



MINUTES OF THE GENERAL GOVERNMENT COMMITTEE

TUESDAY, JULY 28, 2026 AT 5:30 PM

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

CALL TO ORDER: Chair Cairns called the meeting to order at 5:30PM. A quorum was present. Oliphant affirmed proper notice. Members present: Ryan Cairns, Melony Walters, Rachel Schultz, and Karin Tepley. Members absent: none.

APPROVAL OF MINUTES: *Motion by Schultz, second by Walters to approve the June 23, 2026 meeting minutes. Motion carried unanimously.*

PAYMENT OF BILLS: *Motion by Walters, second by Schultz to approve the bills as presented. Motion carried 3-0.*

BUDGET vs ACTUAL REVIEW: Oliphant reviewed the year-to-date financial figures. With 58% of the year elapsed, both revenues and expenditures are tracking below that benchmark. This is expected because several large distributions, such as state shared revenue and the second half of property taxes, are received later in the year. Some budgeted revenues are also grants that may not be awarded. Oliphant also noted three items:

- **Economic Development:** The apparent overage reflects a grant pass-through, not additional City spending.
- **Board of Review tax adjustment:** This line reflects tax adjustments for Walmart and Lowther Brothers.
- **Zoning:** The demolition costs will be recovered through a special assessment.

REPORTS Economic Development Director Glasbrenner reported on a recent tour with the Wisconsin Economic Development Corporation (WEDC), as well as City representatives' tours of Schreiber and Allied. Construction at Stori Field is progressing, and the City has received interest from potential tenants. Construction is starting at Panorama. The Campus redevelopment project is underway, with City and County representatives drafting a memorandum of understanding (MOU). A.D. German Warehouse remains interested in pursuing a Community Development Investment (CDI) grant. Wild Honey Collective plans to open by late August. Staff is also working with WEDC on possible redevelopment options for the BMO building.

DISCUSSION AND POSSIBLE ACTION ITEMS

Purchase Inquiry and Future Utilization of Tax Parcel 276-2100-1681: Oliphant reported receiving an inquiry to purchase a City-owned parcel, likely acquired for a future parking lot. The Committee would consider a sale if the buyer plans to build on the parcel, such as a home, but not if it is not improved. If the potential buyer wishes to proceed, the Committee will need more information, including development plans, to review.

Status of the 291 N. Jefferson Development Agreement, Including Compliance and Enforcement Options, and Consideration of Alternative Options for Redevelopment of the Site: Glasbrenner explained the circumstances and asked whether the Committee wanted to enforce the penalty. The Committee directed Glasbrenner to work with the owner to explore alternative development options. If the owner makes a good faith effort, the Committee may waive the penalty. Glasbrenner to report back in three months.

Establishing Position on the Sale of Industrial Park Land for Storage Unit Facilities: Glasbrenner gave an overview of the industrial park's design concept and construction cost, noting the park was designed to serve large utility customers. He reported that he periodically receives inquiries about building storage units in the park. The Committee determined that storage units do not meet zoning requirements and are not consistent with the type of development planned for the park and should not be considered.

Consider Request from Lydia's House Ministries Regarding Warranty Deed, Title Search, and Loan Forgiveness for Property Located at 929 W Seminary St (Tax Parcel 276-2012-0900): Oliphant reported that the City became the owner of 929 W Seminary St in August 2025. Southwestern Wisconsin Community Action Program (SWCAP) recorded a quit claim deed conveying the property to the City without the City's knowledge or consent. Lydia's House Ministries (LHM) requested that a title search be done on the property and then to convey the property at

no cost and free of encumbrances. *Motion by Cairns, second by Walters to recommend Council approve conducting a title search paid for from the general fund. Motion carried unanimously.*

Consider Agreement with Rhyme Business Products for Municipal Building Copiers: Oliphant presented Rhyme Agreement No. 3289343, a 60-month lease and maintenance agreement for two Sharp BP-71C31 multifunction copiers for the lobby and the Clerk's office. The new copiers would replace three older Sharp machines. The monthly cost is \$477.71, or \$28,662.60 over the full term. The agreement covers toner, parts, labor, maintenance, help desk support, and training. Compared with the current contract, the City would save about \$1,145 per year, plus another \$540 per year by dropping the separate fax line. *Motion by Schultz, second by Walters to recommend to Council to approve the Rhyme agreement as presented. Motion carried unanimously.*

Consider Reimbursement to Employee for Window Damage Caused During Grounds Maintenance: Oliphant reported that on July 1, 2026, a seasonal employee using a string trimmer at the Municipal Building struck landscaping rock. The rock broke the driver-side window of an employee's personal vehicle and also struck the Utility Office window. The employee received remedial safety training. The replacement quote for the vehicle window is \$553.88. *Motion by Schultz, second by Walters to authorize reimbursement to the affected employee in the amount of \$553.88 for window replacement resulting from damage caused during City grounds maintenance operations on July 1, 2026, per Novus Glass Quote #Q-590-0004075.*

Establishing a Policy for Community Recognitions, Including Keys to the City, Proclamations, and Honorary Resolutions: The Committee discussed creating a community recognition policy that would outline the types of recognition, eligibility, and the process for considering requests. The item will return at a future meeting for further consideration.

SET NEXT MEETING DATE: The next meeting was scheduled for Tuesday, August 25th at 5:30PM. Walters to be excused.

ADJOURNMENT: Motion by Walters, second by Cairns to adjourn the meeting at 7:46PM. Motion carried unanimously.

Meeting minutes recorded by Ashley Oliphant

Approved 09/22/2023