



## MINUTES OF THE COMMON COUNCIL

TUESDAY, MARCH 05, 2024 AT 6:30 PM

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

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### AGENDA

**CALL TO ORDER:** Meeting was called to order by Mayor Coppernoll at 6:34 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 Tepley to approve the minutes of the February 2, 2024 meeting as presented. Seconded by McCarthy. Motion carried 7-0.

**APPROVAL OF AGENDA:** Motion by Melby to approve the Council agenda with items #7, #9, and #10 removed. Seconded by Chambers. Motion carried 7-0.

**CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:** Brewer Library Director Stacy Pilla reported that the new security system has been installed. Pilla also noted that there are positions currently open at the library. Clerk Aaron Joyce reminded everyone that Tuesday, April 2<sup>nd</sup> is the Spring General Election and Presidential Preference Primary Election.

**MAYOR AND ALDERPERSONS:** Nothing to report.

**TREASURER'S REPORT:** Motion by Alderperson Chambers to approve the Treasurer's Report as presented. Seconded by Downs. Motion carried 7-0.

**PAYMENT OF BILLS:** Motion by Alderperson Tepley to pay the March 5, 2024 bills as presented. Seconded by Melby. Motion carried 7-0.

### APPOINTMENTS TO VACANT SEATS, COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:

5. **Appointment to Vacant District #3 Alderperson Seat**

Mayor Coppernoll said that three people expressed interest in the position: Melony Walters, Grant Worthington, and Brian Larson. Each were present and introduced themselves. Walters requested her seat back after vacating due to applying for Treasurer's position. She has since withdrawn her name from consideration for that job. Worthington has previously served on the school board. Larson is interested in serving the community. Alderperson Tepley nominated Walters. Alderperson Cairns nominated Worthington. Melony Walters was chosen for the position on a 7-0 vote of the council.

### PLANNING COMMITTEE RECOMMENDATIONS AND ACTION:

6. **Consider Request to Rezone tax parcel 276-1679-0000, located at 586 N. Main St (former Jefferson School) from CG to R-5:** This item was requested by the new owner of the property, Cary Norman, to rezone the property from Commercial General to Residential 5. The request was previously reviewed and recommended for approval by the Planning

Commission. Motion by Alderperson Tepley to approve the request to rezone tax parcel 276-1679-0000, located at 586 N. Main St. from CG to R-5. Seconded by Cairns. Motion carried 7-0.

**FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:**

7. **Resolution Authorizing CDBG Loan Transfer from SWCAP to Lydia's House Ministries:** Removed from the agenda by earlier action.
8. **Richland Center Cemetery GIS Project Proposal:** Administrator Oliphant noted that this project was included in the 2024 budget. The city is working with Southwest Wisconsin Regional Planning Commission to execute the project. The cemetery would be mapped via GIS and allow data to be collected for each plot. The effort would allow for one location for all cemetery information and provide consistent data. The public will also be able to access freely to allow for research and know what plots are available for purchase. Ultimately it will help in the operations and management of the cemetery. The budgeted outlay amount is \$15,000, and the ongoing annual support fee of \$1,000 to be incorporated into future budgets. Motion by Alderperson Tepley to authorize the City Administrator to execute a contract with Southwestern Wisconsin Regional Planning Commission for the purpose of cemetery GIS mapping services at a cost not to exceed \$15,000. Seconded by Cairns. Motion carried 7-0.
9. **Resolution to Accept A Non-Monetary Donation of a Kayak Landing:** Removed from the agenda by earlier action.
10. **Purchase of Snow Blower:** Removed from the agenda by earlier action.
11. **Consider Offers and Sale of City Owned Lot at 291 N Jefferson Street:** Two offers were received for the property from Shade Thompson and ENS Development. Both offers would include a \$10,000 performance guarantee. It was recommended from the Finance Committee to approve the offer from ENS Development because it has fewer contingencies and is offering more money for the property. Motion by Alderperson Tepley to authorize personnel to complete the sale of 291 N. Jefferson St. to ENS Development, LLC. Seconded by Downs. Motion carried 7-0.

**PERSONNEL COMMITTEE RECOMMENDATIONS AND ACTION:**

12. **Adoption of City Officer Ordinance:** Attorney Windle explained that there were certain issues related to city officer ordinances and it would be beneficial to adopt an omnibus ordinance that covers all city offers. Duties that are assigned to each officer are solely statutory duties, however the council may assign duties to each officer. The common council would take over the appointment powers and city officers would need to go through the same hiring processes as a department head. Removal power is given to the authority of the approving entity. City officers shall be subject to the city's personnel policies so long as they do not conflict with the officers' statutory duties. Officers shall be considered department heads for determining the applicability of such policies, including following any policy governing the hiring of department heads. Whatever policy governs hiring department heads would apply for officers. Currently that would fall to the Personnel Committee. Personnel would be reappointing and confirming as this currently sits.

Motion by Alderperson Downs to suspend the rules, waive the reading, and adopt Ordinance 2024-02 City Officers. Seconded by Tepley. Motion carried 7-0.

**ITEMS FOR DISCUSSION AND ACTION:**

13. **"Class B" Liquor License Application from RC Tacos, LLC, Carolina Rodriguez agent, for 2320 US Hwy 14 E. and transfer of Class "B" Beer License from 202 S. Orange St. to 2320 US Hwy 14 E effective March 6, 2024:** Motion by Alderperson Melby to approve the "Class B" Liquor License Application from RC Tacos, LLC, Carolina Rodriguez agent, for 2320 US Hwy 14 E. and transfer of Class "B" Beer License from 202 S. Orange St. to 2320 US Hwy 14 E effective March 6, 2024. Seconded by Chambers. Motion carried 7-0.
14. **Temporary Class B Beer & Class B Wine License for Richland County Performing Arts Council on March 23, 2024:** Motion by Alderperson Melby to approve the Temporary Class B Beer & Class B Wine License for Richland County Performing Arts Council on March 23, 2024. Seconded by Downs. Motion carried 7-0.
15. **Picnic License Application from St. Mary of the Assumption for April 27, 2024 at 1050 N. Orange Street:** Motion by Alderperson Melby to approve the Temporary Class B picnic license application from St. Mary of the Assumption for April 27, 2024 at 1050 N. Orange Street. Seconded by Downs. Motion carried 7-0.
16. **Dissolution of Defunct Committees:** It was explained that various committees are formed and are no longer needed or utilized anymore. They include the following committees: Rapid Response Team, Ad Hoc Chapter 485 Regulating Signs, Ad Hoc Branding/Wayfinding Sign, Ad Hoc Pool, and NHS Revolving Loan Fund. Alderperson Tepley motioned to amend the resolution to include the Ad Hoc Childcare Committee. Seconded by Downs. Motion carried 7-0. Motion by Alderperson Melby to approve Resolution 2024-01 "A Resolution to Dissolve Defunct City Committees". Seconded by Tepley. Motion carried 7-0.

**PUBLIC COMMENT:** Bob Sheire has been doing fundraising for the Red Cross and has raised \$1,315 for disaster response in Richland County. Needs blood drive volunteers and other Red Cross Volunteers for various jobs throughout the day. Has been the blood drive coordinator for 5 years.

**SET NEXT MEETING DATE:**

17. **Consider Alternate Meeting Date in April to Avoid Conflict with General Election:** Administrator Oliphant noted that the next regularly scheduled council meeting would be on April 2<sup>nd</sup>, which is Election Day. Since the annual reorganizational meeting will need to be held on April 16<sup>th</sup> anyway, is the council agreeable to making the regular meeting on April 16<sup>th</sup> and not meet on April 2<sup>nd</sup>. The consensus was to meet on April 16<sup>th</sup> for the regular meeting at the normal time of 6:30 PM.

**CLOSED SESSION**

18. The Chair may entertain a motion to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Council will consider the investment of public funds. Motion by Alderperson Tepley to enter into Closed Session. Seconded by Downs. Motion carried 7-0 at 7:35 PM.

**\*\*CLOSED SESSION\*\***

19. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2) to vote on matters discussed during closed session. Roll call vote if motion is not unanimous. Motion by Alderperson Chambers to reconvene into open session. Seconded by Melby. Motion carried 7-0 at 9:33 PM.

**ADJOURN:** Motion by Alderperson Chambers to adjourn. Seconded by Downs. Motion carried 7-0 at 9:34 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk