MINUTES OF THE COMMON COUNCIL

TUESDAY, MAY 5, 2026 AT 6:30 PM

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

MINUTES

CALL TO ORDER & ROLL CALL: The meeting was called to order by Mayor Tepley at 6:40 PM. Members present were Chris Jarvis, Frank Hoffman, Rachel Schultz, Melony Walters, Douglas Martyniuk, Steve Downs, and Ryan Cairns. Absent: None.

Others Present: Ashley Oliphant, City Administrator; Darcy Perkins, Municipal Services Specialist; Scott Gald, Utilities Superintendent; Billy Jones, Police Chief; Stacy Pilla, Library Director; Jodi Mieden, Parks and Recreation Director; media representatives; Nova Video representative; outgoing elected officials Mayor Todd Coppernoll, Alders Tom McCarthy and Ron Fruit; and members of the public.

APPROVAL OF AGENDA: *Motion by Schultz to approve the amended agenda as presented. Second by Hoffman. Motion carried unanimously.*

APPROVAL OF MINUTES: *Motion by Downs to waive the reading and approve the April 21, 2026 meeting minutes as presented. Seconded by Walters. Motion carried unanimously.*

RESOLUTION NO. 2026-07 – A Resolution Honoring Outgoing Elected Officials
Motion by Walters, second by Jarvis to approve Resolution No. 2026-07 as read by Mayor Tepley. Motion carried unanimously.

RESOLUTION NO. 2026-08 – A Resolution Honoring Park Board Members
Motion by Martyniuk, second by Downs to approve Resolution No. 2026-08 as read by Mayor Tepley. Motion carried unanimously.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

Police Department (Chief Jones): Jones reported the department has been busy implementing the new records management system, with data transfer nearing completion and testing and training phases upcoming. He also reminded residents to use caution in the Highway 14 East construction zone and noted increased enforcement efforts along the route.

Utilities (Manager Gald): Gald reported Water and Electric crews continue installation of Advanced Metering Infrastructure (AMI). Hydrant flushing will occur in the coming weeks. Additional updates included utility coordination for the Valley View Project, increased utility locates related to the DOT project, upcoming electrical work on Sextonville Road, development meetings regarding Stori Field, staff training opportunities, implementation of 24-hour disconnect notices, and remote meter disconnect capabilities through AMI. Mr. Gald also announced his appointment to the WPPI Energy Board of Directors, marking the first time Richland Center has had representation on WPPI's Energy Board Directors.

Library (Director Pilla): Pilla reported staff are finalizing details for the summer reading program. Author David Benjamin was scheduled to appear at the library the following day. The library is also recruiting for several positions, including part-time custodian, limited-term Youth Services Library Associate, and full-time Youth Services Librarian.

Parks and Recreation (Director Mieden): Mieden reported the municipal pool is being drained, cleaned, and prepared for opening. She expressed appreciation for assistance from the Public Works Department. Summer staffing levels are in good shape, and preparations are underway for upcoming recreation camps.

Public Works and Economic Development (DPW Glasbrenner): Updates included seasonal mowing operations, organizational restructuring within the Public Works Department, development of a citywide repair schedule for sidewalks and streets, ongoing work on the Mill Street transverse grate project, and installation of new dugouts donated by the Knights of Columbus.

Administration (Administrator Oliphant): Oliphant reminded residents that tree-cutting contractors operating within the city are required to be licensed and encouraged residents to verify licensing prior to hiring contractors.

MAYOR AND ALDERPERSONS

Alderperson Schultz reported the Public Works Committee intends to continue touring city facilities and grounds to gain a better understanding of operational needs and future decision-making.

Alderperson Walters reminded residents of local dog ordinances regarding licensing, leash requirements, and pet cleanup responsibilities. She also reminded motorists to exercise caution as school will soon be dismissed for summer break.

Mayor Tepley announced future agenda format changes, including moving public comment to the beginning of meetings and reorganizing committee and department reporting structures.

TREASURER'S REPORT*: Motion by Walters, second by Downs to approve the Treasurer's Report as presented. Motion carried unanimously.* Clerk/Treasurer Molzof stated the report summary was included in the agenda packet and invited Council members to schedule appointments for further review if desired.

APPROVAL OF BILLS: *Motion by Walters, second by Cairns to approve payment of bills entered from April 22, 2026 through April 30, 2026 in the amount of $80,480.41 for General Fund expenditures. Motion upon roll call vote, carried 7-0.*

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Shared Ride Taxi Service Presentation – Running, Inc.
Justin Running presented ridership and operational data regarding the Shared Ride Taxi Service, including historical ridership trends, staffing increases, fare revenue changes, and projected service improvements. Administrator Oliphant emphasized the importance of maintaining grant support and minimizing taxpayer burden. Mr. Running requested the opportunity to return in three to six months with updated information.

Status Update on Cobblestone Hotel Project
Mayor Tepley provided an update regarding the proposed Cobblestone Hotel project, including feasibility planning, investor outreach efforts, and anticipated consideration of a predevelopment agreement in June. Council discussion included project timelines, investor recruitment responsibilities, and potential Tax Incremental District financing considerations.

ORDINANCE NO. 2026-06 – An Ordinance Dissolving the Park Board and Amending the Code to Reassign Parks and Recreation Oversight
Motion by Hoffman, second by Walters to approve Ordinance No. 2026-06 as presented. Motion upon roll call vote, carried 4-3.
Ayes: Walters, Hoffman, Jarvis, Cairns
Nays: Schultz, Downs, Martyniuk

Administrator Oliphant explained the ordinance repeals existing Park Board provisions and reallocates responsibilities, including cemetery oversight, to the Public Works Department.

Notice of Bid Solicitation – Cropland Lease
No action taken. Administrator Oliphant informed Council that the current tenant intends to terminate the lease, and staff will solicit bids with the goal of presenting a new lease agreement for approval at the June meeting.

Discussion and Direction on Future City Participation in the Symons Recreation Complex
Administrator Oliphant requested Council direction regarding future City participation and funding for the Symons Recreation Complex. Discussion included long-term funding sustainability, levy limitations, and potential transition to fixed annual contributions rather than percentage-based allocations.

BUDGET COMMITTEE RECOMMENDATIONS AND ACTION: (WALTERS)

Sale of Surplus Equipment
Motion by Walters, second by Schultz to approve the sale of surplus equipment, including a 2019 Ranger UTV, with an estimated value of $4,500. Motion upon roll call vote, carried 7-0.

RESOLUTION NO. 2026-09 – A Resolution Authorizing 2026 Capital Expenditures
Motion by Walters, second by Cairns to approve Resolution No. 2026-09 as presented. Motion upon roll call vote, carried 7-0.

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS FOR ACTION: (DOWNS)

ORDINANCE NO. 2026-07 – An Ordinance Amending Chapter 101 Authorizing Stop Signs at Various Intersections
Motion by Downs, second by Schultz to waive the reading of Ordinance No. 2026-07 in lieu of printed copies and approve said ordinance. Motion carried unanimously.

Approve Temporary "Class B" Picnic Licenses
Motion by Downs, second by Jarvis to approve Temporary "Class B" Picnic Licenses for the Chamber of Commerce Prom Wine Walk on May 15, 2026, at various participating locations throughout the city. Motion carried unanimously.

UTILITY COMMISSION RECOMMENDATIONS FOR ACTION:

ORDINANCE NO. 2026-08 – An Ordinance Amending Chapter 432 for Alignment with Current State Codes
Motion by Walters, second by Downs to waive the reading of Ordinance No. 2026-08 in lieu of printed copies and approve said ordinance. Motion upon roll call vote, carried 7-0.

PUBLIC WORKS RECOMMENDATIONS FOR ACTION:

Award Annual Leachate Line Jetting Work
Motion by Schultz, second by Downs to approve execution of a 2026 Landfill Jetting Services Agreement with Speedy Clean Drain & Sewer at a cost not to exceed $4,250. Motion upon roll call vote, carried 7-0.

APPOINTMENT & CONFIRMATION

Motion by Jarvis, second by Downs to appoint Brad Wegner to fill the Aldermanic District No. 1 Council seat for the remainder of the term. Motion carried unanimously.

PUBLIC COMMENT

Public comments included concerns regarding Richland Transit Taxi operations and safety (Heidi Shiere), an invitation to attend Memorial Day services hosted by the VFW (Merlin Clark), and promotion of the upcoming Race for Grace community event (SuZanne Fish).

ADJOURNMENT: *Motion by Downs, second by Walters to adjourn. Motion carried unanimously.*

The meeting adjourned at approximately 8:25 PM.

Respectfully submitted,

Misty D. Molzof
City Clerk

Approved 06/02/2026