S ARPA FUNDS TOWARDS COMMUNICATION AND TECHNOLOGY UPGRADES, POLICE BULLET-PROOF VESTS, AND CHILDCARE INDUSTRY INCENTIVES.

ARPA funds must be obligated by the end of 2024. The Council previously identified technology upgrades as a budgeted ARPA expense. Projects would include upgrading the City's file server, remote access capabilities, and workstations.

Existing bullet-proof vests will exceed the manufacturer's warranty in the coming year.

Administrator Honer stated that the St. Mary's Catholic Church town is on board with utilizing their facility as a child care service location.

If it is determined that it is not feasible to spend any funds on any of these items, the funds would be put towards parks and outdoor spaces.

Motion (Allendorf/Graber) to approve the Memorandum of Understanding agreement between City Council and the Office of the City Administrator for the obligation of the City's ARPA funds towards communication and technology upgrades, police bullet-proof vests, and childcare industry incentives. Motion carried, all voting aye (8-0).

APPROVAL OF AN AGREEMENT BETWEEN THE MINERAL POINT OPERA HOUSE AND THE CITY OF MINERAL POINT FOR THE OBLIGATION OF THE CITY'S ARPA FUNDS TOWARDS THE REPLACEMENT OF THE OPERA HOUSE MARQUEE, RENOVATING THE FRONT ENTRANCE, AND TUCKPOINTING.

Initially the Council was specific in funds being put toward the Opera House Marquee. They are currently working through what the Federal Grant they received is eligible for. This gives the Opera House more flexibility to help get the project done. The Federal money may not cover the entire project.

Finance Committee recommends approval.

Motion (Burrows/Christensen) to an agreement between the Mineral Point Opera House and the City of Mineral Point for the Obligation of the City's ARPA funds towards the replacement of the Opera House marquee, renovating the front entrance, and tuckpointing. Motion carried, all voting aye (8-0).

APPROVAL OF AN AGREEMENT BETWEEN BOARDMAN & CLARK, LLP AND THE CITY OF MINERAL POINT FOR THE OBLIGATION OF THE CITY'S ARPA FUNDS TOWARDS THE RECODIFICATION OF THE CITY MUNICIPAL CODE AND UPDATING THE EMPLOYEE HANDBOOK.

Updating the ordinances have been a mainstay of the ARPA funds from the beginning. Finance Committee recommends approval.

The only change in the agreement is that the attorney will bill each month the services rendered, rather than billing the City quarterly or bi-annually.

Motion (Galle/Allendorf) to approve an agreement between Boardman & Clark, LLP and the City of Mineral Point for the obligation of the City's ARPA funds towards the recodification of the City Municipal Code and updating the employee handbook. Motion carried, all voting aye (8-0).

APPROVAL OF AGREEMENTS WITH STRAND AND ASSOCIATES FOR TECHNICAL SERVICES FOR 2025.

There are two agreements with Strand. There is an underlying agreement and an agreement for technical services. The agreement for technical services has an estimated fee of \$60,000. The City is not obligated to that, it just sets the billing rates. Finance Committee recommends approval.

Motion (Burrows/Graber) to approve the agreements with Strand and Associates for Technical Services for 2025. Motion carried, all voting aye (8-0).

APPROVAL OF AGREEMENT WITH DeTTE HUNTER, OWNER OF 38 HIGH STREET, REGARDING RESTRICTIVE COVENANTS RELATED TO 38 HIGH ST.

38 High Street has a non-conforming use on the first floor with residential units on the first floor. The owner of this building is new, and has been making substantial repairs to this building and will likely continue. The zoning code states they are not allowed to put more than 50% of the building value into structural repairs.

The owner hired an attorney and discussed with the City's attorney. It was decided to enter into an agreement where the owner agrees that they have made more than 50% in repairs in the building and are not allowed to continue to make any further structural repairs.

Allendorf asked if the agreement will prohibit first-floor residential use of the property. Administrator Honer stated that it would not immediately prevent the continued non-conforming use. The Council discussed if they thought the agreement was in the best interest of the downtown. The Council also discussed how the ordinance encourages deferred maintenance on non-conforming uses.

The Commission discussed how long the non-conforming use has been present and there were questions if there have been residential uses within the past 12 months in both apartments on the first floor.

The Council determined that they wanted to further explore options with the City Attorney.

Motion (Allendorf/Christensen) to table. Motion carried, all voting aye (8-0).

APPROVAL OF PUBLIC PARTICIPATION PLAN FOR THE 2025 MINERAL POINT COMPREHENSIVE PLAN UPDATE.

This is the public participation plan that identifies meetings and ways in which SWWRPC is going to gather thoughts to help form the City's Comprehensive Plan.

SWWRPC plan to hold three public meetings at City Hall in March in the evenings.

The comprehensive plan is overdue on when it should have been updated. Plan is gateway to funding, compliance with state law, and community planning.

Motion (Burrows/McKeon) to approve the public participation plan for the 2025 Mineral Point Comprehensive Plan update. Motion carried, all voting aye (8-0).

APPROVAL OF A PRELIMINARY CERTIFIED SURVEY MAP (CSM) REQUESTED BY THE CITY OF MINERAL POINT FOR THE SUBDIVISION OF TAX PARCELS 251-0996, 251-1039, AND 251-1042 IN PREPARATION FOR THE SALE OF THE PROPERTY.

This map creates a separate parcel out of the existing three parcels, and creates the legal description for the eventual sale. Plan Commission recommends approval.

Alder Graber stated that the City has never purchased land before, so why now? Mayor stated that we have the opportunity to do it now and is needed.

Alder Galle states it is not unprecedented. Municipalities do it.

Motion (Christensen/Allendorf) to approve a preliminary Certified Survey Map (CSM) requested by the City of Mineral Point for the subdivision of tax parcels 251-0996, 251-1039, and 251-1042 in preparation for the sale of the property. Motion carried by roll call, all voting aye, with Alder Graber voting no (7-1-0).

APPROVAL OF A PRELIMINARY CERTIFIED SURVEY MAP (CSM) REQUESTED BY ADAM CRIST, AGENT OF AEY HOLDINGS, LLC AND TNT REAL ESTATE, LLC AND PROPERTY OWNER OF A PROPERTY SITUATED BETWEEN EAST LAKE ROAD AND US HWY 151 (PARCELS 251-1044.02 AND 251-1045.12), FOR THE SUBDIVISION OF TAX PARCELS FROM TWO PARCELS INTO FOUR PARCELS.

Plan Commission recommends approval.

Motion (Martin/Allendorf) to approve a preliminary Certified Survey Map (CSM) requested by Adam Crist, agent of AEY Holdings, LLC and TNT Real Estate, LLC and property owner of a property situated between East Lake Road and US Hwy 151 (Parcels 251-1044.02 and 251-1045.12), for the subdivision of tax parcels from two parcels into four parcels. Motion carried, all voting aye (8-0).

APPROVAL OF ORDINANCE 2024-09 TO AMEND THE ZONING CODE AND MAP OF THE CITY OF MINERAL POINT, TO REZONE THE PROPERTY SITUATED BETWEEN EAST LAKE ROAD AND US HWY 151 (PARCELS 251-1044.02 AND 251-1045.12) FROM A-1 AGRICULTURAL PRESERVATION DISTRICT TO R-2 TWO-FAMILY RESIDENTIAL DISTRICT.

This is consistent with our Future Land Use.

Motion (Burrows/Allendorf) to approve Ordinance 2024-09 to amend the zoning code and map of the City of Mineral Point, to rezone the property situated between East Lake Road and US Hwy 151 (Parcels 251-1044.02 and 251-1045.12 from A-1 Agricultural Preservation District to R-2 Two-Family Residential District. Motion carried, all voting aye (8-0).

DISCUSSION AND POSSIBLE ACTION ON CHRISTMAS AND NEW YEAR'S HOLIDAY SCHEDULE RESOLUTION 2024-11.

Personnel Committee recommends approval.

Motion (Allendorf/Christensen) to approve Resolution 2024-11 creating a full day holiday on Christmas Eve and removing the half day holiday on New Year's Eve, making New Year's Eve not a holiday for City employees. Motion carried, all voting aye (8-0).

ADJOURNMENT

Motion (McKeon/Grabner) to adjourn at 7:02 p.m. Motion carried, all voting aye (8-0).

Matthew Honer, City Administrator

Approved: January 14, 2025