



OFFICIAL PUBLIC NOTICE

MEETING OF THE PUBLIC WORKS COMMITTEE

THURSDAY, OCTOBER 15, 2026 AT 5:30 PM

COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

TEAMS: <http://bit.ly/RCTeamsMeeting>

AMENDED AGENDA

CALL TO ORDER *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF AGENDA

APPROVAL OF MINUTES *Entertain a motion to waive the reading of the minutes of the last meeting in lieu of printed copies and approve said minutes or correct and approve said minutes.*

- [1.](#) 09-17-2026 Minutes

MONTHLY BUDGET OVERVIEW

- [2.](#) Monthly Budget Overview

APPROVAL OF BILLS

- [3.](#) Bills for Approval

PUBLIC WORKS DIRECTOR'S REPORT

- [4.](#) Monthly Report

DISCUSSION AND POSSIBLE ACTION ITEMS

- [5.](#) A Resolution Adopting Updated Airport Lease and Rental Fees
- [6.](#) Status Update on City Memorial Program

REPORTS, REQUESTS, CONCERNS *No action will be taken on any matter originating under this item.*

SET NEXT MEETING DATE *Third Thursday of the Month - November 19th at 5:30 pm*

ADJOURNMENT

Posted this 12 day of October, 2026 by 4:30 PM. Amended Agenda Posted October 13, 2026 by 4:30 PM.
Copy to the official newspaper the Richland Observer.

PLEASE NOTE: To request disability-related accommodations, please contact City Administrator Ashley Oliphant (608-647-3466 or 450 S. Main St.) at least 24 hours in advance. Notice is hereby given that a quorum of other city governmental bodies may be present at this meeting for informational and discussion purposes only, and no formal action will be taken by those bodies at this meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.



WORKS & PROPERTY COMMITTEE

THURSDAY, SEPTEMBER 17, 2026 AT 5:30 PM

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

CALL TO ORDER The meeting was called to order at 5:33 PM. Members present: Schultz (Chair), Hoffman, Jarvis. Members absent: none. Also present were DPW Jasen Glasbrenner and MSS Darcy Perkins. Perkins affirmed the meeting was properly noticed.

APPROVAL OF AGENDA *Motion by Jarvis to approve the September 17, 2026, meeting agenda as presented. Seconded by Hoffman. Motion carried unanimously by voice vote.*

APPROVAL OF MINUTES *Motion by Hoffman to waive the reading and approve the August 20, 2026, minutes with minor spelling corrections. Seconded by Jarvis. Motion carried unanimously by voice vote.*

MONTHLY BUDGET OVERVIEW Staff reviewed year-to-date Public Works financials and clarified that preliminary 2027 figures were removed from the report. Wage and benefit allocations continue to be refined to better reflect actual departmental labor. Staff noted certain line items exceed budget due to planned equipment purchases, with surplus equipment sale proceeds available for reallocation if needed. Overall spending will be closely monitored through year-end. No action was taken.

APPROVAL OF BILLS The bills from 8/19/2026-9/16/2026 were presented totaling \$50,856.36. The Committee selected the vendor-based report format for future meetings. Discussion included leaf vacuum and Police Interceptor repairs, contracted mowing, and Republic Services charges.

Motion by Jarvis to forward the Public Works Payment Approval Report to the Common Council. Seconded by Hoffman. Motion carried unanimously by voice vote.

PUBLIC WORKS DEPARTMENT REPORTS PRESENTED BY DPW JASEN GLASBRENNER

- Airport: Master planning continues. Runway lighting maintenance and approach-area tree concerns were discussed; both remain under coordination with appropriate contractors and the Bureau of Aeronautics.
- Buildings & Grounds: Seasonal mowing is wrapping up due to budget constraints. Aquatic Center shutdown/cleanup is underway.
- Cemetery: One traditional burial completed; two cremation burials scheduled; six plots sold.
- Forestry: Priority tree removals evaluated; boulevard tree ordinance work continues.
- Streets: Curb/crosswalk painting, dike wall caulking, brush collection, and pavement maintenance continue. New patch material was ordered for testing.
- DPW Report: Staff continue Stori Field, UW Campus redevelopment, Jefferson Parking Lot, capital improvement, 2027 budget, and ROW coordination. A high-priority storm sewer issue near Gage St./Hwy 80 resulted from DOT boring work; staff determined the affected line appears to be privately owned by Foremost. Verizon/Frontier coordination continues regarding outstanding infrastructure issues and ROW standards. Employee evaluations are underway, and the department remains short-staffed.

DISCUSSION AND ACTION ITEMS

Request by Brewer Public Library to Install Signage on City Property

Staff reviewed Brewer Public Library's request to replace its existing sign with an electronic message center on City-owned property. The Library will fund and coordinate removal, installation, and maintenance, with no anticipated City expense.

Motion by Jarvis to approve Brewer Public Library's request to install a sign on City property at no cost to the City. Seconded by Hoffman. Motion carried unanimously by voice vote.



MINUTES OF THE MEETING OF THE PUBLIC WORKS & PROPERTY COMMITTEE Item 1.
THURSDAY, SEPTEMBER 17, 2026 AT 5:30 PM

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

DISCUSSION ITEMS

2025 City Dike Inspection Report

The Committee reviewed the annual inspection report and current maintenance efforts, including crack sealing, sediment and vegetation removal, fence repairs, and planned brush/riprap work. Staff noted inspection items are prioritized based on condition, safety, available labor, and budget. The Committee requested a maintenance tracker documenting the inspection item, completed work, and outstanding needs. No action was taken.

2025 City Pavement Rating Study

Staff reviewed how PASER ratings guide street maintenance and capital planning. Current work prioritizes geographic efficiency while considering pavement condition and preventative maintenance opportunities. Staff continue compiling historical maintenance records and developing a long-term capital improvement plan. PASER ratings are updated as required by the State. Available transportation aid and Local Road Improvement Program funding were also discussed. No action was taken.

REPORTS, REQUESTS, AND CONCERNS

- Schultz: Requested ongoing reporting of Dike progress to be added to the Director's Report; requested continued follow-up regarding 798 N. Church St.; requested review of a fire-damaged property in the 600 block of N. Central Ave. for potential nuisance or safety concerns.
- Jarvis: Requested continued development of a long-term street capital improvement plan and regular progress reporting; requested a dike maintenance closeout tracker documenting progress on annual inspection items.
- Hoffman: Raised airport maintenance, capital planning, hangar demand, and airport camping ordinance considerations.

SET NEXT MEETING DATE The next meeting was scheduled for Thursday, October 15th at 5:30 pm.

ADJOURNMENT Motion to adjourn by Hoffman, seconded by Schultz. Motion carried unanimously by voice vote. The meeting adjourned at 6:51 PM.

Minutes recorded by Darcy Perkins.

Public Works
Summary of Revenue Expense by Area / Type

Item 2.

	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 9/30/2026	2026 Budget Less Actual	% S/B 75.00%	2027 DRAFT Budget Future Year 12/31/2027	2026 to 2027 % Change	2026 to 2027 \$ Change
Administration Office							
Expenses							
Total Municipal Building	38,550.00	19,359.84	19,190.16	50.22%	42,780.00	-10.97%	4,230.00
Administration Office Expense Total	38,550.00	19,359.84	19,190.16	50.22%	42,780.00	10.97%	4,230.00
Net Total Administration Office	(38,550.00)	(19,359.84)	(19,190.16)	50.22%	(42,780.00)	10.97%	4,230.00
Airport							
Revenues	29,712.00	29,434.82	277.18	99.07%	36,432.00	-22.62%	6,720.00
Expenses	57,400.00	39,980.68	17,419.32	69.65%	94,780.00	-65.12%	37,380.00
Net Total Airport	(27,688.00)	(10,545.86)	(17,142.14)	38.09%	(58,348.00)	110.73%	30,660.00
Public Works - Buildings & Grounds & Streets							
Revenues							
Total Buildings & Grounds	15,431.00	11,698.00	3,733.00	75.81%	15,881.00	-2.92%	450.00
Total Streets	431,000.00	400,536.27	30,463.73	92.93%	400,464.00	7.08%	(30,536.00)
Buildings & Grounds & Streets RevenueTotal	446,431.00	412,234.27	34,196.73	92.34%	416,345.00	-6.74%	(30,986.00)
Expenses							
Total Buildings & Grounds	107,050.00	61,269.59	45,780.41	57.23%	81,450.00	-23.91%	(25,600.00)
Total Streets	670,650.00	556,918.27	113,731.73	83.04%	786,700.00	17.30%	116,050.00
Buildings & Grounds & Streets Expense Total	777,700.00	618,187.86	159,512.14	79.49%	868,150.00	11.63%	141,650.00
Net Total Public Works (B&G & Streets)	(331,269.00)	(205,953.59)	(125,315.41)	62.17%	(451,805.00)	36.39%	(120,536.00)
Cemetery							
Revenues	34,500.00	31,275.00	3,225.00	90.65%	30,000.00	-13.04%	(4,500.00)
Expenses	87,650.00	53,665.80	33,984.20	61.23%	100,250.00	14.38%	12,600.00
Net Total Cemetery	(53,150.00)	(22,390.80)	(30,759.20)	42.13%	(70,250.00)	32.17%	17,100.00
Culture - Aquatic, CC/SC, Parks, Recreation							
Revenues							
Parks & Recreation Revenue Total	24,300.00	18,204.50	6,095.50	74.92%	17,300.00	-28.81%	(7,000.00)
Expenses							
Total Aquatic Center	38,350.00	12,409.32	25,940.68	32.36%	46,650.00	21.64%	8,300.00
Total Community / Senior Center	36,700.00	9,947.89	26,752.11	27.11%	49,650.00	35.29%	12,950.00
Total Parks	314,985.00	215,821.92	99,163.08	68.52%	266,175.00	-15.50%	(48,810.00)
Parks & Recreation Expense Total:	390,035.00	238,179.13	151,855.87	61.07%	362,475.00	-7.07%	(27,560.00)
Net Total Culture	(365,735.00)	(219,974.63)	(145,760.37)	60.15%	(345,175.00)	-5.62%	(20,560.00)
Refuse							
Revenues							
Total Garbage & Recycling	331,280.00	254,974.39	76,305.61	76.97%	330,000.00	-0.39%	
Total Landfill	14,250.00	20,055.00	(5,805.00)	140.74%	-	-100.00%	
Refuse Revenue Total	345,530.00	275,029.39	70,500.61	79.60%	330,000.00	-4.49%	(15,530.00)
Expenses							
Total Garbage & Recycling	295,000.00	234,605.50	60,394.50	79.53%	303,850.00	3.00%	

Public Works
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Item 2.

	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 9/30/2026	2026 Budget Less Actual	% S/B 75.00%	2027 DRAFT Budget Future Year 12/31/2027	2026 to 2027 % Change	2026 to 2027 \$ Change
Total Landfill	31,650.00	15,933.14	15,716.86	50.34%	21,100.00	-33.33%	
Refuse Expense Total	326,650.00	250,538.64	76,111.36	76.70%	324,950.00	-0.52%	(1,700.00)
Net Total Refuse	18,880.00	24,490.75	(5,610.75)	129.72%	5,050.00	-73.25%	13,830.00
Revenues	880,473.00	766,177.98	114,295.02	87.02%	830,077.00	-5.72%	\$ (50,396.00)
Expenditures	\$ 1,677,985.00	\$ 1,219,911.95	\$ 458,073.05	72.70%	\$ 1,793,385.00	6.88%	\$ 115,400.00
Net Revenue Less Expenditure	<u>\$ (797,512.00)</u>	<u>\$ (453,733.97)</u>	<u>\$ (343,778.03)</u>		<u>\$ (963,308.00)</u>		<u>\$ (963,308.00)</u>
	(797,512.00)	(453,733.97)	(343,778.03)		(963,308.00)		
Capital Outlay							
Revenues							
ARPA Funds			0.00	#DIV/0!		#DIV/0!	
Grant Funds			0.00	#DIV/0!		#DIV/0!	
Other Miscellaneous			0.00	#DIV/0!		#DIV/0!	
Transfers In			0.00	#DIV/0!		#DIV/0!	
Capital Outlay Revenue Total	-	-	0.00	#DIV/0!	-	#DIV/0!	
Expenses							
Capital Outlay Expense Total	1,427,600.00	343,121.20	1,084,478.80	24.03%	1,635,750.00	14.58%	
Net Capital Outlay	<u>(1,427,600.00)</u>	<u>(343,121.20)</u>	<u>(1,084,478.80)</u>	24.03%	<u>(1,635,750.00)</u>	14.58%	
Revenues	\$ 880,473.00	\$ 766,177.98	\$ 114,295.02	87.02%	\$ 830,077.00	-5.72%	\$ (50,396.00)
Expenditures	\$ 3,105,585.00	\$ 1,563,033.15	\$ 1,542,551.85	50.33%	\$ 3,429,135.00	10.42%	\$ 323,550.00
Net Revenue Less Expenditure	<u>\$ (2,225,112.00)</u>	<u>\$ (796,855.17)</u>	<u>\$ (1,428,256.83)</u>		<u>\$ (2,599,058.00)</u>		<u>\$ (963,308.00)</u>

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "10-54900-000"- "10-54900-999", "10-51850-000"- "10-51850-999", "10-54240-000"- "10-54240-999", "10-55300-000"- "10-55300-999", "10-56300-000"- "10-56300-999", "10-54100-000"- "10-54100-999", "10-54200-000"- "10-54200-999", "10-54210-000"- "10-54210-999", "10-54220-000"- "10-54220-999", "10-54230-000"- "10-54230-999", "10-54250-000"- "10-54250-999", "10-54260-000"- "10-54260-999", "10-54300-000"- "10-54300-999", "10-54400-000"- "10-54400-999", "10-54500-000"- "10-54500-999", "10-54600-000"- "10-54600-999", "10-54700-000"- "10-54700-999", "10-56200-000"- "10-56200-999", "10-61000-941"- "10-61000-948", "10-61000-961", "10-61000-962", "10-61000-971", "10-61000-990", "10-61000-991", "10-51500-250", "10-52500-480"

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
ALL AMERICAN DO IT CENTER					
ALL AMERICAN DO IT CE	09/25/2026	PW/Streets: Side Rail For Truck	10-54200-420 STREETS/TRUCK	37.98	10/08/26
Total ALL AMERICAN DO IT CENTER:				37.98	
ALLIANT ENERGY/WPL					
ALLIANT ENERGY/WPL	09/11/2026	PW/B&G: Hwy 80 Shelter	10-55300-655 B&G/SHELTER E	56.18	09/24/26
ALLIANT ENERGY/WPL	09/10/2026	Alliant Energy - Cty Hwy B Hanga	10-54900-320 AIRPORT/RUNWA	76.06	09/24/26
ALLIANT ENERGY/WPL	09/10/2026	Airport: Cty Hwy B Runway Lt	10-54900-320 AIRPORT/RUNWA	240.43	09/24/26
ALLIANT ENERGY/WPL	09/16/2026	PW/Streets: Street Lts 14-Walmar	10-54230-320 SIGNS/UTILITIES	16.65	09/24/26
ALLIANT ENERGY/WPL	10/01/2026	Airport: Terminal bldg electric	10-54900-321 AIRPORT/TERMI	130.12	10/08/26
Total ALLIANT ENERGY/WPL:				519.44	
AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVI	09/25/2026	PW: Streets: Fenwal Control Boar	10-54200-440 STREETS/EQUIP	235.34	10/08/26
AMAZON CAPITAL SERVI	10/02/2026	PW/B&G: Bungee Cords, Shade	10-51850-520 BLDG-PROP/SUP	70.36	10/08/26
Total AMAZON CAPITAL SERVICES:				305.70	
AUTO VALUE PARTS STORES					
AUTO VALUE PARTS STO	09/17/2026	PW/Streets: Jaw Wrench	10-54100-510 STREETS GARA	32.99	10/08/26
AUTO VALUE PARTS STO	09/30/2026	PW/B&G: Oil Filters for Fore	10-51850-440 BLDG-PROP/EQU	5.73	10/08/26
AUTO VALUE PARTS STO	10/01/2026	PW/B&G: Truck Battery - BLDG-P	10-51850-440 BLDG-PROP/EQU	187.99	10/08/26
AUTO VALUE PARTS STO	09/30/2026	PW/B&G: CRC White Lithium	10-51850-520 BLDG-PROP/SUP	11.99	
Total AUTO VALUE PARTS STORES:				238.70	
BADGER WELDING SUPPLY, INC					
BADGER WELDING SUPP	08/31/2026	PW/Street: Monthly Cylinder Rent	10-54100-520 STREETS GARA	31.55	09/17/26
BADGER WELDING SUPP	09/30/2026	PW/Streets: Monthly Cylinder PW/	10-54100-520 STREETS GARA	13.50	
Total BADGER WELDING SUPPLY, INC:				45.05	
BFI Waste Services					
BFI Waste Services	09/30/2026	PW/Refuse: Garbage & Recycling	10-54700-560 RECYCLING/CON	5,706.85	10/08/26
BFI Waste Services	09/30/2026	PW/Refuse: Garbage & Recycling	10-54600-560 GARBAGE/CONT	16,808.60	10/08/26
BFI Waste Services	09/30/2026	PW/Refuse: Garbage & Recycling	10-54600-560 GARBAGE/CONT	889.92	10/08/26
BFI Waste Services	10/06/2026	PW/Refuse: Garbage & Recycling	10-54600-560 GARBAGE/CONT	6,229.44	
Total BFI Waste Services:				17,175.93	
COMPUTER DOCTORS LLC					
COMPUTER DOCTORS L	09/28/2026	PW/Airport: Airport Network Repai	10-54900-470 AIRPORT/MAINT-	375.00	10/08/26
Total COMPUTER DOCTORS LLC:				375.00	

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
DON'S TIRE					
DON'S TIRE	08/29/2026	PW/Streets: John Deere Endload	10-54200-440 STREETS/EQUIP	355.00	09/17/26
Total DON'S TIRE:				355.00	
Gary's Lawn Care LLC					
Gary's Lawn Care LLC	09/16/2026	B&G: Spec Assess Mowing: 276-1	10-55300-020 B&G/MAINTENAN	75.00	10/08/26
Total Gary's Lawn Care LLC:				75.00	
GENUINE TELECOM					
GENUINE TELECOM	10/01/2026	1050 N Orange Ln 2	10-51850-300 BLDG-PROP/TEL	40.63	10/08/26
GENUINE TELECOM	10/01/2026	1050 N Orange - Alarm	10-51850-565 BLDG-PROP/FIRE	36.88	10/08/26
GENUINE TELECOM	10/01/2026	608-647-3559	10-54100-300 GARAGE/TELEPH	36.13	10/08/26
Total GENUINE TELECOM:				113.64	
MI-TECH SERVICES, INC					
MI-TECH SERVICES, INC	05/19/2026	PW/Refuse: miTech Landfill Monit	10-54500-670 LANDFILL/TESTI	5,302.50	10/08/26
Total MI-TECH SERVICES, INC:				5,302.50	
Pine River Tire & Auto LLC					
Pine River Tire & Auto LLC	09/29/2026	PW/B&G: Repair Boot	10-51850-440 BLDG-PROP/EQU	34.00	10/08/26
Total Pine River Tire & Auto LLC:				34.00	
PITNEY BOWES GLOBAL					
PITNEY BOWES GLOBAL	10/01/2026	Office: Postage Refills	10-51850-520 BLDG-PROP/SUP	35.93	10/08/26
PITNEY BOWES GLOBAL	10/01/2026	Office: Postage Refills	10-54100-340 GARAGE/OFFICE	1.57	10/08/26
Total PITNEY BOWES GLOBAL:				37.50	
PREMIER CO-OP					
PREMIER CO-OP	08/31/2026	PW/B&G: BLDG-PROP/GASOLIN	10-51850-500 BLDG-PROP/GAS	2,267.33	10/08/26
PREMIER CO-OP	09/30/2026	PW/B&G: Fuel	10-51850-500 BLDG-PROP/GAS	2,146.39	
PREMIER CO-OP	09/30/2026	PW/B&G: BLDG-PROP/GASOLIN	10-54200-500 STREETS/GASOL	1,519.40	
Total PREMIER CO-OP:				5,933.12	
QTPOD					
QTPOD	10/05/2026	PW/Airport: QTPod Terminal Repa	10-54900-470 AIRPORT/MAINT-	455.15	10/08/26
Total QTPOD:				455.15	
RICHLAND CENTER UTILITIE					
RICHLAND CENTER UTIL	09/08/2026	North End of Central	10-54230-930 SIGNS/STREET LI	24.99	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Flashers Main & Second	10-54230-930 SIGNS/STREET LI	12.50	10/01/26
RICHLAND CENTER UTIL	09/08/2026	5TH & Main	10-54230-930 SIGNS/STREET LI	252.74	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Main & Sixth	10-54230-930 SIGNS/STREET LI	386.54	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Intersection First &	10-54230-930 SIGNS/STREET LI	347.94	10/01/26
RICHLAND CENTER UTIL	09/08/2026	W Mill-Linear Park	10-55300-320 B&G/UTILITIES	27.37	10/01/26
RICHLAND CENTER UTIL	09/08/2026	14 Intersection HWY & 8	10-54230-930 SIGNS/STREET LI	240.41	10/01/26
RICHLAND CENTER UTIL	09/08/2026	US HWY 14 W	10-54230-930 SIGNS/STREET LI	356.81	10/01/26
RICHLAND CENTER UTIL	09/08/2026	US HWY 14 W-B.Fields	10-55300-320 B&G/UTILITIES	270.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Event Meter	10-55300-320 B&G/UTILITIES	17.89	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Footbridge Congress	10-55300-320 B&G/UTILITIES	76.56	10/01/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
RICHLAND CENTER UTIL	09/08/2026	Foundry Dr	10-54230-930 SIGNS/STREET LI	860.62	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Bike Path	10-55300-320 B&G/UTILITIES	23.07	10/01/26
RICHLAND CENTER UTIL	09/08/2026	80 HIGHWAY & 14	10-54230-930 SIGNS/STREET LI	114.61	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	97.89	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Pavilion	10-55300-655 B&G/SHELTER E	17.05	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Krouskop Park	10-54230-930 SIGNS/STREET LI	133.80	10/01/26
RICHLAND CENTER UTIL	09/08/2026	West End of Foot Bridge	10-54230-930 SIGNS/STREET LI	9.76	10/01/26
RICHLAND CENTER UTIL	09/08/2026	14 US HWY W	10-54230-930 SIGNS/STREET LI	417.78	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Between Dike & Scorebd	10-55300-320 B&G/UTILITIES	12.50	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Tennis Court (Fountain)	10-55300-320 B&G/UTILITIES	28.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	1100 Block N Main Parking	10-55300-320 B&G/UTILITIES	13.87	10/01/26
RICHLAND CENTER UTIL	09/08/2026	N Orange-Meyer Bldg	10-55300-655 B&G/SHELTER E	98.16	10/01/26
RICHLAND CENTER UTIL	09/08/2026	N Orange-Meyer Bldg	10-55300-655 B&G/SHELTER E	130.63	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Pippin (Fountain)	10-55300-655 B&G/SHELTER E	28.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Krouskop Park Footbr	10-55300-320 B&G/UTILITIES	14.87	10/01/26
RICHLAND CENTER UTIL	09/08/2026	N Park Access Rd by Flag	10-55300-320 B&G/UTILITIES	12.50	10/01/26
RICHLAND CENTER UTIL	09/08/2026	80 HWY North Bridge	10-54230-930 SIGNS/STREET LI	193.27	10/01/26
RICHLAND CENTER UTIL	09/08/2026	8TH & Jefferson (Keepers)	10-55300-655 B&G/SHELTER E	25.63	10/01/26
RICHLAND CENTER UTIL	09/08/2026	WA Fountain-Keepers	10-55300-655 B&G/SHELTER E	41.10	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Park Dept Garage	10-51850-320 BLDG-PROP/UTIL	77.57	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Anderson Shelter	10-55300-655 B&G/SHELTER E	14.67	10/01/26
RICHLAND CENTER UTIL	09/08/2026	North Park Pond	10-55300-320 B&G/UTILITIES	181.73	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Lions Shelter/Conc	10-55300-655 B&G/SHELTER E	16.62	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Tennis Court Lights	10-55300-320 B&G/UTILITIES	146.67	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Lions/Conc(Fountain)	10-55300-655 B&G/SHELTER E	28.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	N Park Ballfields	10-55300-320 B&G/UTILITIES	176.00	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Williams Shelter	10-55300-655 B&G/SHELTER E	13.15	10/01/26
RICHLAND CENTER UTIL	09/08/2026	E Robb Rd	10-54230-930 SIGNS/STREET LI	860.62	10/01/26
RICHLAND CENTER UTIL	09/08/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	300.04	10/01/26
RICHLAND CENTER UTIL	09/08/2026	North Park Footbridge	10-55300-320 B&G/UTILITIES	28.74	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Pond- Klingaman Shelter	10-55300-655 B&G/SHELTER E	12.88	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Klingaman (Fountain)	10-55300-655 B&G/SHELTER E	10.50	10/01/26
RICHLAND CENTER UTIL	09/08/2026	For Dike Alarm City	10-56200-320 FLOODPLN/UTILI	12.50	10/01/26
RICHLAND CENTER UTIL	09/08/2026	151 Ind Drive-Dog Park	10-55300-320 B&G/UTILITIES	56.10	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Cemetery-Parkinson/AA	10-51850-325 BLDG-PROP/CEM	39.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	US HWY 80 N & Ind	10-54230-930 SIGNS/STREET LI	52.52	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Cemetery-10th Street	10-51850-325 BLDG-PROP/CEM	39.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Tenth & Cedar	10-54230-930 SIGNS/STREET LI	892.89	10/01/26
RICHLAND CENTER UTIL	09/08/2026	3 RT Landfill	10-54500-320 LANDFILL/UTILITI	56.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	14 New Highway East	10-54230-930 SIGNS/STREET LI	183.37	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Burton & Main St	10-54230-930 SIGNS/STREET LI	138.30	10/01/26
RICHLAND CENTER UTIL	09/08/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	114.83	10/01/26
RICHLAND CENTER UTIL	09/08/2026	W Robb Rd	10-54230-930 SIGNS/STREET LI	849.86	10/01/26
RICHLAND CENTER UTIL	09/08/2026	141 W Robb Rd Street Dep	10-54100-320 GARAGE/UTILITI	4.55	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Industrial Park Sign	10-55300-320 B&G/UTILITIES	123.76	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Mill & Main	10-54230-930 SIGNS/STREET LI	883.68	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Cemetary Bldg	10-51850-325 BLDG-PROP/CEM	19.82	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Park & Tenth Sts	10-54230-930 SIGNS/STREET LI	32.28	10/01/26
RICHLAND CENTER UTIL	09/08/2026	133 W Robb Rd	10-54230-930 SIGNS/STREET LI	217.76	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Bohmann Dr	10-55300-655 B&G/SHELTER E	12.88	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Court & Church St	10-54230-930 SIGNS/STREET LI	532.47	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Cemetary Garage	10-51850-325 BLDG-PROP/CEM	42.52	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Cemetery-Saloutus/Park	10-51850-325 BLDG-PROP/CEM	39.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Dump Station-Old WWTP	10-55300-320 B&G/UTILITIES	28.60	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Cold Storage Bldg	10-55300-320 B&G/UTILITIES	35.34	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Mill Pond Campground	10-55300-320 B&G/UTILITIES	167.43	10/01/26
RICHLAND CENTER UTIL	09/08/2026	Aud City Parking Lot	10-51850-320 BLDG-PROP/UTIL	69.88	10/01/26

Vendor Name	Invoice Date	Description	GL Account and Title		Net Invoice Amount	Date Paid
RICHLAND CENTER UTIL	09/11/2026	PW/Streets: Generator Maintenan	10-54100-460	STREETS GARA	335.13	10/08/26
Total RICHLAND CENTER UTILITIE:					11,138.32	
RICHLAND ELECTRIC CO-OP						
RICHLAND ELECTRIC CO	10/02/2026	PW/Parks: RC Flood Control	10-56200-320	FLOODPLN/UTILI	34.99	10/08/26
Total RICHLAND ELECTRIC CO-OP:					34.99	
SCHILLING SUPPLY COMPANY						
SCHILLING SUPPLY COM	09/15/2026	PW/B&G: Paper & Cleaning Prod	10-51850-520	BLDG-PROP/SUP	949.63	09/24/26
SCHILLING SUPPLY COM	08/18/2026	PW/B&G: Paper & Cleaning Prod	10-51850-520	BLDG-PROP/SUP	46.63	10/08/26
Total SCHILLING SUPPLY COMPANY:					996.26	
SEXTONVILLE WATERWORKS						
SEXTONVILLE WATERW	10/07/2026	PW/Airport: Water and Sewer Cha	10-54900-324	AIRPORT/WTR&S	159.72	
Total SEXTONVILLE WATERWORKS:					159.72	
SIMPSON'S TRACTOR, INC						
SIMPSON'S TRACTOR, IN	09/29/2026	PW/B&G: Mini Endloader Service	10-51850-440	BLDG-PROP/EQU	513.54	10/08/26
Total SIMPSON'S TRACTOR, INC:					513.54	
Sit & Git Portables, LLC						
Sit & Git Portables, LLC	09/21/2026	PW/B&G: Parks Portable Units	10-55300-655	B&G/SHELTER E	860.00	10/08/26
Total Sit & Git Portables, LLC:					860.00	
T-Mobile						
T-Mobile	10/01/2026	PW/Streets: Streets Cell	10-54200-300	STREETS/TELEP	35.21	10/08/26
T-Mobile	10/01/2026	PW/Cemetery: Tess Cell	10-51850-300	BLDG-PROP/TEL	35.21	10/08/26
Total T-Mobile:					70.42	
US BANK						
US BANK	09/27/2026	PW/Landfill: Closure Cameras Clo	10-54500-520	LANDFILL/SUPPL	9.00	
US BANK	08/20/2026	PW/Streets/B&G: Live Location A	10-54100-520	STREETS GARA	50.00	09/08/26
US BANK	08/20/2026	PW/Streets/B&G: Live Location A	10-51850-520	BLDG-PROP/SUP	50.00	09/08/26
US BANK	09/29/2026	PW/Airport: Testing for Fuel Farm	10-54900-505	AIRPORT/AVIATI	.79	
Total US BANK:					109.79	
WALSH'S ACE HARDWARE						
WALSH'S ACE HARDWAR	08/26/2026	PW/Streets: Shop Supplies	10-54100-520	STREETS GARA	2.05	09/17/26
WALSH'S ACE HARDWAR	09/11/2026	PW/City Hall: Fasteners - Screws	10-51850-520	BLDG-PROP/SUP	2.94	09/24/26
WALSH'S ACE HARDWAR	09/17/2026	PW/B&G: Landfill - Gate Maintena	10-54500-470	LANDFILL/REPAI	30.47	10/08/26
WALSH'S ACE HARDWAR	09/29/2026	PW/Streets: Mig Weld Wire	10-54200-520	STREETS/SUPPLI	54.99	10/08/26
WALSH'S ACE HARDWAR	09/25/2026	PW/Streets: Gloves, Poly, Varnish	10-54200-520	STREETS/SUPPLI	54.65	10/08/26
WALSH'S ACE HARDWAR	08/28/2026	PW/B&G: Water Softener Salt	10-51850-520	BLDG-PROP/SUP	83.33	10/08/26
WALSH'S ACE HARDWAR	10/07/2026	PW/Streets: LP for Patch Wagon	10-54100-520	STREETS GARA	278.43	
Total WALSH'S ACE HARDWARE:					506.86	
WI DEPT OF REVENUE-AV FUEL						
WI DEPT OF REVENUE-A	10/07/2026	Aviation Fuel Tax	10-54900-505	AIRPORT/AVIATI	10.38	10/30/26

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
Total WI DEPT OF REVENUE-AV FUEL:				10.38	
WICONNECT WIRELESS LLC					
WICONNECT WIRELESS	10/01/2026	Airport Internet Service 3Mb/s Do	10-54900-300 AIRPORT/TELEP	59.99	10/08/26
Total WICONNECT WIRELESS LLC:				59.99	
WIL-KIL PEST CONTROL					
WIL-KIL PEST CONTROL	08/12/2026	PW/CC/SC: pest control Meyer S	10-51850-470 BLDG-PROP/MAI	73.44	09/24/26
WIL-KIL PEST CONTROL	09/09/2026	Office: Municipal Building Pest Co	10-51850-470 BLDG-PROP/MAI	73.44	
Total WIL-KIL PEST CONTROL:				146.88	
WISCONSIN METALS					
WISCONSIN METALS	09/11/2026	PW/B&G: Landfill Tubing for Gate	10-54500-470 LANDFILL/REPAI	900.00	10/08/26
Total WISCONSIN METALS:				900.00	
Grand Totals:				46,510.86	

The bills presented on this day, having been referred to the Public Works Committee,
and said committee having duly investigated and audited these bills, hereby make the following recommendation:

THAT THE PUBLIC WORKS BILLS PRESENTED ON THIS DAY BE PAID, WITH THE FOLLOWING ADJUSTMENTS AND/OR EXCEPTIONS:

Dated: _____

Public Works: _____

Filed in the office of the City Clerk/Treasurer

Vendor Name	Invoice Date	Description	GL Account and Title	Net Invoice Amount	Date Paid
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Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "10-54900-000"- "10-54900-999", "10-51850-000"- "10-51850-999", "10-54240-000"- "10-54240-999", "10-55300-000"- "10-55300-999", "10-56300-000"- "10-56300-999", "10-54100-000"- "10-54100-999", "10-54200-000"- "10-54200-999", "10-54210-000"- "10-54210-999", "10-54220-000"- "10-54220-999", "10-54230-000"- "10-54230-999", "10-54250-000"- "10-54250-999", "10-54260-000"- "10-54260-999", "10-54300-000"- "10-54300-999", "10-54400-000"- "10-54400-999", "10-54500-000"- "10-54500-999", "10-54600-000"- "10-54600-999", "10-54700-000"- "10-54700-999", "10-56200-000"- "10-56200-999", "10-61000-941"- "10-61000-948", "10-61000-961", "10-61000-962", "10-61000-971", "10-61000-990", "10-61000-991", "10-51500-250", "10-52500-480"

Agenda Item: Director of Public Works Monthly Report

Presented by: DPW Jasen Glasbrenner

Meeting Date: Public Works Committee on 10-15-2026

October Operations Summary

Airport

- Continued Airport Master Planning through 2028.
- Fuel farm troubleshooting and repairs ongoing.
- Second round of survey distribution re: Airport Master Planning completed.

Buildings & Grounds

- Seasonal Continued mowing and Arboretum clearing.
- Assisted with Aquatic Center winterization and closure.
- GTE Historical marker refurbishment completed; mounting repairs pending.
- City Hall A/C compressor replacement anticipated in spring.
- Cross-training underway for grave digging.

Cemetery

- Two traditional burials, two cremation burials, and five plots sold.
- Marked several monument installation locations.

Floodplain (Dike)

- Dike inspection completed 10/2; report pending.
- Dike storm channel spillway maintenance planning underway; preliminary estimate \$75,000–\$100,000.

Forestry

- Continued Arboretum pruning.
- Identifying boulevard trees in poor condition.

Streets

- Continued patching, sweeping, leaf and brush collection, and winter equipment preparation.
- Landfill gates fabricated; installation pending.
- Gage St. pothole repair completed; new patch material performing well.
- Increased barricade support for events and water main breaks.
- Dike inspection completed 10/2; report pending.

DPW Notes

- 2026 Public Works employee evaluations have been completed.
- Continued coordination with Parks & Recreation on Sanctioned Group process improvements.
- Met with Foremost regarding Gage St. and storm sewer concerns; follow-up planned.
- Stori Field Court resurfaced.
- Valley View Dr. anticipated for substantial completion in mid-November; Stori Dr. and Chestnut St. completion anticipated spring 2027.
- Mill St. work scheduled to begin 10/19; temporary gravel surface until November paving.
- Continued UW Campus redevelopment coordination; wetland delineation fieldwork completed.
- **Contractor Disposal at the Landfill:** Staff are evaluating allowing licensed tree contractors to dispose of brush and vegetative debris at the former landfill, including operational requirements, site management, and associated costs. Findings and recommendations will be presented as the review progresses.

- **Potential Amendments to Chapter 301:** Staff are reviewing boulevard tree regulations to clarify City and property owner responsibilities. The review includes current practices and comparable municipal policies to identify potential improvements, with proposed amendments to be presented to the Committee for consideration.
- **Right to Life Memorial Donation Request:** In alignment with the City's adopted Donation Policy, the Public Works Department in cooperation with the City Administrator has decided to decline Richland County Right to Life's proposed bench and plaque donation at the City Cemetery. It was determined that this donation would be inconsistent with current operational priorities and available resources.
- **Contracted Mowing Budget Update:**
 - Costs projected to exceed the 2026 line-item budget due to full-season contracting and 48% higher precipitation. Combined seasonal labor and mowing costs increased approximately \$6,894 over 2025. Overall budget section is expected to remain within budget.

	2025	2026	Difference
Seasonal labor	\$25,340.81	\$8,154.49	-\$17,186.32
Contracted mowing	\$19,900.00	\$43,980.00	+\$24,080.00
Total	\$45,240.81	\$52,134.49	+\$6,893.68
Seasonal hours	1,681.5	723.5	-57%
Apr.–Sept. precipitation	25.01"	37.05"	+48%

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 5.

Agenda Item: A Resolution Adopting 2027 Airport Lease and Rental Fees

Requested & Presented by: Darcy Perkins, Municipal Services Specialist

Meeting Date: Public Works Committee on 10-15-2026

Common Council on 11-03-2026

Committee Review:

Background: Staff recommend increasing airport lease and rental rates by 3.3% effective January 1, 2027, subject to each lease's adjustment and notice provisions. This increase reflects the Wisconsin Department of Revenue's certified CPI-U for the 12 months ending August 31, 2026, and falls within the City's adopted 0%–5% annual adjustment limits.

Recommended Adjustment Summary			
Lease Category	2026 Rate	Proposed 2027 Rate	Annual Adjustment
Private Hangar Ground Lease	\$0.125/SF/year	\$0.1291/SF/year	+\$0.0041/SF
Heated Hangar Rental	\$187.50/month	\$193.69/month	+\$74.28/year
Unheated Hangar Rental	\$156.25/month	\$161.41/month	+\$61.92/year

Department Recommendation: Staff recommend adoption of Resolution 2026-TBD, implementing updated airport lease and rental fees.

Financial Impact: Increase of annual lease and rental revenue.

Requested Action:

PUBLIC WORKS: Motion to recommend to the Common Council adoption of Resolution 2026-TBD, implementing updated airport lease and rental fees.

COUNCIL: Motion to adopt Resolution 2026-TBD, implementing updated airport lease and rental fees.

Attachment(s):

- Resolution 2026-TBD Adopting Updated Airport Lease and Rental Fees

**CITY OF RICHLAND CENTER
RESOLUTION 2026-TBD**

Item 5.

RESOLUTION ADOPTING UPDATED AIRPORT LEASE AND RENTAL FEES

WHEREAS, the City of Richland Center owns and operates the Richland Center Municipal Airport, which includes both City-owned hangars and privately leased hangar lots; and

WHEREAS, staff recommend a 3.3% adjustment to the 2026 rates for 2027, based on the applicable CPI-U measure and within the adopted policy limits; and

WHEREAS, the Common Council desires to implement the annual adjustment contemplated by the adopted policy and existing lease agreements; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Richland Center, Richland County, as follows:

- 1) The following 2027 airport lease and rental rates are adopted effective January 1, 2027, subject to each lease's adjustment and notice provisions:
 - a) *Private Hangar Land Lease Rate: \$0.1291 per square foot per year*
 - b) *Heated Hangar Rental Rate: \$ 193.69 per month (\$2,324.28 annually)*
 - c) *Non-Heated Hangar Rental Rate: \$161.41 per month (\$1,936.92 annually)*
- 2) *The rental rate escalator applied to all future years' rents shall be based primarily on the annual percentage change in the Consumer Price Index (CPI-U). The City may also consider comparable market rental rates for similar municipal airports when setting the annual adjustment. Annual adjustments shall not be less than 0% nor greater than 5%.*
- 3) The foregoing revised fees shall remain in effect until further amended by resolution of the Common Council.

ADOPTED by the Common Council of the City of Richland Center on this 3rd day of November by the following vote: AYES: _____, NOS: _____

CITY OF RICHLAND CENTER
RICHLAND COUNTY, WISCONSIN

Karin Tepley, Mayor

Attest:

Amanda Keller, Clerk

Agenda Item: Status Update on City Memorial Program

Requested & Presented by: Darcy Perkins, MSS

Meeting Date: Public Works Committee on 10-15-2026

Committee Review:

Background: The City previously suspended its Memorial Program to evaluate long-term maintenance obligations and establish a more manageable approach to memorial donations.

Staff have identified approximately 50 existing tree and bench memorials, with additional memorials potentially unaccounted for. While individual donations may require minimal upkeep, their cumulative impact places additional demands on already limited staffing and maintenance resources.

Although staff have explored standardizing memorial options and procedures, a sustainable program would require a comprehensive overhaul rather than minor revisions. Given current operational priorities, limited resources, and no immediate urgency to reinstate the program, staff does not recommend dedicating additional resources to its redevelopment at this time.

Staff believes memorial requests are more appropriately managed under the City's existing Donation Policy rather than through a separate program. This would allow requests to be evaluated individually based on operational priorities, available resources, and long-term maintenance impacts.

Department Recommendation: Staff recommends permanently discontinuing the City Memorial Program rather than revising and reopening it. Existing memorials already represent a substantial maintenance commitment, and accepting additional donations would further strain limited resources.

This recommendation is not a reflection of the value of memorial donations, but rather the City's responsibility to ensure existing memorials receive appropriate long-term care. Staff recommends prioritizing existing obligations over expanding the program.

Financial Impact: No immediate impact. Either option would help limit additional maintenance obligations.

Potential Motion:

PUBLIC WORKS: Motion to indefinitely extend the moratorium on the City Memorial Program, with existing memorials remaining subject to current City maintenance practices.

Attachment(s):

- Memorial Program Master Map
- Donation Policy - Adopted 02-06-2024

LEGEND



Memorial Park Program Bench



Memorial Park Program Tree



Memorial Park Program Plaque



Donation/Dedication Bench



Donation/Dedication Tree



Donation/Dedication Plaque

City of Richland Center, Wisconsin

ACCEPTANCE OF MONETARY, NON-MONETARY AND IN-KIND DONATIONS POLICY

[Adopted on February 6, 2024]

1.) Definitions.

“Donation” is defined as any monetary, non-monetary or in-kind donation, devise or bequest to Richland Center.

“Monetary Donation” includes cash or a check, money order or other negotiable instrument. In the event of a stock donation, since a government entity is not legally able to own stock, such a donation would be liquidated and turned into cash or other liquid asset and treated as a monetary donation.

“Non-Monetary Donation” includes real or personal property.

“In-Kind Donation” is defined as services or labor supplied for an identified project or program.

“Established Fundraising Efforts” includes donations extended to recurring annual events, in-kind donations associated with annual events, or donations for the maintenance and upkeep of donated materials by the original donor.

“Committee” is defined as any subunit of the City of Richland Center Common Council.

2.) Purpose.

To establish a policy and procedures for the acceptance of monetary, non-monetary and in-kind donations, devise, or bequests from private citizens, business groups or other organizations. Considerations include the use of the donation, restrictions associated with the donation, cost associated with and effective use of the donation, including a determination as to whether the resources needed to make use of the donation outweigh its utility.

3.) Donation Administration.

Department Heads are responsible for informing the Administrator of all donations over \$5,000 or donations that do not fall under the City’s established fundraising efforts.

A resolution will be required to go to the Common Council to accept donations over \$5,000 or donations that do not fall under the City’s established programs or fundraising efforts.

All donations may be recognized formally in a letter from the Department Head, Administrator or the Common Council.

4.) Monetary Donations.

If a monetary donation is to be used on a project budgeted in the year in which the donation is received or on a project consistent with the City’s policy, subject to #3 above, the Department Head is authorized to accept all unrestricted, monetary donations whether solicited or not. If no terms or conditions are attached to the donation, devise or bequest, the City may expend or use the same for any municipal use. If conditions are imposed by the donor, the Department Head will consult with the Administrator to determine the acceptance or denial of the gift, which decision may be referred to the Common Council.

City of Richland Center, Wisconsin**ACCEPTANCE OF MONETARY, NON-MONETARY AND IN-KIND DONATIONS POLICY**

[Adopted on February 6, 2024]

After acceptance, the donation is to be deposited into the appropriate fund by the City Treasurer.

5.) Non-Monetary Donations.

The Department Head is authorized to determine the appropriateness, usefulness and the value to the City of all non-monetary donations, whether solicited or not and accept same if less than \$5,000 in value. The department head shall recommend, if greater than \$5,000 value or land of any value, to the Common Council the retention, improvement, return to donor, transfer, trade, sale, donation to other agency, or other disposition. Non-monetary donations from other governmental units may be accepted by the Department Head regardless of value.

6.) In-Kind Donations.

If an in-kind donation is to be used on a project budgeted in the year in which the donation is received, the Department Head may approve the donation. If the in-kind donation is intended for use on a project that is not budgeted in the year in which it is received, it shall be approved in accordance with procedures for non-monetary donations.

For tax record purposes, donors providing in-kind donation will have the option of invoicing the City, indicating the service provided and the estimated value but no charge will be imposed upon the City. As an alternative to the donor invoice, the City may provide documentation for the in-kind donation to the donor in the form of a letter indicating the services provided.

7.) Established Fundraising Efforts.

Established fundraising efforts, which are implicitly authorized in the annual budget process, will be specifically coordinated and managed by the appropriate department. If the fundraising effort is not a recurring annual event or part of the annual budget process, the department shall obtain prior committee approval before starting fundraising. Department Heads are required to follow standard donation administration, as specified in #3 of this policy.

8.) Ownership and Use.

Any donations to the City become the property of the City, and the City shall have exclusive control over any use made of the donation, including the choice not to use the donation.

9.) Non-Acceptance of Donation.

The Administrator may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the City or the acceptance of same is contrary to law.

10.) Donation Listing.

Annually the Department Head will provide a report of the donations that were received in their department in the previous year and submit it to the Administrator.