



MINUTES OF THE BUDGET COMMITTEE

TUESDAY, MAY 5, 2026 AT 5:15 PM

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

MINUTES

Call to Order: Alder Ryan Cairns called the meeting to order at 5:18 pm. Alders present: Frank Hoffman, Melony Walters, and Ryan Cairns. Absent: None.

Others Present: Administrator Ashley Oliphant, Treasurer/Deputy Clerk Misty Molzof, DPW Jasen Glasbrenner, Muni Services Specialist Darcy Perkins, Police Chief Billy, Mayor Karin Tepley, and Alder Chris Jarvis.

Agenda: Molzof stated the meeting was properly noticed on Friday, May 1, 2026. No amendments were made to the agenda.

Nomination And Election of Chair: Alder Cairns opened the floor for nominations. Walters nominated Walters as Chair, second by Cairns. Motion by Cairns, second by Walters to close nominations and cast a unanimous ballot for Walters as Chair of the Budget Committee. Carried 3-0.

Approval Of Minutes: Motion by Cairns to approve the minutes of the April 21, 2026, meeting, second by Walters. Motion carried 3-0.

Payment Of Bills: Motion by Hoffman, second by Cairns to recommend common council approval of bills entered from April 22, 2026, through April 30, 2026, as presented in the amount of \$80,480.41 for general fund bills. Upon roll call vote, motion carried 3-0.

Treasurer's Report: No Action.

Molzof reviewed the March 31, 2026 cash balances report, noting beginning cash balances of \$14,571,410.30 and ending cash balances of \$11,597,505.18, representing a decrease of \$2,973,905.12. The decrease was attributed primarily to property tax settlements occurring during February and March. March interest earnings totaled \$28,309.54.

Molzof further reported that balance sheets for the City General Fund, Greater Richland Tourism Fund, and Library Fund were included in the meeting materials, with nothing out of the ordinary to report. Revenue and expenditure summaries by department comparing 2025 pre-audit figures to 2026 year-to-date activity through March were also reviewed. At approximately 25% through the fiscal year, most departments were tracking near expected levels. Notable variances included the following:

1. Administration Office
 - a. License and permit revenues remain below projections, as most revenues are received during May and June.
 - b. Interest, dividends, and miscellaneous revenues exceed 25% due to favorable interest rates and investment earnings on tax collections received in January and February.
 - c. Wage and benefit expenditures are lower due to staffing vacancies during the first quarter.
 - d. Election expenses remain low, with the majority of costs occurring during the April election cycle.
2. Public Works
 - a. Buildings and Grounds expenditures are elevated due to revised allocation methods more accurately reflecting staff assignments. Winter work activity was concentrated primarily in municipal buildings rather than seasonal operations such as parks, cemetery, and airport maintenance.

3. Building and Zoning
Expenditures remain below projected levels due to the current vacancy in the Zoning Administrator position.
4. Cemetery
Expenditures remain below projected levels due to seasonal operations, with activity expected to increase during the spring and summer months.
5. Economic Development
Activity remains within normal expectations. Grant revenues and expenditures reflect pass-through grants received and disbursed by the City.
6. Public Safety
Revenues and expenditures are tracking appropriately near expected year-to-date levels.
7. Culture and Recreation
Most revenues and expenditures are seasonal and are anticipated to increase significantly during the upcoming summer months.
8. Refuse
Activity remains within expected levels, with landfill closure activities continuing to impact this portion of the budget.
9. Taxi Service
Revenues and expenditures are tracking appropriately at this time.
10. Room Tax / Tourism
Tourism revenues typically begin being received in April and are not yet fully reflected in the financial statements; however, approximately one-quarter of annual expenditures have been paid to date.
11. All Other
 - a. Revenues exceed 25% due to the collection of a significant portion of the annual tax levy during January.
 - b. Expenditures vary due to the timing of insurance premiums and annual audit expenses. Audit-related expenditures are expected to begin increasing in June.
12. Summary
Molzof reported that year-to-date revenues exceed expenditures by approximately \$900,000, which is favorable considering remaining tax settlement collections are not received until August and the majority of state aid payments are not received until October.

Economic Development Director Report: *No Action.*

Glasbrenner reported staff have been working extensively on the WEDC grant application and required reporting. The grant has been identified as a viable opportunity for the City, although the process remains competitive. Because Richland County has previously received grant funding, it may be advantageous for the City to play a more direct role in future applications.

Perkins reported work continues on final audits for the CDI grants. She also noted that a WEDC tour of Richland Center is being coordinated. Perkins further stated that the Los Amigos and Wild Honey projects were officially closed out and expressed optimism regarding future grant opportunities.

Items For Discussion and Action

Sale of Surplus Equipment: *Motion by Walters, second by Cairns to recommend council approval of the sale of surplus equipment as presented in the agenda materials. Upon roll call vote, motion carried 3-0.*

Resolution #2026-08, A Resolution Authorizing Capital Expenditures: *Motion by Walters, second by Cairns to recommend Common Council approval of Resolution #2026-08, a Resolution Authorizing Capital Expenditures. Upon roll call vote, motion carried 3-0.*

Aligning Reporting Protocols and Operational Workflows with the New Budget Committee Framework: *No action.* Committee members discussed the draft document and overall comfort level with the proposed framework. Consensus was reached that additional discussion will be necessary at a future meeting.

Set Next Meeting Date: Tuesday, May 2, 2026, at 5:30 PM. Committee members also requested an agenda item for discussion regarding possible changes to future meeting dates and times.

Adjournment: *Motion by Walters, second by Hoffman to adjourn at approximately 6:35 pm. Motion carried 3-0.*

Meeting adjourned at approximately 6:35 pm.

Respectfully submitted

Misty D. Molzof, Clerk

DRAFT