



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, MAY 06, 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 5:23 PM. Members present: Ryan Cairns, Karin Tepley, and Melony Walters. Members absent: None.

APPROVAL OF MINUTES: Motion by Alderperson Walters to approve the April 15, 2025 meeting minutes. Seconded by Alderperson Tepley. Motion carried unanimously.

PAYMENT OF BILLS: Motion by Alderperson Walters to approve the April 15, 2025 bills as presented. Seconded by Alderperson Tepley. Motion carried 3-0.

CLERK/TREASURER'S REPORT: Clerk Keller reported recent comprehensive efforts to modernize and streamline licensing and permitting processes. This initiative is part of a broader strategy to improve operational efficiency, increase accessibility for residents and businesses, and support interdepartmental collaboration. Administrator Oliphant noted that the full Treasurer's Report was not included in the packet due to not receiving bank statements yet. All available financial data as of the meeting date was made available and a full Treasurer's Report will be available at the next meetings.

DISCUSSION AND ACTION ITEMS

Investment of Public Funds - HUD CPF Grant Project: Director Glasbrenner presented a revised 2024 HUD CPF grant allocation plan, redirecting funds from delayed hospital infrastructure to four new projects: Hive Drive, Jefferson Street, Starlite site (pending reversionary clause removal), and Alison Park. Staff were directed to proceed with obtaining cost estimates and conducting environmental reviews. A deadline of August 30, 2025, was established to resolve the Starlight reversionary clause; otherwise, its funding would be redirected to the Lamont project. Emphasis was placed on timely execution, particularly aligning Hive Drive work with school district plans, and on securing robust development agreements to safeguard public investment and avoid delays that could impact the overall grant timeline.

Motion by Alderperson Walters to recommend to the Common Council the authorization of the submission of the grant application and all related materials for the stated projects, with the condition that the reversion clause affecting the Starlite project must be cured by August 30, 2025. If the reversion clause is not cured within that timeframe, the Starlite project shall be removed from the application, and any remaining grant funds shall be allocated to the Lamont project. Seconded by Alderperson Tepley. Motion carried 3-0.

Consider Acceptance of a Dugout Donation: Director Glasbrenner reported that Richland Center Youth Baseball Softball (RCYBS) has generously pledged a financial donation to fully fund the construction of two new dugouts for Youth Field #1. The project design was developed collaboratively by the Parks and Recreation Director, Public Works Director, Park Board, and Public Works Committee with an emphasis on durability and consistency with existing park structures. The estimated cost of the project is \$6,000.

Motion by Alderperson Cairns to recommend to the Common Council the approval of Resolution 2025-06 Acceptance of a Monetary Donation from Richland Center Youth Baseball/Softball (RCYBS) for the Acquisition and Construction of New Dugouts for Youth Field #1. Seconded by Alderperson Walters. Motion carried 3-0.

Richland Airport – QTPod Fuel System 5-Year Subscription Renewal: Director Glasbrenner reported the airport's QTPod fuel system software was due for renewal. This software is essential for operating the fuel farm including credit card processing. The renewal cost of \$7,180 was included in the 2025 budget.

Motion by Alderperson Cairns to recommend to the City Council the execution of a 5-year contract renewal with QTPod at a cost of \$7,180.00. Seconded by Alderperson Walters. Motion carried 3-0.

Digital Billboard Advertising Package Renewal: Administrator Oliphant reported the Highway 14 digital billboard advertising contract was due for renewal. The renewal contract maintains current terms, including discounted advertising space for the City. City departments regularly utilize digital billboard advertising to promote events and services. Tourism Coordinator Marty Richards oversees content and submissions. The renewal cost was included in the 2025 budget.

Motion by Alderperson Cairns to recommend to the Common Council to authorize the execution of a 52-week lease renewal for a digital billboard advertising package with the Lamar Company at a cost not to exceed \$6,500.

Development Incentive Policy: Administrator Oliphant introduced a Development Incentive Policy aimed at formalizing the submission and review process. The policy standardizes applications for all incentive types—grants, loans, and TIF assistance—defines qualifying criteria, includes a "but-for" test, and mandates internal and third-party financial evaluations. It allows the Common Council to waive requirements with documented justification. The Committee supported the policy but requested further review and possible amendments before full Council consideration.

Motion by Alderperson Walters to postpone further consideration of the Development Incentive Policy to the June Finance Committee meeting. Seconded by Alderperson Tepley. Motion carried unanimously.

SET NEXT MEETING DATE – Tuesday, June 3rd

ADJOURNMENT: Motion by Alderperson Cairns to adjourn. Seconded by Alderperson Walters. Motion carried unanimously at 6:22 PM.

Meeting minutes recorded by Clerk Keller