



MINUTES OF THE COMMON COUNCIL

TUESDAY, APRIL 21, 2026 AT 6:30 PM

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

MINUTES

CALL TO ORDER CALL TO ORDER: The meeting was called to order by Mayor Tepley at 6:30 PM. Members present were Christopher Jarvis, Frank Hoffman, Rachel Schultz, Melony Walters, Steve Downs, and Ryan Cairns. Absent: Douglas Martyniuk.

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; Nova Video representative; and members of the public.

APPROVAL OF AGENDA: *Motion by Walters, second by Schultz to approve the agenda removing item #2, Resolution #2026-05, and correction the resolution numbers in items 9 and 10 to be #2025-05 and #2025-06, respectively. Motion carried 6-0.*

Molzof stated that the agenda was posted and sent out on Friday, April 17th by 4:30 pm

APPROVAL OF MINUTES *Motion by Walters, second by Downs to waive the reading of the minutes of the March 30, 2026, in lieu of printed copies and approve said minutes correcting the spelling of "Wagner" to "Wegner". Motion carried 6-0.*

RESOLUTION #2026-05, A RESOLUTION HONORING OUTGOING ELECTED OFFICIALS: *Item removed from Agenda.*

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

Public Works / Economic Development: Glasbrenner reported that the department report is available online with the meeting materials. The Public Works Department has been short approximately 2.5 employees over the past month; one new employee began on April 20. Crews are addressing potholes, aquatic center preparation and repairs, yard waste, spring brush pickup, and cleanup from recent heavy rains. Additional ongoing projects include Airport Master Planning and street project planning.

Perkins reported that the first large item pickup occurred on April 13 and was successful. The next pickup is scheduled for May 11. Residents are reminded that items must weigh no more than 50 pounds, are limited to five items per residence, and must be placed curbside by 6:00 AM Monday. Residents may contact Republic Services for pickups outside scheduled dates.

Parks & Recreation: Mieden reported that preparations for opening the Aquatic Center are underway in coordination with Utilities and Public Works. Some insurance providers offer discounted or free passes, and residents are encouraged to check eligibility. Recreation brochures have been distributed to schools and are available online. Lifeguard staffing requires approximately 25 employees plus substitutes; currently, about 21 are secured. The Community Center is partnering with the Library and Farmer's Market for an Arbor Day celebration. A \$3,000 grant was received from Richland County Campus Foundation for a new event to be held on June 27th, ThunderSlam Pickleball Tournament.

Library: Pilla reported that circulation continues to increase monthly. The strategic plan is in progress and expected to be completed by mid-summer. The library is hiring for a full-time Youth Services & Programming position and a part-time custodian.

Utilities: Gald reported that water crews are addressing main breaks on Valley View Drive. Wastewater crews are utilizing a new jet truck for hydro-excavation, capable of digging a 7-foot by 20-inch hole in approximately 20 minutes. Electric crews are replacing poles and installing AMI meters. Over 100 locate requests were completed in March and again in April to date. The moratorium has ended, and a new automated calling system is in place for past-due notices. Rowan Wipperfurth is entering his third year as an apprentice.

Police: Jones reported that in March there were 163 calls for service, 28 criminal complaints, 8 ordinance violations, 2 juvenile detentions, 46 traffic stops resulting in 18 citations, and 4 warrant arrests. The department continues transitioning to new software (True North) and has been engaged in various training courses and annual reporting.

MAYOR AND ALDERPERSONS

Walters: Requested an update on the hotel project at the next council meeting.

Hoffman: Requested a balance sheet and revenue and expense statement at the next council meeting.

Tepley: Expressed appreciation to the community for their support and election as Mayor.

TREASURER REPORT: Molzof reported that the 1/31/2026 cash balances show beginning balances of \$14,330,738.03 and ending balances of \$11,597,505.18, a decrease of \$2,733,232.82, primarily due to property tax settlements. February and March interest totaled \$69,285.96. Due to the organizational nature of the meeting, balance sheets and revenue/expense statements were not included but will be presented at the May meeting.

UTILITY TREASURER'S REPORT: None.

PAYMENT OF BILLS *Motion by Downs, second by Cairns to approve bills entered from March 4, 2026, through April 21, 2026, as presented in the amount of \$1,010,168.27, which includes \$13,751.11 of Greater Richland Tourism bills, and \$996,417.16 of general fund bills. Upon roll call vote, motion carried 6-0.*

ITEMS FOR DISCUSSION AND ACTION

6. Adoption of Council Rules, Committee Structure, and Code of Ethics: *Motion by Walters, second by Hoffman to approve the Council Rules, Committee Structure, and Code of Ethics as presented. Upon roll call vote, Ayes: Walters, Downs, Cairns, Jarvis, Hoffman; No's: Schultz. Motion carried 5-1.* Tepley and Walters explained that this has been a work in process for about the last year with lots of meetings and reviews by the City Attorney, City Administrator, and the two of them as committee members. There were quite a few changes made, and no decision was made lightly.

7. Ordinance #2026-05, An Ordinance Dissolving the City Tourism Department and the Tourism Commission: *Motion by Schultz, second by Downs to approve Ordinance #2026-05, An Ordinance Dissolving the City Tourism Department and the Tourism Commission. Upon roll call vote, motion carried 6-0.* Tepley stated that when the Tourism Department was formed, the intent was that it would be self-sustaining at some point and transition to a separate entity rather than a city department. Over the course of the last year, the Tourism Director has been pursuing this. This ordinance dissolves both the city department and the Tourism commission.

8. Tourism Services Agreement: *Motion by Walters, second by Jarvis, to approve the Tourism Services Agreement as presented. Upon roll call vote, motion carried 6-0.* Oliphant stated that now that the Tourism Department and Tourism Commission are dissolved, the city must decide how to expend the 70% of room tax dollars collected that meets state statute and this agreement designates the new entity "Greater Richland Tourism" as that source.

9. Resolution #2026-05 – Designating Signers on City Bank Accounts: *Motion by Downs second by Schultz to approve Resolution #2026-05 as presented. Upon roll call vote, motion carried 6-0.*

9. Resolution #2026-06 – Designating Public Depositories: *Motion by Walters, second by Downs to approve Resolution #2026-06 as presented. Upon roll call vote, motion carried 6-0.*

Appointment and Confirmation (Committees, Commissions, and Boards):

Announcement of Alderperson District 1 (Wards 1, 2, 3, 14, 15, 16, & 17) Vacancy: Tepley provided public notice that Alderperson District 1 seat is open and the city is requested interested parties submit their request to Mayor Karin Tepley, or City Administrator Ashley Oliphant.

Nominate and Elect Council President: Downs nominated Cairns as Council President. *Motion by Schultz, second by Downs to approve Cairns as Council President. Upon voice vote, motion carried 6-0.*

Appointment and Confirmation of City Attorney: *Motion by Walters, second by Downs to confirm mayoral appointment of ABT Swayne as City Attorney. Motion carried 6-0.*

Appointment and Confirmation of City Assessor: *Motion by Downs, second by Schultz to confirm mayoral appointment of Accurate Assessors as City assessor. Motion carried 6-0.*

Appointment and Confirmation of City Forester: *Motion by Downs, second by Jarvis to confirm mayoral appointment of Tess Barr-Hamblin to City Forester. Motion carried 6-0.*

Appointment and Confirmation of City Emergency Government Coordinator: *Motion by Walters, second by Downs to confirm mayoral appointment of Chief of Police Billy Jones as the City Emergency Government Coordinator. Motion carried 6-0.*

Designate and Confirm Official Newspaper: *Motion by Downs, second by Cairns to Designate the Richland Observer as the Official City Newspaper. Motion carried 6-0.*

Nominate and Elect Two Council Representatives to the Utility Commission: Walters nominated Walters and Hoffman to be the representatives on the Utility Commission. *Motion by Downs, second by Schultz to confirm appointments of Walters and Hoffman to the Utility Commission.*

Motion carried 6-0. Motion by Schultz, second by Cairns to close nominations and cast a unanimous ballot. Motion carried 6-0.

Appointment and Confirmation of Committee, Commission, and Board Members:

Budget Committee: (3 Alderpersons) *Motion by Schultz, second by Cairns to confirm mayoral appointment of Cairns, Walters, and Hoffman to the Budget Committee. Motion carried 6-0.*

Personnel Committee: (3 Alderpersons) *Motion by Hoffman, second by Walters to confirm mayoral appointment of Cairns and Jarvis to the Personnel Committee holding off on the 3rd appointment until such time as the seat in District 1 is filled. Motion carried 6-0.*

Public Works: (3 Alderpersons) *Motion by Cairns, second by Downs to confirm mayoral appointment of Schultz, Jarvis, and Hoffman to the Public Works Board. Motion carried 6-0.*

Public Safety: (3 Alderpersons) *Motion by Downs, second by Jarvis to confirm mayoral appointment of Schultz, Downs, and Martyniuk to the Public Safety Committee. Motion carried 6-0.*

Board of Review: (Mayor, 3 Alderpersons, Clerk, and Alternate) *Motion by Walters, second by Downs to confirm mayoral appointment of Tepley, Schultz, and Martyniuk to the Board of Review. Motion carried 6-0.*

Library Board: (Alderperson) *Motion by Schultz, second by Downs to confirm mayoral appointment of Walters, top the Library Board. Motion carried 6-0.*

Fire District: (2 Alderpersons) *Motion by Jarvis, second by Downs to confirm mayoral appointment of Downs and Martyniuk to the Fire District Board. Motion carried 6-0.*

Natatorium Board: (2 Alderpersons, Mayor, Member-At-Large) *Motion by Downs, second by Schultz to confirm mayoral appointment of Walters and Jarvis to the Natatorium Board. Motion carried 6-0.*

Plan Commission: (2 Alderpersons, Mayor, Engineer/Citizen, Citizen) *Motion by Cairns, second by Hoffman to confirm mayoral appointment of Cairns, Jarvis, Duane Welte, and Mark Jelinek to the Plan Commission. Motion carried 6-0.*

Redevelopment Authority (RDA): *Motion by Cairns, second by Hoffman to confirm mayoral appointment of Tepley and Martyniuk to the RDA. Motion carried 6-0.*

Tree Board: (Aldersperson, Aldersperson/Citizen, Citizen, Citizen, Citizen, City Forester) *Motion by Schultz, second by Downs to confirm mayoral appointment of Hoffman and Cairns to the Tree Board. Motion carried 6-0.*

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION (CAIRNS)

20. **Authorize Payments for 2026 Fireworks:** *Motion by Cairns, second by Downs to approve payments for 2026 fireworks (June 27, 2026) in the amount of \$17,000. Upon Roll Call Vote, motion, motion carried 6-0.*
21. **Purchase of IPC CT50 Walk-Behind Floor Scrubber:** *Motion by Cairns, second by Walters to approve purchase of IPC CT50 Walk-Behind Floor Scrubber using proceeds from the sale of City Equipment up to \$4,000.00. Upon Roll Call Vote, motion, motion carried 6-0.*
22. **Mill Street Transverse Grate Repair Project:** *Motion by Cairns, second by Downs to approve expenditures of approximately \$80,000 from LGIP Pool #4 – Street Projects for the replacement of Mill Street transverse grate and storm water system and to authorize the Director of Public Works to solicit quotes and award the contract to the lowest responsible bidder in accordance with Wis. Stat. 62.15. Upon Roll Call Vote, motion, motion carried 6-0.*
23. **Valley View Drive Street Project with City Utilities:** *Motion by Cairns, second by Downs to approve the City's participation in the 2026 Valley View Drive project in partnership with City Utilities, authorizing the City's share of project costs in an amount not to exceed \$191,500 for the Base Bid and all Alternates and to recommend that the City finance its share through an intergovernmental loan from City Utilities at a negotiated interest rate and repayment term and further recommending that the City Administrator and Treasurer be authorized to negotiate and execute the necessary financing documents consistent with the option selected.. Upon Roll Call Vote, motion, motion carried 6-0.*

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION

24. **Approval of Licenses:** *Motion by Walters, second by Downs, to approve SW Partners dba Richland Rejuvenates, Temporary "Class B" Picnic License for May 9, 2026, at the City Auditorium, 182 N Central Avenue. Upon roll call vote, motion carried unanimously (6-0).*

PUBLIC COMMENT *None.*

ADJOURNMENT: *Motion by Walters, second by Downs to adjourn at approximately 8:20 pm. Motion carried 6-0.*

Meeting adjourned at approximately 8:20 pm.

Respectfully submitted,

Misty D. Molzof, City Clerk

Minutes Approved 5/5/2026