



MINUTES OF THE COMMON COUNCIL

TUESDAY, SEPTEMBER 03, 2024 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 6:30 PM. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Mark Chambers, Kevin Melby, Steve Downs, and Ryan Cairns.

APPROVAL OF MINUTES: Motion by Alderperson Walters to approve the minutes of the August 6, 2024 meeting with corrections made to Item #5-Hiring and Retention Bonuses. Seconded by Tepley. Motion carried unanimously.

APPROVAL OF AGENDA: Motion by Alderperson Chambers to approve the Council agenda with as presented. Seconded by Tepley. Motion carried unanimously.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

Director Glasbrenner provided updates on the Panorama agreement, Industrial Park development, Orange Street/downtown redevelopment, and a potential Allison Park subdivision. As the new Public Works Director, he's working with various departments to improve operational efficiency. Glasbrenner advised the 8th Street project is on schedule. Landscaping and blacktop are underway, with concrete work next week. Due to the fair, traffic should use Highway 80 North to Industrial Drive, then AA. Police, Streets, and Tourism departments are assisting with traffic control and public notifications.

Utility Manager Scott Gald reported a positive start after three weeks in his new role. The Utility received 11 applicants for a Water Department vacancy and hired Colt Johnson, who has 10 years of experience. The Utility Office Manager position has been reclassified to Accounting Coordinator, with a new hire starting Monday, bringing significant banking and accounting experience. The 8th Street Project's utility work is complete, and overhead wires are being removed. Gald reported working collaboratively with the City Administrator and Director of Public works which includes weekly meetings. Overall, Gald believes the transition has been very positive.

Library Director Stacy Pilla announced that the UPS access point is discontinued, and packages can no longer be accepted inside the library, though a drop box is available outside. September is "Library Card Sign Up" month, ideal for obtaining or renewing library cards. There is an upcoming vacant seat on the Library Board for a community representative. The Brewer Library building's 55th Anniversary will be celebrated with an open house and chili lunch on November 2nd.

Attorney Michael Windle reported working with the Building Inspector and Chief of Police for the purpose of addressing nuisance and zoning related violations.

City Administrator Ashley Oliphant reported the Clerk/Treasurer's Office will close for one to two days to engage in records maintenance activities. Personnel are actively planning and preparing for the November 5th general election. Those interested in serving on a board, commission, or as an election worker can submit an electronic interest form located on the City's website under "Opportunities to Serve."

MAYOR AND ALDERPERSONS

Aldersperson Karin Tepley announced that the library board's story walk features a new story night at the fair by Donald Cruz. Visitors are encouraged to check it out. The library also offers a monthly newsletter available online and in print, highlighting staff introductions and library events. Additionally, a new RFID tagging process is underway, allowing patrons to self-checkout books, with over 19,000 items tagged so far, roughly half of the library's collection.

Aldersperson Tepley also reported that the Historic Preservation Commission will now be meeting quarterly. They received an update on the Vernon Thomson historical marker, with the state acknowledging receipt of their information. Plans for the sign unveiling are underway. The commission discussed how to assist the History Room at the Brewer Library and noted that minutes from 1987 to present are now available online. Future agenda items include exploring public art initiatives with other local preservation commissions. Additionally, trailhead signs will be installed to guide visitors to bike trail access points and parking, with eight signs planned for this purpose.

Aldersperson Mark Chambers reported on the Parks and Recreation Commission's recent meeting. They are reviewing lighting options for the ballfield at Krouskop Park. Keith Behling is leading efforts to add a shelter to provide shade at the splash pad, with a donation from the Richland County Rotary Foundation already secured. They are currently seeking bids for concrete work. The Park Board renewed the Rotary Lights program for another year. Keith Behling was thanked for his many contributions to these initiatives.

Aldersperson Melony Walers reported recent Personnel Committee updates. Matt Williams was appointed as Zoning Administrator, starting September 9. Amanda Keller accepted the City Clerk position, leaving the administrative assistant role vacant, which will be posted online by the week's end. Interviews for the treasurer position are ongoing. Applications for a limited term administrative support position for the Economic Development and Public Works Departments are being accepted.

Aldersperson Kevin Melby announced that the pedestrian crossing sign approved by the Public Safety and Public Works Committees at 8th and Main Street has been installed and is operational, though it currently does not interact with the sign at 6th and Main Street.

Mayor Coppernoll shared updates from the Planning Commission, including the Lamont subdivision project. Mike Lamont and Ellen Keller Evans plan to build homes on 12 acres purchased from Rosalee Wheat above Rainbow Drive. They have been in communication with the city personnel, engaged an engineering firm, and followed all required procedures. Their presentation to the Planning Commission is available online, and more details will be provided as the project progresses. Mayor Coppernoll also shared that the Ambulance Committee convened last week. The Committee was met with community discord and complaints.

Mayor Coppernoll shared that a young mother from Baraboo recently praised the Aquatic Center as the best in Southwest Wisconsin and mentioned that her mom-group frequently visits. Mayor Coppernoll emphasized the benefit of the Aquatic Center as many non-local visitors indicate it is a key reason for their trip to Richland Center.

Mayor Coppernoll also made the Councilmembers and public aware Richland County would be holding a public information meeting the following evening to review findings of a Venture Architects facility feasibility study of the Richland Campus and county owned buildings.

TREASURER'S REPORT: Motion by Aldersperson Melby to approve the Treasurer's Report as presented. Seconded by Downs. Motion carried 8-0.

PAYMENT OF BILLS: Motion by Alderperson Tepley to pay the September 3, 2024 bills as presented. Seconded by McCarthy. Motion carried 8-0.

PUBLIC SAFETY RECOMMENDATIONS AND ACTION:

5. **Temporary Class B Picnic License for the Greater Richland Area Chamber for Hispanic Heritage Day September 14, 2024**

Motion by Alderperson Melby to approve a Temporary Class B Picnic License for the Greater Richland Area Chamber for Hispanic Heritage Day on September 14, 2024 from 10AM to 6PM. Seconded by Downs. Motion carried unanimously.

6. **Temporary Class B Beer & Class B Wine License for the Greater Richland Area Chamber of Commerce for a Beer & Wine Walk on October 4, 2024**

Motion by Alderperson Melby to approve a Temporary Class B Beer & Class B Wine License for the Greater Richland Area Chamber of Commerce for a Beer & Wine Walk on October 4, 2024. Seconded by Chambers. Motion carried unanimously.

7. **Temporary Class B Beer & Class B Wine License for Richland County Performing Arts Council on October 11, 2024**

Motion by Alderperson Melby to approve a Temporary Class B Beer & Class B Wine License for the Richland County Performing Arts Council on October 11, 2024 from 6PM to 11PM. Seconded by Fruit. Motion carried unanimously.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

8. **Renewal of Legal Services Agreement**

Alderperson Cairns reported the Personnel and Finance Committees recommended one year renewal of the legal service agreement with Abt Swayne Law with an hourly fee of \$150. Motion by Alderperson Cairns to authorize a one-year renewal of the legal services agreement with Abt Swayne Law. Seconded by Tepley. Motion carried 8-0.

PLANNING COMMISSION RECOMMENDATIONS AND ACTION:

9. **Consider the application of Marion M Carley Revocable Trust to divide a parcel of land located at 286 W. 6th Street (Tax ID 276-1645-7000)**

Mayor Coppernoll reported the owners of the 0.35 acre lot at 286 W. South 6th Street are requesting to divide the property to separate the existing business from the residential structures. An existing multifamily structure is to be razed and replaced with a duplex meeting the ordinance requirements. No changes were planned for the existing Dairy-O business. Motion by Alderperson Downs to approve the application of Marion M Carley Revocable Trust to divide a parcel of land located at 286 W. 6th Street (Tax ID 276-1645-7000). Seconded by Melby. Motion carried 8-0.

10. **Update and Action on Finalization of Project Modifying Industrial Park Parcel Boundaries**

The project to modify boundaries in the Industrial Park has been ongoing, addressing issues with lot lines and sizes. Narrow out lots along Southeast Industrial Drive, originally reserved for utility rights of way, have been deemed unnecessary as a utility easement in those areas are sufficient. Glasbrenner requested approval to dispose of the identified out lots by adjoining them to the adjacent privately owned parcels while maintaining utility access via easements. Motion by Alderperson Walters to approve the disposition of the existing Outlot

12 and Outlot 13 of the new Industrial Park Parcel Boundaries CSM. Seconded by Downs. Motion carried 8-0.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS

No appointments made. Mayor Coppernoll announced upcoming openings on the Tourism Commission, Library Board, and Planning Commission as a result of Candace Fagerlind's resignation due to relocation. Mayor acknowledged Fagerlind's significant contributions to the city and expressed gratitude for her dedication and service.

PUBLIC COMMENT: Casey Garner, whose daughter uses a wheelchair, has gained awareness of accessibility issues in the community. He desires to contribute to initiatives aimed at improving ADA accessibility, particularly in parks and trails.

ADJOURNMENT: Motion by Alderperson Tepley to adjourn. Seconded by Downs. Motion carried unanimously at 7:22 PM.

Minutes recorded by Amanda Keller, Clerk