



## MINUTES OF THE COMMON COUNCIL

TUESDAY, NOVEMBER 04, 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 6:30 pm. A Members present were Ron Fruit, Karin Tepley, Tom McCarthy, Rachel Schultz, Melony Walters (virtual), Douglas Martyniuk, Steve Downs, and Ryan Cairns. Members absent: None. Molzof affirmed proper notice, stating the meeting was noticed on Friday, October 31, 2025, and the amended agenda was noticed at approximately 2:30 pm Monday, November 3, 2025.

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 AGENDA** *Motion by Tepley, second by Downs to approve the amended agenda as posted. Motion carried 8-0.*

**APPROVAL OF MINUTES** *Motion by Tepley, second by Downs to waive the reading of the minutes of the 9/24/2025 and 10/7/2025 council meetings in lieu of printed copies and approve said minutes correcting Enke Development LLC to Enke Properties LLC where applicable. Motion carried 8-0.*

### CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

**Economic Development:** Glasbrenner reported on the status of active grants, specifically mentioning HUD, CDI, and two Innovation Planning grants. He also provided updates on developments currently in various stages, including Panorama, Stori Field, and Cobblestone.

**Public Works:** Glasbrenner reported that the seasonal transition is progressing, marked by the completion of mowing, brush clearing, and tree pruning. Current activities include winterizing water lines and ongoing brush removal, while the dike maintenance inspection is scheduled and street rating with MSA is in process.

**Library:** Pilla reported that a vacancy for a city resident on the Library Board is still open. The Library will be closed on November 11th for Veteran's Day, and for two additional days scheduled for staff development and building maintenance. Staff are currently focused on running after-school activities.

**Utilities:** Gald stated that the Water Department is performing winter hydrant maintenance, removing seasonal park meters, working on AMI meter changeouts, and getting ready for the 2026 projects that include Valley View and Cairns Avenue. The Wastewater Department is tying in the exposed pipe in the Pine River to N. Park Street. Electric has completed 200 pole inspections and found 16 that need attention, tree trimming and underground installation of services are complete for 2025. The Utilities are working with the City to streamline GIS and finding ways to work together to create efficiencies. As of November 1<sup>st</sup>, the winter moratorium is in effect; therefore, residents' electric service cannot be disconnected for non-payment.

**Fire Department:** Gald reported that Brian Jones retired after 43 years of service, and Daren Steinmentz is the new assistant chief. The Fire Department has responded to 203 calls so far this year. Mayor Coppernoll issued a public Thank you to Brian Jones for his years of service to the community.

**Police:** Jones reported that Officer Emma Blume is in phase two of field training, which occurs on the evening shift. During the month of September, there were 192 calls, of which 18 resulted in criminal arrests, three juveniles were referred, seven traffic citations issued, and two warrant arrests were made. The department is down two full-time officers due to medical leave.

**Attorney:** Windle reported that the WI Supreme Court visited the County Courthouse on October 22<sup>nd</sup> and held hearings. A classroom sat in on a hearing, and much was learned.

**Administrator:** Oliphant reported that the Finance Committee approved the draft budget after approximately ten hours of review, with the public hearing scheduled for 11/25/2025. The Clerk/Treasurer's office is considering

extending hours for tax collection, and health insurance open enrollment concluded on 10/31/2025. Community engagement efforts included a successful October 22nd visit by a Weston School District freshman class for a government operations discussion and mock council meeting. Oliphant concluded by emphasizing the need for all staff and elected officials to carefully review emails to prevent phishing and cybersecurity risks.

## **MAYOR AND ALDERPERSONS**

Tepley reported that the Council Rules Ad Hoc Committee has been meeting and the Historic Preservation Committee will be unveiling the Vernon Thompson Memorial on November 5<sup>th</sup>, all are invited to attend.

Coppernoll thanked Tepley for her work on the Vernon Thompson Dedication Ceremony, trunk-or-treat was a success, Rotary Lights will be up and ready around Thanksgiving, meetings are continuing to be held regarding the future of the campus property and Symons, and there are two seats on the Historic Preservation Committee that are vacant if anyone knows of anyone who would be interested in serving in this capacity.

## **TREASURER'S REPORT**

Financial Officer Misty Molzof presented the Treasurer's Report for September, noting a beginning balance of \$10.5 million, an ending balance of \$10.2 million, and \$33,856 in interest earned across all accounts; September revenue and expenditure by department were sent out with meeting materials, and there is nothing out of the ordinary.

## **PAYMENT OF BILLS**

*Motion by Cairns, second by Downs to approve bills as presented on November 4, 2025, in the amount of \$505,477.46, of which \$1,532.79 are paid from the Greater Richland Tourism fund and the remaining are City General Fund. Upon roll call vote, all members voted aye, motion carried 8-0.*

## **ITEMS FOR DISCUSSION AND ACTION**

### **2024 Audit Presentation by Bill Moilien of Johnson Block**

Bill Moilien from Johnson & Block attended virtually, providing a presentation on the 2024 City Audit including fund balances. Moilien stated that the City has a healthy fund balance and is in a better position than many municipalities.

### **A Resolution Providing Informed Consent for Continuing Representation by Abt Swayne Law, LLC**

Attorney Windle advised that due to the ongoing dispute regarding EMS agreements and the resulting conflict of interest stemming from Abt Swayne representing both the County and the City, a resolution was necessary. The resolution formally continues the City's legal services but restricts Abt Swayne's representation on matters related to emergency medical services (EMS).

*Motion by Schultz, second by Martyniuk to approve Resolution #2025-1, A Resolution Providing Informed Consent for Continuing Representation by Abt Swayne Law, LLC. Upon roll call vote, all members voted aye, motion carried 8-0.*

## **2026 EMS Contract**

Oliphant reported that the City secured Attorney Hagen of Boardman and Clark to represent its interests and propose contract revisions, which the County has been unwilling to accept. These revisions primarily focused on obtaining eligibility for levy limit adjustments contingent on joint oversight, clarifying asset distribution upon dissolution (as the City maintains that member entities have purchased the assets), and determining the most effective and equitable method for assessing member costs. Oliphant requested a three- to six-month contract extension of the current agreement to develop a long-term solution, but the County Administrator only agreed to a three-month extension paired with an entirely new, unacceptable contract. Ultimately, the County Board denied the three-month extension, favoring a one-year contract, which was required to be signed by November 1st to maintain ambulance service.

*Motion by Tepley, second by Walters to direct Administrator to set a date with Attorney Hagen for a Special Council Session and to demand the County extend the date. Motion carried 8-0.*

## **FINANCE COMMITTEE RECOMMENDATIONS AND ACTION (CAIRNS)**

## **Use of City Land for Storm Water Management for the Lamont Subdivision**

Glasbrenner reported that the developer of the Lamont Subdivision has requested the use of approximately 2.7 acres of City-owned land on the northwest corner of Tax Parcel #276-1711-2000 to accommodate additional stormwater management needs. This parcel is currently unmaintained and not used for recreational purposes.

*Motion by Cairns, second by Tepley authorize the potential use of City-owned land located in the northwestern portion of North Park—an area currently unmaintained and not used for recreational purposes—for stormwater management facilities serving the proposed adjacent Lamont Subdivision, subject to the following conditions: Engineering Necessity: Subdivision engineering shall demonstrate that use of the City parcel is reasonably necessary to achieve proper stormwater management for the subdivision and to ensure compliance with all applicable City, State, and DNR requirements. Broader area stormwater management benefits shall also be considered. Environmental Suitability: The proposed site shall be evaluated and determined by City-approved engineers to be environmentally suitable for stormwater management purposes. Staff Oversight: The City Administrator and Public Works Director are authorized to review and direct the proposed use of the land. Final approval for such use shall be executed by the City Council through the subdivision platting process. Upon Roll Call Vote, Motion Passed Unanimously 8-0.*

## **Resolution #2025-12, A Resolution Adopting Updated Airport Lease and Rental Fees**

Perkins reported that the city manages eleven (11) private hangar lot lease agreements and six (6) city-owned hangar rental agreements at the airport. Current rates do not reflect market rate and have not been updated in several years. With many agreements up for renewal, staff recommend updating the fees at this time. Recommendations were developed using comparative data, inflationary trends, and guidance from the Wisconsin Bureau of Aeronautics. The Public Works Committee approved the recommendation on 10/16/2025 as did the Finance Committee on 11/4/2025.

*Motion by Cairns, second by Schultz to adopt Resolution #2025-12, implementing updated airport lease and rental fees, and authorizing the City Attorney to prepare updated lease and rental agreements using a standardized lease form. Upon Roll Call Vote, Motion Passed Unanimously 3-0.*

## **Array/US Cellular Land Lease Agreement**

Oliphant reported that negotiations with Array (formerly US Cellular) have resulted in proposed ground lease payments of \$1,200 per month, or \$14,400 annually, on a 5-year agreement with five additional 5-year automatic renewals (up to 25 years), with annual rent increases tied to CPI. The tower is critical to county public safety communications, making a mutually agreeable lease essential.

*Motion by Cairns, second by Tepley, to recommend council approve the Array/US Cellular Land Lease Agreement as presented. Upon Roll Call Vote, Motion Passed Unanimously 8-0.*

## **PUBLIC SAFETY COMMITTEE RECOMMENDATIONS AND ACTION (FRUIT)**

### **Law Enforcement Range MOU between the City and County**

Fruit reported that the Public Safety Committee has been discussing the rifle range, aiming to find a suitable location that enhances officer and public safety while mitigating public inconvenience, as the current practice requires closing the range to the public during officer training. Both the City and County police departments agree that the unused dump site is a unique, beneficial, and useful option that provides the best and safest fit for their training needs.

*Motion by Fruit, second by Downs, approve the dump site as the new training/rifle range to be used by both city and county police departments. Upon Roll Call Vote, Motion Passed Unanimously 8-0.*

### **Approval of Licenses**

*Motion by Fruit, second by Downs to approve Class "B" Temporary Picnic License, beer only, no liquor, to Richland County Performing Arts Council, for the Veteran's Salute Concert located at 182 N Central Avenue, on November 9, 2025. Upon roll call vote, motion carried unanimously 8-0.*

*Motion by Fruit, second by Downs to approve Class "B" Temporary Picnic License, beer and wine, to Southwest Partners, dba Richland Rejuvenates for the Comedy Night with Andy Hartly located at 182 N Central Avenue, on November 15, 2025. Upon roll call vote, motion carried unanimously 8-0.*

*Motion by Fruit, second by Downs to approve Class "B" Temporary Picnic License, beer and wine, to Southwest Partners, dba Richland Rejuvenates for the Maggie Mae Christmas Show located at 182 N Central Avenue, on December 14, 2025. Upon roll call vote, motion carried unanimously 8-0.*

*Motion by Fruit, second by Tepley to approve a Peddlers License to Lyle Farrell, Tree-Ripe Fruit Co. for the retail sale of whole produce Florida Citrus, GA Pecans, and NM Pistachios at the Community Center on November 24, 2025. Upon roll call vote, motion carried unanimously 8-0.*

#### **PLAN COMMISSION RECOMMENDATIONS AND ACTION (COPPERNOLL)**

##### **Resolution #2025-13, A Resolution Granting Access Easement for Driveway Use Within S Larson Street Right-Of-Way**

Coppernoll reported that Tacy Conner, Property Owner of Tax Parcel #276-2100-8350 requested use of S Larson Street Right-of-Way for driveway access to his lot, Plan Commission reviewed the request and forwarded it to Council for final approval.

*Motion by Walters, second by Martyniuk, to approve Resolution #2025-13, A Resolution Granting Access Easement for Driveway Use Within S Larson Street Right-Of-Way. Motion Passed Unanimously 8-0.*

##### **Conditional Use Permit Application to Allow Mobile Service Facilities and Mobile Service Support Structures at 25079 Maple Grove Road (Tax Parcel 022-10132000)**

Coppernoll reported that Wisconsin RSA submitted a request for a conditional use permit to place a mobile service structure on Tax Parcel #022-1013-2000, in the ET-Zoning District, zoned as Agricultural-Residential. Plan Commission reviewed and recommended approval of permit as presented.

*Motion by Schultz, second by Downs, to approve Conditional Use Permit Application allowing Mobile Service Facilities and Mobile Service Support Structures at 27095 Maple Ridge Lane, Tax Parcel #022-3322-1200. Motion Passed Unanimously 8-0.*

#### **PUBLIC WORKS COMMITTEE RECOMMENDATIONS AND ACTION (FRUIT)**

##### **Report on Public Works Snow Removal Policy**

Fruit reported that the Public Works Department is drafting a Snow and Ice Control Standard Operating Procedure (SOP). This SOP aims to formalize winter operations, ensure internal consistency, and clarify service expectations in response to varying weather conditions. No formal action is requested at this time, but staff welcomes general support as the procedure is implemented.

##### **Ordinance #2025-09, An Ordinance Amending Chapter 101 Relating to Authorization of Stop Signs on N. Congress Street**

Glasbrenner stated he had been working with the Police Department to evaluate the need for stop signs along N. Congress Street. The Public Safety Committee and the Public Works Committee reviewed and recommended that the Council adopt Ordinance #2025-09, adding stop signs at N Congress Street intersections of 2<sup>nd</sup> Street and 4<sup>th</sup> Street.

*Motion by Fruit, second by Walters, to approve Ordinance #2025-09, An Ordinance Amending Chapter 101 Relating to Authorization of Stop Signs on N. Congress Street. Upon roll call vote, motion carried unanimously 8-0.*

##### **Ordinance #2025-10, An Ordinance Amending Chapter 391 of the Municipal Code Relating to Permits Required for Temporary Use of the Public Rights-Of-Way**

Glasbrenner stated the City currently requires a dumpster permit for placement of dumpsters in the Right-Of-Way (ROW); however, is limited in scope and does not address obstructions such as scaffoldings, construction equipment, or building materials. The presented version addresses other obstructions, enhances public safety, ensures consistent enforcement, and modernized city's ROW permitting process. The Public Works Committee has reviewed and recommends Council approve the update to Chapter 391.00

*Motion by Fruit, second by Downs, to approve Ordinance #2025-10, An Ordinance Amending Chapter 391 of the Municipal Code Relating to Permits Required for Temporary Use of the Public Rights-Of-Way.*

*Amended Motion by Fruit, second by Downs, to suspend rules and waive the reading of the Ordinance and approve Ordinance #2025-10, An Ordinance Amending Chapter 391 of the Municipal Code Relating to Permits Required for Temporary Use of the Public Rights-Of-Way. Upon roll call vote, motion carried unanimously 8-0.*

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

None.

**PUBLIC COMMENT** *No Council action will be taken on any matter originating under this item.*

Rod Perry – Expressed satisfaction with the passing of Ordinance #2025-09.

**CLOSED SESSION** for the purpose of discussing breach of contract and legal options related to Panorama Estates

*Motion by Tepley, second by Downs, to adjourn to closed session pursuant to Wis. Stat. 19.85(1)(e) and (g) 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 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. Upon roll call vote, motion carried unanimously 8-0.*

*Meeting Adjourned to Closed Session at approximately 8:56 pm. Others present included: Attorney Windle, Administrator Oliphant, Deputy Clerk Molzof, DPW Glasbrenner, and MSS Perkins.*

*Meeting Reconvened into Open Session at approximately 9:42 pm.*

*Motion by Schultz, second by Tepley to direct Attorney Windle to amend Panorama Estates Development Agreement to separate the 3<sup>rd</sup> building from phase 2 and add language requiring payment of agreement as discussed in closed session. Upon Roll Call Vote, motion passed 6-2. Ayes: McCarthy, Schultz, Downs, Cairns, Fruit, and Tepley. Nays: Walters and Martyniuk.*

**ADJOURNMENT**

*Motion by Downs, second by Walters to adjourn. Motion carried 8-0.*

*Meeting adjourned at 9:45 pm.*

*Minutes respectfully submitted by Deputy Clerk, Misty Molzof*