MINUTES OF THE COMMON COUNCIL

TUESDAY, JUNE 2, 2026 AT 6:30 PM

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

CALL TO ORDER & ROLL CALL The meeting was called to order by Mayor Tepley at 6:30 PM. Present: Chris Jarvis, Bradley Wegner, Frank Hoffman, Rachel Schultz, Melony Walters, Douglas Martyniuk, and Steve Downs. Excused: Ryan Cairns.

OTHERS PRESENT Ashley Oliphant, City Administrator; Michael Windle, City Attorney; Misty Molzof, Financial Officer; Darcy Perkins, Municipal Services Specialist; Scott Gald, Utility Manager; Billy Jones, Police Chief; Stacy Pilla, Library Director; Media; Nova Video Recorder; and members of the public.

Molzof confirmed that the agenda was posted on Friday, May 29, 2026, with no subsequent amendments.

APPROVAL OF AGENDA *Motion by Walters, second by Schultz to approve the agenda as presented. Motion carried unanimously (7-0).*

APPROVAL OF MINUTES *Motion by Downs, second by Martyniuk to waive the reading of the minutes of May 5, 2026, in lieu of printed copies and approve said minutes as presented. Motion carried unanimously (7-0).*

MAYOR AND ALDERPERSONS

Jarvis: Reported that the Planning Commission discussed the distinction between applicants who apply for permits prior to commencing work and those who apply after work has already begun or been completed.

Hoffman: Reported that the Utility Commission reviewed budget matters, with a report included in the evening's agenda packet. Discussion was held regarding Electric Utility profits decreasing to approximately 1.6%, which may require a future rate case to increase revenues. Hoffman also noted that he toured utility facilities to review current conditions and operations.

Schultz: Reported on the Natatorium Board meeting attended by representatives from Symons Recreation Complex, Richland County, and the City. The Board discussed annual attendance of approximately 70,000 visits, potential future innovation grant funding opportunities, and building improvements, including needed HVAC upgrades. Schultz also noted that the Symons Foundation has established an endowment for the facility.

Schultz further reported on the Public Works Committee meeting, where various operational items and budget-related bills were reviewed. Schultz stated the Committee continues adjusting to the new meeting format. Schultz also noted that the City maintains more than 300 acres of parkland. The Committee toured the Woodman Aquatic Center and discussed operational losses, ongoing maintenance needs, and future repairs. Additional discussion included community nuisance and garbage concerns, as well as street condition ratings previously presented by MSA. Due to two committee members not being present during the original presentation, the committee plans to revisit the street rating information.

Walters: Reported that the Budget Committee met prior to the Common Council meeting and that the annual audit process is progressing well. The Committee is conducting a more in-depth review of balance sheets, revenues, expenditures, and departmental financial positions. Preliminary discussions regarding the 2027 budget are anticipated to begin in August or early September. Walters also stated the committee is reviewing revisions to the procurement policy and delinquent account collection procedures.

Walters further reported attending her first Library Board meeting, noting that David Turk was elected Board President. Walters also reported on the General Government Committee meeting, where Ryan Cairns was selected as Chair. The Committee reviewed departmental budgets related to administration, legal services, economic development, and zoning. Additional discussion included Symons Recreation Complex funding, cropland leases, and the selection of a collective bargaining team to negotiate with the Police Union, consisting of Walters, Mayor Tepley, Administrator Oliphant, and Attorney Windle.

Downs: Reported that the Public Safety Committee matters would be discussed later on the agenda. Downs also attended the recent annual Passages meeting and the WPPI Energy Regional Dinner, sharing that both meetings were informative and worthwhile. Downs noted that Passages provides services and support for individuals recovering from domestic abuse. Downs further reported that Utility Superintendent Scott Gald was elected to the WPPI Energy Board of Directors.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

Glasbrenner, Director of Public Works/Economic Development: Reported that Public Works crews continue working on pothole repairs, crack sealing, curb sweeping, and brush pickup throughout the City. Glasbrenner reported that procurement of approved capital expenditures is ongoing, and that unused or surplus equipment is being sold through auction. Additional updates included the Valley View project and repairs to the transverse grate at Mill and Main Streets. Glasbrenner further reported that the Aquatic Center sunshade has been installed, and the facility is expected to open later in the week. Discussions regarding campus redevelopment with Richland County remain ongoing. Tree maintenance and removal issues throughout the community continue to be addressed, with some removals anticipated this summer despite a preference to complete such work during winter months.

Pilla, Library Director: Thanked the Public Works Department for repairs completed to the Library ramp railing. Pilla reported that the Library is currently in the process of hiring a Youth Services Programmer and Librarian. Library circulation for 2026 is trending positively. Pilla also noted that the Library calendar is available through multiple sources, including the Library's website, Facebook page, and WRCO.

Gald, Utility Manager: Thanked those who attended the WPPI Energy Regional Dinner, noting it was the first time the City hosted the event. Gald reported that the current WPPI Energy contract extends through 2055; however, discussions are underway regarding a proposed extension through 2073 due to debt-related considerations, and WPPI Energy representatives are available to provide additional information. Gald also discussed territorial matters on the east side of the City related to the proposed hospital development.

Gald further reported that hydrant flushing has been completed, utilizing approximately 63 million gallons of water, and noted that approximately 20 lead service lines are scheduled for replacement. A hybrid seasonal employee has been hired to assist with mowing and various projects. Wastewater operations continue routine maintenance activities, the Stori Field water line has been installed and charged, and the sewer project is approximately halfway complete. Panorama has requested utility service. Gald also reported a brief power outage occurred the previous day due to a squirrel.

Regarding Fire Department operations, Gald reported that the department responded to 86 calls and reminded the public to use caution and reduce speeds in construction areas. An open house is scheduled for Saturday, June 13, immediately following the parade.

Oliphant, **City Administrator**: Reported that Richland County Veteran's Services, in coordination with the Department of Veterans Affairs, will host a veterans resource event in the municipal parking lot the following day from 1:00 p.m. to 3:00 p.m. Oliphant also announced that City staff will host an informal public question-and-answer session on June 10 at noon to provide residents an opportunity to discuss questions, concerns, and other matters with staff. Similar sessions are anticipated to be held quarterly with various staff members participating.

Oliphant further noted that updated staff directory photographs will be taken over the following two Thursdays. Oliphant also highlighted the "How Do I?" feature available on the City website, which allows the public to report non-emergency concerns 24 hours per day, 365 days per year. Residents are encouraged to submit photographs when reporting concerns, which will then be routed to the appropriate department. Emergency matters should continue to be reported by calling 9-1-1.

PUBLIC COMMENT

Sheila Troxel, 26650 Rocky Branch Lane, thanked staff for recent successful projects, and alders for listening to concerns. Spoke in support of restoring the Park Board.

Melinda Jones, 385 E 8th Street, spoke in favor of keeping all the existing nonmandated boards and commissions to maintain transparency and community involvement.

Becky Dahl, 19755 Keshel Ridge Lane, on behalf of Southwest Partners, expressed concern for the dismantling of the Park Board and requested restoration of the Park Board.

TREASURER'S REPORT: Molzof reviewed the April 2026 cash balances report, accounts payable, balance sheets, revenue and expenditure reports, and accounts receivable listing. It was noted that financial accounts appeared in good order and recommendations for account write-offs were discussed.

UTILITY TREASURER'S REPORT: Gald reported that Water Utility reserves will substantially decrease as funds are utilized for the Valley View Project.

BILLS FOR APPROVAL: *Motion by Walters, second by Downs to approve bills from May 1, 2026, through May 29, 2026, as presented in the amount of $440,129.01. Upon roll call vote all alders present voted aye, carried 7-0.*

GENERAL GOVERNMENT COMMITTEE RECOMMENDATIONS FOR ACTION (CAIRNS)

Annual Renewal of Digital Billboard Advertising Contract with Lamar: Walters stated that the Committee reviewed the contract, which allows the City to receive advertising at a discounted rate. The contract terms are unchanged and will remain at $6,500 per year. *Motion by Walters, second by Schultz to authorize the City Administrator execute a one-year contract at $6,500 per year. Upon roll call vote, all members present voted aye, carried unanimously (7-0).*

Cobblestone Hotel Pre-Development Agreement - Status Update and Direction. *Motion by Walters, second by Schultz to amend Pre-Development Agreement with Cobblestone Hotels to extend both deadlines of securing investors and construction commencement by 6 months and direct Mayor and Economic Development Director to continue active discussions with Cobblestone on the hotel project.*

Martyniuk expressed concern over extending deadlines.
Motion by Martyniuk, second by Hoffman to amend motion for a 3-month extension with an alternative to seek an alternative development agreement upon the conclusion of that 3-month extension.
Schultz called the question. Upon roll call vote, the motion to amend carried 5-2 with Downs and Schultz opposing.

Upon roll call vote on the amended motion, "to amend Pre-Development Agreement with Cobblestone Hotels to extend both deadlines of securing investors and construction commencement by 3 months and direct Mayor and Economic Development Director to continue active discussions with Cobblestone on the hotel project with a directive to seek an alternative development agreement at the conclusion of the 3-month extension", motion carried unanimously (7-0).

PLANNING COMMISSION RECOMMENDATIONS FOR ACTION (JARVIS)

Consider the Conditional Use Permit Application of Neil Jarman DBA New Tech Golf Carts for the Operation of an LSV Dealership at 195 Richland Square, Suite 145 (Tax Parcel 276-2714-1000): *Motion by Jarvis, second by Downs to approve the Conditional Use Permit Application of Neil Jarman DBA New Tech Golf Carts for the Operation of an LSV Dealership at 195 Richland Square, Suite 145 (Tax Parcel 276-2714-1000) with conditions as approved by Plan Commission. Motion carried unanimously (7-0).*
Conditions imposed:

1. *All display, storage, and sale of LSV inventory must occur either within the enclosed leased unit or within a designated outdoor display area. The outdoor display area shall be clearly delineated on a site plan submitted to and approved by the Zoning Administrator.*
2. *The outdoor display area shall not encroach upon fire lanes, accessible parking spaces, required parking stalls, drive aisles, or neighboring tenant frontage.*
3. *All rental units not actively in use by a renter must be stored inside the leased unit or within the approved outdoor display area.*
4. *At the close of each business day, all units displayed outdoors must either remain within the approved display area or be moved inside. No units shall be left unsecured in the general parking lot overnight.*

5. *Light service and maintenance (battery charging, minor adjustments, cosmetic repair) is permitted within the leased unit only. No service or repair work shall be performed outdoors.*
6. *All waste materials, including battery components awaiting disposal, must be handled through a licensed electronics recycler in compliance with Wisconsin DNR regulations. No hazardous materials may be stored outside the building.*
7. *All inventory deliveries must occur during normal business hours and shall not obstruct drive aisles, fire lanes, or shared access points within the mall parking lot.*
8. *Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.*

Consider the Conditional Use Permit Application of Kevin Burkhamer DBA Pine River Tire and Auto LLC for the Operation of a Tire and Auto Repair Shop at 243 E Court St (Tax Parcel 276-2100-0930): *Motion by Jarvis, second by Hoffman to approve the Conditional Use Permit for Kevin Burkhamer DBA Pine River Tire and Auto LLC for the Operation of a Tire and Auto Repair Shop at 243 E Court St (Tax Parcel 2762100-0930). Motion carried unanimously (7-0).*
Conditions are:

1. *All standard automotive maintenance and repair services, including tire installations, brake work, and alignments, must be conducted entirely within the enclosed service bays of the building.*
2. *Repair work performed outside the building shall be strictly limited to vehicles or agricultural equipment that exceed the physical dimensions of the service bay doors (e.g., large tractors, combines, or oversized trailers).*
3. *All inventory, including new tires and tires awaiting installation, must be stored inside the primary structure. Outdoor display of tires for sale is prohibited.*
4. *All waste tires must be stored inside the building and disposed of in accordance with all applicable federal, state and local regulations.*
5. *All hazardous materials, including new and used motor oil, must be stored inside the building. Waste oil repurposed for heating is permitted provided it is handled in compliance with applicable federal, state, and local regulations.*
6. *No dismantled vehicles, "parts cars," or salvaged automotive components may be stored outside the building at any time.*
7. *All floor jacks, pneumatic tools, and other mobile shop equipment must be moved inside the building at the close of each business day.*
8. *Scrap metal shall be stored in a designated on-site dumpster and removed by a licensed hauler. No scrap metal shall be stored outside the building or dumpster.*
9. *Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.*

Consider the Conditional Use Permit Application of Gary Williams DBA Gary's Lawn Care LLC for Open Storage and Sales at 789 Sextonville Rd (Tax Parcel 276-2100-7581): *Motion by Jarvis, second by Hoffman to approve Conditional Use Permit for Gary Williams DBA Gary's Lawn Care LLC for Open Storage and Sales at 789 Sextonville Rd (Tax Parcel 276-2100-7581). Motion carried unanimously (7-0).*
Conditions are:

1. *All landscaping equipment, trailers, and vehicles associated with the business must be stored within the paved driveway area of the property. No equipment or vehicles shall be stored on unpaved surfaces, in the public right-of-way, or on adjacent parcels.*
2. *The outdoor storage area shall be clearly delineated on a site plan submitted to and approved by the Zoning Administrator. The storage area shall not encroach upon required parking, fire lanes, or public sidewalks.*
3. *Outdoor sales of flower baskets, plants, and related home goods are permitted within the approved outdoor sales area. The sales area shall be clearly delineated on the approved site plan and shall not encroach upon required parking, fire lanes, or public sidewalks.*
4. *All fuel, fertilizers, pesticides, herbicides, and other hazardous or flammable materials associated with the landscaping business must be stored inside the building in appropriate, leak-proof containers in compliance*

with applicable Wisconsin DNR, EPA, and fire code regulations. No hazardous materials shall be stored outdoors.

5. *All waste materials, including empty chemical containers, shall be disposed of in accordance with all applicable federal, state, and local regulations. The site shall not serve as a collection or drop-off point for outside materials.*
6. *No major mechanical repair of equipment shall be performed outdoors. Routine field maintenance (e.g., blade sharpening, belt replacement) is permitted within the approved storage area provided it does not create a nuisance to neighboring properties.*
7. *The outdoor sales area shall be kept neat and orderly at all times. Unsold inventory shall not be left in a deteriorated or unsightly condition.*
8. *Should operations cease for twelve (12) or more consecutive months, the permit shall be deemed null and void.*

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION

Approve License(s), if any: *Motion by Downs, second by Schultz to approve the licenses as listed below. Motion carried unanimously (7-0).*

Municipal Licenses:
- Arcade License – Timothy Oman dba TKO BBQ Bar & Grill, 165 W. Court Street, Agent: Timothy Oman
- Arcade License – Richland Center American Legion Club, Ltd., 900 Flag Park Drive, Agent: Richard Cairns
- Arcade License – Center Lanes, Inc. dba The Phoenix Center, 100 S. Orange Street, Agent: Amy T. Schoepp
- Abattoir License – Richland Locker Co., 590 S. Main Street, Agent: Craig L. Huth

Temporary Class "B" Picnic Licenses – Beer, Alcohol, and Wine:
- Driftless Angler, LLC, Starlite 14, US Hwy 14 East, Richland Center, WI 53581, for the Driftless Drive In Fly Fishing Show
- Southwest Partners DBA Richland Renegades, Krouskop Park, for event coordinated by Michael Cosgrove

Class "A" Beer Licenses (Off-Premise Consumption):
- Kwik Trip #363, 2393 Hwy 14 East, Agent: Lisa Granger
- Southern WI Huts, LLC Pizza Hut, 719 E. Hwy 14, Agent: David A. Bailey
- Claudia Merlos Gonzalez dba Tianda Mexicana Oasis Inc., 170 N. Main Street, Agent: Claudia Merlos Gonzalez

Class "A" Liquor Only License (Off-Premise Consumption):
- Turnipseed Properties, LLC, 339 N. Main Street, Agent: Ashley A. Anderson

Class "A" Combination Liquor & Beer Licenses (Off-Premise Consumption):
- Kwik Trip #788, 378 W. Seminary Street, Agent: Nick Haas
- Wal-Mart Stores East, LP #1007, 2401 US Hwy 14 East, Agent: Donald A. Fieldhouse
- Richland Locker Co., 590 S. Main Street, Agent: Craig L. Huth
- Shaa LLC dba Triangle Kwik Stop, 845 Sextonville Road, Agent: Harmit Miranpuri
- Jax Enterprises, DBA Eastside BP, 2407 Hwy 14 East, Agent: Dennie J. Jax
- Jax Enterprises, DBA Richland Mobil Mart, 1001 Hwy 14 West, Agent: Dennie J. Jax

Class "B" Beer Licenses (On-Premise Consumption):
- AD German Warehouse, 300 S. Church Street, Agent: Timothy Abair
- Mellem's Fish House LLC, 1885 Allison Park Drive, Agent: Brenda A. Walther
- Richland Family Restaurant, 211 N. Main Street, Agent: Abidin Bajrami

Class "B" Combination Liquor & Beer Licenses (On-Premise Consumption):
- TKO Bar & Grill, 165 W. Court Street, Agent: Timothy J. Oman
- Los Amigos II Mexican Restaurant dba Los Amigos, 100 & 124 N. Main Street, Agent: German Vasquez Hernandez
- Richland Center American Legion Club, Ltd., 900 Flag Park Drive, Agent: Richard Cairns
- Center Lanes, Inc. dba The Phoenix Center, 100 S. Orange Street, Agent: Amy T. Schoepp

Class "C" Wine Licenses (On-Premise Consumption & 1 Opened/Resealed Bottle):
- Mellem's Fish House LLC, 1885 Allison Park Drive, Agent: Brenda A. Walther
- Richland Family Restaurant, 211 N. Main Street, Agent: Abidin Bajrami

Cigarette, Tobacco, and Electronic Vaping Device Retail Licenses:

- Dairyland Daze, LLC, 130 W. Court Street, Agent: Rachel Smith
- Richland Smokes, LLC, 165 Richland Square, Agent: Anan Barbarawi
- Kwik Trip #363, 2393 Hwy 14 East, Agent: Lisa Granger
- Kwik Trip #788, 378 W. Seminary Street, Agent: Nick Haas
- Shaa LLC dba Triangle Kwik Stop, 845 Sextonville Road, Agent: Harmit Miranpuri
- Family Dollar #24085, 390 S. Main Street, Agent: Brandi L. Zaring Roatch
- Jax Enterprises, DBA Eastside BP, 2407 Hwy 14 East, Agent: Dennie J. Jax
- Jax Enterprises, DBA Richland Mobil Mart, 1001 Hwy 14 West, Agent: Dennie J. Jax

Discussion around a possible special meeting to approve licenses whose applications were submitted late to be scheduled, possibly Juen 22nd at Noon. This would be immediately following a Public Safety Meeting.

REFORMATION OF THE PARK BOARD (JARVIS)

Discussion was held regarding the previously dissolved Park Board. Attorney Windle advised that, prior to the ordinance amendments adopted in May 2026, the City's Code contained inconsistent and contradictory language across four separate chapters relating to parks governance and oversight. Attorney Windle explained that an advisory committee established by the previous Common Council had spent more than a year reviewing the ordinances and governmental structure before recommending amendments, including dissolution of the Park Board.

Attorney Windle stated that the recommendation was based in part on concerns that existing Park Board practices were not fully aligned with the ordinances or with the City's current Administrator-Mayor-Common Council form of government. It was explained that, to ensure compliance with the ordinances and operational structure of the City, either the Park Board's practices would need to change or the ordinances themselves would need to be revised. The Ad-Hoc Committee ultimately concluded that restructuring parks oversight was the most appropriate course of action following the City's transition to a City Administrator form of administration.

Attorney Windle further clarified that the recommendation was not intended to diminish the work or value of the Park Board or public involvement in parks and recreation matters, but rather to address operational and governance concerns under the existing structure. Examples discussed included employees receiving direction from multiple sources without clarity regarding authority, delays related to emergency repairs and purchasing procedures, and concerns regarding the Park Board's influence on budgetary matters without direct involvement in the City's overall budget development process.

Alderpersons engaged in further discussion regarding future parks governance, potential options moving forward, and the type of advisory or oversight structure that may best serve the City's needs.

Motion by Jarvis, second by Wegner to rescind Ordinance #2026-06, An Ordinance Dissolving the Park Board and Amending the Code to Reassign Parks and Recreation Oversight, second by Wegner. Upon roll call vote, motion carried unanimously (7-0).

APPOINTMENT AND CONFIRMATION: *Motion by Wegner, second by Hoffman to confirm mayoral appointments: Zoning Board of Appeals – Mark Jelinek, and ETZ Board – Duane Welte. Motion carried unanimously (7-0).*

ADJOURNMENT: *Motion by Walters, second by Downs to adjourn at approximately 8:20p.m. Motion carried 7-0*

Meeting adjourned at approximately 8:20 pm.

Respectfully submitted

Misty D. Molzof, City Clerk