



MINUTES OF THE COMMON COUNCIL

TUESDAY, AUGUST 05, 2025 AT 6:30 PM

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

CALL TO ORDER: Meeting was called to order by Mayor Coppernoll at 6:30 PM. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Rachel Schultz, Melony Walters, Douglas Martyniuk, and Steve Downs. Absent: Ryan Cairns, excused.

APPROVAL OF AGENDA: Motion by Alderperson Walters to approve the agenda with Item #12 removed. Seconded by Alderperson Schultz. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Alderperson Schultz to waive the reading and approve the minutes of the July 1, 2025 regular meeting and July 22, 2025 Special Session as presented. Seconded by Alderperson Downs. Motion carried unanimously.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

Clerk Amanda Keller presented website enhancements to improve accessibility, searchability, and user experience. Updates include reorganized Public Works content, adding airport and cemetery information, and replacing PDFs with on-page content. She highlighted new digital and fillable forms, such as the fully online Urban Deer Hunting application, and the development of interdepartmental SOPs to streamline licensing and permitting processes.

Financial Officer Misty Molzof reported continued execution of accounting and payroll functions over the past month. She noted effective coordination among departments and commended the Administrator's role in facilitating interdepartmental collaboration.

Director Jasen Glasbrenner reported ongoing progress for key projects under the Congressional Directed Spending Grant including the Lamont Subdivision, Hive Drive safety and sidewalk improvements in partnership with the high school, and potential roadway and parking upgrades on Jefferson Street. Updates were provided on Panorama Estates construction, Cobblestone Hotel incentive negotiations, and three CDI grants, including final reporting for Los Amigos, award initiation for the Wild Honey Collective, and renewed discussions with the A.D. German Warehouse. Director Glasbrenner also reported that the Buildings & Grounds Department is coordinating a dugout donation project, recruiting for two open positions, and collaborating with the airport on master planning and runway improvements. Equipment assessments are underway to ensure reliability and efficiency. Streets crews are preparing approximately 38 blocks for early September chip sealing, an increase from the typical 10–12 blocks annually, along with parking lot reconstruction at the shared Fire Department/City lot. Ongoing operations include street cleaning, brush collection, and capital planning coordination with City Utilities and MSA Engineering.

Utility Manager Scott Gald reported completion of staff performance reviews, progress on AMI meter installation (1,400 of 3,000 installed), and ongoing overhead-to-underground conversions, including DOT-related work near Rockwell. Annual vehicle inspections are underway. A high-strength waste trial with a local industry shows strong revenue potential, and Pine River hydro-excavating at North Park is scheduled this month. Gald also noted a NorthStar software upgrade and server integration with City systems. The Water Department is completing lead and copper sampling, preparing for main flushing, and assessing Pine Valley water supply concerns with the County.

Administrator Ashley Oliphant reported that RFPs have been issued for garbage and recycling services, as the current contract expires at year-end, and for an operational analysis of the Symons Recreation Complex under the City's Innovation Planning Grant. Public Works interviews for open positions are nearing completion. Department heads are preparing 2026 budget requests and finalizing annual performance evaluations. Oliphant also recognized Zoning Administrator Matt Williams for providing critical support to Buildings & Grounds during staffing shortages, ensuring continued maintenance and operations.

MAYOR AND ALDERPERSONS

Aldersperson Steve Downs expressed appreciation for the excellent work being done by Financial Officer Molzof.

Aldersperson Melony Walters noted Symons Recreation Complex agreement was removed from the agenda as it was determined at Finance Committee to request reinstatement of the City/County Ad Hoc Committee to continue discussions and review of the Agreement.

Aldersperson Karin Tepley reported Library Board updates, noting 237 participants in the summer reading program, completion of parking lot seal coating and striping, pursuit of a CESA3 grant, and review of bids for outdoor digital signage. Tepley also noted ongoing Council Rules Ad Hoc Committee work.

TREASURERS REPORT: Financial Officer Misty Molzof provided year-to-date financial reports and a preliminary Treasurer's Report as of July 31st along with a current bill list.

PAYMENT OF BILLS: Motion by Aldersperson Tepley to pay the August 5, 2025 bills as presented. Seconded by Aldersperson Downs. Motion carried by roll call 7-0.

DISCUSSION AND POSSIBLE ACTION ITEMS

Council Rules Draft: Aldersperson Karin Tepley reported that the Ad Hoc Committee presented a proposed Council Rules draft and requested Council review. Discussion centered on clarifying procedures for filling aldersperson vacancies and aligning language. The Council agreed to continue its review in conjunction with upcoming committee structure evaluations before final adoption.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION

Resolution #2025-08, A Resolution Designating Public Depositories and Authorizing Withdrawal of City Monies: Aldersperson Melony Walters presented Resolution 2025-08 designating public depositories and authorizing withdrawal of City funds. The resolution will be adopted annually at the organizational meeting to update designated financial institutions, signature requirements, and investment authority. Motion by Aldersperson Walters to approve Resolution 2025-08 Designating Public Depository and Authorizing the Sale of City Monies with minor language corrections. Seconded by Aldersperson Tepley. Motion carried by roll call 7-0.

Resolution #2025-09, A Resolution Designating Signers on City Bank Accounts: Aldersperson Melony Walters presented Resolution 2025-09 designating authorized signers on City bank accounts. The resolution identifies specific City officials authorized to open accounts and execute financial transactions, updating records to reflect current positions. Motion by Aldersperson Walters to approve Resolution 2025-09 Designating Signers on City Bank Accounts. Seconded by Aldersperson Martyniuk. Motion carried by roll call 7-0.

Request for Additional Funding for Municipal Building Generator: Aldersperson Melony Walters presented a funding request for \$4,083.52 to cover the City's share of additional costs for the municipal building generator. Administrator Oliphant explained that updated load calculations revealed the original generator specifications were undersized, requiring procurement of a larger unit and gas line upgrades. The Utility Commission has approved its portion of the expense, and the City's share will be paid from unallocated contingency funds. Motion by Aldersperson Walters to approve the additional expenditure of \$4,083.52 for the purchase and installation of a generator for the Municipal Building. Seconded by Aldersperson Downs. Motion carried by roll call 7-0.

Contract with SWWRPC for GIS Study: Aldersperson Melony Walters presented a contract with the Southwestern Wisconsin Regional Planning Commission for a GIS services study, funded entirely through a \$34,506.73 Innovation Planning Grant with no City match required. The study will evaluate current GIS applications and identify opportunities for expanded use in City and County operations. Motion by Aldersperson Walters to authorize the execution of a contract with Southwestern Wisconsin Regional Planning Commission for a GIS study fully funded by an Innovation Planning Grant. Seconded by Aldersperson Schultz. Motion carried by roll call 7-0.

Streets – Request for Crane Repair: Alderperson Melony Walters presented a request to repair the Public Works overhead crane following an inspection that identified a safety-critical defect. The proposed repair cost will not exceed \$4,000 and will be funded from the roadway and equipment repair fund. Motion by Alderperson Walters to approve the repair of the crane at the Public Works Streets garage, at a cost not to exceed \$4,000.00. Seconded by Alderperson Fruit. Motion carried by roll call 7-0.

Legal Services Contract Renewal: Alderperson Melony Walters presented the renewal of the City’s legal services agreement with Abt Swayne Law LLC, effective September 5, 2025. The only change is an hourly rate increase from \$150 to \$175, which remains below current market rates. Attorney Windle noted the contract may require minor amendments to align with the proposed Independent Contractor Policy. Motion by Alderperson Walters to renew the Legal Services Agreement with Abt Swayne Law, LLC, with an updated attorney hourly rate of \$175/hour, effective September 5, 2025. Seconded by Alderperson Martyniuk. Motion carried by roll call 7-0.

Revised Agreement for Symons Recreation Complex: Removed

Tourism Streaming Advertising with Gray Media: Alderperson Ron Fruit Alderperson presented a request from the Tourism Commission to allocate an additional \$5,000 for continued streaming advertising with Gray Media, targeting the Milwaukee and Chicago markets. The campaign has been credited with increasing web traffic and is the final planned Gray Media expenditure for the year. Motion by Alderperson Walters to approve an additional \$5,000 expenditure to continue streaming advertising with Gray Media. Seconded by Alderperson Fruit. Motion carried by roll call 7-0.

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION

Premise Description Amendment for The Phoenix Center LLC dba Center Lanes “Class B” License: Alderperson Ron Fruit presented a request from The Phoenix Center to amend its “Class B” beer and liquor license premise description to include the adjacent parking lot for outdoor summer concert events. Clerk Keller confirmed the Police Department had no objections. Council members raised concerns about potential alcohol consumption in the parking lot outside of special events. It was clarified that the amendment is intended to accommodate licensed event activities, improve enforcement consistency, and that law enforcement will monitor compliance and address any violations. Motion by Alderperson Fruit to approve the amended Premise Description for Center Lanes LLC dba The Phoenix Center for their “Class B” Beer and Liquor License, as presented. Seconded by Alderperson Tepley. Motion carried by roll call 6-1 (Walters in dissent).

PERSONNEL COMMITTEE RECOMMENDATIONS AND ACTION

Independent Contractor Policy: Alderperson Melony Walters presented a new Independent Contractor Policy establishing minimum documentation, insurance requirements, and written contract standards for all new independent contractor engagements. The policy is intended to improve legal, financial, and operational compliance while providing department heads with clear procurement guidelines. Motion by Alderperson Walters to adopt the Independent Contractor Policy as presented. Seconded by Alderperson McCarthy. Motion carried by roll call 7-0.

PLANNING COMMISSION RECOMMENDATIONS AND ACTION

Consider the Conditional Use Permit Application to Allow the Placement of an Accessory Structure Larger Than 120ft² at 481 E. 8th St (Tax Parcel 276-1635-3200): Alderperson Karin Tepley presented the Planning Commission’s recommendation to approve a conditional use permit for Todd and Kim Coppernoll to construct a screened accessory structure exceeding 120 square feet at 481 E. 8th Street. The permit includes conditions for compliance with submitted plans and inspection access. No public objections were received, and neighboring property feedback was supportive. Motion by Alderperson Tepley to approve the Permit Application to Allow the Placement of an Accessory Structure Larger Than 120ft² at 481 E. 8th St (Tax Parcel 276-1635-3200). Seconded by Alderperson Martyniuk. Motion carried unanimously.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS: Mayor Todd Coppernoll announced a vacancy on the Utility Commission following the resignation of Jim Haier and expressed

appreciation for Haier's more than 20 years of dedicated service. Candidates Scotty Wallace and Sarah Schultz introduced themselves, outlining their backgrounds and interest in serving. Council members were given the opportunity to ask questions, with discussion focusing on the candidates' experience, commitment to the community, and understanding of utility operations. A roll-call vote was conducted, with Wallace receiving the majority and being appointed to the position. The Council thanked both candidates for their willingness to serve and encouraged their continued participation in City boards and committees

PUBLIC COMMENT: None

ADJOURNMENT: Motion by Alderperson Tepley to adjourn. Seconded by Alderperson Downs. Motion carried unanimously at 7:43 PM.

Meeting minutes recorded by Clerk Keller