



MINUTES OF THE COMMON COUNCIL

TUESDAY, SEPTEMBER 05, 2023 AT 6:30 PM

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

AGENDA

CALL TO ORDER: : Mayor Coppernoll called the meeting to order at 6:38 PM. Alderpersons present were Connie Hoppenjan, Karin Tepley, Tom McCarthy, Mark Chambers, Melony Walters, Kevin Melby, Steve Downs, and Ryan Cairns. Mayor Coppernoll ascertained that the meeting was properly noticed and a quorum was present.

APPROVAL OF MINUTES: Motion by Tepley to waive the reading of the August 1, 2023 minutes and approve them as presented. Seconded by Hoppenjan. Motion carried 8-0.

APPROVAL OF AGENDA: Motion by Melby to approve the agenda as presented. Seconded by Chambers. Motion carried 8-0.

CONSENT AGENDA: None.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS: Richland Center Police Chief Billy Jones reported that Officer Tyler Barr has been promoted to Sergeant of the RCPD. Jared Wilson, who previously served as Sergeant, was hired as Community Resource Officer. Chief Jones said that today (Sept. 5) was the first day of school and Wilson reported that it was a very positive day. Economic Development Director Jasen Glasbrenner reported that the sale of property at 460 W. 1st Street would be closing within the next couple of weeks. He noted that development of the property will hopefully take place this fall. City Administrator Ashley Oliphant said that city department heads are currently in the process of developing budgets, and she is meeting individually with them. Alderperson Tepley, who chairs the Library Board, introduced Stacy Pilla as the Interim Library Director. Tepley indicated that the hiring process for the full-time director is underway.

MAYOR AND ALDERPERSONS: Alderperson Tepley reported that the Tourism Commission met and approved grants and continued advertising with Gray Advertising, which utilizes streaming media. Alderperson Walters reported that the Personnel Committee continues to work on filling vacancies within the city. Applications have been received for Public Works crew and applications are still being accepted for Public Works Director and Zoning Administrator respectively. Walters also reported that Symons Recreation is hiring two part-time maintenance positions, and a group of citizens are working on establishing an endowment fund for the Symons Recreation Complex. Mayor Coppernoll noted that VFW members were present for tonight's meeting and noted that long-time VFW Auxiliary and Women's Relief Corps member Bessie Varvitseotis had passed away.

TREASURER'S REPORT: Motion by Alderperson Walters to approve the Treasurer's Report as presented. Seconded by McCarthy. Motion carried 8-0.

PAYMENT OF BILLS: Motion by Alderperson Cairns to pay the 9/05/2023 bills as presented. Seconded by Tepley. Motion carried 8-0.

ITEMS FOR DISCUSSION AND ACTION

4. Appointment of City Attorney

Mayor Coppernoll noted that Chris McGough will be resigning from the position of City Attorney and moving back to his native Alabama. Attorney Michael Windle is currently as Richland County's Corporation Counsel. Mayor recommended Windle to serve as Richland Center's City Attorney. Windle has practiced law for three years and currently resides in the city. Alderperson Walters asked how Windle would handle potential disagreements between the city and county. Windle stated that he would not represent either party if there is a conflict of interest. Attorney McGough stated that he believed Windle would be an excellent fit for the city. Jasen Glasbrenner said that he had worked with Windle on different projects previously and felt it was an excellent experience. Motion by Alderperson Tepley to appoint Michael Windle as Richland Center City Attorney. Seconded by Melby. Motion carried 8-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

5. Request to Authorize Transportation Planning Services

Jasen Glasbrenner noted that the Finance Committee has recommended to the Common Council to utilize MSA Professional Services for the project. He said this request relates to the Highway 14 corridor and the impact of the construction of a new hospital in that area of the city. The proposed study would include Highway 14 between Bohmann Drive and US Highway 58. The study would evaluate current traffic patterns, assess current access points along Highway 14, build a traffic model considering potential or likely future land uses, and provide conceptual recommendations for the improvement of Highway 14. Four firms were requested to submit a proposal for a traffic study and two proposals were received from MSA Professional Services in the amount of \$30,300 and KL Engineering in the amount of \$26,600, with MSA being the preferred contractor because of its previous working relationship with the city and the fact that KL Engineering is representing the hospital with a similar study and it was a concern that the firm representing both could create a conflict. Mayor Coppernoll also reported that the hospital met with representatives of the USDA who recommended a study of this type be conducted. Motion by Alderperson Cairns to authorize contracting with MSA Professional Services for Transportation Planning Services for Highway 14 between Bohman Drive and Highway 58 North at a cost not to exceed \$31,000. Seconded by Downs. Motion carried 8-0.

6. Request to Authorize Financial Management Services

Administrator Oliphant explained the ultimate goal is to have strategic long-term plans in place as the city manages significant development opportunities and rising costs of operations. An element of that includes consideration of the ongoing accounting software conversion challenges being experienced in the Clerk/Treasurer's Office and other barriers. The recommendation is to utilize Southwest Wisconsin Regional Planning Commission to provide direct day-to-day operational and training assistance. It is proposed that Misty Molzof, Local Government Services Specialist with SWWRP, would provide services for up to 8 hours per week for 2-3 months. Molzoff was present and introduced herself. She said she helps communities that are "green" in certain staff rolls. Molzof has previous experience as a City Administrator, Clerk/Treasurer, and Utility Clerk. She also has experience with the Caselle software which is currently being utilized in the Clerk/Treasurer's office. Motion by Alderperson Cairns to authorize the Administrator to contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount of \$15,000 in the Financial Advisory Services outlay. Seconded by Hoppenjan. Motion carried 8-0.

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION:

7. **Temporary Class B Picnic License Application - Richland Area Chamber - Hispanic Heritage Day 09/16/23**

Motion by Alderperson Melby to approve the Temporary Class B Picnic License from the Richland Area Chamber of Commerce on September 16, 2023 for Hispanic Heritage Day. Seconded by Chambers. Motion carried 8-0.

8. **Temporary Class B Picnic License Application - St. Mary's Parish - Parish Festival 09/16/23**

Motion by Alderperson Melby to approve the Temporary Class B Picnic License from St. Mary's Parish on September 16, 2023 for the parish festival. Seconded by Downs. Motion carried 8-0.

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

PUBLIC COMMENT: Bob & Heidi Sheire noted that they continue to look for volunteers for the Red Cross Blood Drives. The next drive will be September 20th at the Community Center. Volunteers can work partial days.

ADJOURN: Motion by Alderperson Tepley to adjourn. Seconded by Walters. Motion carried 8-0 at 7:14 PM.

Minutes respectfully submitted by City Clerk/Treasurer Aaron Joyce.