



## MINUTES OF THE FINANCE COMMITTEE

TUESDAY, MARCH 05, 2024 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 5:30 PM. Members present were Karin Tepley and Ryan Cairns.

**APPROVAL OF MINUTES:** Motion by Tepley to approve the minutes of the February 6, 2024 meeting as presented. Seconded by Cairns. Motion carried 2-0.

**PAYMENT OF BILLS:** Motion by Cairns to pay the bills as presented. Seconded by Tepley. Motion carried 2-0.

**CLERK/TREASURER'S REPORT:** Clerk Aaron Joyce reported that there was much work in preparation for the April 2<sup>nd</sup> election including preparation and mailing absentee ballots, conducting training, testing equipment, posting notices, preparing documentation, and organizing poll workers.

**ECONOMIC DEVELOPMENT DIRECTOR REPORT:** Economic Development Director Jasen Glasbrenner reported that he continues to work on the previously mentioned projects including Panorama, Hill Country, a hotel project, wayfinding & entrance signs, TIF District planning, etc. He recently attended an Ehlers seminar. Finally, the Panorama development draft agreement and Hill Country draft agreement may be available soon.

### DISCUSSION AND ACTION ITEMS

**Consider Offers and Sale of City Owned Lot at 291 N Jefferson St.:** Glasbrenner noted that there has been interest in the lot at 291 N. Jefferson Street, with two offers received for the property from Shade Thompson and ENS Development. Both offers would include a \$10,000 performance guarantee. It was recommended to approve the offer from ENS Development. Motion by Tepley to recommend to the Common Council to authorize personnel to complete the sale of 291 N. Jefferson St. to ENS Development, LLC. Seconded by Cairns. Motion carried 2-0.

**Richland Center Cemetery GIS Project Proposal:** Administrator Ashley Oliphant explained that the City of Richland Center operates two cemeteries – Bowen and Richland Center – with a combined total of over 9,500 sold/occupied lots. With such a vast number of lots, effective operations, record retention and data management are critical. To improve cemetery operations and public access to information, GIS mapping was explored. Much like with statewide parcel mapping, cemetery plot mapping is an effective way to capture and maintain data while simultaneously providing improved and convenient access to information internally and externally. To move this project forward, Richland Center and Southwestern Wisconsin Regional Plan Commission personnel met to determine the scope of the project and review examples of previously completed cemetery GIS projects. Dodgeville, Fennimore, and Linden each worked with SWWRPC to develop a map with attributes like cemetery section, block and lot, veteran status, name of deceased, date of birth, spouse, date of death, obituary, etc. This will consolidate information and make it available to anyone at any time. The project will require collaboration with Southwest Wisconsin Regional Planning. The more city staff can contribute to the

project, the less costs there will be. Bidding requirements are not applicable to this project because it's under \$20,000. Motion by Tepley to recommend to council authorizing the Administrator to execute a contract with Southwestern Wisconsin Regional Planning Commission for the purpose of cemetery GIS mapping services at a cost not to exceed \$15,000. Seconded by Cairns. Motion carried 2-0.

**Resolution to Accept A Non-Monetary Donation of a Kayak Landing:** This agenda item was removed to allow more information to be brought forward.

**Purchase of Snow Blower:** This agenda item was removed to allow more information to be brought forward.

**Resolution Authorizing CDBG Loan Transfer from SWCAP to Lydia's House Ministries:** This transfer was requested by Southwest CAP in late 2023. Members raised questions about this request. Motion by Tepley to table this request to authorize the CDBG loan transfer from SWCAP to Lydia's House Ministries. Seconded by Cairns. Motion to table passed 2-0.

**SET NEXT MEETING DATE:** April 2<sup>nd</sup> is conflict with general election. It was determined to meet the evening of April 16<sup>th</sup>, which is the statutory reorganization meeting of the common council.

**ADJOURN:** Motion by Tepley to adjourn. Seconded by Cairns. Motion carried 2-0 at 6:22 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk.