



MINUTES OF THE COMMON COUNCIL

TUESDAY, DECEMBER 2, 2025 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, Rachel Schultz, Melony Walters, Douglas Martyniuk, Steve Downs, and Ryan Cairns. Absent: Tom McCarthy.

Others Present: Ashley Oliphant, City Administrator, Misty Molzof, Treasurer/Deputy Clerk, Jasen Glasbrenner, DPW/Economic Development, Darcy Perkins, Municipal Services Specialist, Jodi Mieden, Parks and Recreation Director, Stacy Pilla, Library Director, Scott Gald, Utility Manager, Rod Perry with Nova Video, and members of the public.

APPROVAL OF AGENDA: *Motion by Schultz, second by Walters to approve the amended agenda as presented moving #16, Insurance Proposal and Public Comment to occur right after #4 Bills for Approval and removing #18, MOU for Radio Repeater. Motion carried unanimously.*

APPROVAL OF MINUTES: *Motion by Fruit, second by Tepley to waive the reading and approve the November 4, 2025, November 10, 2025, and November 25, 2025 meeting minutes changing under the Airport Resolution the vote from 3-0 to 8-0 under the November 4th meeting minutes. Seconded by Alderperson Tepley. Motion carried unanimously.*

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS:

Glasbrenner: The first snowfall of the season has occurred, and crews are addressing cleanup following multiple service calls. Public Works continues tree pruning, snow removal, street and building maintenance integration, and crew cross-training. Leaf and brush collection continued until snowfall. The department is updating street inventory for General Transportation Aid, which funds approximately \$3,000 per road mile, and is progressing on city-wide street rating.

Molzof: Tax bills will be mailed sometime around December 15th, the County recently notified us of a change in applying the postage date affixed to envelopes and residents should be aware of this when mailing their tax payments and wanting us to use the postage date as the date payment is received, the office has been busy working on certifying names and addresses on the petitions that have been submitted, completing required training for Election Administration, payroll and accounting reconciling and preparing for year-end.

Pilla: Two Library Board vacancies are available for city residents. The Library will be closed December 24–25, December 31–January 1, and December 19 for staff to attend the City Holiday Event. A three-year plan is underway and will include a community survey. A holiday giving tree is available to collect winter clothing and food donations.

Mieden: Facility maintenance is ongoing at the Community Center including equipment repair, duct cleaning, and Wi-Fi improvements. Recent programs include Kids Night Out with 24 attendees and a guided hike in Strickland Park. Two community giving bins are available for the Ocooch Mountain Humane Society and Pool Pantry. Pool passes are available at a 10% discount through December.

Gald (Utilities & Fire) The Utility budget was approved last month. The first water main break of the season was repaired within nine hours. AMI meter installation continues and residents are encouraged to protect piping from freezing. Force Main work is complete, with paving to resume in spring. Tree trimming and delinquency notification system updates are underway.

Fire Department: 229 calls year-to-date, with 11 firefighters in certification training. Membership stands at 47, though experience loss remains a concern.

MAYOR AND ALDERPERSONS:

Tepley reported that the Library received a \$10,000 gift, the City has been selected as one of nine statewide Connect Communities, and the Governor Vernon Thompson memorial marker is installed at the Community Center.

Insurance Proposal from League of WI Municipalities/Baer Insurance - Ryan Burns: Ryan Burns with the League of Wisconsin Municipalities Mutual Insurance Program presented an insurance overview, noting benefits including consolidated coverage under one carrier, annual renewal alignment, risk management services, crisis response, safety equipment grants, training resources, HR support, and potential premium dividends, all in addition to the \$40-50,000 in annual cost savings.

Motion by Walters, second by Downs to execute the contract with League of WI Municipalities/Baer Insurance for City insurance policies effective January 1, 2026. Upon Roll Call Vote, motion carried 7-0.

Public Comment:

Greg Dettman, 480 5th Street spoke regarding the Stori Field Project.

Mark Syvestad, 792 Vally View Drive spoke regarding the Stori Field Project.

Greg Peterson, spoke regarding the campus property grant, residential housing, and the Stori Field Project.

APPROVAL OF BILLS: *Motion by Cairns, second by Downs to approve payment of bills in the amount of \$296,628.81, consisting of \$8,674.73 which are Greater Richland Tourism and \$287,954.08 are general fund expenditures. Motion Upon Roll Call Vote, motion carried 7-0.*

TREASURER'S REPORT: No action.

UTILITY TREASURER'S REPORT: No Action.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Wis. Stat. § 9.20 Petition and Ordinance: Attorney Windle stated that the petition submitted was valid and certified by acting clerk Molzof; however, the petition is an invalid means for overturning the ordinance that council adopted. The Council has three options:

1. Repeal the ordinance
2. Amend the ordinance
3. Does not have to do anything and proceed with implementation of the ordinance.

Attorney Windle stated that Administration (Attorney Windle, Administrator Oliphant, and Mayor Coppernoll) did as the Council by enactment of the ordinance directed them to do. No action.

Richland County Executive and Finance Committee's Request to Reestablish the City/County Ad Hoc

Committee: Administrator Oliphant stated that the County contacted us to inquire about interest in reestablishing the Ad Hoc Committee.

Motion by Walters, second by Cairns to direct the City Administrator reach out to the County Administrator to continue the discussion on reestablishing the City/County Ad Hoc Committee. Carried 7-0.

Designation of City Representative for County Ambulance Service Meeting(s): Oliphant stated that the County requested a city appointed representative to look at the contract and decide how to move forward with the Joint EMS.

Motion by Fruit, second by Schultz to designate Douglas Martyniuk as the City Representative for County Ambulance Service Meetings.

Lydia's House Property Transfer: Oliphant stated that earlier in the year, discussions between the City, SW CAP, and Lydia's representatives were held regarding transferring Lydia's House from SWCAP to Lydia's House. Since then, unknown to the City, SWCAP transferred the property into the City's name, and we are now the owners of Lydia's House. We are currently in the research phase due to CDBG funding associated with this property and will need to work towards a resolution. No action.

Municipal Licenses: *Motion by Downs, second by Walters to approve 2026 Taxi Licenses upon completion of vehicle inspection and vendors providing any further information as required by ordinance requested by the Police and City Deputy Clerk. Upon Roll Call Vote, all members present voted aye. Motion Carried 7-0.*

FINANCE COMMITTEE RECOMMENDATIONS AND ACTION:

Audit Engagement for 2025: *Motion by Cairns, second by Tepley, to approve the Audit Engagement letter with Johnson & Block. Motion Carried 7-0.*

Reallocation of HUD Grant Funds: Glasbrenner reported on reallocating HUD grant funds toward potential redevelopment of the Old Campus Site in coordination with Richland County. Preliminary project estimate from Vierbicher is approximately \$2.1 million, pending design detail. The County Board will review the proposal at its December 17 meeting. Hive Drive cost estimates are trending lower than expected, and the Jefferson Street infill project has been submitted for additional community funding consideration.

Motion by Cairns, second by Schultz to approve the City Administrator and Economic Development Department to collaborate with the County to explore a potential housing subdivision on the Old Campus Site, and to incorporate the HUD Community Project Funding (CPF) Grant into their planning and funding strategy for this project. Motion Carried 7-0.

Award Public Works Heater Replacement: Cairns reported that one of two heaters at the Public Works shop on Robb Road has failed. An RFP was issued and one proposal was received from Jelinek Plumbing & Heating in the amount of \$5,550.00.

Motion by Cairns, second by Downs to award the Public Works Heater Replacement Project to Jelinek Plumbing and Heating at a cost of Approximately \$5,550.00. Upon Roll Call vote, motion carried 7-0.

2026 Richland County EMS Contract: *Motion by Cairns, second by Downs, to authorize the City Administrator to execute the final contract with Richland County regarding Emergency Medical Services (EMS). Upon Roll Call vote, motion carried 7-0.*

BID AWARD: Razing and Site Restoration, 695 N Chestnut St: Oliphant reported that the raze order has been executed. Bid submissions were advertised for December 4, 2025; therefore, not all bids may have been received by this meeting. The City will pay costs upfront, with entire balances assessed to the property owner.

Motion by Cairns, second by Walters to authorize the City Administrator to award the contract to the lowest qualified bidder meeting all specifications after the December 4, 2025 submission deadline. Upon Roll Call Vote, Motion Carried 7-0.

PARK BOARD RECOMMENDATIONS FOR ACTION: (MIEDEN)

Resolution #2025-16, A Resolution Adopting the Updated Outdoor Recreation Plan: Mieden stated that every 5 years, the city is required to amend the outdoor recreation plan which in turn allows us to apply for and remain eligible for grants: DNR, State, and Federal, and others. Major accomplishments of the 2021 plan include: expanded pickle ball facilities, ADA kayak launches, and trailhead improvements. Our current plan outlines maintenance of the parks, upgrading to ADA, continued preservation of environmentally sensitive areas, continued work with county to extend trails, and continued with civic groups.

Motion by Walters, second by Downs to adopt Resolution #2025-16, A Resolution Adopting the Updated 2026-2031 Comprehensive Outdoor Recreational Plan. Upon roll call vote, all members present voted aye. Motion carried 7-0.

PERSONNEL COMMITTEE RECOMMENDATIONS FOR ACTION: (WALTERS)

Ordinance #2025-11, An Ordinance Amendment of Chapter 42 of the Code of Ordinances for the Bond of Treasurer: State statute requires the Treasurer to be bonded up to a certain amount for collection of property taxes, a bond that costs between \$300-400 annually. State statutes allow municipalities to waive bonding

requirements since there are other insurance policies in place that provide coverage and protection, and enacting this ordinance amendment is how to accomplish that.

Motion by Walters, second by Downs to suspend the rules and waive the reading of and approve Ordinance #2025-11, Amending Chapter 42 of the Code of Ordinance for the Bond of the Treasurer. Upon Roll Call Vote, all members present voted aye, Motion Carried 7-0.

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS FOR ACTION: (FRUIT)

Ordinance #2025-12, An Ordinance Amending Chapter 101 Relating to Prohibiting Parking on Portions of N Cedar, E 8th and N Pearl Streets: Glasbrenner worked with Chief Billy Jones and the recommendation is to prohibit parking as listed in the ordinance.

Motion by Fruit, second by Schultz to suspend the rules and waive the reading of the ordinance, and adopt Ordinance #2025-12, An Ordinance Amending Chapter 101 of the Code of Ordinances of the City of Richland Center Relating to Prohibiting Parking on Portions of North Cedar Street, East 8th Street, and North Pearl Street. Upon Roll Call Vote, all members present voted aye, Motion Carried 7-0.

APPOINTMENT & CONFIRMATION *Committees, Commissions and Boards – None.*

ADJOURNMENT: Motion by Downs, second by Walters to adjourn. Motion carried 7-0 at 8:30 PM.

Minutes submitted by Deputy Clerk Misty Molzof