



## MINUTES OF THE FINANCE COMMITTEE

TUESDAY, OCTOBER 03, 2023 AT 5:30 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 5:39 PM. Members present were Karin Tepley, Melony Walters, and Ryan Cairns.

**APPROVAL OF MINUTES:** Motion by Tepley to approve the minutes of September 5, 2023 meeting as presented. Seconded by Cairns. Motion carried 3-0.

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

**CLERK/TREASURER'S REPORT:** Clerk/Treasurer Joyce presented the Delinquent Account Report (aka Aging Report) dated 8/31/23. Committee members requested that the Aging Report more current. Joyce noted and would bring a more current report in the future. Budget work is underway. Finally, Joyce announced that he had completed the 3-year Municipal Clerk's Institute from UW-Green Bay.

### DISCUSSION AND ACTION ITEMS

4. **Proposed 2024 Phase 3 7th Street, 8th Street and Cedar Street Reconstruction Project Budgetary Cost Estimate & Related Amendments:** Andy Zimmer of MSA Professional Services presented information regarding the 3<sup>rd</sup> phase of the 7<sup>th</sup>, 8<sup>th</sup>, and Cedar Street Reconstruction project. Phase 3 will take place in 2024. The base project consists of 8<sup>th</sup> Street from Nimocks Drive to Church Street, and the 1-block portion of N. Park Street between 7<sup>th</sup> and 8<sup>th</sup> Streets. Zimmer noted that there were several alternate projects proposed, but the Utility Commission was reluctant to proceed with alternatives and authorized the base project only for 2024. The City/Public Works portion of the design & engineering work is \$36,400. That includes final design services, bidding phase services, construction administration, and field services. The total estimated construction cost for the base bid – including design and engineering – is \$355,832. Motion by Walters to approve the Public Works portion of Amendment #2 of Phase 3 of the 7<sup>th</sup>, 8<sup>th</sup>, and Cedar Street project from MSA totaling \$36,400, with funds coming from the Street Projects Outlay. Seconded by Tepley. Motion carried 3-0.
  
5. **Request to Purchase Carpet for the Municipal Building:** This request was previously evaluated and approved by the Public Works Committee. Quotes were received by the Building & Grounds department. The project would consist of the council room, and offices on the north side of the building excluding Utilities. It would also not include the clerk's office or police department offices. Two quotes were received, with the bid from Spaeth's Flooring Unlimited providing the best quality product for the price. Several colors and materials were considered. It was noted that the flooring would consist of "carpet tiles" so specific sections could be replaced if necessary. Funding for the project would come from

ARPA funds. The quoted price of \$15,714.17 includes the removal of the old carpeting and installation of carpet & cove. It's figured it would take up to 6 weeks before the carpeting is ordered and installed. Motion by Walters to refer to council the approval of the bid from Spaeth's Flooring Unlimited, not to exceed \$16,000 utilizing ARPA funds. Seconded by Tepley. Motion carried 3-0.

**SET NEXT MEETING DATE:** November 7<sup>th</sup> at 5:30

**ADJOURN:** Motion by Walters to adjourn. Seconded by Tepley. Motion carried 3-0 at 6:26 PM.

Minutes respectfully submitted by Clerk/Treasurer Aaron Joyce.