



## MINUTES OF THE FINANCE COMMITTEE

TUESDAY, OCTOBER 01, 2024 AT 5:45 PM

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

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### AGENDA

**CALL TO ORDER:** Meeting was called to order at 5:49 PM. Members present: Ryan Cairns, Karin Tepley, and Melony Walters. Members absent: None.

**APPROVAL OF MINUTES** Motion by Tepley to waive the reading of the October 1, 2024 Finance Committee minutes and approve them as presented. Seconded by Walters. Motion carried 3-0.

**PAYMENT OF BILLS:** Motion by Tepley to approve the October 1, 2024 bills as presented. Seconded by Walters. Motion carried 3-0.

**CLERK/TREASURER'S REPORT:** Clerk Amanda Keller shared that preparations for the election are currently in progress, with poll worker training set for the next day. She also urged available alderpersons to participate. Mailings for absentee ballots began on September 19, and in-person absentee voting will start on October 22. The Clerk/Treasurer's office is focusing on improving billing efficiency, managing accounts, and reducing costs. A clean-up effort on September 13 resulted in the removal of numerous unnecessary files, in accordance with the state-mandated records retention schedule. While improvements have been made to the Municipal Building Library, a ongoing review is necessary to eliminate duplicates. Additionally, efforts are being made to address the backlog of Accounts Receivable, including the processing of recurring invoices.

### DISCUSSION AND ACTION ITEMS

- 3. Approval of Bid for Library Furnace Replacement:** Public Works Director Jasen Glasbrenner reported that a furnace in the Brewer Library has failed and needs replacement before winter. The Public Works Department executed a bidding process with four bids received. The Public Works Committee unanimously approved Wertz Plumbing & Heating's bid of \$3,299.00 for a new furnace with a one-year warranty, using Outlay/Major Equipment Replacement funds. Alderperson Tepley advised that the Library Board reviewed this matter and would fund the purchase. No action was taken.
- 4. Overhead Crane Repair at Streets Garage:** The overhead crane in the Street shop, used for truck maintenance and repair, has stopped working. Kone Cranes was contacted for inspection and repair estimates. Due to urgency, Public Works Director Jasen Glasbrenner advised the Public Works Committee has not discussed this matter. However, he communicated with Public Works Committee Chair, who approved submitting this request to the Finance Committee and Common Council. Motion by Cairns to recommend to the Common Council the approval of the overhead crane repair at the Street shop by Kone Cranes at a cost of \$7,842.12 using unallocated contingency funds. Seconded by Walters. Motion carried 3-0.

**SET NEXT MEETING DATE:** Administrator Oliphant noted that the next regularly scheduled council meeting would be on November 5th, which is the day of the general election. The consensus was to meet on November 12th at the normal time of 5:30 PM.

**ADJOURNMENT:** Motion by Cairns to adjourn. Seconded by Walters. Motion carried 3-0 at 6:23 PM.

*Meeting Minutes Recorded by Clerk Amanda Keller*