



## MINUTES OF THE FINANCE COMMITTEE

TUESDAY, AUGUST 01, 2023 AT 6:00 PM

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

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### MINUTES

**CALL TO ORDER:** Meeting was called to order at 6:00 PM. Members present were Karin Tepley, Melony Walters, and Ryan Cairns

**APPROVAL OF MINUTES:** Motion by Tepley to approve the minutes of the July 11, 2023 meeting as presented. Seconded by Walters. Motion carried 3-0

**PAYMENT OF BILLS:** Motion by Walters to pay the 08/01/2023 bills as presented. Seconded by Tepley. Motion carried 3-0.

**CLERK/TREASURER'S REPORT:** Clerk/Treasurer Aaron Joyce reported that he recently completed year 3 of 3 with the Municipal Clerk's Institute through UW Green Bay. This year's institute consisted of over 35 hours of classes over Zoom that covered topics like employment law, ethics & conflicts of interest, fraud, absentee voting, talent attraction, emergency management, disaster assistance, and strategic planning. It was noted that Deputy Clerk/Treasurer Shawn Walsh had previously completed the Clerk's Institute and Deputy Clerk/Treasurer Beth Paasch is interested in starting the institute next year. The 2023 Board of Review adjourned last week and determination notices have been sent to those who filed objections. Thanks to the members of the BOR for their service. Preparations for the 2024 elections have been underway with preparations to implement Badger Books, communication with poll workers, and refining the voter rolls. Finally, the Clerk/Treasurer staff will be undergoing training in the coming weeks with the new accounting & payroll software and WRS training.

**UPDATE ON DELINQUENT ACCOUNTS:** Clerk/Treasurer Joyce reported that there is no formal report to distribute because the Accounts Receivable program in the new software was not set up to where a report could be generated. It will be presented once it's available. Update on Delinquent Accounts will continue to be a regular item on the Finance Committee agenda.

### DISCUSSION AND ACTION ITEMS

3. **Consider Offer to Purchase 460 W 1st Street:** Economic Development Director Jasen Glasbrenner recapped the history of 460 W. 1<sup>st</sup> St. and how it came into possession of the city for redevelopment. He indicated that there is a prospective group interested in acquiring the property to construct a spec home. At this time there is nothing official, but the verbal offer to purchase is for \$5,000. As part of the sale, a development agreement will be required including a \$10,000 performance guarantee that will be paid and held by the city until benchmarks are met including an occupancy permit within 1.5 years of sales transaction. It's estimated the home would be valued at about \$200,000-\$225,000 and would be roughly 1,300 square feet. The developer would like to begin construction prior to this winter if possible. Motion by Walters to recommend to council authorizing the City Administrator and Economic Development Director to finalize the development agreement

and to execute the sale of 460 W. 1<sup>st</sup> Street for a minimum of \$5,000 less closing costs and legal fees. Seconded by Tepley. Motion carried 3-0.

4. **Consider reallocation of funds from Police Outlay in 2023 budget to purchase police tasers:** Police Chief Billy Jones reported that the department has been using the same model X26 taser since 2008. They are becoming expensive to maintain and replacement taser cartridges are also costly. The technology for the current X26 will also soon be unsupported. Presently there are funds available that could be reallocated from the 2023 Police Outlay account for the purchase of four new T10 tasers and purchase the units outright with a 60-month contract. The total cost is \$31,837.60. The bundle package price will include a 5-year warranty, rechargeable batteries, unlimited cartridge replacements, software, and holsters. Motion by Cairns to recommend to council authorizing the purchase of T10 taser bundles from Axon Enterprises at a cost not to exceed \$31,837.60 as quoted with funds from the Police Outlay. Seconded by Walters. Motion carried 3-0.
5. **Consider Request to Authorize an Application for the US Bank NASPO Commercial Card Program:** City Administrator Ashley Oliphant explained this will replace the credit cards previously utilized through BMO Harris. She reported that a change earlier this year resulted in all of the city's credit card accounts mistakenly terminated by the company. The proposed cards through the US Bank NASPO Commercial Card Program would have no fees or interest charges. The program would also allow 45 days for payment. There are also rebates offered with this program that were not with the previous card program. Motion by Tepley to recommend to council to authorize the City Administrator to execute the application for the US Bank NASPO Commercial Card Program. Seconded by Walters. Motion carried 3-0.
6. **Consider Request to Authorize a Hotel Feasibility Study:** Oliphant noted that the city currently has three operating hotels and motels with the sale of the Center Lodge to be used for workforce housing. It's necessary to conduct a comprehensive hotel feasibility study to know if this type of development is to be pursued. The study will demonstrate whether the community has the capacity to support a hotel development and is generally required by franchises prior to serious engagement. Oliphant noted that it is not the city's intent to be a developer but, rather, to create the conditions conducive to development. A hotel feasibility study will assist the city in attracting potential investors and/or developers. Two proposals have been received for the purpose of conducting a hotel feasibility study. Oliphant recommended that ARPA funds be utilized for the project. Motion by Walters to recommend to council to authorize the City Administrator to contract with a vendor for the purpose of conducting a hotel feasibility study at a cost not to exceed \$14,000 utilizing ARPA funds. Seconded by Tepley. Motion carried 3-0.

**SET NEXT MEETING DATE:** September 5, 2023

**ADJOURN:** Motion by Cairns to adjourn. Seconded by Walters. Motion carried 3-0 at 6:31 PM.

Minutes respectfully submitted by Aaron Joyce, City Clerk/Treasurer.