



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, JUNE 03, 2025 AT 5:30 PM

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

CALL TO ORDER: Meeting was called to order at 5:31 PM. Members present: Ryan Cairns, Karin Tepley, and Melony Walters. Members absent: None.

APPROVAL OF MINUTES: Motion by Alderperson Tepley to approve the May 6, 2025 meeting minutes. Seconded by Alderperson Walters. Motion carried unanimously.

PAYMENT OF BILLS: Motion by Alderperson Tepley to approve the June 3, 2025 bills as presented. Seconded by Alderperson Walters. Motion carried 3-0.

CLERK/TREASURER'S REPORT: Clerk Amanda Keller reported progress on updating license forms for online use, improving records management, and coordinating address updates with the post office. Organizational efforts for agendas, minutes, and resolutions are ongoing along with streamlining procedures.

Financial Officer Misty Molzof presented a detailed report of updated financial statements, including April and the preliminary May Treasurer's Reports. She noted strong interest earnings and outlined progress on account reconciliations. Efforts to clean up balance sheet items and address outstanding accounts receivable are ongoing in coordination with audit requirements.

ECONOMIC DEVELOPMENT DIRECTOR'S REPORT: Director Jasen Glasbrenner provided updates on ongoing projects, including progress on the \$2.5 million congressional grant and two CDI grant awards. He reported continued coordination with Panorama Estates, financial review of a potential hotel development, and active communication with prospective developers.

DISCUSSION AND ACTION ITEMS

Sale of Vehicle and Equipment: Director Jasen Glasbrenner proposed the sale of four surplus city assets: a Case IH tractor, an interceptor vehicle, a Bandit woodchipper, and a 10,000-kilowatt generator. The interceptor, affected by electrical and transmission issues, is valued at \$1,000. The tractor, recently repaired, is estimated at \$8,000. The Bandit woodchipper, scheduled for replacement, is valued at \$6,000, with sale proceeds to be shared with the Utility. The generator, estimated to be over 15 years old and valued at \$1,500, was recommended for trade-in as a credit from Wallace Electric to offset installation costs. Two items had prior review by the Public Works Committee; the remaining two were approved by the committee chair for sale. Motion by Alderperson Cairns to recommend to the Common Council the approval of the sale of vehicle and equipment. Seconded by Alderperson Tepley. Motion carried 3-0.

Phone Service for Elected Officials: Alderperson Melony Walters presented a Personnel Committee recommendation to adopt a web-based phone service for council members and staff. The system would assign transferable phone numbers to council positions, improving continuity, reducing costs, and supporting open records compliance. At an estimated \$15 per user monthly, the service would run through an app on personal devices, keeping city communications separate and preserving personal privacy. Motion by Alderperson Cairns to recommend the purchase of the proposed web-based telephone service for council members. Seconded by Alderperson Tepley. Motion carried 3-0.

Financial Policy Amendment to Meet the Requirements of 2 CFR § 200.302(b)(7): Administrator Oliphant reported that, to meet federal grant requirements under 2 CFR 200, the City's Financial Policy must be amended to include specific compliance language as the current policy contains only a general statement. The proposed revision clarifies procedures for reviewing and documenting federally funded expenditures. The change follows a transit service compliance review, which identified the need for policy and website/ADA updates. The amendment ensures continued eligibility for federal funding. Motion by Alderperson Walters to recommend to the Common Council to

amend the Financial Policy to include Cost Allowability for Charges Against Federal Awards as presented. Seconded by Alderperson Tepley. Motion carried unanimously.

Development Incentive Policy: Administrator Oliphant presented an alternative draft of the Development Incentive Policy, submitted by a committee member, for review. Motion by Alderperson Tepley to postpone further consideration of the Development Incentive Policy until the next meeting, allowing additional time for documentation clarification. Seconded by Alderperson Cairns. Motion carried unanimously.

SET NEXT MEETING DATE – Tuesday, July 1st

ADJOURNMENT: Motion by Alderperson Cairns to adjourn. Seconded by Alderperson Walters. Motion carried unanimously at 6:27 PM.

Meeting minutes recorded by Clerk Keller