



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, JULY 01, 2025 AT 5:15 PM

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

CALL TO ORDER: Meeting was called to order at 5:16 PM. Members present were Ryan Cairns, Karin Tepley, and Melony Walters.

APPROVAL OF MINUTES: Motion by Tepley to waive the reading of the June 3, 2025 Finance Committee minutes and approve them as presented. Seconded by Walters. Motion carried unanimously.

PAYMENT OF BILLS: Financial Officer Misty Molzof reviewed the updated bill listing document included in the meeting packet, highlighting the addition of departmental descriptions and committee approval dates for improved transparency. Committee members acknowledged mixed feedback on the formatting changes. Motion by Cairns to approve the July 1, 2025 bills as presented. Seconded by Walters. Motion carried 3-0.

CLERK/TREASURER'S REPORT: Financial Officer Misty Molzof reported a draft timeline for the 2026 budget has been established. She noted challenges in meeting the County Treasurer's early deadline of November 21st for budget adoption and levy certification, due to the timing of when key state aid figures are released. Despite these constraints, she and Administrator Oliphant expressed their commitment to working with the County to avoid delays in tax bill issuance. Molzof also reported continued progress in reconciling the City's accounts receivable, stating that she is reviewing data from the past three years and coordinating with auditors.

ECONOMIC DEVELOPMENT DIRECTOR'S REPORT: Director Jasen Glasbrenner provided updates on active CDI grant-funded projects and noted construction on Panorama Estates buildings two and three is now expected to begin in August, following a notice of breach. He also confirmed that financial analysis for the proposed hotel development has been completed by Ehlers, with a final report anticipated within the week. Glasbrenner acknowledged positive feedback regarding the new flags installed downtown. This was a successful example of public-private coordination between the Chamber of Commerce, City Utilities, and the Public Works Department.

DISCUSSION AND ACTION ITEMS

Award Annual Leachate Line Jetting Work: Director Glasbrenner reported annual jetting of the landfill leachate lines is required under Wisconsin Administrative Code to maintain regulatory compliance. He informed the committee that quotes were solicited, and the Public Works Committee recommended awarding the 2025 jetting work to Superior Jetting at a cost of approximately \$3,950. Glasbrenner noted that the higher-cost televising, required every five years, was completed last year, making this year's cost notably lower. Motion by Cairns to recommend that the Council approve awarding the annual leachate line jetting work to Superior Jetting at a cost of approximately \$3,950.00. Seconded by Tepley. Motion carried 3-0.

Award 2025 Street Overlay Project: Director Glasbrenner recommended awarding the 2025 street maintenance project to Fahrner Asphalt Sealers, utilizing chip seal for improved cost-effectiveness and long-term durability, ideal for streets with degraded subgrades and significant cracking. Although \$105,000 was originally budgeted, Glasbrenner proposed spending \$72,500 on the project and reallocating the remaining funds to cover an unexpected end loader engine repair critical to maintaining operations. Committee member Ryan Cairns emphasized the importance of continuing visible street maintenance improvements and proposed using available cash on hand for the equipment repair. Motion by Cairns to recommend that the Council approve awarding the 2025 Street Overlay Project, using chip seal, to Fahrner Asphalt Sealers at a cost of \$2.56/sq yd for Single Seal and \$5.05/sq yd for Double Seal with the expenditure amount not to exceed \$105,000. Seconded by Walters. Motion carried 3-0.

Award Church & E. Court Parking Lot Repaving Project: Director Glasbrenner reported the Fire Department received a grant from D.L. Gasser Construction to repave their portion of the parking lot located at Church and E. Court Street which is owned jointly with the City. When bids were solicited for the City's portion, D.L. Gasser Construction was the sole bidder. Public Works recommends awarding the contract to DL Gasser at an estimated cost of \$32,340 for the City's portion of the work. Glasbrenner also noted that the removal of the existing blacktop would be completed by a local contractor at a minimal cost, as the materials would be recycled. Motion by Cairns to recommend that the Council approve awarding the Church & E. Court Parking Lot Repaving Project to D.L. Gasser Construction at a cost of approximately \$32,340.00. Seconded by Walters. Motion carried 3-0.

Streets - Request for End Loader Repair: Director Glasbrenner reported the unexpected need for an engine replacement on the City's 2010 John Deere 624K end loader, a vital piece of equipment for public works operations. He noted that the estimated repair cost is approximately \$33,000. After reviewing alternative options, the Public Works Committee recommended proceeding with the engine replacement as the most cost-effective solution to maintain essential operations, while deferring the significant capital expense of purchasing a new unit. Motion by Cairns to recommend that the City Council approve the engine replacement for the John Deere Model 624K end loader, at an approximate cost of \$33,000.00 using cash on hand. Seconded by Walters. Motion carried 3-0.

Buildings & Grounds - Request for Mower Repair: Director Glasbrenner reported the need for an engine replacement on one of the City's Ferris mowers, which has accumulated approximately 2,000 hours of use. The estimated repair cost is \$4,100. It was noted the mower has been well-maintained, and replacing the engine was determined to be a cost-effective way to extend its service life, rather than purchasing a new unit. The Public Works Committee reviewed the request and recommended proceeding with the repair to maintain mowing operations throughout the current season. Motion by Cairns to recommend that the Council approve the repair of the Ferris mower at a cost of approximately \$4,100.00. Seconded by Tepley. Motion carried 3-0.

Donation of Dugouts for Krouskop Park Softball Fields: Director Glasbrenner reported that the Knights of Columbus have offered to donate new dugouts for the ball fields at Krouskop Park, valued at approximately \$12,000. The project has been in planning for some time, and the donation would cover the full construction cost, with the City assuming ownership and ongoing maintenance responsibilities. The dugouts will match the style of the existing park facilities. Motion by Cairns to recommend to the Council the approval of Resolution 2025-07 Acceptance of Non-Monetary Donation by Knights of Columbus for Ball Field Dugouts. Seconded by Tepley. Motion carried 3-0.

WEDC Community Development Investment Grant Award Update and Moratorium: Director Glasbrenner reported on recent changes to the WEDC Community Development Investment (CDI) Grant program, limiting future grant applications within the municipality. In response, the Council previously enacted a moratorium on new CDI grant applications to preserve the opportunity for the potential hotel development project, which is still undergoing financial review and approaching its next stage of consideration. Glasbrenner requested the committee's input on whether to extend the moratorium until a decision is made regarding the hotel project's eligibility. He also noted that the AD German Warehouse project is prepared to submit a grant application should the moratorium be lifted. Motion by Cairns to recommend to Council to extend the moratorium on accepting or processing new Community Development Investment (CDI) grant applications until the financial analysis of the proposed hotel development has been completed. Seconded by Tepley. Motion carried 3-0.

Request for Additional Funding for Municipal Building Generator: Administrator Ashley Oliphant reported that the original bid for the Municipal Building Generator project was intended to provide backup power to the areas of the facility not already covered by the existing police department generator, enhancing its function as an emergency operations center. During installation, it was determined that the specified generator was undersized. Without prior authorization, the contractor installed a larger generator capable of powering the entire building. This change resulted in an additional cost of \$12,900, with the City responsible for \$6,450. Oliphant acknowledged the lack of communication that led to the unauthorized upgrade, which has already been completed, and recommended using unallocated contingency funds to cover the City's portion of the added cost. Additional information was requested

from the building inspector and contractor prior to authorizing the additional payment of funds. No action was taken.

Development Incentive Policy: The committee reviewed draft versions of a Development Incentive Policy intended to guide the City's approach to evaluating financial incentives for development projects. Director Glasbrenner and Administrator Oliphant explained that the policy would serve as an internal staff framework, outlining application requirements and evaluation criteria, including consideration of the "but-for" test and avoiding undue enrichment. A separate economic development statement was also discussed to publicly communicate the City's support for growth and redevelopment. No final action was taken, and further discussion is anticipated.

SET NEXT MEETING DATE – August 5, 2025

ADJOURNMENT: Motion by Cairns to adjourn. Seconded by Walters. Motion carried unanimously at 6:36 PM.

Meeting minutes recorded by Clerk Keller