



## MINUTES OF THE FINANCE COMMITTEE

TUESDAY, MARCH 3, 2026 AT 5:15 PM

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

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**CALL TO ORDER:** Cairns called the meeting to order at 5:20 pm. Present: Ryan Cairns, Karin Tepley, and Melony Walters (Virtual).

Others Present: Administrator Ashley Oliphant, Treasurer/Deputy Clerk Misty Molzof, Director of Public Works Jasen Glasbrenner, Muni Services Specialist Darcy Perkins, and Police Chief Billy Jones.

**APPROVAL OF AGENDA:** Molzof confirmed the meeting was properly noticed on Friday, February 27, 2026. Oliphant noted that item #5 relating to February Tax Settlement should be removed. *No action taken.*

**APPROVAL OF MINUTES** *Motion by Tepley to waive the reading of the minutes of February 3, 2026, in lieu of printed copies and approve said minutes; second by Cairns. Motion carried 2-0.*

*Melony Walters arrived virtually at 5:24 pm.*

**PAYMENT OF BILLS:** *Motion by Cairns, second by Tepley to recommend Council approve bills entered from February 4, 2026, through March 3, 2026, in the total amount of \$2,927,118.25, which includes \$3,217.22 of Greater Richland Tourism bills, and \$2,923,901.03 of general fund bills. Upon roll call vote, motion carried unanimously 3-0.*

**TREASURER'S REPORT:** *No action taken.*

Molzof reported that January 31, 2026, cash balances reflect beginning balances of \$13,106,117.47 and ending balances of \$14,330,738.03, representing an increase of \$1,224,620.56, which includes \$39,117.45 in January interest. She noted that the February 2026 cash balances are preliminary, pending receipt of State Pool account statements, typically available around the 5th of the month. Balance sheets as of December 31, 2025, and January 31, 2026, for all funds—including City General, Greater Richland Tourism, and the Library Fund—were included. No significant items were noted; adjustments are anticipated following year-end accruals and completion of the audit. Revenue and expense reports by department for the same periods were also provided.

**ECONOMIC DEVELOPMENT DIRECTOR REPORT:** *No action taken.*

Glasbrenner provided updates on upcoming meetings and collaboration efforts related to Hive Drive and the Campus. Perkins has been working on CDI grants, including the Symons Planning Grant, Regional GIS Planning Grant, Congressional Grant, and AD German (CDI). Potential hotel investors are expected to be identified in the near future, which will determine the need for CDI grant funding. Tepley requested a status update on the Los Amigos CDI grant and that future updates be included in the meeting packet. Glasbrenner reported that the Los Amigos project was completed in 2025; WEDC requires a year-end audit for 2025, and the City is awaiting the final audit from the Los Amigos CPA firm to close out the CDI grant.

### ITEMS FOR DISCUSSION AND ACTION

4. Designated Fund Balance (Pool 4) and Capital Outlay Allocations: *No action taken.*

Oliphant reported that the requested information regarding the State Pool #4 fund balance was included in the packet. The data is being refined and reconciled using historical records and remains a work in progress.

5. Status of 2025 February Tax Settlement, Notice of Non-Compliance with Wis. Stat. § 74.25, and Invocation of Penalties and Interest under Wis. Stat. § 74.31: *Item removed from the Agenda.*
6. Status Update on the Transition of the Tourism Department into an Independent 501(c)3 Non-Profit Corporation: *No action taken.*

Oliphant reported that the segregation of the Tourism Department, as outlined in the budget process, is ongoing. Marty is working toward transitioning operations into an independent 501(c)(3) entity and intends to retire from the City prior to assuming a role with the new organization. He is currently evaluating duties that are tourism-related versus City-related (e.g., parade coordination, digital billboard management) for purposes of contract development. The target date for full transition was March 1, 2026. A resolution to dissolve the department and approve a contract with the new entity may be presented in April. The intent is to continue using the depot as the tourism location, which will be addressed in the agreement. A request for the city to continue providing accounting and payroll services was considered; however, due to software licensing limitations and associated costs, this is not feasible.

7. Radio Building Space Agreement with Richland County: *Motion by Cairns, second by Tepley to recommend council approval of the radio building space agreement with Richland County and authorization of a \$5,000 payment towards the cost of installing the repeater from the 2026 radio budget line item. Upon roll call vote, motion carried unanimously (3-0).*

Chief Jones explained that the Police Department previously maintained a repeater on a building that was struck by lightning. After replacement, and concurrent with the County's radio project, it was determined the repeater would be better located on the County tower (situated on City-owned property with no existing lease agreement), where it can also serve as a backup system for the County. The County agreed to house the repeater at a total installation cost of \$10,314.47 and requested a \$5,000 contribution from the City. The repeater is installed and operational. The County will cover electrical costs; the City will maintain the access road. Each party is responsible for its own equipment. The agreement includes 60/90-day termination provisions. The City will initially pay the full invoice, with reimbursement from the County upon execution of the agreement. Oliphant noted the agreement now includes necessary termination language to protect both parties.

8. Community Meal Site Agreement: *Motion by Cairns, second by Walters to recommend Council approval of the meal site agreement as presented. Motion carried unanimously (3-0).*

Mieden reported that the agreement is up for biennial renewal, with updated dates from January 1, 2027, through December 31, 2028, and revised hours of operation beginning at 7:45 a.m. instead of 8:00 a.m. Existing fees of \$10 per day or \$300 per month will remain unchanged.

9. Airport Equipment Purchase (City Match): *No action taken.*

Glasbrenner reported that grant funding has been awarded through federal and state airport programs and must be utilized within four years. The program typically requires a 5% City match, of which 50% is reimbursed by the State, resulting in a net City cost of 2.5% of the total project. The city is considering revising specifications to better suit a smaller airport.

**SET NEXT MEETING DATE:** Tuesday, April 21, 2026, at 5:30 pm.

**ADJOURNMENT:** *Motion by Cairns, second by Tepley to adjourn at approximately 6:10 pm. Motion carried.*

Meeting adjourned at 6:10 pm.

Respectfully submitted,

Misty D. Molzof, City Clerk/Treasurer