



## MINUTES OF THE FINANCE COMMITTEE

TUESDAY, SEPTEMBER 03, 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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**CALL TO ORDER:** Meeting was called to order at 5:33PM. Members present were Ryan Cairns, Karin Tepley, and Melony Walters.

**APPROVAL OF MINUTES:** Motion by Tepley to waive the reading and approve the minutes of the last meeting. Seconded by Walters. Motion carried unanimously.

**PAYMENT OF BILLS:** Motion by Walters to approve the September 3, 2024 bills as presented. Seconded by Tepley. Motion carried 3-0.

**CLERK/TREASURER'S REPORT:** Administrator Oliphant shared that the Clerk/Treasurer's office continues to pursue candidates for vacant positions in the office while also preparing for the upcoming November election. Feedback from poll workers has encouraged the office to seek opportunities to provide residents with more information about the election process and to help prepare residents for the transition from 12 ballots to a single ballot. The Clerk/Treasurer's office will be scheduling an office closure for records maintenance soon. Additionally, Oliphant is working with the Utility Manager and Clerk to provide training on creating agendas and minutes amongst other procedures.

**ECONOMIC DEVELOPMENT DIRECTOR REPORT:** Economic Development Director Jasen Glasbrenner provided updates on the Panorama project, noting that the agreement has been revised for Attorney Windle's review. The survey and mapping project at the Industrial Park is near completion. Glasbrenner is working with Vierbicher to assist with the redevelopment of Orange Street in relation to the Redevelopment Authority. Regional Planning is currently focusing on tax incremental district formation from the downtown area to Alison Park. The Congressional grant information package was received last week, and efforts are underway to determine how the funds can be utilized, including the possibility of repurposing them for similar projects. Although the hospital project will not proceed, there is potential to allocate a portion of the funds into the downtown area. Work on the Lamont subdivision continues, which may necessitate infrastructure improvements in Alison Park.

**RENEWAL OF LEGAL SERVICES AGREEMENT:** The City entered into a one-year legal services agreement with Abt Swayne Law on September 5, 2023, appointing Attorney Windle as the City Attorney. As this current agreement is scheduled to expire on September 5th, it is essential to renew it to maintain legal services, with the hourly fee rising from \$125 to \$150. The Personnel Committee reviewed the renewal agreement and unanimously recommended extending the contract with Abt Swayne Law for another year of Attorney Windle's services. Motion by Cairns to recommend to the Council a one-year renewal of the legal services agreement with Abt Swayne Law. Seconded by Tepley. Motion carried 3-0.

**SET NEXT MEETING DATE** – October 1<sup>st</sup>, 2024

**ADJOURNMENT:** Motion by Cairns to adjourn. Seconded by Walters. Motion carried unanimously at 6:09 PM.

*Minutes recorded by Amanda Keller, Clerk*