



MINUTES OF THE COMMON COUNCIL

TUESDAY, OCTOBER 07, 2025 AT 6:30 PM

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

TEAMS: bit.ly/RCTeamsMeeting

CALL TO ORDER *Pledge of Allegiance; Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

Meeting was called to order by Mayor Coppernoll at 6:30 pm. Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Rachel Schultz, Melony Walters (Virtual), Douglas Martyniuk, Steve Downs, and Ryan Cairns. Absent: None. Deputy Clerk Molzof certified the meeting was properly noticed.

Others Present: Administrator Ashley Oliphant, Attorney Michael Windle, Deputy Clerk/Treasurer Misty Molzof, Director of Public Works Jasen Glasbrenner, Municipal Services Specialist Darcy Perkins, Police Chief Billy Jones, Utility Manager Scott Gald, Library Director Stacy Pilla, Rod Perry Videographer, and members of the public.

APPROVAL OF MINUTES *Motion by Fruit, second by Schultz to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes. Motion carried 8-0.*

APPROVAL OF AGENDA *Motion by Tepley, second by Martyniuk to approve the agenda moving the Public Comment Section immediately following payment of bills. Motion carried 8-0.*

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

Economic Development: Glasbrenner reported that various grants are in process including a CDI grant for Wild Honey and conversations and work with developers including Panorama, Stori Field, and Cobblestone is continuing.

Public Works: Glasbrenner reported that Buildings and Grounds is working on the new dugouts at Krouskop Park, an Airport Master Plan, Pruning Trees, and Deferred Maintenance especially now that mowing season is winding down. The Street Department is working on Dike Maintenance, Leaf Removal, Street Painting and Cleaning, Grading Streets for WISLR, and Landfill Maintenance.

Clerk's Office: Molzof reported that it has been busy in the clerk's office especially since being short-staffed; however, the team is working together to manage the workload.

Police: Jones reported that Emma Blume has accepted the vacant position with the department, will be in field training, and should be ready to be on her own in early January.

Library: Pilla reported that various outreach events are occurring, the books on display on the children's walk are updated regularly, the Friends of the Library have had a successful sale that included books and vintage furniture, the Library will be closed on October 10th for carpet cleaning and October 13th for staff in service, and there is still a vacancy on the Library Board for a citizen member if anyone is interested.

Utilities: Gald stated that the annual utility customer appreciation night is Tuesday, October 8th from 3:30 pm to 6:30 pm and invited everyone to attend, Electric and Water are installing AMI meters, Wastewater is working on the design for the 80N Project, hydrant flushing is complete, crews are exercising valves, and thanked Molzof and city staff for the benefits review and presentation given to all employees last week.

Fire: Gald stated that the department has responded to 186 calls year-to-date, a significant increase compared to historical averages.

MAYOR AND ALDERPERSONS *Committee/Commission/Board Reports and Comments and/or items to be discussed at a future meeting.*

Fruit: Public Safety Committee changed Trick-or-Treat hours for 2025 to October 31st from 4:00 pm until 7:00 pm.

Tepley: Ad-Hoc Council Rules Committee is starting work on realigning committees, commissions, and boards.

TREASURERS REPORT

Financial Officer Misty Molzof presented the Treasurer's Report for August, noting a beginning balance of \$10.3 million, an ending balance of \$10.5 million, and \$34,165 in interest earned across all accounts; August revenue and expenditure by department were sent out with meeting materials, and there is nothing out of the ordinary. If anyone has questions, or would like to discuss them in further detail, please feel free to reach out anytime.

No Action.

PAYMENT OF BILLS

Motion by Cairns, second by Downs to approve bills as presented on October 7, 2025 in the amount of \$945,099.11, removing Wallace Cooper & Elliot invoice of \$65.00, of which \$6,176.04 are paid from the Greater Richland Tourism fund and the remaining are City General Fund. Motion carried 8-0.

PUBLIC COMMENT

Austin Hicks: Expressed concern and disagreement with decision to proceed with Stori Field and asked Council to consider taking matter to the voters through referendum.

Ruth Wilson: Expressed Opposition to Stori Field Housing Development

Alfonso Salazaar: Expressed Opposition to Stori Field Housing Development and explained that he has lived in the neighborhood and his children frequently use Stori Field as a park.

Greg Dettman: Expressed Opposition to Stori Field Housing Development and asked the Council to consider letting the community vote through referendum.

Mike Deusterbeck: Expressed the need for a growing community, and especially one that grows together.

ITEMS FOR DISCUSSION AND ACTION

Emergency Purchase Notification – Court & Church Street Parking Lot Project. Glasbrenner reported that Public Works had to enact the emergency purchase policy for replacement of the Asphalt in the parking lot at Court and Church Street due to unforeseen site conditions that included remnants of an old building foundation, thick asphalt sections, soft clay deposits, and areas of inadequate gravel base. Financial impact is \$11,108.44, of which \$10,108.44 is unbudgeted funds.

No Action.

Discussion and Possible Action on Demand for Action on Stori Field Received 10/3/2025. Windle reported that he and the mayor were served notice regarding Stori Field that demanded a response, while the claims made have no merit, a written response was issued timely. Windle provided a summary of the response verbally.

No Action.

Stori Field Development Agreement. Glasbrenner reported that three options were given: A, B, and C, each of which had varying amounts of dedicated public use space.

Motion by Schultz, second by Downs to suspend the rules and adopt Ordinance #2025-08, Approving A Development Agreement for and Sale of Stori Field and approve the Development Agreement using Option C as presented. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION: (CAIRNS)

MSA Street Inventory & Pavement Rating Services Proposal: Glasbrenner reported that the City is required to update our road ratings bi-annually through software provided by the State of Wisconsin, Wisconsin Information

System for Local Roads (WISLR), due to short staffing in previous years, our information requires an update that would be best suited for a 3rd party familiar with the City and the program to perform this year, and the City can then proceed with regular updates moving forward. The Public Works Committee met on September 18, 2025 and recommended Finance Committee approve contracting with MSA at an approximate cost of \$4,250 out of the Roadways 2025 Budget, Finance Committee met October 7, 2025, reviewed and is recommending Council approve the proposal.

Motion by Cairns, second by McCarthy to approve MSA Professional Services Agreement for 2025 pavement rating and street inventory services at a cost not to exceed \$5,000. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

SWWRPC Cemetery GIS System Correction Proposal: Glasbrenner reported that the City has a contract with SWWRPC for Cemetery GIS which began in 2024 with the initial set-up and implementation of digitizing the cemetery maps, providing online access to the grave sites. Through the set-up process, it was realized that city records had some discrepancies that require additional time outside of the original contract. SWWRPC is proposing \$1,000 to correct data errors that will improve the public facing tool used to locate graves and mark vacant plots. Public Works Committee reviewed and recommended Finance Committee approval of the unbudgeted expenditure from unallocated contingency funds on September 18, 2025. Finance Committee reviewed and recommended Council approval of the aforementioned on October 7, 2025.

Motion by Cairns, second by Fruit to approve the expenditure of \$1,000 for the Cemetery GIS System correction work from unallocated contingency funds. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

Vierbicher Pine River Dike Annual Inspection Proposal: Glasbrenner stated that the City is required to perform an annual dike inspection of the Pine River Levee System, Vierbicher and Associates have performed this for many years, and submitted a proposal in the amount of \$3,000 for the 2025 inspection. Public Works Committee reviewed and recommended Finance Committee approval of the budgeted expenditure and Vierbicher Proposal on September 18, 2025. Finance Committee reviewed and recommended Council approval of the aforementioned on October 7, 2025.

Motion by Cairns, second by Tepley, to approve the Vierbicher Pine River Dike Annual Inspection Proposal at a cost not to exceed \$3,000. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

Contract Recommendation for Residential Waste and Recycling Services: Perkins reported that due to the existing contract with Republic Services, formerly Town & Country Sanitation upcoming expiration on 12/31/2025, a Request for Proposal (RFP) was issued in August. The city received proposals from four providers: GFL Environmental, Pellitteri Waste Systems, Republic Services, and Waste Management. After thorough review of the proposals including services provided, for example, the drop station (known as the City Landfill), large item collection, and community support; cost; and transition, staff recommends accepting Republic Services Proposal transitioning to a closure of the City Drop Site (Landfill) by the end of March, 2026. The Finance Committee reviewed and recommended Council approval of accepting the Republic Services proposal on October 7, 2025.

Motion by Cairns, second by Downs to authorize the execution of a 5-year contract with Republic Services for residential waste and recycling services and to proceed with development of a transition plan that includes the closure of the City's Transfer Station by March 31, 2026. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

Contract Recommendation for Symons Operational Planning Services: Perkins reported that the City was awarded a WI Dept of Revenue (WDOR) Innovation Planning Grant (IPG) in the amount of \$62,000 for the purpose of evaluating the operational structure of the Symons Recreational Complex. The project is intended to explore future operational and financial models to ensure Symons remains a sustainable and vibrant community resource. To carry out the project, the City issued a Request for Proposals (RFP) with submissions due on August 26, 2025. A total of five firms submitted proposals: Ayres + Ballard King, BerryDunn, Innovative Public Advisors, Matrix Consulting Group, and Northspan. Staff recommends awarding the project to Innovative Public Advisors (IPA). This recommendation was reached due to IPA's all-inclusive budget, demonstrated familiarity with Wisconsin municipalities, and direct experience with Innovation Planning Grant projects. In addition, their proposed 16-week

timeline aligns with the desired schedule for project completion, ensuring that results will be available sooner than other firms who projected 6–10 months. The Finance Committee reviewed and recommended Council approval of accepting IPA's proposal, which is fully funded by the grant on October 7, 2025.

Motion by Cairns, second by Tepley to authorize the execution of a contract with Innovative Public Advisors for operational planning services fully funded by an Innovation Planning Grant. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

WEDC Connect Communities Program Application: Tepley reported that The Wisconsin Economic Development Corporation's Connect Communities Program offers technical assistance, training, and networking support to communities working to strengthen and revitalize their downtown or commercial districts. Services include help with economic development strategies, promotions, social media planning, small business support, volunteer engagement, and organizational structure improvements. Richland Center would benefit from access to case studies, best practices, peer networking, and direct support from WEDC staff as we continue to advance downtown revitalization goals. The program also positions communities for future Main Street designation. If approved, the application would be submitted during the Fall 2025 intake period. Participation requires an annual fee and submission of basic annual reporting. City personnel will not be active participants in this program but will work with the group identified by Alderperson Tepley to ensure adherence to program requirements. The Finance Committee reviewed and recommended Council approval of the City's application to WEDC Connect Communities Program using \$200 of unbudgeted unallocated contingencies to fund the annual fee on October 7, 2025.

Motion by Cairns, second by Downs to approve the City of Richland Center's application to WEDC's Connect Communities Program. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

HUD Grant Administration Services: Glasbrenner reported that as discussed at previous Committee and Council meetings, the City was awarded a \$2,500,000 HUD CPF Grant to support public infrastructure initiatives. This award carries with it a unique set of federal compliance, reporting, and environmental review requirements. Given the complexity and duration of the grant—spanning multiple projects and several years—staff determined that professional grant administration services would be necessary to ensure accurate financial reporting, compliance monitoring, and environmental clearances. Given the nature of this request and the proposals received, staff reviewed each proposal not only on cost but also on the scope of inclusions and overall effectiveness in administering a multi-project federal grant. While the firm selected for grant administration is not required to perform the environmental reviews, consolidating these functions under one party offers a more cost-effective and efficient process. Based on scope, completeness, and cost competitiveness, staff recommends contracting with Vierbicher Associates for HUD Grant Administration Services. The Finance Committee reviewed and recommended Council approval of the contract with Vierbicher Associates for grant administration on October 7, 2025.

Motion by Cairns, second by Downs to approve contracting with Vierbicher Associates for grant administration services associated with HUD CPF Grant B-24-CP-WI-2332. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

2026 Richland County EMS Contract: Oliphant reported that the Joint EMS agreement with Richland County expires on December 31, 2025, and the City was recently presented a new contract with significant structural changes and a substantial rate increase for the city estimated at \$52,000 for 2026. Due to the short deadline and significant changes, Oliphant is not recommending approval of the new contract but rather recommends formally requesting an extension of the current agreement through March 31, 2026, to allow all parties time to evaluate the service, costs, and alternatives while ensuring service continuity. The Finance Committee reviewed and recommended Council approval to decline executing the proposed 2026 EMS contract with Richland County as presented and instead authorize the City Administrator to formally request an extension of the current EMS agreement through March 31, 2026, with a rate adjustment excluding capital expenditures on October 7, 2025.

Motion by Cairns, second by Fruit to decline executing the proposed 2026 EMS contract with Richland County as presented and instead authorize the City Administrator to formally request an extension of the current EMS agreement through March 31, 2026, with a rate adjustment excluding capital expenditures. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

Resolution #2025-02, A Resolution Authorizing An Adjustment To The Levy Limit For Increased Charges For Joint Emergency Medical Services (EMS): Oliphant stated that there may be an opportunity through Levy Limit Laws for the City to impose the increased EMS service fees on the tax levy, therefore; approving the resolution as presented is a necessary step in taking advantage of the opportunity if we need to, and time is of the essence. The Finance Committee reviewed and recommended Council approval of Resolution #2025-02 on October 7, 2025.

Motion by Cairns, second by Tepley to approve Resolution #2025-02, A Resolution Authorizing An Adjustment To The Levy Limit For Increased Charges For Joint Emergency Medical Services (EMS). Upon Roll Call Vote, Motion Passed Unanimously 8-0.

2026 Fire Department Contribution: Oliphant presented the annual funding request from the Fire Department: Contributions of \$148,159.46 and 2% annual fire dues revenues received from the WI Department of Revenue (WIDOR), amount to be determined when information is released from WIDOR. The Finance Committee reviewed and recommended Council approval of the 2026 Fire Department Contribution on October 7, 2025.

Motion by Cairns, second by Downs to approve the 2026 Annual Fire Contribution in the amount of \$148,159.46 plus the 2% fire dues received from WIDOR in the amount equal to the amount received. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

2026 Symons Recreation Complex Contribution: Oliphant presented the annual funding request from the Symons Recreation Complex in the amount of \$53,190.25. The Finance Committee reviewed and recommended Council approval of the 2026 Symons Recreation Complex Contribution on October 7, 2025.

Motion by Cairns, second by Downs to approve the 2026 Annual Symons Recreation Complex contribution in the amount of \$53,190.25 for operations. Upon Roll Call Vote, Motion Passed Unanimously 8-0.

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION: (FRUIT)

Application for Temporary Class B Retailer License(s)

Richland County Performing Arts Council, Bobby G. Rice Concert, at 2pm on October 25, 2025. Note: No wine can be sold as they have reached their limit. The Public Safety Committee reviewed and recommended Council approval on October 6, 2025.

Motion by Fruit, second by Cairns to approve the Temporary Class B Retailer License for Richland County Performing Arts Council, Bobby G. Rice Concert, at 2pm on October 25, 2025. Motion Passed Unanimously 8-0.

Richland County Performing Arts Council, Silent Movie "The Phantom of the Opera" on October 24, 2025. Note: No wine can be sold as they have reached their limit. The Public Safety Committee reviewed and recommended Council approval on October 6, 2025.

Motion by Fruit, second by Cairns to approve the Temporary Class B Retailer License for Richland County Performing Arts Council, Silent Movie, "The Phantom of the Opera" on October 24, 2025. Motion Passed Unanimously 8-0.

APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS: None

CLOSED SESSION - Arrary (US Cellular) Ground Lease and Panorama Development

Motion by Tepley, second by Downs to enter closed session pursuant to Wis. Stat., 19.85(1)(e) for the purpose of 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 and 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Motion Passed Unanimously 8-0.

Meeting adjourned to closed session at approximately 8:20 pm.

Meeting reconvened in open session at approximately 9:05 pm.

No Action was taken on closed session matters.

ADJOURNMENT: *Motion by Downs, second by Martyniuk to adjourn. Motion carried.*

Meeting adjourned at approximately 9:05 p.m.

Meeting Minutes recorded and respectfully submitted by Deputy Clerk, Misty Molzof

DRAFT