



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, AUGUST 06, 2024 AT 5:30 PM

THE COMMUNITY CENTER 1050 N. MAIN ST., RICHLAND CENTER, WI 53581

AGENDA

CALL TO ORDER: Meeting was called to order at 5:32 PM. Members present were Karin Tepley, Melony Walters, and Ryan Cairns (arrived at 5:55 PM).

APPROVAL OF MINUTES: Minutes were not available.

PAYMENT OF BILLS: Motion by Walters to approve the August 6, 2024 bills as presented. Seconded by Tepley. Motion carried 2-0.

CLERK/TREASURER'S REPORT: Interim Clerk/Treasurer Ashley Oliphant reported on the following: early absentee voting available through August 9th, primary election on August 13 - the Clerk's office will close that day, 2025 Shared Ride Taxi procurement process is ongoing, meeting scheduled for Police Union negotiation, Vierbicher to finalize revaluation RFP, budget webinar completed, seeking payroll processing quotes from Caselle, Jasen Glasbrenner appointed as Public Works Director, account reconciliations up to date with efforts to streamline processes, departments conducting annual evaluations, and videography contract to be reevaluated in the near future.

ECONOMIC DEVELOPMENT REPORT: Economic Director Jasen Glasbrenner reported the development agreement for Panorama Estates is being reviewed by the developer and noted the renovation efforts being made at Los Amigos with assistance from the WEDC Community Development Investment Grant.

DISCUSSION AND ACTION ITEMS

3. **Landfill Leachate Line Jetting and Videoing Services from Public Works (Jason Koch)**

Street Crew Lead Jason Koch reported the Wastewater Department conducted annual flushing of the leachate system as required by the DNR. However, new regulations mandate annual jetting and televising every five years. To comply with new regulations, bids were solicited for jetting and video services at the Landfill. Three bids were received as follows: Superior Jetting (\$4,750), Speedy Clean (\$6,480), and Aqualis (\$11,200). Both Street Crew Lead Jason Koch and the Public Works Committee recommended accepting the bid from Speedy Clean as they conducted an onsite inspection prior to submitting their bid, ensuring a more accurate cost estimate. No other bidders conducted an onsite inspection. Motion by Tepley to recommend to Common Council to contract with Speedy Clean for line jetting and videoing at the Landfill at a cost not to exceed \$7,500 utilizing Pool 2 funds. Seconded by Walters. Motion carried 3-0.

4. **8th St. Project Expansion - N. Park St between 8th & 9th St. (Jasen Glasbrenner)**

Public Works Director Jasen Glasbrenner presented a proposed project expansion on North Park Street between 8th and 9th streets. Initially, this was planned for partial replacement due to utility needs. As work progressed, more curb and street removal became necessary. Given the street's importance and traffic volume, patchwork repairs were deemed undesirable. Discussions among the Director of Public Works, Utility Superintendents and MSA led to proposing additional work for the section. MSA presented three options for North Park Street:

1. Replace driveway apron and a patch affected area for \$2,500.
2. Replace driveway apron and all remaining blacktop on N Park between 8th & 9th St. for \$6,200.
3. Replace driveway apron, all remaining blacktop, curb and gutter on N Park St. between 8th & 9th St. for \$13,000 to \$15,000.

The Director of Public Works recommended option #3, not to exceed \$20,000. Funds will come from reallocating \$33,000 left over from a Machinery outlay account. Motion by Walters to recommend to Common Council the approval of the 8th and Park St. Project expansion (Option #3) to replace cemetery driveway apron, all remaining blacktop, and all curb and gutter on N Park St. between 8th and 9th St. at a cost not to exceed \$20,000. Seconded by Tepley. Motion carried 3-0.

5. **Hiring and Retention Bonuses (Ashley Oliphant)**

City Administrator Ashley Oliphant presented the strategies discussed by the Personnel Committee for attracting and retaining qualified personnel through hiring and retention bonuses. These bonuses, funded by a \$45,000 allocation from the City's ARPA funds, aim to reward long-term employees and new full-time hires starting from August 1st. The city administrator will determine the bonus amount, with conditions including completion of probationary period and continuous employment. Additionally, a retention bonus will be provided to employees taking on extra supervisory duties due to departmental vacancies, paid in the month of August during regular payroll. Motion by Tepley to recommend to Common Council the city of Richland Center hiring and retention bonus program not to exceed \$45,000 utilizing ARPA funds. Seconded by Walters. Motion carried 3-0.

6. **Purchase of RCPD Squad (Billy Jones)**

Chief Jones reported the City Police Department had previously been approved to purchase a vehicle, but production was halted. Now that production has commenced for this year, Chief Jones reissued the bid and received three offers from Fillback and Sleepy Hollow. Fillback provided the lowest bid at \$41,455.50, meeting all specifications. This new vehicle will replace a 2019 Ford Interceptor with over 100,000 miles. The budget amount of \$66,000 includes the purchase price, equipment, and installation costs. Motion by Tepley to recommend to the Common Council the purchase of a 2025 Dodge Durango Pursuit from Fillback Ford in the amount of \$41,455.50 plus the cost of equipment and installation with the total cost to not exceed \$66,000 to be paid out of the police outlay fund. Seconded by Walters. Motion carried 0-3.

7. **RCPD Vehicle Repairs (Billy Jones)**

Chief Jones reported the Police Department recently experienced minor incidents involving squad cars. In June, a city squad car rolled into a county squad, causing minimal damage. In July, a Ram truck was damaged while exiting a tight garage space. To prevent increased insurance premiums due to consecutive incidents, Chief Jones suggested paying for repairs instead of filing claims using unallocated contingency funds. Motion by Walters to recommend to Common Council using up to \$6,500 from unallocated contingency fund for Squad repairs. Seconded by Tepley. Motion carried 3-0.

SET NEXT MEETING DATE: September 3, 2024

ADJOURNMENT: Motion by Tepley to adjourn. Seconded by Walters. Motion carried 3-0 at 6:22 PM.