

**REGULAR MEETING OF THE COMMON COUNCIL  
May 19, 2020**

The Common Council of the City of Richland Center, Wisconsin, met via telephone conference on Tuesday, May 19, 2020 commencing at 7:30 PM, Mayor Todd Coppernoll presiding. Alderpersons Ryan Cairns, Scotty Wallace, John Collins, Melony Walters, Travis Wertz, Carson Culver, Susan Fruit, and Karin Tepley were present. Mayor Coppernoll ascertained from the Clerk that the meeting was properly noticed.

Marge Freeman said the Pledge of Allegiance.

Mayor Coppernoll mentioned there will not be a parade for Memorial Day, however, there will be the traditional ceremony at the Richland Center Cemetery at 10:30 a.m. He strongly encouraged social distancing and wearing masks.

Mayor Coppernoll mentioned there will be a parade for the High School Seniors on May 31, 2020 beginning at 2:00 p.m. The parade will start at 6<sup>th</sup> Street and Central Avenue, travel south on Central Avenue to Court Street, travel east on Court Street to Church Street, then travel north on Church Street to 6<sup>th</sup> Street where the parade ends. He strongly encouraged social distancing and wearing masks.

Motion by Fruit, second by Collins to waive the reading of the minutes of the meeting and approve the minutes as presented. Motion carried 8-0 via roll call vote.

Motion by Tepley, second by Fruit to approve the agenda. Motion carried 8-0 via roll call vote.

**MAYOR AND ALDERPERSONS CONCERNS TO BE DISCUSSED AT A FUTURE MEETING:** Alderperson Cairns asked to look at other sources for holding the meeting via teleconference where the public can be muted.

**CITY AND UTILITY DEPARTMENT HEAD CONCERNS:** Martha Bauer, Library Director, said the curbside pickup has been going well since May 4<sup>th</sup> and will continue until June 15<sup>th</sup>. It will be reevaluated near that time.

**FINANCE COMMITTEE RECOMMENDATIONS:**

**CONSIDER APPROVAL OF PROPOSAL FROM MSA FOR DNR CLOSURE REQUIREMENT TO ABANDON TEST WELLS AT 190 N ORANGE ST.:** The task order from MSA to abandon the test wells which is required for closure was discussed. The cost is \$2300 but the Parks & Grounds employees would be able to dig the holes and reduce the bill by about \$200 to \$300. Motion by Cairns, second by Tepley to approve the MSA task order for \$2300 from contingency. Motion carried 8-0 via roll call vote.

Alderperson Wertz joined the meeting at 7:49 p.m.

**CONSIDER APPROVAL OF LIST OF ZONING PERMIT REQUIREMENTS AND FEES:** Motion by Cairns, second by Fruit to approve the list with the change on the fee for land splits to be \$400, not \$25, and the current listing of building permit fees dated 2013-2015 as published on the city web site. Bill McCorkle reviewed the list of zoning permit requirements and the related fees. He does the fence permits now under zoning with a fee of \$35.00. Mr. McCorkle said he wanted to put this listing together along with the list of required building permits and mail it with the utility bill so people are aware of requirements. The fee is double for obtaining a permit after the construction is already started. Some discussion took place on the building permit fees. Motion carried 8-0 via roll call.

**PARK BOARD RECOMMENDATIONS:**

**CONSIDER APPROVAL OF RENEWING FACILITY USE AGREEMENT WITH THE RICHLAND SCHOOL DISTRICT:** Alderperson Fruit reviewed the changes adding buildings and programs. Motion by Fruit to accept the changes and approve the agreement for 2 years until 7/1/2022 and Culver made the second. Collins asked if the City Liability Insurance covers the programs that are not run by the city staff and why would the city pay for this. Shane Stibbe joined the meeting at 8:17 p.m. and reviewed the programs listed in the agreement. He stated the Park Board sponsors programs run by other groups that the city does not collect the fees for. He said the liability insurance is way too expensive for those programs to be able to do this on their own. Mayor Coppernoll asked if any school programs use the parks. Mr. Stibbe replied mentioned some softball, baseball and soccer have used the parks. He said the agreement was put in place to avoid charging each other for the use of public property and to have a good working relationship. The people can't afford to run and offer the programs any other way. It was decided to check with the city insurance company. Motion by Culver to table this decision to the next council meeting and research the insurance coverage. Collins seconded the motion and the motion carried 8-0 via roll call vote.

**PERSONNEL/INSURANCE COMMITTEE RECOMMENDATIONS:**

**CONSIDER APPROVAL OF JOB DESCRIPTION CHANGE FROM CLERK/TREASURER TO ADMINISTRATOR/CLERK/TREASURER:** Alderperson Collins stated the Plan Commission started working on an administrator within updating the comprehensive plan about 20 months ago. The job description was based on what Baraboo has, adjusted to fit Richland Center, and approved by the Plan Commission. The job description before you had the clerk/treasurer duties added to it. There were no funds budgeted in 2020 for an administrator. He said Personnel/Insurance Committee reviewed at this combination because the cost for a separate administrator would be in the area of \$108,000 in salary as apposed to joining the job description with the clerk/treasurer that is already budgeted. The current clerk/treasurer does most of this work with an average of about 2500 hours for a 2080 hours per year job. The concern is that a new administrator/clerk/treasurer may not be able to fulfill all the duties when Melinda retires in the spring. Motion by Collins to adopt the Administrator/Clerk/Treasurer job description and make it effective May 20, 2020, second by Culver. Alderperson Culver had questions relating to acting on items on behalf of the Mayor and Council as well as the comptroller duties. Attorney Robb stated a comptroller is a person that oversees the finances. Clerk Jones stated the comptroller at this time is the Clerk/Treasurer joint with the Common Council. Alderperson Collins rescinded the motion. Culver seconded. Motion by Collins, second by Culver to table this time to the next meeting. Mayor Coppernoll asked what the benefit would be to the city to approve this. Alderperson Collins stated the evaluations of department heads, initial disciplinary, firing, promotion of employees would be in the administrator's hands and it would

take the politics out of an elected official every two years having to manage department heads and employees. More discussion took place about the process and the need for an administrator. Alderperson Collins stated a closed session should be scheduled to discuss the need related to any current issues. Motion carried 8-0 via roll call.

**PUBLIC SAFETY RECOMMENDATIONS:**

**CONSIDER AMENDMENT OF CLASS A LIQUOR AND BEER LICENSES AT WAL-MART TO INCLUDE STALLS AND/OR CANOPY LOCATIONS IN PARKING LOT SPECIFICALLY DESIGNATED FOR ONLINE GROCERY PICKUP:** Alderperson Wallace said Wal-Mart wants to have the ability online orders and include the ability to purchase alcohol that can be picked up outside the store. Manager Don Fieldhouse said there would be designated packaging for online orders. Many other stores already have these procedures in place and headquarters have approved this for Richland Center. Motion by Wallace, second by Fruit to amend the licenses to include stalls and/or canopy locations in the parking lot specifically designated for online grocery pickup. Mr. Fieldhouse mentioned that construction will begin Monday. They will hire and train 20 people for this process. Cameras are in place if various places. Alderperson Collins requested cameras be installed to record each transaction. Motion carried 8-0 via roll call.

**APPOINTMENTS TO COMMITTEES, COMMISSIONS, BOARDS AND CONFIRM APPOINTMENTS:** Mayor Coppernoll appointed Christy Adsit to the Tourism Commission as well as Russ Shannon and Jane Kintz to the Historic Preservation Commission. Jayne will replace Jerry Bower who no longer wants to serve. Motion by Fruit to approve the appointments. Collins seconded and the motion carried 8-0 via roll call vote.

**PAYMENT OF MONTHLY BILLS:** Motion by Wallace, second by Tepley to pay the bills as presented. Motion carried 8-0 on a roll call vote.

**MAYOR AND ALDERPERSONS – COMMITTEE/COMMISSION/BOARD REPORTS AND COMMENTS:** No reports were given.

**DEPARTMENTS AND UTILITY REPORTS:** Bill McCorkle stated the South Central Avenue project will begin June 1<sup>st</sup>.

**ADJOURN:** Motion by Tepley, second by Collins to adjourn. Motion carried 8-0 at 9:25P.M.

Minutes respectfully submitted by Melinda D. Jones, Clerk/Treasurer