



# MINUTES OF THE COMMON COUNCIL

TUESDAY, JANUARY 02, 2024 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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## MICROSOFT TEAMS:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDQ1NDhjYTAzMjkwZi00MzMxLTlmZmUtNzc4M2UzZjI5ZDI%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDQ1NDhjYTAzMjkwZi00MzMxLTlmZmUtNzc4M2UzZjI5ZDI%40thread.v2/0?context=%7b%22Tid%22%3a%2214038f70-880a-4544-99f2-5408da444e94%22%2c%22Oid%22%3a%2220a2cb6e-5013-48b7-acae-ea44f9362dd0%22%7d)

**Meeting ID: 246 648 438 596**

**Passcode: PKrJTv**

## AGENDA

**CALL TO ORDER:** *Pledge of Allegiance; Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

### PRESENT

Connie Hoppenjan  
Karin Tepley  
Tom McCarthy  
Mark Chambers  
Melony Walters  
Kevin Melby  
Steve Downs  
Ryan Cairns

6:33 PM

### CLOSED SESSION

1. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The purpose is to discuss ongoing litigation and confer with legal counsel.  
Motion made by Walters, Seconded by Downs.  
Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns  
Entered into closed session at 6:35 PM
2. Consider motion to reconvene into open session pursuant to Wisconsin Stat, Sec 19.85(2) to discuss and/or vote on matters discussed during closed session. Roll call vote if motion is not unanimous.  
Motion made by Tepley, Seconded by Hoppenjan.  
Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns  
Return to Open Session at 6:47 PM

### INFORMATIONAL PRESENTATION - RICHLAND COUNTY AMBULANCE SERVICE

3. Richland County Ambulance Presentation  
Amber Burch - Interim Service Director. Currently in the process of what the service director looks like. Brian McGraw - Joint Ambulance Committee Chair. Sharon Schmitz, city's representative on the committee along with Tom. Richland County Ambulance Service

began in 1952. JAC began in 2015. MOU's with each municipality it serves. Fees go into a segregated fund. Staff consists of volunteers paid on call and full-time staff members. 15% of calls is taken by the back-up rig. Financial benefit for providing transfers to other facilities. 1228 calls in 2023. Averaging about 1150 calls per year. Aging population affects the call volume. Average 80 transfers approximately per year. City of Richland Center 4-year call average 677 calls per year. Annual total \$115,090. City has had a dramatic increase in the number of calls. Budget of Ambulance service is based on the municipality payments. 257,000 balance at the end of the last year. Want funds available if there is a sudden cost to replace an ambulance or repair building. Was able to stay in the black because of the segregated account and being budget conscious. Staffing is the highest priority of the department and recently wrote a grant to assist with staffing. Emergency Services Building is new for the service. Being fiscally responsible with the upgrades to the facility by doing much of the work themselves. Covid had an effect on the service - got PPE for the community, vaccine administration, volunteer testing. Several goals and priorities: staffing, representation (feedback from the communities), replace the 2003 ambulance, planning for financial needs, strengthening relationship with the hospital, working toward paramedic level service. Feedback??

#### **INFORMATIONAL PRESENTATION - RICHLAND CENTER TRANSIT**

Amanda Running - Richland Center Transit. 2022 vs 2023 ridership and revenue. Trips in 2022: 23533, 2023 (non dec) 23,096. Monthly trips around 1800-2000. Driver hours: city is billed is by driver hours only - the hours the drivers are on the road. Hours 2022 7461, 6634 through November 2023. Drop in the number of hours is the staffing issues. Operate shared ride transit in 32 communities in the state. Currently about a full-time position short. Apply at the Running website. 10,213 budgeted hours. Revenue 102,944 in 2022. 2023 was close to 2022 already through November. More rides in 2023 than 2022.

**APPROVAL OF MINUTES:** *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

4. Council Minutes 12/05/2023

Motion made by Chambers, Seconded by Hoppenjan.

Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns

#### **APPROVAL OF AGENDA:**

5. Agenda for January 2, 2024

Remove Items 12 & 13

Motion made by Tepley, Seconded by Melby.

Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns

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

6. Economic Development Director's Report for 1/2/2024

Glasbrenner - Provided a report to Finance. Gave to Council as well. EPA study is complete. Plan Commission will review on January 10th.

**MAYOR AND ALDERPERSONS:** *Committee/Commission/Board Reports and Comments and/or items to be discussed at a future meeting.*

Tepley: Library Board - will contract with TC Networks for security cameras. In the process of hiring a Program Coordinator. RFID tagging allows patrons to check out their own materials. Made progress on that. Mayor Coppennoll announced that the family of Jeanette Brewer gave a memorial donation to the Woodman Senior Center in the amount of \$725.

#### **TREASURER'S REPORT:**

7. Treasurer's Report 12/31/2023  
Motion made by Tepley, Seconded by McCarthy.  
Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns

**PAYMENT OF BILLS:**

8. Bills 01/02/2023  
Motion made by Walters, Seconded by Melby.  
Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns

**ITEMS FOR DISCUSSION AND ACTION:**

9. Consider Ordinance 2024-01 Annexing Parcels 022-2634-1000, 022-2634-1100, and 022-2643-2000  
Property the Richland Hospital has purchased on the east side of the city. Commonly known as the Koch Tractor land. JG - Zoning Administrator outlined the request thoroughly. The hospital wants to move forward with this land regardless if they are ready to move forward with the project. Annexation is property owner driven.  
Motion to suspend the rules, waive the reading, and approve Ordinance 2024-01 annexing territory .....
- Walters - does the CSM leave out Lot #1? Yes. At this time, the hospital has elected to not annex that property.  
Motion made by Downs, Seconded by Melby.  
Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns
10. Consider Approval of a City Donation Policy  
Atty Windle sent the updated policy that includes the tiered system. Also includes some background on the policy. City does currently have a donation policy, but it is short on detail and process. Outlines how donations are recognized and reported. Would make clear to the giver that the donation becomes the property of the city and it's the city's prerogative on how it uses the contribution. Motion to postpone to next meeting.  
Motion made by Tepley, Seconded by Hoppenjan.  
Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns
11. Consider Securing Auditing Services with Johnson Block & Company for the Year Ending December 31, 2023  
Have used Johnson Block for many years.  
Motion to engage with Johnson Block to provide audit services for the city.  
  
Motion made by Hoppenjan, Seconded by Downs.  
Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns

**FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)**

12. Request for Continued Financial Services from Southwestern Wisconsin Regional Planning Commission
13. Award Bid for Wayfinding Signs

**APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:**

Appoint Terry Testolin to the Housing Authority. Will be replacing Mary Killoy.

Motion made by Melby, Seconded by Downs.

Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns

**PUBLIC COMMENT:** *No Council action will be taken on any matter originating under this item.*

Sharon Schmitz -

**ADJOURN:**

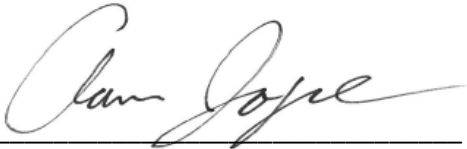
Motion made by Tepley, Seconded by Downs.

Voting Yea: Hoppenjan, Tepley, McCarthy, Chambers, Walters, Melby, Downs, Cairns

8:08 PM

Posted this 29th day of December, 2023 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

A handwritten signature in black ink, appearing to read "Aaron Joyce", written over a horizontal line.

Aaron Joyce, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.