Richland CENTER
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MINUTES OF THE COMMON COUNCIL

TUESDAY, JULY 7, 2026 AT 6:30 PM

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

CALL TO ORDER & ROLL CALL The meeting was called to order by Mayor Tepley at 6:30 PM. Present: Chris Jarvis, Bradley Wegner, Frank Hoffman, Rachel Schultz, Melony Walters, Douglas Martyniuk, Steve Downs, and Ryan Cairns.

Molzof confirmed that the agenda was posted on Thursday, July 2, 2026, with no subsequent amendments.

APPROVAL OF AGENDA *Motion by Schultz, second by Walters to approve the agenda as presented. Motion carried unanimously (8-0).*

APPROVAL OF MINUTES *Motion by Schultz, second by Downs to waive the reading of the minutes of June 2 and June 30, 2026, in lieu of printed copies and approve said minutes as presented. Motion carried unanimously (8-0).*

MAYOR AND ALDERPERSONS REPORTS AND CONCERNS

Schultz: Reported that the Economic Development Committee met and elected John Clair as Chair and Dave Turk as Vice Chair. The committee also reviewed the Strategic Plan and discussed leasing versus purchasing equipment. There was no Public Works Committee meeting in June. The Board of Review met and elected Schultz as Chair and Wegner as Vice Chair. The Board of Review hearings are scheduled for July 30 at 6:00 p.m.

Walters: Reported that the Budget Committee met, with the primary focus being preparation of the upcoming budget. The committee also reviewed and made recommendations regarding a draft procurement policy. The Library Board met, elected officers, and approved a memorandum of understanding with the Friends of the Library. The Utility Commission met and will hold a joint meeting with the Common Council the following week regarding the WPPI Energy contract extension. An orientation at WPPI Energy is also scheduled for Friday.

Tepley: Condolences to Mayor Todd Coppernoll on the passing of his mom.

CITY AND UTILITY DEPARTMENT HEAD REPORTS AND CONCERNS

Gald, Utility Manager: Reported that the Valley View Project public hearing is scheduled for July 22, with construction expected to begin by the end of July. A joint meeting of the Common Council and Utility Commission is scheduled for the following Wednesday to discuss the WPPI Energy contract extension. The Panorama project footings have been installed, RP3 applications are due, and the Utilities Department is implementing a new website that will include an outage management system.

Oliphant, **City Administrator**: Reported that the City's new Zoning Administrator, Erin Unbehaun, began employment the previous day. She also noted that there have been changes to office locations within City Hall and asked everyone to take note of the changes.

PUBLIC COMMENT

Sharon Schmitz, 1875 Bohmann Drive, expressed concern over the future of the Richland County EMS.

TREASURER'S REPORT: *Motion by Walters, second by Downs to approve the City Treasurers Report as presented. Motion carried unanimously (8-0).*

Molzof presented year-to-date financial reports through May 31, 2026, and invited Council members to contact her with any questions or concerns or to review the reports in greater detail.

UTILITY TREASURER'S REPORT: No action.

BILLS FOR APPROVAL: *Motion by Walters, second by Downs to approve bills from May 30, 2026, through July 7, 2026, as presented in the amount of $920,031.69. Upon roll call vote all alders present voted aye, carried 8-0.*

DISCUSSION AND POSSIBLE ACTION ITEMS

Discussion and Possible Action on Amending the Ordinances Governing the Park Board

Attorney Windle requested direction and suggestions from the Alders to proceed with drafting revisions to the ordinance governing the Park Board. Jarvis stated that a draft of the proposed changes had been provided to the Park Board President.

Council members discussed Chapter 27 and the removal of references to the chapter throughout the ordinances. Attorney Windle was directed to prepare a revised ordinance, present the revisions to the Park Board, and bring the revised ordinance back to the Common Council for final consideration and approval.

GENERAL GOVERNMENT COMMITTEE RECOMMENDATIONS FOR ACTION (CAIRNS)

Advanced Pump & Well Solutions Inc, Lease Renewal, 278 W Court Street: *Motion by Cairns, second by Downs to approve the lease renewal agreement as presented and authorize the City Administrator execute the lease agreement on behalf of the City. Upon roll call vote, all members present voted aye, carried unanimously (8-0).*

Council Rules Amendment: *Motion by Cairns, second by Walters to approve an amendment to Appendix A of the Council Rules to add the mayor as a non-voting, ex-officio member to the General Government Committee. Upon roll call vote, all members present voted aye, carried unanimously (8-0).* Walters stated that, as a member of the committee that recently revised the Council Rules and committee structure, the intent was for the mayor to serve as an ex-officio, non-voting member of the General Government Committee. She noted that the mayor's role could provide valuable information and perspective that could be more freely discussed with this revision.

PLANNING COMMISSION RECOMMENDATIONS FOR ACTION (JARVIS)

Consider the Conditional Use Permit Application of Ryan and Megan Pluemer for the Construction of a 256 sq. ft. Garden Shed at 1235 Arbor Lane, Tax Parcel #276-1742-4500: *Motion by Downs, second by Schultz to approve the Conditional Use Permit Application of Ryan and Megan Pluemer for the construction of a 256-square-foot garden shed at 1235 Arbor Lane, Tax Parcel No. 276-1742-4500, subject to the conditions approved by the Planning Commission:*

1. *The accessory structure shall be used solely for the storage of personal lawn, garden, and household equipment incidental to the residential use of the property. The structure shall not be used for any commercial, business, or habitation purpose.*
2. *The accessory structure shall not exceed 256 square feet in floor area (16′ × 16′). If the structure exceeds fifteen (15) feet in height above ground level, it constitutes a separate conditional use under 402.04(13) and shall require additional review and approval.*
3. *The structure shall comply with all detached accessory building setback requirements of 402.05(8), including a minimum of three (3) feet from any side or rear lot line (measured to the foundation or wall) and one and one-half (1.5) feet to any roof, eave, or eaves trough.*
4. *The structure shall be located entirely within the rear yard and shall not encroach upon any recorded easement.*
5. *Roof drainage and stormwater runoff from the structure shall be managed on-site and shall not be directed onto adjoining properties, consistent with § 400.07(7).*
6. *Only one (1) accessory building other than a private garage is permitted on the lot; this permit authorizes that single structure.*

Motion carried unanimously (8-0).

APPOINTMENT AND CONFIRMATION:

Motion by Walters, second by Downs to confirm the Mayor's appointment of Dr. Shari Johnson as the School District Representative to the Library Board. Motion carried unanimously (8-0).

Motion by Downs, second by Jarvis to confirm the Mayor's appointment of Joseph Hiti to Library Board. Motion carried unanimously (8-0).

Motion by Schultz, second by Downs to confirm the Mayor's appointment of Alicia Woodhouse to Park Board. Motion carried unanimously (8-0).

Motion by Jarvis, second by Downs to confirm the Mayor's appointment replacing Alder Martyniuk with Alder Wegner to the Park Board. Motion carried unanimously (8-0).

ADJOURNMENT: *Motion by Downs, second by Wegner to adjourn at approximately 7:25 p.m. Motion carried 8-0*

Meeting adjourned at approximately 7:25 pm.

Respectfully submitted

Misty D. Molzof, City Clerk