



## MINUTES OF THE COMMON COUNCIL

TUESDAY, MARCH 04, 2025 AT 6:30 PM

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

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**CALL TO ORDER:** Meeting was called to order by Mayor Coppernoll at 6:38 PM. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Mark Chambers, Kevin Melby, Melony Walters, Steve Downs, and Ryan Cairns. Absent: None.

**APPROVAL OF MINUTES:** Motion by Alderperson Cairns to waive the reading and approve the minutes of the February 4, 2025 regular meeting as presented. Seconded by Alderperson Tepley. Motion carried unanimously.

**APPROVAL OF AGENDA:** Motion by Alderperson Melby to approve the agenda. Seconded by Alderperson Downs. Motion carried unanimously.

### **CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:**

Director Jasen Glasbrenner announced the appointment of Joe Carstensen as the new Buildings & Grounds Lead, praising advancements in shop organization and strengthened team synergy. He also reported that the Public Works and Utility met with Frontier Communications to address community concerns and outages related to the ongoing fiber optic installation, focusing on safety and expediting the project

Utility Manager Scott Gald reported two incidents during Frontier Communications' fiber optic installation that caused damage and power outages for residents, prompting the City to halt work for safety discussions before resuming under the general contractor's oversight. He also shared that water AMI meter installation will begin next month, with residents to be notified about access procedures, and noted ongoing collaborations with Alliant Energy on Territorial Agreements for service expansion, as well as support for City server integration and removal of seized pool pumps. Additionally, Gald highlighted the Fire Department's busy schedule and urged residents to check DNR burn restrictions online or call before burning.

Zoning Administrator Matt Williams reported that he is actively updating permit forms and addressing inquiries related to upcoming summer projects. Additionally, he is in the process of cataloging active parcels to facilitate easier reference in the future. An annexation of over 12 acres in the Allison Park area is scheduled for discussion at the next Planning meeting.

Library Director Stacy Pilla announced new Saturday hours starting April 5th, from 9:00 AM to 1:00 PM. The library is preparing for spring with landscaping improvements and interior space rearrangements, including new furniture and repurposed items. She invited the public to visit and see the ongoing updates. A staff in-service will close the Library on Tuesday, March 25th.

Clerk Amanda Keller reported a successful Spring Primary Election, which saw participation from over 300 voters. The upcoming election, scheduled for April 1st, is anticipated to have a strong turnout. Additionally, Keller noted that the Clerk's Office has successfully completed the January tax collection process and finalized the reconciliations.

Administrator Ashley Oliphant commended the Common Council and Utility Commission for appointing a Utility Manager, which has enhanced collaboration and communication, evidenced by effective utility bill adjustments and swift responses to fiber project safety concerns. She announced Misty Molzof's appointment as the new Financial Officer, effective March 31, and highlighted openings for seasonal positions. Oliphant also noted ongoing efforts with the ADA committee to develop a transition plan and mentioned an upcoming Shared Ride Taxi audit.

### **MAYOR AND ALDERPERSONS:**

Alderperson Chambers marked his final Council meeting as alderperson for District 2, expressing gratitude to city council members, employees, and the community.

Alderson Tepley reported a plaque is being created to honor former Governor Vernon Thomson, accompanied by signs for Highways 14 and 80. The Historic Preservation Commission will continue to meet quarterly.

Alderson Ron Fruit announced that Greater Richland Tourism, along with Friends of the Pine and Southwest Partners, is developing plans to ensure a successful canoeing and kayak season on the Pine River, with finalization expected by mid-April.

Mayor Coppernoll reported significant interest from the Symons Center and the school district in using the Campus Gymnasium and extensive progress has been made to finalize an agreement between the School District and the County Board.

**TREASURER'S REPORT:** Motion by Alderson Tepley to approve the Treasurer's Report as presented. Seconded by Alderson Walters. Motion carried 8-0.

**PAYMENT OF BILLS:** Motion by Alderson Cairns to pay the March 4, 2025 bills as presented. Seconded by Alderson Downs. Motion carried 8-0.

#### **ITEMS FOR DISCUSSION AND ACTION**

5. **RCPD Annual Report:** Chief Billy Jones presented the 2024 annual report for the Police Department, emphasizing key statistics and providing a three-year trend analysis that indicates an upward trajectory in incidents. The report includes a categorization of citywide traffic accidents by location for 2024. Additionally, the department generated \$36,756.27 in revenue from fines and miscellaneous sources. Chief Jones expressed pride in the team's commitment to service, noting the diverse levels of experience among the officers.
6. **Resolution 2025-04 Authorizing CDBG Loan Transfer from SWCAP to Lydia's House Ministries:** Administrator Oliphant clarified that the CDGB loan, which is associated with property ownership, must be repaid upon transfer. The proposed arrangement enables Lydia's House to directly assume the responsibility of debt, thereby removing SWCAP as an intermediary. This transfer presents no risk to the City, as Lydia's House will take full responsibility for the loan, while ensuring the continuation of their services. Motion by Alderson Walters to approve Resolution 2025-04 Authorizing CDBG Loan Transfer from SWCAP to Lydia's House. Seconded by Alderson Melby. Motion carried 8-0.
7. **Discussion and Update on Ordinances, Committee Structure, and Tobacco Free Parks (Atty Windle):** Attorney Windle opted not to present his comprehensive findings while drafting a tobacco-free parks ordinance, however, he highlighted several key concerns, particularly regarding the Council's authority to enact the ordinance given the complexities of existing regulations and committee structure. He confirmed the Council retains authority to amend and adopt ordinances but noted that regulatory power has largely been delegated to the Park Board which is referenced multiple times in the code of ordinances, unlike many other committees that lack clear operational parameters.

#### **FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:**

8. **RCPD Radio Purchase:** Alderson Cairns reported the Police Department is continuing the process of updating radios to prepare for digital communications utilizing funds allocated in the department priority equipment budget. Motion by Alderson Cairns to approve the purchase of 3 Kenwood NX-5000 from GenCom in the amount of \$4,606.58. Second by Alderson Tepley. Motion carried 8-0.
9. **RCPD Report Management (RMS) and Computer Assisted Dispatch (CAD) System Purchase:** Chief Jones stated that the current records system is obsolete and requires replacement, recommending True North's all-inclusive solution, which integrates Computer-Aided Dispatch (CAD), Records Management System (RMS), evidence management, and scheduling without extra licensing fees, while offering scalability for future needs. Motion by Alderson Cairns to approve RCPD to purchase True North RMS/CAD System using Police Outlay in the amount of \$27,500 with an annual fee of \$5,000 per year from existing budget monies in the Maintenance Agreement line of the RCPD budget. Second by Alderson Downs. Motion carried 8-0.

10. **Community Development Investment Grant Program Update and Future Selection:** Director Glasbrenner announced an update to the Community Development Investment (CDI) grant program, reducing the eligibility from two grants per year to one for the next three to five years necessitating a strategic reevaluation for the City. Given the uncertainty surrounding the hotel project's timeline, the Finance Committee reviewed current community projects and recommended a temporary pause on the program. Motion by Alderperson Cairns to approve the imposition of a moratorium on CDI grant application processing until a firm commitment is secured from a hotel developer or until July 1, 2025, whichever occurs first. Second by Alderperson Tepley. Motion carried 8-0.

**PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:**

11. **Temporary Class B Retailer License for Richland County Performing Arts Council for the Thief of Bagdad Silent Movie with Music on April 4, 2025 at 182 N Central Avenue:** Motion by Alderperson Melby to approve Temporary Class B Retailer License for Richland County Performing Arts Council for the Thief of Bagdad Silent Movie with Music on April 4, 2025 at 182 N Central Avenue. Seconded by Alderperson Downs. Motion carried unanimously.

**PLANNING COMMISSION RECOMMENDATIONS AND ACTION:**

12. **Ordinance 2025-02 Petition for Annexation from Tri-Elite Holdings LLC for Tax Parcel 022-2623-2000:** Zoning Administrator Williams reviewed the annexation petition filed on December 9, 2024 for the land owned by or Tri Holdings. The land is currently zoned Commercial in the ETZ and will become General Commercial upon annexation, assigned Ward 17 with a current population of zero. The City will pay the Town of Richland a total of \$1,685.60 in property taxes over five years, based on the last tax year, 2024. Motion by Alderperson Melby to approve Ordinance 2025-02 annexing Tri-Elite Holdings LLC tax parcel 022-2623-2000 as described in the Zoning Administrator's materials and CSM. Seconded by Alderperson Downs. Motion carried 8-0.
13. **Consider the Application of R & K Tire & Auto Services for a Conditional Use Permit to Allow an Auto Repair Garage at 784 S. Church St. (Tax Parcel ID 276-2100-7570):** Zoning Administrator Williams reported that R&K Tire, zoned Commercial General, requires a conditional use permit to operate as an auto and tire repair shop. They were previously unknowingly operating without the required permit. Motion by Alderperson Chambers to approve the application of R & K Tire & Auto Services for a Conditional Use Permit to Allow an Auto Repair Garage at 784 S. Church St. (Tax Parcel ID 276-2100-7570). Seconded by Alderperson Tepley. Motion carried 8-0.
14. **Consider the Application of SW Rainbow Properties LLC. for a Conditional Use Permit to Allow a Self-Storage Warehouse at 1850 Bohmann Dr. (Tax Parcel ID 276-2812-4500):** The property, zoned Commercial General, will feature climate-controlled storage and has not previously obtained a permit. Scott Sawle, representing the company, plans to create about seven storage units due to challenges in renting office space. Motion by Alderperson Melby to approve the application of SW Rainbow Properties LLC. for a Conditional Use Permit to allow a Self-Storage Warehouse at 1850 Bohmann Dr. (Tax Parcel ID 276-2812-4500). Seconded by Alderperson Chambers. Motion carried 8-0.
15. **Application of Bindl Tire & Auto for a Conditional Use Permit to Allow an Auto Repair Garage or Facility at 243 E Court St (Tax Parcel ID 276-2100-0930):** Zoning Administrator Williams reviewed the Conditional Use Permit requirements for Bindl Tire & Auto. Recent photos show significant disorder, with used tires encroaching on neighboring property. Despite some improvements, the Zoning Administrator recommended permit denial due to ongoing non-compliance. Questions were raised by Councilmembers as to the responsibilities of the Zoning Department to work with the business owner to come into compliance voluntarily. The Council took no action.
16. **Application of Guru Ramdas Shaa LLC for a Conditional Use Permit to Allow an Auto Repair Garage or Facility at 789 Sextonville Rd (Tax Parcel ID 276-2100-7581):** Zoning Administrator Williams

reported that the property is zoned Commercial General, which requires a Conditional Use Permit for the operation of an auto repair facility. Jason White, the business owner, clarified that the location is primarily utilized for operating a tree service, with personal equipment repairs cooccurring. Concerns were raised about the application's mention of auto and tire repair, leading to questions about the business's primary use. Motion by Alderperson Chambers to direct Attorney Windle to investigate the necessity of a Conditional Use Permit and if so, the conditions to be imposed given the revised use. Seconded by Alderperson Melby. Motion carried 8-0.

**APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:** Mayor Coppernoll proposed replacing Mark Chambers on the Ad Hoc Committee as his Council Term is ending. Motion by Alderperson Chambers to appoint Kevin Melby to the Ad Hoc Committee. Seconded by Alderperson Tepley. Motion carried unanimously.

**PUBLIC COMMENT:** Suzanne Fish announced the "Pie for a Cause" event, a contest among six community banks before Pi Day on March 14th. Donations from March 3rd to 13th will determine which bank raises the most funds for a charity, with the top donor getting the chance to pie a bank representative. She urged the community to contribute to the cause.

**SET NEXT MEETING DATE:** April 15, 2025

**ADJOURNMENT:** Motion by Alderperson Chambers to adjourn. Seconded by Alderperson Tepley. Motion carried unanimously at 8:09 PM.

*Meeting Minutes Recorded by Clerk Amanda Keller*