



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, SEPTEMBER 05, 2023 AT 5:30 PM

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

AGENDA

CALL TO ORDER: Meeting was called to order at 5:30 PM. Members present were Karin Tepley, Melony Walters, and Ryan Cairns.

APPROVAL OF MINUTES: Motion by Tepley to approve the minutes of the August 1, 2023 meeting as presented. Seconded by Walters. Motion carried 3-0

PAYMENT OF BILLS: Motion by Walters to pay the September 5, 2023 bills as presented. Seconded by Tepley. Motion carried 3-0.

CLERK/TREASURER'S REPORT: Clerk/Treasurer Joyce reported on the status of donation pledges for the aquatic center. Donations have not met anticipated levels since 2020 and are also below expectations in 2023. Joyce reported that Southwest Partners will be sending out donation reminders this fall to those who have pledge amounts outstanding. In addition, he presented revenue and expenses related to the aquatic center since 2020. Other than 2020 when the aquatic center operated under Covid-19 restrictions, revenues have outpaced expectations while expenses have fluctuated compared to budget. As of 8/31/23, revenues are \$35,000 over budget, while expenses are \$20,000 under budget. Joyce also presented information regarding delinquent receivable accounts. Joyce will be meeting with the city attorney to set up procedures for receiving payments from those with outstanding accounts, including by small claims or the State Debt Collection.

DISCUSSION AND ACTION ITEMS

5. **Request to Authorize Transportation Planning Services**

Economic Development Director Jasen Glasbrenner noted that this request relates to the Highway 14 corridor and the impact of the construction of a new hospital in that area of the city. The proposed study would include Highway 14 between Bohmann Drive and US Highway 58. The study would evaluate current traffic patterns, assess current access points along Highway 14, build a traffic model considering potential or likely future land uses, and provide conceptual recommendations for the improvement of Highway 14. Four firms were requested to submit a proposal for a traffic study and two proposals were received from MSA Professional Services in the amount of \$30,300 and KL Engineering in the amount of \$26,600, with MSA being the preferred contractor. City Administrator Ashley Oliphant explained that the working history with the city is a factor in preferring MSA. She also noted that KL Engineering is representing the hospital with a similar study and it was a concern that the firm representing both could create a conflict. Motion by Cairns to authorize contracting with MSA for Transportation Planning Services for Highway 14 between Bohman Drive and US Highway 58 North at a cost not to exceed \$31,000. Seconded by Tepley. Motion carried 3-0.

6. **Request to Authorize Financial Management Services**

Administrator Oliphant explained the ultimate goal is to have strategic long-term plans in place as the city manages significant development opportunities and rising costs of operations. An element of that includes consideration of the ongoing accounting software conversion challenges being experienced in the Clerk/Treasurer's Office and other barriers. The recommendation is to utilize Southwest Wisconsin Regional Planning Commission to provide direct day-to-day operational and training assistance. It is proposed that Misty Molzoff, Local Government Services Specialist with SWWRP, would provide services for up to 8 hours per week for 2-3 months. Molzoff was present and introduced herself. She has previous experience as a City Administrator, Clerk/Treasurer, and Utility Clerk. She also has experience with the Caselle software which is currently being utilized in the Clerk/Treasurer's office. Motion by Walters to recommend to the Common Council to authorize the Administrator to contract with Southwestern Wisconsin Regional Planning Commission for the services of the Local Government Services Specialist for financial and planning purposes at a cost not to exceed the budgeted amount of \$15,000 in the Financial Advisory Services outlay. Seconded by Tepley. Motion carried 3-0

SET NEXT MEETING DATE: Next meeting will be October 3, 2023.

ADJOURN: Motion by Cairns to adjourn. Seconded by Walters. Motion to adjourn carried 3-0 at 6:36 PM.

Minutes respectfully submitted by Clerk/Treasurer Aaron Joyce.