



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, DECEMBER 05, 2023 AT 5:30 PM

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

AGENDA

CALL TO ORDER: Meeting was called to order at 5:40 PM. Members present were Karin Tepley and Melony Walters. Ryan Cairns was absent at roll call.

APPROVAL OF AGENDA: Motion by Tepley to approve the agenda as presented. Seconded by Walters. Motion carried 2-0.

APPROVAL OF MINUTES: Motion by Tepley to approve the minutes of November 7, 2023 as presented. Seconded by Walters. Motion carried 2-0.

PAYMENT OF BILLS: Motion by Walters to pay the December 5, 2023 bills as presented. Seconded by Tepley. Motion carried 2-0.

CLERK/TREASURER'S REPORT: Clerk/Treasurer Joyce presented the Delinquent Account Report.

ECONOMIC DEVELOPMENT DIRECTOR REPORT: Economic Director Jasen Glasbrenner presented his report and provided updates on Stori Field and the Lamont Subdivision near Rainbow Drive.

Cairns arrived at 5:52 PM

DISCUSSION AND ACTION ITEMS

5. **Symons Deficiency Appropriation Request:**

It was noted that there was a deficiency at Symons from 2020-2022 totaling \$135,535.67 – \$67,767.84 of which is the city's share of the deficiency. Earlier in 2023 there was an overpayment of Economic Development expenses resulting in the city owing the county a net \$27,747.47. Walters urged a new agreement regarding Symons be developed between the city and county and hoped the city/county ad hoc committee could reconvene. Motion by Tepley to recommend to council the payment of the 2020-2022 Symon's deficiency in the amount of \$27,747.47 with funds from unallocated contingency with a request for the city/county ad hoc committee to rewrite the Symons Recreation agreement (circa 1987). Seconded by Cairns. Motion carried 3-0.

6. **Consider request from Symons Recreation Complex to purchase a new pool vacuum**

Symons Recreation Director Tracy Gobin reported that the current pool vacuum is not operational. The Natatorium Board approved the request to purchase the vacuum this summer. \$2,500 to purchase the vacuum from Midwest Pool Supply. Symons currently has a positive budget balance; however, this purchase may create a deficit. Motion by Walters to forward to council the approval of the new pool vacuum at a cost of \$2,500 from Midwest

Pool Supply, with funds coming from the Maintenance and Repair line item. Seconded by Tepley. Motion carried 3-0.

7. **Consider request from Symons Recreation Complex to purchase two new on demand water heaters**

Tracy Gobin reported that Symons currently has two on-demand water heaters. Heater #1 is the primary water heater and is no longer functioning and both heaters are at the end of life. Three bids were received for the project with the lowest bid from Jelinek Plumbing & Heating for \$5,700.00. Motion by Tepley to recommend to council the purchase of two new on-demand water heaters from Jelinek Plumbing & Heating not to exceed \$5,700, with funds coming from the Maintenance and Repair line item. Seconded by Cairns. Motion carried 3-0.

8. **Draft Payment Plan Policy**

Oliphant noted that the request to have a payment plan policy and procedure was requested at the last Finance Committee. The current financial policy does address the delinquent account policy; however, a payment plan policy is not addressed even though that is being made available. An amendment to the current Financial Policy would need to be made to have the payment plan option formalized. Non-compliance of a payment plan would be subject to termination. A special assessment option is available if possible. The Administrator could make a deviation, but that would be rare. This is not on the council agenda to allow for further review. The Finance Committee can review the proposal and make recommendations. No formal action tonight. The city attorney will also provide a review.

FUTURE AGENDA ITEMS: None

SET NEXT MEETING DATE: Tuesday, January 2nd at 5:30

ADJOURN: Motion by Walters to adjourn the meeting. Seconded by Cairns. Motion carried 3-0 at 6:29 PM.