



## MINUTES OF THE COMMON COUNCIL

TUESDAY, MAY 06, 2025 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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**CALL TO ORDER:** Meeting was called to order by Mayor Coppernoll at 6:31 PM. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Rachel Schultz, Melony Walters, Steve Downs, and Ryan Cairns. Absent: None.

**APPROVAL OF MINUTES:** Motion by Alderperson Tepley to waive the reading and approve the minutes of the April 8, 2025 special session and April 15, 2025 regular meeting as presented. Seconded by Alderperson Walters. Motion carried unanimously.

**APPROVAL OF AGENDA:** Motion by Alderperson Walters to approve the agenda with Item #15 removed and Item #17 moved. Seconded by Alderperson Downs. Motion carried unanimously.

### **CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:**

Director Glasbrenner provided updates on several projects. Los Amigos submitted a second draw request under the CDI grant, and Panorama Estates Buildings 2 and 3 are expected to move forward by June 15th. A financial review by Ehlers is underway for potential hotel development. Public Works completed a walk-through of the 2024 8th and Park Street project and continues to manage right-of-way permits, including those related to Frontier's fiber installation. Coordination with the Bureau of Aeronautics continues for airport master planning and runway improvements. In Buildings and Grounds, seasonal hiring is nearly complete. Staff have begun preparing the aquatic center and kayak landings for summer. Glasbrenner noted the successful integration of robotic mower and ongoing efforts in maintenance and mowing operations to improve efficiency.

Financial Officer Misty Molzof updated on audit preparations for the week of May 19th and progress being made on reconciling financial records through April 2025. A full report is planned for the June Council meeting. City fees are under review for updates, with recommendations for revisions to come later this year.

Clerk Amanda Keller reported updating license forms and website, allowing for digital submission and online payments. The changes aim to improve accessibility and streamline processing.

Utility Manager Scott Gald reported the Utility audit was completed, and a PSC extension was granted through June 3rd. Gald noted seasonal work is underway, including valve exercising, hydrant flushing, and AMI meter installations. High locate volumes continue due to the Frontier project. Over 1,000 electric meters have been installed, and safety training is scheduled. He also reported equipment updates which include a shared mini skid steer for cross-department use and generator installation at the Municipal Building.

Administrator Ashley Oliphant reported continued efforts to fill seasonal positions across city departments. She also announced that Accurate Appraisals has fully assumed assessor responsibilities for the City, with updated contact information now available on the city website.

### **MAYOR AND ALDERPERSONS:**

From the Library Board, Alderperson Karin Tepley reported maintaining circulation and ongoing projects including landscaping, facility updates, and newsletter distributions.

Mayor Todd Coppernoll reported that the Joint Ambulance Committee meeting was postponed. He also noted that the Police Commission received a resignation from an officer, and the recruitment process for a replacement is underway.

**TREASURER'S REPORT:** Financial Officer Molzof noted that due to the timing of local investment pool statements, certain funds remained unreconciled. Interest rates and account updates were consistent with previous reports.

**PAYMENT OF BILLS:** Motion by Alderperson Cairns to pay the May 6, 2025 bills as presented. Seconded by Alderperson Downs. Motion carried 7-0.

**ITEMS FOR DISCUSSION AND ACTION:**

**Town & Country Engineering Contract for Force Main Improvements on Hwy 80:** Mayor Todd Coppernoll presented the Town & Country Engineering contract for force main improvements along Highway 80 which has been authorized and signed by the Utility Commission President. The improvements aim to address exposed wastewater force mains in the Pine River, reducing environmental risk. The project, fully budgeted, is scheduled for completion in the summer with no Council action required.

**DOT Setback at Kwik Trip East:** Director Jasen Glasbrenner presented a request to approve the rescission of a 25-foot DOT-imposed setback at the Kwik Trip East location. The setback, originally established in 2003, was found to be unenforceable as it extended beyond the state's right-of-way authority. The Wisconsin DOT has signed the rescission document, and city staff recommended execution, allowing future redevelopment of the site without the former restriction. Motion by Alderperson Walters to approve the execution of the Recission Document as provided by the Wisconsin DOT, removing the Wis DOT 25' highway setback and all corresponding notes and restrictions. Seconded by Alderperson Downs. Motion carried 7-0.

**Request for Consent to Assign from Town and Country Sanitation:** Administrator Ashley Oliphant presented a request to approve the assignment of the existing sanitation services contract from Town & Country Sanitation to its new owner, Republic Services/BFI Waste following the company's sale. The contract, which runs through the end of 2025, requires Council consent for reassignment to ensure uninterrupted garbage and recycling services. The City Attorney reviewed the agreement and raised no objections. Motion by Alderperson Fruit to sign the consent to assign from Town and Country Sanitation. Seconded by Alderperson Schultz. Motion carried 7-0.

**Shared Ride Taxi Program Q1 2025 Review:** Administrator Ashley Oliphant presented the first quarter 2025 review of the Shared Ride Taxi program, noting a significant decline in ridership and fare revenue compared to the same period in 2024. The reduced usage is attributed in part to increased competition from a local provider. The decreased revenue may result in a larger funding gap, requiring greater reliance on tax levy support. A review of taxi fares is advised, taking into account the potential impact of higher fares on decreasing ridership. Oliphant also noted two reported accidents, with no injuries, and no formal complaints submitted in Q1. Recommendations following a recent DOT compliance audit include ongoing performance monitoring and Title VI and website content updates.

**Ordinance 2025-04 and Naming and Branding Policy:** Administrator Oliphant presented proposed Ordinance 2025-04, establishing a formal Naming and Branding Policy for City-owned assets, departments, and subunits. The ordinance centralizes authority with the Common Council, requiring a majority vote for naming, renaming, or branding decisions. It outlines procedures, criteria, and review processes, ensuring consistency and transparency. The policy also repeals any prior ordinances granting such authority to other entities. Motion by Alderperson Walters to approve Ordinance 2025-04 and the Naming and Branding Policy. Seconded by Alderperson Downs. Motion carried 7-0.

**Preliminary 2026 Budget Discussion:** Mayor Todd Coppernoll initiated a preliminary discussion on the 2026 budget process, emphasizing the importance of council engagement early in the budgeting timeline and highlighted how spending decisions begin at the committee level. City Administrator Ashley Oliphant outlined the collaborative nature of the process, noting that department heads are responsible for managing their budgets, with oversight and recommendations provided by committees before advancing to Finance and Council.

**FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:**

**Investment of Public Funds - HUD CPF Grant Project:** Alderperson Ryan Cairns presented an update on the reallocation of the \$2.5 million HUD Community Project Funding (CPF) grant originally intended for infrastructure

supporting a future hospital project. Due to an extended delay in hospital development, the City sought federal approval to redirect funds to other eligible infrastructure projects. Four proposed infrastructure projects were identified: Hive Drive, downtown Jefferson Street, Starlite site (contingent on removal of a reversionary clause), and Allison Park (Lamont housing subdivision) . Motion by Alderperson Cairns to authorize the submission of the grant application and all related materials for the stated projects, with the condition that the reversion clause affecting the Starlite project must be cured by August 30, 2025. If the reversion clause is not cured within that timeframe, the Starlite project shall be removed from the application, and any remaining grant funds shall be allocated to the Lamont project. Seconded by Alderperson Tepley. Motion carried 7-0.

**Consider Acceptance of a Dugout Donation:** Alderperson Ryan Cairns presented Resolution 2025-06 for the acceptance of a \$6,000 donation from Richland Center Youth Baseball Softball for the construction of new dugouts at North Park’s Youth Field #1. The project, coordinated with the Parks & Recreation and Public Works Departments, will be constructed in partnership with Richland Center High School’s Industrial Arts Program. Motion by Alderperson Cairns to approve Resolution 2025-06 Acceptance of a Monetary Donation from Richland Center Youth Baseball/Softball (RCYBS) for the Acquisition and Construction of New Dugouts for Youth Field #1. Seconded by Alderperson Downs. Motion carried 7-0.

**Richland Airport – QTPod Fuel System 5-Year Subscription Renewal:** Alderperson Ryan Cairns presented the proposed renewal of the QTPod fuel system subscription for the Richland Airport. The five-year contract, totaling \$7,180, supports the airport’s automated fuel dispensing system, which enables pilots to refuel via credit card at the self-service station. The renewal ensures continued operational functionality and compliance with system requirements. The expense was budgeted under the airport maintenance contract line. Motion by Alderperson Cairns to approve the execution of a 5-year contract renewal with QTPod at a cost of \$7,180.00. Seconded by Alderperson Schultz. Motion carried 7-0.

**Digital Billboard Advertising Package Renewal:** Alderperson Ryan Cairns presented the renewal of the City’s digital billboard advertising agreement with Lamar Company. The proposed 52-week lease renewal, not to exceed \$6,500, maintains the City’s access to discounted advertising rates and continues to support advertising of City programs and events. The advertising platform is actively used by multiple departments and has proven effective in community outreach. The contract terms remain unchanged, and the expense is included in the current budget. Motion by Alderperson Cairns to authorize the execution of a 52-week lease renewal for a digital billboard advertising package with the Lamar Company at a cost not to exceed \$6,500. Seconded by Alderperson Downs. Motion carried 7-0.

**Development Incentive Policy:** Removed

#### **APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:**

**Emergency Government Coordinator, Historic Preservation (x2), City Forester, Tourism Commission, Redevelopment Authority, Tree Board**

Motion by Alderperson Tepley to approve the following appointments. Seconded by Alderperson Fruit. Motion carried unanimously.

- Chief Billy Jones as the City’s Emergency Government Coordinator
- Brett Keller to the Historic Preservation Commission
- Tom McCarthy to serve on the Tree Board

Motion by Alderperson Fruit to confirm the Tree Board reappointment of Tess Barr-Hamblin as the City Forester. Seconded by Alderperson Downs. Motion carried unanimously.

**District 3 (Wards 7, 8, and 9) Alderperson:** Mayor Todd Coppernoll reviewed the process followed to fill the District 3 Alderperson vacancy following a recent resignation, noting of five initial applicants, two remained and attended

the meeting to offer brief statements and answer questions regarding their priorities and availability. Following a roll-call vote, the Council appointed Douglas Martyniuk to serve the remainder of the term through April 15, 2026.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** Motion by Alderperson Tepley to adjourn. Seconded by Alderperson Downs. Motion carried unanimously at 7:41 PM.

*Meeting Minutes Recorded by Clerk Amanda Keller*