



OFFICIAL PUBLIC NOTICE

MEETING OF THE COMMON COUNCIL

TUESDAY, OCTOBER 06, 2026 AT 6:30 PM

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

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

AGENDA

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Meeting Minutes

MAYOR AND ALDERPERSONS *Committee/Commission/Board Reports; Requests for Future Agenda Items.*

DEPARTMENT HEAD REPORTS

TREASURER'S REPORT

- [2.](#) Treasurer's Report
- [3.](#) Utility Treasurer's Report

PUBLIC COMMENT *No Council action will be taken on any matter originating under this item.*

PAYMENT OF BILLS

- [4.](#) Bills for Approval

2025 AUDIT PRESENTED BY BILL MOILIEN OF JOHNSON BLOCK & COMPANY

- [5.](#) 2025 Audit Presentation

BUDGET COMMITTEE RECOMMENDATIONS FOR ACTION (WALTERS)

- [6.](#) **Resolution 2026-12:** Authorizing an Advance from the General Fund to Fund to Finance the Valley View Drive Street Project

GENERAL GOVERNMENT COMMITTEE RECOMMENDATIONS FOR ACTION (CAIRNS)

- [7.](#) Legal Services Agreement with Murphy Desmond S.C.

PLANNING COMMISSION RECOMMENDATIONS FOR ACTION (JARVIS)

- [8.](#) **Land Division by Certified Survey Map (CSM) Application** of Richland County (Tax Parcel 276-1712-1000)
- [9.](#) **Land Division by Certified Survey Map (CSM) Application** of Schreiber Foods Inc (Tax parcel 276-2154-1000)

APPOINTMENT & CONFIRMATION *Committees, Commissions and Boards*

- [10.](#) Appoint Poll Workers, Tabulators, Chief Inspectors, and Emergency Poll Workers (non-residents) for 2026-2027 Elections
11. Appointment of City Attorney

CLOSED SESSION

12. The Common Council may convene in closed session pursuant to Wis. Stat. § 19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is

or is likely to become involved, specifically *City of Richland Center v. Richland County, et al.*, Richland County Case No. 26CV98, regarding reimbursement for the care of veterans' graves under Wis. Stat. § 45.85.

13. Reconvene in Open Session pursuant to Wis. Stat. § 19.85(2), with possible action to ratify the filing of a petition for writ of mandamus in *City of Richland Center v. Richland County, et al.*, Case No. 26CV98.

ADJOURNMENT

Posted this 2nd day of October, 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 COMMON COUNCIL

TUESDAY, SEPTEMBER 01, 2026 AT 6:30 PM

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

CALL TO ORDER: The meeting was called to order by Mayor Tepley at 6:30 PM. Present: Bradley Wegner, Chris Jarvis, Frank Hoffman, Rachel Schultz, Melony Walters, Douglas Martyniuk (virtual), Steve Downs, and Ryan Cairns.

Keller confirmed that the agenda was posted on Friday, August 28, 2026, and an Amended Agenda posted Monday, September 1, 2026 at 11:30 AM.

APPROVAL OF AGENDA: Motion by Wegner, second by Schultz to approve the agenda with Closed Session moved immediately following Item 6. Motion carried unanimously (8-0).

APPROVAL OF MINUTES: Motion by Walters, second by Cairns to waive the reading of the minutes of August 18, 2026, in lieu of printed copies and approve said minutes as presented. Motion carried unanimously (8-0).

MAYOR AND ALDERPERSONS

Tepley: Reported the Richland Center Cemetery and Emergency Services were named beneficiaries of the estate of Vernon J. Jenkins and Sandra J. Jenkins in the amount of \$161,111.11. She also reported presenting proclamations recognizing Betty Hayes Baxter for eight decades of community service, Constitution Day on September 17, and Buddy Poppy Day on September 18.

DEPARTMENT HEAD REPORTS

Oliphant, City Administrator: Reported that 12 municipalities continue to meet regarding the future of emergency medical services following Richland County's planned discontinuation of service in December 2028. The next regional meeting was scheduled for September 28 at 6:00 PM in the Council Room.

Glasbrenner, Director of Public Works/Economic Development: Reported ongoing pothole repair, curb and crosswalk painting, tree removal, mowing, aquatic center shutdown, brush collection, and possible improvements to the Jefferson Street parking lot. Economic development work continues with the UW campus/Hive Drive redevelopment, hotel project, and Stori Field development.

Gald, Utility Manager: Reported replacement of shared utility poles along Highway 14 west, continued lead service-line replacements, and anticipated mobilization for the Valley View project on September 8. Valley View and Mill Street drainage work were expected to continue through mid-November. Gald also reported that the Fire Department has 40 members and continues recruitment.

Jones, Chief of Police: Reported a high volume of calls and arrests during August, including drug, disorderly conduct, resisting, domestic, and victim-intimidation cases. He highlighted the seizure of approximately one pound of methamphetamine during a traffic stop and noted that the investigation remains ongoing.

TREASURER'S REPORT: Oliphant reported that updated financial statements were not yet available due to the timing of the meeting and would be provided at the next meeting. Treasurer Molzof included a delinquent personal property tax listing in the meeting packet for council review and confirmed collection efforts remain underway.

PAYMENT OF BILLS: Motion by Walters, second by Cairns to approve bills from August 19, 2026, through September 1, 2026, as presented in the amount of \$194,815.59. Upon roll call vote, motion carried unanimously (8-0).

PUBLIC COMMENT

Catherine Lewandowski, 795 E. Second Street, speaking on her own behalf, reviewed the respective authority of the Park Board and Common Council under Wis. Stat. § 27.08. She emphasized that parks and recreation are public services and stated that the costs of providing those services should not be characterized as financial losses.

Dave Lins, raised concerns regarding speeding on Bohmann Drive near the Primary School and submitted a petition requesting an interactive speed-feedback sign. He was directed to discuss the request with the Director of Public Works and Police Chief.

DISCUSSION AND POSSIBLE ACTION ITEMS

Public Hearing on Discontinuation of Shared Ride Taxi Service: Oliphant reported the City's agreement with Running, Inc. has an initial term ending December 31, 2026, followed by optional one-year renewals. The approximately \$400,000 annual program is supported by state and federal grants and fare revenue; however, the City's levy contribution has ranged from approximately \$12,000 to \$78,000 annually. Service changes or discontinuation require public notice and Wisconsin Department of Transportation review.

Mayor Tepley opened the Public Hearing at 6:55 PM.

Public Hearing Participation: Tony Burke of Town Taxi supported discontinuation and described Town Taxi's ridership, service area, provider agreements, and plans to expand capacity by year-end. Oliphant relayed comments from Justin of Running, Inc., who expressed interest in continuing service and concerns regarding affordability and service capacity if the subsidized program ends. Council members also reported constituent concerns regarding affordability, weekend availability, and transportation to employment.

Motion by Walters, second by Wegner, to close the Public Hearing in the matter of Discontinuation of the Shared Ride Taxi Service. Public Hearing was closed at 7:10 PM.

Consider Discontinuation of the Shared Ride Taxi Service: The Council discussed current fares, alternative transportation and voucher programs, uncertain annual levy costs, possible changes to service hours or fares, federal requirements, private-sector competition, and the City's ability to reapply for the program in the future.

Motion by Walters, second by Wegner to discontinue the Shared Ride Taxi Service effective December 31, 2026. Upon roll-call vote, motion carried unanimously (8-0).

Resolution 2026-11: Stating the City of Richland Center's Concerns Regarding the Proposed BECI 765kV Transmission Line and Requesting Action by the Public Service Commission: Schultz summarized concerns regarding the proposed 765kV transmission line's potential effects on homes, farms, businesses, tourism, the Driftless Area, wildlife, and Richland Airport. The Council discussed Section 5, which authorizes the Mayor and City Administrator, with advice of the City Attorney, to seek formal intervenor status after a CPCN application is filed. The provision remained in the resolution.

Motion by Schultz, second by Downs to waive the reading and adopt Resolution No. 2026-11 stating the City's Concerns Regarding the Proposed BECI 765 kV Transmission Line and Requesting Action by the Public Service Commission of Wisconsin. Motion carried unanimously (8-0).

Symons Recreational Complex: Operations, Intergovernmental Agreement Status, and City Contributions: Schultz reported that the County included the proposed Symons Recreation HVAC project in its borrowing package and did not anticipate requesting a City contribution toward that project. The current intergovernmental agreement expires at the end of 2026 and must be renegotiated. Council members were encouraged to submit concerns or proposed terms to Administrator Oliphant or City representatives involved in the discussions. No action was taken.

Selection and Contract Award for City Attorney / Legal Services: Oliphant reported that the City received proposals from Murphy Desmond S.C., represented by Attorney Michael Windle, and Axley LLP, represented by Attorney Bill Cole. *Motion by Jarvis, second by Walters, to discuss the proposals received.*

Cole summarized Axley's municipal practice and stated that he would serve as the City's primary attorney, attend meetings as needed, and use other firm attorneys when specialized expertise or coverage was required. He encouraged the Council to consider total legal costs rather than hourly rates alone.

Windle stated that Murphy Desmond's proposal designated him as the City's primary attorney and that continuing to represent Richland Center was part of his employment arrangement with the firm. He also noted that other Murphy Desmond attorneys would be available for specialized matters or meeting coverage when necessary.

The Council discussed hourly-rate structures, municipal experience, proximity and meeting availability, institutional knowledge, potential retainer arrangements, and the need to execute a separate legal services agreement defining the final terms.

Motion by Schultz, second by Downs, to select Murphy Desmond S.C. for City Attorney/legal services and proceed with a legal services agreement. Upon roll-call vote, motion carried 5-3 with Wegner, Jarvis, and Cairns opposed.

Website and Agenda Management Migration & Contract: Oliphant reported that the City's current Municode website and agenda-management platforms are reaching end of life and must be migrated by December 31, 2026. CivicPlus proposed migration to AMM Select and Municipal Websites Central: Starter under a three-year agreement. Staff requested a one-year option to allow comparison with other vendors but had not received a response. The Council discussed the phased price increases and the need to maintain website and public meeting services.

Motion by Walters, second by Hoffman to approve CivicPlus Quote Q-124062-1 for a three-year agreement and authorize migration and implementation with the ability of staff to negotiate a shorter-term agreement if possible. Upon roll-call vote, motion carried unanimously (8-0).

BUDGET COMMITTEE RECOMMENDATIONS FOR ACTION (WALTERS)

WEC Election Security Subgrant Funds: *Motion by Walters, second by Downs to approve the purchase of the HP ProBook 4 G2i from PDS/Pellera for an amount not to exceed \$2,000 using Election Security Subgrant funds and authorize any remaining grant funds to be applied to eligible managed IT services. Upon roll-call vote, motion carried unanimously (8-0).*

Adoption of Purchasing & Procurement Policy: Walters presented the proposed Purchasing and Procurement Policy, which replaces the Procurement section of the Financial Policies adopted November 3, 2020. The Council discussed competitive-procurement exceptions under Section 7.4 and clarified that an exception from competitive bidding does not eliminate the applicable purchasing-approval threshold.

Motion by Walters, second by Hoffman to adopt the Purchasing and Procurement Policy as presented, effective September 1, 2026, replacing the Procurement section of the Financial Policies adopted November 3, 2020. Motion carried unanimously (8-0).

PLANNING COMMISSION RECOMMENDATIONS FOR ACTION (JARVIS)

Consider the Conditional Use Permit Application of Schreiber Foods Inc to process dairy products at 920 Sextonville Rd (Tax Parcel 276-2100-7630): *Motion by Jarvis, second by Wegner to approve a Specific Conditional Use Permit for Schreiber Foods, Inc. at 920 Sextonville Road (Tax Parcel No. 276-2100-7630) for dairy-product processing in accordance with § 409.04(3a), subject to the conditions approved by the Plan Commission. Motion carried unanimously (8-0).*

Conditions imposed:

1. *This permit authorizes the processing of dairy products at 920 Sextonville Road Parcel No. 276-2100-7630, as described in the application.*
2. *Dairy processing operations shall not encroach upon required parking, fire lanes, or public sidewalks.*
3. *All fuel, chemicals, and other hazardous or flammable materials associated with the use shall be stored in appropriate leak-proof containers in compliance with applicable Wisconsin DNR, EPA, and fire code requirements.*
4. *All industrial waste materials, including empty chemical containers, shall be disposed of in accordance with all applicable federal, state, and local regulations per Ord. 409.06(e).*
5. *This permit is granted as a Specific Conditional Use and runs with the land.*

PUBLIC SAFETY COMMITTEE RECOMMENDATIONS FOR ACTION (DOWNS)

Temporary Alcohol Beverage License for St. Mary's Parish Festival on Sept.19th 2026 from 4:00 PM to 10:00 PM: *Motion by Downs, second by Schultz to approve the Temporary Alcohol Beverage License for St. Mary's Parish Festival on Sept.19th 2026 from 4:00 PM to 10:00 PM. Motion carried unanimously (8-0).*

Parade Permit Application for the Canyon of Lights Parade on Oct. 3rd 2026 from 7:30PM to 9:00PM: *Motion by Downs, second by Wegner to approve the Parade Permit Application for the Canyon of Lights Parade on Oct. 3rd 2026 from 7:30PM to 9:00PM. Motion carried unanimously (8-0).*

Approval of Operator Licenses Application for Alyssa Gander: *Motion by Downs, second by Wegner to approve the Operator Licenses Application for Alyssa Gander. Motion carried unanimously (8-0).*

PUBLIC WORKS COMMITTEE RECOMMENDATIONS FOR ACTION

Recommendation for Award of 2026 Street Maintenance Bid: Schultz presented the Public Works Committee recommendation to award the 2026 Street Maintenance and Improvements project to the low bidder, Fahrner Asphalt Sealers, LLC. Glasbrenner confirmed that no state or federal grant funding was available for the proposed maintenance work.

Motion by Schultz, second by Hoffman to award the 2026 Street Maintenance and Improvements bid to Fahrner Asphalt Sealers, LLC at a cost not to exceed \$250,000. Upon roll-call vote, motion carried unanimously (8-0).

2026 Dike Inspection Contract: *Motion by Schultz, second by Hoffman to approve the Vierbicher Pine River Dike Annual Inspection proposal at a cost not to exceed \$3,500. Upon roll-call vote, motion carried unanimously (8-0).*

APPOINTMENT & CONFIRMATION: None

CLOSED SESSION: Review status, performance terms, and financial incentives regarding the Development Agreement with Cobblestone Hotels.

Enter Closed Session: The Chair may entertain a motion to enter into Closed Session pursuant to Wis. Stat. § 19.85(1)(e) to deliberate or negotiate the investing of public funds or conduct specified public business requiring a closed session for competitive or bargaining reasons. *Motion by Cairns, second by Wegner to enter closed session pursuant to Wis. Stat. § 19.85(1)(e). Motion carried unanimously. Council entered closed session at 7:41 PM.*

Reconvene into Open Session: pursuant to Wis. Stat. § 19.85(2) to consider and take possible action on matters discussed in Closed Session. *Motion by Wegner, second by Downs to reconvene in open session. Motion carried unanimously. Council reconvened in open session at 9:36 PM.*

Action on Matters Discussed During Closed Session: *Motion by Cairns, second by Schultz to extend the Cobblestone Hotel Development Agreement for one year to continue efforts to attract investors. Upon roll-call vote, Jarvis, Downs, Schultz, and Cairns voted aye; Walters, Martyniuk, Hoffman, and Wegner voted no. Mayor Tepley voted aye to break the tie. Motion carried 5-4.*

ADJOURNMENT: *Motion by Wegner, second by Walters to adjourn at approximately 10:44 PM. Motion carried unanimously (8-0).*

Meeting adjourned at approximately 10:44 PM.

Meeting Minutes Recorded by Clerk Amanda Keller



MINUTES OF THE COMMON COUNCIL – SPECIAL SESSION

TUESDAY, SEPTEMBER 29, 2026 AT 5:30 PM

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

CALL TO ORDER: The meeting was called to order by Mayor Tepley at 5:33 PM. Present: Bradley Wegner, Chris Jarvis, Frank Hoffman, Melony Walters, Steve Downs, and Ryan Cairns. Absent: Rachel Schultz and Douglas Martyniuk.

Keller confirmed the agenda was properly posted with no subsequent amendments.

APPROVAL OF AGENDA: *Motion by Cairns, second by Downs to approve the agenda as presented. Motion carried unanimously (6-0).*

PERSONNEL COMMITTEE RECOMMENDATIONS FOR ACTION

2027 Health Insurance

Administrator Oliphant presented the Personnel Committee's review of health insurance options and requested Council selection of a 2027 plan. A resolution to change the plan was due to the Department of Employee Trust Funds (ETF) by October 1. Continuing the current P02 plan could increase employer costs approximately \$216,000 across all funds, including \$132,000 for the General Fund, exceeding estimated levy growth. Estimates reflected maximum costs; actual costs would vary by employee enrollment and plan selection.

Council compared P02 with no deductible, P04 with \$500 single/\$1,000 family deductibles, and P07 with \$2,000 single/\$4,000 family deductibles. P04 was projected to cost approximately \$99,000 less than P02, while still increasing costs approximately \$117,000 over 2026. Members discussed private coverage, employer premium contributions, and the implications of leaving ETF.

Council members favored P04 as a balance between budget constraints and employee affordability. Concerns about P07 included greater out-of-pocket costs, particularly for lower-paid employees. Oliphant emphasized the need to control costs while retaining employees and services.

Potential health savings, reimbursement, and flexible spending arrangements were discussed. Oliphant explained that additional information would be needed before selecting or structuring an arrangement; none was adopted. Retirees remaining on the City's ETF coverage would also be affected by a plan change. Staff reported that a change would delay open enrollment to December, with ETF indicating a January 1 effective date if the resolution was submitted by October 1.

Motion by Wegner, second by Downs to adopt the Existing Employer Option Resolution for the Wisconsin Public Employers' Group Health Insurance Program, Deductible HMO–Standard PPO with Dental, P04 option, as presented. Upon roll call vote, motion carried unanimously 6-0.

GENERAL GOVERNMENT COMMITTEE RECOMMENDATIONS FOR ACTION

Connect Communities Grant Application and Request for Municipal Accounting and Bookkeeping Services

Cairns introduced Connect Communities' request for City fiscal and accounting support if awarded a Small Business Development Grant (SBDG) prior to submitting the application due October 2nd. Walters clarified that the General Government Committee had referred the matter to Council for consideration.

Jarvis questioned a competing grant application already submitted by Southwest Partners and expressed concern about added staff accounting and audit responsibilities beyond the annual participation fee originally contemplated. Mayor Tepley explained that the grant aligned with Connect Communities' downtown development purpose and they would handle application, reporting, and recipient selection, while City assistance would include receiving draws, issuing checks, and submitting supplied forms.

Motion by Jarvis, second by Walters to deny the Connect Communities Grant Application Request for Municipal Accounting and Bookkeeping Services. Upon roll call vote, motion carried 5-1 with Cairns opposed.

ADJOURNMENT: *Motion by Walters, second by Hoffman to adjourn at approximately 6:32 pm. Motion carried unanimously (6-0).*

Meeting adjourned at approximately 6:32PM.

Meeting Minutes Recorded by Clerk Amanda Keller

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Item 2.

Agenda Item: City Treasurer's Report

Committee Review: N/A

Meeting Date: Budget Committee & Common Council – October 6, 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 \$379,630.68.
3. **Common Council Action:** Approve Accounts Receivable/Delinquent Personal Property Tax Write-offs in the amount of \$44,499.05 (see 2c & 2d below).

1. Financial Reports (August 31, 2026):

a. Cash Balances Report

Activity	Amount
Beginning balance	\$10,422,662.22
Receipts including interest	\$1,406,669.56
Disbursements	(\$1,111,405.87)
Ending balance	\$10,717,925.91
Increase during August	\$295,263.69
Interest included in receipts	\$31,442.84

- i. The cash report shows money held in the bank and investment accounts listed in the attachment. The ending balance includes accounts designated for projects, landfill care, housing programs, the Library, and other specific purposes. The full \$10.72 million should therefore not be treated as available for general operating expenses.
- ii. The cash report measures money received and paid during August. The balance sheet also includes amounts owed to and by the City. The budget summary measures recorded activity from January through August against the annual budget. Each report answers a different financial question.

b. Balance Sheet

2. Balance sheet item	Amount
Total assets	\$10,431,922.06
Less total liabilities	(\$338,552.39)
Total fund equity	\$10,093,369.67

- i. The General Fund equity section shows a fund balance of \$10,241,613.57 and a year-to-date revenue shortfall of \$148,243.90, producing current fund equity of \$10,093,369.67. The repeated "Balance — Current Date" line displays the same year-to-date result; it should not be subtracted a second time.
- ii. A year-to-date shortfall means recorded expenditures have exceeded recorded revenues through the reporting date. It does not, by itself, establish the year-end result because receipts and expenditures occur at different times during the year. For example, a large portion of our state aid comes in September and October.

Other reported funds

Fund	Total assets	Liabilities	Fund equity
Greater Richland Tourism	\$1,653.92	\$0.00	\$1,653.92

Fund	Total assets	Liabilities	Fund equity
Library Fund	\$434,529.48	\$3,588.42	\$430,941.06
Fund 30	\$180,533.51	\$10,000.00	\$170,533.51
Economic Development	\$445,822.94	\$0.00	\$445,822.94

- iii. These are the balances reported for each fund, not interchangeable spending accounts. This fund-level report does not present a complete inventory of City buildings, infrastructure, or long-term debt. The loan schedule on the cash report uses several different dates and should not be read as a reconciled August 31 debt total.

c. Revenue/Expense – Summary by Department

Understanding revenues and expenditures

The budget-versus-actual summary compares the 2026 annual budget with revenues and expenditures recorded from January 1 through August 31. Its 2025 columns show the full prior year through December 31, so the two actual columns cover different lengths of time.

Budget is the annual amount planned. Actual YTD is the amount recorded so far this year. Budget Less Actual is the difference between those amounts. For expenditures, a positive difference generally indicates budget remaining and a negative difference indicates spending above that budget. For revenues, a positive difference indicates revenue still needed to meet the budget; a negative difference indicates receipts above the budget.

The percentage column shows actual activity divided by the annual budget. Eight months represent 66.67% of the year, but that is only a rough reference. Tax settlements, state aid, grants, annual payments, and seasonal programs do not occur evenly each month. A percentage above or below 66.67% requires context before concluding that a department is over budget or that savings are available.

Reported activity through August 31

Summary item	2026 annual budget	2026 actual YTD
Revenues	\$11,042,743.50	\$4,608,242.62
Expenditures	\$10,930,151.00	\$4,586,514.87
Library transfer out	\$312,428.00	\$312,428.00
Net after Library transfer	(\$199,835.50)	(\$290,700.25)

Using the reported totals, revenues exceeded expenditures by \$21,727.75 before the Library transfer. After the \$312,428.00 transfer, the summary shows a net shortfall of \$290,700.25 this figure is different than on the balance sheet, due to some intermixing of funds on the Revenue & Expense Statement that are consider inter-fund transfers.

Items that warrant attention

1. Buildings and Grounds expenditures total \$167,223.45 against a \$115,410.00 annual budget, or \$51,813.45 above budget.
 - a. Allocations are done differently in 2026 than in past years, and now that are fully staffed again, we will be working on some internal account reconciliation and moving expenditures or preparing a budget amendment for your review and approval. This will occur during budget meetings with the department heads, and will likely conclude once the 20274 budget is adopted.
2. Economic Development expenditures total \$165,212.64 against \$129,425.00, or \$35,787.64 above budget. There is some grant revenues and expenditures coming in and going out of this section will causes the variance in budget versus actual.

3. A negative departmental net amount usually means that direct departmental revenue does not cover its expenditures and that other City revenue supports the service. Percentages on net rows can be difficult to interpret, especially when the budget is negative or zero. “#DIV/0!” means the percentage cannot be calculated because the budget denominator is zero or blank; it does not establish a financial loss.

The budget summary and General Fund balance sheet show different year-to-date results. The reconciliation items on the final page identify figures to confirm before finalizing the packet.

3. Update on Delinquent Personal Property Tax Listing - Letters were mailed requesting payment on 9/1/2026, since then:
 - a. Paid - **\$6.76** - Red Dragon Martial Arts \$6.76
 - b. Continue to pursue collections - **\$803.52**

Business	Amount
Anderson Realty LLC	\$167.82
Center Massage	\$11.59
Frame Corner Gallery	\$5.37
Fun in the Sun Tanning	\$185.47
Iverson Designs	\$68.57
K&K Furniture	\$43.47
Northern Leasing Systems	\$19.11
Oasis	\$211.54
Pinnacle Propane Express	\$26.57
Pitney Bowes Inc	\$23.44
Studio Graphics	\$40.57
Total	\$803.52

- c. Letters Returned via USPS - **\$4,667.78 – Request Council Approve Write off**

Business	Amount
Dairy Queen	\$4,204.70
Hicks Woodworking	\$18.19
Lady Fit	\$72.45
Northern Leasing Systems	\$21.29
Rock Star Nails	\$17.39
Smucker Foodservice Inc	\$113.52
The Hunter Shack	\$17.39
Wertz Floor & Home LLC	\$202.85
Total	\$4,667.78

- d. Request Council Approve Write-off - **\$39,821.27**

Business	Amount
Cinco de Mayo	\$448.14
Computer Recycling Store	\$5.20
DS Services of America	\$82.97
Gordy's Richland Center Foods	\$39,284.96
Total	\$39,821.27

Combined proposed delinquent personal property tax write-offs total \$44,499.05. The basis for the additional write-offs should be included in the final packet.

4. Update on General Fund Accounts Receivables

- a. I am requesting incident documentation from the Fire Department and seeking the information needed to pursue collection through the Wisconsin Tax Refund Intercept Program (TRIP). The accounts awaiting that information total \$8,474.00.

Account	Amount
Lisa Ermilio	\$600.00
Tavarn Rosenberry	\$800.00
Eric Rossing	\$40.00
Courtney Babino	\$485.00
Matthew Briggs	\$600.00
Brittany Munson	\$600.00
Casey Caley	\$1,625.00
Crystal Hernandez	\$260.00
Ronald Dwyer	\$616.00
Ravyn Nimocks	\$600.00
Joann Pepe	\$440.00
Rowin Edward	\$600.00
Cody VonBehren	\$608.00
Monique Walmer	\$600.00

Separately, the Richland County Coroner invoice of \$600.00 was paid to the Fire Department by both the County and the City. A refund from the Fire Department is pending. Including this item, the accounts described in this section total \$9,074.00.

- b. Collection letters for the following accounts, totaling \$4,747.00, were mailed October 1, 2026. Mailing a notice is a collection step and does not indicate that payment has been received.

Name	Date	Amount Due
		\$
Brandon Lee Adams	5/26/2025	600.00
		\$
Julio Cesar Diaz	3/7/2025	600.00
		\$
Destiny Irene Shannon	6/20/2026	600.00
		\$
Eric Sean Freel	9/7/2025	612.00
		\$
Isaah Matthew Foges	2/23/2026	612.00
		\$
Jennifer Linda Sidie	11/3/2024	400.00
		\$
Ralph Edward Smalley	4/29/2024	611.00
		\$
Logan Jay Thomas Hooks	4/6/2026	100.00
		\$
Aiden Xavior-Lee Lemmons	2/28/2026	612.00

- c. Notices of proposed collection through the property tax bill were mailed October 1, 2026, for the following accounts totaling \$26,629.98. The draft describes these as special assessment charges or liens; the final description should match the authorized collection method for each charge.

Tax Parcel ID	Owner Name	Property Address	Amount Charged
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276-1669-1010	Daniel Higby	695 N Chestnut Street	\$ 18,879.98
276-2100-6711	Mark Prouty	610 S Sheldon Street	\$ 1,650.00
276-1663-1000	Roger & Joanne Nicholson	472 E 4th Street	\$ 1,650.00
276-1683-1200	Sue Carter	441 W 3rd Street	\$ 1,650.00
276-2158-2100	Jax Richland Holdings, LLC	Joanne Harris, 1400 Veterans Drive, Lot 14	\$ 600.00
276-1674-7000	Tegan Lynn Marie Schlueter	645 N Central Avenue	\$ 2,200.00

d. Cropland Leases:

- i. Troy Clary - \$5,985.00 – making \$200 payments per month
- ii. Chad Johnson \$65,795.00 – Sent information to City Attorney for review and options.

Recommended Action Items:

1. **Budget Committee Action:** Approve Treasurer's Report
2. **Common Council Action:** Approve Payment of Bills in the amount of \$.
3. **Common Council Action:** Approve Accounts Receivable/Delinquent Personal Property Tax Write-offs in the amount of \$44,499.05 (see 2c & 2d below).

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	CITY OF RICHLAND CENTER - TREASURER'S REPORT							
	8/31/2026							
				Transfers In/(Out) Between Accounts				
Bank	FUNDS	Int Rate	BEG/MO BAL	RECEIPTS	DISBURSEMENTS		END/MO BAL	
PCB	City General Unassigned:	2.94%	\$ 256,639.59	\$ 1,063,177.30	\$ 1,075,399.92		\$ 244,416.97	
LGIP	#1 State Investments - Unassigned	3.70%	\$ 3,621,191.59	\$ 11,371.92			\$ 3,632,563.51	
PCB	Property Tax Account (partial unassigned)	2.94%	\$ 254.20	\$ 0.63			\$ 254.83	
LGIP	#2 Landfill long term care (for landfill issues)	3.70%	\$ 685,413.15	\$ 2,152.46			\$ 687,565.61	
LGIP	#3 TIF-Panorama Estates (TIF 6)	3.70%	\$ 290,644.82	\$ 912.74			\$ 291,557.56	
LGIP	#6 TIF 2-5 (only #4)	3.70%	\$ 158,196.61	\$ 496.80			\$ 158,693.41	
CFB	RLF Business Savings	0.50%	\$ (0.00)				\$ (0.00)	
CFB	RLF Business Checking		\$ 5,000.00				\$ 5,000.00	
LGIP	#7 - RLF Account	0%	\$ 175,756.47	\$ 551.94			\$ 176,308.41	
	RESTRICTED FUNDS: (by outside entity)		\$ -					
PCB	CDBG Housing RLF	2.94%	\$ 9,091.10	\$ 22.66			\$ 9,113.76	
Richlan	Landfill Long Term Care CD to 2045	2.48%	\$ 326,006.41				\$ 326,006.41	
CFB	Landfill Long Term Care CD to 2045	1.40%	\$ 309,659.85				\$ 309,659.85	
PCB	Library Checking	2.94%	\$ 144,535.93	\$ 313,292.81	\$ 35,799.61		\$ 422,029.13	
PCB	Room Tax	2.94%	\$ 27,918.42	\$ 573.36			\$ 28,491.78	
PCB	Greater Richland Tourism	2.94%	\$ 1,649.81	\$ 4.11			\$ 1,653.92	
PCB	Redevelopment Authority	2.94%	\$ 76,614.56	\$ 191.01			\$ 76,805.57	
LGIP	#5 Renew RC Loan Program-Affordable Hous	4.39%	\$ 892,163.58	\$ 2,801.73			\$ 894,965.31	
PCB	Renew RC Loan Program-Checking	2.94%	\$ 81,942.49	\$ 204.29			\$ 82,146.78	
	COMMITTED: (by resolution of the Council)		\$ -					
LGIP	#4 Projects committed	3.70%	\$ 3,043,542.86	\$ 9,557.88			\$ 3,053,100.74	
	ASSIGNED: (for specific use, not assigned)		\$ -					
PCB	Cemetery CDs	2.34% & 3.21%	\$ 5,057.54	\$ 2.17			\$ 5,059.71	
PCB	Centennial Committee	2.94%	\$ 3,014.94	\$ 7.52			\$ 3,022.46	
Royal	Canine Fund	0%	\$ 48,417.01	\$ 540.00	\$ 206.34		\$ 48,750.67	
PCB	Park/Rec/Comm Center	2.94%	\$ 12,544.76	\$ 31.28			\$ 12,576.04	
LGIP	#8 - Aquatic Center	3.70%	\$ 247,406.53	\$ 776.95			\$ 248,183.48	
	Total Interest Earned in Current Month			\$ 31,442.84	\$ -			
	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)		\$ 6,323.90	\$ 421.62	10/28/2027	\$ 5,902.28		As of 4/1/2026
	State Trust Fund Loan - Panorama Est TIF 6 (3.5%)		\$ -	\$ -	Paid off 2021	\$ -		
Ehlers	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	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
Ehlers	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
			\$ 3,746,323.90	\$ 357,421.62		\$ 3,745,902.28		
	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%			\$ 9,769,303.97	

CITY OF RICHLAND CENTER
BALANCE SHEET
AUGUST 31, 2026

Item 2.

CITY GENERAL FUND

ASSETS

10-11001-000	CASH ON HAND-CITY OFFICE	100.00	
10-11002-000	FUND CASH - CITY GENERAL CHECK	125,124.58	
10-11010-000	STATE POOL #1 - GENERAL	3,632,563.51	
10-11030-000	STATE POOL #3 - PANORAMA EST	291,557.56	
10-11040-000	STATE POOL #4 - PROJECTS	3,053,100.74	
10-11050-000	STATE POOL #5 - AFFORDABLE HOU	894,965.31	
10-11060-000	STATE POOL #6 - TID 2-5	158,693.41	
10-11100-000	TAX COLLECTION	254.83	
10-11400-000	RENEW RC ACCOUNT	82,146.78	
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	
10-13000-000	DUE FROM COUNTY FOR SPECIAL AS	21,354.98	
10-14100-000	A/R - OTHER A/R	98,392.04	
10-14300-000	A/R - ROOM TAX	(23,451.98)	
10-14500-000	A/R - GENERAL RECEIPTS	79,465.22	
10-14600-000	DUE FROM DEVELOPERS/PANORAMA	(69,490.95)	
10-16100-000	ACCTS REC - ELECTRIC UTILITY	100,820.00	
10-16110-000	ACCTS REC - WATER UTILITY	99,125.00	
10-16120-000	ACCTS REC - SEWER UTILITY	745.00	
10-16350-000	RENEW RC LOAN RECEIVABLE	57,316.31	
10-16715-000	GREATER RICH TOURISM A/R	9,068.11	
10-17100-000	PREPAID INSURANCE	3,609.04	
10-18000-000	STATE POOL #2 - LANDFILL L/T	687,565.61	
10-18100-000	PARKS/REC/CC ACCOUNT	12,576.04	
10-18115-000	AQUATIC CENTER FUND	248,183.48	
10-18130-000	RDA FUND	76,805.57	
10-18140-000	ROOM TAX ACCOUNT	28,491.78	
10-18150-000	CC/SC GRANT	4.00	
10-18160-000	CENTENNIAL COMMITTEE ACCT/CD	3,022.46	
10-18700-000	CHILD SAFETY FUNDS - RC POLICE	137.35	
10-18750-000	POLICE CANINE FUND	48,750.67	
10-18800-000	CEMETERY PERPETUAL CARE ACCT	4,185.58	
10-18850-000	BOWEN CEMETERY	874.13	
10-18900-000	LANDFILL ESCROW	635,666.26	
	TOTAL ASSETS		10,431,922.06

LIABILITIES AND EQUITY

CITY OF RICHLAND CENTER
BALANCE SHEET
AUGUST 31, 2026

Item 2.

CITY GENERAL FUND

LIABILITIES

10-21000-000	VOUCHERS PAYABLE-CITY GENERAL	112,133.35	
10-21100-000	ACCOUNTS PAYABLE-OTHER A/R	(62.00)	
10-22000-000	ACCRUED WAGES PAYABLE	.01	
10-22210-000	EMPLOYEE SHARE-HEALTH INS	14,633.61	
10-22230-000	EMPLOYEE SHARE-LIFE INS	738.90	
10-22240-000	EMPLOYEE SHARE-AFLAC	131.31	
10-22250-000	EMPLOYEE SHARE-COMBINED INS	(621.52)	
10-22260-000	EMPLOYEE SHARE-DENTAL INS	(342.98)	
10-22330-000	PYRL DED- SECTION 125/MED/DEP	6,894.55	
10-23300-000	ACCOUNTS DUE - LEASE/RENT DEP	750.00	
10-25000-000	DUE TO OTHER GOVERNMENT	(13,035.14)	
10-25100-000	SALES TAX	21.13	
10-25500-000	POLICE RESTITUTION/TRIP/TVRP	196.48	
10-26006-000	UNAPPLIED AR	12,499.40	
10-26140-000	POSTPONED ARPA AID	204,615.29	
	TOTAL LIABILITIES		338,552.39

FUND EQUITY

10-36000-000	GENERAL FUND BALANCE	10,241,613.57	
	REVENUE OVER EXPENDITURES - YTD	(148,243.90)	
	BALANCE - CURRENT DATE	(148,243.90)	
	TOTAL FUND EQUITY		10,093,369.67
	TOTAL LIABILITIES AND EQUITY		10,431,922.06

CITY OF RICHLAND CENTER
BALANCE SHEET
AUGUST 31, 2026

Item 2.

GREATER RICHLAND TOURISM

ASSETS

15-11002-000	CASH ALLOCATED TO OTHER FUNDS	1,653.92	
	TOTAL ASSETS		1,653.92

LIABILITIES AND EQUITY

FUND EQUITY

15-31000-000	TOURISM RETAINED EARNINGS	40,123.26	
15-36000-000	TOURISM FUND BALANCE	(2,665.02)	
	REVENUE OVER EXPENDITURES - YTD	(35,804.32)	
	BALANCE - CURRENT DATE	(35,804.32)	
	TOTAL FUND EQUITY		1,653.92
	TOTAL LIABILITIES AND EQUITY		1,653.92

CITY OF RICHLAND CENTER
BALANCE SHEET
AUGUST 31, 2026

Item 2.

LIBRARY FUND

ASSETS

20-11002-000	FUND CASH	434,529.48	
	TOTAL ASSETS		434,529.48

LIABILITIES AND EQUITY

LIABILITIES

20-21000-000	LIBRARY VOUCHERS PAYABLE	2,719.65	
20-22210-000	LIB EMPLOYEE SHARE-HEALTH INS	697.60	
20-22230-000	LIB EMPLOYEE SHARE-LIFE INS	144.06	
20-22320-000	LIB PYRL DEDUCTION-125 PLAN/M	(350.00)	
20-22330-000	LIB PYRL DEDUCTION-125 PLAN/D	377.11	
	TOTAL LIABILITIES		3,588.42

FUND EQUITY

20-31000-000	LIBRARY RETAINED EARNINGS	251,475.09	
	REVENUE OVER EXPENDITURES - YTD	179,465.97	
	BALANCE - CURRENT DATE	179,465.97	
	TOTAL FUND EQUITY		430,941.06
	TOTAL LIABILITIES AND EQUITY		434,529.48

CITY OF RICHLAND CENTER
BALANCE SHEET
AUGUST 31, 2026

Item 2.

FUND 30

ASSETS

30-11002-000	RLF CHECKING ACCOUNT	175,527.41	
30-11100-100	CDBG / RLF CHECKING ACCOUNT	5,000.00	
30-14900-000	EST UNCOLLECTIBLE RECEIVABLES	(67,069.90)	
30-15325-000	RLF RECEIVABLE - KIDS STUFF #1	67,069.90	
30-15370-000	RLF RECEIVABLE - BRICKHOUSE	6.10	
	TOTAL ASSETS		180,533.51

LIABILITIES AND EQUITY

LIABILITIES

30-26005-000	DEFERRED REVENUE	10,000.00	
	TOTAL LIABILITIES		10,000.00

FUND EQUITY

30-36000-000	RLF FUND BALANCE	168,862.63	
	REVENUE OVER EXPENDITURES - YTD	1,670.88	
	BALANCE - CURRENT DATE	1,670.88	
	TOTAL FUND EQUITY		170,533.51
	TOTAL LIABILITIES AND EQUITY		180,533.51

CITY OF RICHLAND CENTER
BALANCE SHEET
AUGUST 31, 2026

Item 2.

ECONOMIC DEVELOPMENT FUND

ASSETS

40-11002-000	FUND CASH	7,919.97	
40-11010-000	CDBG CHECKING	9,113.76	
40-14900-000	EST UNCOLL CDBG LOANS	(12,895.00)	
40-15000-000	CDBG FUND - ECON DEVELOPMENT	(7,613.50)	
40-15100-000	ADVANCE - CDBG TO GENERAL	141,142.16	
40-16400-000	ALLOWANCE FOR UNCOLLECTIBLE CD	308,155.55	
TOTAL ASSETS			445,822.94

LIABILITIES AND EQUITY

FUND EQUITY

40-36000-000	GENERAL FUND BALANCE	625,978.19	
40-37000-000	RERP FUND BALANCE	2,386.44	
REVENUE OVER EXPENDITURES - YTD		(182,541.69)	
BALANCE - CURRENT DATE		(182,541.69)	
TOTAL FUND EQUITY			445,822.94
TOTAL LIABILITIES AND EQUITY			445,822.94

	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 8/31/2026	2026 Budget Less Actual	% S/B 66.67%
Administration Office								
Revenues								
Total Regulation - Licenses & Permits:	45,178.00	51,980.83	(6,802.83)	115.06%	44,998.00	20,685.92	24,312.08	45.97%
Total Public Charges for Services	-	23.00	(23.00)	#DIV/0!	-	-	0.00	#DIV/0!
Total Interest, Dividend, and Misc. Revenues	248,600.00	417,145.81	(168,545.81)	167.80%	250,000.00	267,981.12	(17,981.12)	107.19%
Administration Office Revenue Total	293,778.00	469,149.64	(175,371.64)	159.70%	294,998.00	288,667.04	6,330.96	97.85%
Expenses								
Total City Admin / Clerk / City Treasurer / Office	506,355.00	502,499.95	3,855.05	99.24%	562,090.00	292,399.75	269,690.25	52.02%
Total Elections	14,000.00	6,250.63	7,749.37	44.65%	12,400.00	6,329.51	6,070.49	51.04%
Total Municipal Building	20,000.00	19,612.69	387.31	98.06%	38,550.00	16,536.54	22,013.46	42.90%
Administration Office Expense Total	540,355.00	528,363.27	11,991.73	97.78%	613,040.00	315,265.80	297,774.20	51.43%
Net Total Administration Office	(246,577.00)	(59,213.63)	(187,363.37)	24.01%	(318,042.00)	(26,598.76)	(291,443.24)	8.36%
Elected / Appointed Officials								
Revenues								
Expenses	89,825.00	82,288.66	7,536.34	91.61%	81,035.00	38,821.49	42,213.51	47.91%
Net Total Elected / Appointed Officials	(89,825.00)	(82,288.66)	(7,536.34)	91.61%	(81,035.00)	(38,821.49)	(42,213.51)	47.91%
Assessor								
Revenues								
Expenses	18,700.00	4,002.90	14,697.10	21.41%	49,600.00	35,023.36	14,576.64	70.61%
Net Total Assessor	(18,700.00)	(4,002.90)	(14,697.10)	21.41%	(49,600.00)	(35,023.36)	(14,576.64)	70.61%
Airport								
Revenues	39,044.00	45,698.97	(6,654.97)	117.04%	39,312.00	35,835.92	3,476.08	91.16%
Expenses	55,075.00	26,664.27	28,410.73	48.41%	61,900.00	36,198.01	25,701.99	58.48%
Net Total Airport	(16,031.00)	19,034.70	(35,065.70)	-118.74%	(22,588.00)	(362.09)	(22,225.91)	1.60%
Public Works - Buildings & Grounds & Streets								
Revenues								
Total Buildings & Grounds	800.00	692.77	107.23	86.60%	1,000.00	-	1,000.00	0.00%
Total Streets	429,084.00	441,659.13	(12,575.13)	102.93%	431,200.00	301,184.68	130,015.32	69.85%
Buildings & Grounds Revenue Total	429,884.00	442,351.90	(12,467.90)	102.90%	432,200.00	301,184.68	131,015.32	69.69%
Expenses								
Total Buildings & Grounds	447,500.00	383,867.04	63,632.96	85.78%	115,410.00	167,223.45	(51,813.45)	144.90%
Total Streets	837,431.00	848,648.06	(11,217.06)	101.34%	677,700.00	429,493.88	248,206.12	63.38%
Buildings & Grounds Expense Total	1,284,931.00	1,232,515.10	52,415.90	95.92%	793,110.00	596,717.33	196,392.67	75.24%
Net Total Public Works (B&G & Streets)	(855,047.00)	(790,163.20)	(64,883.80)	92.41%	(360,910.00)	(295,532.65)	(65,377.35)	81.89%
Building & Zoning								
Revenues	8,050.00	18,657.13	(10,607.13)	231.77%	12,000.00	17,116.64	(5,116.64)	142.64%
Expenses	104,000.00	89,162.76	14,837.24	85.73%	97,550.00	12,743.89	84,806.11	13.06%
Net Total Building & Zoning	(95,950.00)	(70,505.63)	(25,444.37)	73.48%	(85,550.00)	4,372.75	(89,922.75)	-5.11%
Cemetery								
Revenues	32,810.00	42,080.00	(9,270.00)	128.25%	34,500.00	31,275.00	3,225.00	90.65%
Expenses	10,050.00	4,656.72	5,393.28	46.34%	87,650.00	45,511.83	42,138.17	51.92%
Net Total Cemetery	22,760.00	37,423.28	(14,663.28)	164.43%	(53,150.00)	(14,236.83)	(38,913.17)	26.79%
Economic Development								
Revenues	-	204,814.02	(204,814.02)		-	117,052.03	0.00	#DIV/0!
Expenses	80,770.00	290,434.41	(209,664.41)	359.58%	129,425.00	165,212.64	(35,787.64)	127.65%
Net Total Economic Development	(80,770.00)	(85,620.39)	4,850.39	106.01%	(129,425.00)	(48,160.61)	35,787.64	37.21%

	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 8/31/2026	2026 Budget Less Actual	% S/B 66.67%
Public Safety								
Revenues								
Total Police Department	121,041.00	134,183.01	(13,142.01)	110.86%	137,902.00	72,878.67	65,023.33	52.85%
Total Fire & EMS	18,000.00	19,118.84	(1,118.84)	106.22%	17,800.00	20,946.07	(3,146.07)	117.67%
Total Health & Human Services								
Public Safety Revenue Total	139,041.00	153,301.85	(14,260.85)	110.26%	155,702.00	93,824.74	61,877.26	60.26%
Expenses								
Total Police Department	1,665,179.00	1,674,331.68	(9,152.68)	100.55%	1,894,017.00	1,162,328.15	731,688.85	61.37%
Total Fire & EMS	268,685.00	282,368.30	(13,683.30)	105.09%	327,741.00	266,115.71	61,625.29	81.20%
Total Health & Human Services	2,000.00	5,977.28	(3,977.28)	298.86%	1,000.00	3,722.46	(2,722.46)	372.25%
Public Safety Expense Total	1,935,864.00	1,962,677.26	(26,813.26)	101.39%	2,222,758.00	1,432,166.32	790,591.68	64.43%
Net Total Public Safety	(1,796,823.00)	(1,809,375.41)	12,552.41	100.70%	(2,067,056.00)	(1,338,341.58)	(728,714.42)	64.75%
Culture - Aquatic, CC/SC, Parks, Recreation								
Revenues								
Total Aquatic Center	167,000.00	240,311.61	(73,311.61)	143.90%	175,000.00	131,658.00	43,342.00	75.23%
Total Symons Center								
Total Community / Senior Center	32,500.00	42,303.79	(9,803.79)	130.17%	48,140.00	30,590.68	17,549.32	63.55%
Total Recreation	14,300.00	21,313.01	(7,013.01)	149.04%	23,300.00	20,721.50	2,578.50	88.93%
Total Parks	25,500.00	26,683.03	(1,183.03)	104.64%	24,000.00	12,930.50	11,069.50	53.88%
Parks & Recreation Revenue Total	239,300.00	330,611.44	(91,311.44)	138.16%	270,440.00	195,900.68	74,539.32	72.44%
Expenses								
Total Aquatic Center	224,510.00	186,040.28	38,469.72	82.87%	244,250.00	173,079.47	71,170.53	70.86%
Total Symons Center	55,000.00	53,960.41	1,039.59	98.11%	53,200.00	12,091.13	41,108.87	22.73%
Total Community / Senior Center	266,766.00	259,609.92	7,156.08	97.32%	339,220.00	200,388.86	138,831.14	59.07%
Total Recreation	47,250.00	36,409.25	10,840.75	77.06%	45,500.00	42,071.44	3,428.56	92.46%
Total Parks	60,500.00	65,180.97	(4,680.97)	107.74%	296,250.00	40,107.88	256,142.12	13.54%
Parks & Recreation Expense Total:	654,026.00	601,200.83	52,825.17	91.92%	978,420.00	467,738.78	510,681.22	47.81%
Net Total Culture	(414,726.00)	(270,589.39)	(144,136.61)	65.25%	(707,980.00)	(271,838.10)	(436,141.90)	38.40%
Refuse								
Revenues								
Total Garbage & Recycling	287,000.00	328,180.29	(41,180.29)	114.35%	331,280.00	229,097.44	102,182.56	69.16%
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	410,100.24	(54,100.24)	115.20%	346,530.00	249,152.44	97,377.56	71.90%
Expenses								
Total Garbage & Recycling	282,000.00	288,065.32	(6,065.32)	102.15%	295,000.00	194,024.20	100,975.80	65.77%
Total Landfill	85,770.00	74,058.64	11,711.36	86.35%	31,650.00	9,238.51	22,411.49	29.19%
Refuse Expense Total	367,770.00	362,123.96	5,646.04	98.46%	326,650.00	203,262.71	123,387.29	62.23%
Net Total Refuse	(11,770.00)	47,976.28	(59,746.28)	-407.61%	19,880.00	45,889.73	(26,009.73)	230.83%
Fire Calls								
Revenues	25,000.00	21,194.00			25,000.00	8,584.00	16,416.00	34.34%
Expenses	20,000.00	19,494.00	506.00	97.47%	25,000.00	7,784.00	17,216.00	31.14%
Net Total Fire Calls	5,000.00	1,700.00	(506.00)	34.00%	-	800.00	(800.00)	#DIV/0!
Taxi								
Revenues	375,000.00	277,005.45			341,608.00	40,020.50	301,587.50	11.72%
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	-	(78,755.21)	(19,239.34)	#DIV/0!	(55,612.00)	(89,272.65)	33,660.65	160.53%

	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 8/31/2026	2026 Budget Less Actual	% S/B 66.67%
Room Tax / Tourism (City Portion Only - 30%, Greater Richland Tourism 70%)								
Revenues	122,375.00	57,698.76	64,676.24	47.15%	28,760.00	34,709.89	(5,949.89)	120.69%
Expenses	150,843.00	44,260.76	106,582.24	29.34%	26,965.00	20,029.75	6,935.25	74.28%
Net Room Tax /Tourism	(28,468.00)	13,438.00	(41,906.00)	-47.20%	1,795.00	14,680.14	(12,885.14)	817.84%
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	2,168,511.48	167,342.52	92.84%
Total Other Taxes (PILOT, Mobile Homes, Etc)	544,000.00	571,070.58	(27,070.58)	104.98%	593,700.00	365,927.96	227,772.04	61.64%
Total Intergvmnt'l - State & Fed Aid + Grants + Utility Reimb	139,495.00	150,576.13	(11,081.13)	107.94%			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	1,763,712.82	87,545.18	95.27%	2,030,706.00	658,831.57	1,371,874.43	32.44%
All Other Revenue Total	4,867,305.00	4,817,911.53	49,393.47	98.99%	4,960,260.00	3,193,271.01	1,766,988.99	64.38%
Expenses								
Total Insurance	293,700.00	120,948.13	172,751.87	41.18%	158,700.00	111,916.34	46,783.66	70.52%
Total Audit & Legal	152,500.00	113,163.69	39,336.31	74.21%	130,000.00	92,971.00	37,029.00	71.52%
Total Data Processing	54,300.00	55,582.97	(1,282.97)	102.36%	69,400.00	30,337.50	39,062.50	43.71%
Total Celebrations	-	-	0.00	#DIV/0!	-	-	0.00	#DIV/0!
Total Debt Service	416,384.00	369,742.87	46,641.13	88.80%	414,628.00	409,481.18	5,146.82	98.76%
Total Unallocated Contingency	42,670.00	693.64	41,976.36	1.63%	2,749,000.00	43,091.25	2,705,908.75	1.57%
All Other Expense Total	959,554.00	660,131.30	299,422.70	68.80%	3,521,728.00	687,797.27	2,833,930.73	19.53%
Net Total All Other	3,907,751.00	4,157,780.23	(250,029.23)	106.40%	1,438,532.00	2,505,473.74	(1,066,941.74)	174.17%
Capital Outlay								
Revenues								
ARPA Funds	123,000.00	82,614.14	40,385.86	67.17%	-	-	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	13,318.45	(8,318.45)	266.37%	-	1,648.05	(1,648.05)	#DIV/0!
Transfers In	-	17,479.00	(17,479.00)	#DIV/0!	1,352,433.50	-	1,352,433.50	0.00%
Capital Outlay Revenue Total	3,268,000.00	209,971.32	3,058,028.68	6.43%	4,101,433.50	1,648.05	4,099,785.45	0.04%
Expenses								
Capital Outlay Expense Total	3,781,250.00	196,785.81	3,584,464.19	5.20%	1,518,100.00	392,948.54	1,125,151.46	25.88%
Net Capital Outlay	(513,250.00)	13,185.51	(526,435.51)	-2.57%	2,583,333.50	(391,300.49)	2,974,633.99	-15.15%
Revenues	\$ 10,195,587.00	\$ 7,500,546.25	\$ 2,593,240.20	73.57%	\$ 11,042,743.50	\$ 4,608,242.62	\$ 6,551,552.91	41.73%
Expenditures	\$ 10,428,013.00	\$ 6,460,522.67	\$ 3,967,490.33	61.95%	\$ 10,930,151.00	\$ 4,586,514.87	\$ 6,343,636.13	41.96%
Library Transfer Out	\$ 306,969.00	\$ 306,969.00	\$ -	100.00%	\$ 312,428.00	\$ 312,428.00	\$ -	100.00%
Net Revenue Less Expenditure	\$ (539,395.00)	\$ 733,054.58	\$ (1,374,250.13)		\$ (199,835.50)	\$ (290,700.25)	\$ 207,916.78	
Ferguson Land Purchase (Contingency Funds)		\$ 646,468.29						
Actual Net / Revenue Over Expense	\$ (539,395.00)	\$ 1,379,522.87	\$ (1,374,250.13)		\$ (199,835.50)	\$ (290,700.25)	\$ 207,916.78	

			+		-	
CITY OF RICHLAND CENTER - TREASURER'S REPORT						Item 2.
9/30/2026						
FUNDS	Int Rate	BEG/MO BAL	Transfers In/(Out) Between Accounts			END/MO BAL
			RECEIPTS	DISBURSEMENTS		
City General Unassigned:	2.96%	\$ 244,416.97	\$ 218,375.39	\$ 300,000.00	\$ 584,110.18	\$ 178,682.18
#1 State Investments - Unassigned	3.70%	\$ 3,632,563.51	\$ 50,905.00	\$ (300,000.00)		\$ 3,383,468.51
Property Tax Account (partial unassigned)	2.96%	\$ 254.83	\$ 0.62			\$ 255.45
#2 Landfill long term care (for landfill issues)	3.70%	\$ 687,565.61				\$ 687,565.61
#3 TIF-Panorama Estates (TIF 6)	3.70%	\$ 291,557.56				\$ 291,557.56
#6 TIF 2-5 (only #4)	3.70%	\$ 158,693.41				\$ 158,693.41
RLF Business Savings	0.50%	\$ (0.00)				\$ (0.00)
RLF Business Checking		\$ 5,000.00				\$ 5,000.00
#7 - RLF Account	0%	\$ 176,308.41				\$ 176,308.41
RESTRICTED FUNDS: (by outside entity)		\$ -				
CDBG Housing RLF	2.96%	\$ 9,113.76	\$ 22.10			\$ 9,135.86
Landfill Long Term Care CD to 2045	2.48%	\$ 326,006.41	\$ 5,286.39			\$ 331,292.80
Landfill Long Term Care CD to 2045	1.40%	\$ 309,659.85	\$ 2,161.68			\$ 311,821.53
Library Checking	2.96%	\$ 422,029.13	\$ 2,441.36		\$ 29,945.58	\$ 394,524.91
Room Tax	2.96%	\$ 28,491.78	\$ 28.83		\$ 17,785.12	\$ 10,735.49
Greater Richland Tourism	2.96%	\$ 1,653.92			\$ 1,653.92	\$ 0.00
Redevelopment Authority	2.96%	\$ 76,805.57	\$ 183.81		\$ 1,785.00	\$ 75,204.38
#5 Renew RC Loan Program-Affordable Hous	4.39%	\$ 894,965.31				\$ 894,965.31
Renew RC Loan Program-Checking	2.96%	\$ 82,146.78	\$ 199.22			\$ 82,346.00
COMMITTED: (by resolution of the Council)		\$ -				
#4 Projects committed	3.70%	\$ 3,053,100.74				\$ 3,053,100.74
ASSIGNED: (for specific use, not assigned)		\$ -				
Cemetery CDs	2.34% & 3.21%	\$ 5,059.71	\$ 99.41			\$ 5,159.12
Centennial Committee	2.96%	\$ 3,022.46	\$ 7.33			\$ 3,029.79
Canine Fund	0%	\$ 48,750.67	\$ 2.58		\$ 37.73	\$ 48,715.52
Park/Rec/Comm Center	2.96%	\$ 12,576.04	\$ 30.50			\$ 12,606.54
#8 - Aquatic Center	3.70%	\$ 248,183.48				\$ 248,183.48
Total Interest Earned in Current Month			\$ 9,588.03	\$ -		

CITY OF RICHLAND CENTER					
Utility Report - Month August 31, 2026					
	TREASURER BAL				TREASURER BAL
FUNDS	BEG OF MONTH	RECEIPTS	TOTAL	DISBURSEMENTS	END OF MONTH
GARBAGE		29,871.29			
PUBLIC BENEFIT		3,798.88			
ELECTRIC UTILITY	476,148.65	1,058,324.02	1,568,142.84	1,154,618.70	\$ 413,524.14
WATER UTILITY	609,050.41	125,501.37	734,551.78	132,127.56	\$ 602,424.22
SEWER UTILITY	678,710.24	210,950.36	889,660.60	223,805.59	\$ 665,855.01
	.				
Fund	Total	Location	% Interest		
Electric Project Savings	408,997.71	State/LGIP	Variable 3.70		
Electric Replacement Fund	1,081,885.26	State/LGIP	Variable 3.70		
Electric Bond Fund "2027"	268,782.90	State/LGIP	Variable 3.70		
Electric Project Savings	253,959.42	State/LGIP	Variable 3.70		
Electric - AMI	446,739.30	State/LGIP	Variable 3.70		
Total Electric	2,460,364.59				
Water Project Savings	1,216,206.19	State/LGIP	Variable 3.70		
Water Replacement Fund	536,364.84	State/LGIP	Variable 3.70		
Water - Clean Wa Loan#8-2028	59,124.91	State/LGIP	Variable 3.70		
Water - Reservoir Loan#5-2039	76,375.72	State/LGIP	Variable 3.70		
Water - AMI	224,376.96	State/LGIP	Variable 3.70		
Water DNR Loan	10.00	Richland Co Bank			
Total Water	2,112,458.62				
WWTP Replacement Fund	1,325,394.21	State/LGIP	Variable 3.70		
WWTP Project Savings	733,674.67	State/LGIP	Variable 3.70		
WWTP Bond Fund "2035"	122,624.94	State/LGIP	Variable 3.70		
USDA Reserve Acct	625,000.00	State/LGIP	Variable 3.70		
WWTP -RATE STABILIZATION	1,034,786.88	State/LGIP	Variable 3.70		
USDA 2015 Bond Fund "2045"	555,988.24	Peoples Bank			
Total WWTP	4,397,468.94				
	8,970,292.15				
Unrestricted					
Electric	\$ 413,524.14				
Water	602,424.22				
WWTP	665,855.01				
TOTAL UNRESTRICTED FUNDS	1,681,803.37				
Restricted - Restricted Funds are for Projects, Bond Payments and Equipment Replacement					
Electric	2,460,364.59				
Water	2,112,458.62				
WWTP	4,397,468.94				
TOTAL RESTRICTED FUNDS	8,970,292.15				

City of Richland Center - Finance Committee Council Payment Approval Report - October 6, 2026

Invoices Approved by Dept Head Entered into System between 09/02/2026 and 10/06/2026

Item 4.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
Accurate Appraisal LLC	9/1/2026	Accurate Appraisal - Mo Assessment Services	\$ 3,750.00			Gen Gov't	9/22/2026
TOTAL	Accurate Appraisal LLC			\$ 3,750.00			
TOTAL	AFLAC			\$ 262.70		Payroll	
ALL AMERICAN DO IT CENTER	9/25/2026	PW/Streets: Side Rail For Truck	\$ 37.98				
TOTAL	ALL AMERICAN DO IT CENTER			\$ 37.98			
TOTAL	ALLIANT ENERGY/WPL			\$ 654.95			
AMAZON CAPITAL SERVICES	8/27/2026	PW/B&G: Landfill Camera for Drop-Off	\$ 159.99		9/17/2026	Public Works	9/17/2026
AMAZON CAPITAL SERVICES	9/14/2026	Office: Cabinet Locks with Keys	\$ 19.38			Gen Gov't	9/22/2026
AMAZON CAPITAL SERVICES	9/16/2026	Office: Chair	\$ 154.35			Gen Gov't	9/22/2026
AMAZON CAPITAL SERVICES	9/25/2026	PW: Streets: Fenwal Control Board - Patch Wagon	\$ 235.34				
AMAZON CAPITAL SERVICES	9/24/2026	POLICE: Ergonomic Office Chairs	\$ 160.12			Public Safety	10/5/2026
AMAZON CAPITAL SERVICES	9/24/2026	POLICE: Ergonomic Office Chairs	\$ 625.99			Public Safety	10/5/2026
AMAZON CAPITAL SERVICES	10/2/2026	PW/B&G: Bungee Cords, Shade Cloth, Exit Sign - BLDG-PROP/SUPPLIES	\$ 70.36				
TOTAL	AMAZON CAPITAL SERVICES			\$ 1,425.53			
TOTAL	American Heritage Life Insurance Company			\$ 183.48		Payroll	
TOTAL	ASSURITY LIFE INSURANCE COMPANY			\$ (101.75)		Payroll	
AUTO VALUE PARTS STORES	8/25/2026	PW/Streets: Leaf Vac Relay	\$ 12.99		9/24/2026	Public Works	9/17/2026
AUTO VALUE PARTS STORES	9/4/2026	PW/B&G: Oil Filter & Air Filter	\$ 47.25			Public Works	9/17/2026
AUTO VALUE PARTS STORES	9/8/2026	PW/Streets: 2023 Chevy Silverado Oil Filter	\$ 13.30			Public Works	9/17/2026
AUTO VALUE PARTS STORES	9/9/2026	PW/Streets: Brakleen Brake	\$ 59.88			Public Works	9/17/2026
AUTO VALUE PARTS STORES	9/9/2026	PW/Streets: Fuel Fleet Power Blast	\$ 77.06			Public Works	9/17/2026
AUTO VALUE PARTS STORES	9/8/2026	PW/Streets: Fuel Filter	\$ 166.20			Public Works	9/17/2026
AUTO VALUE PARTS STORES	9/17/2026	PW/Streets: Jaw Wrench	\$ 32.99				
AUTO VALUE PARTS STORES	9/30/2026	PW/B&G: Oil Filters for Fore	\$ 5.73				
AUTO VALUE PARTS STORES	10/1/2026	PW/B&G: Truck Battery - BLDG-PROP/EQUIP MAINT-REPAIR	187.99				
TOTAL	AUTO VALUE PARTS STORES			\$ 603.39			
B L SIGNS, LLC	8/26/2026	PW/Streets: New Truck Decals	\$ 135.00		9/17/2026	Public Works	9/17/2026
TOTAL	B L SIGNS, LLC			\$ 135.00			
BADGER WELDING SUPPLY, INC	8/26/2026	PW/B&G: Acetylene, Oxygen	\$ 25.00		9/17/2026	Public Works	9/17/2026
BADGER WELDING SUPPLY, INC	8/31/2026	PW/Street: Monthly Cylinder Rental - STREETS GARAGE/SUPPLIES	\$ 31.55		9/17/2026	Gen Gov't	9/22/2026
TOTAL	BADGER WELDING SUPPLY, INC			\$ 56.55			
BFI Waste Services	8/31/2026	PW/Refuse: Garbage & Recycling Services 1,835 X \$9.16	\$ 16,808.60		9/17/2026	Public Works	9/17/2026
BFI Waste Services	8/31/2026	PW/Refuse: Garbage & Recycling Services - Landfill Staffing	\$ 889.92		9/17/2026	Public Works	9/17/2026
BFI Waste Services	8/31/2026	PW/Refuse: Garbage & Recycling Services 1,835 X \$3.11	\$ 5,706.85		9/17/2026	Public Works	9/17/2026
BFI Waste Services	9/30/2026	PW/Refuse: Garbage & Recycling Services 1,835 X \$3.11	\$ 5,706.85				
BFI Waste Services	9/30/2026	PW/Refuse: Garbage & Recycling Services 1,835 X \$9.16	\$ 16,808.60				
BFI Waste Services	9/30/2026	PW/Refuse: Garbage & Recycling Services - Landfill Staffing	\$ 889.92				
BFI Waste Services	10/6/2026	PW/Refuse: Garbage & Recycling Services - Landfill Staffing - 7 Mo Credit	\$ (6,229.44)				
TOTAL	BFI Waste Services			\$ 40,581.30			
BOARDMAN & CLARK LLP	9/9/2026	Police: Union Negotiations	\$ 270.00		9/17/2026	Gen Gov't	9/22/2026
BOARDMAN & CLARK LLP	9/24/2026	Police: Union Negotiations	\$ 1,829.00				
TOTAL	BOARDMAN & CLARK LLP			\$ 2,099.00			
TOTAL	Champion Health			\$ 512.00		Payroll	
COMMUNITY FIRST BANK	10/1/2026	Debt: Westside/Haseltine Loan Interest Payment	\$ 3,365.92				

City of Richland Center - Finance Committee Council Payment Approval Report - October 6, 2026

Invoices Approved by Dept Head Entered into System between 09/02/2026 and 10/06/2026

Item 4.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL	COMMUNITY FIRST BANK			\$ 3,365.92			
COMPUTER DOCTORS LLC	8/27/2026	Office: Flash Drives - Floppy Drive Contents Copied to Flash Drives Admin: Microsoft 365 Business - 10 Subscriptions, 1 User, 21 Annual	\$ 75.00		9/17/2026		
COMPUTER DOCTORS LLC	9/18/2026	Standard, 2 Exchange Plans	\$ 4,464.00				
COMPUTER DOCTORS LLC	9/28/2026	PW/Airport: Airport Network Repair	\$ 375.00				
TOTAL	COMPUTER DOCTORS LLC			\$ 4,914.00			
DON'S TIRE	8/29/2026	PW/Streets: John Deere Endloader Repair	\$ 355.00		9/17/2026	Gen Gov't	9/22/2026
TOTAL	DON'S TIRE			\$ 355.00			
DRIFTLESS AREA PROFESSIONAL SERVICES LLC	9/21/2026	Zoning: CSM Review Richland County	\$ 300.00		9/24/2026		
TOTAL	DRIFTLESS AREA PROFESSIONAL SERVICES LLC			\$ 300.00			
ELLIOTT, JUDY	9/24/2026	Police: Richland Area Rescue - 2026-8/6, 8/11, 8/13, 7/14	\$ 180.00		9/24/2026	Public Safety	10/5/2026
TOTAL	ELLIOTT, JUDY			\$ 180.00			
FIRE PROTECTION SPECIALISTS INC	9/8/2026	PW/B&G: Annual Fire Extinguisher Inspection - Airport	\$ 284.94			Public Works	9/17/2026
TOTAL	FIRE PROTECTION SPECIALISTS INC			\$ 284.94			
FIRST ADVANTAGE OCC HEAL	8/31/2026	Payroll: EE Drug Testing CDL - City & Utility	\$ 47.61		9/17/2026	Public Safety	10/5/2026
TOTAL	FIRST ADVANTAGE OCC HEAL			\$ 47.61			
FRONTIER	9/1/2026	Police: Voice Grade Channel Termination	\$ 10.70		9/17/2026	Gen Gov't	9/22/2026
FRONTIER	9/9/2026	PW/Airport: 608-647-4237 Phone Line	\$ 149.53		9/17/2026	Public Works	9/17/2026
FRONTIER	9/9/2026	PW/Airport: 608-383-0969 Phone Line	\$ 149.53		9/17/2026	Public Works	9/17/2026
TOTAL	FRONTIER			\$ 309.76			
Gary's Lawn Care LLC	9/3/2026	B&G: Spec Assess Mowing: 276-2100-6711, Mark Prouty, 610 S Sheldon Street	\$ 75.00				
Gary's Lawn Care LLC	9/16/2026	B&G: Spec Assess Mowing: 276-2100-6711, Mark Prouty, 610 S Sheldon Street	\$ 75.00				
Gary's Lawn Care LLC	9/15/2026	PW/B&G: Lawncare Services: RC Airport	\$ 440.00				
Gary's Lawn Care LLC	9/3/2026	B&G: Spec Assess Mowing: 276-1663-1000, Nicholson, 472 E 4th Street	\$ 75.00				
Gary's Lawn Care LLC	9/16/2026	B&G: Spec Assess Mowing: 276-1663-1000, Nicholson, 472 E 4th Street	\$ 75.00				
Gary's Lawn Care LLC	9/26/2026	B&G: Spec Assess Mowing: 276-1663-1000, Nicholson, 472 E 4th Street	\$ 75.00				
Gary's Lawn Care LLC	9/10/2026	PW/B&G: Lawncare Services: Bowen Cemetery / Landing	\$ 220.00				
Gary's Lawn Care LLC	9/10/2026	PW/B&G: Lawncare Services: Airport	\$ 440.00				
Gary's Lawn Care LLC	9/15/2026	PW/B&G: Lawncare Services: Bowen Cemetery / Landing	\$ 220.00				
Gary's Lawn Care LLC	9/26/2026	B&G: Spec Assess Mowing: 276-2100-6711, Mark Prouty, 610 S Sheldon Street	\$ 75.00				
Gary's Lawn Care LLC	9/26/2026	PW/B&G: Lawncare Services - Bowen Cemetery / Landing	\$ 220.00				
Gary's Lawn Care LLC	9/4/2026	PW/B&G: Lawncare Services - Bowen Cemetery / Landing	\$ 220.00				
Gary's Lawn Care LLC	9/5/2026	PW/B&G: Lawncare Services: Airport	\$ 440.00				
Gary's Lawn Care LLC	9/7/2026	PW/B&G: Lawncare Services: RC Cemetery	\$ 2,200.00				
Gary's Lawn Care LLC	9/3/2026	B&G: Spec Assess Mowing: 276-1683-1200, Sue Carter, 441 W Third Street	\$ 75.00				
Gary's Lawn Care LLC	9/16/2026	B&G: Spec Assess Mowing: 276-1683-1200, Sue Carter, 441 W Third Street	\$ 75.00				
Gary's Lawn Care LLC	9/26/2026	B&G: Spec Assess Mowing: 276-1683-1200, Sue Carter, 441 W Third Street	\$ 75.00				
TOTAL	Gary's Lawn Care LLC			\$ 5,075.00			

City of Richland Center - Finance Committee Council Payment Approval Report - October 6, 2026

Invoices Approved by Dept Head Entered into System between 09/02/2026 and 10/06/2026

Item 4.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL	GENUINE TELECOM			\$ 845.09			
Greater Richland Area Tourism	9/2/2026	Greater Richland Tourism - Disburse Final funds in Account Per Agreement	\$ 1,653.92		9/8/2026		
Greater Richland Area Tourism	7/31/2026	Room Tax \$'s: 70% of Total Q2, 2026	\$ 16,698.40		9/8/2026	Gen Gov't	9/22/2026
Greater Richland Area Tourism	7/31/2026	Room Tax \$'s: 70% of Total Q1, 2026	\$ 1,086.72		9/8/2026	Gen Gov't	9/22/2026
TOTAL	Greater Richland Area Tourism			\$ 19,439.04			
HOLIDAY WHOLESale	8/26/2026	Parks & Rec: senior center coffee	\$ 154.10		9/17/2026	Parks & Rec	9/28/2026
HOLIDAY WHOLESale	8/13/2026	Parks & Rec: WAC Concessions/Freezer Cedar Crest IC Bunker Bskt	\$ 300.00		9/17/2026	Parks & Rec	9/28/2026
TOTAL	HOLIDAY WHOLESale			\$ 454.10			
TOTAL	INTERNAL REVENUE SERVICE			\$ 37,617.53		Payroll	
Iverson Construction	8/31/2026	PW/Streets: Cold Mix	\$ 1,643.99		9/17/2026	Gen Gov't	9/22/2026
TOTAL	Iverson Construction			\$ 1,643.99			
JOHNSON BLOCK & COMPANY,	9/8/2026	City Admin/Office - Audit	\$ 11,092.00			Gen Gov't	9/22/2026
TOTAL	JOHNSON BLOCK & COMPANY,			\$ 11,092.00			
JOHNSON CONTROLS FIRE PROTECTION	8/8/2026	PW/B&G: Municipal Building Fire Alarm Upgrade	\$ 4,186.00				
TOTAL	JOHNSON CONTROLS FIRE PROTECTION			\$ 4,186.00			
KOELSCH, BEN	9/15/2026	Elected: Sponsor of Government Mtgs on You Tube	\$ 966.87			Gen Gov't	9/22/2026
TOTAL	KOELSCH, BEN			\$ 966.87			
Kraemer's Water Store	8/31/2026	Parks & Rec: Water Softener Tank Service	\$ 111.50		9/17/2026	Parks & Rec	9/28/2026
TOTAL	Kraemer's Water Store			\$ 111.50			
KWIK TRIP	9/24/2026	Police:Restitution RCPD Case #2026-1023, Francis Tross	\$ 199.86				
TOTAL	KWIK TRIP			\$ 199.86			
LAMAR COMPANIES	8/31/2026	Admin/City office: Hwy 14 digital sign	\$ 500.00		9/17/2026	Gen Gov't	9/22/2026
LAMAR COMPANIES	9/28/2026	Admin/City office: Hwy 14 digital sign	\$ 500.00				
TOTAL	LAMAR COMPANIES			\$ 1,000.00			
METCO, INC	9/8/2026	PW/Airport: Airport Fuel Pump Maintenance - AIRPORT/MAINT-REPAIRS	\$ 100.00		9/17/2026	Gen Gov't	9/22/2026
TOTAL	METCO, INC			\$ 100.00			
TOTAL	MetLife			\$ 272.76		Payroll	
MI-TECH SERVICES, INC	5/19/2026	PW/Refuse: miTech Landfill Monitoring Services 50% Complete - LANDFILL/TESTING/MONITORING	\$ 5,302.50			Parks & Rec	9/28/2026
TOTAL	MI-TECH SERVICES, INC			\$ 5,302.50			
NEUMAN POOLS INC	9/17/2026	Parks & Rec: Manhole Gasket	\$ 276.60			Parks & Rec	9/28/2026
TOTAL	NEUMAN POOLS INC			\$ 276.60			
NOWARE, LLC	9/9/2026	Police: Computer IT - WIFI Accesspoint Updates	\$ 582.00		9/17/2026	Public Safety	10/5/2026
NOWARE, LLC	9/8/2026	Police: Computer IT - M8 Mini PC Ryzen Pro 6650 H	\$ 1,000.00		9/17/2026	Public Safety	10/5/2026
TOTAL	NOWARE, LLC			\$ 1,582.00			
PARAGON DEVELOPMENT SYSTEMS, INC	9/8/2026	Clerk: Election Computer Dock - WEC Grant 2026	\$ 162.00			Gen Gov't	9/22/2026
PARAGON DEVELOPMENT SYSTEMS, INC	9/9/2026	Clerk: Election Computer - WEC Grant 2026	\$ 1,379.00			Gen Gov't	9/22/2026
TOTAL	PARAGON DEVELOPMENT SYSTEMS, INC			\$ 1,541.00			
PEPSI-COLA OF LACROSSE	9/24/2026	PW/Aquatic: Concessions	\$ (48.00)			Parks & Rec	9/28/2026
TOTAL	PEPSI-COLA OF LACROSSE			\$ (48.00)			
Pine River Tire & Auto LLC	9/3/2026	PW/B&G: Firestone Tube	\$ 56.92		9/17/2026	Public Works	9/17/2026
Pine River Tire & Auto LLC	9/29/2026	PW/B&G: Repair Boot	\$ 34.00				
TOTAL	Pine River Tire & Auto LLC			\$ 90.92			
PITNEY BOWES GLOBAL	10/1/2026	Office: Postage Refills	\$ 1.57		9/17/2026	Public Works	9/17/2026

City of Richland Center - Finance Committee Council Payment Approval Report - October 6, 2026

Invoices Approved by Dept Head Entered into System between 09/02/2026 and 10/06/2026

Item 4.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
PITNEY BOWES GLOBAL	10/1/2026	Office: Postage Refills	\$ 43.87				
PITNEY BOWES GLOBAL	10/1/2026	Office: Postage Refills	\$ 3.35				
PITNEY BOWES GLOBAL	10/1/2026	Office: Postage Refills	\$ 281.71				
PITNEY BOWES GLOBAL	10/1/2026	Office: Postage Refills	\$ 16.75				
PITNEY BOWES GLOBAL	10/1/2026	Office: Postage Refills	\$ 119.03				
PITNEY BOWES GLOBAL	10/1/2026	Office: Postage Refills	\$ 152.29				
PITNEY BOWES GLOBAL	10/1/2026	Office: Postage Refills	\$ 35.93				
TOTAL	PITNEY BOWES GLOBAL			\$ 654.50			
Portland Implement Inc.	9/3/2026	PW/Streets: Leaf Vac Repairs	\$ 1,294.00		9/17/2026	Public Works	9/17/2026
TOTAL	Portland Implement Inc.			\$ 1,294.00			
PREMIER CO-OP	8/31/2026	PW/Streets: Fuel	\$ 1,943.46		9/24/2026	Public Works	9/17/2026
PREMIER CO-OP	8/31/2026	PW/B&G: BLDG-PROP/GASOLINE	\$ 2,267.33				
TOTAL	PREMIER CO-OP			\$ 4,210.79			
QTPOD	10/5/2026	PW/Airport: QTPod Terminal Repair - AIRPORT/MAINT-REPAIRS	\$ 455.15				
TOTAL	QTPOD			\$ 455.15			
RHYME BUSINESS PRODUCTS-DALLAS	9/4/2026	Office: Copier Lease	\$ 472.58		9/17/2026	Gen Gov't	9/22/2026
RHYME BUSINESS PRODUCTS-DALLAS	9/25/2026	CC/SC: Copier Lease	\$ 180.03			Public Works	9/17/2026
RHYME BUSINESS PRODUCTS-DALLAS	9/25/2026	CC/SC: Copier Lease - Usage Overages	\$ 49.38				
RHYME BUSINESS PRODUCTS-DALLAS	9/30/2026	Police Dept: Copier Lease	\$ 213.14			Public Safety	10/5/2026
RHYME BUSINESS PRODUCTS-DALLAS	10/4/2026	Admin/City Office: Copier Lease	\$ 472.58				
RHYME BUSINESS PRODUCTS-DALLAS	10/4/2026	City Office: Copier Lease Color Copy Overage	\$ 201.60				
TOTAL	RHYME BUSINESS PRODUCTS-DALLAS			\$ 1,589.31			
RICHLAND CENTER POLICE PROFESSIONAL	9/8/2026	UNION DUES POLICE UNION DUES Pay Period: 09/04/2026	\$ 250.00		9/24/2026	Payroll	
RICHLAND CENTER POLICE PROFESSIONAL	9/23/2026	UNION DUES POLICE UNION DUES Pay Period: 09/18/2026	\$ 250.00		9/24/2026	Payroll	
TOTAL	RICHLAND CENTER POLICE PROFESSIONAL			\$ 500.00			
TOTAL	RICHLAND CENTER UTILITIE			\$ 20,377.35			
RICHLAND COUNTY TREASURER	9/29/2026	Clerk/Treas: 2026 Tax Season Envelopes	\$ 282.64		9/30/2026		
RICHLAND COUNTY TREASURER	9/29/2026	Clerk/Treas: 276-2100-0410 Taxpayer Paid City, City Cashed Check, Should have been paid to County	\$ 7,211.58		9/30/2026		
TOTAL	RICHLAND COUNTY TREASURER			\$ 7,494.22			
RICHLAND ELECTRIC CO-OP	9/2/2026	PW/Parks: RC Flood Control	\$ 47.23		9/17/2026	Public Works	9/17/2026
RICHLAND ELECTRIC CO-OP	10/2/2026	PW/Parks: RC Flood Control	\$ 34.99				
TOTAL	RICHLAND ELECTRIC CO-OP			\$ 82.22			
RICHLAND FIRE DISTRICT	7/29/2026	Incident #226124, 07/29/2026, Ms. Crystal Hernandez, 336 West 4th Street	\$ 800.00				
RICHLAND FIRE DISTRICT	10/1/2026	Incident #226166, 10/01/2026, WHPC, False Alarm	\$ 300.00				
TOTAL	RICHLAND FIRE DISTRICT			\$ 1,100.00			
RICHLAND OBSERVER	8/31/2026	PW/Streets: Seal Coat Bids	\$ 150.16		9/24/2026		
RICHLAND OBSERVER	8/31/2026	Clerk: Liquor License Publication - 8/6/2026	\$ 27.86		9/24/2026	Gen Gov't	9/22/2026
RICHLAND OBSERVER	8/31/2026	Elected: July 17, 2026 Meeting Minutes Published 8/27/2026	\$ 138.82		9/24/2026	Gen Gov't	9/22/2026
RICHLAND OBSERVER	8/31/2026	Elected: July 15, 2026 Meeting Minutes Published 08/27/2026	\$ 76.64		9/24/2026	Gen Gov't	9/22/2026
RICHLAND OBSERVER	8/31/2026	Clerk: Election Notice - Polling Location Published 08/06/2026	\$ 94.20		9/24/2026	Gen Gov't	9/22/2026
RICHLAND OBSERVER	8/31/2026	Elected: Ordinance #2026-09 Published 08/27/2026	\$ 63.80		9/24/2026	Gen Gov't	9/22/2026
TOTAL	RICHLAND OBSERVER			\$ 551.48			
RUNNING, INC	9/21/2026	Taxi: Shared Ride Taxi Service	\$ 37,026.00				
RUNNING, INC	9/21/2026	Taxi: Shared Ride Taxi Service - Fare Revenue	\$ (4,407.50)				

City of Richland Center - Finance Committee Council Payment Approval Report - October 6, 2026

Invoices Approved by Dept Head Entered into System between 09/02/2026 and 10/06/2026

Item 4.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
TOTAL	RUNNING, INC			\$ 32,618.50			
SCHILLING SUPPLY COMPANY	9/15/2026	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 949.63		9/24/2026	Gen Gov't	9/22/2026
SCHILLING SUPPLY COMPANY	8/18/2026	PW/B&G: Paper & Cleaning Products for Restrooms/Breakrooms	\$ 46.63				
TOTAL	SCHILLING SUPPLY COMPANY			\$ 996.26			
TOTAL	SECURIAN FINANCIAL GROUP, INC			\$ 3,271.15		Payroll	
		PW/B&G: WorkMaster 25S Tractor Part Shipped to Aben Farms West					
SIMPSON'S TRACTOR, INC	8/5/2026	Salem per Matt Williams	\$ 81.00		9/17/2026	Public Works	9/17/2026
SIMPSON'S TRACTOR, INC	9/29/2026	PW/B&G: Mini Endloader Service - BLDG-PROP/EQUIP MAINT-REPAIR	\$ 513.54				
TOTAL	SIMPSON'S TRACTOR, INC			\$ 594.54			
Sit & Git Portables, LLC	7/29/2026	PW/B&G: Parks Portable Units	\$ 120.00		9/8/2026	Public Works	9/17/2026
TOTAL	Sit & Git Portables, LLC			\$ 120.00			
SOUTHWEST WI TECHNICAL COLLEGE	9/3/2026	POLICE: Training - Shaylyn Isaacson Instructor Development Course	\$ 138.76		9/17/2026	Public Safety	10/5/2026
SOUTHWEST WI TECHNICAL COLLEGE	9/11/2026	POLICE: Training - Michael Wiegel Interview Techniques	\$ 45.00		9/17/2026	Public Safety	10/5/2026
TOTAL	SOUTHWEST WI TECHNICAL COLLEGE			\$ 183.76			
		Admin: Telephone Service - Switching phones for PW/Zoning/Mayor Office					
STRANG HEATING & ELECTRIC RC	9/14/2026	Moves	\$ 428.66		9/24/2026	Gen Gov't	9/22/2026
TOTAL	STRANG HEATING & ELECTRIC RC			\$ 428.66			
SUNSET LAW ENFORCEMENT	9/9/2026	Police: Ammunition	\$ 977.60			Public Safety	10/5/2026
TOTAL	SUNSET LAW ENFORCEMENT			\$ 977.60			
TC AUTOWORKS LLC	9/23/2026	Police: 2016 Ford Interceptor Oil Change	\$ 55.92			Public Safety	10/5/2026
TOTAL	TC AUTOWORKS LLC			\$ 55.92			
TOTAL	T-Mobile			\$ 930.11			
US BANK	8/31/2026	Office: Surge Protectors	\$ 74.32				
US BANK	9/2/2026	PW/Landfill: Closure Cameras Cloud Storage	\$ 67.67			Public Works	9/17/2026
US BANK	8/23/2026	PW/Econ Dev: Claude Pro Subscription	\$ 20.00			Gen Gov't	9/22/2026
US BANK	9/2/2026	PW/Landfill: Closure Cameras Cloud Storage	\$ 31.02			Public Works	9/17/2026
US BANK	8/28/2026	Parks & Rec: CC Supplies / Rec Programming / WAC Concessions	\$ 73.34			Parks & Rec	9/28/2026
US BANK	9/9/2026	Police: Shop with a Cop - Funded by Salvation Army Rcpt 09-15-2026	\$ 700.00			Public Safety	10/5/2026
US BANK	8/28/2026	Parks & Rec: CC Supplies / Rec Programming / WAC Concessions	\$ 69.00			Parks & Rec	9/28/2026
US BANK	8/28/2026	Parks & Rec: CC Supplies / Rec Programming / WAC Concessions	\$ 53.04			Parks & Rec	9/28/2026
US BANK	9/16/2026	City Hall: Television	\$ 199.00			Gen Gov't	9/22/2026
US BANK	9/9/2026	Police: Digital Camera Battery & Charger Kit	\$ 79.98			Public Safety	10/5/2026
US BANK	9/18/2026	Parks & Rec: WAC Maint & Repair	\$ 145.00			Parks & Rec	9/28/2026
US BANK	9/19/2026	Parks & Rec: WPRA Tickets	\$ 18.45			Parks & Rec	9/28/2026
US BANK	9/27/2026	PW/Landfill: Closure Cameras Cloud Storage	\$ 9.00				
US BANK	8/3/2026	Elected: Brad Wegner Business Cards	\$ 25.27				
US BANK	8/20/2026	PW/Streets/B&G: Live Location Activation	\$ 50.00				
US BANK	8/20/2026	PW/Streets/B&G: Live Location Activation	\$ 50.00				
US BANK	9/23/2026	PW/Econ Dev: Claude Pro Subscription	\$ 20.00				
US BANK	9/29/2026	PW/Airport: Testing for Fuel Farm Fuel Pumps	\$ 0.79				
US BANK	8/6/2026	Police: Monitors for Squad Room	\$ 172.52			Public Safety	10/5/2026
US BANK	8/5/2026	Parks & Rec: Summer Program Supplies	\$ 4.85				
US BANK	8/6/2026	Parks & Rec: Summer Program Supplies	\$ 4.85				
US BANK	9/10/2026	Police: Nikon Mirrorless Full Spectrum Conversion Z50 II	\$ 385.00			Public Safety	10/5/2026
US BANK	9/23/2026	Police: Batteries	\$ 19.98			Public Safety	10/5/2026
US BANK	9/11/2026	Police: Send Camera to Lifepixl for lens removal to fit for filters	\$ 42.11			Public Safety	10/5/2026

City of Richland Center - Finance Committee Council Payment Approval Report - October 6, 2026

Invoices Approved by Dept Head Entered into System between 09/02/2026 and 10/06/2026

Item 4.

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
US BANK	9/19/2026	Police: Postage	\$ 26.89			Public Safety	10/5/2026
US BANK	8/3/2026	Police: Email Address Licenses - Annual	\$ 1,510.32				
US BANK	8/11/2026	Police: TVRIP - Suspension of Registration for Unpaid Parking Tickets	\$ 9.18				
US BANK	8/13/2026	Police: TVRIP - Suspension of Registration for Unpaid Parking Tickets	\$ 3.08				
TOTAL	US BANK			\$ 3,864.66			
VERIZON WIRELESS	9/21/2026	POLICE: Cell Phones	\$ 592.96			Public Safety	10/5/2026
TOTAL	VERIZON WIRELESS			\$ 592.96			
VIERBICHER ASSOCIATES, INC	9/4/2026	Professional: HUD Grant Administration - Andrew R Kurtz	\$ 820.00		9/24/2026	Gen Gov't	9/22/2026
VIERBICHER ASSOCIATES, INC	9/4/2026	Professional: HUD Grant Administration - Jeffrey S Even	\$ 437.50		9/24/2026	Gen Gov't	9/22/2026
TOTAL	VIERBICHER ASSOCIATES, INC			\$ 1,257.50			
WAL-MART	9/21/2026	Police: Restitution for Case #2026-1500, Itzel M. Rodriguez Perez	\$ 3.55				
TOTAL	WAL-MART			\$ 3.55			
WALSH'S ACE HARDWARE	8/6/2026	PW/B&G: Bolts fpr Landfill	\$ 27.20		9/8/2026	Public Works	9/17/2026
WALSH'S ACE HARDWARE	8/26/2026	PW/B&G: Landfill - Gls Blk Qt, Ace GLS Blk, Silica Sand	\$ 110.18		9/8/2026	Public Works	9/17/2026
WALSH'S ACE HARDWARE	8/24/2026	PW/ B&G & Streets: Badger Welding Oxygen	\$ 211.15		9/8/2026	Public Works	9/17/2026
WALSH'S ACE HARDWARE	8/24/2026	PW/ B&G & Streets: Badger Welding Oxygen	\$ 211.16		9/8/2026	Public Works	9/17/2026
WALSH'S ACE HARDWARE	9/1/2026	PW/B&G: Fuse CC Split AC Unit	\$ 5.71		9/17/2026	Public Works	9/17/2026
WALSH'S ACE HARDWARE	9/2/2026	PW/ B&G & Streets: Badger Welding Oxygen	\$ 415.34		9/17/2026	Public Works	9/17/2026
WALSH'S ACE HARDWARE	9/2/2026	PW/ B&G & Streets: Badger Welding Oxygen	\$ 415.33		9/17/2026	Public Works	9/17/2026
WALSH'S ACE HARDWARE	8/26/2026	PW/Streets: Shop Supplies	\$ 2.05		9/17/2026	Gen Gov't	9/22/2026
WALSH'S ACE HARDWARE	9/11/2026	PW/City Hall: Fasteners - Screws for Blinds	\$ 2.94		9/24/2026	Gen Gov't	9/22/2026
WALSH'S ACE HARDWARE	9/17/2026	PW/B&G: Landfill - Gate Maintenance, Rust Stop, Spray Paint	\$ 30.47				
WALSH'S ACE HARDWARE	9/23/2026	Parks: Rec: Marine Antifreeze	\$ 192.00				
WALSH'S ACE HARDWARE	9/29/2026	PW/Streets: Mig Weld Wire	\$ 54.99				
WALSH'S ACE HARDWARE	9/25/2026	PW/Streets: Gloves, Poly, Varnish, Brushes	\$ 54.65				
WALSH'S ACE HARDWARE	8/28/2026	PW/B&G: Water Softener Salt	\$ 83.33				
TOTAL	WALSH'S ACE HARDWARE			\$ 1,816.50			
WARCO	9/16/2026	Parks & Rec: Senior Center Trips - 10/29/2026 Diamond Jo Trip	\$ 1,395.00		9/17/2026	Parks & Rec	9/28/2026
TOTAL	WARCO			\$ 1,395.00			
TOTAL	WE ENERGIES			\$ 2,661.51			
WEX BANK	9/30/2026	POLICE: Vehicle Fuel	\$ 3,366.78			Public Safety	10/5/2026
TOTAL	WEX BANK			\$ 3,366.78			
WI FIELD TRAINING OFFICERS	10/1/2026	Police: Training Registration Fees - Moe	\$ 225.00				
TOTAL	WI FIELD TRAINING OFFICERS			\$ 225.00			
WICONNECT WIRELESS LLC	10/1/2026	Airport Internet Service 3Mb/s Download	\$ 59.99				
TOTAL	WICONNECT WIRELESS LLC			\$ 59.99			
TOTAL	WI Deferred Compensation			\$ 2,421.21		Payroll	
TOTAL	WI Dept of EE Trust Funds			\$ 112,913.96		Payroll - Health Insurance	
TOTAL	WI Dept of EE Trust Funds			\$ 44,771.13		Payroll - WRS - Retirement	
TOTAL	WI DEPT OF REVENUE			\$ 6,461.43		Payroll	
WI DEPT OF REVENUE-AV FUEL	8/31/2026	Aviation Fuel Tax	\$ 34.32		9/18/2026	Public Works	9/17/2026
TOTAL	WI DEPT OF REVENUE-AV FUEL			\$ 34.32			
WICONNECT WIRELESS LLC	9/1/2026	Airport Internet Service 3Mb/s Download	\$ 59.99		9/8/2026	Public Works	9/17/2026
TOTAL	WICONNECT WIRELESS LLC			\$ 59.99			
WIL-KIL PEST CONTROL	8/12/2026	PW/Admin: Municipal Building Pest Control	\$ 73.44		9/24/2026	Gen Gov't	9/22/2026

City of Richland Center - Finance Committee Council Payment Approval Report - October 6, 2026

Item 4.

Invoices Approved by Dept Head Entered into System between 09/02/2026 and 10/06/2026

Vendor Name	Inv Date	Description	Amount	Vendor Total	Date Paid	Comm/Board	Date Approved
WIL-KIL PEST CONTROL	8/12/2026	PW/CC/SC: pest control Meyer Shelter	\$ 73.44		9/24/2026	Gen Gov't	9/22/2026
WIL-KIL PEST CONTROL	8/12/2026	Parks: Community Center / Senior Center Pest Control	\$ 88.90		9/24/2026	Parks & Rec	9/28/2026
TOTAL	WIL-KIL PEST CONTROL			\$ 235.78			
WISCONSIN METALS	9/11/2026	PW/B&G: Landfill Tubing for Gate Build	\$ 900.00				
TOTAL	WISCONSIN METALS			\$ 900.00			
WORKSITE SOLUTIONS	9/8/2026	COMBINED INSURANCE Pay Period: 09/04/2026	\$ 23.35			Payroll	
WORKSITE SOLUTIONS	9/23/2026	COMBINED INSURANCE Pay Period: 09/18/2026	\$ 23.35			Payroll	
TOTAL	WORKSITE SOLUTIONS			\$ 46.70			
WPPI ENERGY	10/1/2026	LED Street Light Loan Payment 0% Int	\$ 421.62				
WPPI ENERGY	9/1/2026	LED Street Light Loan Payment 0% Int	\$ 421.62		9/30/2026		
TOTAL	WPPI ENERGY			\$ 843.24			
WPRA	9/18/2026	PW/CC SC: CPI Training - Jodi	\$ 580.00			Parks & Rec	9/28/2026
TOTAL	WPRA			\$ 580.00			

TOTAL BILLS PRESENTED FOR APPROVAL:

\$ 414,702.85 General Fund

Of the Total bills presented for approval, excluding Library Bills, **\$113,814.03** have been reviewed and audited by the appropriate committee (Public Works, Public Safety, Park Board, and/or General Government) as noted on the invoice listing. The remaining **\$300,888.82** consists of invoices that have been reviewed and approved by the appropriate department head, or are payroll deduction related; but due to timing of meetings and payment due dates, have not yet been presented to the appropriate committee for review and audit. These invoices are authorized for payment by the Common Council and shall be presented to the Appropriate Committee at its next meeting for subsequent review and audit, with exceptions, (if any) listed below:

Total Bills Presented: \$414,702.85

Public Works Reviewed and Audited: \$30,442.28

Public Safety Reviewed and Audited: \$9,561.38

Park Board Reviewed and Audited: \$19,095.17

General Government Reviewed and Audited: \$54,715.20

Payroll Deduction Related: \$202,670.87

Exeptions:

Filed in the office of the City Clerk/Treasurer

CITY OF RICHLAND CENTER

Audit Presentation to the
City Council

For the Year Ended
December 31, 2025

October 6, 2026

*Prepared by:
Johnson Block & Company, Inc.
Certified Public Accountants*

CITY OF RICHLAND CENTER

2025 AUDIT OVERVIEW

- We have completed our audit of the City of Richland Center for the year ended December 31, 2025, and have issued our independent auditor's report on the financial statements of the City. Our report and the audited financial statements are presented in a bound document.
- We did not audit the financial statements of the Electric, Water and Sewer Enterprise Funds, which represent the amounts shown as the business-type activities. Those statements were audited by other auditors whose report has been furnished to us.
- Management has reviewed and accepted the financial statements and adjusting journal entries.
- A separate audit communications document designed for the City Council was also submitted and should be read in conjunction with the audited financial statements.
- We also prepared a regulatory report for 2025 that was filed with the Wisconsin Department of Revenue.

CITY OF RICHLAND CENTER

2025 FINANCIAL HIGHLIGHTS

- The City continues to maintain a strong financial position, with cash liquidity and healthy fund balances.
- The City's General Fund recorded an increase to fund balance of \$650,035. Overall governmental fund balance increased by \$731,930.
- Tax Incremental Financing District No. 6 revenues totaled \$131,086 for 2025, which includes \$128,985 in taxes and special assessments, \$1,314 in intergovernmental revenues, and \$787 in interest income. TIF District expenditures totaled \$83,310 on eligible projects and debt service.
- The City's Economic Development and Housing Loan Programs had loans receivable totaling \$587,243 outstanding as of December 31, 2025. These loans have been made to City property owners for improvement and development projects. The December 31, 2025 loan balance consisted of \$67,076 for the Revolving Loan Fund, \$462,851 for the Housing Fund, and \$57,316 for the General Fund. Loan loss reserves of \$79,965 have been recorded as an allowance against the outstanding balance.
- The City's General Fund has committed and assigned fund balances of \$2,728,623 set aside for future projects.

CITY OF RICHLAND CENTER

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – 2025 GOVERNMENTAL FUNDS

	Major General Fund	Nonmajor Funds	Total
REVENUES			
Taxes and special assessments	\$ 2,427,015	\$ 243,643	\$ 2,670,658
Intergovernmental	2,840,939	145,149	2,986,088
Licenses and permits	69,792	-	69,792
Penalties and forfeitures	37,220	-	37,220
Public charges for services	872,624	7,428	880,052
Interest	417,146	8,600	425,746
Miscellaneous general revenues	297,150	10,544	307,694
Total revenues	<u>6,961,886</u>	<u>415,364</u>	<u>7,377,250</u>
EXPENDITURES			
Current:			
General government	996,830	-	996,830
Public safety	1,990,367	-	1,990,367
Public works	1,616,685	-	1,616,685
Culture and recreation	929,984	557,128	1,487,112
Conservation and development	393,490	14,785	408,275
Capital outlay	204,634	-	204,634
Debt service:			
Principal	308,061	50,000	358,061
Interest and fiscal charges	111,857	18,525	130,382
Total expenditures	<u>6,551,908</u>	<u>640,438</u>	<u>7,192,346</u>
Excess (deficiency) of revenues over expenditures	<u>409,978</u>	<u>(225,074)</u>	<u>184,904</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	17,479	306,969	324,448
Transfers in - utility tax equivalent	529,547	-	529,547
Transfers out	(306,969)	-	(306,969)
Total other financing sources (uses)	<u>240,057</u>	<u>306,969</u>	<u>547,026</u>
Net change in fund balances	<u>650,035</u>	<u>81,895</u>	<u>731,930</u>
Fund balances - January 1, as previously presented	9,631,702	1,067,809	10,699,511
Reclassification to establish tourism fund	(40,123)	40,123	-
Fund balance - January 1, restated	<u>9,591,579</u>	<u>1,107,932</u>	<u>10,699,511</u>
Fund balances - December 31	<u>\$ 10,241,614</u>	<u>\$ 1,189,827</u>	<u>\$ 11,431,441</u>

CITY OF RICHLAND CENTER

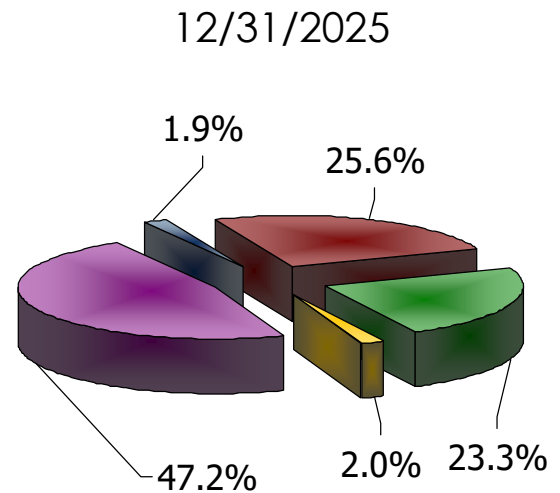
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE 2025 BUDGET AND ACTUAL – GENERAL FUND

	Budgeted Amounts			Variance with Final Budget Favorable (Unfavorable)
	Original	Final	Actual	
REVENUES				
Taxes and special assessments	\$ 2,494,527	\$ 2,494,527	\$ 2,427,015	\$ (67,512)
Intergovernmental	5,808,483	5,808,483	2,840,939	(2,967,544)
Licenses and permits	48,747	48,747	69,792	21,045
Penalties and forfeitures	40,000	40,000	37,220	(2,780)
Public charges for services	740,849	740,849	872,624	131,775
Interest	248,500	248,500	417,146	168,646
Miscellaneous general revenues	176,281	176,281	297,150	120,869
Total revenues	<u>9,557,387</u>	<u>9,557,387</u>	<u>6,961,886</u>	<u>(2,595,501)</u>
EXPENDITURES				
Current:				
General government	1,365,043	1,365,043	996,830	368,213
Public safety	1,953,864	1,953,864	1,990,367	(36,503)
Public works	1,625,001	1,625,001	1,616,685	8,316
Culture and recreation	1,007,426	1,007,426	929,984	77,442
Conservation and development	370,745	370,745	393,490	(22,745)
Capital outlay	3,789,550	3,789,550	204,634	3,584,916
Debt service:				
Principal	305,059	305,059	308,061	(3,002)
Interest and fiscal charges	111,325	111,325	111,857	(532)
Total expenditures	<u>10,528,013</u>	<u>10,528,013</u>	<u>6,551,908</u>	<u>3,976,105</u>
Excess (deficiency) of revenues over expenditures	<u>(970,626)</u>	<u>(970,626)</u>	<u>409,978</u>	<u>1,380,604</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	341,725	341,725	17,479	(324,246)
Transfers in - utility tax equivalent	500,000	500,000	529,547	29,547
Transfers out	(306,969)	(306,969)	(306,969)	-
Total other financing sources (uses)	<u>534,756</u>	<u>534,756</u>	<u>240,057</u>	<u>(294,699)</u>
Net change in fund balance	<u>(435,870)</u>	<u>(435,870)</u>	<u>650,035</u>	<u>1,085,905</u>
Fund balance - January 1, as previously presented	9,631,702	9,631,702	9,631,702	-
Reclassification to establish tourism fund	-	-	(40,123)	(40,123)
Fund balance - January 1, restated	<u>9,631,702</u>	<u>9,631,702</u>	<u>9,591,579</u>	<u>(40,123)</u>
Fund balance - December 31	<u>\$ 9,195,832</u>	<u>\$ 9,195,832</u>	<u>\$ 10,241,614</u>	<u>\$ 1,047,019</u>

CITY OF RICHLAND CENTER

GOVERNMENTAL FUND BALANCES

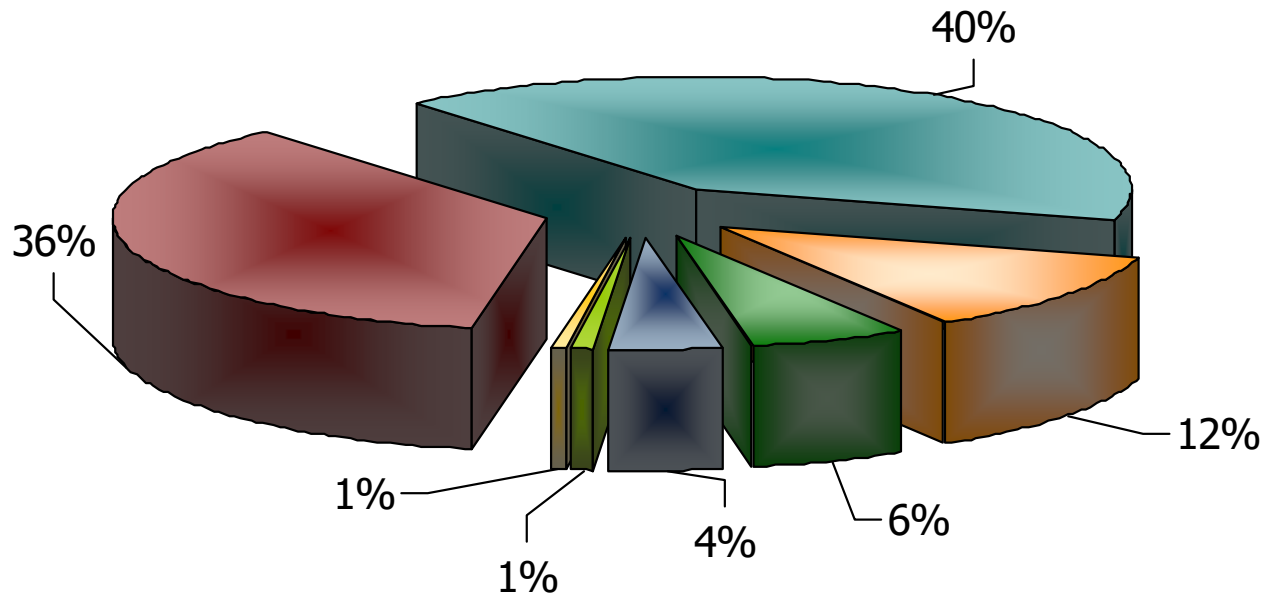
	2025	2024
Nonspendable		
General Fund:		
Prepayments	\$ 111,307	\$ 114,461
Economic development loans	57,316	75,138
Delinquent personal property taxes	45,300	45,300
Library Fund:		
Prepayments	4,840	-
Total nonspendable	218,763	234,899
Restricted		
General Fund:		
Landfill closure costs	629,903	621,179
Room tax	7,519	-
Tourism expenditures	-	116,747
Affordable housing	873,342	836,774
Renew Richland Center	80,541	-
Aquatic center	242,187	199,959
Future rural development	75,307	72,719
Nonmajor Funds:		
Housing economic development loans	628,365	622,493
Library subsequent year expenditures	246,635	221,455
Tourism expenditures	37,458	-
Conservation and development	103,666	55,890
Total restricted	2,924,923	2,747,216
Committed		
General Fund:		
Aquatic center	60,000	15,000
Data processing	135,730	54,714
Airport	65,000	37,000
Parks	278,922	203,922
Building maintenance	60,000	60,000
Library projects	7,750	4,000
Public safety equipment	108,967	109,822
Forestry	800	800
Equipment replacement	491,466	465,837
Street projects and miscellaneous	1,455,273	1,614,700
Total committed	2,663,908	2,565,795
Assigned		
General Fund:		
Park and community center	12,330	11,907
Cemetery perpetual care	4,186	4,148
Canine units	48,062	47,495
Child safety	137	137
Nonmajor Funds:		
Revolving economic development loans	168,863	167,971
Total assigned	233,578	231,658
Unassigned		
General Fund	5,390,269	4,919,943
Total unassigned	5,390,269	4,919,943
Total governmental fund balances	\$ 11,431,441	\$ 10,699,511



- Nonspendable - \$218,763
- Restricted - \$2,924,923
- Committed - \$2,663,908
- Assigned - \$233,578
- Unassigned - \$5,390,269

CITY OF RICHLAND CENTER

GOVERNMENTAL FUNDS 2025 REVENUES



■ Taxes & Assessments	(\$2,670,658)
■ Intergovernmental	(\$2,986,088)
■ Public Charges for Services	(\$880,052)
■ Interest Income	(\$425,746)
■ Miscellaneous General Revenues	(\$307,694)
■ Licenses & Permits	(\$69,792)
■ Penalties & Forfeitures	(\$37,220)

OBSERVATIONS AND COMMENTS:

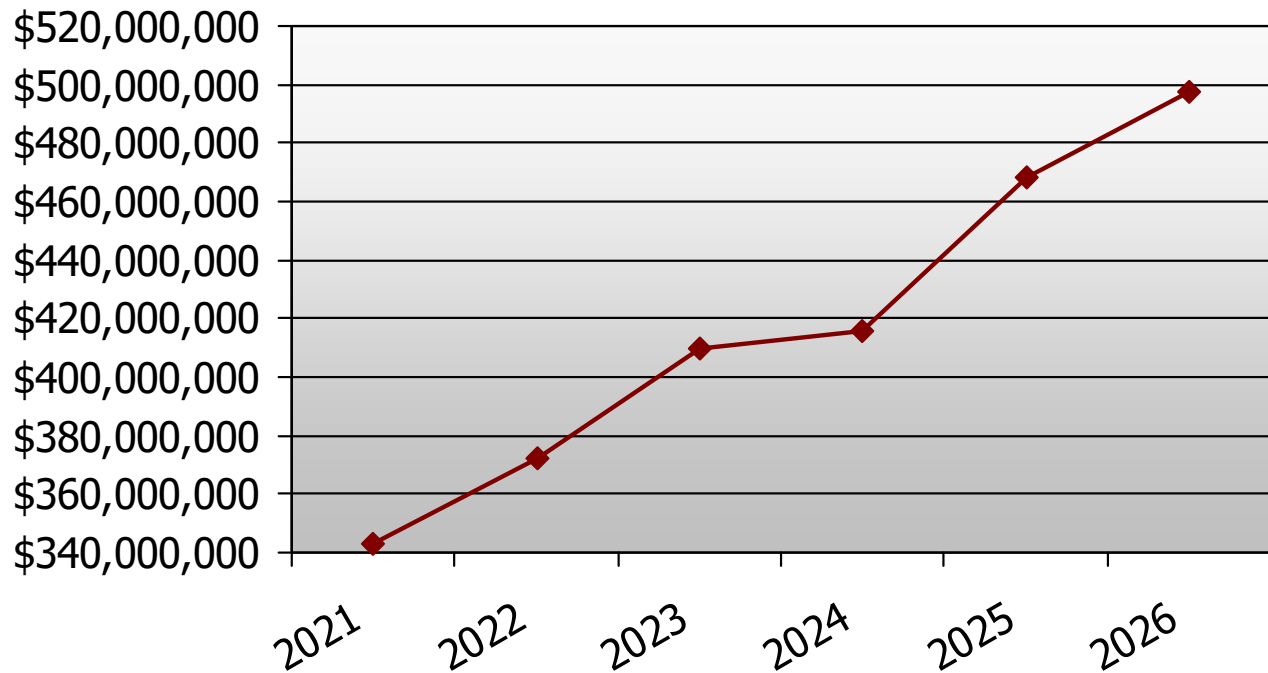
- Property taxes are collected in January and August.
- Intergovernmental revenues comprised 40% of total revenues in 2025.

The most significant intergovernmental revenues are:

Shared taxes	\$ 1,650,139
Transportation grants	\$ 489,356

CITY OF RICHLAND CENTER

TREND IN EQUALIZED VALUE OF PROPERTY



Total Equalized Value (Includes TIF Increment)

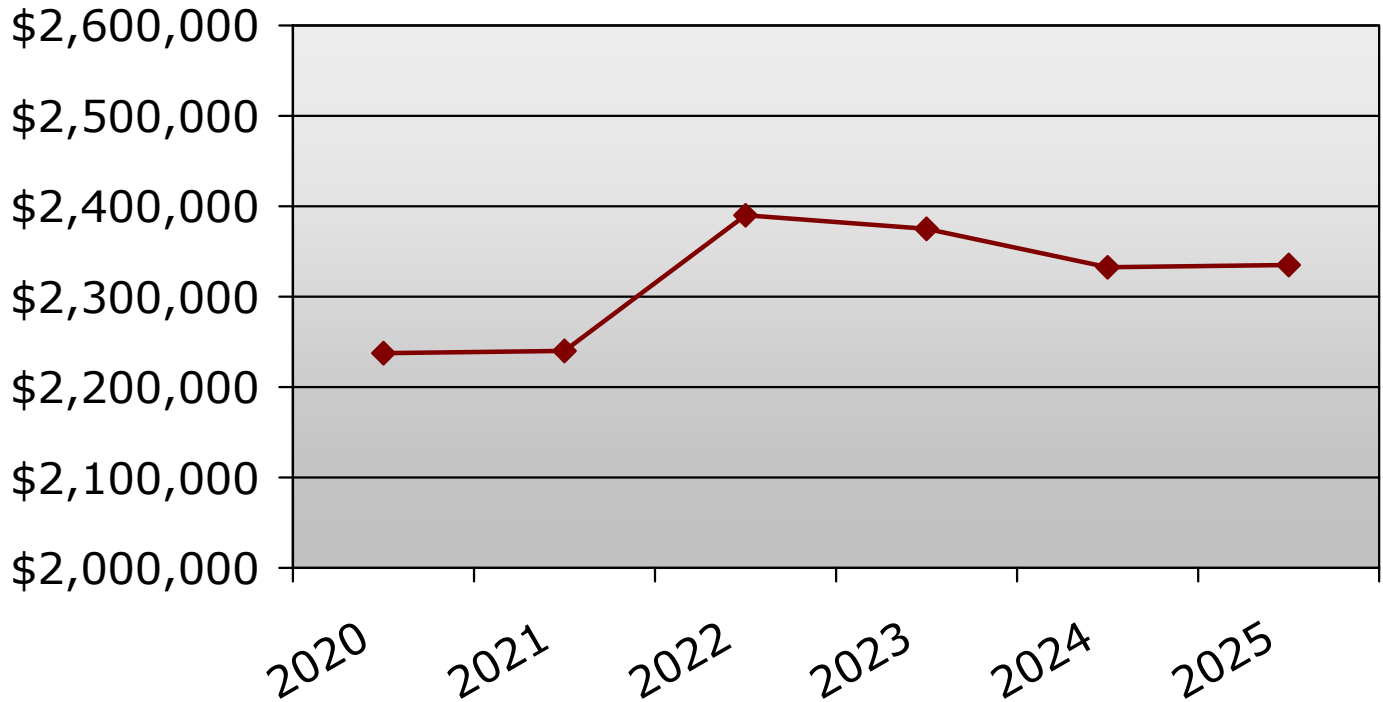
2021	\$ 343,120,200	2024	\$ 415,852,500
2022	\$ 372,268,100	2025	\$ 468,309,100
2023	\$ 409,554,700	2026	\$ 497,590,300

OBSERVATIONS AND COMMENTS:

- The City's overall valuation has increased 45% in the six-year period presented here.

CITY OF RICHLAND CENTER

PROPERTY TAXES – EXCLUDING TAX INCREMENT LEVIES



Local Property Tax Levy (Excludes TIF)

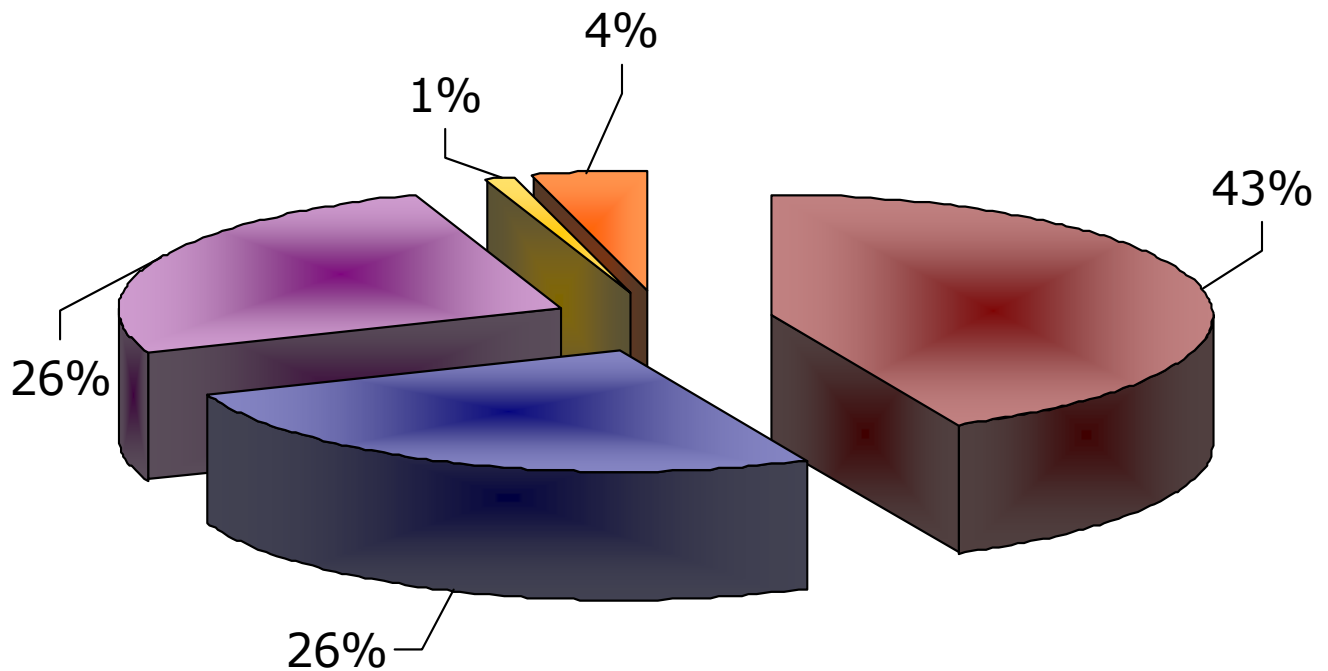
2020	\$ 2,237,787
2021	\$ 2,240,967
2022	\$ 2,390,266
2023	\$ 2,375,000
2024	\$ 2,332,552
2025	\$ 2,335,854

OBSERVATIONS AND COMMENTS:

- The City complied fully with the state-imposed property tax levy limits.

CITY OF RICHLAND CENTER

PROPERTY TAX ROLL 2025 LEVY COLLECTED 2026

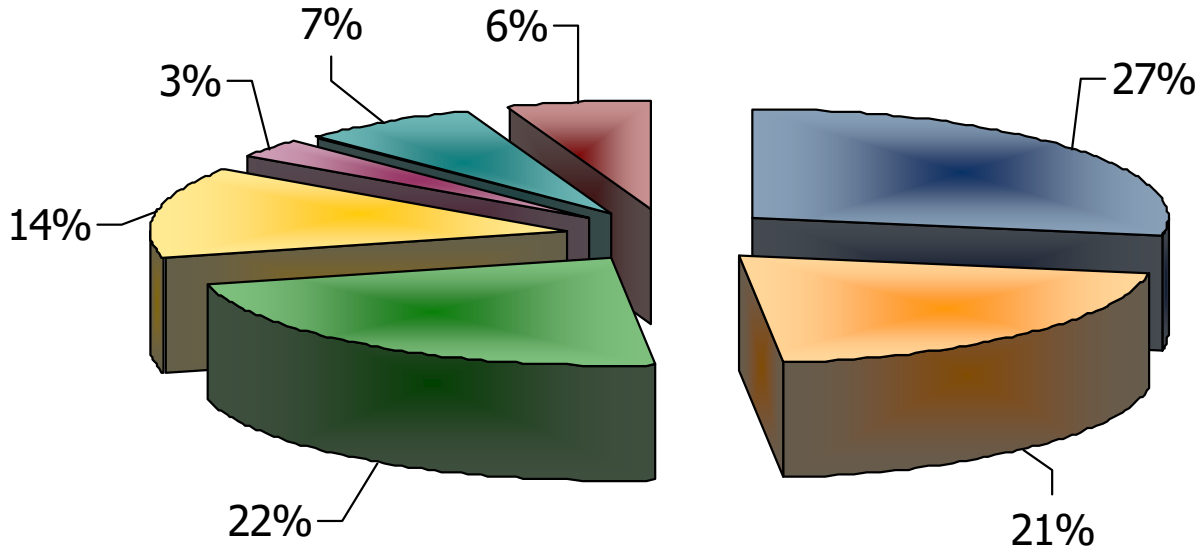


- Local School (\$3,872,317)
- City (\$2,335,854)
- County (\$2,291,377)
- TIF (\$116,740)
- VTAE (\$366,255)

SOURCE: 2025 STATEMENT OF TAXES –
FILED WITH WISCONSIN DEPARTMENT OF REVENUE

CITY OF RICHLAND CENTER

GOVERNMENTAL FUNDS 2025 EXPENDITURES



- Public Safety (\$1,990,367)
(includes police, fire, emergency service)
- Culture & Recreation (\$1,487,112)
(includes library, parks and recreation programming)
- Public Works (\$1,616,685)
(includes street construction, taxi and waste collection)
- General Government (\$996,830)
- Capital Outlay (\$204,634)
(includes public safety, road construction, parks)
- Debt Service (\$488,443)
- Conservation & Development (\$408,275)
(includes economic development and room tax)

CITY OF RICHLAND CENTER

CHANGES IN LONG-TERM OBLIGATIONS

➤ The following is a summary of long-term obligations for the year ended December 31, 2025:

	1/1/2025			12/31/2025	Amounts Due Within
	Balance	Increases	Decreases	Balance	One Year
Governmental Activities					
Direct borrowings and					
direct placements	\$ 465,502	\$ -	\$ (108,061)	\$ 357,441	\$ 107,059
Bonds	3,995,000	-	(250,000)	3,745,000	255,000
Bond premium	176,189	-	(11,746)	164,443	-
Subtotal	4,636,691	-	(369,807)	4,266,884	362,059
Other liabilities:					
Compensated absences*	344,222	-	(2,594)	341,628	61,075
Termination benefits*	69,837	-	(51,620)	18,217	18,217
Landfill post-closure					
care costs	402,825	-	(102,017)	300,808	15,600
Subtotal	816,884	-	(156,231)	660,653	94,892
Total governmental					
activities long-term					
liabilities	\$ 5,453,575	\$ -	\$ (526,038)	\$ 4,927,537	\$ 456,951
Business-Type Activities					
Direct borrowings and					
direct placements	\$ 18,183,632	\$ -	\$ (729,024)	\$17,454,608	\$ 743,873
Bonds	905,000	-	(295,000)	610,000	305,000
Subtotal	19,088,632	-	(1,024,024)	18,064,608	1,048,873
Other accrued liabilities:					
Compensated absences	294,070	59,855	(27,422)	326,503	-
Subtotal	294,070	59,855	(27,422)	326,503	-
Total business-type					
activities long-term					
liabilities	\$ 19,382,702	\$ 59,855	\$ (1,051,446)	\$18,391,111	\$1,048,873

OBSERVATIONS AND COMMENTS:

➤ The City's outstanding debt is structured favorably with interest rates at or below current market.

➤ General obligation debt limitation totals \$23,415,455 and debt subject to limitation totals \$4,102,441. The City has 82% of its debt capacity remaining at December 31, 2025.

CITY OF RICHLAND CENTER

SUMMARY OF TAX INCREMENTAL FINANCING DISTRICT

- The City established TIF District No. 6 in 2017. The following is the cumulative status of the District as of December 31, 2025:

	Administration Expenses	Project Costs	Debt Service	Cumulative Expense/Cost Total	Cumulative District Revenues
TIF District No. 6	\$ 98,473	\$ 961,646	\$ 722,730	\$ 1,782,849	\$ 1,886,515

- The financial activity of the District has been financed by general obligation debt and TIF increment.

- The 2025 equalized property valuations of the TIF District is as follows:

	Current Value	Base Value	Increment
TIF District No. 6	\$ 6,114,600	\$ 28,300	\$ 6,086,300

CITY OF RICHLAND CENTER AGENDA ITEM DATA SHEET

Agenda Item: Resolution No. 2026-12, A Resolution Authorizing an Advance from the General Fund to Finance the Valley View Drive Street Project

Meeting Date(s): Budget Committee on 10/6/2026 and Common Council on 10/6/2026

Requested by: Ashley Oliphant, City Administrator

Background: The Council previously approved a \$191,500 interfund loan from the Water Utility with an anticipated 3.68% interest rate to finance the 2026 Valley View Drive street project. The City's financial advisor, Ehlers, has since recommended advancing the funds from the General Fund instead.

The request outlined in Resolution 2026-12 advances \$191,407.15 from the General Fund to the Pool 4 Projects Fund. The City will repay the General Fund by levying in full for debt service on its General Obligation Community Development Bonds, Series 2017A (TID debt), rather than abating that levy with tax increment as in past years. The repayment schedule is as follows: 2027: \$66,275.00; 2028: \$65,075.00; 2029: \$60,057.15.

The debt levy is the portion of the City's property tax that pays the principal and interest on borrowed funds. Unlike the operating levy, it is exempt from levy limits, which allows the City to borrow up to its debt limit of 5% of equalized value. The City's debt limit is \$24,879,515. That's 5% of the City's 2026 equalized value of \$497,590,300, which includes the TID. Currently, the City has used about 15% of its total debt capacity. For this reason, municipalities finance capital expenditures, such as street reconstruction, facility construction, and major equipment, through borrowing rather than the operating budget.

Unlike a household budget, where you might save in advance for a large purchase, a municipal budget constrained by levy limits cannot absorb inflation-driven increases in operating costs while also building reserves for capital projects. While borrowing carries an added cost in interest, aside from a referendum, it is the most reliable mechanism available to fund costly projects and equipment. It is an essential relief valve within a restrictive levy framework.

Financial Impact: With this advance, the total 2027 debt levy will rise from \$428,319 to \$494,594. This increase amounts to about 13 cents per \$1,000 in value.

Funding Source: General Fund

Recommended Action:

BUDGET COMMITTEE: Motion to recommend that the Common Council adopt Resolution No. 2026-12, authorizing an advance of \$191,407.15 from the General Fund to the Pool 4 Projects Fund in place of the previously approved Water Utility loan.

COUNCIL: Motion to adopt Resolution No. 2026-12, authorizing an advance of \$191,407.15 from the General Fund to the Pool 4 Projects Fund to finance the Valley View Drive street project, to be repaid without interest from the debt service levy in 2027 through 2029, in place of the previously approved Water Utility loan.

Attachment(s): Resolution No. 2026-12

RESOLUTION NO. 2026-12**A RESOLUTION AUTHORIZING AN ADVANCE FROM THE GENERAL FUND TO FINANCE THE
VALLEY VIEW DRIVE STREET PROJECT**

WHEREAS, the City of Richland Center needs \$191,407.15 to finance the 2026 Valley View Drive street project; and

WHEREAS, the City has sufficient General Fund balance to finance the project without outside borrowing; and

WHEREAS, the City will repay the General Fund through its debt service levy for the General Obligation Community Development Bonds, Series 2017A, which will be levied in full rather than abated with tax increment;

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

1. The City authorizes an advance of \$191,407.15 from the General Fund to Pool 4 Projects Fund to finance the Valley View Drive street project.
2. The advance shall be repaid to the General Fund, without interest, from the debt service levy described above, as follows: \$66,275.00 in 2027, \$65,075.00 in 2028, and \$60,057.15 in 2029.
3. The City Treasurer is authorized to make the transfers and accounting entries needed to carry out this resolution.

ADOPTED by the Common Council of the City of Richland Center, Wisconsin, this 6th day of October, 2026, by the following vote: AYES: _____, NOS: _____, Abstain/Absent: _____.

**CITY OF RICHLAND CENTER
RICHLAND COUNTY, WISCONSIN**

Karin Tepley, Mayor

Date: _____

ATTEST:

Amanda Keller, Clerk

Date: _____

LEGAL SERVICES AGREEMENT

THIS AGREEMENT, dated _____, 2026, by and between the City of Richland Center, a Wisconsin municipal corporation (hereinafter “City”), and Murphy Desmond S.C., a Wisconsin service corporation (hereinafter the “Attorney”).

W I T N E S S E T H:

WHEREAS, the City wishes to retain Attorney to provide legal services to the City of Richland Center; and

WHEREAS, the Attorney is willing to provide such services to the City on the terms and conditions provided herein;

NOW THEREFORE, the parties hereto agree as follows:

1. **Nature of Agreement.** The City retains, employs and appoints Attorney, pursuant to § 62.09(12), Wis. Stats., to act as City Attorney for the City, to render to the City and its authorized officers legal advice, and to represent the City and its authorized officers in all matters that may be pending or may hereafter be instituted in any of the courts of the State of Wisconsin, the courts of the United States located within the State of Wisconsin, before all administrative agencies and departments of the government brought by or against the City, to prepare and/or review all contracts, undertake all collections as requested, to render legal opinions, to draft and/or review ordinances and to undertake all other legal services as the City or any of its authorized officers may request or require.

2. **Acceptance of Employment.** The Attorney accepts the obligation to perform the services set forth in this Agreement, promising City that Attorney will render to the best of the Attorney’s ability the services described herein and during the continuance of this Agreement.

3. **Staffing.** Michael S. Windle will have primary responsibility for representation of the City. He may, however, utilize other attorneys and legal assistants in the office in the best exercise of his professional judgment. Other attorneys who will most frequently be involved in service to the City are Attorney Matthew J. Fleming, Attorney William E. Morgan, Attorney Ryan Braithwaite and Attorney Katherine A. Jens.

4. **Compensation of Attorney.**

- (a) **General Municipal Legal Services.** General Counsel Services are those detailed in Attached **Appendix A**, which is incorporated by reference. For services, in 2026, Attorney shall be compensated at a rate of not more than \$225.00 per hour.
- (b) **Special Municipal Legal Services.** Special Municipal Legal Services are projects or matters beyond the scope of General Legal Services, typically those of greater complexity or which are more resource intensive. Special

- 2 -

Legal services may be billed at a higher rate. Upon determining that a matter is a Special Legal Service, the Attorney will seek prior consent for special rates prior to its undertaking.

- (c) No other Murphy Desmond attorney shall be billed at a rate higher than Mr. Windle's rate without the express written consent of the City.
- (d) In addition to charges for legal services, the City shall reimburse Attorney for necessary expenses including such things as mileage (other than Mr. Windle's travel to and from the Attorney's office and within the City), lodging, meals, telephone calls and deposition transcripts. Similarly, some matters require substantial amounts of costly ancillary services such as photocopying. All such costs shall be billed at cost. Time traveled is billed as time worked. Mileage for travel shall be billed at the Internal Revenue Service rate.
- (e) Murphy Desmond **will not charge** the City for the use of legal assistants or other normal secretarial work, internally generated photocopies, long distance charges, facsimiles, or standard postage. Murphy Desmond does not charge for time spent at Continuing Legal Education seminars or other similar trainings, unless specifically required to attend such trainings by its client. We will charge the City for actual overnight or other courier expenses or *externally* generated photocopy expenses incurred, if any.
- (f) Attorney shall provide City with periodic billing statements, ordinarily on a monthly basis, and City agrees to pay any balance due on such statements within thirty (30) days of receipt. The parties acknowledge that there are sometimes delays in the accrual of costs incurred. In such cases, costs may be included in a subsequent bill.

5. **Other Legal Counsel.** The City shall have the right to retain other special counsel in matters in which the Attorney is unwilling or unable to render services requested ethically or economically, or when the City determines an attorney with special expertise is needed. The determination as to when special counsel is needed shall be at the sole discretion of the City. The City shall notify the Attorney prior to retaining any other special counsel.

6. **Designated Contact.** The City Administrator shall be the City's primary contact with the Attorney.

7. **Modification of Agreement.** Any modification of this Agreement or additional obligations assumed by either party in connection with this Agreement shall be binding only if in writing and signed by authorized representatives of each party.

- 3 -

8. **Assignment of Rights.** The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the express prior written consent of the other party.

9. **Termination.** The term of this Agreement expires on September 3, 2027. Notwithstanding the above, the City may terminate this Agreement with at least 60 days' notice of its intent to terminate this Agreement. The parties agree to negotiate in good faith regarding the terms of any further extensions of this Agreement prior to its expiration.

10. **Governing Law.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the state of Wisconsin.

11. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

CITY OF RICHLAND CENTER

By: _____
Ashley Oliphant, City Administrator

Attest: _____
Amanda Keller, City Clerk

MURPHY DESMOND S.C.

By: _____
Michael S. Windle
33 E. Main Street, Suite 500
P.O. Box 2038
Madison, WI 53701-2038
(608) 257-7181

APPENDIX A**Scope of General Legal Services Covered Under Retainer Agreement**

For the purposes of this Legal Services Agreement “General Municipal Legal Services” shall include and consist of all legal work provided by Murphy Desmond to the City, except Special Legal Services that otherwise may be required.

General Municipal Legal Services

- Attendance at City Council meetings as requested.
- All communication with the City Administrator, Mayor, Alderpersons, and City staff concerning City business which is not specifically excluded from the legal services agreement.
- Draft or review contracts or other legal instruments as may be required by City officials.
- Review of ordinances and resolutions drafted by City staff, City officials or other third parties.
- Drafting of ordinances and resolutions.
- Drafting of legal opinions requested by City elected officials and staff
- Updates as needed regarding changing laws and other legal matters that may affect the interests of the City.
- Guidance regarding parliamentary rules of procedure, open meetings, open records, agendas, and similar procedural matters.
- Representation of the City in litigation or mediation.
- Handling proceedings before state or federal courts.
- Managing administrative hearings before state or federal agencies.
- Conducting ordinance enforcement and prosecution.
- Address complex legal matters such as development agreements, major property transactions, utility issues, environmental obligations, or public works disputes.
- Specific projects, including services for City utilities, City tax incremental districts, special assessment projects, and land development projects (including subdivisions, condominium developments, and planned unit development projects, development and pre-annexation agreements) where costs and expenses are assumed by third parties or entities.

APPLICANT / AGENT	Richland County	BUSINESS NAME:	Richland County
SITE ADDRESS:	1200 US Hwy 14 W	ZONING DISTRICT:	(R-1) Residential
TAX PARCEL:	276-1712-1000	REQUEST:	Land Division by CSM
DESCRIPTION:	Pt NE-NW, SE-NW, NW-NE, SW-NE, NE-SW & NW-SE, Sec. 17, T10N, R1E		
MEETINGS:	Plan Commission September/23/2026; Common Council October/06/2026		

Request / Background

Request for approval of a CSM to divide 19.667 acres from the southwest corner of 1200 US Hwy 14 W (Parcel No 276-1712-1000) creating Lot 1, Parcel No. to be determined upon recording the CSM.

- **Lot 1 (Richland School District):** Additional Parcel and increase of 19.667 acres.
- **Lot 2 (1200 US Hwy 14 W):** Decreases to 111.63 acres.

Both properties will remain zoned R-1 Residential with no changes to current intended land use. The land transfer is requested to expand educational opportunities at the Richland School District.

Authority and Basis for Review

The request is a land division under Chapter 448, requiring a certified survey map (CSM). Section 448.04(7)(d) directs the Plan Commission to review the draft CSM for conformity with this ordinance, other applicable ordinances, and the master plan, and to recommend approval, conditional approval, or rejection to the City Council. The Council must act within sixty (60) days of filing under §448.04(7)(e).

Comprehensive Plan

The subject property is designated Institutional/Public on the Future Land Use Map of the *Comprehensive Plan for Richland Center, Wisconsin 2022-2032* (adopted December 21, 2021) and is currently zoned R-1 Residential. The proposed division would create an approximately 19.6-acre parcel to accommodate the expansion of a educational opportunities on this new parcel.

The Land Use chapter directs the City toward "land use policies and zoning that maximize the available opportunities and encourage residential, commercial, and industrial development," while the Leadership, Cooperation, and Volunteerism chapter highlights declining enrollment, strengthening the City/School District Relationship and Strengthen City relationships with the County and neighboring Municipalities. This Land Division will advance these objectives and reflect the plan's emphasis on making use of existing and underutilized sites rather than extending development into new areas while diversifying education services to aide in slowing and/or reversing the declining enrollment trend.

Staff find the proposed land division consistent with the Comprehensive Plan.

CRITERIA FOR CONSIDERATION	Yes	No
Is the project consistent with the Comprehensive Plan?	☒	☐
Can the request demonstrate adequate public facilities, including roads and drainage, and utilities?	☒	☐
All lots, structures, and uses will conform to the zoning code after the division.	☒	☐

All resulting parcels, existing structures, parking, and loading areas conform to the requirements of the zoning district as measured from the new lot lines.	☒	☐
The request conforms to all applicable provisions of the code.	☒	☐

RECOMMENDED CONDITIONS FOR APPROVAL

1. The certified survey map (CSM) shall conform to the plans and specifications submitted with the application dated 7/24/2026 and as presented at the Plan Commission public hearing on 9/23/2026. Any material change requires resubmittal.
2. The final CSM shall comply with Wis. Stat. § 236.34 and shall bear the surveyor's certification that the land division complies with all provisions of Chapter 448.
3. All resulting parcels and all existing structures shall comply with the setback, yard, and traffic visibility requirements of Zoning Code as measured from the proposed lot lines. No parcel shall be created that renders an existing structure, parking area, or loading area nonconforming.
4. The approved certified survey map shall be promptly recorded with the Richland County Register of Deeds, and two copies of the recorded map showing recording data shall be transmitted to the City.
5. Approval of this CSM does not authorize construction or a change in use.
6. Large parcel must allow for future subdivision into standard lots.

Staff Recommendation

It is recommended that the land division be approved with the conditions as presented and be forwarded to the Common Council for approval.

Recommended Action

Motion to recommend that the Common Council approve the CSM submitted by Richland County, which transfers 19.667 acres from 1200 US Hwy 14 W, Parcel No. 276-1712-1000, to the Richland School District designated as Lot 1 on the CSM, Parcel No. to be determined, based on the following findings:

1. The land division is permitted to proceed by certified survey map under §448.04(7)(a), fewer than five parcels being proposed.
2. Notice of public hearing was given to owners of property within 300 feet of the exterior boundaries as required by §448.04(7)(c), and a public hearing was held.
3. The certified survey map conforms to Chapter 448, the Zoning Ordinance, and the master plan and master plan components as required by §448.04(7)(d).
4. The resulting parcels comply with the requirements of the R-1 Residential district, and the division creates no nonconforming lot, structure, or use.

Subject to the conditions of approval set forth in the staff report dated 9/23/2026.

CERTIFIED SURVEY MAP No.

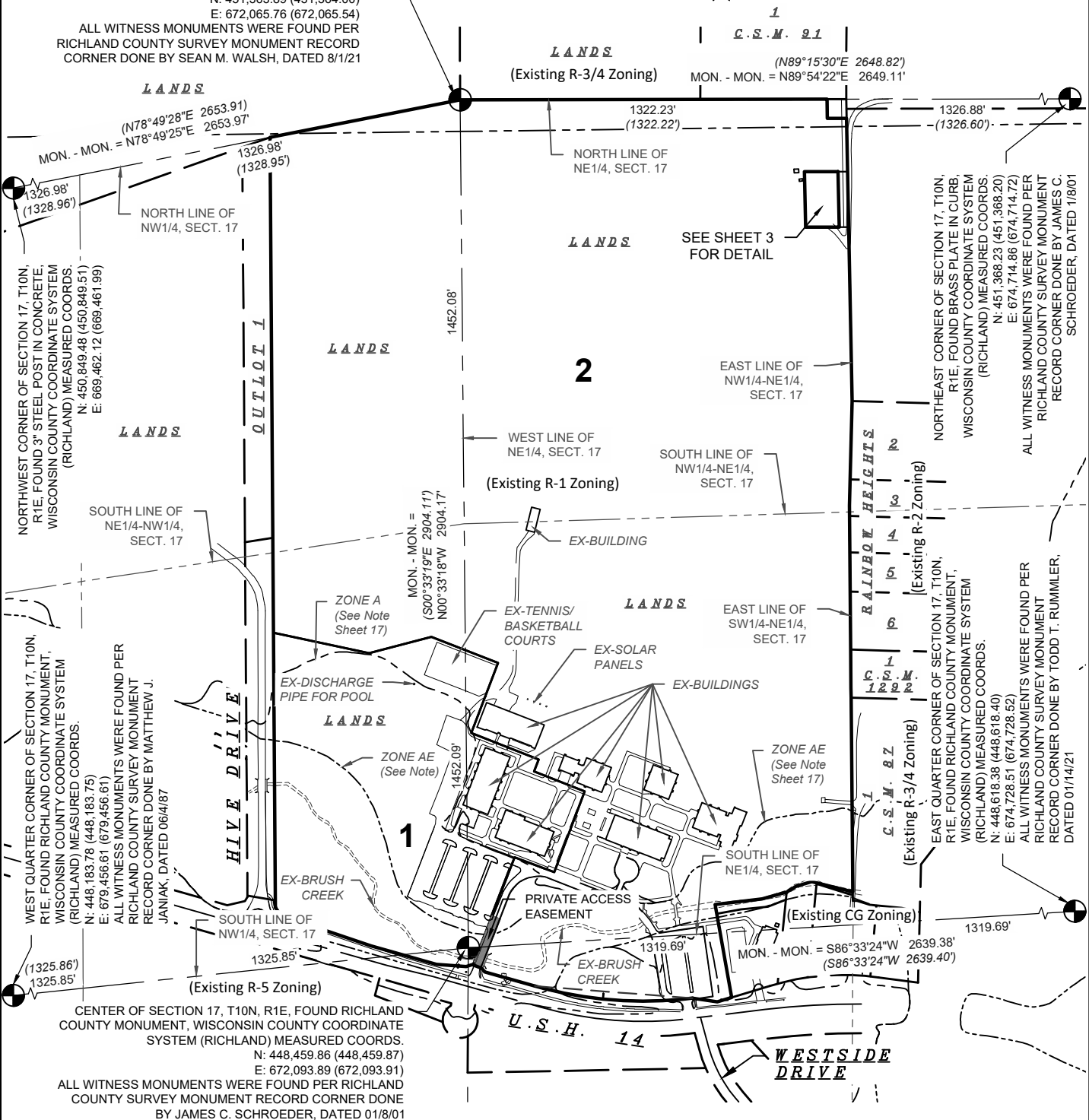
PART OF THE NE 1/4 AND SE 1/4 OF THE NW 1/4, AND PART OF THE NW 1/4 AND SW 1/4 OF THE NE 1/4, AND PART OF THE NE 1/4 OF THE SW 1/4, AND PART OF THE NW 1/4 OF THE SE 1/4, ALL IN SECTION 17, TOWNSHIP 10 NORTH, RANGE 1 EAST, CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN.

NOTES:

1. See sheets 2-4 for more survey detail information.
2. See sheet 16 for Private Access Easement Detail.
3. See sheet 17 for legend, lot area table, curve table and line table.
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NORTH QUARTER CORNER OF SECTION 17, T10N,
R1E, FOUND 3" STEEL POST IN CONCRETE,
WISCONSIN COUNTY COORDINATE SYSTEM
(RICHLAND) MEASURED COORDS.
N: 451,363.89 (451,364.00)
E: 672,065.76 (672,065.54)
ALL WITNESS MONUMENTS WERE FOUND PER
RICHLAND COUNTY SURVEY MONUMENT RECORD
CORNER DONE BY SEAN M. WALSH, DATED 8/1/21

BEARINGS ARE BASED ON THE
WISCONSIN COUNTY COORDINATE
SYSTEM, RICHLAND COUNTY, WISCONSIN
NAD83 (2011), THE NORTH LINE OF THE
NORTHEAST QUARTER OF SECTION 17,
MEASURED AS BEARING N89°54'22"E



SURVEYED FOR:
Richland County
181 W. Seminary Street
Richland Center, WI 53581

SURVEYED BY:
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
(608) 838-0444
www.snyder-associates.com

FN: 126.0220.30
DATE: 03-24-26
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REV5: 07-15-26
REV6: 08-03-26
REV7: 09-22-26

SHEET 1 OF 20

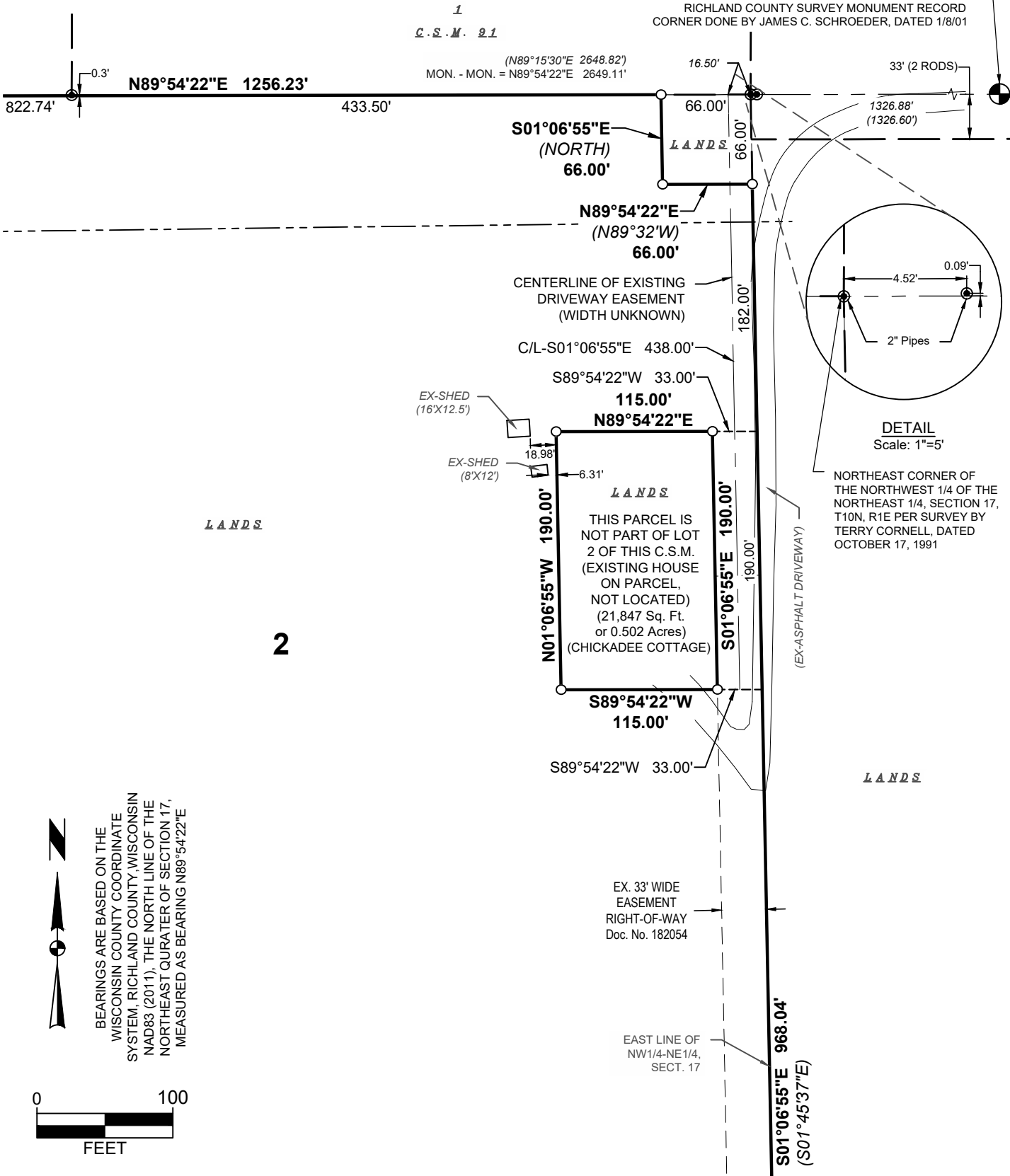
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NORTHEAST CORNER OF SECTION 17, T10N, R1E, FOUND BRASS PLATE IN CURB, WISCONSIN COUNTY COORDINATE SYSTEM (RICHLAND) MEASURED COORDS.
N: 451,368.23 (451,368.20)
E: 674,714.86 (674,714.72)
ALL WITNESS MONUMENTS WERE FOUND PER RICHLAND COUNTY SURVEY MONUMENT RECORD CORNER DONE BY JAMES C. SCHROEDER, DATED 1/8/01



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SHEET 3 OF 20

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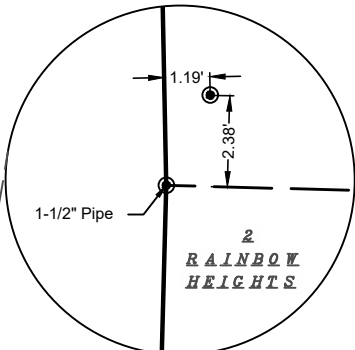
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LANDS



DETAIL
Scale: 1"=5'

EAST LINE OF
NW1/4-NE1/4,
SECT. 17

EX. 33' WIDE
EASEMENT
RIGHT-OF-WAY
Doc. No. 182054

2

(N00°48'07"E 357.17')
S01°26'26"W 357.49'
268.10'
(268.29')

2
RAINBOW
HEIGHTS

89.39'
(88.88')

3
RAINBOW

22.29'
36.15'
(36.14')

PIPE IS 0.46' WEST OF PROPERTY LINE

EAST LINE OF
SW1/4-NE1/4,
SECT. 17

124.76'
(125.07')

4



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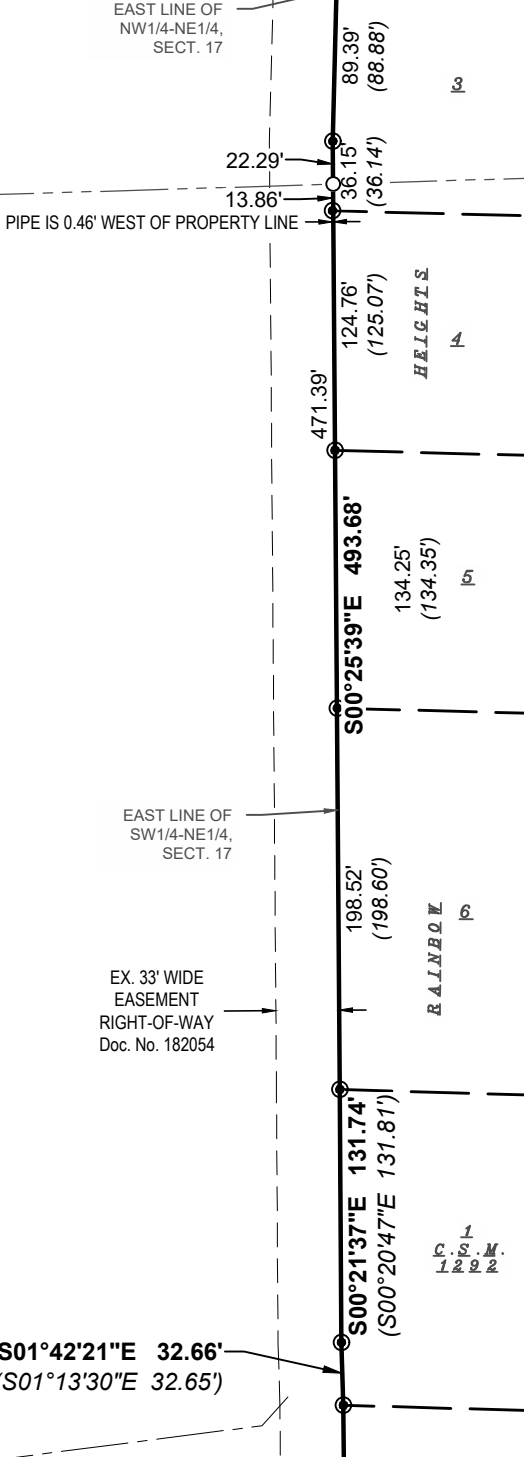


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0

100

FEET



2

 S SNYDER & ASSOCIATES	SURVEYED FOR: Richland County 181 W. Seminary Street Richland Center, WI 53581	SURVEYED BY: Snyder & Associates, Inc. 5010 Voges Road Madison, WI 53718 (608) 838-0444 www.snyder-associates.com	FN: 126.0220.30 DATE: 03-24-26 REVISIONS: REV5: 07-15-26 REV6: 08-03-26 REV7: 09-22-26
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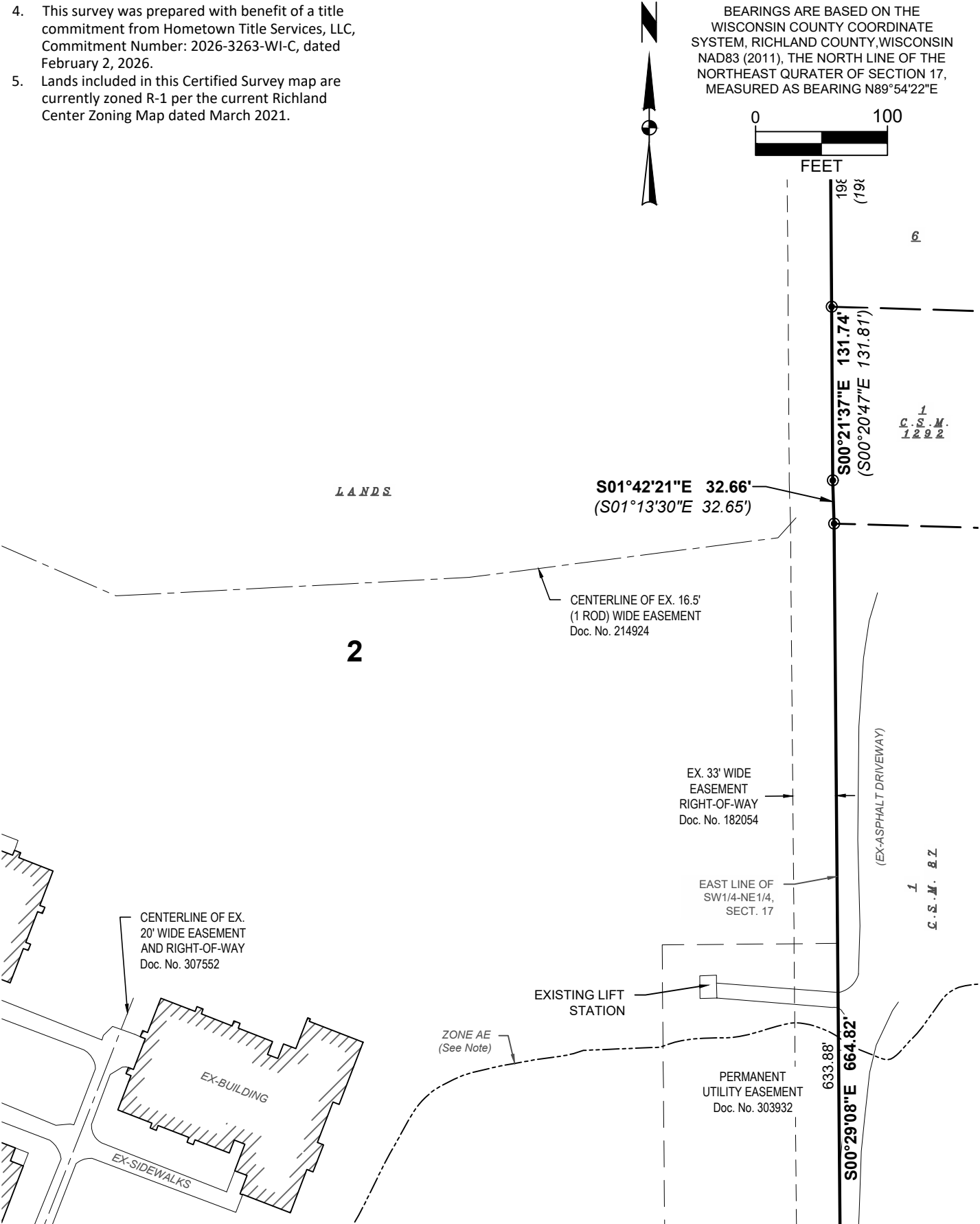


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			SHEET 6 OF 20

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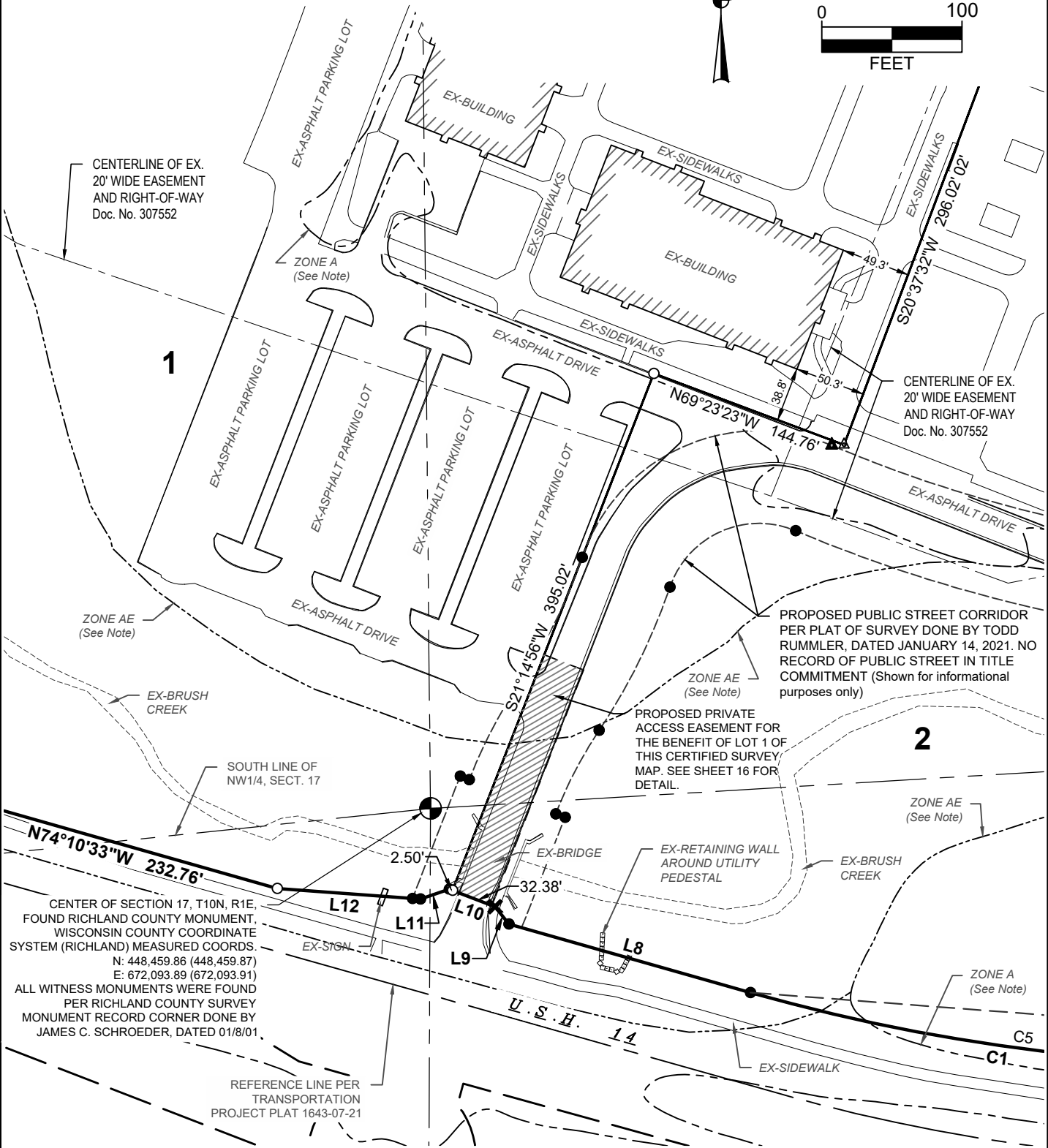
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FEET



SNYDER
& ASSOCIATES

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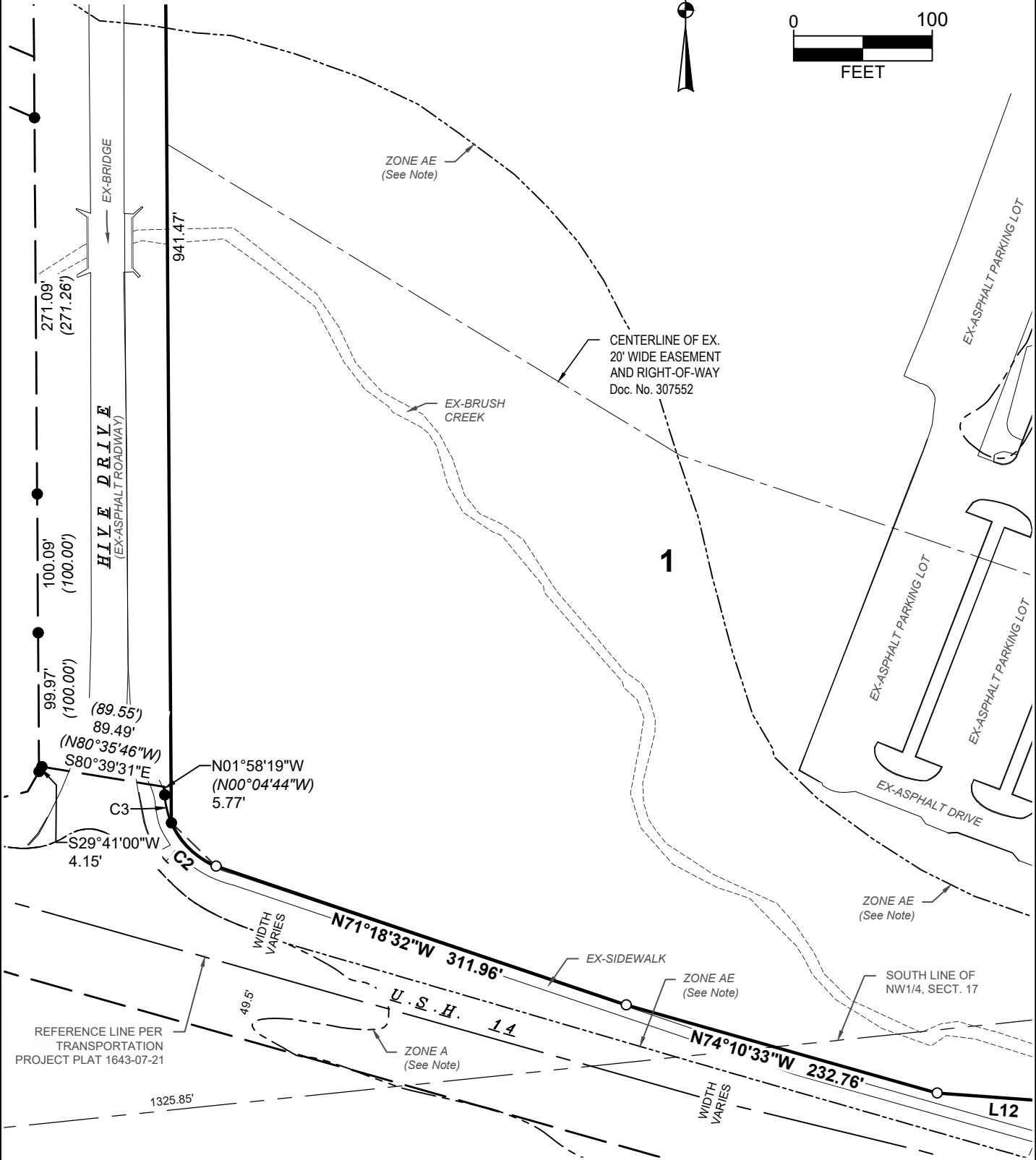
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SHEET 10 OF 20

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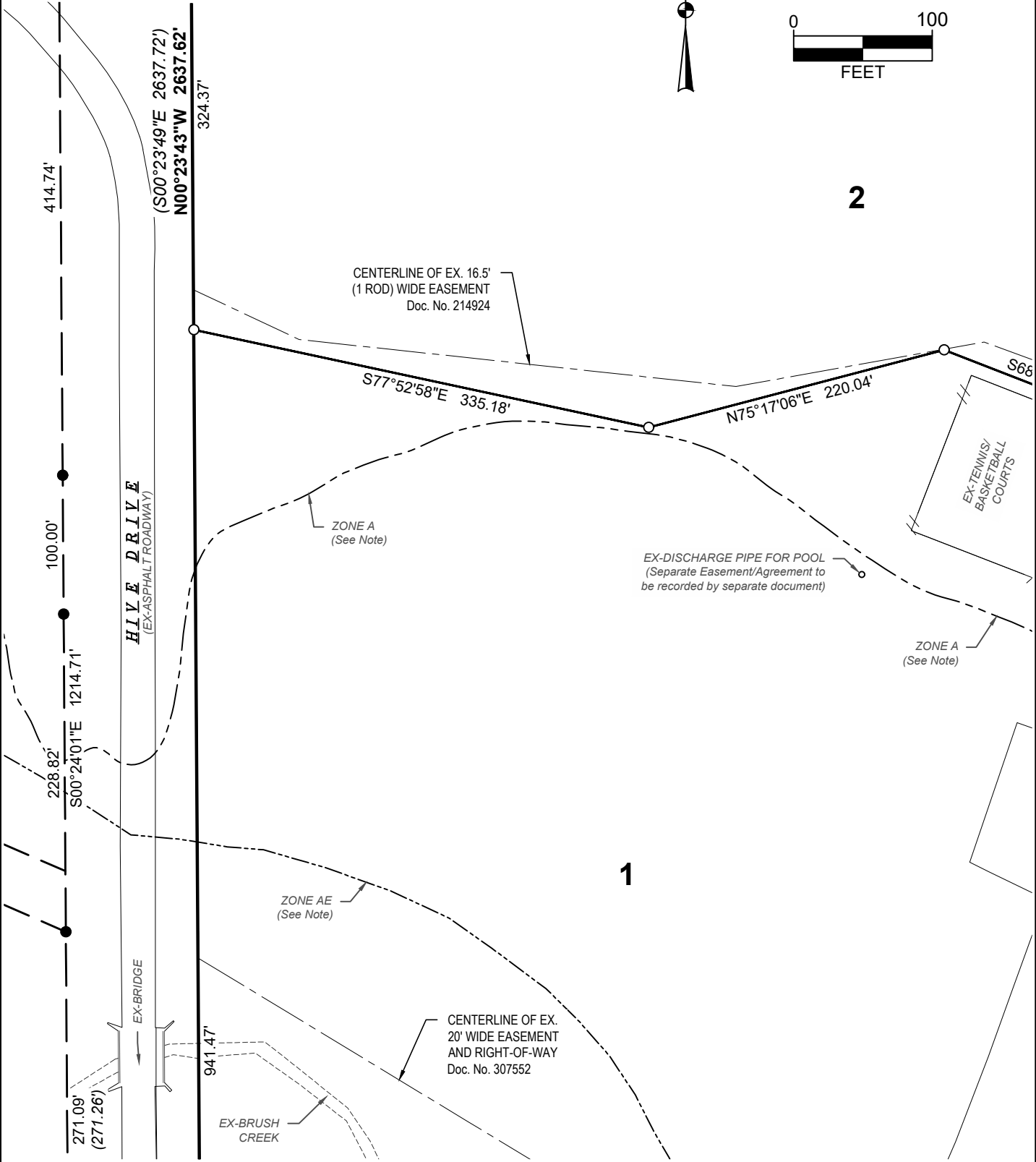
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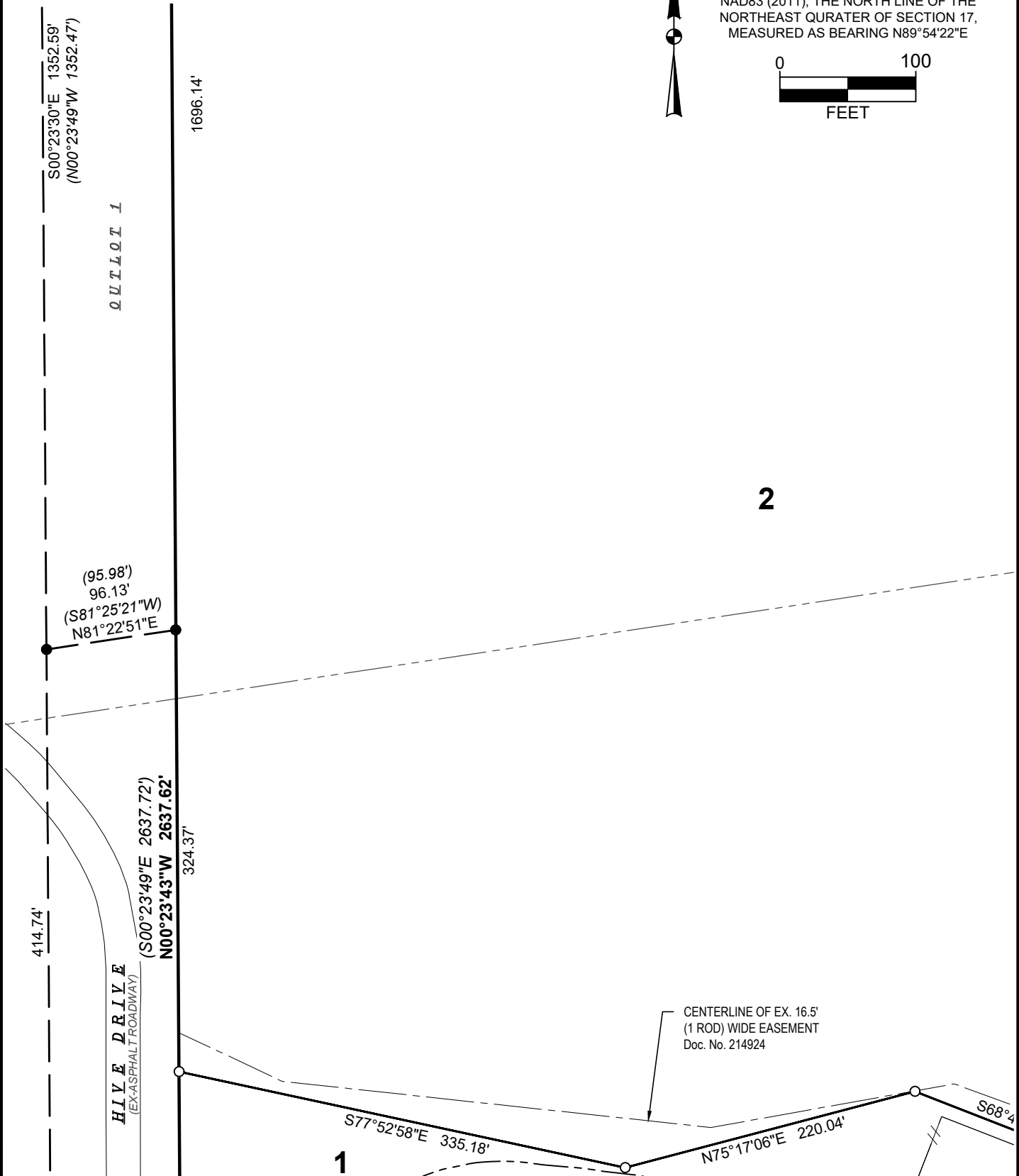
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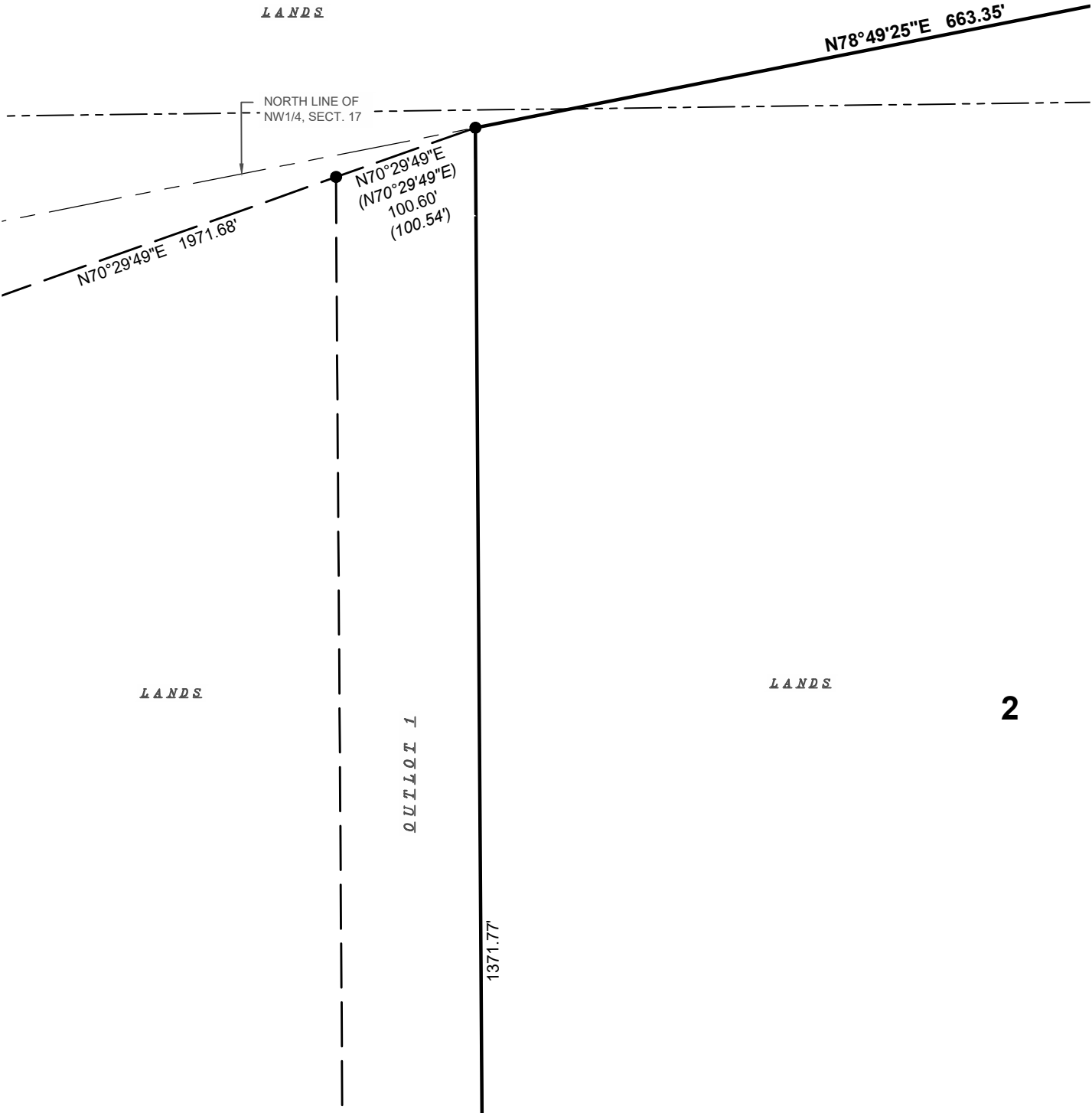
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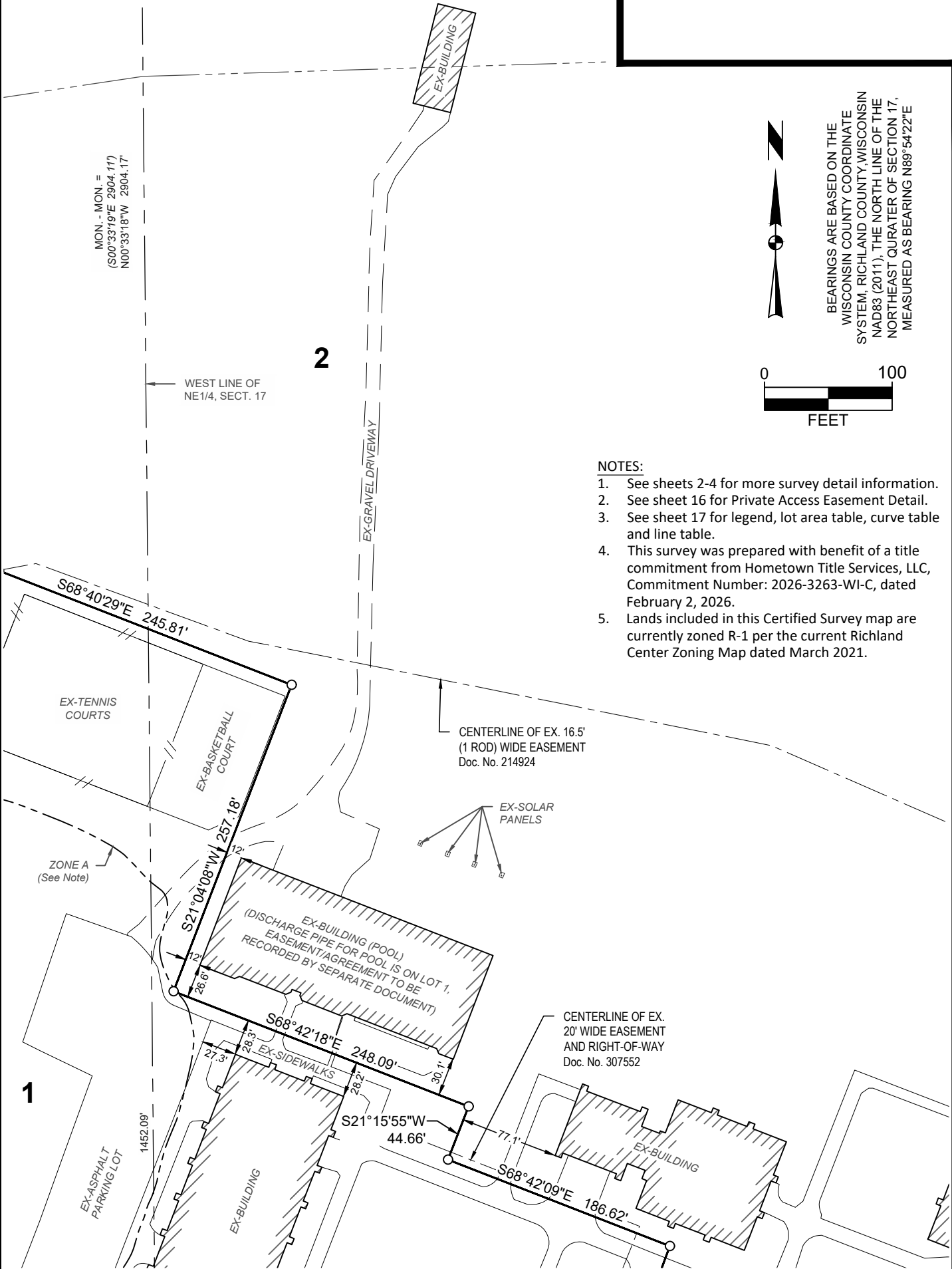
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 SNYDER & ASSOCIATES	SURVEYED FOR: Richland County 181 W. Seminary Street Richland Center, WI 53581	SURVEYED BY: Snyder & Associates, Inc. 5010 Voges Road Madison, WI 53718 (608) 838-0444 www.snyder-associates.com	FN: 126.0220.30 DATE: 03-24-26
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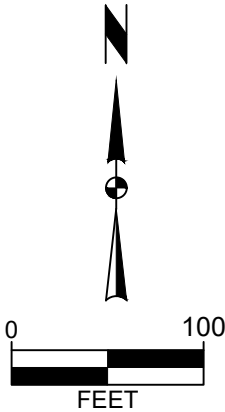
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1452.08'



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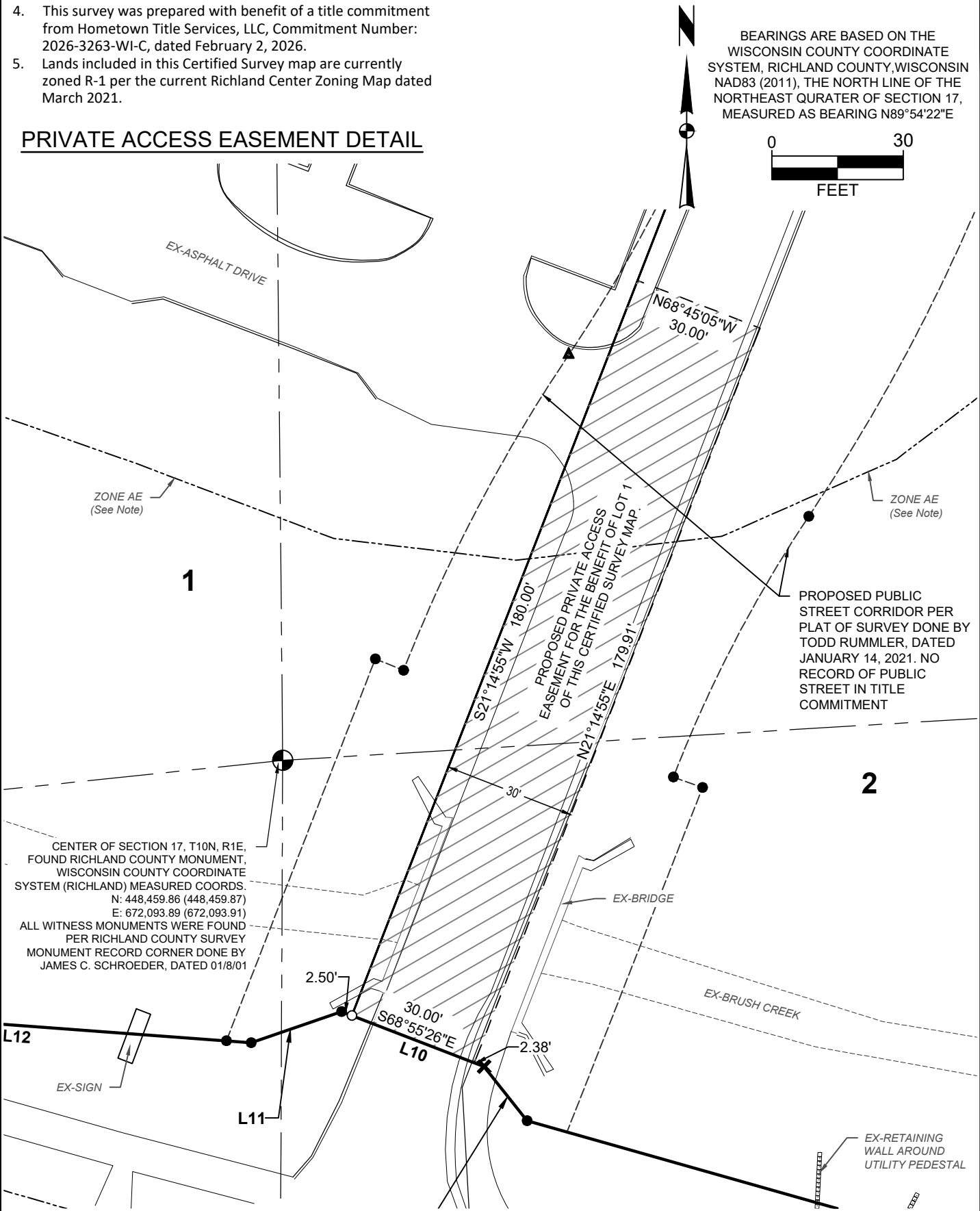
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PRIVATE ACCESS EASEMENT DETAIL



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LINE TABLE		
LINE #	BEARING	DIST. (FT)
L1	N76°17'04"W	144.71'
L2	S74°06'27"W	55.52'
L3	S58°31'48"W	38.36'
L4	S74°00'47"W	87.04'
L5	S83°14'40"W	162.09'
L6	S73°05'09"W	51.28'
L7	N81°19'22"W	85.81'
L8	N74°10'22"W	178.86'
L9	N38°27'08"W	15.78'
L10	N68°55'26"W	34.88'
L11	S71°01'51"W	21.81'
L12	N85°44'47"W	102.18'

LOT AREA TABLE		
LOT #	AREA (SF)	AREA (ACRES)
1	856,682	19.667
2	4,862,584	111.630

(Lot 2 area includes the lands between the meander line and the thread of Brush Creek)

CURVE TABLE							
CURVE #	Δ	RAD.	ARC LENGTH	CHORD	CHORD BEARING	TAN. BRG. BACK	TAN. BRG. AHEAD
C1	22°55'19"	1362.39'	545.04'	541.42'	N85°38'09"W	S82°54'11"W	N74°10'29"W
C2	44°43'34"	59.00'	46.06'	44.90'	N45°45'50"W	N68°07'37"W	N23°24'03"W
C3	20°06'26"	59.00'	20.71'	20.60'	N13°20'51"W	N23°24'03"W	N03°17'38"W
C4	4°52'48"	1362.39'	116.04'	116.00'	N85°20'35"E	N87°46'59"E	N82°54'11"E
C5	18°02'31"	1362.39'	429.01'	427.24'	N83°11'45"W	S87°46'59"W	N74°10'29"W

LEGEND

- 3/4" SOLID IRON REBAR FOUND
- ⊙

1" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED)
- ✕

CHISELED CROSS FOUND
- ▲

COTTON GIN SPIKE FOUND
- 3/4" x 18" SOLID IRON RE-ROD SET, WT. 1.50 lbs./ft
- ⊗

CHISELED CROSS SET
- ()

INDICATES RECORDED AS

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT

ZONE A NOTE:
Area without Base Flood Elevation (BFE). Areas with a 0.2% Annual Chance Flood Hazard. Information per FEMA Firm map number 55103C0307D, effective date December 08, 2016.

ZONE AE NOTE:
Regulatory Floodway. Areas with a 1% Annual Chance Flood Hazard with average depth less than one foot or with drainage areas of less than one square mile. Information per FEMA Firm map number 55103C0307D, effective date December 08, 2016.



SURVEYED FOR:
Richland County
181 W. Seminary Street
Richland Center, WI 53581

SURVEYED BY:
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
(608) 838-0444
www.snyder-associates.com

FN: 126.0220.30
DATE: 03-24-26
REVISIONS:
REV5: 07-15-26
REV6: 08-03-26
REV7: 09-22-26

CERTIFIED SURVEY MAP No. _____

PART OF THE NE 1/4 AND SE 1/4 OF THE NW 1/4, AND PART OF THE NW 1/4 AND SW 1/4 OF THE NE 1/4, AND PART OF THE NE 1/4 OF THE SW 1/4, AND PART OF THE NW 1/4 OF THE SE 1/4, ALL IN SECTION 17, TOWNSHIP 10 NORTH, RANGE 1 EAST, CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN.

NOTES:
Exceptions as described in Title Commitment File No.: 2026-3263-WI-C: dated: February 2, 2026 @ 8:00 AM, issued by Hometown Title Services, LLC:

Exceptions

- 8. Easement dated December 4, 1935 and recorded December 30, 1935 as Document No. 83469A in the official records of the Richland County Register of Deeds. (Affects CSM, could not show graphically, refer to document)
- 9. Right-of-Way easement for rural electric line dated October 1, 1936 and recorded April 15, 1937 as Document No. 87312 in the official records of the Richland County Register of Deeds. (Affects CSM, could not show graphically, refer to document)
- 10. Deed of Easement dated August 21, 1972 and recorded August 24, 1972 as Document No. 150679 between Richland County, a Wisconsin municipal corporation and the City of Richland Center, a municipal corporation. (Easement superseded by Document No. 307552, as shown on survey)
- 11. Conveyance of rights in land by public utility dated December 17, 1979 and recorded on January 3, 1980 as Document No. 171123 in the official records of Richland County Register of Deeds. (Affects CSM, could not show graphically, refer to document)
- 12. Conveyance of rights in land by public utility dated December 20, 1979 and recorded on January 17, 1980 as Document No. 171318 in the official records of the Richland County Register of Deeds. (Affects CSM, could not show graphically, refer to document)
- 13. Deed of Easement dated March 22, 1984 and recorded March 22, 1984 as Document No. 182054 between Richland County, a Wisconsin municipal corporation and the City of Richland Center, a municipal corporation. (As shown on survey)
- 14. Easement for Sewer as set forth in Deed of Easement dated October 23, 1996 and recorded October 23, 1996 as Document No. 222098 from Richland County, a municipal corporation of the States of Wisconsin, to the City of Richland Center, municipal coporation of the State of Wisconsin. (Easement is not on surveyed property)
- 15. Easement for Utility as set forth in Deed of Easement dated December 28, 2000 and recorded December 28, 2000 as Document No. 241924 from Richland County, a municipal corporation of the State of Wisconsin, c/o County Clerk Victor V. Vlasak, Courthouse, Richland Center to Tech Com, Inc, a Wisconsin Corporation. (As shown on survey)
- 16. Easement for Underground Utility as set forth in Grant of Underground Utility Easement dated September 18, 2008 and recorded September 18, 2008 as Document No. 284710 from Campus View Corporation, a Wisconsin corporation to the City of Richland Center. (Easement is not on surveyed property)
- 17. Transportation Project Plat dated September 30, 2001 and recorded with the Richland County Register of Deeds on November 9, 2001 as Document No. 295731.
- 18. Transportation Project Plat dated September 30, 2001 and recorded with the Richland County Register of Deeds on November 9, 2001 as Document No. 295732.
- 19. Easement for Utilities as set forth in Utility Easement Agreement dated October 31, 2013 and recorded December 9, 2013 as Document No. 303932 from Richland County, Wisconsin, a Wisconsin municipal corporation to City of Richland Center.
- 20. First amendment to grant of Easement and Right-of-Way, recorded on January 6, 2015 as Instrument #307552 in the official records of the Richland County Register of Deeds. (As shown on survey)

CERTIFIED SURVEY MAP No. _____

PART OF THE NE 1/4 AND SE 1/4 OF THE NW 1/4, AND PART OF THE NW 1/4 AND SW 1/4 OF THE NE 1/4, AND PART OF THE NE 1/4 OF THE SW 1/4, AND PART OF THE NW 1/4 OF THE SE 1/4, ALL IN SECTION 17, TOWNSHIP 10 NORTH, RANGE 1 EAST, CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Adam R. Gross, Professional Land Surveyor, hereby certify that in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes, Chapter A-E7 of the WI Admin. Code and the land division and subdivision regulations of the City of Richland Center and under the direction of Richland County, owner of said land, I have surveyed, divided and mapped this Certified Survey Map; that such Certified Survey Map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is more fully described as follows:

Part of the Northeast Quarter and the Southeast Quarter of the Northwest Quarter, and part of the Northwest Quarter and the Southwest Quarter of the Northeast Quarter, and part of the Northeast Quarter of the Southwest Quarter, and part of the Northwest Quarter of the Southeast Quarter, all in Section 17, Township 10 North, Range 1 East, City of Richland County, Wisconsin, more fully described as follows:

Beginning at the North Quarter corner of said Section 17, thence N89°54'22"E along the north line of the Northeast Quarter of said Section 17, 1256.23'; thence S01°06'55"E, 66.00'; thence N89°54'22"E, 66.00' to the East line of the Northwest Quarter of the Northeast Quarter of said Section 17; thence S01°06'55"E, along said East line, 968.04' to the northwesterly corner of Lot 2, RAINBOW HEIGHTS SUBDIVISION, Richland County registry; thence continuing along said East line and the westerly line of said RAINBOW HEIGHTS SUBDIVISION, S01°26'26"W, 357.49'; thence continuing along said East line, S00°25'39"E, 493.68' to the northwesterly corner of Lot 1, Certified Survey Map (C.S.M.) 1292, Richland County registry; thence continuing along said East line and the westerly line of said Lot 1, S00°21'37"E, 131.74'; thence continuing along said East line and the westerly line of said Lot 1, S01°42'21"E, 32.66' to the northwesterly corner of Lot 1, C.S.M. 87, Richland County registry; thence continuing along said East line and the westerly line of said Lot 1, C.S.M. 87, S00°29'08"E, 633.88' to a meander line of Brush Creek; thence along the meander line of Brush Creek, N76°17'04"W, 145.04'; thence S74°06'27"W along said meander line of Brush Creek, 67.56'; thence S58°31'48"W along said meander line of Brush Creek, 38.39'; thence S74°00'47"W along said meander line of Brush Creek, 80.54'; thence S83°14'40"W along said meander line of Brush Creek, 161.41'; thence S10°04'39"E along the westerly line of C.S.M. 1266, Richland County registry, 353.48' to the northerly right-of-way line of S.T.H. 14; thence along said northerly right-of-way line, S73°05'09"W, 51.28'; thence continuing along said northerly right-of-way line, N81°19'22"W, 85.81' to a point of curvature; thence continuing along said northerly right-of-way line and the arc of a curve to the right through a central angle of 22°55'19", a radius of 1362.39', an arc distance of 545.04' and a chord bearing N85°38'09"W, 541.42'; thence continuing along said northerly right-of-way line, N74°10'22"W, 178.86'; thence continuing along said northerly right-of-way line N38°27'08"W, 15.78'; thence continuing along said northerly right-of-way line, N68°55'26"W, 34.88'; thence continuing along said northerly right-of-way line, S71°01'51"W, 21.81'; thence continuing along said northerly right-of-way line, N85°44'47"W, 102.18' to a point of curvature; thence continuing along said northerly right-of-way line and the arc of a curve to the right through a central angle of 44°43'34", a radius of 59.00', an arc length of 46.06' and a chord bearing N45°45'50"W, 44.90' to the easterly right-of-way line of Hive Drive; thence N00°23'43"W along the easterly right-of-way line of said Hive Drive, 2637.62' to the northeasterly corner of Outlot 1, C.S.M. 1190, Richland County registry; thence N78°49'25"E, 663.35' to the point of beginning. This description contains approximately 5,719,266 square feet or 131.2963 acres more or less including lands lying between the meander line and the thread of Brush Creek.

Dated this _____ day of _____, 2026.

Signed:
Adam R. Gross, P.L.S. No. 3017
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
608-838-0444
agross@snyder-associates.com

CITY OF RICHLAND CENTER APPROVAL CERTIFICATE:

This certified survey map has been approved for recording in accordance with the City of Richland Centerland land division ordinance.

By: _____ Date: _____
Karin Tepley, Mayor, City of Richland Center

 SNYDER & ASSOCIATES	SURVEYED FOR: Richland County 181 W. Seminary Street Richland Center, WI 53581	SURVEYED BY: Snyder & Associates, Inc. 5010 Voges Road Madison, WI 53718 (608) 838-0444 www.snyder-associates.com	FN: 126.0220.30
			DATE: 03-24-26
			REVISIONS:
			REV5: 07-15-26
			REV6: 08-03-26
			REV7: 09-22-26
			SHEET 20 OF 20

APPLICANT / AGENT	Excel Engineering Inc.	BUSINESS NAME:	Schreiber Foods Inc.
SITE ADDRESS:	930 Sextonville Road	ZONING DISTRICT:	(IND) Industrial
TAX PARCEL:	276-2154-1000	REQUEST:	Land Division by CSM
DESCRIPTION:	NE1/4, SW1/4 Sec 21, T10N, R01E		
MEETINGS:	Plan Commission 09/23/2026; Common Council 10/06/2026		

Request / Background

Request for approval of a CSM to divide 0.27 acres from the northwest corner of 930 Sextonville Road (Parcel No 276-2154-1000) and combine it into the southwest corner of 920 Sextonville Road (Parcel No 276-2100-7630).

- **Lot 1 (920 Sextonville Rd):** Increases to 6.992 acres.
- **Lot 2 (930 Sextonville Rd):** Decreases to 3.612 acres.

Both properties will remain zoned Industrial with no changes to current intended land use. The land transfer is requested to establish required setbacks and ensure safe, efficient access for vehicles, semis, and emergency services around a proposed Intake Bay addition on Lot 1.

Authority and Basis for Review

The request is a land division under Chapter 448, requiring a certified survey map (CSM). Section 448.04(7)(d) directs the Plan Commission to review the draft CSM for conformity with this ordinance, other applicable ordinances, and the master plan, and to recommend approval, conditional approval, or rejection to the City Council. The Council must act within sixty (60) days of filing under §448.04(7)(e).

Zoning District and Land Division Requirements

<i>Lot Size</i>	No minimum/maximum
<i>Lot Width</i>	No minimum/maximum
<i>Lot Depth</i>	Minimum Average Depth of 100ft
<i>Lot Area & Dimensions</i>	Must conform to Zoning Code Large parcel must allow for future subdivision into standard lots
<i>Setbacks</i>	
• <i>Street</i>	15ft from ROW
• <i>Sideyard - abutting street</i>	15 ft
• <i>Sideyard - Interior</i>	None
• <i>Rear Yard</i>	None for principal structures
<i>Traffic Visibility Triangle</i>	33ft along the curb lines at intersections
<i>Detached Accessory Buildings</i>	3 ft from rear lot line (1.5 ft for eaves) 3 ft side if entirely in the rear yard 8 ft if any portion is in a side yard (6.5 ft eaves)

Frontage	Lot must front or abut public street
Parking	Shall be adequate to provide for off-street service and parking required by use
Yard & Open Space	Each building's required yard must lie entirely on its own lot — a new lot line cannot cut through the setback area serving an existing structure
Screening	If resulting lot abuts "R" District, screening is required
Access to Public Infrastructure	Layout adequately provides for city services and utilities, access to adequate public highways, and interior streets and sidewalks

Comprehensive Plan

The subject property is designated Industrial on the Future Land Use Map of the *Comprehensive Plan for Richland Center, Wisconsin 2022-2032* (adopted December 21, 2021) and is zoned IND. The proposed division would create an approximately 7-acre parcel to accommodate the expansion of a dairy processing use on the adjoining parcel. Both resulting parcels remain a conditional use, and the division requires no rezoning or change to the Future Land Use Map.

The Land Use chapter directs the City toward "land use policies and zoning that maximize the available opportunities and encourage residential, commercial, and industrial development," and the Economic Development chapter sets a goal to "build a resilient economy by supporting local businesses." Accommodating the expansion of an existing employer on land already designated Industrial and already zoned IND, advances both objectives and reflects the plan's emphasis on making use of existing and underutilized sites rather than extending development into new areas.

Staff find the proposed land division consistent with the Comprehensive Plan.

CRITERIA FOR CONSIDERATION	Yes	No
Is the project consistent with the Comprehensive Plan?	☒	☐
Can the request demonstrate adequate public facilities, including roads and drainage, and utilities?	☒	☐
The division creates no nonconforming lot, structure, or use.	☒	☐
All resulting parcels, existing structures, parking, and loading areas conform to the requirements of the zoning district as measured from the new lot lines.	☒	☐
The request conforms to all applicable provisions of the code.	☒	☐

RECOMMENDED CONDITIONS FOR APPROVAL

1. The certified survey map (CSM) shall conform to the plans and specifications submitted with the application dated 8/5/2026 and as presented at the Plan Commission public hearing on 09/23/2026. Any material change requires resubmittal.
2. The final CSM shall comply with Wis. Stat. § 236.34 and shall bear the surveyor's certification that the land division complies with all provisions of Chapter 448.
3. All resulting parcels and all existing structures shall comply with the setback, yard, and traffic visibility requirements of Zoning Code as measured from the proposed lot lines. No parcel shall be created that renders an existing structure, parking area, or loading area nonconforming.
4. Utility and drainage easements shall be shown on the face of the map.
5. The approved certified survey map shall be promptly recorded with the Richland County Register of Deeds, and two copies of the recorded map showing recording data shall be transmitted to the City.
6. Approval of this CSM does not authorize construction or a change in use.

Staff Recommendation

It is recommended that the land division be approved with the conditions as presented and be forwarded to the Common Council for approval.

Recommended Action

Motion to recommend that the Common Council approve the CSM submitted by Schreiber Foods, Inc., which transfers 0.27 acres from 930 Sextonville Road, Parcel No. 276-2154-1000, to the adjacent parcel at 920 Sextonville Road, Parcel No. 276-2100-7630, based on the following findings:

1. The land division is permitted to proceed by certified survey map under §448.04(7)(a), fewer than five parcels being proposed.
2. Notice of public hearing was given to owners of property within 300 feet of the exterior boundaries as required by §448.04(7)(c), and a public hearing was held.
3. The certified survey map conforms to Chapter 448, the Zoning Ordinance, and the master plan and master plan components as required by §448.04(7)(d).
4. The resulting parcels comply with the requirements of the Industrial district, and the division creates no nonconforming lot, structure, or use.

subject to the conditions of approval set forth in the staff report dated 09/23/2026.

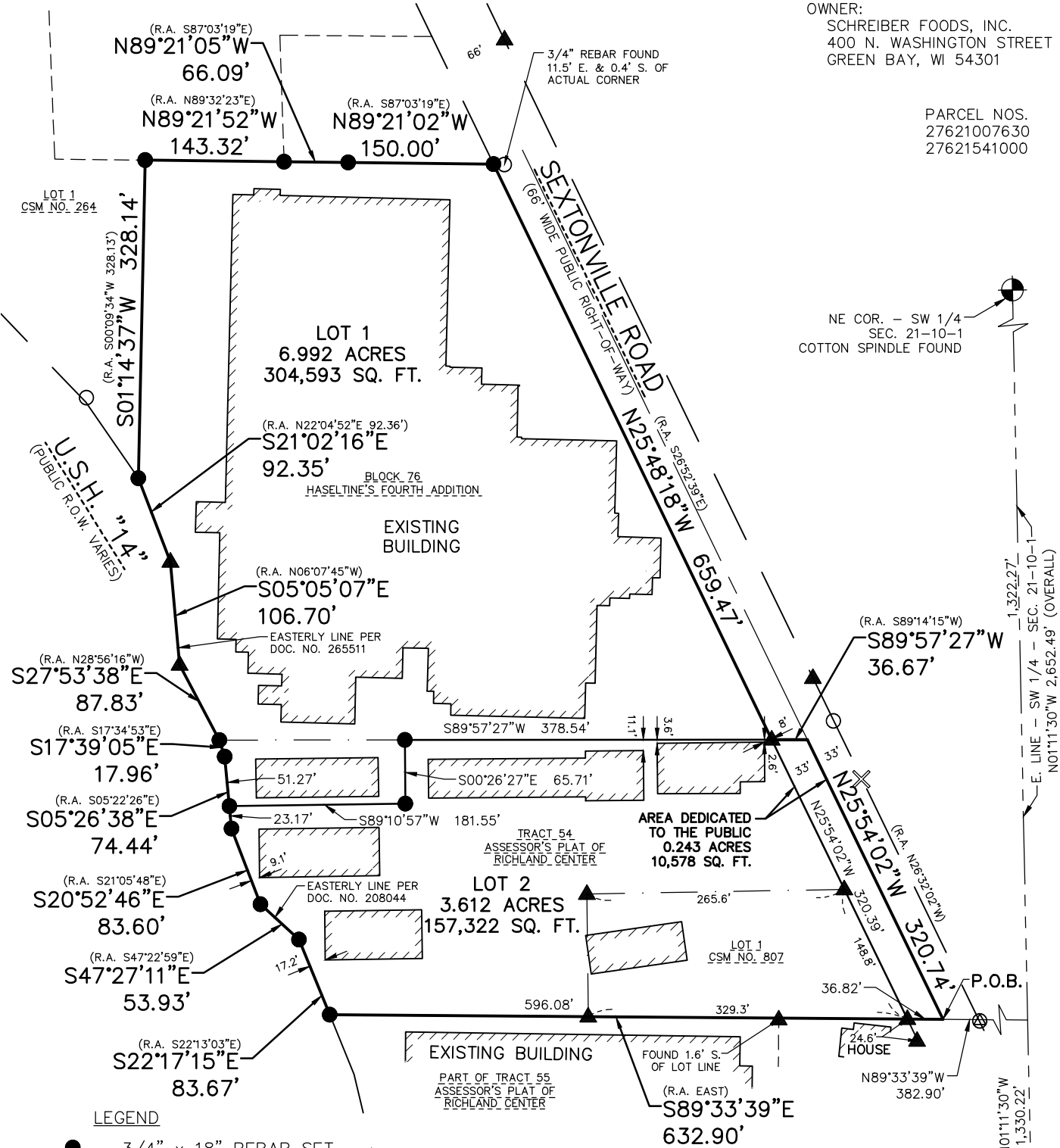
CERTIFIED SURVEY MAP NO.

FOR
SCHREIBER FOODS, INC.

PART OF TRACT 54, ASSESSOR'S PLAT, PART OF BLOCK 76,
HASLITINE'S FOURTH ADDITION & LOT 1, CSM NO. 807, LOCATED IN
PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, SECTION 21,
TOWNSHIP 10 NORTH, RANGE 1 EAST, CITY OF RICHLAND CENTER,
RICHLAND COUNTY, WISCONSIN.

OWNER:
SCHREIBER FOODS, INC.
400 N. WASHINGTON STREET
GREEN BAY, WI 54301

PARCEL NOS.
27621007630
27621541000



LEGEND

- - 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
- ▲ - 1" IRON PIPE FOUND
- ⊙ - 2" IRON PIPE FOUND
- - 3/4" REBAR FOUND
- ✕ - CUT "X" FOUND
- ⊕ - SECTION CORNER MONUMENT FOUND

(R.A.) "RECORDED AS" INFORMATION

NORTH POINT REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE. THE EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 21 HAS A BEARING OF NORTH 01°-11'-30" WEST.



SCALE: 1" = 150'

TOTAL AREA
10.847 ACRES
472,493 SQ. FT.

SHEET 1 OF 3 SHEETS



EXCEL
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Always a Better Plan

100 Camelot Drive
Fond Du Lac, WI 54935
Phone: (920) 926-9800
www.EXCELENGINEER.com
JOB NO. 260011500

CERTIFIED SURVEY MAP NO. _____

PART OF TRACT 54, ASSESSOR'S PLAT, PART OF BLOCK 76,
 HASELTINE'S FOURTH ADDITION, & LOT 1, CSM NO. 807, LOCATED IN
 PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4,
 SECTION 21, TOWNSHIP 10 NORTH, RANGE 1 EAST,
 CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a parcel of land described below.

That I have made such Certified Survey under the direction of Schreiber Foods, Inc. bounded and described as follows:

Part of Tract 54, Assessor's Plat, part of Block 76 of Haseltine's Fourth Addition and Lot 1 of Certified Survey Map No. 807, recorded in Volume 7 of Certified Survey Maps on Page 192 in the Richland County Register of Deeds Office as Document No. 283797, being located in part of the Northeast 1/4 of the Southwest 1/4 of Section 21, Township 10 North, Range 1 East, City of Richland Center, Richland County, Wisconsin being more particularly described as follows:

Commencing at the Southeast corner of the Southwest 1/4 of said Section 21; thence North 01°-11'-30" West along the East line, a distance of 1,330.22 feet; thence North 89°-33'-39" West, a distance of 382.90 feet to a point on the centerline of Sextonville Road, said point being the point of beginning; thence North 25°-54'-02" West along said centerline, a distance of 320.74 feet; thence South 89°-57'-27" West along the North line of lands described per Warranty Deed recorded in the Richland County Register of Deeds Office as Document No. 341449, a distance of 36.67 feet to the Westerly right-of-way line of Sextonville Road; thence North 25°-48'-18" West along said Westerly line, a distance of 659.47 feet; thence North 89°-21'-02" West, a distance of 150.00 feet; thence North 89°-21'-05" West, a distance of 66.09 feet; thence North 89°-21'-52" West, a distance of 143.32 feet to an East line of Certified Survey Map No. 264, recorded in Volume 2 of Certified Survey Maps on Page 253 in the Richland County Register of Deeds Office as Document No. 229458; thence South 01°-14'-37" West along said East line, a distance of 328.14 feet to the Easterly right-of-way line of U.S.H. "14" per Quit Claim Deed recorded in the Richland County Register of Deeds Office as Document No. 265511; thence South 21°-02'-16" East along said Easterly line, a distance of 92.35 feet; thence South 05°-05'-07" East along said Easterly line, a distance of 106.70 feet; thence South 27°-53'-38" East along said Easterly line, a distance of 87.83 feet; thence South 17°-39'-05" East along the Easterly right-of-way line of U.S.H. "14" per Warranty Deed recorded in the Richland County Register of Deeds Office as Document No. 208044, a distance of 17.96 feet; thence South 05°-26'-38" East along said Easterly line, a distance of 74.44 feet; thence South 20°-52'-46" East along said Easterly line, a distance of 83.60 feet; thence South 47°-27'-11" East along said Easterly line, a distance of 53.93 feet; thence South 22°-17'-15" East along said Easterly line, a distance of 83.67 feet; thence South 89°-33'-39" East along the South line of lands described per said Document No. 341449, a distance of 632.90 feet to the point of beginning and containing 10.847 acres (472,493 sq. ft.) of land more or less.

That such is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the City of Richland Center in surveying, dividing and mapping the same.

Ryan Wilgreen, P.L.S. No. S-2647
 ryan.wilgreen@excelengineer.com
 Excel Engineering, Inc.
 Fond du Lac, Wisconsin 54935
 Project Number: 260011500

CERTIFIED SURVEY MAP NO. _____

PART OF TRACT 54, ASSESSOR’S PLAT, PART OF BLOCK 76,
HASLTINE’S FOURTH ADDITION, & LOT 1, CSM NO. 807, LOCATED IN
PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4,
SECTION 21, TOWNSHIP 10 NORTH, RANGE 1 EAST,
CITY OF RICHLAND CENTER, RICHLAND COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Schreiber Foods, Inc., a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this map to be surveyed, divided and mapped as represented on this map. Schreiber Foods, Inc. does further certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

- 1. City of Richland Center

WITNESS the hand and seal of said owner this _____ day of _____, 20__.

Schreiber Foods, Inc.

_____, _____
(Print) (Title)

STATE OF _____)
_____ COUNTY)SS

Personally, came before me this _____ day of _____, 20__, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, _____
My Commission Expires: _____

COMMON COUNCIL APPROVAL CERTIFICATE

Resolved that this Certified Survey Map, in the City of Richland Center, is hereby approved.

Karin Tepley, Mayor Date

List of Poll Workers, Tabulators, Chief Inspectors, and Emergency Poll Workers for appointment

Name	Appointment
Alene Wanless	Poll Worker, Tabulator
Amanda Keller	Clerk, Poll Worker, Tabulator, Chief Inspector
Ashley Oliphant	Poll Worker, Tabulator, Chief Inspector
Beth Fruit	Poll Worker, Tabulator
Brett Keller	Poll Worker, Tabulator, Chief Inspector
Colleen Pulvermacher	Poll Worker, Tabulator
Daniel Schultz	Poll Worker, Tabulator
Darcy Perkins	Poll Worker, Tabulator, Chief Inspector
Darlene Tagliapietra	Poll Worker, Tabulator
David Eagan	Poll Worker, Tabulator, Chief Inspector
DeAnna Caspers	Poll Worker, Tabulator
Donavoine Bauer	Poll Worker, Tabulator
Gayle Alioto	Poll Worker, Tabulator
Grant Keller	High School Poll Worker
Jasen Glasbrenner	Poll Worker, Tabulator, Chief Inspector
Jeanie Parker	Poll Worker, Tabulator
Jena Cabral	Poll Worker, Tabulator
Karin Tepley	Poll Worker, Tabulator
Kathryn Lewandowski	Poll Worker, Tabulator
Kay Ziegahn	Poll Worker, Tabulator
Kim Jongquist	Poll Worker, Tabulator
Linda Danforth	Poll Worker, Tabulator, Chief Inspector
Lynne Eichinger	Poll Worker, Tabulator
Maggie Keller	Poll Worker, Tabulator
Marie Waldsmith	Poll Worker, Tabulator
Marriah Lee Sondreal	Poll Worker, Tabulator
Mary Collins	Poll Worker, Tabulator
Matt Williams	Poll Worker, Tabulator, Chief Inspector
Melony Walters	Poll Worker, Tabulator
Michael Gibbs	Poll Worker, Tabulator
Misty Molzof	Clerk, Poll Worker, Tabulator, Chief Inspector
Nancy Brennan	Poll Worker, Tabulator
Pam Banker	Poll Worker, Tabulator
Pam Flick	Poll Worker, Tabulator
Patty Grell	Poll Worker, Tabulator
Rebecca Furbish	Poll Worker, Tabulator
Ron Fruit	Poll Worker, Tabulator, Chief Inspector
Rosanne Knowler	Poll Worker, Tabulator
Sandy Layer	Poll Worker, Tabulator
Sharon Schmitz	Poll Worker, Tabulator
Sheila Melby	Poll Worker, Tabulator
Stacy Ottman	Poll Worker, Tabulator
Tad Brockus	Poll Worker, Tabulator, Chief Inspector
Tess Barr-Hamblin	Poll Worker, Tabulator, Chief Inspector