



MINUTES OF THE BUDGET COMMITTEE

TUESDAY, SEPTEMBER 01, 2026 AT 5:30 PM

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

CALL TO ORDER: 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, August 28, 2026, and no amendments were made.

APPROVAL OF MINUTES: *Motion by Cairns, Second by Hoffman, to approve the August 18, 2026 meeting minutes as presented. Motion carried Unanimously (3-0).*

REPORTS

Treasurer's Report: Administrator Oliphant reported that August financial statements were not yet available due to the timing of the meeting and would be presented at the next regular meeting. The Committee reviewed the delinquent personal property tax listing. Letters were mailed September 1 for accounts totaling \$5,472.67. Accounts for closed businesses without available contact information, totaling \$39,826.64, may be presented to the Common Council for write-off after available collection methods have been pursued.

Accounts Payable (Bills List): The Committee reviewed the bills list for approval. Discussion included an Innovation Planning Grant expense for Southwest Wisconsin Regional Planning Commission GIS services and lawn-care expenses for three unmaintained properties whose owners are deceased. Oliphant explained that lawn-care costs will be placed on the applicable properties as special assessments.

Motion by Cairns, second by Walters to approve the payment of the bills listed. Upon roll call vote, motioned carried 3-0.

Budget Versus Actual: No updated budget-versus-actual report was presented. Oliphant reviewed the 2027 budget development schedule, including department-head meetings and a proposed special Common Council meeting on November 17, 2026, to adopt the budget. The Committee discussed proposed meeting dates and confirmed October 6 as the next regular meeting. Additional budget sessions will be scheduled as needed.

Status of 2026 Capital Expenditures: The Committee reviewed the capital expenditure report provided by Treasurer Molzof. Oliphant explained that approximately \$380,000 had been spent and approximately \$87,000 received from the sale of replaced equipment. Several purchases and projects remain pending, and some may carry forward into the 2027 capital plan. The Committee requested that the report be provided monthly to track expenditure, proceeds, project status, and any necessary reallocations.

DISCUSSION & POSSIBLE ACTION ITEMS

WEC Election Security Subgrant Funds

Keller reported that the city was awarded a \$2,000 Election Security Subgrant from the Wisconsin Elections Commission. Staff recommended purchasing an HP ProBook 4 G2i, three-year onsite warranty, and docking station from PDS/Pellera for election administration. The existing Clerk's computer would be reassigned to another department. As the grant is reimbursement-based, the initial cost will be paid from the Election Budget with expected reimbursement on or after December 1, 2026.

Motion by Walters, second by Cairns to recommend approval of the purchase of the HP ProBook 4 G2i from PDS/Pellera for an amount not to exceed \$2,000, using Election Security Subgrant funds, and to authorize the use of any remaining grant funds be applied to eligible managed IT services. Upon roll call vote, motion carried 3-0.

Adoption of Purchasing & Procurement Policy

Oliphant presented the revised Purchasing and Procurement Policy, noting updates made to Section 3.2, allowing the Mayor to designate another Council member when overlapping committee leadership would otherwise reduce the number of required approvers. Oliphant confirmed that the proposed policy replaces the Procurement section of the Financial Policies adopted November 3, 2020, while leaving the accounting section unchanged.

Motion by Hoffman, second by Walters to recommend that the Common Council adopt the Purchasing and Procurement Policy as presented, replacing the Procurement section of the existing Financial Policies. Motion carried unanimously (3-0).

SET NEXT MEETING DATES: October 6, 2026

With a tentative budget development meeting September 29, 2026

ADJOURNMENT: *Motion by Walters, second by Cairns to adjourn the meeting at approximately 6:00 PM.*

Motion carried unanimously (3-0).

Meeting adjourned at approximately 6:00 PM.

Meeting Minutes Recorded by Clerk Amanda Keller