



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, AUGUST 05, 2025 AT 5:00 PM

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

CALL TO ORDER: Meeting was called to order at 5:00 PM. Members present were Karin Tepley, and Melony Walters. Absent: Ryan Cairns.

APPROVAL OF MINUTES: Motion by Walters to waive the reading of the July 1, 2025 Finance Committee minutes and approve them as presented. Seconded by Tepley. Motion roll call vote carried 2-0.

PAYMENT OF BILLS: Motion by Tepley to approve the August 5, 2025 bills as presented. Seconded by Walters. Motion carried by roll call vote 2-0.

TREASURER'S REPORT: Financial Officer Misty Molzof provided a summary of the City's revenue and expenditure activity through mid-year, noting overall spending is within expected ranges of approximately 50-55% of the budget.

ECONOMIC DEVELOPMENT DIRECTOR'S REPORT: Director Jasen Glasbrenner reported continued progress on several key projects, including the Lamont Subdivision, Hive Drive improvements, and the Jefferson Street Project, while removing focus on Starlite Drive due to unresolved deed restrictions. A pre-construction meeting was held for Panorama Estates, with construction expected to begin in late August or early September. He also noted ongoing incentive discussions with Cobblestone Hotel and updates on CDI grants, including the final draw for Los Amigos, continued work with Wild Honey Collective, and renewed discussions with the AD German Warehouse.

DISCUSSION AND ACTION ITEMS

Resolution #2025-08, A Resolution Designating Public Depositories and Authorizing Withdrawal of City Monies: Financial Officer Misty Molzof presented Resolution 2025-08, a routine annual resolution designating authorized public depositories for City funds. She noted this resolution should be approved annually at the organizational meeting but was brought forward at this time to ensure proper designation of banks currently in use. Motion by Alderperson Tepley to recommend to Council the adoption of Resolution 2025-08 A Resolution Designating Public Depositories and Authorizing Withdrawal of City Monies. Seconded by Alderperson Walters. Motion carried unanimously.

Resolution #2025-09, A Resolution Designating Signers on City Bank Accounts: Financial Officer Misty Molzof presented Resolution 2025-09, designating authorized signers on City bank accounts. The resolution ensures appropriate individuals are identified to sign and manage city funds in accordance with established financial procedures. Motion by Alderperson Tepley to recommend to Council the adoption of Resolution 2025-09 A Resolution Designating Signers on City Bank Accounts. Seconded by Alderperson Walters. Motion carried unanimously.

Authorize Treasurer and/or City Administrator to Execute Banking Transactions: Financial Officer Misty Molzof requested authorization for the Treasurer and/or City Administrator to execute banking transactions, including transferring funds between City accounts to optimize interest earnings. This authorization eliminates the need for individual approvals per transaction. Motion by Alderperson Walters to authorize the Treasurer and/or City Administrator to transfer funds among City Bank Accounts to optimize interest returns and consolidate superfluous accounts, executing these actions as necessary to advance the City's financial interests. Seconded by Alderperson Tepley. Motion carried unanimously.

Fire Protection Services Contract: Administrator Ashley Oliphant provided an overview of the current Fire Protection Services Contract, originally executed in 2003 and amended in 2013 and 2022. The most recent amendment, which was not reviewed or adopted by the Common Council, reduced the City's payment window to the Fire Department from 60 to 30 days, creating billing and collection challenges. Oliphant noted that although the Rural Fire District Board has opted not to pursue additional changes at this time, the contract contains outdated provisions, lacks clarity regarding voting authority, and does not include mechanisms for dispute resolution or regular review. Concerns were raised regarding the financial and administrative burdens placed on the City, particularly when payments from third parties are delayed or uncollectible, as well as inconsistencies between the contract language and the current board's operating practices. The committee agreed that a comprehensive review is needed and supported the review efforts already underway by Attorney Michael Windle, who represents several participating townships. Motion by Alderperson Walters to direct Attorney Windle to review the Fire Protection Services Contract and report to the Finance Council an update within 60 days. Seconded by Alderperson Tepley. Motion carried unanimously.

Request for Additional Funding for Municipal Building Generator: Administrator Oliphant presented a request for additional funding related to the municipal building generator project. Following previous Finance Committee discussion, updated information was provided regarding the need for a larger generator than originally specified. The initial load calculations used to determine generator size were determined to be inaccurate. After further review with City Utilities staff, the contractor Scotty Wallace, unilaterally procured a properly sized generator. The Utility Commission reviewed the revised project scope and approved its share of the additional expense. The total additional cost to the City is \$4,083.52. Funding is proposed to come from the unallocated contingency fund, which currently has sufficient balance. Motion by Alderperson Tepley to recommend to the Common Council approval of the additional expenditure of \$4,083.52 for the purchase and installation of a generator for the Municipal Building from unallocated contingency fund. Seconded by Alderperson Walters. Motion carried by roll call vote 2-0.

Contract with SWWRPC for GIS Study: Administrator Oliphant presented a request to contract with the Southwest Wisconsin Regional Planning Commission (SWWRPC) to conduct a Geographic Information System (GIS) planning study. The City was awarded an Innovation Planning Grant in the amount of \$34,559.73 to fund this project. The purpose of the study is to evaluate current GIS practices and utilization by both the City and Richland County, identify opportunities for collaboration, streamline GIS systems, and improve data management. The study will review foundational GIS services provided by the County, such as parcel mapping, and assess City-specific layers including utilities and infrastructure. Oliphant noted that the City currently contracts with multiple providers for GIS services, including Town & Country Engineering and SWWRPC, while the County contracts with MSA. The study will explore whether efficiencies or improved coordination can be achieved, potentially resulting in a shared service model or consolidated GIS provider. Motion by Alderperson Tepley to recommend to the Common Council to approve the execution of a contract with Southwestern Wisconsin Regional Planning Commission for a GIS study fully funded by an Innovation Planning Grant. Seconded by Alderperson Walters. Motion carried by roll call vote 2-0.

Request for Crane Repair (Streets): Director Jason Glasbrenner presented a time-sensitive request to authorize repairs to the overhead crane at the Public Works Street shop. The crane, used for lifting heavy equipment such as salt boxes and sanders, requires safety maintenance. The repair cost is quoted at \$3,390, with authorization requested not to exceed \$4,000. The request was reviewed and supported by Public Works Committee Chair Ron Fruit. Motion by Alderperson Walters to recommend to Common Council the approval of the repair of the crane at the Public Works Street garage, at a cost not to exceed \$4,000.00. Seconded by Alderperson Tepley. Motion carried by roll call vote 2-0.

Legal Services Contract Renewal: Administrator Ashley Oliphant presented the proposed renewal of the City's legal services agreement with Abt Swayne Law, LLC, represented by Attorney Michael Windle. The contract includes an hourly rate increase from \$150 to \$175, effective upon renewal. The Personnel Committee previously reviewed and recommended approval, noting that the rate remains well below market averages and that legal expenses have

consistently remained under budget. Motion by Alderperson Tepley to recommend to the Common Council the renewal of the Legal Services Agreement. Seconded by Alderperson Walters. Motion carried unanimously.

Revised Agreement for Symons Recreation Complex: Administrator Oliphant presented a draft revision of the Symons Recreation Complex Operating Agreement, prepared by the Natatorium Board and Attorney Windle. While the draft modernizes formatting and clarifies board structure, concerns were raised regarding key provisions—particularly the City’s financial obligations. The proposed language continues to require the City to pay 50% of all operating costs without limitation, including unanticipated overages, and lacks alignment with the City’s financial policies, especially regarding over-budget spending and emergency expenditures. Given the City’s receipt of a state-funded planning grant to evaluate the long-term sustainability of the facility, committee members agreed that adopting a revised agreement at this time may be premature. Motion by Alderperson Tepley to request reconvening the City/County Ad Hoc Committee for further contract review. Seconded by Alderperson Walters. Motion carried unanimously.

Tourism Streaming Advertising with Gray Media: Administrator Oliphant presented a request from the Tourism Commission to allocate an additional \$5,000 for continued digital streaming advertising with Gray Media through the end of September. Tourism Commissioner Karen Tepley affirmed the Commission’s recommendation to proceed with the expenditure which was not included in the 2025 budget. While the cover sheet referenced \$53,000 in unallocated room tax funds, Financial Officer Misty Molzof clarified that approximately \$20,000 remains available after accounting for outstanding payables. Motion by Alderperson Walters to recommend to the Common Council to approve an additional \$5,000 expenditure to continue streaming advertising with Gray Media out of unallocated room tax revenue which is approximately \$20,000. Seconded by Alderperson Tepley. Motion carried by roll call vote 2-0.

SET NEXT MEETING DATE – September 2, 2025

ADJOURNMENT: Motion by Walters to adjourn. Seconded by Tepley. Motion carried unanimously at 6:25 PM.

Meeting minutes recorded by Clerk Keller