



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, FEBRUARY 06, 2024 AT 5:15 PM

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

AGENDA

CALL TO ORDER: Meeting was called to order at 5:15 PM. Members present were Ryan Cairns and Karin Tepley.

APPROVAL OF MINUTES: Cairns motioned to approve the Finance Committee minutes of January 2, January 10, and January 29, 2024 as presented. Seconded by Tepley. Motion carried 2-0.

PAYMENT OF BILLS: Motion by Cairns to approve the 02/06/2024 bills as presented. Seconded by Tepley. Motion carried 2-0.

CLERK/TREASURER'S REPORT: Clerk Joyce reported that 2023 tax collection has concluded and went smoothly. Nearly \$6-million was collected. Settlements with the taxing jurisdictions will take place in the coming days. Year-end and early-year payroll transitions have taken place. Joyce reported that two excessive tax assessment claims have been filed and will be referred to the city attorney.

ECONOMIC DEVELOPMENT DIRECTOR'S REPORT: Economic Development Director Jasen Glasbrenner reported that work has been done on the Panorama Estates development, which will be before the Common Council this evening. Glasbrenner also said that work has been done on bringing in a hotel to the city, wayfinding and entrance signs, TIF district planning, Stori Field development planning, and the Highway 14 traffic study. He added that the CDI grant for Los Amigos has been approved and he has participated in the CEDS project, which is a 5-county economic development strategy.

CLOSED SESSION: Motion by Tepley to enter into closed session pursuant to Wis. Stat, Sec 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; 19.85(1)(e) 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 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. The committee will consider a request to authorize continued financial management services from Southwest Wisconsin Regional Planning Commission. Seconded by Cairns. Motion approved at 5:34 PM.

****Closed Session****

Motion by Tepley to reconvene into open session and vote on matters discussed during closed session. Seconded by Cairns. Motion carried 2-0 at 6:04 PM.

Motion by Tepley to recommend to the Common Council to authorize extending the 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. Seconded by Cairns. Motion carried 2-0.

DISCUSSION AND ACTION ITEMS

6. Review bids received for the Phase 3, 2024 Eighth Street Utility and Roadway Improvements Project:

Andy Zimmer of MSA presented. Zimmer noted that five bid for the project were received, with G-Pro Excavating being the lowest bidder. Zimmer noted that G-Pro did Phase #2 in 2023. The Utility Commission has approved the bid pending council approval of Public Works portion of the project. The Public Works portion is \$377,854.49. The bids were reviewed by the Public Works Committee on January 11th and G-Pro Excavating's bid was recommended for council approval. Zimmer explained that when a prequalification process is used, the low bid must be accepted. City and utility formed a prequalification committee and previously reviewed the potential bidders. Motion by Tepley to recommend to council the approval of Phase #3 of the 8th Street Project in the amount of \$377,854.49 for the Public Works portion of the project. Seconded by Cairns. Motion carried 2-0.

7. Request to Amend the Financial Policy to Include Payment Plans

City Administrator Ashley Oliphant noted that this topic was discussed in December. She asked for an amendment to financial policy to allow for payment plans. It would establish procedures and guidelines to have a payment plan for those who need it. Motion by Tepley to recommend to the Common Council to amend the City of Richland Center's Financial Policy to authorize payment plans in accordance with the standard operating procedures for payment plans. Seconded by Cairns. Motion carried 2-0.

8. Land Acquisition from Hill Country Rentals, LLC

Glasbrenner noted that seven parcels were subject to the negotiation that was authorized by the Finance Committee on January 10th. Six parcels are on the block bound by Orange Street and N. Jefferson Street north of the current downtown Kwik Trip. The seventh parcel is at 278 W. Court Street. Glasbrenner stated that the total purchase price for all parcels is \$650,000 plus associated costs totaling \$25,000. The anticipated closing of lots 1-6 would be in mid-2024, and an anticipated closing of the 7th parcel in early 2025. As part of the initial closing of lots 1-6, the seller would remove structures on Parcel 1 (276-2100-2880), while the city would complete an environmental study on all parcels and apply for an environmental liability exemption (§292.11(9)(e)). As agreed upon for the closing of Parcel 7 (276-2100-0570), the city would lease Parcel 7 back to the seller at a rate of \$750 per month. Glasbrenner said the city could execute the purchase with cash on hand, noting the current RLF Business Savings and TIF Affordable Housing Extension fund balance could be utilized. Motion by Cairns to recommend to the Common Council to authorize city personnel to carry out the acquisition of land owned by Hill Country Properties using cash on hand at a cost not to exceed \$675,000. Seconded by Tepley. Motion carried 2-0.

9. Bid for City Wayfinding and Entrance Sign Fabrication and Installation

This item was reviewed by the Planning Commission. Four bids were received for the project, which is to be completed no later than April 30, 2024. Greeley Signs was the low bidder at \$36,801 and funding for the project would be from ARPA funds. Motion by Tepley

to recommend to the Common Council the award of the wayfinding and entrance sign fabrication and installation bid to Greeley Signs for an amount not to exceed \$36,801. Seconded by Cairns. Motion carried 2-0.

10. Landfill Monitoring Services Agreement

This is a continuation of service contract from Mitech at a cost of \$9,700 for 2024. Mitech has provided the service to the city since 2016. The Richland Center Landfills are monitored twice annually, in March and September, per WDNR requirements. All sampling and analysis are completed in accordance with all applicable State and Federal codes and in accordance with the current sampling plans for the landfills. The cost of the monitoring is part of the landfill budget. Motion by Tepley to recommend to the Common Council to approve the contract in the amount of \$9,700 with Mitech with funds coming from the 2024 landfill budget. Seconded by Cairns. Motion carried 2-0.

11. Furnace Replacements

Spencer Reed noted that during Klingaman's annual inspection of the furnaces, it was discovered that both the furnace that serves the municipal building main office and the furnace that serves the Police Department command room were experiencing problems and expending extra CO. Klingaman recommended that both be replaced rather than repair the units. Motion by Tepley to recommend to the Common Council the approval to purchase a new Bryant two stage 120,000 BTU furnace at a cost not to exceed \$5,100, and a new Bryant two stage 40,000 BTU furnace not to exceed \$3,700, both from Klingaman Heating & Cooling, with funding from the 2024 Building & Grounds Building Repair Outlay budget line item. Seconded by Cairns. Motion carried 2-0.

12. Skid Steer Purchase

It was noted that the 2013 Gehl skid steer that has been used in the Park & Grounds department will no longer be up for lease by Simpson Tractor. Due to the Building and Grounds Department's need for a skid steer to dig graves and assist with snow removal, Simpson's Tractor has offered to sell the 2013 Gehl 4640 skid steer that the Buildings and Grounds Department has been leasing to the city. It's considered in excellent condition and the backhoe attachment would be included at no added cost. Motion by Cairns to recommend to the Common Council to approve the purchase of a 2013 Gehl 4640 skid steer from Simpson's Tractor at a cost not to exceed \$20,000. Seconded by Tepley. Motion carried 2-0.

13. Community Center Water Heater Replacement

Administrator Oliphant noted that this was an emergency project that had to take place. The current water heater at the community center had a leak at the bottom and flooded the utility room. Rayzek Plumbing recommended replacing the water heater, which has since taken place. This was considered an emergency situation which did not allow for the normal approval process. No action is needed. This is for information purposes only.

SET NEXT MEETING DATE

The next Finance Committee meeting will be Tuesday, March 5th at 5:30 PM.

ADJOURN

Motion by Tepley to adjourn. Seconded by Cairns. Motion carried 2-0 at 6:25 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk.