MINUTES OF THE BUDGET COMMITTEE

TUESDAY, AUGUST 18, 2026 AT 5:30 PM

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

MINUTES

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, August 14, 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.

APPROVAL OF MINUTES: *Motion by Cairns, Second by Walters, to approve meeting minutes of the June 7, 2026 meeting as presented. Motion carried unanimously (3-0).*

REPORTS

Treasurer's Report: Molzof presented the June and July Cash Balances Report, showing an ending balance of $10,422,662.22. She also reviewed the July 31, 2026 balance sheets for the General Fund, Greater Richland Tourism, Library, CDBG/RLF, and Economic Development funds, along with the Revenue and Expenditure Summary by Department. The summary included final 2025 audited figures and 2026 activity through July. Expenditures exceeded revenues by approximately $171,000; however, Molzof reported that the City remained generally on budget because significant revenues had not yet been received.

Molzof reported that work continues to separate designated activities from the General Fund, transfer related transactions and assets to the appropriate funds, and close unnecessary bank accounts. Actual expenditures are also being reviewed to improve financial tracking and use for future budgeting. The Greater Richland Tourism bank account will close after the remaining expenses are transferred, while room tax activity will continue to be tracked by the city.

Hoffman requested clarification regarding an uncollectible CDBG balance. Molzof explained that the balance is associated with a designated fund and will remain on the city reports for the life of the program because it is not expected to be collected.

Walters requested that the Capital Improvements list be reviewed at the next meeting. Administrator Oliphant confirmed that unused capital improvement funds revert to Pool 4 at year-end until reallocated.

Public Works Report: Glasbrenner reported that bids for the street overlay project were due later in the week. Preparatory and patching work is expected to be completed this year. After the contractor reviews road conditions, an RFP will be issued for chip sealing work, if necessary, anticipated to begin May 2027.

DISCUSSION & POSSIBLE ACTION ITEMS

Resolution 2026-10 Establishing Aviation Fuel Prices at the Richland Municipal Airport (93C)

Glasbrenner presented proposed Resolution 2026-10 and the accompanying Airport Fuel Purchase and Pricing SOP. He explained that the airport fuel farm is one of the City's limited revenue-generating operations but also incurs a wide array of anticipated and unanticipated expenses. The resolution would establish a target profit of $1 per gallon while authorizing the Director of Public Works and City Administrator to adjust pricing based on market conditions and fuel quality, provided the markup does not fall below $0.25 per gallon.

Motion by Hoffman, second by Cairns to recommend to the Common Council the approval of the Airport Fuel Pricing Resolution. Motion carried unanimously (3-0).

Review of Draft Procurement Policy

Administrator Oliphant reviewed revisions to the draft Procurement Policy, including approval procedures, routine-payment exemptions, contract renewals, public construction, and federal purchasing requirements. The policy allows department heads to approve budgeted purchases of up to $5,000 and includes a quick-reference guide for employees.

Section 3.2 will be revised to allow the Mayor to appoint an alternate designee when necessary. Section 11.5 will also clarify employee expectations and oversight actions. The revised policy will return to the Committee on September 1, 2026.

SET NEXT MEETING DATE: September 1, 2026 at 5:30 PM

ADJOURNMENT: Motion by Walters, second by Cairns to adjourn the meeting at approximately 6:20 PM.

Motion carried unanimously (3-0).

Meeting adjourned at approximately 6:20 PM.