



MINUTES OF THE COMMON COUNCIL

TUESDAY, JULY 01, 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 6:39 PM. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Rachel Schultz, Melony Walters, Steve Downs, and Ryan Cairns. Absent: Douglas Martyniuk.

APPROVAL OF AGENDA: Motion by Alderperson Walters to approve the agenda with Items #14 & #15 removed. Seconded by Alderperson Downs. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Alderperson Tepley to waive the reading and approve the minutes of the June 3, 2025 regular meeting as presented. Seconded by Alderperson Schultz. Motion carried unanimously.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

Clerk Amanda Keller reported that despite no active elections, four-year voter registration maintenance in coordination with the state is occurring. She announced her attendance at the upcoming UW Clerks Institute for continued professional development and reminded the public of licensing requirements for food trucks and peddlers operating within the City.

Financial Officer Misty Molzof reported she continues working on financial reconciliations, the annual audit, and developing standard operating procedures. She praised the dedication of City staff and reported that financial activities are proceeding as expected.

Director Jasen Glasbrenner provided updates on several economic development initiatives, including progress on congressional spending grants, the completion of the Los Amigos CDI grant, and the execution of the Wild Honey Collective CDI grant. He noted that financial review of the proposed hotel development is nearing completion. Glasbrenner also reported master planning for the airport is underway and Public Works Department continues with ongoing street maintenance, crack sealing, and stormwater work. He highlighted cooperative efforts between streets and utilities, particularly in hazard tree removal and flag installations downtown. Glasbrenner noted ongoing reviews of department procedures and equipment needs.

Utility Manager Scott Gald reported on continued AMI project implementation, recent water valve maintenance, and preparations for hydrant flushing. He noted the hiring of a new water department employee and shared updates on recent electrical outages due to storm damage and low-hanging cables. Wastewater operations continue to manage increased flows from industrial customers.

Chief Billy Jones shared department activity for June, reporting 203 calls, 19 criminal arrests, and 17 traffic citations. He highlighted a successful Cops and Bobbers event and encouraged Council members to adjust the August meeting date to allow participation in National Night Out. A potential new officer hire is progressing through the background and psychological evaluation process.

Tourism Coordinator Marty Richards highlighted the busy summer season, noting successful community events and increased activity throughout the county. He reported that the rodeo parade saw strong participation and attendance, and the dairy breakfast served over 5,000 people, drawing visitors from across the region. Richards also noted improved participation in river cleanup efforts and outdoor recreation activities.

City Administrator Ashley Oliphant reported an open position within the Buildings and Grounds crew has been posted. She also announced that a tentative timeline for the 2026 budget process has been established, with finalized meeting dates to be shared following Finance Committee review. Additionally, she informed the Council that the Park Board has approved the elimination of tent camping at the City's campgrounds, limiting the campgrounds to RV use only.

MAYOR AND ALDERPERSONS:

Aldersperson Ron Fruit reported that the Public Works Department's continued focus on operational efficiency and interdepartmental cooperation. He highlighted efforts to balance mowing, street maintenance, and community event support within staffing and budget constraints. Fruit acknowledged the challenge of prioritizing tasks across various city departments and commended City staff for their dedication and collaboration.

Aldersperson Tepley reported that the Library Board's outdoor improvement efforts continue, with volunteer landscaping projects completed and benches donated from the former UW campus now installed. She noted that the Board authorized seal coating of the parking lot, with line striping to follow in coordination with Buildings and Grounds. She also noted that while summer circulation typically decreases, the library's summer reading programs encourage continued community engagement.

Mayor Todd Coppernoll highlighted the success of recent community events, including Thunderfest, which received strong public attendance and positive feedback. He noted high visitation and regional draw to the Woodman Aquatic Center, with guests traveling from across southwest Wisconsin and neighboring states. The Mayor provided an update on the Panorama Estates project, indicating that the developers expect to break ground in August following state plan approval.

TREASURER'S REPORT: Financial Officer Misty Molzof presented the Treasurer's Report, noting that cash balances and budget performance through May were consistent with expectations, with no unusual variances identified. She highlighted continued efforts to reconcile accounts receivable and finalize audit preparations. Molzof also discussed recent improvements to the bill listing format and welcomed questions from the Council regarding financial operations.

PAYMENT OF BILLS: Motion by Aldersperson Cairns to pay the July 1, 2025 bills as presented. Seconded by Aldersperson Downs. Motion carried 7-0.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Assignment of Parking Lot Lease: Clerk Amanda Keller presented a request to approve the reassignment of a 99-year parking lot lease originally established in 2001 between the City and Cornerstone LLC, later assigned to Yellow Heron of Reedsburg. The current request transfers the lease to Harmony Lane Holdings as part of a property sale. It was confirmed that the lease terms remain unchanged, with the lessee responsible for maintenance and an annual payment of \$25. The agreement was reviewed by the City Attorney, and approval was recommended to allow the property sale to proceed. Motion by Aldersperson Walters to accept the Assignment of Parking Lot Lease to Harmony Lane Holdings, LLC. Seconded by Aldersperson Fruit. Motion carried 7-0.

Annual Tourism Department Report: Tourism Coordinator Marty Richards presented the 2024 Tourism Report, highlighting a fourth consecutive year of increased visitor spending and steady growth in digital engagement. He reported that outdoor recreation remains a key draw for visitors, with strong attendance at community events. Richards noted expanding partnerships with area municipalities and ongoing efforts to improve tourism infrastructure, including lodging and dining options. He also highlighted the success of digital marketing campaigns, which continue to broaden the Tourism's reach and attract first-time website visitors.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION

Award Annual Leachate Line Jetting Work: Aldersperson Ryan Cairns reported that the annual maintenance of the landfill leachate lines is required by state code to ensure proper landfill operation. Following a review of the bids by the Public Works and Finance Committees it is recommended to award the annual leachate line jetting to Superior Jetting at a cost of approximately \$3,950 utilizing landfill contracted service funds. Motion by Aldersperson Cairns to award the annual leachate line jetting work to Superior Jetting at a cost of approximately \$3,950.00. Seconded by Aldersperson Schultz. Motion carried 7-0.

Award 2025 Street Overlay Project: Aldersperson Ryan Cairns reported that the 2025 street maintenance project was reviewed by the Public Works and Finance Committees and after evaluating project needs and bid results, it is recommended to proceed with chip sealing rather than traditional overlays to improve road longevity and reduce costs. Motion by Aldersperson Cairns to award the 2025 Street Overlay Project, using chip seal, to Fahrner Asphalt Sealers at a cost of \$2.56/sq yd for Single Seal and \$5.05/sq yd for Double Seal with the expenditure amount not to exceed \$105,000.00 Seconded by Aldersperson Tepley. Motion carried 7-0.

Award Church & E. Court Parking Lot Repaving Project: Alderperson Ryan Cairns reported that the repaving project will complement planned improvements to the adjacent fire department lot. The sole bid for the project was reviewed and recommended by the Public Works and Finance Committees, with funding from the roadway outlay budget. Motion by Alderperson Cairns to award the Church & E. Court Parking Lot Repaving Project to D.L. Gasser Construction at a cost of approximately \$32,340.00. Seconded by Alderperson Downs. Motion carried 7-0.

Streets - Request for End Loader Repair: Alderperson Ryan Cairns reported that the repair of the City's 2010 John Deere end loader was reviewed by the Public Works and Finance Committees. Due to engine failure, repair was determined to be the most cost-effective solution to extend the equipment's service life. Motion by Alderperson Cairns to approve the engine replacement for the John Deere Model 624K end loader, at an approximate cost of \$33,000.00 utilizing cash on hand. Seconded by Alderperson Walters. Motion carried 7-0.

Buildings & Grounds - Request for Mower Repair: Motion by Alderperson Cairns to approve the repair of the Ferris mower at a cost of approximately \$4,100.00 utilizing property equipment maintenance repair funds. Seconded by Alderperson Schultz. Motion carried 7-0.

Donation of Dugouts for Krouskop Park Softball Fields: Alderperson Ryan Cairns reported that the Knights of Columbus proposed a donation valued at approximately \$12,000 for the installation of new roofed dugouts at Krouskop Park's softball fields. Rick Ermillio of the Knights of Columbus shared that over \$6,000 has been raised through concession sales and community events to support the project, which aims to enhance the fields for youth sports. The proposal was reviewed and recommended by the Public Works and Finance Committees. Motion by Alderperson Cairns to approve Resolution 2025-07 Acceptance of Non-Monetary Donation by Knights of Columbus for Ball Field Dugouts. Seconded by Alderperson Downs. Motion carried 7-0.

WEDC Community Development Investment Grant Award Update and Moratorium: Alderperson Ryan Cairns reported that the Finance Committee reviewed the status of the City's available WEDC Community Development Investment (CDI) grants. With the financial analysis of the proposed hotel development nearing completion, the Committee recommended extending the moratorium on accepting new CDI grant applications until the hotel project is fully evaluated. The extension ensures that the City maintains grant capacity for priority projects pending final review. Motion by Alderperson Cairns to extend the moratorium on accepting or processing new Community Development Investment (CDI) grant applications until the financial analysis of the proposed hotel development has been completed. Seconded by Alderperson Tepley. Motion carried 7-0.

Request for Additional Funding for Municipal Building Generator: Removed

Development Incentive Policy: Removed

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION

Approval of Municipal License(s): Motion by Alderperson Fruit to approve the Tobacco License for Dairyland Daze LLC dba Dairyland Daze Dispensary at 130 W Court St. Seconded by Alderperson Downs. Motion carried 7-0.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS: Mayor Todd Coppennoll reappointed citizen James Korb to the Library Board. Motion by Alderperson Walters to approve the appointment. Seconded by Schultz. Motion carried unanimously.

PUBLIC COMMENT: None

CLOSED SESSION

Closed Session for the purpose of discussing a Proposal for Land Acquisition: Motion by Alderperson Downs to enter Closed Session. Seconded by Alderperson Tepley. Motion carried unanimously at 7:51 PM.

****CLOSED SESSION****

Reconvene in open session: Motion by Alderperson Tepley to reconvene into open session. Seconded by Alderperson Downs. Motion carried unanimously at 8:29 PM.

ADJOURNMENT: Motion by Alderperson Walters to adjourn. Seconded by Alderperson Downs. Motion carried unanimously at 8:29 PM.

Meeting minutes recorded by Clerk Keller