



MINUTES OF THE COMMON COUNCIL

TUESDAY, MAY 07, 2024 AT 6:30 PM

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

AGENDA

CALL TO ORDER: Meeting was called to order at 6:31 PM by Mayor Coppernoll. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Mark Chambers, Melony Walters, Kevin Melby, Steve Downs, and Ryan Cairns.

APPROVAL OF MINUTES: Motion by Alderperson Tepley to waive the reading of the minutes of both the April 16, 2024 regular meeting and April 22, 2024 special meeting of the common council and approve the minutes as presented. Seconded by Chambers. Motion carried 8-0.

APPROVAL OF AGENDA: Motion by Alderperson Walters to approve the May 7, 2024 council agenda with the Public Comment section moved earlier in the meeting to accommodate a guest and remove the duplicate section creating the new committee that follows Item #14. Seconded by Downs. Motion carried 8-0.

PUBLIC COMMENT: Sheila Troxel encouraged the city to consider being involved with grants for the continued development of the AD German Warehouse. She noted that Frank Lloyd Wright is a tourism draw worldwide and tours of the warehouse are on the rise. Troxel added that the Warehouse and the 1912 Building can serve as an event location. Susanne Fish stated that the 2024 Walk with GRACE kick-off event will be May 16th at the Community Center and encourages new teams to be involved in the community fundraising event. Questions can be directed to the GRACE office at (608) 604-8255.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

Clerk Aaron Joyce reported that he is leaving employment with the city and his final day will be May 15th. Economic Development Director Jasen Glasbrenner noted that he continues to be active with projects reported on at the last meeting and the WEDC grant for Los Amigos has been approved. Administrator Ashley Oliphant stated that action will be taken later in the meeting to address the open position of City Clerk. Utility Commission President Scott Sawle said there is concern from the City Utility perspective regarding the City Clerk transition. City Attorney Michael Windle reported that the first draft of the city's Code of Ordinances is complete.

MAYOR AND ALDERPERSONS: Alderperson Tepley reported that the Tourism did not meet. Tepley also stated that the Brewer Library has hired two part-time employees and is in the process of hiring a program coordinator. Landscaping is being done at the library and participation in programming is going well. Alderperson Cairns reported that the Tree Board recently met for the first time in a couple years. He said they intend to meet more often moving forward.

FUTURE AGENDA ITEMS: None.

TREASURER'S REPORT: Motion by Alderperson Tepley to approve the April 30, 2024 Treasurer's Report as presented. Seconded by Melby. Motion carried 8-0.

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

ITEMS FOR DISCUSSION AND ACTION:

6. **Appointment of Interim City Clerk**

7. **Appointment of Interim City Treasurer**

Administrator Oliphant stated that the statutory duties of both the City Clerk and City Treasurer need to continue in light of City Clerk/Interim City Treasurer Aaron Joyce's departure on May 15th. She recommended the appointment of herself as both Interim Clerk and Interim Treasurer. She added that she will subsequently appoint Misty Molzof of Southwest Wisconsin Regional Planning Commission (SWWRPC) as the Interim Deputy Clerk upon approval of SWWRPC. The interim designations would be effective May 16, 2024 and continue until the rolls are appointed on a full-time basis. Motion by Alderperson Walters to appoint Administrator Ashley Oliphant as Interim City Clerk and Interim City Treasurer. Seconded by Tepley. Motion carried 8-0.

8. **Creation of Ad Hoc Committee to update Council Rules**

Mayor Coppernoll stated that this idea was brought forward by Alderperson Tepley. It is not known when the last time the council rules were updated. Alderperson Tepley stated there are a number of areas within the council rules where the language is vague. Motion by Alderperson Tepley to authorize the creation of an ad hoc committee for the purpose of updating the Council Rules. Seconded by Melby. Motion carried 8-0.

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:

9. **Class "B" Beer License Application from AD German Warehouse Conservancy, Timothy Abair agent, for 300 S. Church Street effective July 1, 2024**

Motion by Alderperson Melby to approve the Class "B" Beer license application from A.D. German Warehouse Conservancy, Timothy Abair agent, for 300 S. Church Street effective July 1, 2024. Seconded by Downs. Motion carried 8-0.

10. **Class "A" Beer License Application from Delicias De Las 4 Hermanas LLC, Joselin De La Cruz Garcia agent, for 146 S. Main Street effective May 8, 2024**

Ms. De La Cruz Garcia has started a small business at 146 S. Main Street with Mexican delights and snacks. Many items can only be found in Madison and Chicago. She added that she would like the opportunity to serve all clientele, not just the Hispanic population. Motion by Alderperson Melby to approve the Class "A" Beer License Application from Delicias De Las 4 Hermanas LLC, Joselin De La Cruz Garcia agent, for 146 S. Main Street effective May 8, 2024. Seconded by Downs. Motion carried 8-0.

11. **Temporary Class B Beer Picnic License from Southwest Partners Inc. dba Richland Rejuvenates for RC Thunderfest on Saturday, June 29, 2024**

Motion by Alderperson Melby to approve the Temporary Class B Beer Picnic License from Southwest Partners Inc. dba Richland Rejuvenates for RC Thunderfest on Saturday, June 29, 2024. Seconded by Downs. Motion carried 8-0.

12. **Temporary Class B Beer & Class B Wine License from Greater Richland Area Chamber for a Beer & Wine Walk on May 17, 2024.**

This action would add to the licensed locations that were approved at the last council meeting and max out the number of picnic licenses for the event. Motion made by Alderperson Melby to approve the Temporary Class B Beer & Class B Wine License from Greater Richland Area Chamber for a Beer & Wine Walk on May 17, 2024. Seconded by Downs. Motion carried 8-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

13. **Digital Billboard Advertising Package Renewal**

Administrator Oliphant reported that this renewal utilizes the same terms as last year and all city departments are able to advertise. In addition to department-level advertising, local non-profits have received the benefit of advertising. The contract is for 52 weeks at the discounted rate of \$500/flight or \$6,500 for 52 weeks. Motion by Alderperson Cairns to approve the digital billboard advertising package renewal with Lamar Advertising. Seconded by Tepley. Motion carried 8-0.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS: Alderperson Cairns noted that the Tree Board recently recommended the appointment of Tess Barr-Hamblin as the City Forester. Motion by Alderperson Cairns to appoint Tess Barr-Hamblin as City Forester. Seconded by Chambers. Motion carried 8-0.

Mayor Coppernoll recommended the following appointments: reappointment of Blossom Wright and Joy Leinweber to Library Board; reappointment of Grant Worthington to the Natatorium Board; reappointment of Dennis Fry as hotel representative and Candace Fagerlind as an at large member to the Tourism Commission; and the appointment of Melony Walters, Mark Chambers, and Karin Tepley to the ad hoc Committee to Update Council Rules, with Tepley serving as chairperson. Motion by Cairns to approve the appointments as presented. Seconded by Chambers. Motion carried 8-0.

CITY ATTORNEY UPDATE ON COMMITTEE STRUCTURE REVIEW: Attorney Windle stated that the review of committee structures will continue and he will recommend updates in the future.

CLOSED SESSION:

15. **The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Council will consider the investment of public funds.**

Motion to move into closed session made by Alderperson Chambers. Seconded by Melby. Motion carried 8-0 at 7:10 PM

****CLOSED SESSION****

16. **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 Chambers to reconvene into open session. Seconded by Downs. Motion carried 8-0 at 9:06 PM.

The following motion was made by Alderperson Walters: "The Council supports the addition and expansion of businesses in the City, but does not believe it appropriate to insert itself into transactions between private parties. However, the City is committed to supporting entrepreneurial efforts and so approves spending not more than \$20,000 from the Community Development Fund for planning and assessment services to facilitate improvements and infrastructure". Seconded by Tepley. Motion carried 8-0.

ADJOURN: Motion by Alderperson Chambers to adjourn. Seconded by Downs. Motion carried 8-0 at 9:08 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk