OFFICIAL PUBLIC NOTICE

MEETING OF THE BUDGET COMMITTEE

TUESDAY, JULY 07, 2026 AT 5:30 PM

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

TEAMS: http://bit.ly/RCTeamsMeeting

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 MINUTES

1. June 2, 2026 Meeting Minutes

REPORTS

2. Treasurer's Report
3. Accounts Payable (Bills List)
4. Budget vs Actual

DISCUSSION & POSSIBLE ACTION ITEMS

5. Review of Draft Procurement Policy

SET NEXT MEETING DATE - August 4th *(Note: this date conflicts with local law enforcement's National Night Out event from 5:30-8:00PM)*

ADJOURNMENT

Posted this 2nd day of July, 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.

MINUTES OF THE BUDGET COMMITTEE

TUESDAY, JUNE 02, 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: Frank Hoffman and Melony Walters. Excused: Ryan Cairns

Molzof confirmed the meeting was properly noticed on Friday, May 29, 2026, and no amendments were made.

Others Present: Administrator Ashley Oliphant, Treasurer/Deputy Clerk Misty Molzof, Public Works Director Jasen Glasbrenner, and Municipal Services Specialist Darcy Perkins.

APPROVAL OF MINUTES

1. May 5, 2026, Meeting Minutes: *Motion by Hoffman, second by Walters to approve meeting minutes of the May 5, 2026, meeting as presented. Motion carried unanimously (2-0).*

REPORTS

2. Treasurer's Report: Molzof presented Cash balances report showing an April 2026 beginning balance of $11.6 million, April interest earnings $31,864.83, and ending cash balances on April 30, 2026, of $11,338,080.04.
3. Accounts Payable (Bills List): Molzof presented bill listing scheduled for review and approval by the Common Council later this evening. No questions or concerns were raised.
4. Budget vs Actual: Molzof reviewed the financial reports as presented and stated that no unusual variances were identified. Multiple report formats were provided to accommodate varying accounting backgrounds and to promote transparency regarding the City's financial position.

DISCUSSION & POSSIBLE ACTION ITEMS

5. Update on Procurement Policy Revisions: Oliphant stated that, based on discussions held at the previous meeting, staff intends to prepare a draft procurement policy for presentation to the committee for review and consideration. Committee members expressed agreement with the proposed approach.
6. Accounts Receivable: Molzof reviewed the accounts receivable listing, including its history and current status. *Motion by Hoffman, second by Walters, to approve writing off the outstanding balance of $800.00 for Jinnitta Sordahl due to bankruptcy. Upon roll call vote, all present voted aye. Motion carried unanimously (2-0).*

SET NEXT MEETING DATE: July 7, 2026, at 5:30 pm.

ADJOURNMENT: Motion by Walters, second by Hoffman to adjourn the meeting at approximately 6:10 pm. Motion carried unanimously (2-0).

Meeting adjourned at approximately 6:10 pm.

Respectfully submitted,

Misty Molzof
Deputy Clerk

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: City Treasurer's Report

Committee Review: N/A

Meeting Date: Budget Committee & Common Council – July 7, 2026

Presented by: Misty Molzof, Treasurer
Recommended Action Items:

1. ***Budget Committee Action:*** Approve Treasurer's Report
2. ***Common Council Action:*** Approve Payment of Bills in the amount of $920,031.69.

Items included:

1. Treasurer's Report for period ending May 31, 2026 – "Cash Balances"
    a. Beginning Balance - $11,338,080.04
    b. Total monthly receipts - $372,656.05: includes **total interest earned of $32,125.56**
    c. Total monthly Disbursements - $571,314.73
    d. Ending Balance - $11,139,421.36
2. May 31, 2026 balance sheets for three funds: City General, Greater Richland Tourism, and the Library are included in the materials with nothing to note that is out of the ordinary.
    a. Delinquent Personal Property Tax – this is no longer an allowable tax in the State of WI and our auditors recommend writing off delinquent accounts. Will bring forth at the August Meeting for write-off total amount of $45,300.26 (See List on last pages of this report)
        i. Gordy's Richland Center from 2017 - $39,284.96
        ii. Dairy Queen - $4,204.70 (2018 & 2019)
        iii. Misc. Businesses from 2020 & 2021 - $1,809.67
        iv. Variance - $0.93
    b. Accounts Receivable
        i. 10-14100-000 – Accounts that make up the balance of $118,327.78 can be found at the end of this document. Collection options are listed below. I will be looking into these hopefully later this month or in October and pursuing collections.
            1. TRIP – Tax Refund Intercept Program
            2. SDC – State Debt Collection
            3. Special Assessment – Against Property Taxes
        ii. 10-14500-000 – A/R General Receipts – this is primarily the balance of what the utilities owes us for employee benefit programs paid by the city and later reimbursed by the utilities.
    c. **Greater Richland Tourism –** this will be zeroing out in the next month or so as I make sure everything is paid and I can close the bank account transferring the funds to the organization.
    d. **Library –** Their cash / income will increase significantly when the city makes their annual contribution after July taxes are paid and settled in August.
3. Expenditure summary by department is provided which shows 2025 pre-audit figures and 2026 through May. At five (5) months, you would expect to see most areas around 40-45%; however, some differences include:
    a. Administration Office:
        i. Licenses and permits those revenues are in, therefore, the % of collections is more than the 40-45%
        ii. Interest, Dividends, and Miscellaneous revenues are higher than 25% due to interest rates and us collecting taxes in January and February earning interest on those monies.
        iii. Wages and Benefits are down to due Quarter 1 & Quarter 2 without a Clerk.
    b. Public Works
        i. Buildings and Grounds expenses are up due to wages and benefits and the way that we are splitting them now to more accurately reflect where crews are working. There haven't been many hours allocated to the Cemetery, Parks, and Airport until around this

time of year, so most of the work is going into Various buildings in the winter / early spring months.

c. Building and Zoning – Expenses are Less than 25% due to no zoning administrator currently hired.
d. Cemetery – Less than 25% due to the time of the year. You will see this start gaining some expenses now that Spring is here.
e. Economic Development – nothing out of the ordinary. You will see that there are grant revenues in the same amount of expenditures. This is for a couple of pass-through grants that we received and had to pay them out.
f. Public Safety – Right where it should be- around the 40% range
g. Culture – most of the revenues and expenses will be coming in now through the summer, so you will see this increase drastically over the next couple of months.
h. Refuse – Right where it should be and the landfill closure has impact on this section of the budget
i. Taxi – There has been quite a bit more revenues coming in with fares; therefore, the cost that the City has been subsidizing has been going down drastically the last couple of months.
j. Room Tax / Tourism – nothing out of the ordinary.
k. All Other
    i. Revenues – Right were we should be in May – around the 40-45% range
    ii. Expenditures – Right where they should be. We added quite a bit of allowance to unallocated contingency in case we received some grant revenue we thought we would apply for. Therefore, in total, this section looks lower, but that is how it should be right now.
l. In Summary – we have collected about $472,480 more in revenues that we have spent so far, which is good since the remaining balance of our taxes doesn't come until August, and most of our state aids do not come until October.

As Always, I would like to remind everyone if you have any questions, concerns, or would just like to go over this in more detail, please reach out to me so that we can set up a time to go over it together.

Delinquent Personal Property Tax Listing (Item #2a)

Anderson Realty, LLC	**167.82**
2020	77.97
2021	89.85
Center massage	**11.59**
2021	11.59
Cinco de Mayo	**448.14**
2020	210.51
2021	237.63
Computer & Recycling Store	**5.20**
2020	5.20
Dairy Queen	**4,204.70**
2017	2,137.89
2018	2,066.81
DS Services of America	**82.97**
2021	82.97
Frame Corner & Gallery	**5.37**
2021	5.37
Fun In the Sun Tanning	**185.47**
2021	185.47
Gordy's Richland Center Foods	**39,284.96**

2017	39,284.96
Hicks Woodworking	**18.19**
2020	18.19
Iverson Designs	**68.57**
2020	33.79
2021	34.78
K & K Furniture	**43.47**
2021	43.47
Lady Fit	**72.45**
2021	72.45
Northern Leasing Systems	**19.11**
2021	19.11
Northern Leasing Systems, Inc	**21.29**
2020	21.29
Oasis	**211.54**
2021	211.54
Pinnacle Propane Express	**13.85**
2020	13.85
Pinnacle Proper Express	**12.72**
2021	12.72
Pitney Bows, Inc	**23.44**
2021	23.44
Red Dragon Martial Arts	**6.76**
2021	6.76
Rock Star Nails	**17.39**
2021	17.39
Smucker Foodservice, Inc	**113.52**
2021	113.52
Studio Graphics	**40.57**
2021	40.57
The Hunter Shack	**17.39**
2021	17.39
Wertz Floor & Home LLC	**202.85**
2021	202.85
Grand Total	**45,299.33**

General Fund Misc Accounts Receivable (10-14100-000) May 31, 2026 Balance

	5/31/2026
Name	Balance
PERKINS, BRIAN (4001)	$ 375.00
WERTZ, TRAVIS (4003)	$ 156.25
WILSON, ZACH (4004)	$ 156.25
SHERWOOD, ALAN (4005)	$ (93.75)
BUENA VISTA FLYING CLUB-AV FUEL (4100)	$ 931.71
CENTER COURT MOBILE HOME PARK (5000)	$ 1,663.50
JAE MOBILE HOME PARKS (5001)	$ (475.22)
EDGEWATER MOBILE HOME PARK (5002)	$ (32.30)

CLARY, TROY (5500)	$	6,585.00
JOHNSON, CHAD (5501)	$	65,795.00
RICHLAND SCHOOL DISTRICT (5503)	$	23,067.56
MENGEL, JACOB (7002)	$	(20.00)
BABINO, COURTNEY (7003)	$	485.00
RICHLAND COUNTY CORONER (7005)	$	600.00
CALEY, CASEY (7010)	$	1,625.00
VONBEHREN, CODY (7011)	$	608.00
NIMOCKS, RAVYN (7012)	$	600.00
ROWIN, EDWARD A (7014)	$	600.00
DWYER, RONALD (7017)	$	616.00
PEPE, JOANN (7018)	$	440.00
BRIGGS, MATTHEW (7019)	$	600.00
WEMMER, DAWN (7021)	$	385.00
Jax Reverse Holdings (7030)	$	800.00
SORDAHL, JINITTA (7031)	$	800.00
ROSSING, ERIC (7032)	$	40.00
BRITTANY MUNSON (7034)	$	600.00
Walmer, Monique (7035)	$	600.00
ADVANCED PUMP AND WELL SOLUTIONS, INC. (7039)	$	1,500.00
Smalley, Ralph (7049)	$	611.00
Sidie, Jennifer (7055)	$	400.00
Rosenberry, Tavarn (7056)	$	800.00
Cesar Diaz, Julio	$	600.00
Brandon Adams	$	600.00
Tom Woodman Villa	$	-
Freel, Eric	$	612.00
Harris, Joanne	$	600.00
Nicks, Tony & Tegan (7077) - Fire Calls	$	2,200.00
Lisa Ermilio (7081) - Fire Calls	$	600.00
Xavior Aiden Lee Lemmons (7082)	$	612.00
Isaah Foges (7083) - Fire Calls	$	612.00
Tara Hooks (7086) - Fire Calls	$	600.00
Unreconciled Beginning Balance	$	472.78
Grand Total	**$**	**118,327.78**

Item 2.

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CITY OF RICHLAND CENTER - TREASURER'S REPORT						
5/31/2026						
FUNDS	**Int Rate**	**BEG/MO BAL**	**RECEIPTS**	**Transfers In/(Out) Between Accounts**	**DISBURSEMENTS**	**END/MO BAL**
City General Unassigned:	2.96%	**$ 186,761.11**	$ 237,599.90	$ 300,000.00	$ 490,451.32	**$ 233,909.69**
#1 State Investments - Unassigned	3.63%	**$ 4,687,066.94**	$ 104,381.34	$ (621,971.35)		**$ 4,169,476.93**
Property Tax Account (partial unassigned)	2.96%	**$ 252.33**	$ 0.63			**$ 252.96**
#2 Landfill long term care (for landfill issues	3.63%	**$ 679,134.13**	$ 2,091.85			**$ 681,225.98**
#3 TIF-Panorama Estates (TIF 6)	3.63%	**$ 287,982.25**	$ 887.03			**$ 288,869.28**
#6 TIF 2-5 (only #4)	3.63%	**$ 156,747.38**	$ 482.81			**$ 157,230.19**
RLF Business Savings-Moved $ to St Pool 04/2026)	0.50%	**$ (0.00)**				**$ (0.00)**
RLF Business Checking		**$ 5,000.00**	$ 150.00			**$ 5,150.00**
#7-RLF Account (Business Savings from CFB)	0%	**$ 174,146.38**	$ 536.40			**$ 174,682.78**
RESTRICTED FUNDS: (by outside entity)						
CDBG Housing RLF	2.96%	**$ 183,147.63**	$ 458.87			**$ 183,606.50**
Landfill Long Term Care CD to 2045	2.48%	**$ 326,006.41**				**$ 326,006.41**
Landfill Long Term Care CD to 2045	1.40%	**$ 309,659.85**				**$ 309,659.85**
Library Checking	2.96%	**$ 241,602.20**	$ 2,154.46		$ 28,301.96	**$ 215,454.70**
Room Tax	2.96%	**$ 22,323.86**	$ 154.90		$ 18,093.90	**$ 4,384.86**
Greater Richland Tourism	2.96%	**$ 25,701.66**	$ 10,707.63		$ 34,467.55	**$ 1,941.74**
Redevelopment Authority	2.96%	**$ 76,051.52**	$ 190.54			**$ 76,242.06**
#5 Renew RC Loan Program-Affordable Hou	4.39%	**$ 883,990.53**	$ 2,722.84			**$ 886,713.37**
Renew RC Loan Program-Checking	2.96%	**$ 81,340.29**	$ 203.80			**$ 81,544.09**
COMMITTED: (by resolution of the Council)						
#4 Projects committed	3.63%	**$ 2,696,389.69**	**$ 9,137.11**	**$ 321,971.35**		**$ 3,027,498.15**
ASSIGNED: (for specific use, not assigned)						
Cemetery CDs	2.34% & 3.21%	**$ 5,051.13**	$ 2.17			**$ 5,053.30**
Centennial Committee	2.96%	**$ 2,992.79**	$ 7.50			**$ 3,000.29**
Canine Fund	0%	**$ 49,139.34**				**$ 49,139.34**
Park/Rec/Comm Center	2.96%	**$ 12,452.57**	$ 31.20			**$ 12,483.77**
#8 - Aquatic Center	3.63%	**$ 245,140.05**	$ 755.07			**$ 245,895.12**
Total Interest Earned in Current Month			***$ 32,125.56***	$ -		
LOANS					**5/31/2026**	
Loans:		Total Debt 4/30/2026	2026 Principle	Loan Term End	Balance	
Richland County Bank (2%)		$ -	$ -	Paid off 2024	$ -	
WPPI (no interest)		$ 7,167.14	$ 421.62	10/28/2027	$ 6,745.52	As of 4/1/2026
State Trust Fund Loan - Panorama Est TIF 6 (3.5%)		$ -	$ -	Paid off 2021	$ -	
Bonding - Panorama Estates TIF 6 (1.8%)		$ 550,000.00	$ 50,000.00	4/1/2037	$ 550,000.00	As of 12/31/2026
CFB Haseltine 389,390/Westside Dr $752,000(2.73%)		$ 250,000.00	$ 102,000.00	4/1/2028	$ 250,000.00	As of 12/31/2026
Aquatic Center Bonding (20 Years)		$ 2,940,000.00	$ 205,000.00	8/1/2038	$ 2,940,000.00	As of 12/31/2026 - F
		$ 3,747,167.14	$ 357,421.62		**$ 3,746,745.52**	
Debt Capacity - WI Department of Revenue - 2024					**$ 20,792,625.00**	
				% of Total Debt Capacity used	***18%***	
				65% Recommended Maximum	***$ 13,515,206.25***	
				Amt Avail to Reach 65%	***$ 9,768,460.73***	
		$ 11,338,080.04	***$ 372,656.05***	***$ -***	***$ 571,314.73***	***$ 11,139,421.36***
		Beg Bal	***Receipts***	***Transfer***	***Expenditures***	***End Bal***
				Net Increase / (Decrease) in Funds Available		$ (198,658.68)

City of Richland Center - Common Council Payment Approval Report - July 7, 2026
Invoices Approved by Dept Head Entered into System between 05/30/2026 - 07/07/2026

Item 3.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL	*AFLAC*	*Payroll Benefits - Paid By Employee*		*$ 394.06*			
ALL AMERICAN DO IT CENTER	5/29/2026	*CREDIT MEMO* PW/B&G: Sunshade Installation (Donation) - OUTI	-383.84		6/3/2026	Gen Govt	23-Jun
TOTAL	*ALL AMERICAN DO IT CENTER*			*$ (383.84)*			
ALLIANT ENERGY/WPL	6/9/2026	Alliant Energy - Cty Hwy B Hangar Electric 107 KWH	$ 38.30		6/18/2026	Gen Govt	6/23/2026
ALLIANT ENERGY/WPL	6/9/2026	Airport: Cty Hwy B Runway Lt - 739 KWH	$ 126.76		6/18/2026	Gen Govt	6/23/2026
ALLIANT ENERGY/WPL	6/10/2026	Alliant Energy - St Hwy 80 Shelter Electricity - 15 KWH	$ 25.42		6/18/2026	Gen Govt	6/23/2026
ALLIANT ENERGY/WPL	6/1/2026	Airport: Terminal bldg electric	$ 133.56		6/18/2026	Gen Govt	6/23/2026
ALLIANT ENERGY/WPL	6/15/2026	PW/Streets: Street Lts 14-Walmart	$ 16.65		6/25/2026		
TOTAL	*ALLIANT ENERGY/WPL*			*$ 340.69*			
AMAZON CAPITAL SERVICES	5/27/2026	Ec Development/Marketing: Camera Equip for Website Photos	$ 35.98		6/3/2026	Gen Govt	6/23/2026
AMAZON CAPITAL SERVICES	5/20/2026	Office: Phone Cases	$ 19.99		6/3/2026	Gen Govt	6/23/2026
AMAZON CAPITAL SERVICES	6/3/2026	PW/B&G: Janitorial Clipboards - BLDG-PROP/SUPPLIES	$ 27.06		6/25/2026	Gen Govt	6/23/2026
AMAZON CAPITAL SERVICES	6/5/2026	Parks & Rec: WAC Supplies - Hose Hangars, Storage Bins	$ 77.99		6/25/2026	Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/9/2026	Parks & Rec: Rec Equipment	$ 41.32		7/2/2026	Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/9/2026	Parks & Rec: WAC Supplies	$ 188.17		7/2/2026	Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/9/2026	Parks & Rec: Recreation Programming Expenses	$ 190.94		7/2/2026	Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/17/2026	Parks & Rec: RC Campus Foundation Grant Paid for Equipment	$ 276.24			Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/12/2026	Parks & Rec: Rec Programming Supplies Brushes, Hair Claws, Sunglasses, Canvas Boards	$ 95.67		7/2/2026	Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/12/2026	Parks & Rec: CC Supplies - Printer Paper	$ 39.97		7/2/2026	Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/12/2026	Parks & Rec: WAC Supplies - Swim Goggles	$ 61.99		7/2/2026	Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/21/2026	Parks & Rec: Rec Programming Supplies - Clay, Slime, Lights, Paint, Sporks, Etc.	$ 94.31			Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/22/2026	Parks & Rec: Rec Programming Supplies - Tennis Ball Hopper	$ 35.96			Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/22/2026	Parks & Rec: Rec Programming Supplies	$ 87.75			Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/22/2026	Parks & Rec: WAC Supplies	$ 325.96			Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/22/2026	Parks & Rec: WAC Supplies	$ (1.80)			Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/24/2026	Parks & Rec: CC Supplies - Paint - Pickleball Grant $	$ 434.97			Park Board	6/29/2026
AMAZON CAPITAL SERVICES	6/29/2026	Police: Planner & Packing Tape	$ 19.15			Public Safety	7/6/2026
AMAZON CAPITAL SERVICES	6/29/2026	Parks & Rec: Misc WAC, Rec, and Pickleball Supplies	$ 14.49				
AMAZON CAPITAL SERVICES	6/29/2026	Parks & Rec: Misc WAC, Rec, and Pickleball Supplies	$ 355.95				
TOTAL	*AMAZON CAPITAL SERVICES*			*$ 2,422.06*			
TOTAL	*American Heritage*	*Payroll Benefits - Paid By Employee*		*$ 440.79*			
TOTAL	*ASSURITY LIFE INSI*	*Payroll Benefits - Paid By Employee*		*$ 91.48*			
AUGELLI CONCRETE & EXCAV	5/28/2026	Outlay: SunShade Installation - OUTLAY/PARKS	$ 3,466.32		6/3/2026	Gen Govt	6/23/2026
AUGELLI CONCRETE & EXCAV	5/28/2026	Outlay: SunShade Installation - OUTLAY/AQUATIC CTR	$ 2,633.68		6/3/2026	Gen Govt	6/23/2026
TOTAL	*AUGELLI CONCRETE & EXCAV*			*$ 6,100.00*			
AUTO VALUE PARTS STORES	6/4/2026	PW/B&G: Truck Repair - BLDG-PROP/EQUIP MAINT-REPAIR	$ 17.99		6/25/2026	Gen Govt	6/23/2026
AUTO VALUE PARTS STORES	6/2/2026	PW/Street: Fast Reducer - STREETS/SUPPLIES	$ 53.80		6/25/2026	Gen Govt	6/23/2026
AUTO VALUE PARTS STORES	6/3/2026	PW/B&G: Truck Repair - BLDG-PROP/EQUIP MAINT-REPAIR	$ 20.35		6/25/2026	Gen Govt	6/23/2026
AUTO VALUE PARTS STORES	6/1/2026	PW/B&G: Equip Repair - BLDG-PROP/EQUIP MAINT-REPAIR	$ 20.94		6/25/2026	Gen Govt	6/23/2026
AUTO VALUE PARTS STORES	6/1/2026	PW/B&G: Equip Repair - BLDG-PROP/EQUIP MAINT-REPAIR	$ 26.42		6/25/2026	Gen Govt	6/23/2026
AUTO VALUE PARTS STORES	6/3/2026	PW/Street: Truck Repair - STREETS/TRUCK REPAIR	$ 264.97		6/25/2026	Gen Govt	6/23/2026
AUTO VALUE PARTS STORES	5/12/2026	PW/Streets: Oil & Filter	$ 117.27		6/25/2026		
AUTO VALUE PARTS STORES	5/5/2026	PW/B&G: Wheel Nut & Stud	$ 29.90		6/25/2026		

City of Richland Center - Common Council Payment Approval Report - July 7, 2026
Invoices Approved by Dept Head Entered into System between 05/30/2026 - 07/07/2026

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL	*AUTO VALUE PARTS STORES*			*$ 551.64*			
AUTO ZONE	4/23/2026	Police: Squad Car #1 Bettery Core Charge Return	$ (5.00)			Public Safety	7/6/2026
AUTO ZONE	6/24/2026	Police: Squad Car Bulbs	$ 10.44			Public Safety	7/6/2026
TOTAL	*AUTO ZONE*			*$ 5.44*			
B L SIGNS, LLC	5/28/2026	Outlay: Park Dedication Signs 50% Deposit - OUTLAY/PARKS	$ 583.00		6/18/2026	Gen Govt	6/23/2026
TOTAL	*B L SIGNS, LLC*			*$ 583.00*			
BADGER WELDING SUPPLY, INC	5/31/2026	PW/Streets: Monthly Cylinder PW/Streets: Monthly Cylinder PW/Streets: Monthly cylinder Rental Rentals	$ 38.75		6/18/2026	Gen Govt	6/23/2026
TOTAL	*BADGER WELDING SUPPLY, INC*			*$ 38.75*			
Baer Insurance	5/26/2026	Insurance: Workmans Comp 3 of 4 Qtrly Installment	$ 9,734.44		6/3/2026	Gen Govt	6/23/2026
Baer Insurance	5/26/2026	Insurance: Workmans Comp 3 of 4 Qtrly Installment - Utility Portion	$ 5,619.56		6/3/2026	Gen Govt	6/23/2026
Baer Insurance	5/26/2026	Insurance: Liability, Auto, Crime & Cyber Q3 2026	$ 8,252.91		6/3/2026	Gen Govt	6/23/2026
Baer Insurance	5/26/2026	Insurance: Liabilty, Auto, Crime & Cyber Q3 2026 - Utilities	$ 12,175.09		6/3/2026	Gen Govt	6/23/2026
TOTAL	*Baer Insurance*			*$ 35,782.00*			
BARD MATERIALS	5/16/2026	Parks & Rec: Sunshade Pillars	$ 533.91		6/18/2026	Gen Govt	6/23/2026
TOTAL	*BARD MATERIALS*			*$ 533.91*			
BAYCOM INC	6/16/2026	POLICE: Richland Cty Radio Program - Need to inboice Co. Remib for Radio Project	$ 1,216.00		6/25/2026	Public Safety	7/6/2026
TOTAL	*BAYCOM INC*			*$ 1,216.00*			
BFI Waste Services	5/31/2026	PW/Refuse: Garbage & Recycling Services	$ 5,706.85		6/18/2026	Gen Govt	6/23/2026
BFI Waste Services	5/31/2026	PW/Refuse: Garbage & Recycling Services	$ 16,808.60		6/18/2026	Gen Govt	6/23/2026
TOTAL	*BFI Waste Services*			*$ 22,515.45*			
Bureau of Correctional Enterprises	6/8/2026	PW/Street: No Parking Signs - SIGNS/SUPPLIES (MARKING, ETC)	$ 235.02		6/25/2026	Gen Govt	6/23/2026
TOTAL	*Bureau of Correctional Enterprises*			*$ 235.02*			
CATALIS TAX & CAMA	6/16/2026	Software: Tax Collection & Pet Licensing - Annual Fee - 2026 - 2027	$ 1,211.40			Gen Govt	6/23/2026
TOTAL	*CATALIS TAX & CAMA*			*$ 1,211.40*			
TOTAL	*Champion Health*	*Payroll Benefits - Pd By Employee*		*$ 570.00*			
CITY UTILITIES	6/4/2026	City: Firewall End/Point Monthly	$ 166.51		6/18/2026	Gen Govt	6/23/2026
CITY UTILITIES	5/7/2026	City: Firewall End/Point Monthly	$ 166.51		6/18/2026	Gen Govt	6/23/2026
CITY UTILITIES	5/7/2026	City: Mapping License / Maintenance	$ 525.00		6/18/2026	Gen Govt	6/23/2026
CITY UTILITIES	4/9/2026	City: Firewall End/Point Monthly	$ 166.51		6/18/2026	Gen Govt	6/23/2026
CITY UTILITIES	3/9/2026	City: Firewall End/Point Monthly	$ 166.51		6/18/2026	Gen Govt	6/23/2026
CITY UTILITIES	3/9/2026	City: Conversion to New Server	$ 2,990.25		6/18/2026	Gen Govt	6/23/2026
CITY UTILITIES	6/16/2026	PW: Leachaate Hauled from Landfill	$ 612.50		6/25/2026		
TOTAL	*CITY UTILITIES*			*$ 4,793.79*			
CIVIC SYSTEMS, LLC	6/2/2026	Admin: Computer Software Support & Maint	$ 4,714.10		7/2/2026		
TOTAL	*CIVIC SYSTEMS, LLC*			*$ 4,714.10*			
COMPUTER DOCTORS LLC	5/13/2026	Elected: Brad Wegner Computer Setup, Out of Office for Todd Coppernoll, Firewall Work	$ 93.75		6/3/2026	Gen Govt	6/23/2026
COMPUTER DOCTORS LLC	6/8/2026	PW/B&G: Tess Laptop Configuration	$ 56.25		7/2/2026		
TOTAL	*COMPUTER DOCTORS LLC*			*$ 150.00*			
TOTAL	*Delta Dental*	*Payroll Benefits - Paid By Employee*		*$ 948.58*			
Ehlers Inc	6/12/2026	Debt Service: 2019A GO Bonds - Aquatic Center - Principle	$ 205,000.00			Gen Govt	6/23/2026
Ehlers Inc	6/12/2026	Debt Servive: 2019A GO Bonds - Aquatic Center - Interest	$ 47,175.00			Gen Govt	6/23/2026
TOTAL	*Ehlers Inc*			*$ 252,175.00*			

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Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
FIRST ADVANTAGE OCC HEAL	3/31/2026	PW: Drug / Alcohol Testing - Utility Portion	$ 101.04		6/25/2026		
FIRST ADVANTAGE OCC HEAL	4/30/2026	PW: Drug / Alcohol Testing - Utility Portion	$ 3.45		6/25/2026		
FIRST ADVANTAGE OCC HEAL	1/31/2026	PW: Drug / Alcohol Testing	$ 99.36		6/25/2026		
FIRST ADVANTAGE OCC HEAL	1/31/2026	PW: Drug / Alcohol Testing - Utility Portion	$ 349.83		6/25/2026		
TOTAL	*FIRST ADVANTAGE OCC HEAL*			*$ 553.68*			
FRONTIER	6/9/2026	PW/Airport: 608-383-0969 Phone Line	$ 149.24		6/18/2026	Gen Govt	6/23/2026
FRONTIER	6/9/2026	PW/Airport: 608-647-4237 Phone Line	$ 149.24		6/18/2026	Gen Govt	6/23/2026
FRONTIER	6/1/2026	Police: Voice Grade Channel Termination	$ 10.70		6/18/2026	Public Safety	7/6/2026
TOTAL	*FRONTIER*			*$ 309.18*			
Gary's Lawn Care LLC	5/12/2026	PW/B&G: Bowen's Mill V Contracted Lawn Mowing - B&G/MAINTENANCE PT PAY	$ 220.00		6/3/2026	Gen Govt	6/23/2026
Gary's Lawn Care LLC	5/12/2026	PW/B&G: Airport V Contracted Lawn Mowing - B&G/MAINTENANCE PT PAY	$ 440.00		6/3/2026	Gen Govt	6/23/2026
Gary's Lawn Care LLC	5/18/2026	PW/B&G: Cemetery IV Contracted Lawn Mowing - B&G/MAINTENANCE PT PAY	$ 2,200.00		6/3/2026	Gen Govt	6/23/2026
Gary's Lawn Care LLC	5/22/2026	PW/B&G: Bowen's Mill VI Contracted Lawn Mowing - B&G/MAINTENANCE PT PAY	$ 220.00		6/3/2026	Gen Govt	6/23/2026
Gary's Lawn Care LLC	5/22/2026	PW/B&G: Airport VI Contracted Lawn Mowing - B&G/MAINTENANCE PT PAY	$ 440.00		6/3/2026	Gen Govt	6/23/2026
Gary's Lawn Care LLC	5/27/2026	PW/B&G: Bowen's Mill VII Contracted Lawn Mowing - B&G/MAINTENANCE PT PAY	$ 220.00		6/3/2026	Gen Govt	6/23/2026
Gary's Lawn Care LLC	5/27/2026	PW/B&G: Airport VII Contracted Lawn Mowing - B&G/MAINTENANCE PT PAY	$ 440.00		6/3/2026	Gen Govt	6/23/2026
Gary's Lawn Care LLC	6/3/2026	PW/B&G: Lawncare Services - Airport	$ 440.00		6/29/2026		
Gary's Lawn Care LLC	6/1/2026	PW/B&G: Lawncare Services - RC Cemetery	$ 2,200.00		6/29/2026		
Gary's Lawn Care LLC	6/3/2026	PW/B&G: Lawncare Services - Bowen Cemetery	$ 220.00		6/29/2026		
Gary's Lawn Care LLC	6/11/2026	PW/B&G: Lawncare Services - Airport	$ 440.00		6/29/2026		
Gary's Lawn Care LLC	6/10/2026	PW/B&G: Lawncare Services - Bowen Cemetery	$ 220.00		6/29/2026		
Gary's Lawn Care LLC	6/15/2026	PW/B&G: Lawncare Services - RC Cemetery	$ 2,200.00		6/29/2026		
Gary's Lawn Care LLC	6/16/2026	PW/B&G: Lawncare Services - Bowen Cemetery	$ 220.00		6/29/2026		
Gary's Lawn Care LLC	6/16/2026	PW/B&G: Lawncare Services - Airport	$ 440.00		6/29/2026		
TOTAL	*Gary's Lawn Care LLC*			*$ 10,560.00*			
GENERAL COMMUNICATIONS,	5/27/2026	POLICE: Radio Equipment	$ 2,577.09		6/3/2026	Public Safety	7/6/2026
TOTAL	*GENERAL COMMUNICATIONS,*			*$ 2,577.09*			
GENUINE TELECOM	6/1/2026	Police: Phone Lines	$ 149.02		6/18/2026	Public Safety	7/6/2026
GENUINE TELECOM	6/1/2026	1050 N Orange Ln 2	$ 40.63		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	1050 N Orange Ln 3	$ 41.88		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	1050 N Orange	$ 35.38		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	1050 N Orange - Alarm	$ 36.88		6/18/2026	Park Board	6/29/2026
GENUINE TELECOM	6/1/2026	1050 N Orange	$ 36.88		6/18/2026	Park Board	6/29/2026
GENUINE TELECOM	6/1/2026	1050 N Orange	$ 130.00		6/18/2026	Park Board	6/29/2026
GENUINE TELECOM	6/1/2026	Clerk Fax	$ 41.38		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	City Office	$ 13.89		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	450 S Main	$ 36.88		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	Building Insp	$ 35.38		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	Mayor	$ 35.38		6/18/2026	Gen Govt	6/23/

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GENUINE TELECOM	6/1/2026	Assessor	$ 35.38		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	Visitor	$ 140.00		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	608-647-3559	$ 36.13		6/18/2026	Gen Govt	6/23/2026
GENUINE TELECOM	6/1/2026	608-647-8126	$ 39.88		6/18/2026	Public Safety	7/6/2026
GENUINE TELECOM	6/1/2026	608-647-2103	$ 35.38		6/18/2026	Public Safety	7/6/2026
GENUINE TELECOM	6/1/2026	608-647-2104	$ 36.88		6/18/2026	Public Safety	7/6/2026
GENUINE TELECOM	6/1/2026	608-647-6316	$ 36.88		6/18/2026	Public Safety	7/6/2026
TOTAL	*GENUINE TELECOM*			*$ 994.11*			
GILLETTE PEPSI COMPANIES	6/25/2026	Parks & Rec: WAC Concessions	$ 188.00			Park Board	6/29/2026
PEPSI-COLA OF LACROSSE	6/11/2026	PW/Aquatic: Concessions	$ (69.00)			Park Board	6/29/2026
TOTAL	*GILLETTE PEPSI COMPANIES*			*$ 119.00*			
HOLIDAY WHOLESALE	6/10/2026	Parks & Rec: WAC Concessions	$ 434.71		7/2/2026	Park Board	6/29/2026
HOLIDAY WHOLESALE	4/24/2026	CC/SC: WSRC Supplies - Coffee	$ 84.45		6/18/2026	Park Board	6/29/2026
HOLIDAY WHOLESALE	6/16/2026	Parks & Rec: WAC Concessions	$ 2,771.19			Park Board	6/29/2026
HOLIDAY WHOLESALE	6/24/2026	Parks & Rec: senior center coffee filters	$ 164.50			Park Board	6/29/2026
HOLIDAY WHOLESALE	6/24/2026	Parks & Rec: WAC Concessions	$ 221.71			Park Board	6/29/2026
TOTAL	*HOLIDAY WHOLESALE*			*$ 3,676.56*			
TOTAL	*INTERNAL REVENU*	*Payroll Taxes - Employee & Employer Share*		*$ 61,110.08*			
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 done in 2026 Progress Billing	$ 8,500.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 Form C to WI DOR	$ 308.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 Tax Roll Rec, ARPA Revenue Rec	$ 1,230.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 Fund Balance Reconciliation	$ 820.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 Budget Rec to TB Committed Funds, New Fund Setup, TB Discussions	$ 410.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 Revenue Recievable Bookkeeping	$ 205.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 MH Tax Liability to School District	$ 123.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 Prop Liab Insurance Reconcilation with Utilities	$ 489.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 Payroll Liability Analysis Bookkeeping	$ 615.00		6/18/2026	Gen Govt	6/23/2026
JOHNSON BLOCK & COMPANY,	5/26/2026	Administration: Audit_2025 Done in 2026 Billable Expenses	$ 105.00		6/18/2026	Gen Govt	6/23/2026
TOTAL	*JOHNSON BLOCK & COMPANY,*			*$ 12,805.00*			
JONES CHEVROLET	6/23/2026	POLICE: 2021 Chevrolet Tahoe Wheel Alignment	$ 143.05			Public Safety	7/6/2026
JONES CHEVROLET	6/24/2026	POLICE: 2024 Chevy Silverado Oll Change & Tire Rotation	$ 92.30			Public Safety	7/6/2026
TOTAL	*JONES CHEVROLET*			*$ 235.35*			
Klein, Duane	6/2/2026	Parks & Rec: Richland Co Campus Foundation Donation Funds - Pickleball Tourn	$ 169.00		6/18/2026	Park Board	6/29/2026
TOTAL	*Klein, Duane*			*$ 169.00*			
KOELSCH, BEN	6/15/2026	Elected: Sponsor of Goverment Mtgs on You Tube June 2026	$ 966.87			Gen Govt	6/23/2026
TOTAL	*KOELSCH, BEN*			*$ 966.87*			
Kraemer's Water Store	5/31/2026	Parks & Rec: WAC Utiltiies	$ 106.22		6/25/2026	Park Board	6/29/2026
TOTAL	*Kraemer's Water Store*			*$ 106.22*			

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KWIK TRIP	6/24/2026	Council: 2026-2027 Class A License Refund S/b $50, Charged $500.00 Store #788	$ 450.00		6/25/2026		
KWIK TRIP	6/24/2026	Council: 2026-2027 Tobacco License - Underpaid by $12.00 Store #363	$ (12.00)		6/25/2026		
KWIK TRIP	6/24/2026	Council: 2026-2027 Tobacco License - Underpaid by $12.00 Store #788	$ (12.00)		6/25/2026		
TOTAL	*KWIK TRIP*			*$ 426.00*			
LAMAR COMPANIES	6/5/2026	Admin/City office: Hwy 14 digital sign	$ 500.00		6/25/2026	Gen Govt	6/23/2026
TOTAL	*LAMAR COMPANIES*			*$ 500.00*			
M S A PROFESSIONAL SERVICES, INC	6/2/2026	Outlay: Mill Street Drainage Improvements - OUTLAY/ST PROJECTS	$ 2,549.00		6/3/2026	Gen Govt	6/23/2026
TOTAL	*M S A PROFESSIONAL SERVICES, INC*			*$ 2,549.00*			
McDonald's	6/2/2026	Police: Restitution - Rachel/Cameron Powers - Restitution Received	$ 366.00		6/18/2026	Gen Govt	6/23/2026
TOTAL	*McDonald's*			*$ 366.00*			
METCO, INC	6/9/2026	PW/Airport: June 2026 Monthly Airport Inspection	$ 105.00		6/18/2026	Gen Govt	6/23/2026
TOTAL	*METCO, INC*			*$ 105.00*			
TOTAL	*MetLife*	*Payroll Benefits Paid By Employee*		*$ 520.21*			
MIDWEST POOL SUPPLY	6/11/2026	Parks & Rec: WAC Chemicals - Chlorine	$ 1,065.00		7/2/2026	Park Board	6/29/2026
MIDWEST POOL SUPPLY	6/11/2026	Parks & Rec: WAC Chemicals - Muriatic Acid	$ 961.87		7/2/2026	Park Board	6/29/2026
MIDWEST POOL SUPPLY	6/11/2026	Parks & Rec: WAC Chemicals - Stabilizer Conditioner	$ 184.99		7/2/2026	Park Board	6/29/2026
MIDWEST POOL SUPPLY	6/11/2026	Parks & Rec: WAC Chemicals - HAZMAT Charge	$ 5.00		7/2/2026	Park Board	6/29/2026
MIDWEST POOL SUPPLY	6/11/2026	Parks & Rec: WAC Chemicals - Fuel / Delivery Charge	$ 5.00		7/2/2026	Park Board	6/29/2026
TOTAL	*MIDWEST POOL SUPPLY*			*$ 2,221.86*			
NAPA AUTO PARTS	6/3/2026	PW/B&G: Equip Repair - BLDG-PROP/EQUIP MAINT-REPAIR	$ 64.96		6/25/2026	Gen Govt	6/23/2026
TOTAL	*NAPA AUTO PARTS*			*$ 64.96*			
NEUMAN POOLS INC	6/15/2026	Parks & Rec: O Ring Aquatic Center Maintenance - Returned	$ (502.42)			Park Board	6/29/2026
TOTAL	*NEUMAN POOLS INC*			*$ (502.42)*			
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Tiny Teams Golden Sea Horses	$ 118.80		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Tiny Teams - Blue Sharks	$ 108.90		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Tiny Teams Red Lobsters	$ 118.80		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Tiny Teams Green Sea Turtles	$ 118.80		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Soccer T's Cool Mint	$ 97.02		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Soccer T's Neon Yellow	$ 97.02		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Little Sluggers Orange	$ 118.58		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Little Sluggers Scuba Blue	$ 118.58		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - Jerzees Scuba Blue	$ 247.50		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - 2XL Sizes	$ 6.00		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/11/2026	Parks & Rec: Rec Shirts - 3XL Sizes	$ 3.00		6/18/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/12/2026	PW/CC SC: Clothing	$ 156.90		6/25/2026	Park Board	6/29/2026
PIONEER PRINT CO LLC	6/25/2026	PW/CC SC: Clothing - Vintage Heather Red	$ 381.22		7/2/2026	Park Board	6/29/2026
TOTAL	*PIONEER PRINT CO LLC*			*$ 1,691.12*			
PREMIER CO-OP	6/4/2026	PW/B&G: Herbicide - BLDG-PROP/WEED CONTROL	$ 200.60		6/18/2026	Gen Govt	6/23/2026
PREMIER CO-OP	5/31/2026	PW/B&G: Fuel	$ 1,936.46		6/18/2026	Gen Govt	6/23/2026
PREMIER CO-OP	5/31/2026	PW/Streets: Fuel	$ 2,127.37		6/18/2026	Gen Govt	6/23/2026
TOTAL	*PREMIER CO-OP*			*$ 4,264.43*			
RHYME BUSINESS PRODUCTS-DALLAS	5/31/2026	Police Dept: Copier Lease	$ 203.69		6/18/2026	Public Safety	7/6/

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RHYME BUSINESS PRODUCTS-DALLAS	6/4/2026	Admin/City Office: Copier Lease	$ 472.58		6/18/2026	Gen Govt	6/23/2026
RHYME BUSINESS PRODUCTS-DALLAS	6/30/2026	Police Dept: Copier Lease	$ 202.94			Public Safety	7/6/2026
RHYME BUSINESS PRODUCTS-DALLAS	6/25/2026	CC/SC: Copier Lease	$ 262.87			Gen Govt	6/23/2026
TOTAL	*RHYME BUSINESS PRODUCTS-DALLAS*			*$ 1,142.08*			
TOTAL	*RICHLAND CENTEF*	*Payroll Benefits Paid By Employee*		*$ 750.00*			
RICHLAND CENTER UTILITIE		Total Monthly Utility Bills	$ 15,531.56				
UTILITIES	3/9/2026	PW/B&G: Johnson Controls Fire Protection LP Fire Alarm Inspection Robb Shop - BLDG-PROP/FIRE ALARM	$ 393.54		6/3/2026	Gen Govt	6/23/2026
TOTAL	*RICHLAND CENTER UTILITIE*			*$ 15,925.10*			
RICHLAND COUNTY REGISTER OF DEEDS	6/10/2026	Clerk/Treas: CDBG Satisfaction Deed Recording - pd to City on 6/10/2026	$ 30.00		6/18/2026	Gen Govt	6/23/2026
TOTAL	*RICHLAND COUNTY REGISTER OF DEEDS*			*$ 30.00*			
RICHLAND COUNTY TREASURER	6/1/2026	Council: 20% of Annual MFL Payment	$ 2.92			Gen Govt	6/23/2026
TOTAL	*RICHLAND COUNTY TREASURER*			*$ 2.92*			
RICHLAND ELECTRIC CO-OP	6/2/2026	PW/Parks: RC Flood Control	$ 47.46		6/18/2026	Gen Govt	6/23/2026
TOTAL	*RICHLAND ELECTRIC CO-OP*			*$ 47.46*			
RICHLAND FIRE DISTRICT	6/12/2026	Incident #226092, 06-12-2026, Destiny Shannon Accident	$ 600.00			Gen Govt	6/23/2026
TOTAL	*RICHLAND FIRE DISTRICT*			*$ 600.00*			
RICHLAND HOSPITAL, INC	5/10/2026	Police: Blood Alcohol Draw - W. Munoz	$ 93.00		6/18/2026	Public Safety	7/6/2026
RICHLAND HOSPITAL, INC	5/23/2026	Police: Blood Alcohol Draw - R.M. Urbina Romero	$ 93.00		6/18/2026	Public Safety	7/6/2026
TOTAL	*RICHLAND HOSPITAL, INC*			*$ 186.00*			
RICHLAND LOCKER COMPANY	6/24/2026	Council: Class A" Liquor License Refund - Charge S/b $50.00 not $500.00"	$ 450.00		6/25/2026		
TOTAL	*RICHLAND LOCKER COMPANY*			*$ 450.00*			
RICHLAND OBSERVER	5/14/2026	Clerk: Liquor License Publication - 5/14/2026	$ 76.75		6/18/2026	Gen Govt	6/23/2026
RICHLAND OBSERVER	5/21/2026	Clerk: Liquor License Publication - 5/21/2026	$ 30.30		6/18/2026	Gen Govt	6/23/2026
RICHLAND OBSERVER	5/7/2026	Clerk: Ordinance Dissolving Tourism Department	$ 52.03		6/18/2026	Gen Govt	6/23/2026
RICHLAND OBSERVER	5/14/2026	Elected: Ordinance #2026-06 Published 05/14/2026	$ 95.20		6/18/2026	Gen Govt	6/23/2026
RICHLAND OBSERVER	5/14/2026	Elected: Ordinance #2026-07 Published 05/14/2026	$ 71.65		6/18/2026	Gen Govt	6/23/2026
RICHLAND OBSERVER	5/14/2026	Elected: Ordinance #2026-08 Published 05/14/2026	$ 71.65		6/18/2026	Gen Govt	6/23/2026
RICHLAND OBSERVER	5/14/2026	Zoning: Publications - Public Hearing / CUP	$ 133.45		6/18/2026	Gen Govt	6/23/2026
RICHLAND OBSERVER	6/2/2026	Parks & Rec: Annual Richland Observer Subscription CC/SC	$ 47.00		6/25/2026	Gen Govt	6/23/2026
TOTAL	*RICHLAND OBSERVER*			*$ 578.03*			
ROCKBRIDGE SAWMILL, INC	5/28/2026	PW/B&G: 10/4 White Oak Vehicle - Dike Bridge Boards	$ 1,237.50		6/25/2026		
TOTAL	*ROCKBRIDGE SAWMILL, INC*			*$ 1,237.50*			
RUNNING, INC	6/9/2026	Taxi: Shared Ride Taxi Service - 732.12 Hrs May 2026	$ 28,245.19		6/18/2026	Gen Govt	6/23/2026
RUNNING, INC	6/9/2026	Taxi: Shared Ride Taxi Service - 732.12 Hrs May 2026 - Fare Revenue	$ (25,369.00)		6/18/2026	Gen Govt	6/23/2026
TOTAL	*RUNNING, INC*			*$ 2,876.19*			
SCHILLING SUPPLY COMPANY	6/24/2026	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	$ 4.71		7/2/2026	Gen Govt	6/23/2026
SCHILLING SUPPLY COMPANY	6/24/2026	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	$ 1,775.48		7/2/2026		
TOTAL	*SCHILLING SUPPLY COMPANY*			*$ 1,780.19*			
SCOTT CONSTRUCTION, INC	6/5/2026	PW/Streets: Cold Mix Patch	$ 1,740.64		7/2/2026	Gen Govt	6/23/2026
SCOTT CONSTRUCTION, INC	6/12/2026	PW/Street: Cold Mix Patch - STREETS/SUPPLIES	$ 885.28				
TOTAL	*SCOTT CONSTRUCTION, INC*			*$ 2,625.92*			
SHOPPING NEWS, INC	5/26/2026	Police: Warning Ticket	$ 183.87		6/18/2026	Public Safety	7/6/

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SHOPPING NEWS, INC	5/26/2026	Police: Overpayment	$ (24.86)		6/18/2026	Public Safety	7/6/2026
TOTAL	*SHOPPING NEWS, INC*			*$ 159.01*			
SIMPSON'S TRACTOR, INC	5/16/2026	PW/Streets: Gehl Skidsteer Maintenance	$ 955.56		6/18/2026	Gen Govt	6/23/2026
SIMPSON'S TRACTOR, INC	5/9/2026	PW/B&G: 5600 Bobcat Repairs	$ 1,404.14		6/25/2026		
TOTAL	*SIMPSON'S TRACTOR, INC*			*$ 2,359.70*			
Sit & Git Portables, LLC	6/1/2026	PW/B&G: Parks Portable Units	$ 860.00		6/3/2026	Gen Govt	6/23/2026
TOTAL	*Sit & Git Portables, LLC*			*$ 860.00*			
SLEEPY HOLLOW	6/4/2026	PW/B&G: Equip Repair - BLDG-PROP/EQUIP MAINT-REPAIR	$ 152.64		6/25/2026	Gen Govt	6/23/2026
TOTAL	*SLEEPY HOLLOW*			*$ 152.64*			
SOUTHWESTERN WI REGIONAL	3/31/2026	Admin/Ec Dev: DOR Innovation Planning Grant - Q1 2026	$ 6,359.97		6/18/2026	Gen Govt	6/23/2026
TOTAL	*SOUTHWESTERN WI REGIONAL*			*$ 6,359.97*			
State of WI, DEHCR-Fiscal	4/29/2026	CDBG - RLF - Close out Program - State Administered - Coulee Cap - Regional CDBG	$ 182,704.63		6/18/2026	Gen Govt	6/23/2026
State of WI, DEHCR-Fiscal	4/29/2026	CDBG - RLF - Close out Program - State Administered - Coulee Cap - Regional CDBG (Apr Interest)	$ 443.00		6/18/2026	Gen Govt	6/23/2026
State of WI, DEHCR-Fiscal	4/29/2026	CDBG - RLF - Close out Program - State Administered - Coulee Cap - Regional CDBG (May Int)	$ 458.87		6/18/2026	Gen Govt	6/23/2026
State of WI, DEHCR-Fiscal	6/10/2026	Clerk/Treas: CDBG Loan Payoff 2018-3R - Closed Program Returned Funds	$ 1,311.10		6/18/2026	Gen Govt	6/23/2026
TOTAL	*State of WI, DEHCR-Fiscal*			*$ 184,917.60*			
T-Mobile	5/29/2026	PW/office: DPW Cell	$ 27.20		6/25/2026		
T-Mobile	5/29/2026	PW/Streets: Streets Cell	$ 27.20		6/25/2026		
T-Mobile	5/29/2026	Admin/city office: Clerk/Treas Cell	$ 27.20		6/25/2026		
T-Mobile	5/29/2026	Admin/city office: Mayor Cell	$ 27.20		6/25/2026		
T-Mobile	5/29/2026	PW/Cemetery: Tess Cell	$ 27.20		6/25/2026		
T-Mobile	5/29/2026	PW/CC/SC: Mieden Cell	$ 20.64		6/25/2026	Park Board	6/29/2026
T-Mobile	5/29/2026	PW/office: DPW Cell	$ 1.01		6/25/2026		
T-Mobile	5/29/2026	PW/Streets: Streets Cell	$ 1.01		6/25/2026		
T-Mobile	5/29/2026	Admin/city office: Clerk/Treas Cell	$ 1.01		6/25/2026		
T-Mobile	5/29/2026	Admin/city office: Mayor Cell	$ 1.01		6/25/2026		
T-Mobile	5/29/2026	PW/Cemetery: Tess Cell	$ 1.01		6/25/2026		
T-Mobile	5/29/2026	PW/CC/SC: Mieden Cell	$ 1.01		6/25/2026		
T-Mobile	5/29/2026	PW/office: Darcy Perkins Cell	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Elected: Chris Jarvis	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Elected: Brad Wegner	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Elected: Rachel Schultz	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Elected: Frank Hoffman	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Elected: Melony Walters	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Elected: Doug Martyniuk	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Elected: Steve Downs	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Elected: Ryan Cairns	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Admin/city office: Clerk/Treas Cell	$ 3.56		6/25/2026		
T-Mobile	5/29/2026	Admin/city office: Ashley Oliphant	$ 3.56		6/25/2026		
TOTAL	*T-Mobile*			*$ 201.86*			
TC AUTOWORKS LLC	5/29/2026	Police: 2020 Dodge Durango Pursuit Oil Change & AC Repair	$ 480.53		6/3/2026	Public Safety	7/6/

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TOTAL	*TC AUTOWORKS LLC*			*$ 480.53*			
TOTAL UPFITTERS LLC	6/24/2026	Police: Squad 5 Siren Speaker	$ 580.04			Public Safety	7/6/2026
TOTAL	*TOTAL UPFITTERS LLC*			*$ 580.04*			
TRIANGLE KWIK STOP	6/24/2026	Council: Class A" Liquor License Refund - Charge S/b $50.00 not $500.00"	$ 450.00		6/25/2026		
TOTAL	*TRIANGLE KWIK STOP*			*$ 450.00*			
True North Software	6/29/2026	Police: Annual Software Licensing & Support	$ 1,200.00			Public Safety	7/6/2026
TOTAL	*True North Software*			*$ 1,200.00*			
U S CELLULAR	5/17/2026	PW/Streets: Streets Cell	$ 6.45		5/25/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	PW/Streets: Streets Cell	$ (1.62)		5/25/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	PW/office: DPW Cell	$ 19.99		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	PW/Streets: Streets Cell	$ 19.99		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	Admin/city office: Clerk/Treas Cell	$ 60.73		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	Admin/city office: Mayor Cell	$ 19.99		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	PW/Cemetery: Tess Cell	$ 60.73		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	PW/CC/SC: Mieden Cell	$ 19.99		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	Admin/city office: DPW Cell	$ (11.91)		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	PW/Streets: Streets Cell	$ (11.91)		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	Admin/city office: Clerk/Treas Cell	$ (36.17)		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	Admin/city office: Mayor Cell	$ (11.91)		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	PW/Cemetery: Tess Cell	$ (36.17)		6/18/2026	Gen Govt	6/23/2026
U S CELLULAR	5/17/2026	PW/CC/SC: Mieden Cell	$ (11.91)		6/18/2026	Park Board	6/29/2026
U S CELLULAR	6/10/2026	PW/Streets: 304-608-7179 Flood Warning Signals	$ 40.81		6/25/2026		
TOTAL	*U S CELLULAR*			*$ 127.08*			
US BANK	5/11/2026	Police: Hazmat Material Shipping	$ 18.30			Public Safety	7/6/2026
US BANK	5/11/2026	Police: Hazmat Material Shipping	$ 9.39			Public Safety	7/6/2026
US BANK	6/2/2026	PW/B&G: Herbicide - BLDG-PROP/WEED CONTROL	$ 319.98			Gen Govt	6/23/2026
US BANK	6/9/2026	Parks & Rec: Rec Programming Expenses	$ 144.71			Park Board	6/29/2026
US BANK	6/12/2026	Parks & Rec: Rec Programming Expenses	$ 375.87			Park Board	6/29/2026
US BANK	6/4/2026	Parks & Rec: Rec Programming Expenses	$ 243.24			Park Board	6/29/2026
US BANK	6/8/2026	Parks & Rec: Rec Programming Expenses	$ 10.94			Park Board	6/29/2026
US BANK	6/9/2026	Parks & Rec: WAC Supplies	$ 93.83			Park Board	6/29/2026
US BANK	6/10/2026	Parks & Rec: Rec Programming Expenses	$ 43.32			Park Board	6/29/2026
US BANK	6/10/2026	Parks & Rec: Senior Center Prizes	$ 139.25			Park Board	6/29/2026
US BANK	6/16/2026	Parks & Rec: Rec Programming Expenses	$ 106.98			Park Board	6/29/2026
US BANK	6/17/2026	Parks & Rec: Rec Programming Expenses	$ 2.50			Park Board	6/29/2026
US BANK	6/18/2026	Parks & Rec: Rec Programming Expenses	$ 366.25			Park Board	6/29/2026
US BANK	6/11/2026	Police: Hard Drive	$ 189.00			Public Safety	7/6/2026
US BANK	6/17/2026	Police: Postage - Tracking	$ 8.05			Public Safety	7/6/2026
US BANK	6/23/2026	Ec Dev: AI - Claude Pro Subscription	$ 20.00				
US BANK	6/22/2026	Zoning: Demand Notice - Zink Property Management	$ 9.70				
US BANK	6/25/2026	Parks & Rec: Pickleball Tournament Supplies - Grant	$ 262.64			Park Board	6/29/2026
US BANK	6/25/2026	Parks & Rec: Pickleball Tournament Supplies - Grant	$ 410.00			Park Board	6/29/2026
US BANK	6/26/2026	Parks & Rec: Rec Programming Expenses	$ 2.49			Park Board	6/29/2026

Item 3.

City of Richland Center - Common Council Payment Approval Report - July 7, 2026
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Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
US BANK	6/26/2026	Parks & Rec: Rec Programming Expenses	$ 354.86			Park Board	6/29/2026
US BANK	6/26/2026	Parks & Rec: Rec Programming Expenses	$ 5.58			Park Board	6/29/2026
US BANK	6/30/2026	Police: Billy Jones Conference Registration - WI Police Leadership Foundation	$ 275.00			Public Safety	7/6/2026
US BANK	6/29/2026	Parks & Rec: Rec Programming Expenses	$ 23.09				
US BANK	6/30/2026	Parks & Rec: WAC Concessions	$ 177.35				
TOTAL	*US BANK*			*$ 3,612.32*			
VERIZON WIRELESS	5/21/2026	POLICE: Cell Phones	$ 592.69		6/3/2026	Public Safety	7/6/2026
VERIZON WIRELESS	6/21/2026	Police: Verizon Cell Phones	$ 592.82			Public Safety	7/6/2026
TOTAL	*VERIZON WIRELESS*			*$ 1,185.51*			
VISA	5/18/2026	Tourism: Web Domain Network Solutions	$ 42.00		6/25/2026	Gen Govt	6/23/2026
VISA	5/1/2026	Tourism: Dropbox Subscription	$ 179.76		6/25/2026	Gen Govt	6/23/2026
VISA	4/22/2026	Tourism: Postage	$ 30.73		5/26/2026	Gen Govt	6/23/2026
VISA	4/30/2026	Tourism: Interest and Late Charges	$ 0.39		5/26/2026	Gen Govt	6/23/2026
TOTAL	*VISA*			*$ 252.88*			
WAL-MART	6/9/2026	Police: Restitution for Case #2026-0421A, Jonny Stitzer	$ 174.83		7/2/2026	Gen Govt	6/23/2026
WAL-MART	6/24/2026	$500.00"	$ 450.00		6/25/2026		
TOTAL	*WAL-MART*			*$ 624.83*			
WALSH'S ACE HARDWARE	5/26/2026	REPLACMT	$ 15,800.00		6/18/2026	Gen Govt	6/23/2026
WALSH'S ACE HARDWARE	6/2/2026	PW/Street: Misc. Shop Supplies - STREETS/SUPPLIES	$ 42.44		6/18/2026	Gen Govt	6/23/2026
WALSH'S ACE HARDWARE	6/2/2026	PW/B&G: Door Stopper - BLDG-PROP/MAINT/REPAIRS	$ 8.83		6/18/2026	Gen Govt	6/23/2026
WALSH'S ACE HARDWARE	5/27/2026	PW/B&G: Duct Tape/Spray Paint - BLDG-PROP/MAINT/REPAIRS	$ 8.95		6/18/2026	Gen Govt	6/23/2026
WALSH'S ACE HARDWARE	5/28/2026	PW/B&G: Spray Paint/Toilet Seat Hinge - BLDG-PROP/MAINT/REPAIRS	$ 8.13		6/18/2026	Gen Govt	6/23/2026
WALSH'S ACE HARDWARE	6/1/2026	PW/B&G: Building Repair - BLDG-PROP/MAINT/REPAIRS	$ 27.81		6/18/2026	Gen Govt	6/23/2026
WALSH'S ACE HARDWARE	5/29/2026	PW/B&G: Straw Mulch - Park Building /Prop Maint Repair	$ 16.61		6/18/2026	Gen Govt	6/23/2026
WALSH'S ACE HARDWARE	6/2/2026	Parks & Rec: Aquatic Center Supplies	$ 168.46		6/18/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	6/5/2026	Parks & Rec: Aquatic Center Supplies	$ 272.62		6/18/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	6/9/2026	Parks & Rec: Aquatic Center Supplies	$ 52.96		6/18/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	6/9/2026	Parks & Rec: Rec Programming Expenses	$ 47.96		6/18/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	6/9/2026	Parks & Rec: Rewards & Credit	$ (99.99)		6/18/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	6/16/2026	Parks & Rec: Aquatic Center Supplies	$ 43.97		6/25/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	6/22/2026	Parks & Rec: Rec Programming Expenses - Painters Tape	$ 53.94		6/25/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	5/4/2026	PW/B&G & Streets: Grease and Windshield Washer Fluid	$ 111.38		6/25/2026		
WALSH'S ACE HARDWARE	5/5/2026	PW/B&G & Streets: Grease and Windshield Washer Fluid	$ 34.16		6/25/2026		
WALSH'S ACE HARDWARE	5/5/2026	PW/B&G & Streets: Grease and Windshield Washer Fluid	$ 145.54		6/25/2026		
WALSH'S ACE HARDWARE	5/6/2026	PW/B&G: Steel Angle, Bolts, and Nuts	$ 63.14		6/25/2026		
WALSH'S ACE HARDWARE	5/22/2026	PW/B&G: Pool Pump House Hex Plug	$ 2.18		6/25/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	6/5/2026	PW/B&G: Meyer Building Faucet	$ 7.95		6/25/2026	Park Board	6/29/2026
WALSH'S ACE HARDWARE	6/8/2026	PW/B&G: Dog Park Fence Conduit	$ 34.99		6/25/2026		
WALSH'S ACE HARDWARE	6/8/2026	PW/B&G: City Hall Furnace Room	$ 2.85		6/25/2026		
WALSH'S ACE HARDWARE	6/10/2026	PW/Streets: Flat HR Plain	$ 23.69		6/25/2026		
WALSH'S ACE HARDWARE	6/16/2026	PW/B&G: Keys	$ 6.37		6/25/2026		
WALSH'S ACE HARDWARE	6/17/2026	PWZ/B&G: Disc Bullet, FML Dsconct 22, Dish Soap	$ 28.73		6/25/2026		
TOTAL	*WALSH'S ACE HARDWARE*			*$ 16,913.67*			

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WARCO	7/1/2026	CC/SC: Warco Diamond Jo Trip 07/30/2026	$ 1,395.00				
TOTAL	*WARCO*			*$ 1,395.00*			
WE ENERGIES	6/9/2026	397 W Seminary - RR Museum	$ 14.41		6/25/2026		
WE ENERGIES	6/9/2026	1055 N Orange Pool	$ 2,855.11		6/25/2026	Park Board	6/29/2026
WE ENERGIES	6/9/2026	1055 N Orange Concessions	$ 32.16		6/25/2026	Park Board	6/29/2026
WE ENERGIES	6/9/2026	1050 N Orange CC/SC	$ 56.87		6/25/2026	Park Board	6/29/2026
WE ENERGIES	6/9/2026	450 S Main / Muni Bldng	$ 22.89		6/25/2026		
WE ENERGIES	6/9/2026	1300 N Park Cemetery Garage	$ 14.41		6/25/2026		
WE ENERGIES	6/9/2026	950 N Orange - Krouskop Warming	$ 15.97		6/25/2026		
WE ENERGIES	6/9/2026	141 W Robb Road	$ 24.09		6/25/2026		
WE ENERGIES	6/9/2026	1100 N Jefferson Parks Dept Garage	$ 11.38		6/25/2026		
TOTAL	*WE ENERGIES*			*$ 3,047.29*			
WEGNER AUTO SERVICE	6/14/2026	POLICE: 2000 Chevy Equinox Towing - Wal-Mart 2026 1026A Megan Strart	$ 100.00			Public Safety	7/6/2026
TOTAL	*WEGNER AUTO SERVICE*			*$ 100.00*			
WERTZ PLUMBING & HEATING	5/20/2026	Parks & Rec: WAC Maint/Repair - Mens Handicap Shower Repair - Parts	$ 211.70		6/18/2026	Park Board	6/29/2026
WERTZ PLUMBING & HEATING	5/20/2026	Parks & Rec: WAC Maint/Repair - Mens Handicap Shower Repair - Labor	$ 750.00		6/18/2026	Park Board	6/29/2026
TOTAL	*WERTZ PLUMBING & HEATING*			*$ 961.70*			
WEX BANK	5/31/2026	POLICE: Vehicle Fuel	$ 3,025.48		6/3/2026	Public Safety	7/6/2026
TOTAL	*WEX BANK*			*$ 3,025.48*			
TOTAL	*WI Deferred Compe*	*Payroll Benefits Paid by Employee*		*$ 3,625.36*			
TOTAL	*WI Dept of EE Trust*	*Payroll Benefits - Employee & Employer Paid*		*$ 58,541.30*			
WI DEPT OF JUSTICE-CRIME	6/17/2026	Police: Background Checks	$ 14.00		6/25/2026	Public Safety	7/6/2026
WI DEPT OF JUSTICE-CRIME	6/25/2026	Police: Background Checks	$ 14.00			Public Safety	7/6/2026
TOTAL	*WI DEPT OF JUSTICE-CRIME*			*$ 28.00*			
TOTAL	*WI DEPT OF REVEN*	*Payroll Benefits Paid by Employee*		*$ 9,992.69*			
WI DEPT OF REVENUE-AV FUEL	5/31/2026	PW: Aviation Fuel Tax	$ 27.84		6/19/2026	Gen Govt	6/23/2026
WI DEPT OF REVENUE-AV FUEL	6/30/2026	PW: Aviation Fuel Tax	$ 14.46		7/20/2026		
TOTAL	*WI DEPT OF REVENUE-AV FUEL*			*$ 42.30*			
WI DEPT OF TRANS-FINANCIAL OPERATIONS	6/1/2026	PW/Streets: Project #39516400373-Bohman Drive to Cth O	$ 74.55		6/18/2026	Gen Govt	6/23/2026
TOTAL	*WI DEPT OF TRANS-FINANCIAL OPERATIONS*			*$ 74.55*			
WIL-KIL PEST CONTROL	5/13/2026	Parks: Community Center / Senior Center Pest Control	$ 88.90		6/18/2026	Gen Govt	6/23/2026
WIL-KIL PEST CONTROL	5/13/2026	Office: Municipal Building Pest Control	$ 73.44		6/18/2026		
TOTAL	*WIL-KIL PEST CONTROL*			*$ 162.34*			
WORKSITE SOLUTIONS	6/4/2026	COMBINED INSURANCE Pay Period: 05/29/2026	$ 23.35		6/25/2026	Gen Govt	6/23/2026
WORKSITE SOLUTIONS	6/18/2026	COMBINED INSURANCE Pay Period: 06/12/2026	$ 23.35		6/25/2026	Gen Govt	6/23/2026
WORKSITE SOLUTIONS	7/3/2026	COMBINED INSURANCE Pay Period: 06/26/2026	$ 23.35				
TOTAL	*WORKSITE SOLUTIONS*			*$ 70.05*			
WPPI ENERGY	6/1/2026	LED Street Light Loan Payment 0% Int	$ 421.62		6/30/2026		
TOTAL	*WPPI ENERGY*			*$ 421.62*			

City of Richland Center - Common Council Payment Approval Report - July 7, 2026
Invoices Approved by Dept Head Entered into System between 05/30/2026 - 07/07/2026

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
Bills Entered between 07/02/2026 and 07/07/2026							
Accurate Appraisal LLC	7/1/2026	Accurate Appraisal - Mo Assessment Services - 06-2026	$ 3,750.00				
TOTAL	*Accurate Appraisal LLC*			*$ 3,750.00*			
ALLIANT ENERGY/WPL	7/1/2026	Airport: Terminal bldg electric	$ 129.01				
TOTAL	*ALLIANT ENERGY/WPL*			*$ 129.01*			
AMAZON CAPITAL SERVICES	6/30/2026	PW/B&G: Broom Holder, Wrench, OSHA High Flow Blow Gun	$ 93.18				
AMAZON CAPITAL SERVICES	6/30/2026	PW/B&G: Dog Waste Bags	$ 289.99				
TOTAL	*AMAZON CAPITAL SERVICES*			*$ 383.17*			
BFI Waste Services	6/30/2026	PW/Refuse: Garbage & Recycling Services	$ 16,817.76				
BFI Waste Services	6/30/2026	PW/Refuse: Garbage & Recycling Services	$ 889.92				
BFI Waste Services	6/30/2026	PW/Refuse: Garbage & Recycling Services	$ 5,709.96				
TOTAL	*BFI Waste Services*			*$ 23,417.64*			
COULEE REGION DOCKS LLC	7/5/2026	PW/B&G: Coupler Pairs, Painted Water Installation Tool	$ 322.50				
TOTAL	*COULEE REGION DOCKS LLC*			*$ 322.50*			
GENUINE TELECOM	7/1/2026	1050 N Orange Ln 2	$ 40.63				
GENUINE TELECOM	7/1/2026	1050 N Orange Ln 3	$ 41.88				
GENUINE TELECOM	7/1/2026	1050 N Orange	$ 35.38				
GENUINE TELECOM	7/1/2026	1050 N Orange - Alarm	$ 36.88				
GENUINE TELECOM	7/1/2026	1050 N Orange	$ 36.88				
GENUINE TELECOM	7/1/2026	1050 N Orange	$ 130.00				
GENUINE TELECOM	7/1/2026	Clerk Fax	$ 41.38				
GENUINE TELECOM	7/1/2026	City Office	$ 13.89				
GENUINE TELECOM	7/1/2026	450 S Main	$ 36.88				
GENUINE TELECOM	7/1/2026	Building Insp	$ 35.38				
GENUINE TELECOM	7/1/2026	Mayor	$ 35.38				
GENUINE TELECOM	7/1/2026	Assessor	$ 35.38				
GENUINE TELECOM	7/1/2026	Visitor	$ 140.00				
GENUINE TELECOM	7/1/2026	608-647-3559	$ 36.13				
TOTAL	*GENUINE TELECOM*			*$ 696.07*			
HOLIDAY WHOLESALE	7/1/2026	Parks & Rec: WAC Concessions	$ 2,285.97				
HOLIDAY WHOLESALE	6/24/2026	Parks & Rec: WAC Concessions	$ 0.03				
HOLIDAY WHOLESALE	6/3/2026	Parks & Rec: WAC Concessions	$ 99.50				
HOLIDAY WHOLESALE	6/3/2026	Parks & Rec: WAC Concessions	$ 42.67				
TOTAL	*HOLIDAY WHOLESALE*			*$ 2,428.17*			
PARAGON DEVELOPMENT SYSTEMS, INC	5/21/2026	Mayor)	$ 4,593.00				
TOTAL	*PARAGON DEVELOPMENT SYSTEMS, INC*			*$ 4,593.00*			
Pine River Tire & Auto LLC	6/27/2026	PW/B&G: Firestone Tube	$ 56.92				
TOTAL	*Pine River Tire & Auto LLC*			*$ 56.92*			
PITNEY BOWES, INC	6/25/2026	Postage	$ 2.57				
PITNEY BOWES, INC	6/25/2026	Postage	$ 216.18				
PITNEY BOWES, INC	6/25/2026	Postage	$ 12.85				
PITNEY BOWES, INC	6/25/2026	Postage	$ 91.35				
PITNEY BOWES, INC	6/25/2026	Postage	$ 116.87				

City of Richland Center - Common Council Payment Approval Report - July 7, 2026
Invoices Approved by Dept Head Entered into System between 05/30/2026 - 07/07/2026

Item 3.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
PITNEY BOWES, INC	6/25/2026	Postage	$ 27.57				
PITNEY BOWES, INC	6/25/2026	Postage	$ 1.20				
PITNEY BOWES, INC	6/25/2026	Postage	$ 33.66				
TOTAL	*PITNEY BOWES, INC*			*$ 502.25*			
PREMIER CO-OP	6/29/2026	PW/B&G: Dike Weed Spraying	$ 250.75				
TOTAL	*PREMIER CO-OP*			*$ 250.75*			
RHYME BUSINESS PRODUCTS-DALLAS	7/4/2026	City Office: Copier Lease Payment Agreement #018-1709590-000	$ 472.58				
RHYME BUSINESS PRODUCTS-DALLAS	7/4/2026	City Office: Copier Lease Color Copy Overage	$ 119.13				
TOTAL	*RHYME BUSINESS PRODUCTS-DALLAS*			*$ 591.71*			
RICHLAND COUNTY CLERK	4/29/2026	Symons Center Payment - 1st 1/2 2026	$ 26,595.13				
TOTAL	*RICHLAND COUNTY CLERK*			*$ 26,595.13*			
RICHLAND ELECTRIC CO-OP	7/2/2026	PW/Parks: RC Flood Control	$ 45.64				
TOTAL	*RICHLAND ELECTRIC CO-OP*			*$ 45.64*			
RICHLAND FIRE DISTRICT	6/5/2026	Fire: 2nd 1/2 Half Assessment for 2026	$ 74,079.73				
RICHLAND FIRE DISTRICT	6/13/2026	Incident #226095,06-13-2026,Hilside Depot, Alarm	$ 300.00				
TOTAL	*RICHLAND FIRE DISTRICT*			*$ 74,379.73*			
RICHLAND OBSERVER	6/18/2026	Clerk: Liquor License Publication - 6/18/2026	$ 33.05				
TOTAL	*RICHLAND OBSERVER*			*$ 33.05*			
SCOTT CONSTRUCTION, INC	6/30/2026	PW/Streets: Cold Mix Patch	$ 4,383.28				
TOTAL	*SCOTT CONSTRUCTION, INC*			*$ 4,383.28*			
SIMPSON'S TRACTOR, INC	5/29/2026	PW/Streets: Gehl Skidsteer Maintenance	$ 690.00				
TOTAL	*SIMPSON'S TRACTOR, INC*			*$ 690.00*			
Sit & Git Portables, LLC	6/29/2026	PW/B&G: Parks Portable Units	$ 860.00				
TOTAL	*Sit & Git Portables, LLC*			*$ 860.00*			
US BANK	6/30/2026	Parks & Rec: WAC Concessions	$ 177.35				
TOTAL	*US BANK*			*$ 177.35*			
WALSH'S ACE HARDWARE	6/18/2026	PW/B&G: Alum Flat Bar, Drain Cap, Sewer Main	$ 25.01				
WALSH'S ACE HARDWARE	6/19/2026	PW/B&G: Mounting Tape	$ 7.83				
WALSH'S ACE HARDWARE	7/1/2026	PW/B&G: Cold Shut Stl, Hook S Zinc	$ 8.07				
TOTAL	*WALSH'S ACE HARDWARE*			*$ 40.91*			
WERTZ PLUMBING & HEATING	6/19/2026	PW / B&G: A/C Repair - Police Department	$ 242.75				
TOTAL	*WERTZ PLUMBING & HEATING*			*$ 242.75*			
WEX BANK	6/30/2026	POLICE: Vehicle Fuel	$ 3,192.61				
TOTAL	*WEX BANK*			*$ 3,192.61*			
WI DEPT OF JUSTICE-CRIME	7/2/2026	Police: Background Checks	$ 7.00				
TOTAL	*WI DEPT OF JUSTICE-CRIME*			*$ 7.00*			
WICONNECT WIRELESS LLC	7/1/2026	PW: Airport Internet Service 3Mb/s Download	$ 59.99				
WICONNECT WIRELESS LLC	6/1/2026	PW: Airport Internet Service 3Mb/s Download	$ 59.99				
TOTAL	*WICONNECT WIRELESS LLC*			*$ 119.98*			
WPPI ENERGY	7/1/2026	LED Street Light Loan Payment 0% Int	$ 421.62				
TOTAL	*WPPI ENERGY*			*$ 421.62*			

City of Richland Center - Common Council Payment Approval Report - July 7, 2026
Invoices Approved by Dept Head Entered into System between 05/30/2026 - 07/07/2026

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL BILLS PRESENTED FOR APPROVAL:				$ 920,284.57			
			Tourism Fund	$ 252.88			
			General Fund	$ 920,031.69			

The bills presented on this day (excluding any Library Fund invoices) having been referred to the Appropriate Committees, including Public Works, General Government, Public Safety, Park Board, and Budget
and said committees having duly investigated and audited these bills, hereby make the following recommendation:
THAT THE CITY BILLS PRESENTED ON THIS DAY BE PAID, WITH THE FOLLOWING ADJUSTMENTS AND/OR EXCEPTIONS:
Dated: July 7, 2026

General Government $629,791.45; Park Board $16,661.62; Public Safety $12,212.30.

Filed in the office of the City Clerk/Treasurer

CITY OF RICHLAND CENTER
BALANCE SHEET
MAY 31, 2026

Item 4.

CITY GENERAL FUND

ASSETS

10-11001-000	CASH ON HAND-CITY OFFICE	100.00	
10-11002-000	FUND CASH - CITY GENERAL CHECK	205,235.99	
10-11010-000	STATE POOL #1 - GENERAL	4,169,476.93	
10-11030-000	STATE POOL #3 - PANORAMA EST	288,869.28	
10-11040-000	STATE POOL #4 - PROJECTS	3,027,498.15	
10-11050-000	STATE POOL #5 - AFFORDABLE HOU	886,713.37	
10-11060-000	STATE POOL #6 - TID 2-5	157,230.19	
10-11100-000	TAX COLLECTION	252.96	
10-11110-000	CDBG ACCOUNT	183,606.50	
10-11200-000	RLF SAVINGS	174,682.78	
10-11300-000	RLF CHECKING	5,150.00	
10-11400-000	RENEW RC ACCOUNT	81,544.09	
10-11900-000	CASH ON HAND - AQUATIC CENTER	200.00	
10-12000-000	TAXES RECEIVABLE - CURRENT YEA	24,699.38	
10-12100-000	DELINQUENT PERSONAL PROPERTY T	45,300.26	
10-14100-000	A/R - OTHER A/R	118,327.78	
10-14500-000	A/R - GENERAL RECEIPTS	43,899.90	
10-14600-000	DUE FROM DEVELOPERS/PANORAMA	275,712.05	
10-14950-000	EST UNCOLLECTIBLE RECEIVABLES	(67,069.90)	
10-15000-000	CDBG FUND - ECON DEVELOPMENT	143,308.62	
10-15200-000	LOAN RECEIVABLE - RERP	2,386.44	
10-15325-000	RLF RECEIVABLE - KIDS STUFF #1	67,069.90	
10-15370-000	RLF RECEIVABLE - BRICKHOUSE	6.10	
10-15999-000	EST UNCOLLECTIBLE-LOANS	(12,895.00)	
10-16100-000	ACCTS REC - ELECTRIC UTILITY	106,878.00	
10-16110-000	ACCTS REC - WATER UTILITY	123,096.00	
10-16120-000	ACCTS REC - SEWER UTILITY	256.00	
10-16300-000	CDBG RECEIVABLE	314,195.55	
10-16350-000	RENEW RC LOAN RECEIVABLE	75,138.25	
10-18000-000	STATE POOL #2 - LANDFILL L/T	681,225.98	
10-18100-000	PARKS/REC/CC ACCOUNT	12,483.77	
10-18115-000	AQUATIC CENTER FUND	245,895.12	
10-18130-000	RDA FUND	76,242.06	
10-18140-000	ROOM TAX ACCOUNT	4,384.86	
10-18150-000	CC/SC GRANT	4.00	
10-18160-000	CENTENNIAL COMMITTEE ACCT/CD	3,000.29	
10-18700-000	CHILD SAFETY FUNDS - RC POLICE	137.35	
10-18750-000	POLICE CANINE FUND	49,139.34	
10-18800-000	CEMETERY PERPETUAL CARE ACCT	4,185.58	
10-18850-000	BOWEN CEMETERY	867.72	
10-18900-000	LANDFILL ESCROW	635,666.26	
	TOTAL ASSETS		12,154,101.90

LIABILITIES AND EQUITY

CITY OF RICHLAND CENTER
BALANCE SHEET
MAY 31, 2026

CITY GENERAL FUND

	LIABILITIES			
10-21000-000	VOUCHERS PAYABLE-CITY GENERAL		214,514.70	
10-21100-000	ACCOUNTS PAYABLE-OTHER A/R		(62.00)	
10-22110-000	W/H TAXES-FEDERAL		(6,344.76)	
10-22120-000	W/H TAXES-STATE		(3,276.98)	
10-22130-000	W/H TAXES-FICA/MSS		(12,610.40)	
10-22200-000	EMPLOYEE SHARE-RETIREMENT		(14,566.07)	
10-22210-000	EMPLOYEE SHARE-HEALTH INS		(60,290.80)	
10-22230-000	EMPLOYEE SHARE-LIFE INS		(1,565.80)	
10-22240-000	EMPLOYEE SHARE-AFLAC		(.05)	
10-22250-000	EMPLOYEE SHARE-COMBINED INS		(732.11)	
10-22260-000	EMPLOYEE SHARE-DENTAL INS		9.08	
10-22270-000	EMPLOYEE SHARE-VISION INS		(113.31)	
10-22310-000	PYRL DED-WI DEF COMP		(1,206.31)	
10-22330-000	PYRL DED- SECTION 125/MED/DEP		8,810.33	
10-22410-000	POLICE DEPT UNION DUES		(250.00)	
10-23300-000	ACCOUNTS DUE - LEASE/RENT DEP		750.00	
10-25000-000	DUE TO OTHER GOVERNMENT		5,575.11	
10-25100-000	SALES TAX		21.13	
10-25500-000	POLICE RESTITUTION/TRIP/TVRP		196.48	
10-26000-000	DEFERRED REVENUE (PANORAMA)		320,940.50	
10-26006-000	UNAPPLIED AR		12,499.40	
10-26140-000	POSTPONED ARPA AID		287,229.43	
10-26800-000	ADVANCE TAX COLLECTIONS		12,676.78	
	TOTAL LIABILITIES			762,204.35
	FUND EQUITY			
10-31100-000	RESERVED FB-ADVANCE TIF DIST		1,381,265.72	
10-31110-000	RESERVED FB-SPECIAL PURPOSE		624,662.23	
10-32100-000	RESERVED SPECIAL FB-CDBG		602,432.42	
10-32110-000	RESERVED SPECIAL FB-RERP		2,386.44	
10-32120-000	RESERVED SPECIAL FB-RLF		608,090.70	
10-33100-000	DESIGNATED FB - CEMETERY		3,855.80	
10-33105-000	DESIGNATED FB - RECYCLING		29,257.04	
10-33110-000	DESIGNATED FB - COMM CENTER		24,701.68	
10-33120-000	DESIGNATED FB - POOL		5,000.00	
10-33125-000	DESIGNATED FB - DATA PROC		24,139.73	
10-33130-000	DESIGNATED FB - HISTORIC PRES		10,647.50	
10-33200-000	DESIGNATED FB - BLDGS/PROP		38,421.00	
10-33300-000	DESIGNATED FB - FUTURE PROJECT		410,922.00	
10-34100-000	DESIGNATED SPECIAL FB - CDBG		62,041.04	
10-34110-000	DESIGNATED SPECIAL FB - RLF		195,631.56	
10-35100-000	UNDESIGNATED SPECIAL FB - TIF		(1,603,911.39)	
10-36000-000	GENERAL FUND BALANCE		8,499,873.49	
	REVENUE OVER EXPENDITURES - YTD	472,480.59		
	BALANCE - CURRENT DATE		472,480.59	
	TOTAL FUND EQUITY			11,391,897.55
	TOTAL LIABILITIES AND EQUITY			12,154,101.90

CITY OF RICHLAND CENTER
BALANCE SHEET
MAY 31, 2026

GREATER RICHLAND TOURISM

	ASSETS			
15-11002-000	CASH ALLOCATED TO OTHER FUNDS		1,941.74	
	TOTAL ASSETS			1,941.74
	LIABILITIES AND EQUITY			
	LIABILITIES			
15-21000-000	TOURISM VOUCHERS PAYABLE		392.22	
	TOTAL LIABILITIES			392.22
	FUND EQUITY			
15-31000-000	TOURISM RETAINED EARNINGS		40,123.26	
15-36000-000	TOURISM FUND BALANCE		(2,665.02)	
	REVENUE OVER EXPENDITURES - YTD	(35,908.72)		
	BALANCE - CURRENT DATE		(35,908.72)	
	TOTAL FUND EQUITY			1,549.52
	TOTAL LIABILITIES AND EQUITY			1,941.74

CITY OF RICHLAND CENTER
BALANCE SHEET
MAY 31, 2026

LIBRARY FUND

	ASSETS			
20-11002-000	FUND CASH		220,745.62	
	TOTAL ASSETS			220,745.62
	LIABILITIES AND EQUITY			
	LIABILITIES			
20-21000-000	LIBRARY VOUCHERS PAYABLE		4,400.94	
20-22110-000	LIBRARY FEDERAL W/H TAXES		(264.00)	
20-22120-000	LIBRARY STATE W/H TAXES		(226.53)	
20-22130-000	LIBRARY FICA/MSS W/H TAXES		(1,279.44)	
20-22200-000	LIB EMPLOYEE SHARE-RETIREMENT		(904.88)	
20-22210-000	LIB EMPLOYEE SHARE-HEALTH INS		(5,537.34)	
20-22230-000	LIB EMPLOYEE SHARE-LIFE INS		(80.99)	
20-22270-000	EMPLOYEE SHARE-VISION INS		(10.83)	
20-22320-000	LIB PYRL DEDUCTION-125 PLAN/M		(350.00)	
20-22330-000	LIB PYRL DEDUCTION-125 PLAN/D		377.11	
	TOTAL LIABILITIES			(3,875.96)
	FUND EQUITY			
20-31000-000	LIBRARY RETAINED EARNINGS		251,475.09	
	REVENUE OVER EXPENDITURES - YTD	(26,853.51)		
	BALANCE - CURRENT DATE		(26,853.51)	
	TOTAL FUND EQUITY			224,621.58
	TOTAL LIABILITIES AND EQUITY			220,745.62

	2025 Budget Prev Year 12/31/2025	2025 Actual YTD 12/31/2025	2025 Budget Less Actual	%	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 5/31/2026	2026 Budget Less Actual	% S/B 41.67%
Administration Office								
Revenues								
Total Regulation - Licenses & Permits:	*45,178.00*	*34,976.19*	*10,201.81*	*77.42%*	*44,998.00*	*22,990.75*	*22,007.25*	*51.09%*
Total Public Charges for Services	*-*	*23.00*	*(23.00)*	*#DIV/0!*	*-*	*-*	*0.00*	*#DIV/0!*
Total Interest, Dividend, and Misc. Revenues	*248,600.00*	*442,367.37*	*(193,767.37)*	*177.94%*	*250,000.00*	*178,210.18*	*71,789.82*	*71.28%*
Administration Office Revenue Total	***293,778.00***	***477,366.56***	***(183,588.56)***	***162.49%***	***294,998.00***	***201,200.93***	***93,797.07***	***68.20%***
Expenses								
Total City Admin / Clerk / City Treasurer / Office	*506,355.00*	*514,608.99*	*(8,253.99)*	*101.63%*	*562,090.00*	*173,327.39*	*388,762.61*	*30.84%*
Total Elections	*14,000.00*	*6,250.63*	*7,749.37*	*44.65%*	*12,400.00*	*3,153.31*	*9,246.69*	*25.43%*
Total Municipal Building	*20,000.00*	*15,529.17*	*4,470.83*	*77.65%*	*38,550.00*	*12,180.57*	*26,369.43*	*31.60%*
Administration Office Expense Total	***540,355.00***	***536,388.79***	***3,966.21***	***99.27%***	***613,040.00***	***188,661.27***	***424,378.73***	***30.77%***
Net Total Administration Office	**(246,577.00)**	**(59,022.23)**	**(187,554.77)**	**23.94%**	**(318,042.00)**	**12,539.66**	**(330,581.66)**	**-3.94%**
Elected / Appointed Officials								
Revenues								
Expenses	***89,825.00***	***82,288.66***	***7,536.34***	***91.61%***	***81,035.00***	***22,307.51***	***58,727.49***	***27.53%***
Net Total Elected / Appointed Officials	**(89,825.00)**	**(82,288.66)**	**(7,536.34)**	**91.61%**	**(81,035.00)**	**(22,307.51)**	**(58,727.49)**	**27.53%**
Assessor								
Revenues								
Expenses	***18,700.00***	***4,002.90***	***14,697.10***	***21.41%***	***49,600.00***	***22,453.25***	***27,146.75***	***45.27%***
Net Total Assessor	**(18,700.00)**	**(4,002.90)**	**(14,697.10)**	**21.41%**	**(49,600.00)**	**(22,453.25)**	**(27,146.75)**	**45.27%**
Airport								
Revenues	*39,044.00*	*45,698.97*	*(6,654.97)*	*117.04%*	*39,312.00*	*18,305.23*	*21,006.77*	*46.56%*
Expenses	55,075.00	26,664.27	*28,410.73*	*48.41%*	61,900.00	20,248.03	*41,651.97*	*32.71%*
Net Total Airport	**(16,031.00)**	**19,034.70**	**(35,065.70)**	**-118.74%**	**(22,588.00)**	**(1,942.80)**	**(20,645.20)**	**8.60%**

	2025 Budget Prev Year 12/31/2025	2025 Actual YTD 12/31/2025	2025 Budget Less Actual	%	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 5/31/2026	2026 Budget Less Actual	% S/B 41.67%
Public Works - Buildings & Grounds & Streets								
Revenues								
Total Buildings & Grounds	*800.00*	*-*	*800.00*	*0.00%*	*1,000.00*	*-*	*1,000.00*	*0.00%*
Total Streets	*429,084.00*	*441,659.13*	*(12,575.13)*	*102.93%*	*431,200.00*	*184,576.99*	*246,623.01*	*42.81%*
Buildings & Grounds RevenueTotal	***429,884.00***	***441,659.13***	***(11,775.13)***	***102.74%***	***432,200.00***	***184,576.99***	***247,623.01***	***42.71%***
Expenses								
Total Buildings & Grounds	*447,500.00*	*384,288.66*	*63,211.34*	*85.87%*	*115,410.00*	*105,664.28*	*9,745.72*	*91.56%*
Total Streets	*837,431.00*	*811,111.64*	*26,319.36*	*96.86%*	*677,700.00*	*299,758.70*	*377,941.30*	*44.23%*
Buildings & Grounds Expense Total	***1,284,931.00***	***1,195,400.30***	***89,530.70***	***93.03%***	***793,110.00***	***405,422.98***	***387,687.02***	***51.12%***
Net Total Public Works (B&G & Streets)	**(855,047.00)**	**(753,741.17)**	**(101,305.83)**	**88.15%**	**(360,910.00)**	**(220,845.99)**	**(140,064.01)**	**61.19%**
Building & Zoning								
Revenues	***8,050.00***	***18,657.13***	***(10,607.13)***	***231.77%***	***12,000.00***	***7,602.20***	***4,397.80***	***63.35%***
Expenses	***104,000.00***	***84,839.55***	***19,160.45***	***81.58%***	***97,550.00***	***19,661.73***	***77,888.27***	***20.16%***
Net Total Building & Zoning	**(95,950.00)**	**(66,182.42)**	**(29,767.58)**	**68.98%**	**(85,550.00)**	**(12,059.53)**	**(73,490.47)**	**14.10%**
Cemetery								
Revenues	***32,810.00***	***42,080.00***	***(9,270.00)***	***128.25%***	***34,500.00***	***17,325.00***	***17,175.00***	***50.22%***
Expenses	***10,050.00***	***4,656.72***	***5,393.28***	***46.34%***	***87,650.00***	***16,344.92***	***71,305.08***	***18.65%***
Net Total Cemetery	**22,760.00**	**37,423.28**	**(14,663.28)**	**164.43%**	**(53,150.00)**	**980.08**	**(54,130.08)**	**-1.84%**
Economic Development								
Revenues	***-***	***204,814.02***	***(204,814.02)***		***-***	***117,052.03***	***0.00***	***#DIV/0!***
Expenses	***80,770.00***	***290,284.42***	***(209,514.42)***	***359.40%***	***129,425.00***	***145,180.76***	***(15,755.76)***	***112.17%***
Net Total Economic Development	**(80,770.00)**	**(85,470.40)**	**4,700.40**	**105.82%**	**(129,425.00)**	**(28,128.73)**	**15,755.76**	**21.73%**

	2025 Budget Prev Year 12/31/2025	2025 Actual YTD 12/31/2025	2025 Budget Less Actual	%	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 5/31/2026	2026 Budget Less Actual	% S/B 41.67%
Public Safety								
Revenues								
Total Police Department	121,041.00	134,183.01	(13,142.01)	110.86%	137,902.00	40,408.61	97,493.39	29.30%
Total Fire & EMS	18,000.00	19,118.84	(1,118.84)	106.22%	17,800.00	-	17,800.00	0.00%
Total Health & Human Services								
Public Safety Revenue Total	139,041.00	153,301.85	(14,260.85)	110.26%	155,702.00	40,408.61	115,293.39	25.95%
Expenses								
Total Police Department	1,665,179.00	1,674,331.68	(9,152.68)	100.55%	1,894,017.00	710,661.72	1,183,355.28	37.52%
Total Fire & EMS	268,685.00	282,368.30	(13,683.30)	105.09%	327,741.00	152,717.23	175,023.77	46.60%
Total Health & Human Services	2,000.00	5,977.28	(3,977.28)	298.86%	1,000.00	2,802.73	(1,802.73)	280.27%
Public Safety Expense Total	1,935,864.00	1,962,677.26	(26,813.26)	101.39%	2,222,758.00	866,181.68	1,356,576.32	38.97%
Net Total Public Safety	(1,796,823.00)	(1,809,375.41)	12,552.41	100.70%	(2,067,056.00)	(825,773.07)	(1,241,282.93)	39.95%
Culture - Aquatic, CC/SC, Parks, Recreation								
Revenues								
Total Aquatic Center	167,000.00	240,311.61	(73,311.61)	143.90%	175,000.00	16,904.00	158,096.00	9.66%
Total Symons Center								
Total Community / Senior Center	32,500.00	42,303.79	(9,803.79)	130.17%	48,140.00	21,161.22	26,978.78	43.96%
Total Recreation	14,300.00	21,313.01	(7,013.01)	149.04%	23,300.00	13,803.00	9,497.00	59.24%
Total Parks	25,500.00	26,683.03	(1,183.03)	104.64%	24,000.00	8,725.00	15,275.00	36.35%
Parks & Recreation Revenue Total	239,300.00	330,611.44	(91,311.44)	138.16%	270,440.00	60,593.22	209,846.78	22.41%
Expenses								
Total Aquatic Center	224,510.00	186,040.28	38,469.72	82.87%	244,250.00	16,255.35	227,994.65	6.66%
Total Symons Center	55,000.00	53,960.41	1,039.59	98.11%	53,200.00	-	53,200.00	0.00%
Total Community / Senior Center	266,766.00	259,609.92	7,156.08	97.32%	339,220.00	127,419.10	211,800.90	37.56%
Total Recreation	47,250.00	36,409.25	10,840.75	77.06%	45,500.00	985.60	44,514.40	2.17%
Total Parks	60,500.00	65,180.97	(4,680.97)	107.74%	296,250.00	14,532.76	281,717.24	4.91%
Parks & Recreation Expense Total:	654,026.00	601,200.83	52,825.17	91.92%	978,420.00	159,192.81	819,227.19	16.27%
Net Total Culture	(414,726.00)	(270,589.39)	(144,136.61)	65.25%	(707,980.00)	(98,599.59)	(609,380.41)	13.93%

	2025 Budget Prev Year 12/31/2025	2025 Actual YTD 12/31/2025	2025 Budget Less Actual	%	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 5/31/2026	2026 Budget Less Actual	% S/B 41.67%
Refuse								
Revenues								
Total Garbage & Recycling	287,000.00	322,806.59	(35,806.59)	112.48%	331,280.00	129,085.55	202,194.45	38.97%
Total Landfill	69,000.00	81,919.95	(12,919.95)	118.72%	15,250.00	20,055.00	(4,805.00)	131.51%
Refuse Revenue Total	356,000.00	404,726.54	(48,726.54)	113.69%	346,530.00	149,140.55	197,389.45	43.04%
Expenses								
Total Garbage & Recycling	282,000.00	288,065.32	(6,065.32)	102.15%	295,000.00	124,685.74	170,314.26	42.27%
Total Landfill	85,770.00	74,058.64	11,711.36	86.35%	31,650.00	8,095.68	23,554.32	25.58%
Refuse Expense Total	367,770.00	362,123.96	5,646.04	98.46%	326,650.00	132,781.42	193,868.58	40.65%
Net Total Refuse	(11,770.00)	42,602.58	(54,372.58)	-361.96%	19,880.00	16,359.13	3,520.87	82.29%
Fire Calls								
Revenues	25,000.00	21,194.00			25,000.00	5,524.00	19,476.00	22.10%
Expenses	20,000.00	19,494.00	506.00	97.47%	25,000.00	5,524.00	19,476.00	22.10%
Net Total Fire Calls	5,000.00	1,700.00	(506.00)	34.00%	-	-	0.00	#DIV/0!
Taxi								
Revenues	375,000.00	198,228.49			341,608.00	118,797.46	222,810.54	34.78%
Expenses	375,000.00	355,760.66	19,239.34	94.87%	397,220.00	129,293.15	267,926.85	32.55%
Net Total Taxi	-	(157,532.17)	(19,239.34)	#DIV/0!	(55,612.00)	(10,495.69)	(45,116.31)	18.87%
Room Tax / Tourism (City Portion Only - 30% Revenue, 50% Wages & Benefits GRT Director & 100% RR Depot Building)								
Revenues	122,375.00	40,969.70	81,405.30	33.48%	28,760.00	10,701.01	18,058.99	37.21%
Expenses	150,843.00	44,260.76	106,582.24	29.34%	26,965.00	18,221.27	8,743.73	67.57%
Net Room Tax /Tourism	(28,468.00)	(3,291.06)	(25,176.94)	11.56%	1,795.00	(7,520.26)	9,315.26	-418.96%

	2025 Budget Prev Year 12/31/2025	2025 Actual YTD 12/31/2025	2025 Budget Less Actual	%	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 5/31/2026	2026 Budget Less Actual	% S/B 41.67%
All Other - Not listed within a Specific Department								
Revenues								
Total Tax Levy	2,332,552.00	2,332,552.00	0.00	100.00%	2,335,854.00	1,687,439.09	648,414.91	72.24%
Total Other Taxes (PILOT, Mobile Homes, Etc)	544,000.00	604,775.46	(60,775.46)	111.17%	593,700.00	232,617.00	361,083.00	39.18%
Total Intergvmnt'l - State & Fed Aid + Grants + Utility Reimb	139,495.00	151,889.67	(12,394.67)	108.89%			0.00	#DIV/0!
Total Franchise Fees			0.00	#DIV/0!			0.00	#DIV/0!
Total Interest Income			0.00	#DIV/0!			0.00	#DIV/0!
Total Miscellaneous Revenues	1,851,258.00	1,812,564.02	38,693.98	97.91%	2,030,706.00	185,068.65	1,845,637.35	9.11%
All Other Revenue Total	4,867,305.00	4,901,781.15	(34,476.15)	100.71%	4,960,260.00	2,105,124.74	2,855,135.26	42.44%
Expenses								
Total Insurance	293,700.00	251,625.67	42,074.33	85.67%	158,700.00	74,387.76	84,312.24	46.87%
Total Audit & Legal	152,500.00	149,094.69	3,405.31	97.77%	130,000.00	23,500.00	106,500.00	18.08%
Total Data Processing	54,300.00	46,090.26	8,209.74	84.88%	69,400.00	23,507.04	45,892.96	33.87%
Total Celebrations	-	-	0.00	#DIV/0!	-	-	0.00	#DIV/0!
Total Debt Service	416,384.00	369,321.25	47,062.75	88.70%	414,628.00	156,041.32	258,586.68	37.63%
Total Unallocated Contingency	42,670.00	72,719.98	(30,049.98)	170.42%	2,749,000.00	31,512.50	2,717,487.50	1.15%
All Other Expense Total	959,554.00	888,851.85	70,702.15	92.63%	3,521,728.00	308,948.62	3,212,779.38	8.77%
Net Total All Other	3,907,751.00	4,012,929.30	(105,178.30)	102.69%	1,438,532.00	1,796,176.12	(357,644.12)	124.86%
Capital Outlay								
Revenues								
ARPA Funds	123,000.00	-	123,000.00	0.00%	-	-	0.00	#DIV/0!
Grant Funds	3,140,000.00	96,559.73	3,043,440.27	3.08%	2,749,000.00	-	2,749,000.00	0.00%
Other Miscellaneous	5,000.00	3,903.25	1,096.75	78.07%	-	1,249.07	(1,249.07)	#DIV/0!
Transfers In	-	-	0.00	#DIV/0!	1,352,433.50	-	1,352,433.50	0.00%
Capital Outlay Revenue Total	3,268,000.00	100,462.98	3,167,537.02	3.07%	4,101,433.50	1,249.07	4,100,184.43	0.03%
Expenses								
Capital Outlay Expense Total	3,781,250.00	189,528.81	3,591,721.19	5.01%	1,518,100.00	104,697.05	1,413,402.95	6.90%
Net Capital Outlay	(513,250.00)	(89,065.83)	(424,184.17)	17.35%	2,583,333.50	(103,447.98)	2,686,781.48	-4.00%

	2025 Budget Prev Year 12/31/2025	2025 Actual YTD 12/31/2025	2025 Budget Less Actual	%	2026 Budget (Current Year) 12/31/2026	2026 Actual YTD 5/31/2026	2026 Budget Less Actual	% S/B 41.67%
Revenues	$ 10,195,587.00	$ 7,381,551.96	$ 2,633,457.53	*72.40%*	$ 11,042,743.50	$ 3,037,601.04	$ 8,122,194.49	*27.51%*
Expenditures	$ 10,428,013.00	$ 6,648,423.74	$ 3,779,589.26	*63.76%*	$ 10,930,151.00	$ 2,565,120.45	$ 8,365,030.55	*23.47%*
Library Transfer Out	$ 306,969.00	$ 306,969.00	$ -	*100.00%*	$ 312,428.00	$ -	$ 312,428.00	*0.00%*
Net Revenue Less Expenditure	**$ (539,395.00)**	**$ 426,159.22**	**$ (1,146,131.73)**		**$ (199,835.50)**	**$ 472,480.59**	**$ (555,264.06)**	
Ferguson Land Purchase (Contingency Funds)		$ 646,468.29						
Actual Net / Revenue Over Expense	***$ (539,395.00)***	***$ 1,072,627.51***	***$ (1,146,131.73)***		***$ (199,835.50)***	***$ 472,480.59***	***$ (555,264.06)***	
	$ -	$ -			$ -	$ -		
	$ -	$ -			$ -	$ -		
TID Fund								
Revenues								
Tax Revenue - TID	-	-	*0.00*	*#DIV/0!*	-	-	*0.00*	*#DIV/0!*
State Aid - TID	-	-	*0.00*	*#DIV/0!*	-	*1,313.54*	*(1,313.54)*	*#DIV/0!*
Panorama Contributions - TID	-	*29,631.25*	*(29,631.25)*	*#DIV/0!*	-	-	*0.00*	*#DIV/0!*
Transfers In			*0.00*	*#DIV/0!*			*0.00*	*#DIV/0!*
TID Fund Revenue Total	-	***29,631.25***	***(29,631.25)***	***#DIV/0!***	-	***1,313.54***	***(1,313.54)***	***#DIV/0!***
Expenses								
TID Expense Total	-	***3,959.75***	***(3,959.75)***	***#DIV/0!***	-	***9,652.50***	***(9,652.50)***	***#DIV/0!***
Net TID	-	**25,671.50**	**(25,671.50)**	**#DIV/0!**	-	**(8,338.96)**	**8,338.96**	**#DIV/0!**
Revenues	$ 3,508,747.00	$ 286,722.68	$ 3,222,024.32	*8.17%*	$ 3,643,661.00	$ 4,708.41	$ 3,638,952.59	*0.13%*
Expenditures	$ 4,680,025.00	$ 5,227,016.65	$ 99,476.64	*111.69%*	$ 6,763,140.00	$ 1,695,232.00	$ 5,067,908.00	*25.07%*
Library Transfer Out	$ -	$ -	$ -	*#DIV/0!*	$ -	$ -	$ -	*#DIV/0!*
			$ -					
Net Revenue Less Expenditure	**$ (1,171,278.00)**	**$ (4,940,293.97)**	**$ 3,122,547.68**		**$ (3,119,479.00)**	**$ (1,690,523.59)**	**$ (1,428,955.41)**	
Ferguson Land Purchase (Contingency Funds)		$ 646,468.29						
Actual Net / Revenue Over Expense	***$ (1,171,278.00)***	***$ (4,293,825.68)***	***$ 3,122,547.68***		***$ (3,119,479.00)***	***$ (1,690,523.59)***	***$ (1,428,955.41)***	
Greater Richland Tourism								
Revenues								
Total City Room Tax Dollars	60,000.00	*58,362.31*	*1,637.69*	*97.27%*	*56,000.00*	*10,670.42*	*45,329.58*	*19.05%*
Total Other Muni Room Tax Dollars	105,000.00	*109,470.42*	*(4,470.42)*	*104.26%*	*51,500.00*	*10,100.77*	*41,399.23*	*19.61%*
Total MISCELLANEOUS REVENUES:	600.00	*1,381.39*	*(781.39)*	*230.23%*	-	*396.26*	*(396.26)*	*#DIV/0!*
GRT Revenue Total:	***165,600.00***	***169,214.12***	***(3,614.12)***	***102.18%***	***107,500.00***	***21,167.45***	***86,332.55***	***19.69%***
Expenses - Greater Richland Tourism	-	***114,854.56***	***(114,854.56)***	***#DIV/0!***	***105,281.00***	***57,076.17***	***48,204.83***	***54.21%***
Net Total Greater Richland Tourism	**165,600.00**	**54,359.56**	**111,240.44**	**32.83%**	**2,219.00**	**(35,908.72)**	**38,127.72**	**-1618.24%**
Library								
Revenues								
Total Levy Funds from City	*306,969.00*	*306,969.00*	*0.00*	*100.00%*	*312,428.00*	-	*312,428.00*	*0.00%*
Total County Funds	*143,836.00*	*143,835.33*	*0.67*	*100.00%*	*135,773.00*	*135,832.49*	*(59.49)*	*100.04%*
Total MISCELLANEOUS REVENUES:	*16,000.00*	*17,971.65*	*(1,971.65)*	*112.32%*	*30,850.00*	*17,133.64*	*13,716.36*	*55.54%*
Library Revenue Total:	***466,805.00***	***468,775.98***	***(1,970.98)***	***100.42%***	***479,051.00***	***152,966.13***	***326,084.87***	***31.93%***
Expenses - Library	***466,805.00***	***427,897.74***	***38,907.26***	***91.67%***	***479,051.00***	***179,819.64***	***299,231.36***	***37.54%***
Net Total Library	-	**40,878.24**	**(40,878.24)**	**#DIV/0!**	-	**(26,853.51)**	**26,853.51**	**#DIV/0!**

CITY OF RICHLAND CENTER

Purchasing and Procurement Policy

DRAFT — for internal review

Table of Contents

Right-click the contents below and choose "Update Field" in Word to populate page numbers.

How to Use This Policy

This Policy is organized as a reference document. The sections below are designed to help you find an answer quickly:

- The Quick-Reference Authority Matrix shows, at a glance, who approves a purchase and what's required, based on dollar amount and purchase type.
- The Quick-Start Purchasing Flow walks through the basic steps of a typical purchase, with links to the full detailed section for each step.
- The Glossary defines the acronyms and terms used throughout (RFB, RFQ, RFP, and others).
- Every section in the body of this Policy is numbered (e.g., § 5.1), and cross-references are clickable links — in Word, hold Ctrl and click a blue link to jump straight to that section.

The detailed rules always govern. The quick-reference tools below are summaries only — if anything here conflicts with the full text of a section, the full section controls.

Quick-Reference Authority Matrix

Purchase Type	Amount	Required Approval	Competition Required
Budgeted Purchase	≤ $5,000	Department Head	Not required; compare prices
Budgeted Purchase	$5,001 – $10,000	Department Head + City Administrator	Bids/quotes obtained; copies sent to City Administrator
Budgeted Purchase	> $10,000	Applicable committee	Formal solicitation (RFB or RFP)
Professional Services	> $15,000	City Administrator / applicable committee	RFP required unless exempt
Non-Budgeted Purchase	Any amount	Common Council, on recommendation of applicable committee & Budget Committee	As applicable to purchase type and amount
Emergency Purchase	Any amount	Mayor, w/ notice to City Administrator & report to Council	Waived when emergency criteria are met
General Public Construction Per Wis. Stat. § 62.15	≥ $50,000	Council (lowest bidder)	Per Wis. Stat. § 62.15, bidding and notice thresholds apply
Street, Road, or Bridge Construction	≥ $25,000	Council (lowest bidder)	Per Wis. Stat. § 62.15, bidding and notice thresholds apply
Surplus Property Sale	≤ $5,000	City Administrator	N/A
Surplus Property Sale	> $5,000	General Government	N/A

This table is a summary only. See the linked sections in the Quick-Start Purchasing Flow, below, or the full Policy text for complete requirements.

Quick-Start Purchasing Flow

For a typical purchase, follow these steps. Click a linked section for the full requirements.

1. Confirm the purchase is budgeted. If not, see § 5.2 (Non-Budgeted Expenditures).
2. Determine if competitive bidding is required. See § 7.2 (When Competitive Bidding Is Required) and § 7.3 (Obtaining Bids).
3. Get the right approval for the dollar amount. See § 5.1 (Routine Budgeted Purchases) and the Quick-Reference Authority Matrix, above.
4. Determine if a contract is required. If so, see § 10.1 (Contracts Defined), § 10.2 (Signatories), and § 10.3 (Contract Review).
5. If using a purchasing card, see § 11 (Purchasing Cards). If the purchase is an emergency, see § 12 (Emergency Purchases) instead of this everyday flow.

The full step-by-step version of this flow, including contract routing and invoice submission, appears in § 16 (Purchasing Workflow for City Departments) at the end of this Policy.

Glossary of Acronyms and Terms

Term	Meaning
RFB	Request for Bid — formal solicitation for commodities with clear specifications, awarded primarily on price.
RFQ	Request for Quotation — an informal solicited price quote for commodities with clear specifications, used for comparison rather than a formal bid.
RFI	Request for Information — used to identify qualified vendors or gather market information before choosing a formal solicitation method.
RFP	Request for Proposal — used when deliverables are not well-defined or when criteria beyond price (experience, approach, qualifications) matter.
MOU	Memorandum of Understanding — treated as a contract under this Policy.
FTA	Federal Transit Administration, U.S. Department of Transportation.
2 CFR Part 200	The federal Uniform Guidance governing cost principles and administrative requirements for federal awards.
F&A Cost	Facilities and Administrative cost — an indirect cost of a federal award.
Class 1 Notice	A public notice published once, under Wis. Stat. ch. 985, before certain contracts are executed.
Lowest Responsible Bidder	The lowest bidder who also meets the responsibility factors in § 7.9 (ability, experience, compliance history, financial capacity, etc.) — not simply the lowest price.
Sole-Source Purchase	A purchase where only one supplier is available, or the pool of qualified suppliers is restricted by technical, certification, or warranty requirements.
Good Faith Effort	The minimum standard of price comparison and documentation required for purchases not otherwise subject to formal competitive bidding. See § 3.3.

1 Purpose

The purpose of this Policy is to set uniform guidelines for purchases and procurement processes, and to allow the City to acquire, on a competitive basis, all goods and services at the best value possible, in a manner that maximizes the effectiveness, efficiency, and transparency of City operations.

This Policy applies to all expenditures by a public agent of the City, irrespective of the source of funds. It is administered by the Clerk, Treasurer, or Financial Officer and the City Administrator, under the oversight of the General Government Committee. This Policy applies to all agencies, departments, and offices of the City, and, unless otherwise provided by statute, to any committee, board, or commission that manages or operates City property, installations, or activities.

Any mandatory applicable state or federal law or regulation supersedes this Policy. Procurement of goods or services using federal grant funds shall comply with 2 CFR Part 200 and any applicable grant requirements, including the Cost Allowability procedures described in § 2 (Cost Allowability for Charges Against Federal Awards).

2 Cost Allowability for Charges Against Federal Awards *(Required under 2 CFR 200.302(b)(7).)*

All costs incurred by the City under a grant award from the U.S. Department of Transportation, Federal Transit Administration (FTA), are subject to the cost allowability standards set out in the applicable OMB Uniform Guidance (2 CFR Part 200) — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

This same procedure applies to any other federal award received by the City, regardless of the awarding agency or pass-through entity, to the extent required by 2 CFR Part 200 or the terms of the applicable award.

Prior to entry into the general ledger, the Financial Officer shall review each expense charged to a federal award and determine that it meets the following:

2.1 Allowability

The expense meets the general requirements of 2 CFR § 200.403(a)–(g). The City maintains a system of internal controls over federal expenditures to provide reasonable assurance that federal awards are used only for allowable activities, and that costs charged to federal awards:

- Are necessary and reasonable for the performance of the award and allocable to it;
- Conform to any limitations or exclusions in the cost principles or the award itself;
- Are treated consistently with the City's policies for both federally funded and other activities;
- Receive consistent treatment;
- Are determined in accordance with generally accepted accounting principles;
- Are not also used to meet cost-sharing or matching requirements of any other federally funded program, in the current or a prior period; and
- Are adequately documented.

2.2 Selected Items of Cost

The expense is consistent with the applicable cost-allowability factors in 2 CFR §§ 200.420–200.475.

2.3 Grant Budget

The expense is consistent with the allowable costs set out in the grant agreement.

This review applies regardless of whether the City classifies the expense as a direct or indirect (F&A) cost.

If the expense is allowable, the Financial Officer shall code it to the account established for the applicable federal award and record it in the general ledger. If the Financial Officer cannot determine allowability, the City Administrator shall be consulted before the cost is entered in the general ledger. If the question cannot be resolved at the City level, the City shall seek clarification from the federal awarding agency or pass-through agency.

If an expense is determined ineligible for reimbursement under the federal award, the Financial Officer shall record it in Account [account number to be established], “Ineligible Costs.”

3 General Information and Objectives

The City of Richland Center strives to maintain efficient business practices and good cost control. A well-managed purchasing policy assists in accomplishing this goal.

The primary objectives of this Policy are:

1. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance;
2. To provide adequate controls over expenditures and financial commitments, with proper documentation;
3. To obtain quality goods required by departments and ensure they are available at the place and time needed;
4. To provide a standardized system of purchasing for use by all departments; and
5. To promote competition and ensure fair opportunity and equitable treatment for all vendors in the procurement process.

3.1 Department Head Responsibility

Department Heads are responsible for properly managing their department's purchases and budget, regardless of the payment method used. Failure to do so is subject to the City's disciplinary procedures, up to and including removal from the position.

Department Heads shall make purchases within state and federal regulations, consistent with the provisions of this Policy, and shall make all reasonable efforts to secure maximum value for the City in every expenditure.

Employees and officials shall comply with Wis. Stat. § 946.13 and all applicable City ethics provisions regarding conflicts of interest and financial interests in City contracts.

3.2 Mayor’s Power to Make Expenditures

Where it is not feasible to obtain Common Council approval for a budgeted expenditure due to time constraints — but the situation does not rise to the level of an emergency as defined in § 12 (Emergency Purchases) — the Mayor may authorize the expenditure of City funds in an aggregate amount of not more than $10,000, provided the expenditure is made from budgeted funds. The Mayor shall inform the Common Council of any such authorized expenditure at its next meeting.

This authority is distinct from the Mayor's authority to approve Emergency Purchases (§ 12 (Emergency Purchases)), which applies only when the specific emergency criteria in that section are met and is not subject to a dollar limit.

3.3 Requirement of Good Faith Effort

All City Department Heads and employees shall demonstrate a reasonable and good faith effort to obtain goods and services for the City at the lowest possible cost consistent with the quality and service needed to maintain efficient City operations.

For purchases not otherwise subject to the formal competitive bidding requirements described in § 7 (Competitive Bidding) (generally, purchases of $5,000 or less), a good faith effort includes, at a minimum:

- Comparing prices among at least two vendors when practical;
- Considering total cost of ownership (e.g., maintenance, delivery, warranty), not just purchase price;
- Retaining documentation of the comparison or the basis for selecting a vendor; and
- Avoiding the practice of splitting a single purchase into smaller transactions in order to fall under a bidding or approval threshold. See § 7.5 (Prohibited Conduct).

4 Purchasing

4.1 Central Purchasing

Many items purchased by the City are commonly used by several departments or other units of government. By consolidating departmental needs, the City can take advantage of price discounts on large-quantity orders. Annual orders are encouraged. Department Heads and other purchasers are strongly encouraged to coordinate purchases of common items across departments.

4.2 Cooperative Purchasing

Cooperative purchasing between the City and the State of Wisconsin, or between the City and other local governments, can result in significant savings. The Financial Officer/Treasurer has the authority to analyze the desirability of cooperative purchasing arrangements and make recommendations to the City Administrator. The Common Council encourages cooperative purchasing but retains the right to reject any or all such agreements.

It is the policy of the City to enter into cooperative purchasing agreements when:

1. Substantial savings will result;
2. Quality, availability, or service will not be sacrificed;
3. The City will be separately billed for its purchases; and
4. Ordered items will be delivered directly to the City, unless otherwise agreed.

Purchases made through State of Wisconsin contracts, Sourcewell, OMNIA Partners, HGACBuy, or other competitively procured cooperative purchasing programs are deemed to satisfy the competitive quotation requirements of this Policy.

5 Purchasing Parameters

5.1 Routine Budgeted Purchases

Routine budgeted purchases are grouped into the following categories:

1. Purchases of $5,000 or less are authorized by the Department Head without further approval, provided the item is included in the current budget. Competitive bidding is not required at this level;

Department Heads should compare prices where practical, consistent with the Requirement of Good Faith Effort (§ 3.3).

2. Purchases of more than $5,000 but not more than $10,000 shall be approved by the City Administrator prior to ordering, after the Department Head complies with the competitive bidding requirements of this Policy, forwards copies of bids or quotes received to the City Administrator, and confirms the item is included in the current budget.
3. Purchases of more than $10,000 shall be approved by the committee responsible for the department, prior to ordering.

Construction and Public Works Contracts follow separate thresholds under Wis. Stat. § 62.15. See [§ 9 (Public Construction)](#).

5.2 Non-Budgeted Expenditures

All expenditures not specifically included in the current year's budget require approval of the Common Council, upon recommendation of the committee responsible for the department and the Budget Committee.

6 Purchase-Related Charges and Allowances

6.1 Shipping and Freight

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, they must be billed at the time of invoicing. Purchasers should inquire about applicable freight charges when obtaining price quotes. Any charges to be paid by the City are considered part of the price quotation when selecting the successful bidder and shall be noted on the purchase requisition. Unless otherwise stated in the RFB, RFQ, or RFP, all formal bids and proposals shall include freight and delivery charges, if any.

6.2 Sales Tax Exemption

The City is exempt from city, county, and state sales tax. Purchasers are responsible for informing vendors of the City's tax-exempt status. Tax-exempt forms are available from the Clerk's Office. Invoices received by the City that include sales tax will be corrected to remove the tax prior to payment.

6.3 Vendor Discounts

It is the policy of the City to take advantage of all available vendor discounts. The following should be kept in mind:

1. Cash discounts are often offered for prompt payment, typically within ten (10) days of the invoice date. Department Heads assist the City by forwarding approved invoices promptly to the Financial Officer/Treasurer's Office for payment.
2. Trade discounts are sometimes offered to municipalities to attract business, but in most cases will not be offered unless the purchaser asks. Purchasers should always ask whether a trade discount is available when obtaining price quotations.
3. The accounts payable vendor file is maintained with individual vendor payment terms so that the software system can schedule invoices for the proper payment date and ensure available discounts are taken.
4. Payments are created, grouped, and sorted within the system based on fund and due date.

7 Competitive Bidding

7.1 Policy

It is the policy of the City of Richland Center to procure needed materials, equipment, and services at the lowest cost consistent with quality and performance. Purchases will be made only after price quotations have been obtained, or attempted to be obtained, from different suppliers through formal or informal means, as required under this Policy.

7.2 When Competitive Bidding Is Required

Competitive bidding under this Policy applies to purchases of materials, equipment, and services that are not subject to the construction and public works bidding requirements described in § 9 (Public Construction).

- **Purchases of $5,000 or less:** Competitive bidding is not required. The Department Head is expected to compare prices where practical, consistent with the § 3.3 (Requirement of Good Faith Effort).
- **Purchases of more than $5,000:** The Department Head shall obtain bids or proposals in accordance with this Policy, as described in § 7.3 (Obtaining Bids).

7.3 Obtaining Bids

Unless otherwise required by State Statute, Department Heads have discretion in determining the appropriate method for obtaining bids or proposals. This includes two decisions:

7.3.1 The Type of Solicitation

- **Request for Bid (RFB):** Use when deliverables are commodities with clear specifications and price will be the primary determining factor.
- **Request for Quotation (RFQ):** Use when deliverables are commodities with clear specifications and price will be the primary determining factor. Unlike an RFB, this is an informal solicited price quote used for comparison purposes rather than a formal bid.
- **Request for Information (RFI):** Use to develop a list of qualified sellers or gather information on resource availability, typically before deciding on a formal solicitation method.
- **Request for Proposal (RFP):** Use when deliverables are not well-defined, or when factors beyond price — such as experience, approach, or qualifications — will be part of the selection.

A template is available from the City Administrator for RFBs and RFQs. Department Heads may release an RFB or RFQ using these templates without prior City Administrator approval, provided the solicitation is consistent with this Policy.

Because RFIs and RFPs vary significantly based on the scope and nature of each purchase, these are developed on a case-by-case basis, and each must be reviewed and approved by the City Administrator prior to publication or distribution to vendors.

Department Heads are encouraged to seek assistance from the City Administrator or Financial Officer/Treasurer when developing any of these solicitations, particularly for purchases that are complex, high-value, or unfamiliar to the department.

7.3.2 The Method Used to Solicit Vendors

Department Heads may solicit vendors by U.S. mail, e-mail, publication in the official newspaper, telephone contact, or verbal request.

Regardless of the method chosen, Department Heads shall attempt to obtain bids or proposals from at least three (3) vendors to ensure comparison pricing is demonstrated.

7.4 Exceptions

The only exceptions to this Policy are:

1. Sole-source or vendor-restricted purchases — purchases where only one supplier is available, or where the pool of qualified suppliers is limited by technical requirements, certifications, or warranty conditions. This includes diagnostic vehicle repairs and warranty work that must be performed by a service provider equipped, trained, or certified to work on the specific make and model of the equipment being repaired.
2. Emergency purchases and repairs covered by insurance proceeds.
3. Items purchased under a State of Wisconsin contract.
4. Purchases made with grant funds that require specified purchase procedures.
5. Professional services where the City Administrator determines that competitive bidding is not practical or beneficial to the City, based on factors such as the vendor's specialized expertise, past satisfactory performance for the City, the complexity or urgency of the engagement, or the limited pool of qualified providers for the service required.
6. Other circumstances, not otherwise addressed by this Policy, where the Department Head documents in writing the specific reason competitive bidding is impractical or not in the City's best interest, and the City Administrator approves the justification in writing prior to the purchase.

7.5 Prohibited Conduct

Purchases shall not be artificially divided or staggered for the purpose of avoiding quotation, bidding, or approval requirements.

7.6 Tie Bids

If two or more bids are in the same amount or unit price, with quality, service, and other relevant factors being equal, the contract shall be awarded to a bidder whose principal place of business is located within the City limits, if any such bidder exists among the tied bids.

If two or more of the tied bidders have a principal place of business within the City limits, or if none of the tied bidders is located within the City limits, the Department Head shall use “determination by lot” (coin toss or blind draw), conducted in the presence of a witness, to award the contract to one of the tied bidders.

7.7 Rejection of Bids

Department Heads have the authority to reject bids or parts of bids, or all bids, where doing so serves the public interest. In all cases, the Department Head has the authority to re-advertise and re-bid a proposed purchase, or to reject all bids and negotiate a purchase directly with any supplier, if this procedure is deemed most advantageous to the City.

7.8 Bidders in Default to the City

A Department Head shall not accept the bid of any supplier who is in default or delinquent in the payment of taxes, licenses, forfeitures, or any other moneys whatsoever due to the City.

7.9 Selecting a Bid — Determining Bidder Responsibility

The contract shall be awarded to the lowest responsible bidder. In determining whether a bidder is responsible, the Department Head shall consider the totality of the circumstances, which may include the following factors. No single factor is determinative on its own.

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required.
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
4. The quality of performance of previous contracts or services by the bidder.
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
6. The sufficiency of the bidder's financial resources and ability to perform the contract or provide the service.
7. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
8. The ability of the bidder to provide future maintenance and service related to the subject of the contract.
9. The number and scope of conditions attached to the bid.

If the contract is awarded to a bidder other than the lowest bidder, the Department Head shall document in writing the specific factors, from those listed above or otherwise relevant, that formed the basis for the decision. This documentation shall be retained with the procurement file and provided to the City Administrator prior to execution of the contract.

8 Professional Services

Professional services include legal, financial, engineering, consulting, or other services that are complex or technical in nature.

A Request for Proposal (RFP) is required for any professional services expected to cost more than $15,000. The purpose of the RFP is to gather sufficient information from potential service providers to make an informed selection. At a minimum, the evaluation shall consider price, ability to perform, experience, technical expertise, availability, and the provider's past service to the City.

Exception: An RFP is not required for ongoing or continuous services already in place, such as legal services provided by the City Attorney or engineering services for an ongoing project. However, the applicable committee or the Common Council may require an RFP for any such service if it chooses to do so.

9 Public Construction

Public construction and public works contracts must be bid and advertised in accordance with Wis. Stat. § 62.15, as follows:

9.1 General Public Construction

Buildings, facilities, parks, utilities, and other public works not involving streets, roads, or bridges:

- Projects estimated to cost $10,000 or less may be let as the Council directs, without formal bidding.

- Projects estimated to cost more than $10,000 but not more than $50,000 require a Class 1 notice under Wis. Stat. ch. 985 before the contract is executed.
- Projects estimated to cost more than $50,000 must be let by contract to the lowest responsible bidder, following the **sealed bid** and advertisement procedures of Wis. Stat. § 66.0901.

9.2 Street, Road, and Bridge Construction

Construction, improvement, repair, or maintenance of any City street, road, or bridge, regardless of whether it is a state, federal, or locally funded project:

- Projects estimated to cost $5,000 or less may be let as the Council directs.
- Projects estimated to cost more than $5,000 but not more than $25,000 require a Class 1 notice.
- Projects estimated to cost more than $25,000 must be let by contract to the lowest responsible bidder.

A project may not be divided into smaller components in order to avoid these thresholds.

Emergency repairs necessary to protect public health or welfare are exempt from these requirements, consistent with Wis. Stat. § 62.15(1b).

10 Contracted Services and Other Contracted Purchases

10.1 Contracts Defined

For purposes of this Policy, “contracts” are defined as any document:

1. Requiring signature of statutory officers of the City;
2. Expressly waiving liability of the vendor;
3. Expressing a scope of service to be performed by the vendor;
4. Placing conditions, other than payment, upon the City; or
5. A lease agreement or memorandum of understanding (MOU).

10.2 Signatories

The Mayor, City Administrator, City Clerk, and City Treasurer are the City's signature authorities. The City Administrator may be authorized by the Common Council to execute contracts within the limits of this Policy. Contracts requiring Council approval shall be executed by the Mayor and City Clerk after Council authorization. Department Heads do not have legal standing to contract on behalf of the City unless expressly authorized to do so by the Council.

The City Administrator has the authority to sign contracts to purchase vehicles or equipment without an additional signatory, provided the purchase is included in the annual budget and meets the requirements of this Policy.

10.3 Contract Review

Department Heads are responsible for conducting a comprehensive review of any contract, as defined in § 10.1 (Contracts Defined), before it is submitted for execution. This includes understanding the scope of work, obligations, liability terms, and any conditions placed on the City, and confirming the contract is consistent with this Policy and the approved budget.

All contracts must be submitted to the City Administrator for review with sufficient time before the anticipated execution date — no later than two business weeks prior. Contracts submitted after this window may not be reviewed or executed in time to meet the Department Head's anticipated timeline, and any resulting delay is the responsibility of the Department Head.

The City Administrator shall review each submitted contract as to form and shall determine whether review by the City Attorney is also required.

All questions about whether a document constitutes a contract under this Policy should be directed to the City Administrator prior to execution.

11 Purchasing Cards

11.1 Purpose

Purchasing cards help the City make routine purchases quickly and efficiently. They are a supplement to existing purchasing procedures, not a replacement for them — all purchases made with a City purchasing card must still meet the competitive pricing requirements of this Policy.

11.2 When to Use a Purchasing Card

Use a purchasing card when:

- The vendor cannot bill or invoice the City directly; or
- The vendor requires payment by card as a matter of vendor policy; or
- Using the card provides a better discount or rebate than the City would receive through a standard charge account.

11.3 Card Access

Department Heads decide which employees under their supervision may hold a purchasing card. Employees may not make purchases on a City card without their Department Head's prior knowledge and approval.

Before receiving a card, an employee must sign an agreement confirming that they:

1. Understand the purpose and appropriate use of a City purchasing card;
2. Have read and understand this Policy;
3. Understand that improper use of the card may result in disciplinary action, up to and including termination; and
4. Will return the card to the Department Head when requested, including for reasons such as:
    a. A change in job duties,
    b. Retirement or resignation,
    c. Termination of employment,
    d. Improper use of the card, or
    e. Any other reason determined appropriate by the Department Head or City Administrator.

11.4 Sales Tax Exemption

Purchases made on a City purchasing card remain exempt from city, county, and state sales tax. Cardholders are provided the City's tax-exemption number. Tax-exempt forms are available from the

Clerk's Office. The cardholder is responsible for providing the vendor proof of tax-exempt status at the time of purchase.

11.5 Automatic Payroll Deduction

If a meal (plus tip) purchase exceeds the amount allowed under the Mileage and Expense Reimbursement Policy in the Employee Handbook, the employee must immediately (within five (5) days) reimburse the City for the difference between the allowable amount and the amount charged.

If an unauthorized purchase occurs, or if the Department Head determines that a good faith attempt to obtain the City's tax exemption was not made, the employee must immediately (within five (5) days) reimburse the City for the full amount of the unauthorized charge or the tax improperly paid, as applicable.

If the employee does not submit the required reimbursement to the Financial Officer/Treasurer's Office within this period, the employee's inaction constitutes authorization for an automatic payroll deduction in the amount owed.

11.6 Documentation and Payment

As with any City purchase, purchasing card transactions must be properly documented to ensure timely, accurate payment.

11.6.1 Submitting Receipts

Employees must submit supporting documentation to their Department Head as soon as possible after making a purchase. Acceptable documentation includes:

- The original, itemized sales receipt (required)
- Itineraries
- Rental agreements
- Completed registration forms
- Renewal notices
- Order confirmations

11.6.2 Required Information

Each piece of documentation must clearly show the vendor's name; the date of purchase (and time, for meal reimbursements); the employee(s) involved; a description of the goods or services received; the amount; and the business purpose. Documentation must also be marked as a purchasing card transaction and must indicate the department, card number, and the name of the employee who made the purchase.

11.6.3 Department Head Approval

The Department Head reviews the documentation, assigns the appropriate account code, and signs off — the same process used for any other request for payment.

11.6.4 Submission to the Finance Office

The Department Head, or a designee, submits the approved documentation to the Financial Officer/Treasurer.

11.6.5 Statement Reconciliation and Payment

Purchasing card statements are mailed directly to the Clerk's Office. Each receipt must be matched to the corresponding statement charge. Because the card vendor requires electronic payment within 14 days of the statement date, the City pays the statement before Council review. The related vouchers are included in the next Council review following payment.

11.6.6 Card Return and Reassignment

When an employee leaves City employment or no longer needs a purchasing card, the Department Head is responsible for retrieving the card. The Financial Officer/Treasurer maintains the official list of cardholders. Department Heads must notify the Financial Officer/Treasurer whenever a card needs to be reassigned, or an employee removed from the cardholder list.

11.7 Loss of Card Privileges

Non-compliance with this Policy — including but not limited to unauthorized purchases, missing or incomplete documentation, or use of the card for personal purchases — may result in suspension or permanent revocation of an employee's purchasing card privileges, in addition to any disciplinary action deemed appropriate, up to and including termination of employment.

The Department Head shall document any instance of non-compliance and the resulting action taken. A card revoked for non-compliance shall not be reissued to that employee without the approval of the City Administrator.

12 Emergency Purchases

12.1 Policy

Emergency purchasing procedures exist to allow the City to respond quickly when a genuine emergency makes normal purchasing channels — including competitive bidding and standard approval requirements — impractical. This authority is limited to genuine emergencies and shall not be used as a substitute for advance planning, or to avoid the standard purchasing process for reasons of convenience or scheduling preference.

This authority is separate from the Mayor's general expenditure authority described in § 3.2 (Mayor's Power to Make Expenditures)*, which applies to budgeted purchases where time constraints — not necessarily emergency conditions — make Council approval impractical, and which is limited to $10,000. Emergency Purchases under this section apply only when the criteria below are met and are not subject to a dollar limit.*

An emergency purchase may be made only when one or more of the following conditions exist:

1. There is an immediate threat to the health or safety of employees or the public;
2. Unforeseen damage or failure to City property, equipment, or infrastructure requires immediate repair or replacement to prevent further harm or loss;
3. A formal emergency has been declared by the City, County, State, or Federal government; or
4. Circumstances arising from a genuinely unforeseen event require an immediate purchase to avoid significant harm to the City, and there is insufficient time to follow normal purchasing procedures.

12.2 Approval and Documentation

The Mayor is authorized to approve emergency purchases of any amount made under this Policy. Prior to making an emergency purchase, the Department Head shall notify the Mayor and obtain approval, except where the emergency itself makes prior approval impossible — in which case notification shall occur as soon as practicable after the purchase. The Department Head shall also notify the City Administrator of the emergency purchase.

The Department Head shall document the nature of the emergency, the reason normal purchasing procedures could not be followed, and the basis for the purchase, and shall report the emergency purchase to the Common Council at its next meeting.

13 Sale of Surplus Property

13.1 Tangible Property

City property is declared “surplus” when it is no longer necessary, practical, or economical for the City to retain. Department Heads are responsible for identifying surplus furniture, equipment, supplies, and similar items in their departments.

Where the estimated value of the surplus property is believed to be less than $5,000, the City Administrator may authorize its sale. Where the estimated value is believed to be $5,000 or more, the sale shall require authorization by the General Government Committee prior to disposal.

Once authorized, the City Administrator or designee is responsible for the sale or disposal of surplus property and shall determine the best method for doing so. Such methods may include online postings on established government surplus platforms such as Wisconsin Surplus (wisconsinsurplus.com) or GovDeals (govdeals.com), public bid, public auction, or private sale.

13.2 Police Unclaimed Property

In accordance with Wisconsin State Law, the Richland Center Police Department sells at public auction all lost, abandoned, unclaimed, forfeited, or stolen property remaining in its possession for a period of six months without a lawful claimant, except that unclaimed bicycles may be auctioned after a three-month waiting period. The Police Department uses the services of a public internet auction site.

13.3 Real Estate

Whenever City-owned real property is proposed for sale, the City Administrator shall conduct an internal review to determine whether the City may need the parcel in the future, and for what purpose. The City Administrator shall prepare a report for the General Government Committee outlining the land sale request. The General Government Committee shall consider whether an appraisal is necessary and how the property may be disposed of. If the Committee recommends disposal, it shall forward that recommendation to the Common Council for final action. If the Committee does not recommend disposal, the request is denied and no further action is required. The City Administrator is responsible for carrying out the Council's decision regarding disposition of the property. Property may be disposed of by public auction, sealed bids, or a mutual sales agreement.

14 Petty Cash

The Clerk/Treasurer's Office may hold one petty cash box for the Clerk/Treasurer's Office, Parks & Recreation, Zoning, and the Public Works Department. The following facilities may also hold a petty cash box:

1. Community/Senior Center
2. Aquatic Center
3. Police Department

Department Heads may submit a signed receipt for reimbursement stating what the items were purchased for. Purchases from petty cash ($10 and under) are to be kept to a minimum. At no time shall there be more than $50 in each box.

All other reimbursable expenses will be reimbursed on the employee's paycheck as non-taxable reimbursement.

15 Charge Accounts at Various Businesses

The Clerk/Treasurer's Office is responsible for establishing charge accounts with vendors and informing each vendor which employees are authorized to charge purchases to the account.

Charges may only be made for official City business. An employee shall not use a charge account for any personal purchase or any purchase that is not directly for official City business.

15.1 Consequences of Misuse

If a charge account is used for a personal or non-City purchase, the account will be closed. The employee responsible for the improper charge may be subject to disciplinary action, up to and including termination of employment, and may be personally liable for reimbursement to the City.

Any future purchases from that vendor must be made through the standard purchasing process described elsewhere in this Policy, rather than through a charge account.

16 Purchasing Workflow for City Departments

City departments may use this as a general guide for purchases, but this is a summary only and does not supersede the requirements set out elsewhere in this Policy.

16.1 Purchasing Flow

1. Confirm the purchase is budgeted. If the purchase is not included in the current year's budget, it must instead follow the Non-Budgeted Expenditures process (§ 5.2 (Non-Budgeted Expenditures)), requiring recommendation from the committee responsible for the department and the Budget Committee, and final approval by the Common Council.

2. Determine if competitive bidding is required. Purchases of $5,000 or less do not require competitive bidding, though prices should still be compared where practical. Purchases of more than $5,000 must follow the applicable bidding process described in § 7 (Competitive Bidding).

3. Obtain approval based on the purchase amount, per § 5.1 (Routine Budgeted Purchases):

- **$5,000 or less:** Department Head approval only.
- **More than $5,000 but not more than $10,000:** City Administrator approval, after competitive bidding requirements are met and copies of bids or quotes are provided to the City Administrator.
- **More than $10,000:** Approval by the committee, board, or commission responsible for the department, prior to ordering.

4. Determine if a contract is required, as defined in § 10.1 (Contracts Defined).

If yes:

- Submit the vendor's contract to the City Administrator for review or contact the City Administrator for contract drafting assistance.

- The contract is signed by the appropriate signatory or signatories identified in § 10.2 (Signatories).
- The original signed contract is provided to the City Clerk for filing in accordance with the City's records retention policy.

If no:

- The Department places the order.
- The invoice is submitted to the Financial Officer/Treasurer and entered into the City's accounting software for payment.

[End of Policy]

Adopted this XX day of MONTH, 2026 by the Common Council of the City of Richland Center

____
Karin Tepley, Mayor

Attest:

____
Misty D. Molzof, Clerk/Treasurer

Budget Committee Discussion Questions — Draft Procurement Policy

The following questions are intended to help guide the Budget Committee's review of the draft Procurement Policy. The two questions below are the primary decisions the policy depends on; the remaining questions follow from those decisions or raise other open items for discussion.

Question 1: When should formal competitive bidding be required?

At what dollar amount should formal competitive bidding be required for purchases that do not already fall under public construction, state statute, or federal grant requirements?

This question is about how much competition the City wants to guarantee itself before spending reaches a certain size — separate from who is authorized to approve the purchase.

Should we use a single bidding threshold, or a tiered structure?

- **A single threshold** would look like:
  - No bidding required below a set amount
  - Formal solicitation required for any purchase above that same amount
- **A tiered structure** would look like:
  - No bidding required below a set amount
  - Informal quotes required for purchases between that amount and a second, higher amount
  - A full formal solicitation required only above that second amount
- Under a **two-tier** approach (bidding required above one flat number, nothing below it), are we comfortable that a purchase just over that line — for example, $5,500 — would go through the same formal bidding process as a $40,000 purchase? Is that proportionate, or does it create unnecessary paperwork for mid-size purchases?
- Under a **three-tier** approach, where should the line sit between “obtain quotes” and “run a formal solicitation”? The moderate option below proposes $25,000 for that upper line, as a starting point for discussion.
- Does the answer change depending on the type of purchase — commodities with a relatively fixed price (salt, fuel) versus professional or specialized services?

Comparing Bidding Thresholds

Tier	Richland Center (conservative, draft)	State of Wisconsin (DOA / DOJ model)	Federal (2 CFR / FAR)
No competition required	$5,000 or less	$5,000 or less *Best Judgment*	$15,000 or less *Micro-purchase*
Simplified / informal competition	N/A	$5,001 – $50,000 *Simplified Bid*	$15,001 – $350,000 *Simplified; multiple quotes*
Formal bid required	Over $5,000 *Full Bid/RFP, 3-vendor min*	Over $50,000 *Official Sealed Bid or RFP*	Over $350,000 *Full formal competition*

Below is a more moderate three-tier option that sits as a midpoint between the current draft and the State's model:

A More Moderate Three-Tier Bidding Threshold

Tier	Dollar Range	Competition Required	Approval
1 — No Competition	$5,000 or less	Compare pricing	Department Head
2 — Simplified Competition	$5,001 – $25,000	At least 3 quotes in writing	City Administrator
3 — Formal Competition	Over $25,000	Formal solicitation with public notice	Applicable committee

Is the Committee more comfortable with the conservative two-tier approach reflected in the current draft, or with a tier structure along these lines? The dollar figures in either approach can be adjusted independently of which structure is chosen.

Question 2: How much should a Department Head be able to spend on a budgeted item without Committee or Council approval?

This is a separate lever from Question 1 — it concerns internal sign-off authority, not whether the purchase has been competitively shopped.

- Is $5,000 the right figure for Department Head sole authority, or should it be higher or lower? (For reference, $5,000 matches the State of Wisconsin's own “Best Judgment” cutoff, though that does not necessarily mean it is the right figure for the City.)
- Should the dollar figure for Department Head sole-approval authority be the same number as the bidding threshold in Question 1, or should these be set independently? They do not need to match — for example, a Department Head could be authorized to approve a $15,000 purchase on their own signature, even if that purchase still had to go through an informal-quote or bidding process to reach that point.
- Between Department Head sole authority and full committee approval, should there be a middle tier in which the City Administrator alone may approve — and if so, where should that tier begin and end?
- Should this figure differ by department, given that some departments (e.g., Public Works) routinely make larger purchases than others? Or is a uniform figure preferable for consistency and audit simplicity, with high-cost recurring items instead addressed through blanket or annual contracts rather than a higher individual threshold?

Additional Questions for Discussion

3. Mayor's discretionary authority

The draft caps the mayor’s non-emergency, time-constrained expenditure authority at $10,000. Should this figure be tied to whatever threshold results from Question 2, or should it remain an independent figure?

4. Emergency purchases

The draft gives the mayor unlimited-dollar emergency purchase authority, subject to notice to the City Administrator and a report to Council after the fact. Is the Committee comfortable with no dollar cap here, given that the underlying criteria are intended to apply only to genuine emergencies?

5. Blanket and annual contracts, and sole-source purchases

Should the policy explicitly authorize annual or blanket contracts for recurring, high-volume purchases (e.g., road salt, fuel), so that individual releases against an already competitively bid contract do not retrigger the bidding or approval thresholds each time?

Separately, the draft already exempts sole-source purchases from competitive bidding when only one supplier is available or the pool of qualified suppliers is limited by technical, certification, or warranty requirements. Is the Committee comfortable with this exception as written, or should it require additional documentation (e.g., a written sole-source justification on file) before a Department Head can rely on it?

6. Other questions