



MINUTES OF THE BUDGET COMMITTEE

TUESDAY, JULY 07, 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.

Molzof confirmed the meeting was properly noticed on Thursday, July 2, 2026, with no subsequent amendments.

Others Present: Administrator Ashley Oliphant and Treasurer/Deputy Clerk Misty Molzof.

APPROVAL OF AGENDA

Motion by Cairns, second by Walters to approve the agenda as presented. Motion carried unanimously (3-0).

APPROVAL OF MINUTES

Motion by Hoffman, second by Cairns to approve the June 2, 2026, meeting minutes as presented. Motion carried unanimously (3-0).

REPORTS

Treasurer's Report: Molzof presented the cash balances report, balance sheet, and revenue and expenditure summary through May 31, 2026. She reported that there were no unusual items noted, and budgeted versus actual revenues and expenditures were tracking as expected.

Molzof also reported that work is ongoing to reconcile accounts receivable and collections. The City recently received an updated delinquent personal property tax listing, and staff will attempt to contact the individuals and businesses listed to collect the outstanding amounts.

Molzof encouraged committee members to contact her at any time with questions or concerns. No questions or concerns were raised.

DISCUSSION & POSSIBLE ACTION ITEMS

Review of Draft Procurement Policy: City Administrator Oliphant presented a draft procurement policy currently under review by department heads. She requested that committee members provide questions, suggestions, and comments for consideration. Feedback will be incorporated as appropriate, and the policy will be brought back to a future committee meeting for further review and a recommendation to the Common Council.

SET NEXT MEETING DATE - August 18, 2026, at 5:30 pm.

ADJOURNMENT

Motion by Walters, second by Cairns to adjourn the meeting at approximately 6:25 pm. Motion carried unanimously (3-0).

Meeting adjourned at approximately 6:25 pm.

Respectfully submitted,

Misty Molzof
Deputy Clerk

Approved 08/18/2026