



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, DECEMBER 2, 2025 AT 5:30 PM

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

TEAMS: bit.ly/RCTeamsMeeting

AGENDA

CALL TO ORDER Chair Ryan Cairns called the meeting was called to order at 5:30 PM. A quorum was present. Members present were Ryan Cairns, Melony Walters, and Karin Tepley. Deputy Clerk Molzof confirmed that the meeting was properly noticed.

Others Present: Administrator Ashley Oliphant, Treasurer/Deputy Clerk Misty Molzof, DPW Jasen Glasbrenner, Muni Services Specialist Darcy Perkins, Mayor Todd Coppernoll, Alderpersons: Ron Fruit, Rachel Schultz, Douglas Martyniuk, and Attorney Michael Windle.

APPROVAL OF MINUTES Motion by Tepley, second by Cairns to waive the reading and approve the minutes of the November 4, 2025, meeting as presented. Motion Carried 3-0.

PAYMENT OF BILLS Motion by Cairns, second by Walters to approve payment of bills in the amount of \$296,628.81, consisting of \$8,674.73 which are Greater Richland Tourism and \$287,954.08 are general fund expenditures. Motion Upon Roll Call Vote, motion carried 3-0.

CLERK/TREASURER'S REPORT: Molzof reported that the beginning cash balances as of October 1, 2025, were \$10.2 million, interest earned in October was \$29,754.82, and ending cash balances on October 31, 2025, was \$10. million. Revenue and expense statements by department were provided for review with no anomalies to report. Tax bills are scheduled for issuance on or before December 15, 2025. Molzof also provided updates on office projects. No Action.

Economic Development Director's Report: Glasbrenner reported on Congressional spending initiatives and efforts to improve developer engagement and competitiveness. No Action.

DISCUSSION AND ACTION ITEMS

Audit Engagement for 2025: Oliphant presented the annual audit engagement letter from Johnson & Block for required financial audit and filings. Base audit fee is \$23,600 with additional accounting services estimated at 24–42 hours, equating to \$4,000–\$8,000. Average total audit cost over the past six years was \$27,311. Funds will be budgeted under 2026 Audit Expense Line 10-51360-390.

Motion by Cairns, second by Walters, to recommend council approve the 2025 Audit Engagement letter with Johnson & Block. Upon roll call vote, motion carried 3-0.

Reallocation of HUD Grant Funds: Glasbrenner reported on reallocating HUD grant funds toward potential redevelopment of the Old Campus Site in coordination with Richland County. Preliminary project estimate from Vierbicher is approximately \$2.1 million, pending design detail. The County Board will review the proposal at its December 17 meeting. Hive Drive cost estimates are trending lower than expected, and the Jefferson Street infill project has been submitted for additional community funding consideration.

Motion by Cairns, second by Tepley to recommend Common Council approve the City Administrator and Economic Development Department to collaborate with the County to explore a potential housing subdivision on the Old Campus Site, and to incorporate the HUD Community Project Funding (CPF) Grant into their planning and funding strategy for this project. Upon Roll Call Vote, Motion Carried 3-0.

Award Public Works Heater Replacement: Perkins reported that one of two heaters at the Public Works shop on Robb Road has failed. An RFP was issued and one proposal was received from Jelinek Plumbing & Heating in the amount of \$5,550.00.

Motion by Cairns, second by Walters to recommend Common Council award the Public Works Heater Replacement Project to Jelinek Plumbing and Heating at a cost of Approximately \$5,550.00. Upon Roll Call vote, motion carried 3-0.

2026 Richland County EMS Contract: *Motion by Cairns, second by Tepley, to recommend Council authorize the City Administrator to execute the final contract with Richland County regarding Emergency Medical Services (EMS). Upon Roll Call vote, motion carried 3-0.*

Bid Award: Razing and Site Restoration, 695 N Chestnut Street: Oliphant reported that the raze order has been executed. Bid submissions were advertised for December 4, 2025; therefore, not all bids may have been received by this meeting. The City will pay costs upfront, with entire balances assessed to the property owner.

Motion by Cairns, second by Walters to recommend Council authorize the City Administrator to award the contract to the lowest qualified bidder meeting all specifications after the December 4, 2025 submission deadline. Upon Roll Call Vote, Motion Carried 3-0.

SET NEXT MEETING DATE: January 6, 2026.

ADJOURNMENT: *Motion by Cairns, second by Walters to adjourn at approximately 6:05 pm. Motion Carried 3-0.*

DRAFT