
THE COMMUNITY CENTER 1050 N. ORANGE ST., RICHLAND CENTER, WI 53581

AGENDA

CALL TO ORDER: Meeting was called to order by Mayor Coppernoll at 6:30 PM. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Kevin Melby, Melany Walters, Steve Downs, and Ryan Cairns. Absent was Mark Chambers.

APPROVAL OF MINUTES: Motion by Alderperson Melby to approve the minutes of the June 25, 2024 Special Session, July 2, 2024 meeting, and July 15, 2024 Special Session meeting as presented. Seconded by Downs. Motion carried 7-0.

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

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

- Street Supervisor Jason Koch provided an update on the 8th Street project, noting that the storm sewer installation was scheduled for completion that day, except for the portion at the Church Street intersection. Followed by finalizing the grade adjustments, signaling the project's timely conclusion.
- Economic Development Director Jasen Glasbrenner provided an update on the ongoing efforts related to the EPA's conceptual plan for the recently acquired downtown land bordered by Orange Street, Court Street, and Mill Street. The plan outlines potential developments such as a hotel, multi-family housing, office space, or retail space. A noticeable development in town includes the expansion of Los Amigos 2 into the adjacent storefront, facilitated by the city's application for a WEDC Community Development Investment Grant to support this expansion. Progress on Panorama Estates involves finalizing the development agreement, with recent efforts focused on validating the condition of Highway 14 and access to Panorama Court and the developer has received the updated development agreement. The installation of wayfinding signs, a preexisting project involving Alderperson Tepley and other community members, is currently underway, marking a positive development. Work on Tax Increment Financing (TIF) districts is concentrated on the downtown Orange Street area, where plans for a designated district are advancing. Efforts are being made to engage an engineering firm to guide in revitalizing the Redevelopment Authority and Community Development Authority, particularly concerning the rejuvenation of the Orange Street Corridor, a historically significant area for these authorities.
- City Administrator Ashley Oliphant announced the commencement of early voting at the Clerk's Office and preparations being made for the primary election on August 13th, to be held at the Community Center. The clerk's office will be closed on August 13th as all staff members will be supporting the electoral process. Concurrently, departments are gearing up for budget season, engaging in budget planning and employee performance evaluations. Vierbicher Associates have been contracted to finalize a revaluation Request for Proposal (RFP), set to be published by the 16th, with a current draft under review. In the recent Personnel Committee meeting, Jason Glasbrenner was appointed as the City Director of Public Works, focusing on City Planning and Development.

MAYOR AND ALDERPERSONS:

- Alderperson Ron Fruit informed the Common Council that Mark McCauley will no longer clean the Pine River for kayaking and canoeing. The Pine River is a key attraction for Richland Center and Richland County, along with scenic views, hiking, nostalgic attractions, and friendly people. Greater Richland Tourism seeks collaboration with the Council, Richland Center Parks & Recreation, Richland County Parks Commission to address this issue.

- Alderperson Karin Tepley reported that a new UPS box is available outside the library for package drop-offs, discontinuing in-library collections. The library's 55th-anniversary celebration is planned by Friends and Foundation for November 2nd. Ongoing programming continues successfully under a new programming lead.
- Mayor Coppernoll noted at the previous Council meeting the Emergency Services is in need of \$110,000 to repair a leaking roof on the building they currently occupy, which was purchased a few years ago. Funding source needs to be found involving the city, Richland County, and townships using the service and the public should be awareness of the issue.

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

PAYMENT OF BILLS: Motion by Alderperson Melby to pay the August 8, 2024 bills as presented. Seconded by Downs. Motion carried 7-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)

3. **Landfill Leachate Line Jetting and Videoing Services from Public Works**

The Wastewater Department conducted annual flushing of the leachate system as required by the DNR for the past 15 years. New regulations mandate annual jetting and televising every five years. Three bids were received as follows: Superior Jetting (\$4,750), Speedy Clean (\$6,480), and Aqualis (\$11,200). The recommendation from Street Crew Lead Jason Koch, Public Works Committee, and the Finance Committee suggests accepting the bid from Speedy Clean as they conducted the only on-site inspection prior to submitting their bid, ensuring a more accurate cost estimate. Motion by Alderperson Walters to authorize contracting with Speedy Clean for line jetting and videoing at the Landfill at a cost not to exceed \$7,500 utilizing Pool 2 funds. Seconded by Tepley. Motion carried 7-0.

4. **8th St. Project Expansion - N. Park St between 8th & 9th St.**

8th Street project expansion North Park Street between 8th and 9th Street - The project expansion on North Park Street between 8th and 9th streets was initially planned for partial replacement. As work progressed, more curb and street removal became necessary. Given the street's importance and traffic volume, patchwork repairs were deemed undesirable. Discussions among the Director of Public Works, Utility Superintendents, and MSA led to proposing additional work for the section. The engineering firm presented three options for repairs on North Park Street:

1. Replace driveway apron and a patch affected area for \$2,500.
2. Replace driveway apron and all remaining blacktop on N Park between 8th & 9th St. for \$6,200.
3. Replace driveway apron, all remaining blacktop, curb and gutter on N Park St. between 8th & 9th St. for \$13,000 to \$15,000. The Director of Public Works and Finance Committee recommend option 3, not to exceed \$20,000. Funds will come from reallocating \$33,000 left over from a Machinery outlay account. Motion by Alderperson Walters to approve the 8th and Park St. Project expansion (Option #3) to replace cemetery driveway apron, all remaining blacktop, and all curb and gutter on N Park St. between 8th and 9th St at a cost not to exceed \$20,000. Seconded by Tepley. Motion carried 7-0.

5. **Hiring and Retention Bonuses**

Administrator Oliphant reported the Personnel Committee discussed strategies for attracting and retaining qualified personnel through hiring and retention bonuses. These bonuses, funded by a \$45,000 allocation from the City's ARPA funds, aim to reward long-term employees and new full-time hires starting from August 1st. The city administrator will determine the bonus amount, with conditions including completion of probationary period and continuous employment. Additionally, a retention bonus will be provided to employees taking on extra supervisory duties due to departmental vacancies, paid in the month of August during regular payroll. Motion by Alderperson Walters to approve the City of Richland Center Hiring and Retention Bonus Program, not to exceed \$45,000, utilizing ARPA funds. Seconded by McCarthy. Motion carried 6-1.

6. **Purchase of RCPD Squad**

Alderperson Walters presented on behalf of Chief Jones regarding the purchase of a new police squad. The City Police Department had previously been approved to purchase a vehicle, but production was

halted for the year. Chief Jones reissued the bid and received three offers from Fillback and Sleepy Hollow. Fillback provided the lowest bid at \$41,455.50, meeting all specifications. This new vehicle will replace a 2019 Ford Interceptor with over 100,000 miles. The budgeted amount of \$66,000 includes the purchase price, equipment, and installation costs. Motion by Alderperson Walters to approve the purchase of a 2025 Dodge Durango Pursuit from Fillback Ford in the amount of \$41,455.50 plus the cost of equipment and installation with the total cost to not exceed \$66,000 to be paid out of the police outlay fund. Seconded by McCarthy. Motion carried 7-0.

7. **RCPD Vehicle Repairs**

Recently, the Police Department experienced minor incidents involving squad cars. In June, a city squad car rolled into a county squad, causing minimal damage. In July, a Ram truck was damaged while exiting a tight garage space. To prevent increased insurance premiums due to consecutive incidents, Chief Jones suggested paying for repairs instead of filing claims using unallocated contingency funds. Motion by Walters to spend up to \$6,500 from unallocated contingency fund for Squad repairs. Seconded by Tepley. Motion carried 7-0.

ITEMS FOR DISCUSSION AND ACTION:

8. **Temporary Alcohol Beverage License for St. Marys Parish Festival on 9/14/2024**

Motion by Alderperson Melby to approve a Temporary Alcohol Beverage License for St. Mary's Parish Festival on September 14, 2024 from 3PM to 9PM. Seconded by Downs. Motion carried 7-0.

9. **Consider the Request for Land Division at 27105 Maple Ridge Lane**

Kent and Christy Adsit request to subdivide their property at 27105 Maple Ridge Lane into two lots to assist the sales process. Following a review by both the Planning Commission and ETZ Board, no objections have been raised. The proposal is now recommended for approval by the Planning Commission. Motion by Alderperson Tepley to approve the request for land division at 27105 Maple Ridge Lane. Seconded by Downs. Motion carried 7-0.

10. **Codification Update and Determination of Next Steps**

City Attorney Michael Windle provided an update on the codification process and outlined considerations for future steps. He expressed concerns about the existing code of ordinances, suggesting a potential restart. Following discussions with council members and further deliberation, he emphasized the need for a clear directive moving forward. Windle proposed incorporating a model code as the foundation, seeking input from council members and the public on essential ordinances, laws, and issues to be addressed. To ensure a comprehensive and coherent approach, collaboration and feedback are encouraged in the upcoming months as the model code is refined for submission to the Council for approval.

CLOSED SESSION - For the purpose of discussing ongoing litigation, mediation, and the Council's relationship with the Utility Commission subsequent to public hearing

11. The Council will consider two distinct matters: ongoing litigation and mediation, and the Council's relationship with the Utility Commission subsequent to public hearing. Motion by Alderperson Downs to enter into Closed Session. Seconded by Tepley. Motion carried 7-0 at 7:04PM

****CLOSED SESSION****

12. **Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2) to vote on matters discussed during closed session. Roll call vote if motion is not unanimous.** Motion by Alderperson Melby to reconvene into Open Session. Seconded by Tepley. Motion carried 7-0 at 9:15PM.

Motion by Alderperson Melby to accept the mediated settlement in the Walmart lawsuit. Second by Downs. Motion carried 7-0.

Statement from the Council as read by Mayor Coppernoll, "This Council feels it necessary to make a public statement regarding the performance of Administrator Oliphant. The Council has reviewed the investigation report, heard the concerns of the public at a recent hearing,

and performed its own evaluation of her performance, and find that Administrator Oliphant has performed her duties to the satisfaction of this Council, and that we support her ongoing efforts. The Council is aware of the need to improve the relationship with the Utility Commission, and will be working with the commissioners to address those concerns in order to realign the efforts of both bodies. Administrator Oliphant will continue to be instrumental in those efforts.”

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS: None

PUBLIC COMMENT: Keith Behling announced that Pat Elliot, Chair of the Parks committee, has recommended the installation of a shelter on the east end of the Aquatic Center building. Plans are underway to acquire a pre-built structure from Driftless Outdoors, necessitating grading, a concrete slab, and securing the structure to the foundation. Following a rejected bid due to excessive pricing, a new bidding process has commenced. Despite the current high demand for concrete workers, the goal is to have the slab completed by the upcoming spring. The Rotary Club has committed to financing this project.

ADJOURNMENT: Motion by Alderperson Tepley to adjourn. Second by Downs. Motion carried 7-0 at 9:20PM.

Minutes recorded by Amanda Keller, City Clerk