



MINUTES OF THE BUDGET COMMITTEE

TUESDAY, JUNE 02, 2026 AT 5:30 PM

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

CALL TO ORDER Roll Call was conducted, and a quorum was determined to be present. Present: Frank Hoffman and Melony Walters. Excused: Ryan Cairns

Molzof confirmed the meeting was properly noticed on Friday, May 29, 2026, and no amendments were made.

Others Present: Administrator Ashley Oliphant, Treasurer/Deputy Clerk Misty Molzof, Public Works Director Jasen Glasbrenner, and Municipal Services Specialist Darcy Perkins.

APPROVAL OF MINUTES

1. May 5, 2026, Meeting Minutes: *Motion by Hoffman, second by Walters to approve meeting minutes of the May 5, 2026, meeting as presented. Motion carried unanimously (2-0).*

REPORTS

2. Treasurer's Report: Molzof presented Cash balances report showing an April 2026 beginning balance of \$11.6 million, April interest earnings \$31,864.83, and ending cash balances on April 30, 2026, of \$11,338,080.04.
3. Accounts Payable (Bills List): Molzof presented bill listing scheduled for review and approval by the Common Council later this evening. No questions or concerns were raised.
4. Budget vs Actual: Molzof reviewed the financial reports as presented and stated that no unusual variances were identified. Multiple report formats were provided to accommodate varying accounting backgrounds and to promote transparency regarding the City's financial position.

DISCUSSION & POSSIBLE ACTION ITEMS

5. Update on Procurement Policy Revisions: Oliphant stated that, based on discussions held at the previous meeting, staff intends to prepare a draft procurement policy for presentation to the committee for review and consideration. Committee members expressed agreement with the proposed approach.
6. Accounts Receivable: Molzof reviewed the accounts receivable listing, including its history and current status. *Motion by Hoffman, second by Walters, to approve writing off the outstanding balance of \$800.00 for Jinnitta Sordahl due to bankruptcy. Upon roll call vote, all present voted aye. Motion carried unanimously (2-0).*

SET NEXT MEETING DATE: July 7, 2026, at 5:30 pm.

ADJOURNMENT: Motion by Walters, second by Hoffman to adjourn the meeting at approximately 6:10 pm. Motion carried unanimously (2-0).

Meeting adjourned at approximately 6:10 pm.

Respectfully submitted,

Misty Molzof
Deputy Clerk