



MINUTES OF THE BUDGET COMMITTEE

TUESDAY, OCTOBER 06, 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: Ryan Cairns, Frank Hoffman, and Melony Walters. Absent: None

Keller confirmed the meeting was properly noticed on Friday, October 2, 2026, and no amendments were made.

Others Present: Administrator Ashley Oliphant, Treasurer/Deputy Clerk Misty Molzof, Clerk/Deputy Treasurer Amanda Keller, Public Works Director Jasen Glasbrenner, Specialist Darcy Perkins, Chief Billy Jones.

APPROVAL OF MINUTES: *Motion by Hoffman, Second by Cairns, to approve meeting minutes of the September 1 and September 29, 2026 meetings as presented. Motion carried unanimously (3-0).*

REPORTS

Accounts Payable (Bills List): The Committee reviewed the bills list. Oliphant confirmed that the reports were informational and required no Committee action. Members raised no questions.

Treasurers Report: Molzof presented the August 31, 2026 Cash Balances Report, showing a beginning balance of \$10,422,662.22, receipts of \$1,406,669.56, disbursements of \$1,111,405.87, an ending balance of \$10,717,925.91, and \$31,442.84 in interest earnings. She noted that a significant portion of the balance is designated for specific purposes and that work continues to separate those activities into the appropriate funds.

Molzof also reviewed delinquent personal property taxes and accounts receivable. Collection efforts will continue through direct contact, the Wisconsin Tax Refund Intercept Program, and property tax billing where authorized. Proposed write-offs were deferred for a future meeting. Members provided additional contact information for delinquent businesses, and the City Attorney is reviewing collection options for the Chad Johnson cropland lease.

Budget Versus Actual: Molzof reviewed 2026 activity through August 31. Expenditures exceeded revenues by approximately \$290,700, with additional revenues expected in September and October. Building and Grounds expenditures require account reconciliation due to allocation changes, while the Economic Development variance primarily reflects grant revenue and related expenditures.

Status of 2026 Capital Expenditures: The report had not been updated during month-end reconciliation. An updated report will be provided at the next regular meeting.

DISCUSSION & POSSIBLE ACTION ITEMS

Resolution 2026-12: Authorizing an Advance from the General Fund to Fund to Finance the Valley View Drive Street Project: Oliphant reported the Common Council had previously approved a Water Utility interfund loan for the Valley View Drive Street Project. Following review with the City's financial advisor, Ehlers, staff recommended using a General Fund advance instead. Resolution No. 2026-12 would advance \$191,407.15 from the General Fund to the Pool 4 Projects Fund and repay the General Fund without interest through the debt service levy in 2027 through 2029.

Motion by Hoffman, second Cairns to recommend that the Common Council adopt Resolution No. 2026-12, authorizing an advance of \$191,407.15 from the General Fund to the Pool 4 Projects Fund in place of the previously approved Water Utility loan. Upon roll call vote, motion carried unanimously (3-0).

Cost Containment Opportunities for 2027 Budget: Oliphant presented a preliminary list of possible expenditure reductions and revenue options developed from the September 29 budget discussion. Options included fee

adjustments, sale of the cemetery garage, use of undesignated fund balance, possible service and facility changes, staffing and work-schedule alternatives, reduced legal expenses, room-tax changes, and other operational savings.

Oliphant recommended further consideration of selling the cemetery garage and noted that several options require additional research and financial estimates. Walters emphasized that the list was preliminary and Cairns highlighted the improved budget review process enacted by Administrator Oliphant. Members will submit additional suggestions and continue reviewing estimated impacts at the October 21 budget meeting. No action was taken.

SET NEXT MEETING DATE: 2027 Budget meeting on October 21, 2026 at 5:30PM, and regular meeting on November 3, 2026, at 5:30PM.

ADJOURNMENT: *Motion by Walters, second by Cairns to adjourn the meeting at approximately 6:09 PM. Motion carried unanimously (3-0).*

Meeting adjourned at approximately 6:09 PM.

Meeting Minutes Recorded by Clerk Amanda Keller

DRAFT